



# Alpine Shire

**ORDINARY COUNCIL MEETING**

**MINUTES**

**M9 – 5 September 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 **5 September 2017** and commenced at **7:04pm**.

## **PRESENT**

### **COUNCILLORS**

Cr Ron Janas – Mayor  
Cr Tony Keeble – Deputy Mayor  
Cr Peter Roper  
Cr Kitty Knappstein  
Cr Sarah Nicholas  
Cr Daryl Pearce

### **OFFICERS**

Mr Charlie Bird – Chief Executive Officer  
Ms Nathalie Cooke – Director Corporate  
Mr Will Jeremy – Acting Director Assets

### **APOLOGIES**

Cr John Forsyth



## AGENDA

1	RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS.....	269
2	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE.....	269
3	CONFIRMATION OF MINUTES.....	269
	3.1 ORDINARY COUNCIL MEETING – M8.....	269
4	APOLOGIES.....	269
5	OBITUARIES / CONGRATULATIONS.....	269
6	DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST.....	269
7	PUBLIC QUESTIONS ON AGENDA ITEMS .....	270
8	PRESENTATION OF REPORTS BY OFFICERS.....	271
	8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD.....	271
	8.1.1 Nil.....	271
	8.2 ACTING DIRECTOR ASSETS – WILLIAM JEREMY.....	272
	8.2.1 Contract 1705101 Alpine Events Park – Multipurpose Facility Construction .....	272
	8.2.2 Architectural Services .....	275
	8.2.3 Dinner Plain Event Funding Program 2017/18.....	279
	8.3 DIRECTOR CORPORATE – NATHALIE COOKE.....	284
	8.3.1 High Country Library Network Shared Service Agreement.....	284
	8.3.2 Annual Financial Report and Performance Statement - adoption in principle.....	287
9	ASSEMBLY OF COUNCILLORS.....	292
10	GENERAL BUSINESS.....	293
11	MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN.....	293
12	RECEPTION AND READING OF PETITIONS .....	293
13	DOCUMENTS FOR SEALING.....	294



## **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 – M8**

*Cr Knappstein*

*Cr Keeble*

*That the minutes of Ordinary Council Meeting M8 held on 1 August 2017 as circulated be confirmed.*

*Carried*

## **4 APOLOGIES**

## **5 OBITUARIES / CONGRATULATIONS**

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



## **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](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.



**8 PRESENTATION OF REPORTS BY OFFICERS**

**8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD**

**8.1.1 Nil**



## 8.2 ACTING DIRECTOR ASSETS – WILLIAM JEREMY

### 8.2.1 Contract 1705101 Alpine Events Park – Multipurpose Facility Construction

File Number: 1780.87

#### INTRODUCTION

This report relates to the award of Contract 1705101 - Multipurpose Facility Construction as part of the Alpine Events Park project.

*Cr Roper*

*Cr Nicholas*

*That Council awards Contract No. 1705101 Alpine Events Park – Multipurpose Facility Construction to Barton St. Developments for the lump sum price of \$1,819,787 + GST.*

*Carried*

#### BACKGROUND

In May 2016, Council was awarded grant funding of \$1.87 million from the Commonwealth Department of Infrastructure and Regional Development's National Stronger Regions Fund for the redevelopment of Pioneer Park into the Alpine Events Park. A further \$1.87 million has been committed by Council, the plantation operator HVP, Alpine Community Plantations, and the Bright United Football and Netball Club, bringing the total project budget to \$3.74 million.

The project will deliver a scalable outdoor precinct capable of hosting events large and small with the aim of increasing economic development in the region. The project is being delivered across four financial years, between 2015/16 and 2018/19. The Multipurpose Facility is the largest component of the project.

Detailed design was completed in June 2017, and the work was subsequently tendered. The invitation to tender was advertised in the Alpine Times/Observer and Herald Sun on 5 and 8 July 2017, and on the Tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded by 14 prospective Tenderers, and five submissions were received.

The MPF contract includes the following works:

1. Demolition of the existing pavilion;
2. Partial demolition of the lower change room building;
3. Refurbishment and expansion of the lower change room building;
4. Construction of a new upper level facility;
5. Civil works around the facility; and
6. Restoration of the grandstand, which is located within a heritage overlay.



## **EVALUATION**

The key selection criteria listed in the Invitation to Tender are:

1. Price
2. Qualifications and previous performance
3. Delivery
4. Social.

The evaluation panel consisted of the CEO, Acting Director Assets, Acting Manager Asset Development, the Project Manager and Project Coordinator.

Following the initial assessment, three of the tenders were shortlisted for further evaluation. The tenderers were invited to clarify aspects of their tender, present their qualifications and evidence of previous performance, and confirm their proposed methodology including their ability to meet the required timeframes. The shortlisted tenders were then reassessed in accordance with the selection criteria.

Following the assessment of the shortlisted offers by the evaluation panel it was determined that the tender from Barton St. Developments best met the selection criteria.

## **ISSUES**

The commencement date for construction is immediately after the last football game of the 2017 season; however construction of the pavilion will not be completed before Easter 2018, when the first game of the 2018 season will be held.

A staged completion to the construction program has been agreed with Barton St. Developments, whereby the lower-level works will be completed before Easter, and ahead of the upper-level works which will be completed after Easter. The refurbished lower-level facilities will therefore be available for use over the Easter weekend. This approach has been agreed in consultation with representatives of the Bright United Football and Netball Club.

## **POLICY IMPLICATION**

The tender was advertised and evaluated according to Council's Procurement Policy.

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

- Strategic Objective 3: Incredible places for our community and visitors.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient budget within the Alpine Events Park project budget to deliver the scope of the Multipurpose Facility and award this contract for the recommended amount.





## **CONSULTATION**

A Community Working Group was established at the commencement of the Alpine Events Park project, with a nominated representative from each of the key user groups in Pioneer Park. This group has been consulted regularly throughout the development of the functional layout and detailed design for the Multipurpose Facility and the architectural documentation package which was issued for tender incorporates the input from this group.

During construction, use of the park facilities will be interrupted. Feedback has been sought from all Pioneer Park user groups on their calendar of events planned in the Park, and a construction window has been identified which aims where possible to minimise impact on events, sporting activities and general users of the park. Staged completion of the construction works has been agreed with representative of United Bright Football and Netball Club to make lower level facilities available for use over the Easter weekend.

Consultation with user groups will continue throughout the delivery of the Multipurpose Facility construction works.

## **CONCLUSION**

Following a comprehensive Tender evaluation assessment, interviews and reference checks, the Tender from Barton St. Developments is considered to present the best value option for Council.

## **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:

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

## **ATTACHMENT(S)**

- Nil



## 8.2.2 Architectural Services

File Number: 01780.82

### INTRODUCTION

This report relates to the award of Contract 1705601 Architectural Services - Myrtleford Indoor Sports Stadium Expansion and McNamara Reserve Multi-Sports Facility.

*Cr Roper*

*Cr Keeble*

*That Council awards contract 1705601 Architectural Services - Myrtleford Indoor Sports Stadium Expansion and McNamara Reserve Multi-Sports Facility to K20 Architecture for the lump sum price of \$161,997 + GST.*

*Carried*

### BACKGROUND

#### Myrtleford Indoor Sports Stadium Expansion

In February 2017, Council was awarded grant funding of \$1.3 million from the State Government's Better Indoor Stadiums fund for the expansion of the Myrtleford Indoor Sports Stadium. A further \$1.25 million has been committed by Council, with a \$50,000 contribution from the Myrtleford and District Basketball Association bringing the total project budget to \$2.6 million. The project is being delivered across two financial years, and scheduled to be completed by 30 June 2019.

The scope of the project is to expand the existing stadium with the addition of:

- One additional 900m<sup>2</sup> multi-use court space with sprung timber floor;
- Accessible change rooms;
- Two ambulant toilets;
- Covered entry to facility;
- Store room;
- Forty unsealed car parks;
- Evaporative cooling.

#### McNamara Reserve Multi-Sports Facilities

In January 2017, Council was awarded grant funding of \$100,000 from the State Government's Community Sports and Infrastructure Fund for development of the McNamara Reserve Multi-Sports Facility. A further \$400,000 has been committed by Council, bringing the total project budget to \$500,000.

The scope of the project is to deliver a new multi-sports facility to replace the existing amenities building at the multi-use courts in the McNamara Reserve in Myrtleford.

The new multi sports facility will provide:



- Two family-friendly unisex change rooms with showers and toilets;
- One umpire change room with shower;
- One fully accessible toilet with shower;
- A kiosk;
- An office with first-aid station.

## **EVALUATION**

The Invitation to Tender was advertised in the Alpine Times/Observer and Herald Sun, and on the Tenders.net and Alpine Shire Council websites. The tender documents were downloaded by 21 prospective tenderers, and five submissions were received.

The key selection criteria listed in the Invitation to Tender are:

1. Price
2. Qualifications and previous performance
3. Delivery
4. Social.

The evaluation panel consisted of the CEO, Acting Director Assets, Acting Manager Asset Development, and the Project Manager.

Following the initial assessment, two of the tenders were shortlisted for further evaluation. A detailed review of the two preferred tender was completed including tender interviews, reference checks, and an assessment of the designs completed for previous projects.

Following the assessment of the shortlisted tenders by the evaluation panel it was determined that the tender from K20 Architecture best met the selection criteria.

## **ISSUES**

To attain best value and considering the overlap between scopes, the required architectural services for two discrete projects have been tendered as separable portions within the same Request for Tender:

- Separable Portion A: Myrtleford Indoor Sports Stadium Expansion
- Separable Portion B: McNamara Reserve Multi-Sports Facility.

Using the tender evaluation criteria, the tenders were evaluated on the basis of awarding individual separable portions to different tenderers, and as a combined award to a single tenderer. Four out of the five tenderers offered a price discount if awarded both separable portions.



## **POLICY IMPLICATIONS**

The tender was advertised and evaluated according to Council's Procurement Policy.

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

- Strategic Objective 3: Incredible places for our community and visitors.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient allocation within the project budgets of both the Myrtleford Indoor Sports Stadium Expansion and the McNamara Reserve Multi-Sports Facility projects to deliver the planned scope of architectural services through award of this Contract.

## **CONSULTATION**

### Myrtleford Indoor Sports Stadium

A detailed feasibility study was carried out in support of the grant funding application, through which the needs and aspirations of the current and proposed user groups were identified, the existing facilities were assessed, and the local demographic and current sporting trends were considered.

The concept design and cost estimate were developed in close consultation with the existing user groups, the State sporting organisations, and Sport and Recreation Victoria.

Further consultation with user groups and other stakeholders will be conducted throughout the design refinement and detail design development.

### McNamara Reserve Multi-Sports Facilities

The highest priority action recommended in the 2012 McNamara Recreation Reserve Masterplan is "upgrade the multi-use courts amenities building with a particular focus on improving the toilets and installing fully accessible facilities".

The project team worked closely with the Reserve Committee, user groups, and the architect through the concept design phase to identify the requirements of each group. Input was sought from Sport and Recreation Victoria. Several conceptual design workshops were conducted and a final floorplan and layout agreed by all stakeholders.

Further consultation with user groups and other stakeholders will be conducted during the design refinement and detail design development.

**CONCLUSION**

Following a comprehensive tender evaluation assessment, interviews and reference checks, the tender from K20 Architecture is considered to present the best value option for Council.

**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.

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

**ATTACHMENT(S)**

- Nil



### 8.2.3 Dinner Plain Event Funding Program 2017/18

File Number: 1608.12

#### **INTRODUCTION**

This report outlines the recommended distribution of Dinner Plain's \$80,000 event funding budget for the 2017/18 financial year.

#### **RECOMMENDATION**

*Cr Pearce*

*Cr Nicholas*

*That Council:*

1. *Allocates financial sponsorship to events at Dinner Plain as follows:*

<i>EVENT NAME</i>	<i>APPLICANT</i>	<i>FUNDING</i>
<i>Mile High Trail Run</i>	<i>Running Wild</i>	<i>\$1,000</i>
<i>Bright Mountain Film Tour</i>	<i>Handcut Productions</i>	<i>\$1,200</i>
<i>Dinner Plain Mountain Bike Enduro and Funduro</i>	<i>BASE</i>	<i>\$4,000</i>
<i>Sled Dog Challenge</i>	<i>Altitude 5000</i>	<i>\$6,000</i>
<i>Easter Festival</i>	<i>Alpine Shire</i>	<i>\$5,500</i>
<i>Flickerfest / Australia Day</i>	<i>Alpine Shire</i>	<i>\$5,000</i>
<i>New Year's Eve Fireworks and Entertainment</i>	<i>Alpine Shire</i>	<i>\$5,000</i>
<i>Snow Season Opening Weekend Fireworks</i>	<i>Alpine Shire</i>	<i>\$4,000</i>
<i>Total</i>		<i>\$31,700</i>

2. *Provides delegation to the Chief Executive Officer on any distribution of the residual funds, \$5,835.*

*Carried*

#### **BACKGROUND**

\$80,000 was adopted by Council in the 2017/18 budget to assist with the delivery of events in Dinner Plain, in line with the previous year. Events are vitally important for the economy of Dinner Plain and a key driver of tourism, particularly in the green season.



The recommendation for funding is to support a mixture of event types spread over the year. These include existing successful events and emerging events designed to attract visitation by targeting key school holiday and public holiday periods.

An events funding panel comprising of Dinner Plain residents and business owners met to discuss the allocation of funding, and they support the recommendations as outlined.

Attracting event organisers to Dinner Plain is challenging, but ongoing event activity is critical for Dinner Plain's economy. Some events identified for funding have been proposed by Alpine Shire Council as a means of supporting the Dinner Plain economy. All events proposed by Alpine Shire Council are free events for the general public to attend and are targeted at holiday periods.

## **ISSUES**

Two events not listed in the table above will impact this year's events budget:

### Geebung Polo

The event organiser for the Geebung Polo, Focal Promotions, was contracted to deliver the event for four years (2015-18). Funding for the 2018 event has been approved for \$15,000 as part of the current contract.

### Ice Skating

A pop-up Ice Skating rink operated in Dinner Plain in July 2017. The rink was partially funded from the 2016/17 events budget, with further operational expenses falling within this financial year. The rink was well received; however income was well below that which would be needed to make it a financially viable event to run again. Therefore ice skating will not return in 2018. The carryover costs of this event have been included in the 2017/18 events budget.

## **EVENT INFORMATION**

### **(a) Overview**

The following table outlines the events that applied for funding, the amount requested, and the amount recommended.



EVENT NAME	2016 FUNDING	2017 REQUESTED FUNDING	2017 RECOMMENDED FUNDING
Mile High Trail Run	\$1,500	\$1,000	\$1,000
Bright Mountain Film Tour	New Event	\$1,200	\$1,200
Mountain Bike Enduro and Funduro	\$4,000	\$4,000	\$4,000
Sled Dog Challenge	\$6,000	\$6,000	\$6,000
Easter Festival	\$5,000	\$5,500	\$5,500
Flickerfest / Australia Day	\$5,000	\$5,000	\$5,000
New Year's Eve Fireworks and Entertainment	\$7,000	\$5,000	\$5,000
Snow Season Opening Weekend Fireworks	\$3,500	\$4,000	\$4,000
Geebung Polo	\$16,000	\$15,000	\$15,000
Ice Skating (Carryover Costs)	\$20,000	\$27,465	\$27,465
<b>Total</b>	--	<b>\$74,165</b>	<b>\$74,165</b>
<b>Events budget</b>			<b>\$80,000</b>
<b>Balance</b>			<b>\$5,835</b>

### (b) Event Descriptions

#### Mile High Trail Run

Date: Saturday 18 November 2017

Now in its fifth year, this alpine trail running event promotes the scenic trails around Dinner Plain village and the Alpine National Park. Suited to varying abilities, it has four runs – 1km, 5km, 10km and 21km – with staggered start times. About 170 runners are anticipated in 2017. This event aligns well with Dinner Plain's environment and existing trail network. In addition, it aligns with Tourism North East's 7 Peaks Trail Running initiatives. It occurs at a time of year of seasonally low visitation. Funding is being sought for marketing and management expenses.

#### Bright Mountain Film Tour

Date: Thursday 4 January 2018

This event ran successfully for the first time in the towns of Bright, Mount Beauty and Harrietville in 2016 and is seeking to add Dinner Plain to its list this year. The timing of this event should help encourage return visitation during the January holiday period and complement the Dinner Plain Mountain Bike (MTB) Enduro. It also promotes outdoor adventure activities complementary to the alpine region. The organiser envisages a film festival similar to the Banff Film Festival, but with an Australian mountain flavour and with the exclusion of activities that can't be done in our region (i.e. surfing / desert treks etc.).





### MTB Enduro and Funduro

Date: Saturday 6 - Sunday 7 January 2018

The Enduro features a number of different mountain bike race categories that utilise the scenic trails around Dinner Plain. The event also includes a one-hour Funduro that loops around the village for kids and families. This event was run in April last year and is being moved to the January school holidays to capitalise on the rise in mountain bike visitation to Bright over the summer holidays. This event aligns with the promotion of Dinner Plain's tracks and trails and the future development of additional mountain bike trails around the village.

### Dinner Plain Sled Dog Challenge

Date: Saturday 11 – Sunday 12 August 2018

This is Australia's first and longest running sled dog race and attracts about 70 teams from around the country. It's a free event for spectators over two days. This will be the 25<sup>th</sup> year this event has run. It is a mainstay of the Dinner Plain events calendar and a tourist attraction for the post school holiday period in August. Dinner Plain reaches capacity for a number of days as a result of this event. Further to being an economic driver, this event is valuable as a marketing tool and captures widespread media attention. Full funding is recommended in 2017/18 as this event plans a special celebration for its 25-year milestone.

### Snow Season Opening Weekend Fireworks

Date: Sunday 10 June 2018

A free event, the annual opening weekend fireworks are a popular attraction and create a celebratory atmosphere in the village to mark the start of the season. The fireworks attract return visitation and complement the opening weekend activities of Dinner Plain's business operators.

### Easter Festival

Date: Saturday 31 March – Sunday 1 April 2018

A free event, the Easter Festival is a mainstay of the Dinner Plain events calendar and a major driver of visitation during March/April. This festival, combined with the annual Geebung Polo, sees Dinner Plain reach capacity over the Easter Long Weekend. The funding covers activities such as the popular Easter Egg Hunt, jumping castle, children's entertainment and face painting.

### Flickerfest / Australia Day

Date: Friday 26 January 2018

Flickerfest – an open air cinema night screening the best Australian short films on the ski slope - was run for the first time in 2017 to attract visitation to Dinner Plain on the Australia Day public holiday. The event received excellent feedback for its first year and funding is recommended to book an outdoor cinema screen, audio and technician, pay film royalties and book other entertainment.



### New Year's Eve Fireworks

Date: Saturday 31 December 2018

New Year's Eve fireworks were trialed for the first time in Dinner Plain in 2016 with a family 9pm show and midnight show. Dinner Plain businesses reported that visitation almost doubled (off a very small base) as a result and it is anticipated that the continuation of New Year's Eve celebrations will result in further growth at this time of year. For 2017, funding is being requested for a 9pm show only, with further children's entertainment to be booked. The entertainment and fireworks complement New Year's Eve celebrations held at Dinner Plain's venues.

### **POLICY IMPLICATIONS**

The Dinner Plain Event Funding program is consistent with the following strategic objective in the Council Plan 2017-2021:

- Strategic Objective 7: A thriving and connected community.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The recommended funding for events in Dinner Plain is within the adopted budget of \$80,000 for the 2017/18 financial year. It is recommended the balance of \$5,835 be left unallocated, considered for event opportunities that may arise this financial year, and allocated accordingly at the discretion of the Chief Executive Officer.

### **CONSULTATION**

The events and recommended funding amounts were submitted in a report to a panel comprising of Dinner Plain residents and business owners and discussed at a meeting on 15 August 2017. This panel has endorsed the requests put forward in this report.

### **CONCLUSION**

Events are a key driver of visitation to Dinner Plain and investment in event activities is essential to support the Dinner Plain economy.

The amounts approved for events in Dinner Plain in 2017/18 have been endorsed by a panel of Dinner Plain community and business representatives and the allocated funding is deemed sufficient in ensuring these events take place.

### **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.

- Marketing and Events Officer, Dinner Plain
- Manager Economic and Community Development
- Acting Director Assets

### **ATTACHMENT(S)**

- Nil



## **8.3 DIRECTOR CORPORATE – NATHALIE COOKE**

### **8.3.1 High Country Library Network Shared Service Agreement**

File Number: 660.07

#### **INTRODUCTION**

The purpose of this report is to recommend that Council sign a Shared Service Agreement between Alpine Shire, Benalla Rural City, Mansfield Shire and the Rural City of Wangaratta that will continue the High Country Library Network shared service for the period 1 October 2017 to 30 June 2020.

*Cr Keeble*

*Cr Nicholas*

*That Council:*

*Sign and seal the High Country Library Network Shared Service Agreement for the period 1 October 2017 to 30 June 2020 at a total estimated cost of \$465,000 (inclusive). This total estimated cost includes both operational costs of approximately \$219,000 and collections contributions costs of approximately \$246,000 (inclusive).*

*Carried*

#### **BACKGROUND**

Alpine Shire Council commenced library hub coordination on 1 August 2016 as a shared services model with Mansfield Shire, Benalla Rural City and Rural City of Wangaratta. The formative service was undertaken under the High Country Library Network Shared Service Agreement August 2016 ("Hub" services) for an initial 12 month period. The 12 month Agreement expired 1 August 2017 and a new Agreement has been drafted with a proposed commencement date of the 1 October 2017. Participating councils have agreed to continue under the terms of the existing Agreement until such time as a new Agreement has been entered into.

An extensive desktop procurement review of Hub operations has been undertaken by Benalla Rural City Council. The review determined the Hub arrangement was the most effective model for the delivery of library services to the member Councils, achieving value for money and procurement objectives.

A new service agreement, concluding 30 June 2020 has been developed. It is believed that a longer term Agreement will:

- Reduce Agreement administration
- Provide surety for ASC staff
- Improve supplier relationships
- Generate productivity gains through longer term planning.



Specifically, the Hub provides collection, cataloguing and support services relating to the High Country Library Network, with the costs being shared by each Member based on a cost attribution formula which is based on a percentage of population.

In operating the Hub, Alpine Shire Council has committed to provide high quality services to the other Members.

The service will support the Members to:

- Encourage and promote optimal use by the community of library services;
- Develop and maintain customer service standards; and
- Develop and maintain a diverse collection which meets the needs of our community.

### **ISSUES**

- The Shared Service Agreement is being signed by each member Council at different times in their Ordinary Council Meeting cycle.
- The current Shared Service Agreement nominally expired on the 1 August 2017; participating Councils of this shared service have agreed to continue under the terms of the existing Agreement until such time as a new Agreement is entered into.
- Under sub-section 186(1) of the *Local Government Act 1989* the value of this Agreement exceeds the limits under which a Council must invite tender for services. Therefore for the member councils of Benalla Rural City, Mansfield Shire and the Rural City of Wangaratta a Ministerial Policy Exemption under sub-section 186(5) (c) has been sought. Alpine Shire council has been advised by representatives of the Department of Environment, Land, Water and Planning that as the provider of the shared service arrangement a Ministerial Policy Exemption is not required.
- The Agreement references a "to be" operating model to be transitioned to during the life of the Agreement. This operating model transitions the Hub staffing to report to the Manager Facilities.

### **POLICY IMPLICATIONS**

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

- Strategic Objective 5: Highly utilised and well managed community facilities



## **FINANCIAL AND RESOURCE IMPLICATIONS**

The proposed Shared Service agreement is for a period of 34 months (with the option to extend for a further 3 years.) Alpine Shire Council's contribution each financial year will be approximately \$155,000 per annum, or \$465,000 over the term of the Agreement; of which the operations contribution forms \$73,000 per annum and the collections contribution forms \$82,000 per annum. This value exceeds the CEO's delegation for awarding a contract and as such requires a Council Resolution.

Council adopted the Hub budget in its Annual Budget 2017/18 at its Special Meeting held on 27 June 2017. The year one Hub budget is also included at Appendix G in the Shared Service Agreement.

## **CONSULTATION**

The High Country Library Network management group and associated officers have been consulted throughout the development of the Agreement, and the current service Agreement continues to exist until the finalising of a new Agreement.

## **CONCLUSION**

The transition of library services from the High Country Library Corporation to Alpine Shire Council is complete. The High Country Library Network Shared Service Agreement 1 August 2016 has been in successful operation for over twelve months.

It is recommended to continue with the Hub servicing model and enter into the new Shared Service Agreement for the provision of Hub services until 30 June 2020 (with a further option to extend for 3 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.

- Accountant
- Director Corporate

## **ATTACHMENT(S)**

- 8.3.1 The High Country Library Network Shared Service Agreement, October 2017 – June 2020.



### 8.3.2 Annual Financial Report and Performance Statement - adoption in principle

File Number: 900.02

#### INTRODUCTION

The purpose of this report is to present the draft Annual Financial Report and Performance Statement for the year ended 30 June 2017 for review and endorsement.

*Cr Roper*

*Cr Keeble*

*That Council:*

- 1. Adopt in principle the Annual Financial Report and Performance Statement for the year ended 30 June 2017.*
- 2. Authorises Cr Knappstein and Cr Nicholas to certify the Annual Financial Report and Performance Statement for the year ended 30 June 2017 on behalf of Council, once any amendments or changes are made as requested by the Victorian Auditor General.*

*Carried*

#### BACKGROUND

Each year Council is required to prepare an Annual Financial Report containing financial statements that are audited according to Australian Accounting Standards.

The financial statements show Council's financial performance, financial position, and cash flows against the previous year and comprise of a:

- Comprehensive Income Statement;
- Balance Sheet;
- Statement of Changes in Equity;
- Statement of Cash Flows; and
- Statement of Capital Works.

In summary, Council ended the 2016/17 year with a surplus of \$8.6 million, which is in excess of that predicted in the 2016/17 Annual Budget.

#### **1. Income**

The favourable surplus is largely attributed to Council receiving additional income in 2016/17 of \$7.4 million which wasn't included in the 2016/17 budget.

This income can be broken down into the following categories:

##### **1.1 Additional grant income**

Council has received additional grant income (both operating and capital) of \$3.7million favourable to the 2016/17 budget.



This amount includes receiving half of the allocation of the Financial Assistance Grants from the Victorian Grants Commission for the 2017/18 financial year within the 2016/17 year, being an unbudgeted payment of \$1.8 million.

In addition Council had successful grant applications awarded during the 2016/17 financial year and received unbudgeted grant income for projects of which \$871,000 of works are to be completed in 2017/18. These projects include:

- Myrtleford Indoor Sports Stadium Expansion - \$520,000 with no associated expenses in 2016/17.
- McNamara Reserve Netball and Tennis Facilities - \$90,000 with no associated expenses in 2016/17.
- Mount Beauty Pool Upgrade - \$180,000 with no associated expenses in 2016/17.
- Porepunkah Alpine Better Places - \$200,000, expensed in 2016/17.

### ***1.2 Statutory fees fines, and user fees***

Council received higher than expected statutory and user fees. This was mainly due to an increase in property development activity, resulting in an increase in statutory planning income and building inspection fees. Fine revenues also increased, including fines collected in conjunction with the 2016 Council election. Revenue for most other services was also higher than expected.

### ***1.3 Contributions non-monetary***

\$890,000 was received by Council in the form of road and drainage assets associated with new subdivisions, this amount was larger than expected in the 2016/17 budget.

### ***1.4 Assets previously not recognised***

As a result of mapping Council's drainage assets, an additional 21km of assets were identified and recognised as income which is calculated to a value of \$2.5 million.

## **2. Expenditure**

### ***2.1 Employee Costs***

Employee costs were lower than budgeted by \$918,000. A wage freeze included in Council's Enterprise Agreement, approved in December 2016, as well as a number of budgeted positions remaining vacant during the year contributed to this result.

### ***2.2 Materials and services***

Materials and services expenditure is higher than budgeted. Influencing this result was \$2.4 million of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised, including:

- Flood damage - \$821,000 of works to restore damaged assets.
- Alpine Better Places Porepunkah - \$611,000 of works that related to outdoor furniture and landscaping, which have not been capitalised under Council's capitalisation policy.



- Alpine Better Places Mafeking Square - \$404,000 of works that related to outdoor furniture and landscaping, which have not been capitalised under Council's capitalisation policy.

There were a number of other projects with components that were not capitalised as they fell outside Council's capitalisation policy. Excluding the \$2.4 million of project works that were not capitalised, the materials and services budget would have had a \$1.0million favourable result.

### **2.3 Capital Works**

Capital works expenditure is lower than budgeted. Influencing this result was \$2.4 million of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised (as identified in section 2.2), as well as \$996,000 of capital works carried forward for planned project delivery in 2017/18.

In addition, \$1.7 million of capital works carried forward from 2015/16 was delivered in 2016/17 and \$344,000 of unbudgeted works were delivered in 2016/17. These unbudgeted works included:

- A new box culvert crossing of German Creek on Dunstan Track near Bright - \$136,000.
- A new shelter in Cundy Park, Myrtleford - \$58,000.
- A study into flood remediation along Nil Gully Creek, Myrtleford - \$52,000.

### **3. Performance Statement**

The 2017 year is the third year of the Local Government Performance Reporting Framework (LGPRF) and the associated uniform Performance Statement across all Victorian councils. 2017 service performance indicators are generally consistent with the previous year, with a few showing a slight decrease on the previous year. In general those measures that decreased were explainable by closures or relocation of facilities to allow for upgrades and repairs. This impacted on visitation, which in turn resulted in a reduction in the performance measure.

Some movement in financial indicators has occurred, primarily due to Council Financial Assistance Grant payments for 2017/18 being paid in the previous financial year. The indicators show that Council is financially sustainable and that services are being delivered within expected parameters.

### **ISSUES**

The Annual Financial Report and Performance Statement were still being audited at the time of writing this report. While the Victorian Auditor General can still make changes, any changes would be expected to be minor in nature. The Financial Statements must be adopted by Council prior to 30 September each year as required by section 133 of the *Local Government Act 1989* (the 'Act').

The authorised Councillors will be required to certify the report and statement after any amendments or changes requested by the Victorian Auditor General have been made.





## **POLICY IMPLICATIONS**

Section 131 of the Act requires Council to prepare an annual report which contains:

- Audited financial statements;
- Audited performance statements; and
- Audited financial statements against the budget (127) known as Standard Statements.

Section 132 of the Act requires Council to submit an annual financial report which is audited.

Division 2 of the *Local Government (Planning and Reporting) Regulations 2014* prescribe the performance statement contents and form.

Part 3 of the *Audit Act 1994* requires Council's auditors to prepare a report on the financial statements.

The development of the Annual Financial Report and Performance Statement is in line with the strategic objectives of the 2017-2021 Council Plan, namely Strategic Objective 2 being a responsible and sustainable organisation.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The draft Annual Financial Report and Performance Statement for the year ended 30 June 2017 show that Council is financially sustainable and that Council services are being delivered within expected parameters.

## **CONSULTATION**

The Audit Committee charter details that the committee is required to review the annual financial report, and consider whether it is complete, consistent with information known to audit committee members, and reflects appropriate accounting principles. The draft Annual Financial Report and Performance Statement for the year ended 30 June 2017 is scheduled for Audit Committee review and endorsement in principle on 5 September 2017.

## **CONCLUSION**

Council ended the 2016/17 year with a surplus of \$8.6 million, which is in excess of that predicted in the 2016/17 Annual Budget. The favourable surplus is largely attributed to Council receiving additional income in 2016/17 of \$7.4 million; this includes additional grant income (operating and capital) of \$3.7 million favourable to budget and the mapping of an additional 21km of drainage assets previously not recognised to a value of \$2.5 million. A decrease in expenditure which includes a reduction to budget of employee costs by \$918,000 has also had an impact.

Materials and services expenditure is higher than budgeted. Influencing this result was \$2.4 million of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised. Excluding the \$2.4 million of project works that were not capitalised and carried over works to 2017/18, the capital works spend is on budget.

**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 Director Assets
- Accountant
- Governance Officer

**ATTACHMENT(S)**

- 8.3.2 (a) 2016/17 Financial Statements (Draft)
- 8.3.2 (b) 2016/17 Performance Statement (Draft)



## 9 ASSEMBLY OF COUNCILLORS

### INTRODUCTION

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

*Cr Keeble*

*Cr Roper*

*That the summary of the Assemblies of Councillor for July / August 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.

<b>Date</b>	<b>Meeting</b>
25 July	Briefing Session
1 August	Briefing Session
15 August	Briefing Session
22 August	Briefing Session

### ATTACHMENT(S)

- 9.0 Assemblies of Councillors – July / August 2017



## **10 GENERAL BUSINESS**

## **11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

## **12 RECEPTION AND READING OF PETITIONS**



### 13 DOCUMENTS FOR SEALING

*Cr Knappstein*

*Cr Nicholas*

*That the following documents be signed and sealed.*

1. *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.*

2. *Employment contract between Council and the Chief Executive Officer.*
3. *Transfer of Land from Border Plant Hire Pty Ltd to Alpine Shire Council being the land contained on Lot 4 PS810065E being part of Volume 11402 Folio 499 and Volume 11642 Folio 667.*
4. *Deed of Variation to Lease between Minister for Education for and on behalf of the State of Victoria and Alpine Shire Council.*

*Carried*

There being no further business the Chairperson declared the meeting closed at 7:49 p.m.

.....  
Chairperson



**ALPINE**  
SHIRE COUNCIL

# Annual Report

2016/17

# About this annual report

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Welcome to the Alpine Shire Council Annual Report 2016/17. This report provides an account of Council's performance against the Alpine Shire Council Plan 2013-2017, the Annual Action Plan and Budget for 2016/17.

Through this report we aim to provide our community with a greater understanding of some of the achievements, highlights, and opportunities created for our residents and ratepayers throughout the year.

Performance is measured against the five themes in the Council Plan:

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

**Enhancing the Environment and Liveability:** *An environment managed for now and the future*

**Strengthening the Community:** *A community supported to be healthy, active and involved*

**Prosperous Economy, Employment and Investment:** *A dynamic local economy that is sustainable and supported to respond to opportunities and attract appropriate new investment*

**Performance Focused Organisation:** *A customer focused, equitable and sustainable service to the community*

Council continues to produce this report in electronic form only, which can be downloaded from Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au). Hard copies are available, by request, for those in the community without access to a computer. This practice of electronic production began with the 2006/07 report, and continues to be both a financial and environmental saving in the production of this important report.

Council has utilised guidance from the Victorian Department of Treasury and Finance: *Standard requirements for the design and print of annual reports (FRD 30D)*. While this standard applies to Victorian government rather than local government, it specifies that government entities are expected to obtain value for money in procuring services to design and print publications and that excessive or unnecessarily expensive design and print is not appropriate for annual reports. This aligns with cost saving measures initiated by Council.

## Council Vision

***“Providing outstanding opportunities for its residents through sustainable growth in balance with the natural environment.”***

## Council Values

Council’s values are the operating principles that guide councillor and employee conduct and the relationships between them, as well as the relationship of the organisation with its community, customers, partners and stakeholders.

The values were developed following workshops with both councillors and staff – the set of six core values recognise who we are – **ALPINE**. The values are:

<b>Accountable</b>	We are accountable and responsible for our decisions and actions, and the impacts of these on our community and the organisation.
<b>Leadership</b>	We demonstrate leadership by being informed, applying innovative thinking and solutions and making fair and timely decisions in the best interest of our community and the organisation for now and the future.
<b>Productive</b>	We are productive by focusing on delivering efficient and high quality services and projects that respond to the needs and priorities of our community and the organisation.
<b>Integrity</b>	We have integrity by being committed, truthful and transparent in our decision making and our interactions with our community and the organisation.
<b>Nurture</b>	We nurture the relationships, contributions and strengths of our community and the individuals of the organisation.
<b>Engaged</b>	We are engaged with our community, and within the organisation, to build strong and effective relationships and inform our choices.

The values have also been embedded in the Councillor Code of Conduct, and the Employee Code of Conduct. These documents assist in reinforcing the importance of the values across the organisation.



# Year in review

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Alpine Shire Council (Council) has achieved some great results over the past 12 months. These have included:

## Inspired Community Leadership

- Welcoming a newly elected Council in October 2016.
- Successful transition to Council-operated branch libraries in Bright, Mount Beauty and Myrtleford.
- Response and recovery from October 2016 flood event.
- Preparation of the new Council Plan, incorporating the Municipal Public Health and Wellbeing Plan.

## Enhancing the Environment and Liveability

- Completion of the RecLess project, assisting in identification of plant species resistant to climate change. These details are available for the public, and are used in Council's open spaces management.
- Adoption of Planning Scheme Amendment C51, adding 86 new places to the Planning Scheme Heritage Overlay.

## Strengthening the Community

- Improved visitation to outdoor pools as a result of Early Bird Family Season Pass uptake.
- Delivery of youth-driven projects such as the 'Brighten the Park' refurbishment of the Apex Park amenities building in Myrtleford, and Engage programs designed specifically for students across the Shire.

## Prosperous Economy, Employment and Investment

- Successful event attraction during 2016/17, including the Spartan Trifecta event held during November 2016, which has been renewed for October 2017.

## Performance Focused Organisation

- Update of Council's Long Term Financial Plan (10 years), and preparation to implement an electronic-based accounts payable system from 1 July 2017.

## Challenges in 2016/17

- The floods of October 2016 were a challenge for Council, causing an estimated \$950,000 worth of damage to Council infrastructure, including roads and bridges.

# Table of contents

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About this annual report.....	2
Year in review.....	4
Table of contents.....	5
Mayor's message.....	6
CEO's message.....	7
Financial summary.....	8
Capital works summary.....	10
Our Council.....	12
Alpine Shire Councillors.....	14
The organisation.....	16
Awards and recognition.....	21
Performance report.....	22
Theme 1: Inspired Community Leadership.....	23
Theme 2: Enhancing the Environment and Liveability.....	26
Theme 3: Strengthening the Community.....	32
Theme 4: Prosperous Economy, Employment and Investment.....	40
Theme 5: Performance Focused Organisation.....	42
Governance report.....	45
Grants and funding.....	59
Glossary.....	64
Acronyms and abbreviations.....	65
Understanding the financial report.....	66
Annual Financial Report.....	67
Performance Statement.....	116

# Mayor's message

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Welcome to the Annual Report for 2016/17.

This year we saw the election of a new Council in October 2016. We welcomed two newly elected councillors, along with five councillors being re-elected. We adopted our Council Plan 2017-2021 in June 2017, which provides the direction for Council over our four year term, and defines how Council will continue to deliver high quality projects and services to our community. I am looking forward to seeing the results in the coming years.

Our Council deliver a record \$11.52 million of capital projects to the community in 2016/17. This was always going to be an optimistic target, but our Assets team and the contractors undertaking the works have done a great job of not only delivering 99% of budgeted capital works expenditure, but in providing some great community assets in the process. It is always rewarding to see great projects come to fruition, and the construction of Alpine Better Places projects in Bright and Porepunkah are shining examples of this. I look forward to the continued delivery of this project in Myrtleford in the coming year.

Council ended the year in a strong financial position. This ensures that in the following year we are in a good position to make funding applications where matching funding is required.

Council spends a good part of its time on advocacy for and with the community. We continue to meet with politicians and key organisations not only within North East Victoria, but across the State as well. Being able to put Alpine Shire Council's case forward is always a positive and rewarding experience.

Advocacy for Mount Buffalo Chalet continues, with the Mount Buffalo Advisory Group meeting with relevant government ministers and officials on a bipartisan level.

Our community's strength and resilience was shown when dealing with the flood event in October 2016. Council's response to the event was timely, and included operation of a relief centre in Myrtleford for affected community members to seek refuge and advice. Council's Resilience Committee gives us the ability to work closely with representatives from each of the government agencies that work with disaster management.

Our Assets team spent a great deal of time securing assets damaged by floodwaters, and prioritising and establishing repair works, and making things safe for the community.

Community grant funding continues to be a great way of supporting our community groups to deliver projects. In 2016/17 we provided grant funding to assist more than 30 community groups to deliver projects across the Shire. Council's festival and event funding continues to assist those newly established events to run smoothly and effectively for residents and visitors alike.

I would like to recognise the work commitment and professionalism of our Council staff, without whom we would not be able to deliver the projects and services to our community.

Thank you to our two outgoing councillors, Cr Vonarx and Cr Farrell, for their terms of office on the Alpine Shire Council. Your contribution to the community is valued and appreciated.

I would also like to take this opportunity to thank former CEO Dave Barry for his valuable contribution to the Alpine Shire Council over the past four years, and wish him well in his future endeavours. I also extend thanks to Charlie Bird for stepping up from his role as Director Assets into the Acting CEO role on Dave's departure.



Ron Janas  
Mayor

## CEO's message

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It has been a busy year for Council, and one that has seen many changes across the organisation, including welcoming a newly elected Council.

Importantly, we continue to be placed in a strong financial position. Our income was greater than forecast, in part due to recurrent grant funding being received in advance as well as grants being received for capital works to be delivered in this coming year. We continue to manage our expenses well, with materials and services, and employee costs being lower than forecast. We achieved this with a rate rise of 2.3% in 2016/17, which was the lowest rate increase in the State and below the rate cap set by the Victorian Government.

The year also saw the largest capital works program ever delivered by Alpine Shire Council, with a budgeted expenditure of \$11.6 million. We completed 99% of capital works compared to our adopted budget, which is an exceptional effort by all staff and contractors involved. This achievement has delivered many exciting and much needed results for our communities. The Alpine Better Places projects in both Bright and Porepunkah are centrepieces for our towns, and provide increased amenity and accessibility for our community and visitors alike. Projects such as the Mystic Mountain Bike Park Hero Trail and upgrades to the Myrtleford swimming pool provide opportunities for us all to get outdoors and be active. Improvements made to our facilities such as the Mount Beauty library, the Myrtleford library hub building, and the Bright Council offices, all improve the amenity, functionality and sustainability of important community assets and benefit the services and projects that are delivered from them.

Our financial position and capacity to deliver projects has in part been enabled by our success in securing funding. During 2016/2017, Council was successful in attracting more than \$2.6 million worth of competitive funding during from Victorian and Australian government sources. This funding will help to deliver more than \$8.5 million worth of projects to the community, including:

- \$1.3 million towards the Myrtleford Indoor Sports Stadium expansion;
- a total of \$2.0 million towards the Alpine Better Places projects in Bright, Myrtleford and Porepunkah;
- \$200,000 towards the Mount Beauty pool upgrade; and
- \$100,000 towards the McNamara Reserve Multi Sports Facility.

On August 1 2016, Council took over operation of the branch libraries within the Shire. Council also took on the operation of the High Country Library Network hub service, which provides book purchasing and cataloguing activities on behalf of the Alpine Shire Council, Benalla Rural City, Mansfield Shire Council, and Rural City of Wangaratta as part of a shared service arrangement. Thank you to the staff involved who helped ensure a smooth transition from the previous regional library corporation model, to the establishment of the library hub and Council operated branch libraries - it has been a successful and busy year for the service.

As many people in our community experienced, our Shire was heavily impacted by floods in October 2016 as a result of higher than average rainfall and a saturated catchment. Myrtleford was the most affected of our towns. Throughout this time we saw many examples of our local community services and individuals helping and taking care of each other, a reminder of how strong the sense of community throughout our shire is. Council staff were involved in immediate relief and recovery work, and undertook the large job of assessing, prioritising and reinstating damaged infrastructure across the Shire. The final damage bill is estimated to be in the order of \$950,000, and Council has sought relief through the Natural Disaster Fund. The repair and reinstatement of assets has been a large part of works completed during the year.

Internally, the Enterprise Agreement 2016 was negotiated in the first half of 2016/17, and approved by the Fair Work Commission on 9 December 2016. The agreement featured a three-year wage freeze and four-year job security. At its core, the Agreement was developed to provide fair and supportive conditions for staff whilst allowing long term financial sustainability for Council and a capacity for us to continue to deliver exceptional outcomes for our community.

I would like to thank former CEO Dave Barry for his drive and dedication during his tenure. Thank you also to all Council staff that have contributed to us delivering the vast suite of projects and services to the community. It was a year that saw a lot achieved.

I look forward to ensuring that Alpine Shire Council remains a high performing and sustainable organisation into the future. We strive to be a Council you can be proud of.

**Charlie Bird**  
Chief Executive Officer\*

\*Charlie Bird was appointed as Chief Executive Officer at the Ordinary Council meeting held on 1 August 2017.

# Financial summary

## Financial overview 2016/17

Council ended the 2016/17 year with a surplus of \$9.0 million. This is an excellent result for Council mainly due to a number of non-recurring items affecting the end result. This included:

- Council received half of its 2017/18 Victoria Grants Commission income in advance (\$1.8 million) in addition to its 2016/17 allocation. This will result in a corresponding reduction in the Council's 2017/18 income.
- Council received non-monetary contributions from developers in the form of road, drainage and land assets associated with new subdivisions of \$926,000 due to increased property development activity.
- As a result of mapping Council's drainage assets, an additional 21km of assets were identified with a net value of \$2,534,000 and recognised as income. In addition, land under roads assets received by Council associated with new subdivisions has also been recognised as income. These income items are non-cash.
- Additional grants were received for the Alpine Better Places projects, the Mount Beauty Pool upgrade and the Myrtleford Indoor Sports Stadium project, with \$871,000 allocated for projects to be completed in 2017/18.
- Additional materials and services expenditure was incurred to restore infrastructure assets as a result of storm damage (\$821,000).

Employee costs were lower than budgeted. A wage freeze included in Council's Enterprise Agreement, approved in December 2016, as well as a number of budgeted positions remaining vacant during the year contributed to this result.

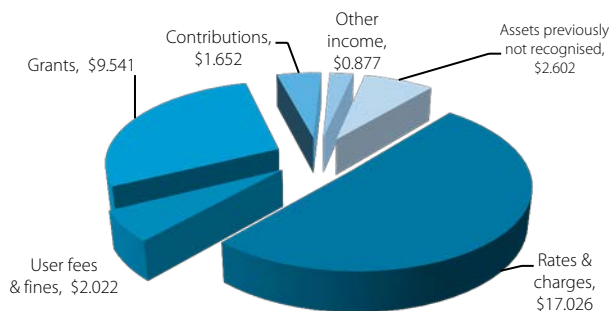


Figure 1: Alpine Shire Council revenue 2016/17 (\$millions)

Figure 1 demonstrates Council's major income sources. Rates and charges are Council's most significant source of revenue. Grants are the second largest income source; this was significantly greater than previous years due to \$1.8 million of 2017/18 Financial Assistance Grants being received in advance. This is also highlighted in Figure 2.

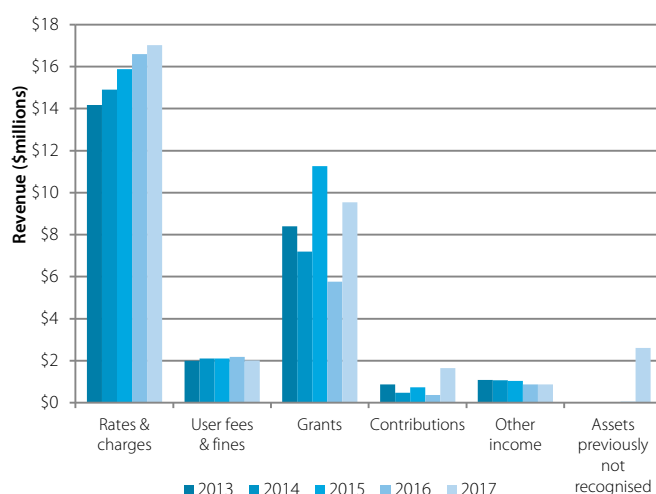


Figure 2: Alpine Shire Council revenue 2012/13 to 2016/17 (\$millions)

Figure 2 highlights Council's revenue over a 5 year period. Rates and charges have consistent small growth. Grants fluctuate depending on the timing of payments, whilst user fees and fines and other income remain consistent with prior years. Contributions have significantly increased as a result of Council undertaking a regional library function, as well as higher than usual contributions from developers in the form of gifted infrastructure assets. Also the recognising of additional drainage assets this year has resulted in additional non-cash income.

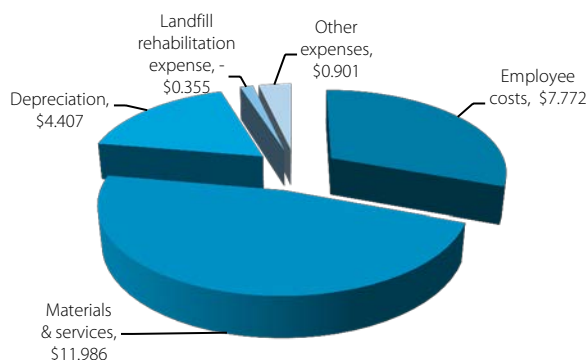


Figure 3: Alpine Shire Council expenditure 2016/17 (\$millions)

Figure 3 demonstrates that materials and services, and employee costs represent Council’s major operating expenditure. Materials and services would have been significantly less without non-recurring events such as Council elections and the October 2016 floods.

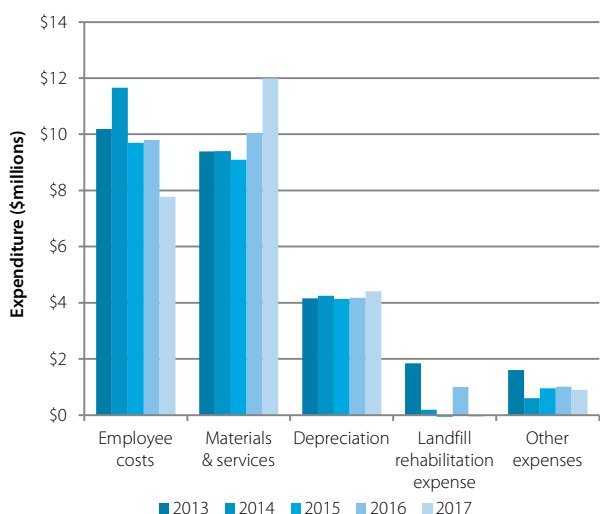


Figure 4: Alpine Shire Council expenditure 2012/13 to 2016/17 (\$millions)

Figure 4 highlights Council’s expenditure over the last 5 years. This highlights reductions in employee costs and relatively consistent expenditure in other categories, excluding materials and services. Of the \$1.9 million increase in materials and services, \$1.1 million was for non-recurrent expenditure of which \$0.8 million was expended on the restoration of storm damaged infrastructure assets.

### Cash balance

Council maintains a strong cash position at 30 June 2017 at \$11.6 million. However a significant amount of this is as a result of receiving grant income in advance of \$2.7 million and delays in some capital works projects of \$1.0 million.

### Looking forward

Council continues to refine and adopt a Long Term Financial Plan (LTFP) as part of the annual budget each year. The LTFP is a critical plan to Council to ensure that it makes fiscally responsible decisions. The LTFP delivers long term sustainability utilising conservative assumptions such as:

- rate rises below or in line with the rate cap;
- no increase in equivalent full time employees; and
- low to moderate increase in employee wages.

The LTFP is used to inform decisions regarding grant applications, major projects and operational performance.

### Funding

Council acknowledges the support of both the Victorian Government and the Australian Government for the provision of funding, without which, many of the projects and services that Council delivers would not be possible. In particular, the Australian Government’s Financial Assistance Grants are untied and are essential for the continued delivery of Council’s services and infrastructure.

Councils Annual Financial Statements commence on page 67 of this report.

# Capital works summary

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## Highlights 2016/17

Council's 2016/17 capital works budget was in excess of \$11.62 million, with Council delivering over 99% against budget.

The key capital works delivered in 2016/17 were:

### Alpine Better Places - Mafeking Square precinct

The Alpine Better Places – Mafeking Square Precinct works were completed in mid-April 2017. This project originated in 2001 when discussions around the redevelopment and upgrade of Mafeking Square first commenced. Over the years, many alternative designs were proposed, until finally a concept plan was agreed to and adopted by Council in March 2016. Detailed documentation was then completed and the works tendered and awarded in December 2016. The contractor completed the work in a very tight timeframe between early February and mid-April 2017.

The precinct has been rejuvenated with upgraded pavement treatments, increased seating, improved bicycle parking, enhanced landscape treatments and feature lighting. The result is an inviting town centre which encourages people to visit and linger longer. The project was delivered on time and on budget.

### Alpine Better Places - Porepunkah

Although commencement of construction of this project was held up whilst Council awaited the outcome of funding announcements, the result is a complete transformation of Porepunkah's town centre. The project features an expanded Riverside Park with a large picnic shelter and Mount Buffalo viewing platform. Additional car parks have been provided as well as upgraded landscaping, street furniture and lighting throughout. Fortunately, Council was successful with receipt of funding from both the National Stronger Regions Fund and the Regional Jobs and Infrastructure Fund. Works were almost completed prior to the end of June; however wet weather in late June and early July delayed the final completion of the works prior to the end of the financial year.

### Mystic Mountain Bike Park - Hero Trail

The Mystic MTB Park Hero Trail was successfully completed in mid-December 2016. The Hero Trail was completed as a component of the Alpine Events Park project and is the feature mountain bike trail that links Mystic MTB Park to Pioneer Park and associated facilities.

The trail has been designed to be suitable for use by mountain bike riders of intermediate to advanced technical ability.

The Hero Trail has been hugely popular since its completion and has attracted riders from far and wide.

### Myrtleford swimming pool

The renewal of the Myrtleford Swimming Pool was successfully completed in early November 2016 in readiness for the swimming season. The project included the repair and repainting of the pool, repairs to the concrete deck surrounding the pool, and the installation of new pool cover rollers. The total project cost was \$57,586, from an allocated budget of \$65,000.

The flood event in early October 2016 presented a significant risk of the pool shell lifting out of the ground, as the pool had been emptied in anticipation of the works commencing. The Myrtleford CFA came to the rescue and refilled the pool with almost 600,000 litres of water in only a few hours. The pool was subsequently emptied a few days later when the flood water subsided and the contractor was able to proceed with the work.

### Mount Beauty library redevelopment

The redeveloped Mount Beauty Library was opened to the public on 31 January 2017. The total project cost was \$513,000, which included the cost of repairs to the roof following storm damage which occurred in January 2016, and which was covered under an insurance claim. Funding of \$280,000 was received from the Victorian Government's Living Libraries fund.

The project delivered an inspiring learning and participatory hub for the local community through increasing the size of the library area by incorporating previously underutilised building space. It also improved synergies with the adjacent recreation reserve and Mount Beauty pondage through the installation of an external deck area.

Other capital works of note in 2016/17 were:

### Council office refurbishment

The refurbishment of the Mystic Wing of the Bright Council Office was completed in November 2016. In addition to the visible changes to the office space, the reopening of the Mystic Wing has spearheaded a significant change in the way in which staff work, with a transition into an activity-based working environment. Due to the significant engagement with staff during the concept design phase, and the hard work of all the people involved in the delivery of the project, this transition from the old to the new way of working has been almost seamless, with staff adapting extremely quickly to the new working environment.

The office refurbishment included a number of environmental improvement initiatives, including the installation of double glazing on the external windows, replacement of the 18+ year old air conditioning unit with a new model estimated to be 30% more efficient, and reducing the number of LED lighting fixtures installed onto a dimmable lighting circuit with motion sensors in the meeting spaces.

Planning for the next stage of the office refurbishment is currently underway.

### Library hub

Renewal of the former Myrtleford Council Chambers was completed in July 2016, established as a hub to service libraries across four municipalities.

The project was delivered within budget and the cost of items specific to establishment of the Library hub will be shared across the municipalities being serviced by the hub.

### Indoor sports stadium - Myrtleford

A study was completed in September 2016 in which the feasibility of providing a second indoor sports stadium court in Myrtleford was investigated. Future demand on indoor sports facilities was forecast, and alternative locations were evaluated, including an expansion of the existing Myrtleford Indoor Sports Stadium and co-locating a new facility at either of the Myrtleford P-12 or Marian College sites.

The total study cost was \$40,395. Funding of \$26,930 was received from Sport and Recreation Victoria, with the balance funded by Council.

The study concluded that strong future demand is forecast which supported development of a second indoor court in Myrtleford, and that the optimum location for this court was to expand the existing facility at an estimated total cost of \$2.6 million. The feasibility study supported an application for \$1.3 million funding from the Victorian Government's Better Indoor Stadiums fund. The application for funding was successful, with a funding announcement in January 2017.



# Our Council

## Alpine Shire profile



The Alpine Shire is situated in north-east Victoria, approximately 300km from the Victorian state capital, Melbourne, and 70km south of Albury-Wodonga. The area of the Alpine Shire is 4,790 square kilometres<sup>1</sup> of which 92% is public land. This includes the whole of the Mount Buffalo National Park and large tracts of the Alpine National Park. The remaining 8% of land consists of towns, villages and farming land in the major river valleys: Ovens, Buffalo, Buckland and Kiewa valleys.

The alpine resorts of Falls Creek and Mount Hotham are geographically located within the Alpine Shire, but are not part of the Alpine Shire municipal district.

The Shire extends from mountain ranges down to the valley floor, where residents choose to live predominantly around the three main towns of Bright, Myrtleford and Mount Beauty – each of which proudly respects their own strong heritage and individuality. Other members of the populace live in the smaller towns, villages and surrounding farming communities that are spread throughout the Shire. The Alpine Shire surrounds two of Victoria's major ski resorts: Falls Creek and Mount Hotham, and includes the smaller snowfield attractions of Dinner Plain and Mount Buffalo.

The Alpine Shire has a rich history from ancient aboriginal settlement, mining and prospecting in the gold rush era, to post-war immigration. Today the region offers a diverse lifestyle with a mix of culture, history and experience. The region is a well-known destination for tourists, with festivals, markets, exhibitions, sporting and recreational activities held throughout the Alpine Shire; together with a range of cafes, restaurants and wineries.

In the ABS 2011 Census the main industries identified were accommodation; school education; cafes, restaurants and take-away food services; and supermarket and grocery stores. Tourism, timber, forestry, agriculture, manufacturing and construction are all represented in the shire.

The population of the Alpine Shire is estimated to be 12,450<sup>2</sup> - a number which significantly increases with the seasonal influx of tourists. Population demographics from the 2016 Census show a lower population of 20-39 year olds, but a much higher population of persons aged 55 and over compared to the Victorian State-wide average.

<sup>1</sup> This area does not include the resorts of Hotham Heights and Falls Creek which have a combined total of 44 square kilometres.

<sup>2</sup> Estimated Residential Population, Local Government Areas, Victoria (released 28 July 2017) – Australian Bureau of Statistics (catalogue 3218.0)

## Council offices

Council's head office is located in Bright, with depot operations centres located in Bright, Mount Beauty and Myrtleford. In addition to the head office in Bright, Customer Service Centres are located in the Mount Beauty and Myrtleford libraries, allowing the community to make payments and access key Council information without having to travel to Bright.

### **Bright Council Office**

2 Churchill Avenue

(PO Box 139)

Bright VIC 3741

Phone: 03 5755 0555

Fax: 03 5755 1811

Email: [info@alpineshire.vic.gov.au](mailto:info@alpineshire.vic.gov.au)

Internet: [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au)

Facebook: [www.facebook.com/alpineshirecouncil](http://www.facebook.com/alpineshirecouncil)

### **Mount Beauty Customer Service Centre**

Lakeside Avenue

Mount Beauty VIC 3699

Phone: 03 5754 4542

### **Myrtleford Customer Service Centre**

Cnr Standish Street and O'Donnell Avenue

Myrtleford VIC 3737

Phone: 03 5752 2038

# Alpine Shire Councillors

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## Elected October 2016

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<b>Cr Ron Janas</b> (Mayor)	<b>First elected:</b>	October 2012
	<b>Re-elected:</b>	October 2016
	<b>Deputy Mayor:</b>	November 2014 – November 2015
	<b>Mayor:</b>	November 2015 – current

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<b>Cr Tony Keeble</b> (Deputy Mayor)	<b>First elected:</b>	November 2008
	<b>Re-elected:</b>	October 2012 October 2016
	<b>Deputy Mayor:</b>	November 2015 – current

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<b>Cr John Forsyth</b>	<b>First elected:</b>	October 2012
	<b>Re-elected</b>	October 2016

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<b>Cr Kitty Knapstein</b>	<b>First elected:</b>	October 2016
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<b>Cr Sarah Nicholas</b>	<b>First elected</b>	October 2016
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<b>Cr Daryl Pearce</b>	<b>First elected:</b>	November 2005
	<b>Re-elected:</b>	November 2008 October 2012 October 2016
	<b>Mayor:</b>	December 2006 – December 2007
	<b>Deputy Mayor:</b>	December 2007 – December 2008 December 2009 – December 2011

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<b>Cr Peter Roper</b>	<b>First elected:</b>	November 2008
	<b>Re-elected:</b>	October 2012 October 2016
	<b>Mayor:</b>	December 2011 – November 2014

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### Outgoing Councillors October 2016

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<b>Cr Kate Farrell</b>	<b>First elected:</b>	October 2012
	<b>Term expired:</b>	October 2016
<b>Cr Jan Vonarx</b>	<b>First elected:</b>	November 2005
	<b>Re-elected:</b>	November 2008 October 2012
	<b>Term expired:</b>	October 2016
	<b>Mayor:</b>	December 2005 – December 2006 November 2014 – November 2015
	<b>Deputy Mayor:</b>	December 2006 – December 2007 December 2008 – December 2009 December 2011 – November 2014

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More information regarding Councillors can be found on page 45.

# The organisation

The Alpine Shire Council operates under a corporate management structure, with the Chief Executive Officer leading directors, managers and staff.

Prior to December 2016, the organisation had a three directorate model: Corporate Performance, Assets and Sustainable Development. In line with Council’s cost-savings initiatives, a two-tier directorate model was initiated in January 2017, consisting of Corporate and Assets. The functions of the Sustainable Development directorate were split between the two remaining directorates.

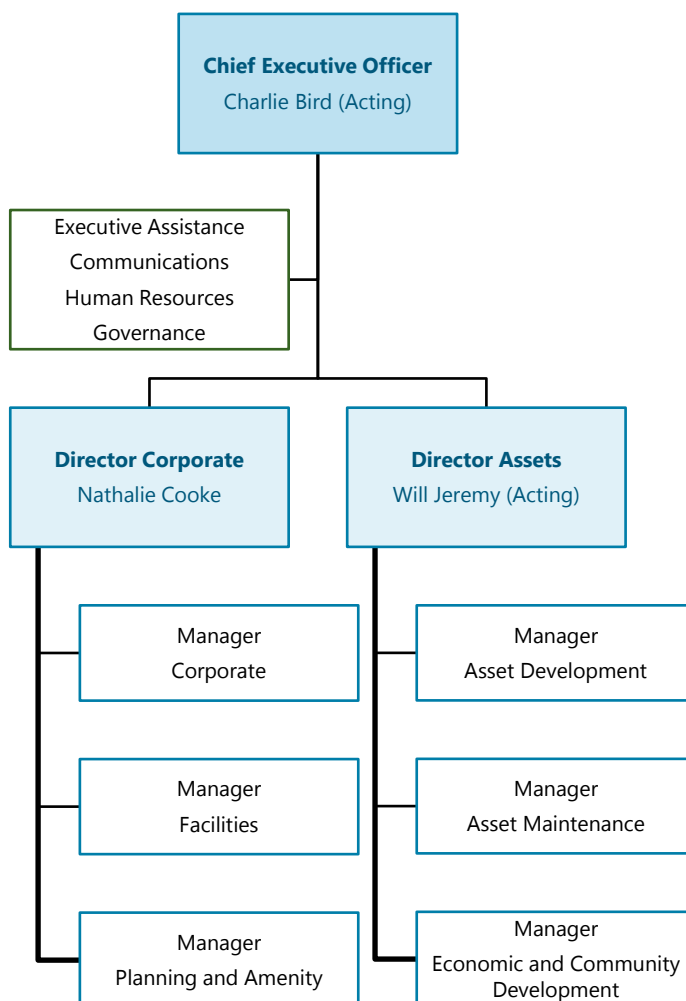
Each director reports to the CEO and is responsible for the delivery of services and projects within program areas. Within each directorate, department managers are responsible for: Asset Development; Asset Maintenance; Corporate; Economic and Community Development; Facilities; and Planning and Amenity.

A small Executive Services team reports directly to the CEO.

During the second half of 2016/17, Council’s CEO Dave Barry announced that he would be resigning in May 2017. Council’s Director Assets, Charlie Bird, was appointed the Acting Chief Executive Officer. As at 30 June 2017, Council was recruiting for the position of CEO, and anticipated that a resolution to appoint a CEO would be presented to the August 2017 Council meeting.

The services provided to the community are listed on the following page.

## Organisational structure at 30 June 2017



## Charlie Bird

ACTING CHIEF EXECUTIVE OFFICER

from May 2017

(Position held by Dave Barry prior to May 2017)

Functions reporting directly to CEO: Executive Assistance, Human Resources, Communications and Governance

*Key services delivered to the community within each directorate and management area are identified below:*

Senior Officers reporting directly to the Chief Executive Officer:

## Nathalie Cooke

DIRECTOR CORPORATE

from February 2017

- Corporate
  - Finance
  - Information technology
  - Rates and property
  - Risk management
  - Occupational health and safety
  - Customer service
  - Libraries
- Facilities
  - Visitor information centres
  - Recreation (sports centres and pools)
  - Waste and recycling management
  - School crossing supervisors
  - Aerodromes
  - Leases
  - Holiday parks
- Planning and Amenity
  - Statutory planning
  - Strategic planning
  - Building services
  - Environmental health
  - Food safety
  - Local laws
  - Animal management
  - Immunisations

## Will Jeremy

ACTING DIRECTOR ASSETS

from May 2017

(Position held by Charlie Bird prior to May 2017)

- Asset Development
  - Project prioritisation, design, management and delivery
  - Securing funding
- Asset Maintenance
  - Road, bridge and drainage maintenance
  - Building maintenance
  - Asset management
  - Footpaths, tracks and trails
  - Open spaces
  - Depot operations
  - Emergency management
  - Development engineering
- Economic and Community Development
  - Dinner Plain management and special rate services
  - Economic development
  - Tourism, festivals and events
  - Community development
  - Youth services
  - L2P driving program
  - Maternal and child health (child and family services)

## Senior Officers departing during 2016/17

- Dave Barry – Chief Executive Officer – May 2017
- Trevor Britten – Director Corporate Performance – September 2016
- Heather Green – Director Sustainable Development / Manager Planning and Amenity – June 2017

## Council staff

### The workforce

The Chief Executive Officer (CEO) is employed directly by Council to manage Council's business. Employees act under the general direction of the senior management team, with terms and conditions of employment governed by an enterprise agreement.

Personnel are employed on a permanent basis (full time or part time) where the work is continuous and ongoing, on a temporary basis where there is a finite ending to the work, or on a casual basis where the work is of a relieving or intermittent nature.

Employee numbers are best measured by the number of full time equivalent (FTE). At 30 June 2017 there were 95 FTE staff (permanent and casual) across the organisation. Temporary staff are not included in these figures, and casual staff will tend to fluctuate depending on time of year.

### Recruitment and selection

Council recruited for 56 positions during 2016/17, which included internal expressions of interest (for backfill), permanent, temporary and casual positions, and newly created positions with library branches and the High Country Library Network Hub. (see page 23).

Council's workforce turnover for permanent staff (not including casual and temporary staff) was 31% in 2016/17. The majority of this was anticipated, due to Council's Home and Community Care service being transferred to another provider by the Department of Health and Human Services, effective on 1 July 2016.

Turnover occurs for a range of reasons, which includes staff applying for and gaining an internal opportunity at Council, staff taking on a role in a new organisation, and also the cessation of temporary appointments (for example, parental leave backfill and completion of funded projects).

### Training and development

Council is committed to supporting staff to learn, grow and embrace new opportunities. As a small council, continuous improvement is fundamental to the success of our organisation. The training and development of employees is integral to the application and maintenance of this process.

During the year, 65 separate learning opportunities were attended by more than 280 staff. These sessions included individual and group training, with a mix of in-house and

external training occurring. Where cost benefit can be achieved for group bookings, Council organised on-site training conducted by external providers.

Council encouraged staff to share their knowledge by offering 'learn from within' lunchtime sessions, where colleagues provide a half hour information session on recent learning, workshops, conferences, or simply updating colleagues on relevant projects or news. Sessions were well attended, with over 115 attendees at the seven sessions on offer during 2016/17.

New employee inductions were held as a group with existing staff providing the training. It is another example of Council using the knowledge it has in-house to extend to other staff. Inductions cover health and safety, records, information technology, governance, human resources including the employee code of conduct, customer service and corporate systems and processes.

Council is currently investigating an online compliance training package covering:

- Workplace health and safety fundamentals;
- Bullying and harassment in the workplace;
- Electronic communications and social media in the workplace;
- Equal opportunity in the workplace (anti-discrimination); and
- Sexual harassment in the workplace.

### Equal Employment Opportunity

Council is committed to ensuring that our workplaces promote equal opportunity and are free from discrimination.

Council's Equal Employment Opportunity (EEO) policy ensures that EEO principles are integral in Council's recruitment and selection processes, general employment issues, induction and training, OHS, grievance processes and dispute resolution.

Council's Employee Code of Conduct further endorses equal employment opportunity and expects all employees to refrain from behaviour that could be perceived as discrimination, harassment or bullying.

All new staff receive equal opportunity training at mandatory new employee induction sessions. Training for all staff took place in 2015, with a refresher scheduled for late 2017.

## Employee Code of Conduct

Council's Employee Code of Conduct provides an outline of the principles, values, standards and rules of behaviour that guide the decisions, procedures and systems that Council subscribes to. The code applies to all employees of the Alpine Shire Council, and is extended to cover contractors, staff on exchange, volunteers, work experience and graduate placements. The document supports the principle that customer service is the fundamental purpose of Council, and all staff must commit to providing competent, dependable and efficient services.

## Work experience students

As part of supporting our youth in the community, Council provides opportunities for students to undertake work experience with Council. Council works closely with local schools to offer work experience in a variety of roles across the organisation.

## Enterprise Agreement 2016

Council's Enterprise Agreement 2016 was successfully negotiated during the first half of 2016/17, and approved by the Fair Work Commission on 9 December 2016. The agreement will operate until July 2020, and details the terms and conditions under which staff are employed and remunerated. The agreement features a three-year wage freeze, and four-year job security conditions.

## Employee Health and Safety

### Health and Safety Training

Council reinforced its commitment to health and safety training with staff completing mandatory and elective training in a broad range of areas throughout the year.

Emergency preparedness

- CPR refresher
- Fire prevention

Policy and procedure

- Induction to local government
- New employee health and safety inductions

Employee wellbeing

- A.L.E.R.T. mental health
- Mindfulness (wellbeing)
- Building more positive relationships
- Managing challenging conversations

Safety

- Manual handling
- Snake awareness
- Traffic management
- Winter driving awareness

Plant and equipment

- Heavy vehicle licences
- Elevated work platform
- Firearm use

Swimming pool safety

- Lifeguard

### Health and Safety initiatives

Other occupational health and safety related initiatives undertaken by Council during 2016/17 included:

- Electrical test and tag program
- Audiometric testing
- Asbestos risk assessments
- Lifting and height safety equipment testing

Incident, hazard and near-miss reporting and investigation remained a key focus throughout the year. The level of reporting was consistent with previous years and continued to show established seasonal trends in reporting.



Table 2: Total staff FTE by department (30 June 2017)

Directorate		Corporate Performance			Assets			
Department	Executive incl Directors	Corporate	Facilities	Planning & Amenity	Economic & Comm Dvpt	Asset Dvpt	Asset Mtc	Total
Permanent – FT – F	3.0	5.0	1.0	3.0	3.0		2.0	17.0
Permanent – FT – M	2.0	3.0	1.0	3.0		3.0	31.0	43.0
Permanent – PT – F	1.2	4.6	6.3	1.7	3.5	0.9	0.2	18.4
Permanent – PT – M		0.9	2.6	1.5		1.0	1.8	7.8
Casual – F		1.4	3.6	0.4	0.1			5.6
Casual- M			1.0				2.3	3.2
<b>Totals by Department</b>	<b>6.2</b>	<b>14.9</b>	<b>15.5</b>	<b>9.6</b>	<b>6.6</b>	<b>4.9</b>	<b>37.3</b>	
<b>Totals by Directorate</b>	<b>6.2</b>		<b>40.0</b>			<b>48.8</b>		<b>95.0</b>

Perm = Permanent; FT = Full Time; PT = Part Time; F= Female; M = Male

\*\* includes casuals at 30 June 2017, but does not include temporary positions, which includes backfill positions such as maternity leave.

Table 2: Summary of FTE categorised by employment classification and gender (at 30 June 2017)

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Other	Totals
Female	0.7	1.8	6.9	8.6	9.0	7.0	2.7	1.1	3.0	41.0
Male	0.3	1.7	19.7	10.0	4.9	6.0	4.9	0.6	6.0	54.0
<b>Total</b>	<b>1.0</b>	<b>3.6</b>	<b>26.6</b>	<b>18.6</b>	<b>13.9</b>	<b>13.0</b>	<b>7.6</b>	<b>1.7</b>	<b>9.0</b>	<b>95.0</b>

\*\* includes casuals at 30 June 2017, but does not include temporary positions, which includes backfill positions such as maternity leave.

## Volunteers

Volunteers play a crucial role in the delivery of many services provided by Council. In fact, Council engages more than 100 volunteers across many fields including: visitor information services, L2P program, youth, facility management and advisory committees.

Council appreciates the role undertaken by its many volunteers, and acknowledges that without their assistance, there would be many services which could not be provided. Much of the work done by Council's dedicated volunteers provides vital support and expertise to assist the Alpine Shire community.

### L2P program

The L2P Learner Driver Mentor program is funded by the Victorian Transport Accident Commission (TAC) and delivered by Council as part of VicRoads Community Programs. It offers learner drivers between 16 and 21 years old driving experience with fully licensed volunteer mentors. During the year there were 21 active mentors within the Alpine Shire, volunteering more than 1,500 hours for the learner drivers, assisting them in gaining the driving skills and 120 hours required to undertake their driver's licence test.

In 2016/17 the L2P program and its volunteers assisted 15 young people to successfully gain their driver's licence,

with a further 35 young people actively involved and supported throughout the year.

### Alpine Ambassadors

The Alpine Ambassador volunteer program within Council's three visitor information centres enables Council to deliver a much greater level of service to assist visitors; ensuring that they maximise their holiday, staying longer, spending more and sharing their positive experiences of "Bright & Surrounds".

All 60 Alpine Ambassadors are passionate about where they live and want to share this knowledge with others, whilst at the same time gaining new skills, keeping abreast of local activities, businesses and events and networking with other likeminded people.

# Awards and recognition

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## Awards presented to the community

The awards presented each year recognise residents that are making a valuable contribution to their community. Nominations are made by persons in the community that wish to recognise the good work that is being done in their local neighbourhood. Awards are presented to individuals and organisations. Business and tourism awards are presented every second year.

### Australia Day

Australia Day is a well-known way to celebrate community members that are making a difference. The Citizen of the Year is selected from among the winners of the Young Achievers and Achievers of the Year in each of the three districts. Winners in January 2017 were:

**Alpine Shire Citizen of the Year:** Patrizia Simone

**Local Achiever of the Year:**

*Myrtleford and District* – Bernadette Hays

*Bright and District* – Patrizia Simone

*Kiewa Valley* – Bill and Yvonne Sutton

*Harrietville* – Leah Williams

**Local Young Achiever of the Year:**

*Myrtleford* – Maddison Evans

*Bright and District* – Tasman Cocks-Wheaton

*Kiewa Valley* – Ebony Tanzen

**Lifetime Achievement:**

*Bright and District* – Lorry Torriero

*Kiewa Valley* – Ron Fensham

**Community Event of the Year:**

Kangaroo Hoppet International Cross Country Ski Event

**Community Organisation of the Year:**

Alpine U3A – Kiewa Valley

### Youth Awards

The annual youth awards recognise the contribution and achievements of local young people within the Shire. Coordinated by a team of enthusiastic young people, these awards acknowledge and thank 12 – 21 year olds that have lived, worked or studied in the Alpine Shire.

Youth award winners in October 2016 were:

**Community:** Madeleine Lennox

**Arts:** Indianna Drew

**Workplace:** Nicholas Goznik

**Inspirational:** Peter Bennie

**Academic:** Caitlin Smith

**Sport:** Jonah Cosgriff

**Rural:** Matilda Hutton

**Alpine Shire Award:**

**12 - 16 years:** Teagan Atherstone

**17 - 21 years:** Tasman Cocks-Wheaton

# Performance report

## Corporate Planning and Reporting Framework

Every council in Victoria is required by the *Local Government Act 1989* to produce a Council Plan following each council election. The Alpine Shire Council Plan 2013-2017 was developed following the October 2012 council elections and has been reviewed each year since, with the latest review adopted on 28 June 2016. This annual report is the final report against the 2013-2017 Council Plan. A new Council Plan must be generated following the October 2016 Council election, and will commence from 1 July 2017.

The Council Plan is a strategic document, detailing the desired outcomes for the four years following the elections. It contains a Strategic Resource Plan which documents the resources required to deliver the council plan over the next four years, and is supported by the Annual Action Plan and Budget.

In addition to the Strategic Resource Plan, Council has a Long Term Financial Plan (LTFP) which is adopted annually with the Council Budget. The LTFP projects Council's required resources (both financial and non-financial) over the next ten years.

### Council Plan

The Council Plan is divided into five theme areas:

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

**Enhancing the Environment and Liveability:** *An environment managed for now and the future*

**Strengthening the Community:** *A community supported to be healthy, active and involved*

**Prosperous Economy, Employment and Investment:** *A dynamic local economy that is sustainable and supported to respond to opportunities and attract appropriate new investment*

**Performance Focused Organisation:** *A customer focused, equitable and sustainable service to the community*

The Alpine Shire Council Plan 2013-17 includes strategic objectives, strategies for achieving these objectives for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a Strategic Resource Plan.

### Performance

Council's performance for the 2016/17 year has been reported against each strategic objective to demonstrate how council is performing in achieving the Council Plan. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council Plan
- Progress in relation to the major initiatives identified in the Budget
- Highlights from projects and services funded in the Budget and the persons or sections of the community who are provided those services
- Results against the prescribed service performance indicators and measures.
  - Several of Council's strategic indicators in the Council Plan are service performance indicators and measures. These have been identified to reduce duplicate reporting.

### Local Government Planning and Reporting

2016/17 is the third year that all councils across Victoria will report against the prescribed Service Performance, Financial Performance, Sustainable Capacity indicators, and Governance and Management checklist contained within the *Local Government (Planning and Reporting) Regulations 2014*.

Results for these measures are found throughout the theme reporting in the following section under the headings "Service Performance Indicators". Further reporting is found in the "Governance and Management checklist" on page 51 and in the Performance Report on page 116.

# Theme 1: Inspired Community Leadership

Council values effective community advocacy and partnerships

## Performance against the Council Plan

Proposed 2016/17 Activities	Major Initiative?	Progress at 30 June 2017
<b>Strategic Objective 1.1: To effectively communicate and engage with stakeholders</b>		
<i>Strategy 1.1.1: Regularly inform and involve our community</i>		
Transition Myrtleford, Mount Beauty and Bright libraries to Council from High Country Library Corporation with a focus on customer service and process improvement.	Yes	Council took over operation of the branch libraries within the Shire on 1 August 2016. Operation of the High Country Library Network Hub also commenced on that date, providing book purchasing and cataloguing services through a shared service agreement to libraries across the Alpine Shire Council, Rural City of Wangaratta, Mansfield Shire Council, Benalla Rural City.  The transition to the new service was complete and operational on 1 August 2016. No notable operational or service disruption to customers occurred.
Continue to trial participative budgeting techniques.	No	Public submissions were considered as part of the 2017/18 budgetary process. Independent community members sit on the committees deliberating the allocation of Community Grants and Festival and Event funding.
<b>Strategic Objective 1.2: To advocate on behalf of and represent stakeholders on key issues</b>		
<i>Strategy 1.2.1: To advocate on behalf of and represent stakeholders on key issues</i>		
Strategically lobby and network with key decision makers to positively influence funding applications and opportunities.	No	Council continued to meet with key industry, organisations and government to identify and pursue common goals and issues.
<b>Strategic Objective 1.3: To provide exceptional emergency response and recovery services</b>		
<i>Strategy 1.3.1: To provide exceptional emergency response and recovery services</i>		
No activities in 2016/17		

## Services provided to the community

The following information details the key services provided to the community in this theme, and relevant key highlights and deliverables during the year.

### Library services

Council transitioned library services from High Country Library Corporation to Council on 1 August 2016. The transition was the result of a detailed service review of the High Country Library Corporation in 2015/16, which recommended libraries be transitioned to each Council and a shared service arrangement be entered into for the provision of book purchasing and cataloguing (the Hub).

Alpine Shire Council provides High Country Library Network Hub services to the Alpine, Rural City of Wangaratta, Mansfield Shire Council and Benalla Rural City libraries through a shared service agreement, adopted in July 2016.

The Library Hub service is delivered from the former Myrtleford Council Chamber building which underwent significant refurbishment to be fit for purpose.

Council appointed both Branch Library and Hub staff to ensure the smooth operation of the libraries, providing no break in service provision for customers.

The Mount Beauty Library also underwent a major refurbishment, with the library operating in temporary premises for three months. The upgraded facility was opened to the public on 31 January 2017.

### Flood event

From July through to October 2016, the Shire experienced significant rainfall events, with over 800mm rain falling – almost double the average rainfall in that period. This sustained wet weather resulted in saturated catchments and waterway levels rising across the Shire.

As a result of the sustained wet weather and a large rainfall event occurring in early October 2016, flood damage occurred across the Shire with the largest impact being felt in Myrtleford.

Council staff were involved in all aspects of the flood response, relief and recovery. The Myrtleford Senior Citizens Centre was opened as a relief centre to assist some displaced persons affected during the floods.

Infrastructure across the Shire experienced extensive damage from the rain and floods, with roads and bridges, and tracks and trails particularly hard hit. Council staff acted quickly to reinstate infrastructure damaged by the storm event, with restoration work required including bridge repairs, road grading and gravel re-sheeting, road stabilisation, culvert and drain unblocking and repairs, and general clean up and vegetation clearing.

Damage and resultant repair work was estimated to be \$950,000. Council requested funds from the Natural Disaster Financial Assistance Fund for Local Government to aid in the restoration of this damage.

## Council elections

Council elections were held on 22 October 2016. The election was conducted by the Victorian Electoral Commission by postal vote. The cost of the election process was allocated in Council's budget 2016/17.

The election triggers a suite of requirements under the *Local Government Act 1989*, including Councillors-elect taking the Oath of Office and declaration to the Councillor Code of Conduct, the subsequent review of the Councillor Code of Conduct, preparation of a new Council Plan for the four year period following the elections, and the review and adoption of councillor allowances. More information can be found on page 45.

## Preparation of new Council Plan

The Alpine Shire Council Plan 2017-2021 was prepared following the general election, and adopted on 28 June 2017. For the first time, the Council Plan incorporated the Municipal Public Health and Wellbeing Plan, providing one key document to provide guidance for Council.

## Service Performance Indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Service / indicator / measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Governance</b>				
<b>Transparency</b>				
<b>Council resolutions made at meetings closed to the public**</b> <i>[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100</i>	8.6%	4.4%	0.4%	Only one confidential report was considered by Council during 2016/17.
<b>Consultation and engagement</b>				
<b>Satisfaction with community consultation and engagement*</b> <i>Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement</i>	56	60	56	
<b>Attendance</b>				
<b>Councillor attendance at council meetings*</b> <i>[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100</i>	83.7%	85.7%	90.8%	

Service / indicator / measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Service cost</b>				
<b>Cost of governance</b> <i>[Direct cost of the governance service / Number of Councillors elected at the last Council general election]</i>	\$34,393	\$35,681	\$34,805	Car mileage costs have been apportioned per km travel, rather than a provisional allowance, meaning a slight reduction in costs compared to the previous years.
<b>Satisfaction</b>				
<b>Satisfaction with council decisions</b> <i>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</i>	58	60	57	

\* Also identified as Council Plan Strategic Indicators

\*\* Also identified as a Council Plan Strategic Indicator for Theme 5: Performance Focused Organisation

+ The Local Government (Planning and Reporting) Regulations 2014 require Council to report material variations between the current year results, and the preceding three years' results. Comments are included where necessary to aid the reader's understanding.

## Strategic Indicators (outside of service performance indicators)

Indicator	Result
Successful audit of the Municipal Emergency Management Plan	Council's Municipal Emergency Management Plan was last approved in November 2015, with the next audit not scheduled until 2018.

# Theme 2: Enhancing the Environment and Liveability

An environment managed for now and the future

## Performance against the Council Plan

Proposed 2016/17 Activities	Major Initiative?	Progress at 30 June 2017
<b>Strategic Objective 2.1: To provide and maintain quality parks, gardens and natural environment</b>		
<i>Strategy 2.1.1: Use sustainable practices to manage open spaces</i>		
Undertake Council's tree planting and maintenance programs.	No	Council's tree planting and maintenance program occurs across the Shire. Council has utilised the results of the RecLess project, identifying species that are more resistant to climate change, which require less water and maintenance. This is balanced with maintaining the appearance of the Shire with its deciduous trees, and township plantings.
<b>Strategic Objective 2.2: To improve the quality of the built environment and amenity</b>		
<i>Strategy 2.2.1: Minimise the impact of Council services on environmental amenity of the community</i>		
Develop and implement a holistic strategy for the collection, transfer and disposal of waste, recyclables and green/organic waste.	Yes	Tenders were sought in 2016/17 for the collection, transportation and disposal of kerbside waste and recyclables as well as the transportation and disposal of waste to landfill from Myrtleford Landfill, Porepunkah Transfer Station and Mount Beauty Transfer Station. The overall cost of the kerbside waste collection services has decreased resulting in a reduction to the collection charges for ratepayers in 2017/18. Council continues to review options for a kerbside green / organic waste collection service.
<i>Strategy 2.2.2: Control development to protect the environment</i>		
No activities		
<b>Strategic Objective 2.3: To improve the condition and management of Council's assets</b>		
<i>Strategy 2.3.1: Manage Council assets to ensure sustainability</i>		
Implement stage one of the Asset Management System to provide greater detail on how Council manages its assets and centralising asset maintenance, finance and valuation requirements.	No	Council issued an invitation to tender for the provision of an Asset Management System in late 2016/17. The closure date for the tender is in early 2017/18. The Asset Management System will support Council's current utilisation of iPad inspection apps for roads, bridges and footpaths, and provide a greater means of capturing all asset management issues.
<b>Strategic Objective 2.4: To reduce Council's ecological footprint</b>		
<i>Strategy 2.4.1: Reduce impact of Council's operations on the environment</i>		
Cease landfill operations and transition to a landfill diversion strategy.	Yes	Landfill operations at Myrtleford Landfill ceased in May 2017. All waste to landfill is now being diverted to an alternate licensed landfill.

## Services provided to the community

The following information details the key services provided to the community in this theme, and relevant key highlights and deliverables during the year.

### Improving processes for customers

Council has been implementing a number of internal processes to improve experiences for both customers and internal staff. An example of this is the move away from the old paper-based permit applications for works or occupation on Council land permits, to a fully online application and issuing process.

The increase in efficiency has enabled Council to waive the fees associated with applications if they are made at least two weeks prior to the commencement of the works or occupation.

### Completion of revegetation works at Nimmo Bridge Reserve

With the energetic assistance of volunteers from the Myrtleford and District Landcare and Sustainability Group, revegetation works at Nimmo Bridge Reserve were completed.

The planting in late June 2017 complemented earlier tree-planting works carried out on the southern boundary of the Council reserve.

This work was made possible through the Federal Government's 'Stronger Communities Program', and in combination with amenity improvements has significantly improved the Nimmo Bridge Reserve for the benefit of both the local community and visitors.

### Plant species responsive to climate change

The completion of the Victorian Adaptation and Sustainability Partnership project 'RecLess' provided showcase gardens, and resources available to the public to assist them to identify plant species that are more resilient to climate change. The community plant guide is utilised by Council staff when selecting and using plant species in public open space areas, enabling Council to reduce long-term costs associated with irrigation and maintenance.

The audit of irrigation systems in open spaces as part of the RecLess project also meant that Council was able to identify areas where inefficiencies were occurring. While replacement of infrastructure has upfront costs, there are associated long-term financial and environmental savings.

### Strategic planning

Council's strategic planning role focused on commissioning pieces of strategic work that will provide a rationale for undertaking planning scheme amendments next year. These pieces of work enable Council to update its planning scheme to encourage development within the Shire:

- Planning Scheme Amendment C51 was adopted by Council in September 2016. As a result 86 new places were added to the Planning Scheme's Heritage Overlay. This helps to conserve and enhance heritage places across the Shire.
- Work commenced on the development of Council's Domestic Wastewater Management Plan. This plan will facilitate development and help improve environmental and health outcomes associated with domestic wastewater systems.



## Statutory planning

Council's planners have been dealing with a number of permit requests that are increasing in complexity. While this complexity is impacting on processing times it is also reflective of the larger, newer and exciting development projects that are occurring within the Shire.

**Table 3: Planning Permits**

	2012/13	2013/14	2014/15	2015/16	2016/17
Planning permit applications received / issued	207/254	225/237	245 / 228	241 / 259	242 / 211
Median processing time (days)	32	42	35	35	48
Value of works subject to planning permit	\$18m	\$27m	\$27m	\$31m	\$26m
Value of fees	\$63,834	\$82,748	\$80,789	\$77,666	\$176,848*

\* Statutory fees increased on 13 October 2016, due to the coming into force of the Planning and Environment (Fees) Regulations 2016

## Municipal building services

Council provides a building permit service for the public. The complexity of planning permits is reflected in the increase in building permits issued and the increase in fees; as fees have a direct relation to the scale and type of development occurring. The provision of planning, environmental health and building under one department also enables a one stop shop to be provided to developers.

**Table 4: Building Permits completed by Alpine Shire Council**

	2012/13	2013/14	2014/15	2015/16	2016/17
Number of building permits issued	192	195	172	177	189
Value of building works approved	\$10.3m	\$14.9m	\$14.6m	\$15.1m	\$24.7m
Value of fees	\$155,323	\$174,590	\$201,668	\$188,164	\$277,286

## Environmental health

As Alpine Shire has a major tourist economy, environmental health plays a key role in ensuring visitors have an enjoyable experience. Fifteen new premises were registered with Council. In the latter part of the year inspections and sampling of all premises increased and the use of new software to track registrations and inspections is providing added value.

## Service Performance Indicators

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Statutory Planning</b>				
<b>Timeliness</b>				
<b>Time taken to decide planning applications*</b> <i>[The median number of days between receipt of a planning application and a decision on the application]</i>	35	34	48	During 2016/17, the statutory planning team had a reduced level of staffing. This meant there were less resources able to work on the planning permit applications received by Council during 2016/17, which impacted on the number of days to decision.
<b>Service standard</b>				
<b>Planning applications decided within required timeframes</b> (previously "Planning applications decided within 60 days")* <i>[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100</i>	76%	82%	75%	From 1 July 2016 this indicator includes VicSmart planning applications. This may result in some variances year on year.  Council has received a similar number of planning applications as compared to 2015/16, however less total determinations have been made. This is reflective of the reduced staffing levels available in the Statutory Planning department during 2016/17.
<b>Service cost</b>				
<b>Cost of statutory planning service*</b> <i>[Direct cost of the statutory planning service / Number of planning applications received]</i>	\$1,774	\$1,717	\$1,596	During 2016/17 the statutory planning team had a reduced level of staffing, resulting in a lower employee cost for the service. This lower level of staffing also had an impact on the response time for each planning decision.  <i>* Council has amended previous year costs to reflect cost per "new" permit application, rather than cost per "all" permit applications in the relevant year.</i>
<b>Decision making</b>				
<b>Council planning decisions upheld at VCAT*</b> <i>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	0	0	Nil	No VCAT determinations occurred during 2016/17.

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>	
<b>Roads</b>					
<b>Satisfaction of use</b>					
<b>Sealed local road requests</b> <i>[Number of sealed local road requests / Kilometres of sealed local roads] x100</i>	26.6	34.8	42.2	Sealed local road requests increased on the previous year due to the very wet winter season resulting in flooding in October 2016. 23% of all sealed road requests relate to drainage.	
<b>Condition</b>					
<b>Sealed local roads maintained to condition standards</b> (previously "Sealed local roads below the intervention level")* <i>[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100</i>	99.4%	99.4%	99.4%		
<b>Service cost</b>					
<b>Cost of sealed local road reconstruction*</b> <i>[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</i>	\$45	\$105	\$171	Significant redevelopment projects were delivered in the town centres of Bright and Porepunkah which involved full depth reconstruction of road pavement and asphalt seal. The cost of the road reconstruction component of these works has had a significant impact on this service measure. High road reconstruction costs are anticipated in 2017/18 and 2018/19 as the redevelopment of Myrtleford town centre is delivered.	
<b>Cost of sealed local road resealing*</b> <i>[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</i>	\$7.74	\$8.54	\$5.40		
<b>Satisfaction</b>					
<b>Satisfaction with sealed local roads</b> <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	59	60	57		

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Waste Collection</b>				
<b>Satisfaction</b>				
<b>Kerbside bin collection requests*</b>	39.7	81.1	87.6	
<i>[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000</i>				
<b>Service standard</b>				
<b>Kerbside collection bins missed*</b>	0.9	0.7	1.5	Council has made process improvements for data collection, hence the apparent increase in the number of reported missing bins.
<i>[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000</i>				
<b>Service cost</b>				
<b>Cost of kerbside garbage collection service*</b>	\$154	\$143	\$137	
<i>[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]</i>				
<b>Cost of kerbside recyclables collection service*</b>	\$44	\$43	\$44	
<i>[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</i>				
<b>Waste diversion</b>				
<b>Kerbside collection waste diverted from landfill</b>	48.9%	49.2%	49.6%	
<i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>				

\* Also identified as Council Plan Strategic Indicators

+ The Local Government (Planning and Reporting) Regulations 2014 require Council to report material variations between the current year results, and the preceding three years' results. Comments are included where necessary to aid the reader's understanding.

## Strategic Indicators (outside of service performance indicators)

Indicator	Result
Completion of the Victorian Adaptation and Sustainability Partnership project to make Council's open spaces more sustainable	The Victorian Adaptation and Sustainability Partnership (VASP) project resulted in showcase gardens being identified that collectively feature design and plant species to improve the resilience of those spaces to climate change impacts. Signage and website content were designed to provide additional information to the community, along with the community plant guide.
Conduct energy and water audit	The audit of open spaces was completed and used to identify areas to reduce water usage. An irrigation audit of the river precinct in Bright highlighted major and minor improvements needed in irrigation infrastructure.

# Theme 3: Strengthening the Community

A community supported to be healthy, active and involved

## Performance against the Council Plan

Proposed 2016/17 Activities	Major Initiative?	Progress at 30 June 2017
<b>Strategic Objective 3.1: To support the health and wellbeing of communities</b>		
<i>Strategy 3.1.1: Facilitate increased community participation</i>		
Review of the Municipal Public Health and Wellbeing Plan	Yes	The Municipal Public Health and Wellbeing Plan (MPHWP) was developed and incorporated into the Council Plan 2017-2021. This was the first time that Council has chosen to incorporate the two important documents. The Council Plan containing the MPHWP was adopted by Council on 27 June 2017.  The MPHWP Action Plan was also developed, identifying key activities to be undertaken for the life of the MPHWP.
<b>Strategic Objective 3.2: To improve the resilience of communities</b>		
<i>Strategy 3.2.1: Strengthen the capacity and resilience of communities</i>		
Improve affordability and accessibility to community facilities	No	Council made the Early Bird Family Season Pass available for the outdoor pool season again during 2016/17. The price was reduced to \$85 (down from \$99 in 2015/16), which resulted in 24% more passes purchased than the previous year. Total visitation to outdoor pools increased 8% on the previous year.
<b>Strategic Objective 3.3: To ensure appropriate services and programs for early years, youth and families</b>		
<i>Strategy 3.3.1: Best possible start for children and families within the Alpine Shire</i>		
Undertake year two of the Engage program aimed at capacity building in young people.	No	Activities delivered through the Engage program included the annual Youth Awards, 50 local students attending the Halogen foundation youth event in Melbourne, and a careers day "ideas expo" held in Myrtleford for year nine students across the Shire.
<b>Strategic Objective 3.4: To support positive living and ageing</b>		
<i>Strategy 3.4.1: Support independence and accessibility</i>		
No activities in 2016/17		

## Services provided to the community

The following information details the key services provided to the community in this theme, and relevant key highlights and deliverables during the year.

### Brighten the Park

An invitation was extended to young people across the Shire to "Brighten the Park", which was an initiative to refurbish an amenities building at Apex Park in Myrtleford and install a street art piece. Young people were involved in workshops with street artist Andrew Bourke to design an art installation for the building as well as install the designed artworks onto the building itself. The project was supported by Victoria Police, the local Landcare group as well as other community groups. The project was undertaken as a result of funding by Department of Justice and Regulation, through the graffiti prevention grants program. Additional to the art installation, the building has received some renovations, including the installation of a BBQ, with the aim to achieve greater use of the building. A launch event was held on 13 February 2017 upon completion of the project, attended by Jaclyn Symes, Member for Northern Victoria.

### Youth Art Project - Myrtleford

Continuing on from the Graffiti Prevention project, Council engaged with an artist to deliver an art project at Myrtleford Skate Park (Cundy Park). The project differed from the previous project completed at Apex Park by applying a "paste up" concept to the project rather than "graffiti – spray painting". A total of 10 youth were engaged to assist to deliver the project which included design, production and "paste up" of art on the skate infrastructure in Myrtleford. The project has received positive feedback from the community, so much so that the community is raising ideas on the next place for a "paste up" to occur.

### New Ideas Expo

This initiative included bringing together Year 8/9 students from all four secondary schools across the Shire. A total of 200 students participated in the day which included activities and guest speakers talking about the future of employment and job "creation". Speakers included representatives from the Foundation for Young Australians, Australian Centre for Rural Entrepreneurship as well as young people from the local area successfully running their own businesses. As an adjunct to this event, Foundation for Young Australians also spoke at an event for parents talking about the future of employment for young people. These initiatives were undertaken as a part of the funded Engage! program.

## Service Performance Indicators

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<i>Libraries</i>				
<b>Utilisation</b>				
<b>Library collection usage</b> <i>[Number of library collection item loans / Number of library collection items]</i>	3.1	2.9	2.6	Loans do not include eBooks, as Council is unable to distinguish loans on a per-branch basis, data only exists for the High Country Library Network as a whole. Library collection usage is therefore representative only of hard copy items such as books, magazines, audiobooks, and CDs / DVDs. The Mount Beauty library was relocated for three months to allow for renovations, which is likely to have impacted on the number of loans.
<b>Resource standard</b>				
<b>Standard of library collection</b> <i>[Number of library collection items purchased in the last 5 years / Number of library collection items] x100</i>	62.0%	60.7%	58.8%	
<b>Service cost</b>				
<b>Cost of library service</b> <i>[Direct cost to Council of the library service / Number of visits]</i>	\$3.02	\$3.13	\$3.03	Alpine Shire Council took over operation of the Branch libraries within the Shire on 1 August 2016, following the establishment of the High Country Library Network.  Branch libraries were previously part of the High Country Library Corporation, which was a Regional Library Corporation. Costs do not include capital purchases of books.  The relocation of the Mount Beauty Library for three months to allow for renovations is likely to have impacted on number of visits.
<b>Participation</b>				
<b>Active library members</b> <i>[Number of active library members / Municipal population] x100</i>	24.1%	23.2%	20.7%	A reduction in active members occurred across all three branches. The estimated residential population of the Shire (based on 2016 Census data) has increased by 5% compared to the previous year, which has an effect of reducing the number of active library members 'per head'.

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Aquatic Facilities</b>				
<b>Service standard</b>				
<b>Health inspections of aquatic facilities</b> <i>[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]</i>	0.7	3.0	1.0	Council inspected each of Council's swimming pools once during the year.
<b>Reportable safety incidents at aquatic facilities*</b> <i>[Number of WorkSafe reportable aquatic facility safety incidents]</i>	0	0	0	There have been no reportable safety incidents at Council's aquatic facilities in 2016/17.
<b>Service cost</b>				
<b>Cost of indoor aquatic facilities*</b> <i>[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]</i>	\$6.38	\$4.84	\$7.65	The closure of Council's indoor pool for a seven week period from mid-December through to early February resulted in a reduction in pool visitation and income compared to the previous year. Operating costs remained consistent during the closure, as the dry area (gymnasium) was still open to the public. The reduction in revenue and visitation impacted on the 'cost per visit'.  <i>* The 2015/16 reported data has been amended to remove duplication in Learn to Swim visitation (with the effect of reducing visitation data). The previously reported result was \$3.95.</i>
<b>Cost of outdoor aquatic facilities*</b> <i>[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]</i>	\$8.76	\$6.04	\$7.13	Council engaged a pool supervisor for the 2016/17 outdoor pool season, which was an additional cost compared to the previous year, along with some additional maintenance costs. Visitation to outdoor pools increased relative to the prior year.
<b>Utilisation</b>				
<b>Utilisation of aquatic facilities*</b> <i>[Number of visits to aquatic facilities / Municipal population]</i>	3.4	3.6	3.2	Council's indoor pool was closed for seven weeks for repair work from prior to Christmas to the end of the first week in February. This resulted in significantly less visitation (over this period) than the prior year, and a shorter first term of the Learn to Swim program. The 5% increase in estimated residential population (based on 2016 Census data) also reduces utilisation 'per head' of population.  <i>* The 2015/16 reported data has been amended to remove duplication in Learn to Swim visitations. The previously reported result was 3.99.</i>



Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Animal Management</b>				
<b>Timeliness</b>				
<b>Time taken to action animal requests</b> <i>[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]</i>	1.3	1.1	1.1	Council continues to respond promptly to all animal management requests, responding to 93% of requests within 24 hours.  * The 2015/16 reported data has been amended to count number of 24 hour periods from time of receipt of the animal management request.
<b>Service standard</b>				
<b>Animals reclaimed</b> <i>[Number of animals reclaimed / Number of animals collected] x100</i>	83%	94%	76%	Council's result in 2016/17 now accounts only for those animals returned to their owners (in 2015/16, animals 'rehomed' were included). If animals that are 'rehomed' are included in 2016/17, 89% of animals are either returned to their owners, or rehomed. Council continues to utilise social media to source owners where animals may not be registered or microchipped, and works with the RSPCA to ensure that animals not claimed by their owners are rehomed.
<b>Service cost</b>				
<b>Cost of animal management service</b> <i>[Direct cost of the animal management service / Number of registered animals]</i>	\$27.55	\$19.13	\$19.93	* The 2014/15 and 2015/16 reported data has been amended to correct payment of levies during 2014/15 and 2015/16.
<b>Health and safety</b>				
<b>Animal management prosecutions</b> <i>[Number of successful animal management prosecutions]</i>	0	1.0	Nil	No animal management prosecutions were undertaken in 2016/17.
<b>Food Safety</b>				
<b>Timeliness</b>				
<b>Time taken to action food complaints</b> <i>[Number of days between receipt and first response action for all food complaints / Number of food complaints]</i>	- <sup>^</sup>	1.0	1.0	'Time taken to action food complaints' is now reported by calendar year (2016) to align reporting with the Department of Health and Human Services. This may result in some variances year on year.

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Service standard</b>				
<b>Food safety assessments</b> <i>[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100</i>	68%	31%	86%	Council focussed on Food Safety assessments across the Shire during 2016.
<b>Service cost</b>				
<b>Cost of food safety service</b> <i>[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]</i>	\$381	\$161	\$356	Council has increased focus on the food safety service during 2016/17, and has also utilised a contractor service for the provision of food safety inspections.
<b>Health and safety</b>				
<b>Critical and major non-compliance notifications</b> <i>[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about a food premises] x100</i>	0	45.6%	45.5%	'Critical and major non-compliance outcome notifications' are now reported by calendar year (2016). Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.
<b>Home and Community Care (HACC)</b>				
<b>Timeliness</b>				
<b>Time taken to commence the HACC service</b> <i>[Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]</i>	- <sup>^</sup>	14.0	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).
<b>Service standard</b>				
<b>Compliance with community care common standards</b> <i>[Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100</i>	100.0%	100%	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Service cost</b>				
<b>Cost of domestic care service</b> <i>[Cost of the domestic care service / Hours of domestic care service provided]</i>	- <sup>^</sup>	\$61.11	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).
<b>Cost of the personal care service</b> <i>[Cost of the personal care service / Hours of personal care service provided]</i>	- <sup>^</sup>	\$53.16	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).
<b>Cost of respite care service</b> <i>[Cost of the respite care service / Hours of respite care service provided]</i>	- <sup>^</sup>	\$54.74	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).
<b>Participation</b>				
<b>Participation in HACC service*</b> <i>[Number of people that received a HACC service / Municipal target population for HACC services] x100</i>	29.7%	27.16%	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).
<b>Participation in HACC service by CALD people</b> <i>[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100</i>	36.4%	28.9%	Reporting ceased on 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Australian Government's National Disability Insurance Scheme (NDIS) and Commonwealth Home Support Programme (CHSP).
<b>Maternal and Child Health (MCH)</b>				
<b>Satisfaction</b>				
<b>Participation in first MCH home visit</b> <i>[Number of first MCH home visits / Number of birth notifications received] x100</i>	102%	112%	104%	In a small number of cases, Council also conducts home visits for newborns where the birth notification was received elsewhere, but Alpine Maternal and Child Health Nurses conduct the first home visit.
<b>Service standard</b>				
<b>Infant enrolments in the MCH service*</b> <i>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100</i>	100%	100%	100%	

Service/indicator/measure	Results 2014/15	Results 2015/16	Results 2016/17	Comments <sup>+</sup>
<b>Service cost</b>				
<b>Cost of the MCH service</b> <i>[Cost of the MCH service / Hours worked by MCH nurses]</i>	- <sup>^</sup>	\$59.68	\$60.93	Council's MCH nurses have focussed on increasing participation in MCH programs during the year.
<b>Participation</b>				
<b>Participation in the MCH service</b> <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	84.7%	86.7%	88.7%	
<b>Participation in the MCH service by Aboriginal children</b> <i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	87.5%	88.2%	84.6%	

\* Also identified as Council Plan Strategic Indicators

+ The Local Government (Planning and Reporting) Regulations 2014 require Council to report material variations between the current year results, and the preceding three years' results. Comments are included where necessary to aid the reader's understanding.

<sup>^</sup> This indicator was not mandatory in 2014/15, hence no data exists for that year.

## Strategic Indicators (outside of service performance indicators)

Indicator	Result
Total value of community projects delivered by the community grants program	Council's 2016/17 Community Grants program provided assistance to a total of 32 community-led projects. 31 of the projects were completed, while one project did not proceed. A total of \$77,300 was provided through the grants program, assisting to deliver \$458,000 worth of community projects. See page 59 for further details.

# Theme 4: Prosperous Economy, Employment and Investment

A dynamic local economy that is sustainable and supported to respond to opportunities and attract appropriate new investment

## Performance against the Council Plan

Proposed 2016/17 Activities	Major Initiative?	Progress at 30 June 2017
<b>Strategic Objective 4.1: To effectively plan and deliver strategic and major projects</b>		
<i>Strategy 4.1.1: Develop and deliver a major projects plan</i>		
Develop a new Alpine Shire Cycle Guide to assist with promoting North East Victoria as the chosen cycle destination in Australia.	No	Development of the updated Alpine Shire Cycle Guide was complete by the end of 2016/17. A print run of collateral will occur in the first quarter of 2017/18. Distribution will occur in the same quarter.
Event attraction including Spartan and Enduro World series to increase the economic benefit derived within the Alpine Shire.	No	The Spartan Trifecta event was held during the last weekend in November 2016, with a total of 3,650 event registrations, with an estimated economic value to the Shire of \$2.3 million. The Spartan Trifecta event has been confirmed for October 2017. Event organiser bids for the Enduro World Series 2017 event were unsuccessful. Council will work with event organisers on a bid when the opportunity arises in 2019. New event attraction activity included: Pre-World Paragliding Cup (Bright); Mountain Bike Australia (MTBA) downhill championships in Mount Beauty proposed for February 2018; Bicycle Network - Great Victorian Bike Ride, November 2018; and Herald Sun Tour (Mount Beauty).
<b>Strategic Objective 4.2: To support investment and existing enterprise</b>		
<i>Strategy 4.2.1: Implement targeted tourism and business support</i>		
Market test operations of the Myrtleford Holiday Park to ensure long term sustainability.	No	Market testing is scheduled for the second quarter of 2017/18.
<i>Strategy 4.2.2: Support a diverse and sustainable economy</i>		
Review operations of Council's business facilities to achieve optimal efficiency.	Yes	The review of Council's business facilities is ongoing. The cessation of landfill operations in May 2017 at Myrtleford will result in significant efficiency gains in the operation of the site.

## Services provided to the community

The following information details the key services provided to the community in this theme, and relevant key highlights and deliverables during the year.

### Tourism

The tourism team is focused on marketing, product and industry development. The development and distribution of tourism collateral including the Shire's Official Visitors Guide, trail brochures, maps and retail and dining guide are also deliverables of this service.

### Updating tourist guides

**Walks & Trails Guide:** This is the most popular piece of tourism collateral that is collected and utilised by visitors to the region. A review of the guide was undertaken, changes made where necessary and a change to production of the

collateral is now consistent with the look and feel of the "Official Visitors Guide" that is also produced by Council.

**Cycle Guide:** This is a new piece of collateral developed to assist cyclists to navigate their way around the Shire. The guide provides information relative to rides available: Rail Trail; Mountain Biking and Road Cycling. This piece of collateral has also been developed to be consistent with the Official Visitors Guide and Walks & Trails Guide.

## Tourism Data Research Project

This project provided statistical and financial data on visitation to the Shire; visitor expenditure into the Shire; holiday bed base total capacity; and impact of events delivered into the Shire. The following is a snapshot of results for the 2016 calendar year:

- Alpine Shire received 550,000 visitors, including domestic overnight visitors (an increase of 18% on year prior);
- International overnight visitors increased by 18.3% on previous year;
- Day trip visitors increased by 7.8% on previous year;
- More than 1.2 million visitor nights were spent in the region;
- It is estimated that \$202 million was spent in the Alpine Shire by these visitors; and
- The contribution of “events” into the economy is estimated to be \$41 million annually.

## Spartan Trifecta event

The two-day Spartan Trifecta event was held on 26 and 27 November 2016. The event attracted 3,400 pre-event / online registrations and a further 250 registrations received after registrations closed online. It is estimated that there was a total of 4,800 participants and spectators attended

this event and it is estimated that the event provided stimulation to Alpine Shire economy of \$2.3 million. The Spartan Trifecta Event in Bright was the only Trifecta event undertaken by Spartan Australia in the southern hemisphere. It attracted participation from all over Australia and from countries abroad. Approximately 180 competitors were residents of the Alpine Shire. The Trifecta event featured: 7km (Sprint), 14km (Super) and 21km (Beast) personal challenge distances with competitors choosing to participate in one, two or all of the distance challenges across the two days. A Junior Spartan event was also undertaken of which 550 children raced.

## Dinner Plain

Specific marketing activities and events are held in Dinner Plain to encourage visitation to the village during the snow season, and also throughout the year.

## Visitor information centres

This service comprises visitor information services located at Bright (Alpine), Mount Beauty and Myrtleford. Council employs coordinators to manage each of the centres, and relies heavily on the support and enthusiasm of the Alpine Ambassadors (see page 20) to provide information services to the region’s visitors.

## Strategic Indicators

Indicator	Result
Capital program delivered (\$ Actual) / Capital program (\$ Budgeted)	\$11.52 million spent / \$11.62 million budget – 99%.
Number of new events attracted to the Alpine Shire	A total of 145 events were delivered across the Shire during 2016/17. This represents an 18% increase on total events held in the previous year.

# Theme 5: Performance Focused Organisation

A customer focused, equitable and sustainable service to the community

## Performance against the Council Plan

Proposed 2016/17 Activities	Major Initiative?	Progress at 30 June 2017
<b>Strategic Objective 5.1: To provide excellent customer service</b>		
<i>Strategy 5.1.1: Deliver outstanding customer service</i>		
No activities during 2016/17		
<b>Strategic Objective 5.2: To manage resources well to ensure sustainability</b>		
<i>Strategy 5.2.1: Deliver responsible and prudent financial management</i>		
Review and update the Long Term Financial Plan (LTFP).	No	The Long Term Financial Plan was updated as part of the annual budget process and adopted on 28 June 2017.
<i>Strategy 5.2.2: Deliver best value programs and services</i>		
Continue to simplify workflows and procedures.	No	During the year, Council undertook a project to simplify accounts payable. The process from raising purchase orders, receiving and approving invoices will be electronic from 1 July 2017, replacing the previous paper-based approval system.
<b>Strategic Objective 5.3: To support people and business practices</b>		
<i>Strategy 5.3.1: Develop and maintain a dedicated and passionate workforce</i>		
No activities during 2016/17		
<i>Strategy 5.3.2: Deliver effective and innovative process and technology solutions</i>		
Develop and implement automated business solutions (priorities include customer requests, time and attendance and purchase to pay).	Yes	Council completed the accounts payable part of the "Purchase to Pay" project, ready for the system to 'go live' on 1 July 2017. Further improvements to automated business solutions will be made in the coming year.
<b>Strategic Objective 5.4: To ensure a high standard of governance</b>		
<i>Strategy 5.4.1: Provide good governance</i>		
Implement web based health and safety management system.	No	The set-up of a cloud-based Occupational Health and Safety software solution was commenced in 2016/17, and will continue during 2017/18.

## Services provided to the community

The following information details the key services provided to the community in this theme, and relevant key highlights and deliverables during the year.

### Innovation

#### IT infrastructure upgrade

Council undertook a \$100,000 upgrade to its computer network storage both in volume and software with a new innovative model being used. This also increased the speed of the system and assists with minimising the risk of failure moving forward for the next five years.

#### Workflow and technology improvements

Council trialled new software in for accounts payable which would automatically capture data from creditor invoices. The software sends details directly to the accounting package, thus reducing the handling and requirement for manual data entry. The product will be ready for implementation on 1 July 2017.

### Council office refurbishment

The refurbishment of the Mystic Wing of the Bright Council office was completed in November 2016. In addition to the visible changes to the office space, the reopening of the Mystic Wing has spearheaded a significant change in the way in which staff work, with a transition into an activity-based working environment. Due to the significant engagement with staff during the concept design phase, and the hard work of all the people involved in the delivery of the project, this transition from the old to the new way of working has been almost seamless, with staff adapting extremely quickly to the new working environment. Planning for the next stage of the office refurbishment is currently underway.

## Strategic Indicators

Indicator	Results 2014/15	Results 2015/16	Results 2016/17	Comments
<b>Adjusted underlying result*</b>	12%	-5%	12%	The underlying result is higher due to additional grant funding being received in advance in 2016/17 - Victorian Grants Commission \$1.8 million.
<b>Adjusted underlying surplus (or deficit)</b> <i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>				
<b>Working Capital*</b>	289%	231%	285%	Working capital has increased due to additional grant funding being received in advance in 2016/17 - Victorian Grants Commission \$1.8 million and capital grants \$0.9 million.
<b>Current assets compared to current liabilities</b> <i>[Current assets / Current liabilities] x100</i>				
<b>Indebtedness*</b>	26%	23%	19%	Indebtedness has fallen due to reductions in the provision for landfill rehabilitation, as the rehabilitation works are completed.
<b>Non-current liabilities compared to own source revenue</b> <i>[Non-current liabilities / Own source revenue] x100</i>				
<b>Workforce*</b>	23.0%	5.8%	31.1%	Council's Home and Community Care service was recommissioned to another provider during 2015/16. The majority of staff were transitioned on 1 July 2016. This impacted on Council's staff turnover for 2016/17, which was slightly higher than the forecast 28%. It is anticipated that this will return to 15% going forward.
<b>Resignations and terminations compared to average staff</b> <i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100</i>				

\* More detailed results, forecasts and comments can be found in the Performance Statement found on page 116

\*\* Results for the Council Plan Strategic Indicator "Percentage of Council resolutions made at a meeting of Council closed to the public" can be found on page 23 in Theme 1: Inspired Community Leadership.



## Strategic Indicators (outside of service performance indicators)

Indicator	Result
Satisfaction with customer service (community satisfaction rating out of 100 for Council's customer service)	2017 result: 71 (steady from the previous year)
Implement new Customer Request Management (CRM) system	The Customer Request Management project has been put on hold due to the 'Purchase to Pay' project taking priority.

# Governance report

## Council report

### Council's role

Council's role, functions and powers are governed by the *Local Government Act 1989* (the Act), which sets out the legislative framework under which all councils in Victoria must operate.

### Councillors

The Alpine Shire Council comprises seven elected members in an un-subdivided Shire. Council elections occurred on 22 October 2016, appointing Councillors for a four-year term. Councillors-elect took their Oath of Office and made their Code of Conduct declaration on 8 November 2016.

The Act requires each council to elect a mayor, and must determine whether to elect them for a term of one or two years. The mayor takes precedence at all municipal proceedings, and must chair all council meetings at which they are present. If they are absent or unable to act, they must appoint a councillor to be acting mayor.

On 8 November 2016, Council resolved to appoint both the mayor and deputy mayor to a one year term, and to appoint the deputy mayor as acting mayor in accordance with section 73(3) of the Act. Councillor Ron Janas was elected as Council's Mayor, with Cr Tony Keeble elected as Deputy Mayor.

### Councillor Code of Conduct

Council is committed to working together in an ethical and accountable manner to provide leadership and good governance of the Alpine Shire.

The Councillor Code of Conduct provides the necessary framework within which the Council will operate. It assists councillors in understanding their role, their legislative obligations and the values and behaviours by which they will operate.

In accordance with the *Local Government Act 1989*, Council was required to review the Code within four months of the general election. Council adopted the Code at a special council meeting held on 7 February 2017, and all councillors signed a declaration that they would abide by the code.

### Council decision making

Decisions by a council are made in one of two ways:

- At ordinary and special meetings of council by resolution; or
- Under delegated authority by council officers.

A 'decision of council' (resolution) can only be made in the formal setting of an ordinary or special council meeting. Decisions are made by majority voting. As an individual, neither the mayor nor councillors have the authority to act or make decisions on behalf of the council or its staff.

Prior to a council meeting, an agenda is prepared by council officers, containing the items that require either a council decision (such as a planning application), or items required to be brought before council (such as the minutes of a council committee, or the council's annual report).

The majority of decisions, particularly those of an operational nature, are made under delegated authority from the council, either directly to officers or through the CEO. See 'delegated authority' on page 49 for more details.

### Council meetings

During 2016/17, Council conducted ordinary council meetings on the first Tuesday of each month. The exceptions to this were in January where no meeting was scheduled due to the Christmas holiday period, and in November, when the meeting was held on the second Tuesday of the month, due to the Melbourne Cup Day public holiday.

Special meetings of council were held as required. The majority of council meetings were held in the council chambers located in Bright, while one was held in Myrtleford during 2016/17.

Council agendas were published on Council's website on the Friday prior to the council meeting. During 2016/17 a public question time was held at the beginning of each council meeting. Question time is no longer recorded in the written minutes of the council meeting, however it is available as part of the audio-visual recording of the council meeting, livestreamed on Council's website and YouTube channel. File recordings are available on the website after the meeting.

Councillor briefing sessions are held to give councillors the opportunity to meet with management to keep up to date with issues as they arise. No formal decisions of council may be made at these meetings. Each is considered an 'assembly of councillors', and reported at council meetings.

Table 5: Council meeting attendance 2016/17

Councillor	Ordinary Council	Special Council
Cr Farrell*	4	0
Cr Vonarx*	4	0
Cr Forsyth	9	3
Cr Janas	11	3
Cr Keeble	9	3
Cr Knappstein+	7	3
Cr Nicholas+	7	2
Cr Pearce	11	2
Cr Roper	9	2
<b>Total meetings</b>	<b>11</b>	<b>3</b>

\* Crs Farrell and Vonarx term of office expired in October 2016

+ Crs Knappstein and Nicholas were elected in October 2016

### Councillor allowances

The Minister for Local Government announced an adjustment factor of 2.5% applying to mayoral and councillor allowances, effective on 1 December 2016, bringing allowances for category 1 councils to:

**Mayor:** \$59,257 per annum

**Councillors:** \$19,834 per annum

The amount equivalent to the superannuation guarantee payable during 2016/17 was 9.5%.

In accordance with Section 74(1) of the Act, mayoral and councillor allowances were reviewed in June 2017. Until such time as the review has been completed, mayor and councillors must be paid at the level determined at the previous review (June 2013), which was the maximum amount allowable for a category 1 council.

On 6 June 2017 Council voted to effectively freeze councillor and mayoral allowances by adopting a decrease of 5% to the previously set allowances, thereby removing the effect of the annual adjustment factor for the remainder of the council term.

This was to mirror the effect of the freeze in staff wages, as set out by the Enterprise Agreement 2016 (page 19).

Allowances to be paid from 1 July 2017 will be:

**Mayor:** \$56,435 per annum

**Councillors:** \$18,890 per annum

Included in the allowance review was an increase of the set allowances by any annual adjustment factor specified by the Minister for Local Government and payment of the equivalent of the superannuation guarantee contribution in addition to the set allowances.

### Councillor expenses

The Councillor Reimbursement of Expenses policy (no. 76) sets out the electronic equipment that will be provided to councillors, as well as the types of approved expenses that will be reimbursed under the policy. Expenses can only be reimbursed if the expense was incurred while performing duties as a councillor or committee member and fulfils the requirements as described in the Council Policy.

In accordance with r14(2)(db) of the *Local Government (Planning and Reporting) Regulations 2014*, the following table presents the required expense declarations for each Councillor:

**Table 6: Councillor & committee member\*\* expenses 2016/17**

Councillor	Travel <sup>1</sup> \$	Car Mileage <sup>+</sup> \$	ChildCare \$	Information & Communication Technology \$	Conferences & Training \$	Total \$
Cr Farrell*	493			335		828
Cr Vonarx*	472			335		808
Cr Forsyth				1,082		1,082
Cr Janas <sup>^</sup>	956	11,736		1,055	514	14,261
Cr Keeble				1,082		1,082
Cr Knappstein <sup>°</sup>	336	534		567	450	1,886
Cr Nicholas <sup>°</sup>	574	909		564	450	2,496
Cr Pearce		248		721		969
Cr Roper		758		721		1,479

<sup>1</sup> Travel includes transport, accommodation and meal costs associated with conferences and training, but does not include civic event costs.

<sup>+</sup> Cents per kilometre for vehicle use was apportioned at the Australian Taxation Office rate for 2016/17 of \$0.66 / km.

<sup>^</sup> Cr Janas was Mayor for the entire 2016/17 year, with Mayoral vehicle available for full private use during the relevant term of the Mayor (in accordance with policies 75 & 76)

\* Crs Farrell and Vonarx term of office expired in October 2016

<sup>°</sup> Crs Knappstein and Nicholas were elected in October 2016

\*\* Audit committee members were paid sitting fees (allowances), but no other expenses were incurred.

### Mayoral and councillor vehicles

Council provides the Mayor with a fully maintained vehicle in accordance with the Mayoral and Councillors Vehicle Policy (no. 75). Councillors are also able to utilise vehicles to attend to council business in accordance with the policy.

## Councillor committees

Councillors were appointed to individual committees on 6 December 2016. Councillors report their attendance at committee meetings via the “report by delegate” agenda items at each council meeting.

Councillor delegates were appointed on the following groups and committees (non-executive):

Committee	Delegate
Municipal Association of Victoria	Mayor (Deputy Mayor as substitute)
Hume Region Local Government Network	Mayor (Deputy Mayor as substitute)
Alpine Shire Council – Audit Committee	Cr Nicholas and Cr Knappstein
Alpine Shire Council – Finance Committee	Cr Nicholas and Cr Knappstein
Alpine Shire Council – Municipal Emergency Management Planning Committee	Cr Knappstein
Alpine Shire Council – Community Resilience Committee	Cr Knappstein
Alpine Children’s Services Inc.	Cr Keeble
Alpine Alliance (between Council and Alpine Health)	Cr Knappstein

Councillor delegates were appointed to the following groups (non-executive):

Committee	Delegate
Timber Towns Victoria	Cr Pearce
Lake Buffalo Land on Water Management Plan Implementation Group	Cr Nicholas

The following Councillor appointments made by external organisations were noted:

Committee	Delegate
Municipal Association of Victoria – Board (Executive)	Cr Ron Janas Elected as representative for Rural North East Region in March 2017. Appointed by MAV
North East Waste and Resource Recovery Group – Board (Executive)	Cr Ron Janas Term expired March 2017. Appointed by Minister for Environment, Climate Change and Water
Mount Buffalo Destination Advisory Group (Non-Executive)	Cr Ron Janas Appointed by Minister for Environment, Climate Change and Water
Municipal Association of Victoria – Emergency Management Committee (Non-Executive)	Cr Ron Janas Term expired November 2016

## Delegated authority

The *Local Government Act 1989* (the Act) and numerous other pieces of legislation confer specific powers, duties and functions on a council.

An Instrument of Delegation under section 98(1) of the Act provides the CEO with the necessary authority to perform the duties of the position. Council delegates powers, duties and functions to staff, and appoints authorised officers under various Acts. The CEO can further sub-delegate powers, duties and functions to staff.

Council is required to review the delegations provided to the CEO and council staff within 12 months of the election, but is able to update delegations at any time during the year or the term of council. The most recent reviews occurred in March 2015 and August 2015. Further reviews are scheduled for October 2017 in accordance with the *Local Government Act 1989*.

## Audit committee

Council's audit committee is an advisory committee of Council formed in accordance with section 139 of the *Local Government Act 1989*. The audit committee oversees and monitors Council's audit processes and internal control activities.

The key objective of the audit committee is to assist Council in the governance of and exercising of due care, diligence and skill in relation to:

- financial and performance management and reporting;
- internal control systems;
- risk management;
- policies and practices; and
- compliance with relevant laws and regulations.

The Audit Committee charter requires that the committee consist of a minimum of five members, comprising three or more independent members and two councillors nominated by Council. The Committee members for 2016/17 were:

### Councillor Representatives

- Cr Kitty Knappstein – appointed December 2016
- Cr Sarah Nicholas – appointed December 2016
- Cr Tony Keeble (December 2015 – December 2016)
- Cr Peter Roper (December 2015 – December 2016)

### Independent Representatives

- Ms Sue Lebish – appointed May 2015
- Mr Mark Anderson – appointed May 2015
- Ms Jane Shepherd – appointed April 2016
- Ms Sinead Ryan – appointed April 2016

The committee met five times during the year. Council executive and staff regularly attend the meetings to present reports and address issues. Recommendations from each Audit Committee meeting are subsequently reported to a council meeting.

Key areas of focus for the audit committee during the year were:

- Annual financial and performance reports
- Internal audits on cash handling and credit card processes
- Completion of 2014 strategic risk assessment actions
- JMAPP property and risk management audit
- Benchmarking against VAGO local government audits
- Quarterly finance reports
- Quarterly performance reports
- Quarterly health and safety reports
- Quarterly invoice audits
- Review of the Committee's charter

The audit committee is further complemented by both internal and external auditors. Council's internal auditors undertake an audit program that ensures that internal processes and controls are in place. This is accompanied by a risk framework which ensures that uncertainty does not deflect business function.

Council's external auditors undertake the annual audit of Council's Financial Statements and Performance Statement, on behalf of the Victorian Auditor General's Office.

## Special and Advisory committees of Council

Council has two remaining committee of management under the provisions of section 86 of the *Local Government Act 1989*. These committees assist with the supervision and administration of the Bright Senior Citizens' Centre and the Mount Beauty Recreation Reserve.

The Murray to the Mountains Rail Trail committee delegation was revoked in July 2016, with management of the portion of the Rail Trail within the Alpine Shire brought in-house, and managed by Council staff.

A full review of the status of Council's section 86 committee delegations is due to occur by October 2017, in accordance with the *Local Government Act 1989*.

Council also works with advisory committees. Some of these are committees within the organisation. Others provide advice to Council regarding the operations and management of Council assets.

### Organisational committees

*Audit Committee* - see previous page.

*Finance Committee* - provides oversight of Council's financial performance and management. Quarterly financial reports are also presented to Council meetings as required by s138 of the *Local Government Act 1989*.

### Asset-based committees (community representatives)

*Dinner Plain Advisory Committee* – was dissolved at the ordinary council meeting in May 2017, with a commitment to acknowledge the committee's contributions and an undertaking to continue to consult with the Dinner Plain community.

## Citizenship Ceremonies

Under the Australian *Citizenship Act 2007*, Council has the role of performing citizenship ceremonies on behalf of the Department of Immigration and Citizenship for candidates who are residents of the Alpine Shire. The Pledge of Commitment made at the citizenship ceremony is the final legal requirement to becoming an Australian citizen.

The Alpine Shire Council places great importance on Australian citizenship, with the Mayor presiding over the ceremonies. Ceremonies are held as required prior to the commencement of Council meetings. If required, there is also a special citizenship ceremony held at Australia Day ceremonies.

During 2016/17, citizenship ceremonies were held for nine people in the Alpine Shire.

## Risk Management

Council is committed to reducing its exposure to financial, strategic and operational risk. As part of this commitment, Council:

- Continued implementation of the agreed recommendations of its internal strategic risk assessment review;
- Completed implementation of the recommendations of its internal audit on project management;
- Implemented regular auditing of purchasing and payment processes; and
- Commenced review of the risk framework, policy and register.

## Governance and Management Checklist

Governance and Management Items	Assessment
1 Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Current policy in operation <input checked="" type="checkbox"/> Communication and Consultation policy adopted: 04/04/2006 Release of Information to the Public Domain policy adopted: 11/02/2013
2 Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	No guidelines <input checked="" type="checkbox"/> Reason for no guidelines: Council utilises a range of tools to assist staff in determining when to engage with the community. A specific engagement plan is developed for each new capital project.
3 Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act <input checked="" type="checkbox"/> Date of adoption: 27/06/2017
4 Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act <input checked="" type="checkbox"/> Date of adoption: 27/06/2017
5 Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans <input checked="" type="checkbox"/> Date of operation of current plans: Asset Management Plans: Part A (General information) was adopted 03/11/2010 by the CEO. The remainder of the asset management plans exist in draft form. Part B - Roads (draft) Part C - Bridges and Major Culverts (draft) Part D - Buildings and other built structures (draft) Part E - Pathways (draft) Part F - Drainage (draft) Part G - Recreation (draft) Part H - Open Space (draft)
6 Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	Strategy <input checked="" type="checkbox"/> Date of operation of current strategy: 27/06/2017
7 Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy <input checked="" type="checkbox"/> Date of operation of current policy: 6/02/2007
8 Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy <input checked="" type="checkbox"/> Date of operation of current policy: 6/08/2013



Governance and Management Items	Assessment
9 Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> <input checked="" type="checkbox"/>  Date of preparation:  Council's Municipal Emergency Management Plan was endorsed by Council on 10/11/2015. A successful audit was completed on 27/11/2015. The next audit will be conducted during 2018.
10 Procurement policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i> <input checked="" type="checkbox"/>  Date of approval:  27/06/2017
11 Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Plan <input checked="" type="checkbox"/>  Date of operation of current plan:  11/12/2009
12 Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan <input checked="" type="checkbox"/>  Date of operation of current plan:  30/07/2015
13 Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Framework <input checked="" type="checkbox"/>  Date of operation of current framework:  6/02/2007
14 Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act <input checked="" type="checkbox"/>  Date of establishment:  Council's audit committee was established by Instrument of Delegation on 26/10/2004.  The audit committee's charter was last adopted on 02/05/2017.
15 Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged <input checked="" type="checkbox"/>  Date of engagement of current provider: 10/10/2016  Council undertook two internal audits during 2016/17 - Cash Handling and Credit Cards.
16 Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework <input checked="" type="checkbox"/>  Date of operation of current framework:  1/07/2014

Governance and Management Items	Assessment
17 Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	<p>Report <input checked="" type="checkbox"/></p> <p>Date of report:</p> <p>Quarterly Council Plan reports were presented at the following Council meetings:</p> <p>Q4: 04/10/2016 (as part of annual report)</p> <p>Q1: 08/11/2016</p> <p>Q2: 07/02/2017</p> <p>Q3: 02/05/2017</p>
18 Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	<p>Statements presented to Council in accordance with section 138(1) of the Act <input checked="" type="checkbox"/></p> <p>Dates statements presented:</p> <p>Finance reports were presented at the following Council meetings:</p> <p>Q4: 06/09/2016</p> <p>Q1: 06/12/2016</p> <p>Q2: 07/03/2017</p> <p>Q3: 07/06/2017</p>
19 Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	<p>Reports <input checked="" type="checkbox"/></p> <p>Date of reports:</p> <p>Council's audit committee considered the Strategic Risk progress report on the following dates:</p> <p>26/07/2016, 13/12/2016, 24/03/2017</p>
20 Performance reporting (six-monthly reports of indicators measuring results against financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	<p>Reports <input checked="" type="checkbox"/></p> <p>Date of reports:</p> <p>Quarterly progress reports against the indicators contained in the Council Plan were presented at the following Council meetings:</p> <p>Q4: 04/10/2016 (as part of annual report)</p> <p>Q1: 08/11/2016</p> <p>Q2: 07/02/2017</p> <p>Q3: 02/05/2017</p>
21 Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	<p>Considered at meeting of the Council in accordance with section 134 of the Act <input checked="" type="checkbox"/></p> <p>Date of consideration:</p> <p>04/10/2016</p>
22 Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	<p>Reviewed in accordance with section 76C of the Act <input checked="" type="checkbox"/></p> <p>Date reviewed:</p> <p>07/02/2017</p>
23 Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	<p>Reviewed in accordance with section 98(6) of the Act <input checked="" type="checkbox"/></p> <p>Date of review:</p> <p>03/03/2015 and 04/03/2015.</p> <p>A full review of all staff delegations is due in October 2017.</p>

Governance and Management Items	Assessment
24 Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act <input checked="" type="checkbox"/> Date local law made: 06/09/2016

I certify that this information presents fairly the status of Council's governance and management arrangements.



Charlie Bird  
Chief Executive Officer  
Date: 25 September 2017



Cr Ron Janas  
Mayor  
Date: 25 September 2017

## Statutory Information Report

### Best Value Program

Council must give effect to the best value principles, as defined in the *Local Government Act 1989*. During 2016/17 Council has undertaken a number of projects and reviews seeking to apply the best value principles to its services, including:

#### Service improvements through technology

Council continues to pursue both in-house developed software solutions, as well as other best practice software for ensuring efficiencies in conducting Council's business. During 2016/17, Council trialled new software in its accounts department to automatically capture data from invoices reducing the handling and requirement for manual data entry. It also provides an electronic means of invoice approvals, providing improved traceability and response times. The product will be ready for implementation on 1 July 2017.

#### Project and service planning, and human resources

As foreshadowed by the human resources review conducted in previous years, Council moved from a three directorate model to just two directorates during 2016/17.

#### Projects Pipeline

The Projects Pipeline collates all projects identified in Council's strategic documents as well as additional projects identified within the community that may add value or improve the liveability within the Alpine Shire. The projects within the pipeline are prioritised by Council with consideration of benefit to the community, cost, Council's capacity to deliver and synergy with other projects. This allows projects to be identified for future years.

The pipeline is continually monitored with new projects added as identified; and projects prioritised by Council annually. As a living database the Projects Pipeline allows Council to maintain a strategic approach and ensure priority projects are delivered.

The pipeline was used to make funding applications for fully prioritised and scoped projects in 2016/17. As a result, Council was successful in securing over \$2.5 million in grants for specific projects during the year.

#### Long Term Financial Plan

The annual adoption of Council's Long Term Financial Plan ensures that Council has planned for the future – to ensure that it remains financially sustainable, while being able to deliver best value services and projects to its community.

The plan is updated annually, and will continue to drive the Strategic Resource Plan, and Council's annual Budget process.

### Documents Available for Public Inspection

In accordance with the *Local Government Act 1989* and regulation 12 of the *Local Government (General) Regulations 2015*, the following documents and information are available for public inspection on request at the Alpine Shire Council Office, 2 Churchill Avenue, Bright:

- a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months;
- b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;
- e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

## Contracts

In accordance with Regulation 14 of the *Local Government (Planning and Reporting) Regulations 2014*, the following disclosures are made:

*a) A list of contracts entered into by Council valued at \$150,000 or more for goods or services or \$200,000 or more for the carrying out of works, of a kind specified in section 186(5)(a) and (c) of the Act:*

Council resolved at the November 2016 Council meeting to enter into contracts under s186(5)(a) of the *Local Government Act 1989* for the purposes of general road and associated infrastructure repair, general drainage repair / replacement, and general debris clean up and vegetation removal as a result of the emergency situation caused by the September / October 2016 floods. The two contracts valued at more than \$150,000 (\$136,364 excluding GST) are as follows:

- Tox Free Australia Pty Ltd "October 2016 Flood Damage – Jetting Culverts": \$138,243 (excl. GST)
- Stadelman Enterprises "October 2016 Flood Damage – Civil Works": \$144,633 (excl. GST)

*b) A list of contracts entered into by Council valued at \$150,000 or more for goods or services or \$200,000 or more for the carrying out of works, if the Council did not engage in a competitive process before entering into the contract and it is not of a kind specified in section 186(5) or (5A) of the Act;*

Council did not enter into any contracts valued at \$150,000 or more for goods or services or \$200,000 or more for the carrying out of works, that were not of a kind specified in s186(5) or (5A) of the Act, without engaging in a competitive process.

## Freedom of Information

Freedom of Information (FoI) legislation ensures public accountability at all levels of government in Australia.

The *Freedom of Information Act 1982* gives the public a legal right to see certain council documents created after 1 January 1989 and also any personal documents relating to individuals (regardless of how long they have been held).

*How do I make a request?*

An application under the *Freedom of Information Act 1982* can be made by forwarding the following:

- The request must be made in writing, providing sufficient information to enable the documents to be identified, and where possible, include the approximate date range of the documents requested.
- Applications must be accompanied with the prescribed fee.

*Forward your request to:*

Freedom of Information officer  
Alpine Shire Council  
PO Box 139  
BRIGHT 3741

Council will respond to your request within the legislated period. Search and access charges allowable under the Act may apply to your request.

For further information, contact Council's Freedom of Information officer on 03 5755 0555 or email [info@alpineshire.vic.gov.au](mailto:info@alpineshire.vic.gov.au).

## Information privacy

The primary legislative obligations applying to Council's treatment of personal and health information are contained in the Victorian Government's *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

The legislation prescribes a number of Information Privacy Principles that the Council is required to comply with to promote and ensure the fair and responsible collection and handling of personal and health information.

Council will continue to comply with the privacy principles contained in the Act.

More privacy information can be obtained from Council's website: [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au).

## Protected Disclosures Act

The purpose of the *Protected Disclosure Act 2012* is to encourage and facilitate the making of disclosures in relation to the improper conduct of Council and its employees and to provide protection for persons making disclosures against detrimental action.

Council fully supports the Act, having a high regard for transparency and accountability.

In accordance with Section 70 of the *Protected Disclosure Act 2012*, the following information is provided:

- a) Information about how to access the Protected Disclosure Procedures document  
The procedures are available in hard copy at the Council offices or by request and electronically via the Council website and staff intranet.
- b) The number of disclosures made to Council and notified to the IBAC for assessment  
There were no disclosures made directly to Council during the period of 1 July 2016 to 30 June 2017.

## Road Management Act 2004

Council, as a road authority, is required under section 22 of the *Road Management Act 2004* to publish a copy of any direction received from the Minister in its annual report. No directions were received from the Minister in 2016/17.

## Food Act 1984

Council is required under section 7E of the *Food Act 1984* to publish a copy of any direction received from the Minister in its annual report. No directions were received from the Minister in 2016/17.

## Domestic Animals Act 1994

Pursuant to the *Domestic Animals Act 1994*, Council must prepare a Domestic Animal Management Plan (DAMP) every four years, review the plan annually, and publish an evaluation of its implementation of the plan in its annual report.

The DAMP 2013-2017 sets out how Council manages its responsibilities under the *Domestic Animals Act 1994* and delivers services to enhance and promote responsible pet ownership in the community.

Council's DAMP was formally adopted by Council on 3 December 2013. Key actions in the DAMP 2013-2017 were developed with input from staff and key stakeholders such

as the RSPCA, customer request data, and service delivery statistics. They include:

- Educating the community on the benefits and requirements of registering dogs and cats;
- Reducing the number of feral cats;
- Reducing the incidence of dogs and cats wandering at large; and
- Reducing the incidence of dog attacks.

All outcomes from the DAMP were met in 2016/17. A new DAMP must be prepared prior to 4 November 2017.

## Carers Recognition Act 2012

Council did not provide a Home and Community Care service during 2016/17 and therefore does not meet the definition of a care agency under the *Carers Recognition Act 2012*. Therefore the reporting obligations for care agencies under s12(2)(a) of the Act do not apply to Council for the 2016/17 year.

## Disability Act 2006

Alpine Shire Council is committed to supporting the rights of people with a disability to achieve full participation in community life.

As required under section 38 of the *Disability Act 2006*, Alpine Shire Council prepared a Disability Action Plan (DAP). The document was prepared jointly with Alpine Health, and is referred to as: Alpine Shire Council & Alpine Health 2011 Disability Action Plan.

Council has appointed a part-time Building Inclusive Communities Officer who undertakes actions as identified within the DAP and the annual Building Inclusive Communities Directions Plan. Activity continued throughout 2016/17:

- Review, print and distribution of the Mobility Guide for the Alpine Shire.
- Recharge Scheme point identification, implementation and promotion.
- 2016 Seniors Festival events held across the Shire were held at accessible venues.
- Participate in the regional Building Inclusive Communities network.
- Annual Directions Report and Outcomes reports prepared and submitted to DHHS as required under funding arrangement.

## Infrastructure and development contributions

In accordance with section 46GM and 46QD of the *Planning and Environment Act 1987*, a council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a council's annual report.

For the 2016/17 year, Council did not receive any infrastructure and development contributions.

## Local laws

Council has seven local laws. Copies of these are available from the Council Offices in Bright and on the Alpine Shire Council website.

<b>1. Council Administration</b>	Deals with use of the Common Seal; Election of Mayor, Council Meeting Procedures.
<b>2. Municipal Places</b>	Deals with behaviour in Municipal Places, Liquor Consumption Control.
<b>3. Dinner Plain</b>	Deals with the regulation and control of activities at Dinner Plain.
<b>4. Livestock</b>	Deals with the regulation and control of livestock on roads in the Municipality.
<b>5. Amenity</b>	Deals with the regulation and control of activities which may be dangerous or unsafe or detrimental to the quality of life and environment.
<b>6. Streets and Roads</b>	Deals with the regulation and control of issues such as management of roads for traffic, control of vehicles and animals on roads, secondary activities on roads, including advertising signs, trading from a road or reserve, outdoor eating facilities and busking.
<b>7. Murray to the Mountains Rail Trail</b>	Deals with the regulation and control of activity on and access to the Murray to the Mountains Rail Trail.

Council has previously gazetted a provision under section 224A of the *Local Government Act 1989* to allow Victorian Police to act as authorised officers to enforce 'Part 3: Consumption of alcoholic beverages', and 'Part 5: Enforcement' of the Alpine Shire Council Local Law No. 2 – Municipal Places (2012), where they relate to the use, possession or consumption of alcohol.

Council adopted a new Local Law No.1 Council Administration on 6 September 2016.

# Grants and funding

## Grants awarded by Council

Just as important as the funding that Council receives, is the support that it provides to the community. Council has a long history of supporting community groups to run events, programs and projects. These are in the form of festival and event funding, and also in the form of community grants.

### Community grants funding

Council's Community Grants program is a long established funding scheme to assist community groups and organisations to provide programs and projects that benefit the community, including environmental, economic, social, recreational, and wellbeing benefits.

Community support and the ongoing maintenance and sustainability of the projects are also considered.

Forty-two applications were received for 2016/17, with 32 being awarded a grant; however one project did not proceed during the year.

Table 9: Community Grants awarded by Council in August 2016

Applicant	Project	Sponsorship funds awarded by Council	Total project cost
Alpine Arthritis Group	Flex and Bends - FAB Warm Water and Exercise Program	\$1,100	\$6,294
Alpine Cycling Club	First Aid for Volunteers	\$1,500	\$3,150
Alpine Independent Aged Care Advocacy Service Inc.	Alpine Powers of Attorney	\$1,200	\$18,450
Alpine Shinkyokushin Karate	Protective Headgear	\$669	\$892
Bright and District U3A	New Tables and Chairs	\$3,390	\$5,856
Bright Bowls Club	Kitchen Improvements	\$1,200	\$3,239
Bright Community Garden	Bright Community Garden Car Parking Project	\$2,500	\$17,380
Bright Croquet Club	Replace Aged Mower	\$3,000	\$4,500
Bright Garden Club Inc.	Bright Garden Club Maintenance of Bright RSL Grounds - Purchase Lawn Mower	\$550	\$2,450
Bright RSL Sub-branch	The Long Tan Cross	\$1,505	\$2,655
Friends of Germantown Streamside Reserve	Germantown Reserve Boardwalk	\$8,444	\$15,725
Gapsted Community Hall Committee	Gapsted Community Hall Improvement Program - Stage 2	\$8,345	\$11,225
Happy Valley Hall Tree Garden	What Tree is That?	\$1,880	\$2,680
Harrierville Dredge Hole Recreation Reserve	Bring It To Life	\$9,389	\$20,990
Harrierville Community Hall of Management	Harrierville Mural Replacement and Upgrade Project	\$2,500	\$4,878
Harrierville Primary School Parents and Friends	Back to Harrierville Day Celebrating 150 Years of Harrierville Primary School	\$1,500	\$20,525
Kurdawanga Warrabe Committee	Kurdawanga Warrabe	\$3,000	\$78,500
Myrtleford and District Landcare and Sustainability Group	Myrtleford Sustainable House Day	\$1,500	\$16,200
Myrtleford Bowls Club	Youth/Adult Recruitment Drive	\$800	\$4,500
Myrtleford Cemetery Trust	Pioneer Cemetery Tree Planting Project	\$750	\$1,480
Myrtleford Farmers Market	Entertainment - Myrtleford Farmers Market	\$2,000	\$2,800
Myrtleford Golf Club Inc	Myrtleford Golf Project	\$2,000	\$16,626
Myrtleford and District Historical Society Inc.	Modular Units for Gold Mining Displays	\$1,500	\$3,910
Myrtleford Men's Shed	Dust Hazard Removal	\$2,260	\$3,085



Applicant	Project	Sponsorship funds awarded by Council	Total project cost
Myrtleford Men's Shed	Mental Health First Aid Training	\$2,400	\$3,240
Myrtleford Toy Library	Purchase of Toys for Kids with Additional Needs	\$1,400	\$1,880
Neighbourhood Watch - Dederang and District	Community Movie Night	\$1,500	\$4,820
TAFCO Rural Supplies	FARM SMART - Adoption of Sustainable Management Practices in the Ovens, King and Kiewa Valleys	\$2,000	\$111,165
Tawonga Bowls Club	Paving Installation	\$400	\$1,400
Upper Ovens Valley Landcare Group	Environment/ Management Plan- Values and Risks	\$4,500	\$21,100
Mount Beauty Neighbourhood Centre	Safe Disability Access	\$4,000	\$29,000
Myrtleford and District Landcare and Sustainability Group	Myrtleford Ovens River Loop Walk/Clearwater Reserve/Nimmo Bridge Reserve	\$3,500	\$18,105
<b>Total</b>		<b>\$82,182</b>	<b>\$458,700</b>

### Tourism festival and event funding:

Events are vitally important to the economic wellbeing of the Alpine Shire. It is estimated that festivals and events attract over 90,000 visitors directly and provide benefit to a wide range of businesses. Council provides support in two direct forms – logistics and funding. Council also provides assistance to event organisers with their planning and preparation.

Funding and logistics support is available to organisations staging events that have the potential to make demonstrable impact on the level of tourism in “Bright and surrounds” and which complement and achieve the objectives of Council’s tourism development strategies.

Applications were assessed against the following criteria:

- Alignment with the Alpine Shire Council Tourism Development strategies;
- Alignment with township brands;
- Level to which the event will attract outside visitors (intrastate and interstate);

- Future growth and sustainability of the event;
- Value added to the existing calendar of events;
- Offer a significant economic benefit to the wider Alpine Shire community;
- Marketing / promotional strategies – how they complement Alpine Shire Council;
- Organisational capacity of the event and its managing participants; and
- Potential for the event to develop into a key tourism or visitor attraction in the foreseeable future.

Sixty-four applications were received through the 2016/17 Tourism Festival and Event funding program. Five submissions were ineligible for funding as they were either: applications for events not within the Alpine Shire; insufficient documentation or information provided at submission; or the event did not fit within the event funding guidelines and/or with Councils tourism strategic direction.

**Table 10: Tourism festival and event grants awarded by Council in August 2016**

Event name	Applicant	Sponsorship	Logistics
Adventure Travel Film Festival	Adventure Travel Film Festival Australia	\$1,000	\$700
Alfred 6 Hour	Alpine Cycling Club	\$1,500	\$350
Alpine Equine Extravaganza	Alpine Adult Riding Club	Nil	\$500+ use of marquee*
Alpine Shire Relay for Life	Cancer Council Victoria	Nil	\$500
Audax Alpine Classic and Bonjour Bright Festival	Audax Australia Cycling Club	\$4,000	\$5,000
Barrowthon	Beechworth Barrowthon Inc.	Nil	\$2,500
Blackwood Special School Ride	Blackwood Special Schools Outdoor Education Centre	Nil	\$1,000
BMW Club Australia Motorrad Rally	BMW Motorcycle Club Victoria	Nil	\$7,500
Bright Autumn Festival	Bright Autumn Festival Committee	\$1,000	\$7,200
Bright Body & Soul Expo	Bright Body & Soul Expo	\$1,300	Nil
Bright Creative Writing Workshop	Bright Creative Writing Workshop	\$1,000	Nil
Bright Cross	Bright Alpine Sporting Events	\$1,500	\$1,000
Bright Fun Run	Bright P-12 College	Nil	\$3,500
Bright Mountain Film Tour	Hand Cut Productions	\$3,000	Nil
Bright Oktoberfest	Bright Oktoberfest	\$1,000	\$500
Bright Rotary Markets	Rotary Club of Bright	Nil	\$5,000
Bright Rotary Summer Concert Series	Rotary Club of Bright	\$1,000	Nil
Bright Spring Festival Grand Fireworks Spectacular and Entertainment	Bright Spring Festival Committee	\$1,000	\$500
Brighter Days	Brighter Days Foundation	\$5,000	\$5,000
Bright's Iconic Rod Run	Bright Rod & Kustom Club	\$5,500	\$10,200 + use of marquee*

Event name	Applicant	Sponsorship	Logistics
Buffalo Stampede	Mountain Sports Australia	\$6,000	\$1,000
Dederang Picnic Race Day	Dederang Picnic Race Club Inc	\$3,000	\$1,000
Four Peaks - Bright Alpine Climb	Mountain Sports Australia	\$1,000	\$2,500
Harrietville Half Marathon	Harrietville Primary School	\$3,000	\$1,000
Junior Mountain Climb Championships (Alpe d'Buffalo)	Alpine Cycling Club	Nil	\$3,000
Kangaroo Hoppet	Kangaroo Hoppet	\$3,000	\$100
Kiewa Valley Community Bonfire	Champagne Club Kiewa Valley Inc.	\$1,000	\$250
La Fiera Italian Festival	Myrtleford Chamber of Commerce and Industry Inc.	\$4,000	\$1,500
Mid-Winter Snow Ball	Champagne Club Kiewa Valley Inc.	\$1,000	\$250
Mount Beauty Cricket Club New Year's Eve	Mount Beauty United Cricket Club	\$2,000	\$500
Mount Beauty Half Marathon	Mt Beauty Half Marathon Committee	\$2,000	\$500
Mount Beauty Parkrun	Mount Beauty Parkrun	\$2,500	Nil
MountainGrass	Australasian Bluegrass and Old Time Music Association	\$2,000	\$100
Myrtleford and District Agricultural & Pastoral Show	Myrtleford and District Agricultural & Pastoral Society	\$2,000	\$1,000
Myrtleford Bush Market	Myrtleford Chamber of Commerce & Industry Inc.	\$1,000	\$1,000
Myrtleford Festival, The	The Myrtleford Festival Association Inc.	\$5,000	\$4,000
Myrtleford Fun Run	Myrtleford Fun Run	Nil	\$4,000
Myrtleford Golden Spurs Rodeo	Myrtleford Lions Golden Spurs Rodeo Inc.	Nil	\$2,000
Myrtleford Golf Club Annual Tournament	Myrtleford Golf Club Inc	\$750	Nil
Myrtleford Lawn Tennis Club Easter Tournament	Myrtleford Lawn Tennis Club	Nil	\$500
Mystic Cross Trail Run	Bright Alpine Sporting Events	\$2,000	\$1,000
NERD Skating Beauty	North East Roller Derby	Nil	\$360
Ovens Valley Canine Club Championship Show	Ovens Valley Canine Club	Nil	\$1,000
Peaks Challenge Falls Creek	Bicycle Network	Nil	\$1400
Reel Rock Film Tour	Hand Cut Productions	\$1,000	Nil
Repco 4WD Challenge	Cross Country Drivers Association	Nil	\$1,000
Spartan Trifecta*	Spartan Trifecta	\$40,000	
Swagger Music Festival	Swagger Music	\$4,000	\$2,500
Team Mt Beauty - Cyclocross, Enduro, RAMBO, Mitta to Mount Beauty	Team Mt Beauty	\$2,000	\$1,500
Thule B24 MTB Race	Bright Alpine Sporting Events	Nil	\$2,000+ use of marquee*
Tour of Bright (Champion System)	Alpine Cycling Club	Nil	\$10,000
Touratech	Touratech Australia	\$1,000	\$1,000
Victorian Men's Country Teams Championship	Mount Beauty Golf Club Inc.	\$750	Nil
Wandiligong Nut Festival	Wandiligong Nut Festival Committee	\$1,000	\$500
Jayco Herald Sun Tour	GTR Events	\$5,000	Nil
MTBA Downhill Series	MTBA	\$10,000	Nil
High Country Charity Ride	Cycling Australia	\$4,000	Nil
Pre World Paragliding Cup	Northeast Hang Gliding Club	\$5,000	Nil
Myrtleford Show 'n' Shine & Swap Meet	Rotary Club of Myrtleford	\$2,500	\$500
<b>Total</b>		<b>\$145,300</b>	<b>\$85,210</b>

*\*The marquee owned by Council is erected in Bright and will be utilised by three events. The cost of the marquee erection will be shared across the three events.*

*+ The Spartan Trifecta event is funded separately through a new event attraction agreement, but is shown here to acknowledge the funding contributed to the event.*

## Dinner Plain festival and event funding

Events at Dinner Plain are extremely important for the economy of Dinner Plain. A total of eight events were funded through the Dinner Plain event funding program for 2016/17. Funding applications were assessed in the same manner as the Tourism Festival and Event funding, with funding support available to organisations staging events that have the potential to make demonstrable impact on the level of tourism in Dinner Plain and which complement and achieve the objectives of both of Council's tourism development strategies for "Bright and surrounds" and Dinner Plain, as well as the regional brand.

In addition to these eight events, the hire of a temporary ice skating rink was of keen interest to the Dinner Plain community. \$20,000 in funding was set aside for this event in Winter 2017.

Some events identified for funding in September 2016 did not yet have an organiser identified or confirmed. If this could not be arranged the events would not proceed.

**Table 11: Dinner Plain festival and event grants awarded by Council in September 2016**

Event Name	Applicant	Funding
MTB Enduro & Funduro	BASE in Bright	\$4,000
The Mile High Trail Run	Running Wild	\$2,000
Christmas In July Winter Lights Show	Phoebe Moncur	\$12,000
Dinner Plain Sled Dog Challenge	Altitude 5000	\$6,000
Easter Festival	Event organiser to be determined	\$5,000
Australia Day Festival	Event organiser to be determined	\$5,000
New Year's Eve Fireworks	Event organiser to be determined	\$7,000
Snow Season Opening Weekend	Event organiser to be determined	\$3,000
<b>Total</b>		<b>\$44,000</b>

# Glossary

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<b>Act</b>	the <i>Local Government Act 1989</i>
<b>Alpine Shire</b>	the geographic region in which the Alpine Shire Council operates.
<b>Alpine Shire Council</b>	the organisation represented by elected councillors and staff.
<b>Annual report</b>	a report of the council's operations of the previous financial year and contains a report of operations, audited financial statements and an audited performance statement
<b>Budget</b>	a plan setting out the services and initiatives to be funded for the financial year and how they will contribute to achieving the strategic objectives specified in the council plan
<b>Council</b>	the abbreviation of Alpine Shire Council
<b>council (lowercase)</b>	a reference to councils generally, not specifically the Alpine Shire Council
<b>Council plan</b>	a plan setting out the medium-term strategic objectives, strategies, strategic indicators and resources reflecting vision and aspirations of the community for the next four year
<b>Financial performance indicators</b>	a prescribed set of indicators and measures that assess the effectiveness of financial management in a council covering operating position, liquidity, obligations, stability and efficiency
<b>Financial statements</b>	the financial statements and notes prepared in accordance with the Local Government Model Financial Report, Australian Accounting Standards and other applicable standards as they apply to the general purpose financial reports and a statement of capital works and included in the annual report
<b>Financial year</b>	the period of 12 months ending on 30 June each year
<b>Indicator</b>	what will be measured to assess performance
<b>Initiatives</b>	actions that are one-off in nature and/or lead to improvements in service
<b>Major initiative</b>	significant initiatives that will directly contribute to the achievement of the council plan during the current year and have a major focus in the budget
<b>Measure</b>	how an indicator will be measured and takes the form of a computation, typically including a numerator and denominator
<b>Minister</b>	the Minister for Local Government
<b>Performance statement</b>	a statement including the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year and included in the annual report
<b>Planning and accountability framework</b>	the key statutory planning and reporting documents that are required to be prepared by councils to ensure accountability to local communities in the performance of functions and exercise of powers under the Act
<b>Regulations</b>	the <i>Local Government (Planning and Reporting) Regulations 2014</i>
<b>Services</b>	assistance, support, advice and other actions undertaken by a council for the benefit of the local community
<b>Service outcome indicators</b>	the prescribed service performance indicators to be included in the performance statement which measure whether the stated service objective has been achieved
<b>Service performance indicators</b>	a prescribed set of indicators measuring the effectiveness and efficiency of council services covering appropriateness, quality, cost and service outcomes
<b>Strategic objectives</b>	the outcomes a council is seeking to achieve over the next four years and included in the council plan
<b>Strategic resource plan</b>	a plan of the financial and non-financial resources for at least the next four years required to achieve the strategic objectives in the council plan. It is also referred to as a long term financial plan
<b>Strategies</b>	high level actions directed at achieving the strategic objectives in the council plan
<b>Sustainable capacity indicators</b>	a prescribed set of indicators measuring whether councils have the capacity to meet the agreed service and infrastructure needs of the local community and absorb foreseeable changes and unexpected shocks covering financial performance, capacity and governance and management

# Acronyms and abbreviations

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CEO	Chief Executive Officer	LGPRF	Local Government Performance Reporting Framework
CFA	Country Fire Authority	LPPF	Local Planning Policy Framework
CPA	Certified Practising Accountant	MAV	Municipal Association of Victoria
CPR	Cardiopulmonary Resuscitation	MSS	Municipal Strategic Statement
CSS	Community Satisfaction Survey	MTB	Mountain Bike
DAMP	Domestic Animal Management Plan	OH&S	Occupational Health and Safety
DELWP	Department of Environment, Land, Water and Planning	RDV	Regional Development Victoria
DHHS	Department of Health and Human Services	RSL	Returned and Service League
EA	Enterprise Agreement	RSPCA	Royal Society for the Prevention of Cruelty to Animals
FOI	Freedom of Information	SAP	Strategic Alignment Project
FTE	Full Time Equivalent staff	SES	State Emergency Service
HACC	Home and Community Care Services	VCAT	Victorian Civil and Administrative Tribunal
HR	Human Resources	VIC	Visitor Information Centre
LGV	Local Government Victoria		

# Understanding the financial report

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The Annual Financial Report comprises of audited Financial Statement and Performance Statement. The purpose of the Financial Statement is to provide readers with a detailed report of Council's financial performance (profit or loss), financial position (level of assets against liabilities) and cash flow (increase or decrease in cash held by Council) in accordance with Australian Accounting Standards. The preparation of the Financial Statements is consistent for all councils across Victoria and also provides a comparison against the previous financial year.

The purpose of the performance statement is to provide readers with an overview of how Council performed against the nominated Service Performance, Sustainable Capacity and Financial Capacity indicators as required by section 131 of the *Local Government Act 1989* and part 4 of the *Local Government (Planning and Reporting) Regulations 2014*. This reporting is consistent for all councils across Victoria, and provides a comparison against the previous financial year(s) results.

# Annual Financial Report

For the year ended 30 June 2017

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## Contents

Comprehensive Income Statement .....	69
Balance Sheet .....	70
Statement of Changes in Equity .....	71
Statement of Cash Flows .....	72
Statement of Capital Works .....	73
Introduction .....	74
Statement of compliance .....	74
Note 1: Significant accounting policies .....	74
Note 2: Budget comparison .....	80
Note 3: Rates and charges .....	86
Note 4: Statutory fees and fines .....	86
Note 5: User fees .....	86
Note 6: Grants .....	87
Note 7: Contributions .....	88
Note 8: Other income .....	89
Note 9: Net gain/(loss) on disposal of property, infrastructure, plant and equipment .....	89
Note 10: Employee costs .....	89
Note 11: Materials and services .....	90
Note 12: Bad and doubtful debts .....	90
Note 13: Depreciation .....	90
Note 14: Other expenses .....	90
Note 15: Borrowing costs .....	90
Note 16: Investments in associates .....	91
Note 17: Cash and cash equivalents .....	92
Note 18: Other financial assets .....	92
Note 19: Trade and other receivables .....	92
Note 20: Inventories .....	93
Note 21: Other assets .....	93
Note 22: Property, infrastructure, plant and equipment .....	94
Note 23: Trade and other payables .....	99
Note 24: Trust funds and deposits .....	99
Note 25: Provisions .....	100
Note 26: Income received in advance .....	101
Note 27: Reserves .....	102
Note 28: Reconciliation of cash flows from operating activities to surplus/(deficit) .....	104
Note 29: Financing arrangements .....	104
Note 30: Commitments for expenditure .....	105
Note 31: Operating leases .....	106
Note 32: Superannuation .....	106
Note 33: Contingent liabilities and contingent assets .....	107
Note 34: Financial Instruments .....	108
Note 35: Related party transactions .....	110
Note 36: Senior officer remuneration .....	112
Note 37: Events occurring after balance date .....	112
Certification of the Financial Report .....	113

## Comprehensive Income Statement

For the year ended 30 June 2017

	Note	2017 \$'000	2016 \$'000
<b>Income</b>			
Rates and charges	3	17,026	16,680
Statutory fees and fines	4	574	394
User fees	5	1,448	1,789
Grants - operating	6	6,345	3,411
Grants - capital	6	3,196	2,348
Contributions - monetary	7	726	175
Contributions - non monetary	7	926	201
Other income	8	877	968
Assets previously not recognised	22	2,602	52
<b>Total income</b>		<b>33,720</b>	<b>26,018</b>
<b>Expenses</b>			
Employee costs	10	(7,772)	(9,797)
Materials and services	11	(11,986)	(10,047)
Bad and doubtful debts	12	(1)	(11)
Depreciation	13	(4,407)	(4,180)
Landfill rehabilitation expense	25	355	(1,002)
Borrowing costs	15	-	(22)
Other expenses	14	(701)	(711)
Share of net profits/(losses) of associates	16	(110)	(178)
Net loss on disposal of property, infrastructure, plant and equipment	9	(89)	(268)
<b>Total expenses</b>		<b>(24,711)</b>	<b>(26,216)</b>
<b>Surplus/(deficit) for the year</b>		<b>9,009</b>	<b>(198)</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation (decrement)/increment	27	2,429	(407)
Share of other comprehensive income of associates	16	-	-
<b>Total comprehensive result</b>		<b>11,438</b>	<b>(605)</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

## Balance Sheet

As at 30 June 2017

	Note	2017 \$'000	2016 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	17	2,528	2,591
Other financial assets	18	10,007	9,507
Trade and other receivables	19	1,369	1,790
Inventories	20	46	45
Other assets	21	275	245
<b>Total current assets</b>		<b>14,225</b>	<b>14,178</b>
<b>Non-current assets</b>			
Trade and other receivables	19	3	5
Inventories	20	139	143
Investments in associates	16	252	362
Property, infrastructure, plant and equipment	22	208,005	198,271
<b>Total non-current assets</b>		<b>208,399</b>	<b>198,781</b>
<b>Total assets</b>		<b>222,624</b>	<b>212,959</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	23	2,303	1,602
Trust funds and deposits	24	537	737
Provisions	25	2,050	3,759
Income received in advance	26	94	30
<b>Total current liabilities</b>		<b>4,984</b>	<b>6,128</b>
<b>Non-current liabilities</b>			
Provisions	25	3,390	3,989
Income received in advance	26	417	447
<b>Total non-current liabilities</b>		<b>3,807</b>	<b>4,436</b>
<b>Total liabilities</b>		<b>8,791</b>	<b>10,564</b>
<b>Net assets</b>		<b>213,833</b>	<b>202,395</b>
<b>Equity</b>			
Accumulated surplus		92,765	83,982
Reserves	27	121,068	118,413
<b>Total equity</b>		<b>213,833</b>	<b>202,395</b>

The above balance sheet should be read in conjunction with the accompanying notes.

## Statement of Changes in Equity

For the year ended 30 June 2017

		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2017</b>					
Balance at the beginning of the financial year		202,395	83,982	116,074	2,339
Surplus for the year		9,009	9,009	-	-
Share of other comprehensive income of associates		-	-	-	-
Net asset revaluation increment	27(a)	2,429	-	2,429	-
Transfers to other reserves	27(b)	-	(226)	-	226
<b>Balance at the end of the financial year</b>		<b>213,833</b>	<b>92,765</b>	<b>118,503</b>	<b>2,565</b>

		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2016</b>					
Balance at the beginning of the financial year		203,000	84,226	116,481	2,293
Deficit for the year		(198)	(198)	-	-
Share of other comprehensive income of associates		-	-	-	-
Net asset revaluation decrement	27(a)	(407)	-	(407)	-
Transfers to other reserves	27(b)	-	(746)	-	746
Transfers from other reserves	27(b)	-	700	-	(700)
<b>Balance at the end of the financial year</b>		<b>202,395</b>	<b>83,982</b>	<b>116,074</b>	<b>2,339</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

## Statement of Cash Flows

For the year ended 30 June 2017

	Notes	2017 Inflows/ (Outflows) \$'000	2016 Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		17,070	16,532
Statutory fees and fines		574	394
User fees		1,531	1,843
Grants - operating		6,315	3,411
Grants - capital		3,721	2,059
Contributions - monetary		800	193
Interest received		307	396
Rent received		536	408
Trust funds and deposits taken		3,078	2,739
Other receipts		81	58
Net GST refund		1,285	1,409
Materials and services		(12,748)	(11,559)
Employee costs		(8,940)	(9,137)
Trust funds and deposits repaid		(3,298)	(2,650)
Other payments		(1,602)	(1,033)
<b>Net cash provided by operating activities</b>	<b>28</b>	<b>8,710</b>	<b>5,063</b>
<b>Cash flows from investing activities</b>			
Payments for investments		(500)	-
Investment in MomentumOne Shared Services Pty Ltd	16	-	(35)
Proceeds from sale of investments		-	499
Payments for property, infrastructure, plant and equipment		(8,461)	(5,855)
Proceeds from sale of property, infrastructure, plant and equipment	9	188	28
<b>Net cash used in investing activities</b>		<b>(8,773)</b>	<b>(5,363)</b>
<b>Cash flows from financing activities</b>			
Finance costs		-	(22)
Repayment of borrowings		-	(945)
<b>Net cash used in financing activities</b>		<b>-</b>	<b>(967)</b>
Net (decrease)/increase in cash and cash equivalents		(63)	(1,267)
Cash and cash equivalents at the beginning of the financial year		2,591	3,858
<b>Cash and cash equivalents at the end of the financial year</b>	<b>17</b>	<b>2,528</b>	<b>2,591</b>
Financing arrangements	29		
Restrictions on cash assets	17		

The above statement of cash flows should be read in conjunction with the accompanying notes.

## Statement of Capital Works

For the year ended 30 June 2017

	Note	2017 \$'000	2016 \$'000
<b>Property</b>			
Buildings		1,344	1,414
<b>Total buildings</b>		<b>1,344</b>	<b>1,414</b>
<b>Total property</b>		<b>1,344</b>	<b>1,414</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment		1,080	135
Fixtures, fittings and furniture		148	-
Computers and telecommunications		124	50
<b>Total plant and equipment</b>		<b>1,352</b>	<b>185</b>
<b>Infrastructure</b>			
Roads		2,372	2,022
Bridges		554	828
Footpaths and cycleways		774	374
Drainage		410	84
Recreational, leisure and community facilities		837	499
Parks, open space and streetscapes		818	391
<b>Total infrastructure</b>		<b>5,765</b>	<b>4,198</b>
<b>Total capital works expenditure</b>		<b>8,461</b>	<b>5,797</b>
<b>Represented by:</b>			
New asset expenditure		613	720
Asset renewal expenditure		3,400	3,364
Asset upgrade expenditure		4,448	1,713
<b>Total capital works expenditure</b>		<b>8,461</b>	<b>5,797</b>

The above statement of capital works should be read in conjunction with the accompanying notes.

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 1: Significant accounting policies (continued)

#### Introduction

The Alpine Shire Council (Council) was established by an Order of the Governor in Council on 18 November 1994 and is a body corporate. The Council's main office is located at 2 Churchill Avenue, Bright Victoria 3741.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

#### Note 1: Significant accounting policies

##### a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision.

Judgements and assumptions made by management in the application of AAS that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to note 1(k))
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1(l))
- the determination of employee provisions (refer to note 1(q))
- the determination of the landfill provision (refer to note 1(r))

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure

has been made of any material changes to comparatives.

##### b) Changes in accounting policies

There have been no changes in accounting policies from the previous period.

##### c) Committees of management

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

##### d) Accounting for investments in associates and joint arrangements

###### Associates

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

##### e) Revenue recognition

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

###### Rates and charges

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

###### Statutory fees and fines

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

###### User fees

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

###### Grants

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 1: Significant accounting policies (continued)

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

#### Contributions

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

#### Sale of property, infrastructure, plant and equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

#### Interest

Interest is recognised as it is earned.

#### Other income

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

#### **f) Fair value measurement**

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair Value Measurement aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

#### **g) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

#### **h) Trade and other receivables**

Short term receivables are carried at the invoice amount as the amortised cost using the effective interest rate method would not materially impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

#### **i) Other financial assets**

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

#### **j) Inventories**

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.



## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 1: Significant accounting policies (continued)

#### k) Recognition and measurement of property, plant and equipment and infrastructure

##### Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in note 1(l) have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

##### Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at note 22, Property, infrastructure, plant and equipment, and infrastructure.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from two to three years. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an

increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

##### Land under roads

Land under roads acquired after 30 June 2008 is brought to account using the fair value basis. Council does not recognise land under roads that it controlled prior to that period in its reports.

#### l) Depreciation and amortisation of property, plant and equipment and infrastructure

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

Class of Asset	Threshold Limit
Land	\$1
Land under roads	\$5,000
Buildings	\$5,000
Roads	\$5,000
Bridges	\$5,000
Drainage	\$5,000
Footpaths and cycleways	\$5,000
Recreational, leisure and community facilities	\$5,000
Parks, open space and	\$5,000

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 1: Significant accounting policies (continued)

streetscapes	
Waste management	\$5,000
Plant, machinery and equipment	\$2,000
Fixtures, fittings and furniture	\$2,000
Computers and telecomms	\$2,000

Class of Asset	Period
Buildings	15 to 100 years
Roads	5 to 100 years
Drainage	70 years
Bridges	50 to 100 years
Footpaths and cycleways	22 to 97 years
Recreational, leisure and community facilities	15 to 50 years
Parks, open space and streetscapes	7 to 100 years
Waste management	30 to 70 years
Plant, machinery and equipment	5 to 20 years
Fixtures, fittings and furniture	5 to 20 years
Computers and telecomms	3 to 10 years

#### m) Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

#### n) Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

#### o) Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in

accordance with the purpose of the receipt, or forfeited (refer to note 23).

#### p) Borrowings

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

##### Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

#### q) Employee costs and benefits

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

##### Wages, salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

##### Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

## Notes to the Financial Statements

### For the year ended 30 June 2017

#### Note 1: Significant accounting policies (continued)

##### Classification of employee costs

Current Liability - unconditional LSL is disclosed as a current liability even when the Council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

- present value - component that is not expected to be wholly settled within 12 months.
- nominal value - component that is expected to be wholly settled within 12 months.

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

##### Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts a voluntary redundancy in exchange for these benefits. Council recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after balance sheet date are discounted to present value.

#### **r) Landfill rehabilitation provision**

Council is obligated to restore its landfill sites to a particular standard. The forecast life of the sites is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

#### **s) Leases**

##### Operating leases

Lease payments for operating leases are required by the AAS to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

#### **t) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

#### **u) Financial guarantees**

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised. Details of guarantees that Council has provided, that are not recognised in the balance sheet, are disclosed at Note 33 contingent liabilities and contingent assets.

#### **v) Contingent assets and contingent liabilities and commitments**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

#### **w) Pending accounting standards**

Certain new AAS have been issued that are not mandatory for the 30 June 2017 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

## Notes to the Financial Statements

### For the year ended 30 June 2017

#### *Revenue from contracts with customers (AASB 15) (applies 2019/20)*

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

#### *Leases (AASB 16) (applies 2019/20)*

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has no significant operating leases that will be impacted as a result of this change.

#### **x) Rounding**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statement may not equate due to rounding.

# Notes to the Financial Statements

For the year ended 30 June 2016

## Note 2: Budget comparison

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 28 June 2016. The budget was based on

assumptions that were relevant at the time of adoption of the budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*

## Note 2: Budget comparison

	Budget 2017 \$'000	Actual 2017 \$'000	Variance 2017 \$'000	Ref
<b>a) Income and Expenditure</b>				
<b>Income</b>				
Rates and charges	16,800	17,026	226	1
Statutory fees and fines	393	574	181	2
User fees	1,310	1,448	138	3
Grants - Operating	4,224	6,345	2,121	4
Grants - Capital	1,665	3,196	1,531	5
Contributions - monetary	650	726	76	
Contributions - non monetary	106	926	820	6
Other income	846	877	31	
Assets previously not recognised	-	2,602	2,602	7
<b>Total income</b>	<b>25,994</b>	<b>33,720</b>	<b>7,726</b>	
<b>Expenses</b>				
Employee costs	(8,690)	(7,772)	918	8
Materials and services	(10,576)	(11,986)	(1,410)	9
Bad and doubtful debts	-	(1)	(1)	
Depreciation	(4,213)	(4,407)	(194)	10
Landfill rehabilitation expense	(185)	355	540	11
Other expenses	(816)	(701)	115	12
Share of net losses of associates	-	(110)	(110)	13
Net loss on disposal of property, infrastructure, plant and equipment	(149)	(89)	60	14
<b>Total expenses</b>	<b>(24,629)</b>	<b>(24,711)</b>	<b>(82)</b>	
<b>Surplus for the year</b>	<b>1,365</b>	<b>9,009</b>	<b>7,644</b>	

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 2: Budget comparison (continued)

Ref	Item	Explanation
1	Rates and charges	Council received revenue from supplementary valuations for \$85,000 during the year in line with previous years. Also interest charged on rates \$70,000 has been included in the actual amount whereas this was included in Other income for the budget.
2	Statutory fees and fines	Council received higher than expected statutory fees. This was mainly due to increased property development activity, resulting in an increase in statutory planning income which is \$80,000 greater than the budget. Fine revenues also increased, including fines collected in conjunction with the 2016 Council election of \$19,000.
3	User fees	Council received higher than expected user fees. This was mainly due to an increase in property development activity, resulting in an increase in building inspection fees which is \$56,000 greater than the budget. Revenue for most other services was also higher than expected.
4	Grants - Operating	Council received 50% of its 2017/18 Victoria Grants Commission income in advance (\$1.8m). In addition Council received \$190,000 grant for storm infrastructure restoration works.
5	Grants - Capital	Additional grants were received for the Alpine Better Places projects, the Mount Beauty Pool upgrade and the Myrtleford Indoor Sports Stadium project, with \$871,000 allocated for projects to be completed in 2017/18.
6	Contributions - non monetary	This was received by Council in the form of road, drainage and land assets associated with new subdivisions, the amount of which was larger than expected in the budget by \$820,000 due to increased property development activity.
7	Assets previously not recognised	As a result of mapping Council's drainage assets, an additional 21km of assets were identified with a net value of \$2,534,000 and recognised as income. In addition land under roads assets received by Council associated with new subdivisions between 2008/09 and 2015/16 has also been recognised as income.
8	Employee costs	Employee costs were lower than budgeted. A wage freeze included in Council's Enterprise Agreement, approved in December 2016, as well as a number of budgeted positions remaining vacant during the year contributed to this result.
9	Materials and services	Materials and services is higher than budgeted. Influencing this result was \$2.4m of project expenditure identified as operating expenditure, and expensed to materials and services instead of capitalised, including: <ul style="list-style-type: none"> <li>Storm damage - \$821,000 of works to restore damaged assets</li> <li>Alpine Better Places Porepunkah - \$611,000 of works that related to outdoor furniture and landscaping, which are not capitalised under Council's capitalisation policy</li> <li>Alpine Better Places Mafeking Square - \$404,000 of works that related to outdoor furniture and landscaping, which are not capitalised under Council's capitalisation policy.</li> </ul> <p>There were a number of other projects with components that were not capitalised as they fell outside Council's capitalisation policy. Excluding the \$2.4m of project works that were not</p>

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 2: Budget comparison (continued)

Ref	Item	Explanation
		capitalised, the materials and services budget would have had a \$1.0m favourable result, due to a demand reduction program implemented across all Council departments.
10	Depreciation	This unfavourable variance is mainly due to a revaluation of buildings in 2015/16 which has increased the depreciation amount.
11	Landfill rehabilitation expense	This favourable variance is due to a reassessment of rehabilitation costs and a decrease in the discounted liability amount arising because of the effect of changes in the discount rate and the timing of rehabilitation works.
12	Other expenses	This favourable variance is mainly due to a reduction in direct contributions to events. This was mainly due to an unsuccessful bid for an event.
13	Share of net losses of associates	This mainly represents Council's 23% share of the High Country Library Corporation's loss, which was not included in the budget.
14	Net loss on disposal of property, infrastructure, plant and equipment	This variance is mainly attributed to the write off of Harris lane bridge which was replaced as part of the renewal works.

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 2: Budget comparison (continued)

### b) Capital Works

	Budget 2017 \$'000	Actual 2017 \$'000	Variance 2017 \$'000	Ref
<b>Property</b>				
Buildings	1,086	1,344	(258)	1
<b>Total buildings</b>	<b>1,086</b>	<b>1,344</b>	<b>(258)</b>	
<b>Total property</b>	<b>1,086</b>	<b>1,344</b>	<b>(258)</b>	
<b>Plant and equipment</b>				
Plant, machinery and equipment	1,613	1,080	533	2
Fixtures, fittings and furniture	76	148	(72)	
Computers and telecommunications	115	124	(9)	
<b>Total plant and equipment</b>	<b>1,804</b>	<b>1,352</b>	<b>452</b>	
<b>Infrastructure</b>				
Roads	5,075	2,372	2,703	3
Bridges	637	554	83	
Footpaths and cycleways	139	774	(635)	4
Drainage	303	410	(107)	5
Recreational, leisure and community facilities	-	837	(837)	6
Parks, open space and streetscapes	1,673	818	855	7
Waste management	143	-	143	8
<b>Total infrastructure</b>	<b>7,970</b>	<b>5,765</b>	<b>2,205</b>	
<b>Total capital works expenditure</b>	<b>10,860</b>	<b>8,461</b>	<b>2,399</b>	
<b>Represented by:</b>				
New asset expenditure	519	613	(94)	
Asset renewal expenditure	4,697	3,400	1,297	9
Asset upgrade expenditure	5,644	4,448	1,196	9
<b>Total capital works expenditure</b>	<b>10,860</b>	<b>8,461</b>	<b>2,399</b>	



# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 2: Budget comparison (continued)

Ref	Item	Explanation
1	Buildings	<p>Building capital works compares unfavourably to budget as a number of projects with a minor building component were classified differently. The significant projects where this occurred were:</p> <ul style="list-style-type: none"> <li>• Myrtleford Transfer Station shed upgrade - \$240,000 classified in the budget as Waste Management</li> <li>• Porepunkah Shelter and Viewing Platform - \$164,000 classified in the budget under Roads as part of the Alpine Better Places Porepunkah project</li> <li>• Bright Sports Centre pool deck - \$83,000 classified in the budget as Recreational, leisure and community facilities as part of the Bright Pool renewal project.</li> </ul> <p>This result was partially offset by a delay in stage two of the Bright office renewal project (\$238,000).</p>
2	Plant, machinery and equipment	<p>Expenditure is less than budget due to delays in the procurement of three trucks (\$364,000) and a loader (\$90,000). These items have been rebudgeted for 2017/18.</p>
3	Roads	<p>Road capital works is less than budget as most of the Alpine Better Places projects at Porepunkah and Mafeking Square were classified differently (refer to notes 4 and 5). In addition, a portion of works were not eligible to be capitalised under Council's capitalisation policy.</p>
4	Footpaths and cycleways	<p>Footpaths and cycleways capital works compares unfavourably to budget due to a number of projects with a minor footpath component classified differently. The significant projects where this occurred were:</p> <ul style="list-style-type: none"> <li>• Alpine Better Places Mafeking Square - \$271,000 footpath classified in the budget as roads</li> <li>• Alpine Better Places Porepunkah - \$227,000 footpath classified in the budget as roads</li> <li>• Alpine Events Centre - \$47,000 footpath classified in the budget as Recreational, leisure and community facilities.</li> </ul>
5	Drainage	<p>Drainage capital works compares unfavourably to budget as a number of projects with a minor drainage component were classified differently. The most significant projects where this occurred were the Alpine Better Places projects at Porepunkah and Mafeking Square (\$117,000)..</p>
6	Recreational, leisure and community facilities	<p>Recreational, leisure and community facilities capital works compares unfavourably to budget as a number of projects were classified differently. The significant projects where this occurred were:</p> <ul style="list-style-type: none"> <li>• McNamara Reserve Lighting upgrade - \$309,000</li> <li>• Alpine Events Park - \$192,000</li> <li>• Pioneer Park Oval upgrade - \$156,000</li> </ul> <p>These projects were all classified as parks, open space and streetscapes in the budget.</p>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 2: Budget comparison (continued)

Ref	Item	Explanation
7	Parks, open space and streetscapes	Parks, open space and streetscapes compares favourably to budget (refer to note 6).
8	Waste management	Waste management capital works compares favourably to budget as all of the waste management projects were classified differently. The most significant project where this occurred was the Transfer Station upgrade - \$83,000 which was classified as buildings.
9	Asset renewal expenditure Asset upgrade expenditure	The variance in spend relates to the majority of works not being capitalised under Council's capitalisation policy. There has been \$1.6 million identified as operating expenditure which has been expensed to materials and services rather than being capitalised. Also some projects were not completed in 2016/17 with \$1.0 million being carried forward to the 2017/18 budget.

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 3: Rates and charges

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
General rates	13,144	12,784
Garbage charges	3,181	3,055
Dinner Plain special rate	436	565
Supplementary rates and rate adjustments	85	87
Interest on rates and charges	70	79
Revenue in lieu of rates	110	110
<b>Total rates and charges</b>	<b>17,026</b>	<b>16,680</b>

Council uses capital improved value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its total market value of the land plus buildings and other improvements.

The valuation base used to calculate general rates for 2016/2017 was \$2,697 million (\$2,611 million 2015/2016). The 2016/2017 rate in the dollar was 0.004901 for residential, 0.003578 for farm and 0.007008 for

commercial/industrial (2015/16 0.004968 for residential, 0.003519 for farm and 0.007097 for commercial/industrial).

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2016, and the valuation was first applied in the rating year commencing 1 July 2016.

## Note 4: Statutory fees and fines

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Town planning fees	205	104
Health services	165	130
Permits	126	114
Infringements and costs	40	28
Land information certificates	19	18
Election fines	19	-
<b>Total statutory fees and fines</b>	<b>574</b>	<b>394</b>

## Note 5: User fees

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Aged and health services	20	417
Building services	244	196
Waste management services	293	281
Engineering works	27	60
Leisure centre and recreation	217	243
Community centres	31	17
Legal costs recovered	23	42
Caravan park	362	358
Visitor information centres	184	162
Project management	30	9
Library income	13	-
Other fees and charges	4	4
<b>Total user fees</b>	<b>1,448</b>	<b>1,789</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 6: Grants

	2017 \$'000	2016 \$'000
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	6,439	3,245
State funded grants	3,102	2,514
<b>Total</b>	<b>9,541</b>	<b>5,759</b>
<b>Operating recurrent grants</b>		
<i>Commonwealth Government</i>		
Victorian Grants Commission	5,151	1,679
<i>State Government</i>		
Fuel rebate	30	64
School crossing supervisors	19	18
Maternal and child health	189	164
Rates administration	154	96
Home help/linkages	-	655
Youth services	60	52
Emergency services	-	26
Senior citizen centres	46	26
Library services	168	-
Immunisation services	8	7
Weed management	20	20
<b>Total recurrent operating grants</b>	<b>5,845</b>	<b>2,807</b>
<b>Operating non-recurrent grants</b>		
<i>Commonwealth Government</i>		
Environmental projects	-	53
<i>State Government</i>		
Vegetation management	-	15
Bushfire preparation works	-	19
Municipal emergency resourcing program	30	30
Economic development and tourism	-	20
Victorian adaptation and sustainability partnership	49	-
Flood/storm incident and recovery	190	206
Community development	142	150
Flood mitigation design	-	108
Shared services solutions	75	-
Tobacco activity	14	3
<b>Total non-recurrent operating grants</b>	<b>500</b>	<b>604</b>
<b>Total operating grants</b>	<b>6,345</b>	<b>3,411</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 6: Grants (continued)

	2017 \$'000	2016 \$'000
<b>Capital grants</b>		
<b>Capital recurrent grants</b>		
<i>Commonwealth Government</i>		
Roads to recovery	1,288	1,513
<b>Total recurrent capital grants</b>	<b>1,288</b>	<b>1,513</b>
<b>Capital non-recurrent grants</b>		
<i>State Government</i>		
Roads	733	18
Recreational, leisure and community facilities	1,005	162
Parks, open spaces and streetscapes	18	253
Buildings	152	402
<b>Total non-recurrent capital grants</b>	<b>1,908</b>	<b>835</b>
<b>Total capital grants</b>	<b>3,196</b>	<b>2,348</b>
<b>Unspent grants received on condition that they be spent in a specific manner</b>		
Balance at start of year	90	1,442
Received during the financial year and remained unspent at balance date	871	90
Received in prior years and spent during the financial year	(90)	(1,442)
<b>Balance at year end</b>	<b>871</b>	<b>90</b>

## Note 7: Contributions

	2017 \$'000	2016 \$'000
Monetary	726	175
Non-monetary	926	201
<b>Total contributions</b>	<b>1,652</b>	<b>376</b>
Contributions of non-monetary assets were received in relation to the following services:		
Land	36	-
Roads	628	145
Other infrastructure	262	56
<b>Total non-monetary contributions</b>	<b>926</b>	<b>201</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 8: Other income

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Scrap sales	46	40
Insurance claim reimbursement	26	181
Interest on investments	288	310
Rent	517	437
Assets previously not recognised	-	52
<b>Total other income</b>	<b>877</b>	<b>1,020</b>

## Note 9: Net gain/(loss) on disposal of property, infrastructure, plant and equipment

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Proceeds of sale	188	28
Written down value of assets disposed	(277)	(296)
<b>Total net loss on disposal of property, infrastructure, plant and equipment</b>	<b>(89)</b>	<b>(268)</b>

## Note 10: Employee costs

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>a) Employee costs</b>		
Wages and salaries - permanent	5,583	6,754
Workcover	98	144
Wages and salaries - casual	836	675
Annual leave and long service leave	548	844
Provision for redundancies	-	562
Superannuation	686	783
Fringe benefits tax	21	35
<b>Total employee costs</b>	<b>7,772</b>	<b>9,797</b>

### b) Superannuation

Council has made contributions to the following funds:

#### Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)

32	33
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#### Accumulated funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)

381	459
-----	-----

Employer contributions - other funds

273	291
-----	-----

#### Total accumulated funds

<b>654</b>	<b>750</b>
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Employer contributions payable at reporting date

-	-
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Council accounts for its obligations under the defined benefit fund as if it was a defined contribution plan. The reason for this is that the fund manager, Vision Super, is unable to provide accurate information to

each employer in a timely manner. Additional information about Council's exposure in relation to the defined benefit fund is detailed at note 32.

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 11: Materials and services

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Administration	1,579	1,404
Operational	5,424	4,982
Asset maintenance	2,592	2,322
Non recurrent	2,391	1,339
<b>Total materials and services</b>	<b>11,986</b>	<b>10,047</b>

## Note 12: Bad and doubtful debts

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Other debtors	1	11
<b>Total bad and doubtful debts</b>	<b>1</b>	<b>11</b>

## Note 13: Depreciation

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Property	1,192	962
Plant and equipment	592	661
Infrastructure	2,623	2,557
<b>Total Depreciation</b>	<b>4,407</b>	<b>4,180</b>

Refer to note 22 for a more detailed breakdown of depreciation charges.

## Note 14: Other expenses

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Auditors remuneration - VAGO - audit of financial statements, performance statement and grant acquittals	41	29
Auditors remuneration - internal	13	16
Councillor's allowances	197	191
Council grants and contributions	445	470
Refund of rates	5	5
<b>Total other expenses</b>	<b>701</b>	<b>711</b>

## Note 15: Borrowing costs

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Interest - borrowings	-	22
<b>Total borrowing costs</b>	<b>-</b>	<b>22</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 16: Investments in associates

Investment in associates accounted for by the equity method are:

### High Country Library Corporation

A 23% Interest is held in the High Country Library Corporation.

#### Fair value of Council's investment in High Country Library Corporation

2017 \$'000	2016 \$'000
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217	341
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### MomentumOne Shared Services Pty Ltd

A 50% Interest is held in the MomentumOne Shared Services Pty Ltd.

#### Fair value of Council's investment in MomentumOne Shared Services Pty Ltd.

35	21
----	----

### Council's share of accumulated deficit

Council's share of accumulated surplus at start of year

144	322
-----	-----

Reported deficit for year

(110)	(178)
-------	-------

#### Council's share of accumulated surplus at end of year

34	144
----	-----

### Council's share of reserves

Council's share of reserves at start of year

-	57
---	----

Transfers (to)/from reserves

-	(57)
---	------

#### Council's share of reserves at end of year

-	-
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### Movement in carrying value of investment in associates

Carrying value of investment at start of year

362	505
-----	-----

Investment in MomentumOne Shared Services Pty Ltd

-	35
---	----

Share of deficit for year

(110)	(178)
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#### Carrying value of investment at end of year

252	362
-----	-----

### Council's share of expenditure commitments

Operating commitments

-	-
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Capital commitments

-	-
---	---

#### Council's share of expenditure commitments

-	-
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# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 17: Cash and cash equivalents

	2017 \$'000	2016 \$'000
Cash on hand	3	3
Cash at bank	2,525	2,588
<b>Total cash and cash equivalents</b>	<b>2,528</b>	<b>2,591</b>
Council's cash and cash equivalents are subject to restrictions that limit amounts available for discretionary use. These include:		
Trust funds and deposits (note 24)	537	737
Subdivision recreation reserve (note 27b)	361	258
	<b>898</b>	<b>995</b>
Other financial assets (note 18)	10,007	9,507
<b>Total unrestricted cash, cash equivalents and other financial assets</b>	<b>11,637</b>	<b>11,103</b>
<b>Intended allocations</b>		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
Cash held to fund carried forward capital works	996	1,709
Dinner Plain reserve	1,169	1,077
Landfill rehabilitation reserve	1,008	977
Other reserves	27	27
<b>Total funds subject to intended allocations</b>	<b>3,200</b>	<b>3,790</b>

## Note 18: Other financial assets

	2017 \$'000	2016 \$'000
Term deposits	10,007	9,507
<b>Total other financial assets</b>	<b>10,007</b>	<b>9,507</b>

## Note 19: Trade and other receivables

	2017 \$'000	2016 \$'000
<b>Current</b>		
Rates debtors (statutory)	674	718
Other debtors ( non-statutory)	316	832
Provision for doubtful debts - other debtors	(17)	(20)
Net GST receivable	396	260
<b>Total current trade and other receivables</b>	<b>1,369</b>	<b>1,790</b>
<b>Non-current</b>		
Other debtors ( non-statutory)	3	5
<b>Total non-current trade and other receivables</b>	<b>3</b>	<b>5</b>
<b>Total trade and other debtors</b>	<b>1,372</b>	<b>1,795</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 19: Trade and other receivables (continued)

	2017 \$'000	2016 \$'000
<b>a) Ageing of receivables</b>		
At balance date other debtors representing financial assets were past due but not impaired. The ageing of Council's trade and other receivables (excluding statutory receivables) was:		
Current (not yet due)	230	738
Past due by up to 30 days	56	61
Past due between 31 and 180 days	19	7
Past due between 181 and 365 days	4	10
Past due more than 1 year	7	16
<b>Total trade and other receivables</b>	<b>316</b>	<b>832</b>
<b>b) Movement in provisions for doubtful debts</b>		
Balance at the beginning of the year	20	13
New provisions recognised during the year	-	11
Amounts already provided for and written off as uncollectible	(3)	(4)
<b>Balance at end of year</b>	<b>17</b>	<b>20</b>

## Note 20: Inventories

	2017 \$'000	2016 \$'000
<b>Current</b>		
Merchandise	46	45
	<b>46</b>	<b>45</b>
<b>Non-current</b>		
Stores and materials	139	143
	<b>139</b>	<b>143</b>
<b>Total inventories</b>	<b>185</b>	<b>188</b>

## Note 21: Other assets

	2017 \$'000	2016 \$'000
Prepayments	181	175
Accrued income	94	70
<b>Total other assets</b>	<b>275</b>	<b>245</b>

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 22: Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	At Written Down Fair Value 30 June 2016 \$'000	Acquisitions \$'000	Contributions \$'000	Assets previously not recognised	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Transfers \$'000	At Written Down Fair Value 30 June 2017 \$'000
Land	20,816	-	36	146	-	-	-	-	20,998
Buildings	30,994	1,262	-	-	-	(1,192)	-	107	31,171
Plant and equipment	2,206	1,352	-	-	-	(592)	(44)	5	2,927
Infrastructure	143,685	5,394	890	2,456	2,429	(2,623)	(221)	366	152,376
Work in progress	570	453	-	-	-	-	(12)	(478)	533
<b>Total</b>	<b>198,271</b>	<b>8,461</b>	<b>926</b>	<b>2,602</b>	<b>2,429</b>	<b>(4,407)</b>	<b>(277)</b>	<b>-</b>	<b>208,005</b>

Summary of work in progress	Opening WIP	Additions	Transfers	Write Offs	Closing WIP
Buildings	153	82	(107)	-	128
Plant and equipment	5	-	(5)	-	-
Infrastructure	412	371	(366)	(12)	405
<b>Total</b>	<b>570</b>	<b>453</b>	<b>(478)</b>	<b>(12)</b>	<b>533</b>

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 22: Property, infrastructure, plant and equipment (continued)

	Land - specialised	Total land	Buildings - specialised	Total buildings	Work in progress	Total property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016	20,816	20,816	59,141	59,141	153	80,110
Accumulated depreciation at 30 June 2016	-	-	(28,147)	(28,147)	-	(28,147)
	<b>20,816</b>	<b>20,816</b>	<b>30,994</b>	<b>30,994</b>	<b>153</b>	<b>51,963</b>
<b>Movements in fair value</b>						
Acquisition of assets at fair value	-	-	1,262	1,262	82	1,344
Contributed assets	36	36	-	-	-	36
Fair value of assets disposed	-	-	-	-	(12)	(12)
Transfers	-	-	116	116	(107)	9
Assets previously not recognised	146	146	-	-	-	146
	<b>182</b>	<b>182</b>	<b>1,378</b>	<b>1,378</b>	<b>(37)</b>	<b>1,523</b>
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation	-	-	(1,192)	(1,192)	-	(1,192)
Transfers	-	-	(9)	(9)	-	(9)
	-	-	<b>(1,201)</b>	<b>(1,201)</b>	-	<b>(1,201)</b>
At fair value 30 June 2017	20,998	20,998	60,519	60,519	116	81,633
Accumulated depreciation at 30 June 2017	-	-	(29,348)	(29,348)	-	(29,348)
	<b>20,998</b>	<b>20,998</b>	<b>31,171</b>	<b>31,171</b>	<b>116</b>	<b>52,285</b>

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 22: Property, infrastructure, plant and equipment (continued)

	Plant, machinery and equipment	Fixtures, fittings and furniture	Computers and telecomms	Work in progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016	6,208	657	2,515	5	9,385
Accumulated depreciation at 30 June 2016	(4,450)	(538)	(2,186)	-	(7,174)
	<b>1,758</b>	<b>119</b>	<b>329</b>	<b>5</b>	<b>2,211</b>
<b>Movements in fair value</b>					
Acquisition of assets at fair value	1,080	148	124	-	1,352
Fair value of assets disposed	(710)	(293)	(1,320)	-	(2,323)
Transfers	2	36	(42)	(5)	(9)
	<b>372</b>	<b>(109)</b>	<b>(1,238)</b>	<b>(5)</b>	<b>(980)</b>
<b>Movements in accumulated depreciation</b>					
Depreciation and amortisation	(381)	(37)	(174)	-	(592)
Accumulated depreciation of disposals	674	293	1,312	-	2,279
Transfers	(1)	(26)	36	-	9
	<b>292</b>	<b>230</b>	<b>1,174</b>	<b>-</b>	<b>1,696</b>
At fair value 30 June 2017	6,580	548	1,277	-	8,405
Accumulated depreciation at 30 June 2017	(4,158)	(308)	(1,012)	-	(5,478)
	<b>2,422</b>	<b>240</b>	<b>265</b>	<b>-</b>	<b>2,927</b>

## Notes to the Financial Statements

For the year ended 30 June 2017

**Note 22: Property, infrastructure, plant and equipment (continued)**

	Roads	Bridges	Footpaths and cycleways	Drainage	Waste	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Work in progress	Total infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016	127,535	27,799	5,425	16,047	970	3,613	6,771	412	188,572
Accumulated depreciation at 30 June 2016	(27,662)	(6,242)	(1,387)	(5,918)	(407)	(477)	(2,382)	-	(44,475)
	<b>99,873</b>	<b>21,557</b>	<b>4,038</b>	<b>10,129</b>	<b>563</b>	<b>3,136</b>	<b>4,389</b>	<b>412</b>	<b>144,097</b>
<b>Movements in fair value</b>									
Acquisition of assets at fair value	2,211	545	724	402	-	735	777	371	5,765
Contributed assets	628	-	77	185	-	-	-	-	890
Revaluation increments/(decrements)	(954)	-	1,595	865	-	-	-	-	1,506
Fair value of assets disposed	(469)	(163)	-	-	-	-	-	(12)	(644)
Transfers	155	185	-	-	-	26	-	(366)	-
Assets previously not recognised	-	-	-	3,602	-	-	-	-	3,602
	<b>1,571</b>	<b>567</b>	<b>2,396</b>	<b>5,054</b>	<b>-</b>	<b>761</b>	<b>777</b>	<b>(7)</b>	<b>7,517</b>
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	(1,663)	(300)	(89)	(230)	(9)	(117)	(215)	-	(2,623)
Revaluation increments/(decrements)	1,800	-	(1,509)	632	-	-	-	-	923
Accumulated depreciation of disposals	375	36	-	-	-	-	-	-	411
Assets previously not recognised	-	-	-	(1,146)	-	-	-	-	(1,146)
	<b>512</b>	<b>(264)</b>	<b>(1,598)</b>	<b>(744)</b>	<b>(9)</b>	<b>(117)</b>	<b>(215)</b>	<b>-</b>	<b>(2,435)</b>
At fair value 30 June 2017	129,106	28,366	7,821	21,101	970	4,374	7,548	405	199,691
Accumulated depreciation at 30 June 2017	(27,150)	(6,506)	(2,985)	(6,662)	(416)	(594)	(2,597)	-	(46,910)
	<b>101,956</b>	<b>21,860</b>	<b>4,836</b>	<b>14,439</b>	<b>554</b>	<b>3,780</b>	<b>4,951</b>	<b>405</b>	<b>152,781</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 22: Property, infrastructure, plant and equipment (continued)

### Valuation of land and buildings

Valuation of land was undertaken by a qualified independent valuer LG Valuation Services Pty Ltd (API Registration no. 62901). The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or un-serviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the

valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

Valuation of buildings were performed by Gary Noall, Engineering Coordinator. The effective date of the valuation for building assets is 30 June 2016.

The valuation of buildings is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of Council's land and buildings information about the fair value hierarchy as at 30 June 2017 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Land - specialised	-	-	20,816	Jun-2016
Buildings - specialised	-	-	31,171	Jun-2016
<b>Total</b>	-	-	<b>51,987</b>	

Valuation of Council's infrastructure assets were performed by Gary Noall, Engineering Coordinator. The effective date of the valuation for road infrastructure assets is 30 June 2017, 30 June 2017 for drainage and 30 June 2015 for bridge infrastructure assets.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2017 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Roads	-	-	101,956	Jun-2017
Bridges	-	-	21,860	Jun-2015
Footpaths and cycleways	-	-	4,836	Jun-2017
Drainage	-	-	14,439	Jun-2017
Waste management	-	-	554	
Recreational, leisure and community facilities	-	-	3,780	
Parks, open space and streetscapes	-	-	4,951	
<b>Total</b>	-	-	<b>152,376</b>	

### Description of significant unobservable inputs into level 3 valuations

**Specialised land** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 40% and

95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1.25 and \$425 per square metre.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement

## Notes to the Financial Statements

For the year ended 30 June 2016

### Note 22: Property, infrastructure, plant and equipment (continued)

cost is calculated on a square metre basis and ranges from \$200 to \$3,000 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 30 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable

inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 5 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

### Note 23: Trade and other payables

	2017 \$'000	2016 \$'000
Trade payables	1,746	1,123
Accrued expenses	549	470
Other creditors	8	9
<b>Total trade and other payables</b>	<b>2,303</b>	<b>1,602</b>

### Note 24: Trust funds and deposits

	2017 \$'000	2016 \$'000
Refundable deposits	-	(1)
Fire services levy	241	491
Retention amounts	183	134
Subdivision works	98	98
Other deposits	15	15
<b>Total trust funds and deposits</b>	<b>537</b>	<b>737</b>

#### Purpose and nature of items

**Other deposits** - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

**Fire Services Levy** - Council is the collection agent for the fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

**Retention Amounts** - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

**Subdivision works** - Council receives deposits as a form of surety from property developers until certain works are completed. Once the works are completed the amounts are refunded.



# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 25: Provisions

	Landfill restoration \$'000	Employee provisions \$'000	Total \$'000
<b>2017</b>			
Balance at beginning of the financial year	4,554	3,194	7,748
Additional provisions	(237)	722	485
Amounts used	(771)	(1,860)	(2,631)
Decrease in the discounted amount arising because of time and the effect of any change in the discount rate	(118)	(44)	(162)
<b>Balance at the end of the financial year</b>	<b>3,428</b>	<b>2,012</b>	<b>5,440</b>
<b>2016</b>			
Balance at beginning of the financial year	3,718	2,612	6,330
Additional provisions	860	1,492	2,352
Amounts used	(166)	(922)	(1,088)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	142	12	154
<b>Balance at the end of the financial year</b>	<b>4,554</b>	<b>3,194</b>	<b>7,748</b>
		<b>2017</b>	<b>2016</b>
		<b>\$'000</b>	<b>\$'000</b>
<b>a) Employee provisions</b>			
<b>Current provisions expected to be wholly settled within 12 months</b>			
Annual leave		640	645
Long service leave		159	147
Redundancies		-	562
Other leave		65	66
		<b>864</b>	<b>1,420</b>
<b>Current provisions expected to be wholly settled after 12 months</b>			
Annual leave		96	333
Long service leave		790	1,129
		<b>886</b>	<b>1,462</b>
<b>Total current provisions</b>		<b>1,750</b>	<b>2,882</b>
<b>Non-current</b>			
Long service leave		262	312
		<b>262</b>	<b>312</b>
<b>Total aggregate carrying amount of employee provisions</b>		<b>2,012</b>	<b>3,194</b>

## Notes to the Financial Statements

For the year ended 30 June 2017

<b>Note 25: Provisions (continued)</b>		
	<b>2017</b>	<b>2016</b>
The following assumptions were adopted in measuring the present value of employee benefits:		
Weighted average increase in employee costs	2.80%	2.60%
Weighted average discount rates	2.61%	1.99%
Weighted average settlement period	8 years	10 years
<b>b) Landfill restoration</b>		
Current	300	877
Non-current	3,128	3,677
<b>Total landfill restoration</b>	<b>3,428</b>	<b>4,554</b>
The following assumptions were adopted in measuring the present value of landfill restoration:		
Weighted average increase in restoration costs	2.40%	2.12%
Weighted average discount rates	2.61%	1.99%
Weighted average settlement period	21 years	21 years

<b>Note 26: Income received in advance</b>		
	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Lease income received in advance</b>		
This represents income received on 1 July 2011 for the Bright Caravan Park lease to be recognised over the life of the lease (21 years) and lease income from annual tenants at the Myrtleford Holiday Park.		
Current	30	30
Non-current	417	447
<b>Total lease income received in advance</b>	<b>447</b>	<b>477</b>
<b>Other income received in advance</b>		
Current	64	-
<b>Total income received in advance</b>		
Current	94	30
Non-current	417	447
<b>Total income received in advance</b>	<b>511</b>	<b>477</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 27: Reserves

	Balance at beginning of reporting period	Increment / (decrement)	Balance at end of reporting period
	\$'000	\$'000	\$'000
<b>a) Asset revaluation reserve</b>			
<b>2017</b>			
<b>Property</b>			
Land	17,118	-	17,118
Buildings	19,002	-	19,002
	<b>36,120</b>	<b>-</b>	<b>36,120</b>
<b>Infrastructure</b>			
Roads	54,368	846	55,214
Bridges	17,137	-	17,137
Footpaths and cycleways	1,153	86	1,239
Drainage	7,296	1,497	8,793
	<b>79,954</b>	<b>2,429</b>	<b>82,383</b>
<b>Total asset revaluation reserve</b>	<b>116,074</b>	<b>2,429</b>	<b>118,503</b>
<b>2016</b>			
<b>Property</b>			
Land	15,880	1,238	17,118
Buildings	20,647	(1,645)	19,002
	<b>36,527</b>	<b>(407)</b>	<b>36,120</b>
<b>Infrastructure</b>			
Roads	54,368	-	54,368
Bridges	17,137	-	17,137
Footpaths and cycleways	1,153	-	1,153
Drainage	7,296	-	7,296
	<b>79,954</b>	<b>-</b>	<b>79,954</b>
<b>Total asset revaluation reserve</b>	<b>116,481</b>	<b>(407)</b>	<b>116,074</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 27: Reserves (continued)

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>b) Other reserves</b>				
<b>2017</b>				
Dinner Plain	1,077	92	-	1,169
Gravel pit restoration	27	-	-	27
Waste Reserve	977	31	-	1,008
Subdivision recreation reserve	258	103	-	361
<b>Total other reserves</b>	<b>2,339</b>	<b>226</b>	<b>-</b>	<b>2,565</b>
<b>2016</b>				
Plant replacement	674	-	(674)	-
Dinner Plain	1,059	-	18	1,077
Gravel pit restoration	27	-	-	27
Waste Reserve	277	700	-	977
Subdivision recreation reserve	256	46	(44)	258
<b>Total other reserves</b>	<b>2,293</b>	<b>746</b>	<b>(700)</b>	<b>2,339</b>

**Dinner Plain reserve** is maintained to ensure all rates raised from Dinner Plain properties are quarantined and invested back into Dinner Plain.

**Gravel pit restoration reserve** is maintained to fund restoration of the Harrierville quarry.

**Waste reserve** is maintained to fund landfill rehabilitation works. Where budgeted rehabilitation projects are not carried out in the financial year, funds

are allocated to the reserve to fund future rehabilitation work.

**Subdivision recreation reserve** is maintained to account for contributions received under the *Subdivision Act 1988*. This reserve funds future recreational projects which meet the definition of the Act.

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 28: Reconciliation of cash flows from operating activities to surplus/(deficit)

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
(Deficit)/surplus for the year	9,009	(198)
Depreciation	4,407	4,180
Net loss on disposal of property, infrastructure, plant and equipment	89	268
Contributions - non monetary assets	(926)	(201)
Finance costs	-	22
Assets previously not recognised	(2,602)	(52)
Landfill rehabilitation expense	(355)	1,002
<b>Change in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	423	(484)
(Increase)/decrease in prepayments	(6)	3
(Increase)/decrease in accrued income	(24)	7
(Increase)/decrease in inventories	3	11
(Increase)/decrease in investment in associates	110	178
Increase/(decrease) in trade and other payables	701	(148)
Increase/(decrease) in trust funds and other deposits	(200)	89
Increase/(decrease) in employee provisions	(1,182)	582
Increase/(decrease) in income in advance	34	(30)
Increase/(decrease) in landfill restoration provision	(771)	(166)
<b>Net cash provided by operating activities</b>	<b>8,710</b>	<b>5,063</b>

## Note 29: Financing arrangements

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Bank overdraft	250	250
Credit cards	50	50
Bank guarantees	15	15
<b>Total facilities</b>	<b>315</b>	<b>315</b>
Used facilities	65	65
Unused facilities	250	250

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 30: Commitments for expenditure

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2017</b>					
<b>Operating</b>					
Waste management	1,427	726	2,119	1,412	5,684
Dinner Plain Bus	80	-	-	-	80
Cleaning	136	22	-	-	158
Other	236	-	-	-	236
<b>Total</b>	<b>1,879</b>	<b>748</b>	<b>2,119</b>	<b>1,412</b>	<b>6,158</b>
<b>Capital</b>					
Buildings	72	-	-	-	72
Roads	164	-	-	-	164
Recreational, leisure and community facilities	39	-	-	-	39
<b>Total</b>	<b>275</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>275</b>
	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2016</b>					
<b>Operating</b>					
Waste management	1,770	594	-	-	2,364
Dinner Plain Bus	36	-	-	-	36
Cleaning	32	-	-	-	32
Other	198	118	-	-	316
<b>Total</b>	<b>2,036</b>	<b>712</b>	<b>-</b>	<b>-</b>	<b>2,748</b>
<b>Capital</b>					
Computers and telecomms	99	-	-	-	99
Buildings	61	-	-	-	61
Roads	174	-	-	-	174
Bridges	182	-	-	-	182
Recreational, leisure and community facilities	4	-	-	-	4
Parks, open space and streetscapes	12	-	-	-	12
<b>Total</b>	<b>532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>433</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 31: Operating leases

### a) Operating lease commitments

At the reporting date, Council had no obligations under non-cancellable operating leases.

### b) Operating lease receivables

The Council has entered into commercial property leases on some properties, consisting of a caravan park, a community centre, fitness centre and a café.

These properties held under operating leases have remained non-cancellable lease terms between 1 and 18 years. All leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

Not later than one year

Later than one year and not later than five years

Later than five years

### Total operating lease receivables

	2017 \$'000	2016 \$'000
Not later than one year	407	386
Later than one year and not later than five years	1,258	1,352
Later than five years	2,839	3,123
<b>Total operating lease receivables</b>	<b>4,504</b>	<b>4,861</b>

## Note 32: Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

### Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2017), this was 9.5% required under Superannuation Guarantee legislation.

### Defined benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Alpine Shire Council in the Fund cannot be measured as a percentage compared with

other participating employers. Therefore, the Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

### Funding arrangements

Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

As at 30 June 2016, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.0%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

- Net investment returns 7.0% pa
- Salary information 4.25% pa
- Price inflation (CPI) 2.5% pa.

Vision Super has advised that the estimated VBI at 30 June 2017 was 103.1%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the actuarial investigation determined the defined benefit category was in a satisfactory financial position and that no change was necessary to the defined benefit category's funding arrangements from prior years.

## Notes to the Financial Statements

### For the year ended 30 June 2017

#### Employer contributions

##### Regular contributions

On the basis of the results of the 2015 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's defined benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2017, this rate was 9.5% of members' salaries (9.5% in 2015/2016). This rate will increase in line with any increase to the contribution rate.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

##### Funding calls

If the defined benefit category is in an unsatisfactory financial position at actuarial investigation or the defined benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the defined benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's defined benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the

Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

##### 2016 Interim actuarial investigation surplus amounts

The Fund's latest actuarial investigation as at 30 June 2016 identified the following in the defined benefit category of which Council is a contributing employer:

- A VBI surplus of \$40.3 million; and
- A total service liability surplus of \$156 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2016.

The total service liability surplus means that the current value of the assets in the Fund's defined benefit category plus expected future contributions exceeds the value of expected future benefits and expenses.

Council was notified of the 30 June 2016 VBI during August 2016.

##### 2017 Full triennial actuarial investigation

A full actuarial investigation is being conducted for the Fund's position as at 30 June 2017. It is anticipated that this actuarial investigation will be completed in December 2017.

The expected employer contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2018 is \$31,780.

### Note 33: Contingent liabilities and contingent assets

#### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in note 32. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

#### Landfill

Council is responsible for three small landfill sites that have been closed more than twenty years at Myrtleford, Mount Beauty and Harrierville. These sites are being monitored by Council and it may be required to perform rehabilitation works in the future. It is estimated that the works if required are likely to cost \$800,000.



# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 34: Financial Instruments

### a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

### b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

#### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rate.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment, and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

### c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 33.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

### d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 34: Financial instruments (continued)

- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in note 29, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

### e) Fair value

Unless otherwise stated, the carrying amount of financial instruments reflects their fair value.

#### Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

### f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are reasonably possible over the next 12 months:

A parallel shift of 1% and -1% in market interest rates (AUD) from year end rates of 2.45%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 35: Related party transactions

### i) Related Parties

Parent entity  
Alpine Shire Council is the parent entity.

Subsidiaries and associates  
Interests in subsidiaries and associates are detailed in note 16.

### ii) Key management personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

#### Councillors

Ron Janas - Mayor  
Jan Vonarx (to 31 October 2016)  
Peter Roper  
Daryl Pearce  
Tony Keeble  
Kate Farrell (to 31 October 2016)  
John Forsyth  
Kitty Knappstein (from 1 November 2016)  
Sarah Nicholas (from 1 November 2016)

#### Chief executive officer and other key management personnel

Dave Barry - Chief executive officer (to 19 May 2017)  
Charlie Bird- Chief executive officer (from 20 May 2017)  
Heather Green (to 16 June 2017)  
Trevor Britten (to 23 September 2016)  
Nathalie Cook (from 27 February 2017)  
William Jeremy (from 20 May 2017)

	<b>2017</b>	<b>2016</b>
	<b>No.</b>	<b>No.</b>
Total number of Councillors	9	7
Chief executive officer and other key management personnel	6	4
<b>Total key management personnel</b>	<b>15</b>	<b>11</b>

As a result of the Council elections in October 2016 there was a change of two councillors. Also three of the Key Management Personnel resigned and have been replaced during 2016/17.

### (iii) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Short-term benefits	762	835
Long-term benefits	114	-
Termination benefits	99	-
Post-employment benefits	73	58
<b>Total</b>	<b>1,048</b>	<b>835</b>

# Notes to the Financial Statements

For the year ended 30 June 2017

## Note 35: Related party transactions (continued)

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2017	2016
	No.	No.
< \$10,000	2	-
\$10,000 - \$19,999	3	-
\$20,000 - \$29,999	4	5
\$40,000 - \$49,999	-	1
\$50,000 - \$59,999	1	-
\$60,000 - \$69,999	1	1
\$160,000 - \$169,999	1	3
\$170,000 - \$179,999	2	-
\$210,000 - \$219,999	-	1
\$240,000 - \$249,999	1	-
	<b>15</b>	<b>11</b>

### (iv) Transactions with related parties

Charlie Bird's partner is a director of Rural City of Wangaratta. Council provides a library hub service to Rural City of Wangaratta, in addition to a various other transactions.

Paid to Rural City of Wangaratta

192

170

Received from Rural City of Wangaratta

497

11

The CEO is a director of MomentumOne Shared Services Pty Ltd as Council owns 50% of this company. Momentumone provides a labour hire service mainly for the operation of Council's swimming pool facilities.

Paid to MomentumOne Shared Services Pty Ltd

192

170

Received from MomentumOne Shared Services Pty Ltd

2

49

Councillor John Forsyth is a member of the board of management for Alpine Health. Transactions with Alpine Health have been predominately related to the provision of home care services.

Paid to Alpine Health

152

215

Heather Green is a member of the board of management for Alpine Community Plantations. Transactions with Alpine Community Plantations have been predominately related to the building of a mountain bike trail.

Paid to Alpine Community Plantations

200

36

The CEO is a member of the Tourism North East board of directors. Tourism North East provides marketing and advertising services for Council.

Paid To Tourism North East

174

153

Councillor Tony Keeble, Heather Green and Nathalie Cooke are members of the board of management for Alpine Children's Services. Transactions with Alpine Children's Services are for minor expenditure refunds and grants.

Paid to Alpine Children's Services

3

5

The William Jermery's partner is a casual employee of Council, commencing 23 June 2017. This is a normal Council employee relationship. No amounts were paid in 2016/17.

## Notes to the Financial Statements

For the year ended 30 June 2017

### Note 35: Related party transactions (continued)

(v) **Outstanding balances with related parties**

The only outstanding balance that is owing to related parties is to Momentumone Shared Services Pty Ltd for \$15,000.

The only outstanding balance that is owed from related parties is to MomentumOne Shared Services Pty Ltd for \$41,000 (\$49,000 as at 30 June 2016).

(vi) **Loans to/from related parties**

There were no loans either to or from related parties.

(vii) **Commitments to/from related parties**

Council has contracted with MomentumOne to provide labour hire services for 2017/18 and 2018/19. While there is no specific amount committed to by Council, it expects the amounts to be paid in future years to be similar to that paid in previous years.

### Note 36: Senior officer remuneration

A senior officer other than a Key Management Personnel, is an officer of Council who:

- a) has management responsibilities and reports directly to the chief executive officer; or
- b) whose total annual remuneration exceeds \$142,000.

The number of senior officers other than responsible persons, are shown below in their relevant income bands:

\$80,000 - \$89,999

	<b>2017 No.</b>	<b>2016 No.</b>
	1	-
	<b>1</b>	<b>-</b>
	<b>2017 \$'000</b>	<b>2016 \$'000</b>
	87	-

Total remuneration for the reporting year for senior officers included above amounted to:

### Note 37: Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

## Certification of the Financial Report

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards, and other mandatory professional reporting requirements.

  
**Warren Bennett CPA**  
**ACTING PRINCIPAL ACCOUNTING OFFICER**

Date: 22/9/2017

In our opinion, the accompanying financial statements present fairly the financial transactions of Alpine Shire Council for the year ended 30 June 2017 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

  
**Kitty Knappstein**  
**COUNCILLOR**

Date: 22/9/2017

  
**Sarah Nicholas**  
**COUNCILLOR**

Date: 22/9/2017

  
**Charlie Bird**  
**CHIEF EXECUTIVE OFFICER**

Date: 22/9/2017.

# Independent Auditor's Report

## *To the Councillors of Alpine Shire Council*

<b>Opinion</b>	<p>I have audited the financial report of Alpine Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2017</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including a summary of significant accounting policies</li> <li>• certification of the financial report.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2017 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. My responsibilities under the Act are further described in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Australia. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, and using the going concern basis of accounting unless it is inappropriate to do so.</p>

**Auditor's responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



MELBOURNE  
25 September 2017

Tim Loughnan  
as delegate for the Auditor-General of Victoria



# Performance Statement

For the year ended 30 June 2017

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## Performance Statement

For the year ended 30 June 2017

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### Description of municipality

The Alpine Shire Council is situated in north-east Victoria, approximately 300km from the Victorian state capital Melbourne, and 70km south of Albury-Wodonga. The area of the Alpine Shire is 4,790 square kilometres consisting of 92% public land.

The Shire extends from mountain ranges to the valley floor, where residents choose to live predominantly around the three main towns of Bright, Myrtleford and Mount Beauty. Other members of the populace live in the smaller towns, villages and surrounding farming communities that are spread throughout the Shire.

The region offers a diverse lifestyle with a mix of culture, history and experience. The region is a well-known destination for tourists, with festivals, markets, exhibitions, sporting and recreational activities held throughout the Alpine Shire; together with a range of cafes, restaurants and wineries.

The estimated resident population of the Shire is 12,450, a number which significantly increases with the seasonal influx of tourists. Population demographics show a lower population of 20-39 year olds, but a much higher population of persons aged 55 and over than the Victorian averages.

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## Sustainable Capacity Indicators

For the year ended 30 June 2017

<i>Indicator / measure</i>	2015	Results 2016	2017	Material Variations
<b>Population</b>				
<b>Expenses per head of municipal population</b> [Total expenses / Municipal population]	\$1,954	\$2,211	\$1,969	Employee costs have reduced due to the transfer of the Home and Community Care service to another provider. Expected landfill rehabilitation costs have reduced due to a reassessment of the future costs, resulting in a \$355,000 gain recognised in 2016/17. The estimated residential population of the Shire has increased by 5% compared to the previous year (based on 2016 Census data), which also reduces the expenses 'per head' of population.
<b>Infrastructure per head of municipal population</b> [Value of infrastructure / Municipal population]	\$14,702	\$14,965	\$15,021	The estimated residential population of the Shire has increased by 5% compared to the previous year (based on 2016 Census data). This reduces the value of infrastructure 'per head' of population.
<b>Population density per length of road</b> [Municipal population / Kilometres of local roads]	21	21	22	The estimated residential population of the Shire has increased by 5% compared to the previous year (based on 2016 Census data). This increases the population density per length of road.

## Sustainable Capacity Indicators (continued)

For the year ended 30 June 2017

<i>Indicator / measure</i>	2015	Results 2016	2017	Material Variations
<b>Own-source revenue</b> <b>Own-source revenue per head of municipal population</b> [Own-source revenue / Municipal population]	\$1,558	\$1,677	\$1,584	The estimated residential population of the Shire has increased by 5% compared to the previous year (based on 2016 Census data). This reduces the own-source revenue 'per head' of population.
<b>Recurrent grants</b> <b>Recurrent grants per head of municipal population</b> [Recurrent grants / Municipal population]	\$565	\$366	\$573	Recurrent grants have increased due to additional grant funding being received in advance in 2016/17 - Victorian Grants Commission \$1.8 million.
<b>Disadvantage</b> <b>Relative socio-economic disadvantage</b> [Index of Relative Socio-economic Disadvantage by decile]	5	5	5	

## Sustainable Capacity Indicators (continued)

For the year ended 30 June 2017

Indicator / measure	2015	Results 2016	2017	Material Variations
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### Definitions

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent capital grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*.

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## Service Performance Indicators

For the year ended 30 June 2017

Service / indicator / measure	2015	Results 2016	2017	Material Variations
<b>Aquatic facilities</b> <b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	3.4	3.6	3.2	Council's indoor pool was closed for seven weeks for repair work from prior to Christmas to the end of the first week in February. This resulted in significantly less visitation (over this period) than the prior year, and a shorter first term of the Learn to Swim program. The 5% increase in estimated residential population (based on 2016 Census data) also reduces utilisation 'per head' of population.  * The 2015/16 reported data has been amended to remove a duplication in Learn to Swim visitations. The previously reported result was 3.99.
<b>Animal management</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0	1	Nil	No animal management prosecutions were undertaken in 2016/17.
<b>Food safety</b> <b>Health and safety</b> <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	0%	46%	45%	From 1 July 2016, 'Critical and major non-compliance outcome notifications' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.

## Service Performance Indicators (continued)

For the year ended 30 June 2017

Service/indicator / measure	2015	Results 2016	2017	Material Variations
<b>Governance</b> <b>Satisfaction</b> <b>Satisfaction with council decisions</b> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	58	60	57	
<b>Home and community care</b> <b>Participation</b> <b>Participation in HACC service</b> [Number of people that received a HACC service / Municipal target population for HACC services] x100	30%	27%	Reporting ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
<b>Participation</b> <b>Participation in HACC service by CALD people</b> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	36%	29%	Reporting ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
<b>Libraries</b> <b>Participation</b> <b>Active library members</b> [Number of active library members / Municipal population] x100	24%	23%	21%	A reduction in active members occurred across all three branches. The estimated residential population of the Shire (based on 2016 Census data) has increased by 5% compared to the previous year, which has an effect of reducing the number of active library members 'per head'.

## Service Performance Indicators (continued)

For the year ended 30 June 2017

Service/indicator / measure	2015	Results 2016	2017	Material Variations
<b>Maternal and child health</b> <b>Participation</b> <b>Participation in the MCH service</b> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	85%	86%	89%	
<b>Participation</b> <b>Participation in the MCH service by Aboriginal children</b> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	88%	88%	85%	
<b>Roads</b> <b>Satisfaction</b> <b>Satisfaction with sealed local roads</b> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	59	60	57	
<b>Statutory Planning</b> <b>Decision making</b> <b>Council planning decisions upheld at VCAT</b> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	0%	0%	Nil	No VCAT determinations occurred during 2016/17.



## Service Performance Indicators (continued)

For the year ended 30 June 2017

Service/indicator / measure	2015	Results 2016	2017	Material Variations
<b>Waste Collection</b> <b>Waste diversion</b> <b>Kerbside collection waste diverted from landfill</b> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	49%	49%	50%	

### Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English.

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth to control the standards of

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act,

"food premises" has the same meaning as in the *Food Act 1984*

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC program

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

## Financial Performance Indicators

For the year ended 30 June 2017

Dimension / indicator / measure	2015	Results 2016	2017	2018	Forecasts			Material Variations
					2019	2020	2021	
<b>Efficiency</b>								
<b>Revenue level</b>								
<i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,623	\$1,696	\$1,710	\$1,728	\$1,758	\$1,788	\$1,818	
<b>Expenditure level</b>								
<i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$2,812	\$3,026	\$2,875	\$2,803	\$2,865	\$2,957	\$3,015	Employee costs have reduced due to the transfer of the Home and Community Care service to another provider. Expected landfill rehabilitation costs have reduced due to a reassessment of the future costs, resulting in a \$355,000 gain recognised in 2016/17.

## Financial Performance Indicators (continued)

For the year ended 30 June 2017

Dimension / indicator / measure	2015	Results 2016	2017	2018	Forecasts			Material Variations
					2019	2020	2021	
<b>Workforce turnover</b>								
<b>Resignations and terminations compared to average staff</b> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	23%	6%	31.1%	15.0%	15.0%	15.0%	15.0%	Council's Home and Community Care service was recommissioned to another provider during 2015/16. The majority of staff were transitioned on 1 July 2016. This impacted on Council's staff turnover for 2016/17, which was slightly higher than the forecast 28%. It is anticipated that this will return to 15% going forward.
<b>Liquidity</b>								
<b>Working capital</b>								
<b>Current assets compared to current liabilities</b> [Current assets / Current liabilities] x100	289%	231%	285%	182%	134%	147%	145%	Working capital has increased due to additional grant funding being received in advance in 2016/17 - Victorian Grants Commission \$1.8 million and capital grants \$0.9 million.
<b>Unrestricted cash</b>								
<b>Unrestricted cash compared to current liabilities</b> [Unrestricted cash / Current liabilities] x100	177%	152%	33%	4%	-9%	-13%	-1%	Unrestricted cash dropped as a result of other financial assets (term deposits \$10 million) not being included (as unrestricted cash).

## Financial Performance Indicators (continued)

For the year ended 30 June 2017

Dimension / indicator / measure	Results			Forecasts			Material Variations
	2015	2016	2017	2018	2019	2020	
<b>Obligations</b>							
<b>Asset renewal</b>							
<i>Asset renewal compared to depreciation</i> [Asset renewal expenses / Asset depreciation] x100	71%	80%	77%	74%	99%	95%	94%
<b>Loans and borrowings</b>							
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	6%	0%	0%	0%	0%	0%	0%
<b>Obligations (continued)</b>							
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	2%	6%	0%	0%	0%	0%	0%
<b>Indebtedness</b>							
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	26%	23%	19%	17%	16%	15%	13%

## Financial Performance Indicators (continued)

For the year ended 30 June 2017

Dimension / indicator / measure	Results			Forecasts			Material Variations	
	2015	2016	2017	2018	2019	2020		2021
<b>Operating position</b>								
<b>Adjusted underlying result</b>								
<b>Adjusted underlying surplus (or deficit)</b> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	12%	-5%	12%	0%	2%	0%	0%	The underlying result is higher due to additional grant funding being received in advance in 2016/17 - Victorian Grants Commission \$1.8 million.
<b>Stability</b>								
<b>Rates concentration</b>								
<b>Rates compared to adjusted underlying revenue</b> [Rate revenue / Adjusted underlying revenue] x100	58%	65%	59%	72%	70%	70%	70%	Adjusted underlying revenue has increased due to additional grant funding being received in advance in 2016/17 - Victorian Grants Commission \$1.8 million.
<b>Rates effort</b>								
<b>Rates compared to property values</b> [Rate revenue / Capital improved value of rateable properties in the municipality ] x100	0.6%	0.6%	0.6%	0.6%	0.6%	0.7%	0.7%	

## Financial Performance Indicators (continued)

For the year ended 30 June 2017

### Definitions

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent capital grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## Other Information

For the year ended 30 June 2017

### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* require explanation of any material variations in the results contained in the performance statement. Council has utilised materiality thresholds as described in the "Local Government Better Practice Guide 2016-17 - Performance Statement" relevant to each indicator and measure. Where Council's year on year result varies by more than 10% of the State-wide average (2015/16), Council has reported a material variance. Explanations have not been provided for variations below these materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 27 June 2017 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

## Certification of the performance statement

For the year ended 30 June 2017

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.



Warren Bennett CPA  
Acting Principal Accounting Officer

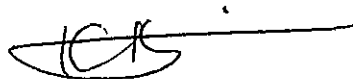
Dated: 22/9/2017

In our opinion, the accompanying performance statement of the Alpine Shire Council for the year ended 30 June 2017 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

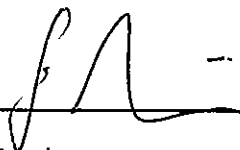
At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.



Kitty Knapstein  
Councillor

Dated: 22/9/2017



Sarah Nicholas  
Councillor

Dated: 22/9/2017



Charlie Bird  
Chief Executive Officer

Dated: 22-9-2017



# Independent Auditor's Report

## To the Councillors of Alpine Shire Council

### Opinion

I have audited the accompanying performance statement of Alpine Shire Council (the council) which comprises the:

- description of municipality for the year ended 30 June 2017
- sustainable capacity indicators for the year ended 30 June 2017
- service performance indicators for the year ended 30 June 2017
- financial performance indicators for the year ended 30 June 2017
- other information and
- the certification of the performance statement.

In my opinion, the performance statement of Alpine Shire Council in respect of the year ended 30 June 2017 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the *Local Government Act 1989*.

### Basis for Opinion

I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Standards on Assurance Engagements. My responsibilities under the Act are further described in the *Auditor's responsibilities for the audit of the performance statement* section of my report.

My independence is established by the *Constitution Act 1975*. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the performance statement in Australia and have also fulfilled our other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Councillors' responsibilities for the performance statement

The Councillors is responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the *Local Government Act 1989* and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.

---

**Auditor's responsibilities for the audit of the performance statement**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

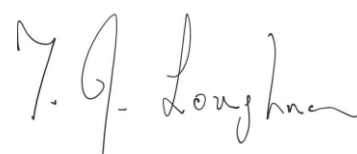
As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the statement of performance, including the disclosures, and whether the statement of performance represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

---

MELBOURNE  
25 September 2017



Tim Loughnan  
*as delegate for the Auditor-General of Victoria*

Produced by:

Alpine Shire Council

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**Mount Beauty Customer Service Centre**

Lakeside Avenue, Mount Beauty

Telephone: (03) 5754 4542





## MINUTES

**MEETING:** Audit Committee Meeting No: 1  
**HELD:** Tuesday 5 September 2017 at 1.00pm  
**LOCATION:** Committee Room, Bright Office

### IN ATTENDANCE:

**Members:**

Sue Lebish, Chair  
Mark Anderson  
Sinead Ryan – via teleconference  
Jane Shepherd  
Cr Kitty Knappstein  
Cr Sarah Nicholas

**Officers:**

Charlie Bird, Chief Executive Officer  
Nathalie Cooke, Director Corporate  
Will Jeremy, Director Assets (Acting)  
Kirsten McDonald, Health, Safety and Risk Officer  
Warren Bennett, Accountant

**Auditor:** Item 4 only  
External Auditor, Kathy Teasdale  
Audit Partner, Richmond Sinnott Delahunty Pty Ltd, Bendigo

***Vision Statement:***

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

## AGENDA

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1.	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE	3
2.	APOLOGIES	3
3.	DECLARATION OF CONFLICT OF INTEREST	3
4.	EXTERNAL AUDITOR	3
5.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	4
6.	STANDING ITEMS	4
6.1	Progress of Action Sheet	4
6.2	Business Arising from Previous Meeting	5
7.	OFFICER REPORTS	6
7.1	2016/2017 Annual Financial Report (Draft) – Endorsement in Principle	6
7.2	2016/2017 Annual Performance Statement (Draft)– Endorsement in Principle	10
7.3	Governance and Risk Review	14
7.4	Proposed Internal Audit Program	17
7.5	Health and Safety Report	20
8.	FOR INFORMATION ONLY	23
8.1	2016/2017 Quarter 3 (second audit) and Quarter 4 Purchasing Spot Audit	23
8.2	Financial Delegations	23
8.3	VAGO Audit Plan 2017-2020	24
8.4	Local Government Investigations and Compliance Inspectorate, Protecting integrity: Central Goldfields Shire Council Investigation, August 2017	24
9.	GENERAL BUSINESS	24
10.	NEXT MEETING	24
11.	ATTACHMENTS	25
12.	MEETING CLOSE	25

## 1. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE

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

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

## 2. APOLOGIES

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Nil

## 3. DECLARATION OF CONFLICT OF INTEREST

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Nil

## 4. EXTERNAL AUDITOR

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External Auditor, Kathy Teasdale, Audit Partner, Richmond Sinnott Delahunty Pty Ltd, Bendigo attended the meeting to discuss the audit. This session was held in two sessions as follows:

Session	Participants	Items discussed
1	Committee members and management	Year-end financial audit results Performance statement Closing report Any other specific queries raised by the Committee or the External Auditor
2	Committee members only	Matters raised by Committee or External Auditor under section 5.6 of Committee Charter

*The External Auditor advised the Committee that:*

- *Audit processes and the level of information provided to auditors were pleasing.*
- *Council had undertaken significant work on the infrastructure revaluations.*
- *Accounting issues in relation to landfill rehabilitation (after care) and land under roads to be addressed.*
- *AASB124 related parties did not capture information from parties no longer associated with Council.*
- *Need to consider moving to the Department of Treasury and Finance long service leave model.*
- *Finalisation of outstanding items from previous management letters is encouraged.*
- *2017/18 audit may face challenges due to change to Xero particularly around supporting documentation.*

*The Committee sought clarification on a range of items including notes: 2 budget comparison (employee costs and assets not previously recognised); 7 contributions (library); 12 bad and doubtful debts; 16 investments in associates; 22 property,*

*infrastructure, plant and equipment (assets not previously recognised); 23 trade and other payables; 24 trust funds and deposits (fire services levy); 36 related party transactions (termination payments).*

**ACTION**

*Circulate closing report and management letter to Committee.*

## 5. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

**RECOMMENDATION**

*That the Minutes of Audit Committee Meeting No: 5 held on 26 May 2017 be confirmed.*

*Moved: M Anderson*

*Second: J Shepherd*

*Carried*

**Attachments**

5.1 Minutes of Audit Committee Meeting No: 5, 26 May 2017

## 6. STANDING ITEMS

### 6.1 Progress of Action Sheet

INTRODUCTION

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

*The Director corporate and Health, Safety and Risk Officer provided a verbal update on the current and outstanding actions on the action sheet.*

**RECOMMENDATION**

*That progress of the Action Sheet be noted.*

*Moved: S Nicholas*

*Second: M Anderson*

*That progress of the Action Sheet be noted and updated to include*

- Outstanding items from VAGO management letters.*
- Annual review of risk register.*

*Carried*

**ACTION**

*Include the following items on the action sheet:*

- Outstanding items from VAGO management letters.*
- Annual review of risk register*

**Attachments**

6.1 Audit Committee Action Sheet

## **6.2 Business Arising from Previous Meeting**

### *State Taxation Acts Amendment Bill 2017*

Member S Lebish requested an update on the status of the *State Taxation Acts Amendment Bill 2017* in relation to land valuations.

Director Corporate advised that further consultation was being undertaken and feedback was being sought.

### *VAGO management letter recommendations*

Member M Anderson requested that outstanding items from previous VAGO management letters be included on the Committee's action sheet.



## 7. OFFICER REPORTS

### 7.1 2016/2017 Annual Financial Report (Draft) – Endorsement in Principle

**Directorate:** Corporate

**Department:** Corporate

**Manager:** Director Corporate

**Author:** Director Corporate

#### INTRODUCTION

The purpose of this report is to present the draft Annual Financial Report for the year ended 30 June 2017 for review and endorsement.

#### *RECOMMENDATION*

*That the Annual Financial Report for the year ended 30 June 2017 (Draft) as presented be endorsed for adoption in principle by Council.*

*Moved: S Nicholas*

*Second: J Shepherd*

*That:*

- 1. The Annual Financial Report for the year ended 30 June 2017 (Draft) as presented be endorsed for adoption in principle by Council.*
- 2. Any major changes required to the Annual Financial Report by the VAGO appointed auditors or the Victorian Auditor General be reported to the Audit Committee and all councillors prior to the report being certified by the authorised councillors.*

*Carried*

#### BACKGROUND

Each year Council is required to prepare an Annual Financial Report containing financial statements that are audited according to Australian Accounting Standards.

The financial statements show Council's financial performance, financial position, and cash flows against the previous year, and comprise of a:

- Comprehensive Income Statement,
- Balance Sheet,
- Statement of Changes in Equity,
- Statement of Cash Flows, and
- Statement of Capital Works.

In summary, Council ended the 2016/17 year with a surplus of \$8.6 million, which is in excess of that predicted in the 2016/17 Annual Budget.

#### REPORT

##### 1. Income

The favourable surplus is largely attributed to Council receiving additional income in 2016/17 of \$7.4 million which wasn't included in the 2016/17 budget.

This income can be broken down into the following categories:

##### *1.1 Additional Grant Income*

Council has received additional grant income (both operating and capital) of \$3.7 million favourable to the 2016/17 budget.

This amount includes receiving half of the allocation of the Financial Assistance Grants from the Victorian Grants Commission for the 2017/18 financial year within the 2016/17 year, being an unbudgeted payment of \$1.8 million.

In addition Council had successful grant applications awarded during the 2016/17 financial year and received unbudgeted grant income for projects of which \$871,000 of works are to be completed in 2017/18. These projects include:

- Myrtleford Indoor Sports Stadium Expansion - \$520,000 with no associated expenses in 2016/17.
- McNamara Reserve Netball and Tennis Facilities - \$90,000 with no associated expenses in 2016/17.
- Mount Beauty Pool Upgrade - \$180,000 with no associated expenses in 2016/17.
- Porepunkah Alpine Better Places - \$200,000, expensed in 2016/17.

### *1.2 Statutory Fees Fines and User Fees*

Council received higher than expected statutory and user fees. This was mainly due to an increase in property development activity, resulting in an increase in statutory planning income and building inspection fees. Fine revenues also increased, including fines collected in conjunction with the 2016 Council election. Revenue for most other services was also higher than expected.

### *1.3 Contributions - Non-monetary*

\$890,000 was received by Council in the form of road and drainage assets associated with a new subdivision, this amount was larger than expected in the 2016/17 budget.

### *1.4 Assets Previously Not Recognised*

As a result of mapping Council's drainage assets, an additional 21km of assets were identified and recognised as income which is calculated to a value of \$2.5 million.

## **2. Expenditure**

### *2.1 Employee Costs*

Employee costs were lower than budgeted by \$918,000. A wage freeze included in Council's Enterprise Agreement, approved in December 2016, as well as a number of budgeted positions remaining vacant during the year contributed to this result.

### *2.2 Materials and services*

Materials and services expenditure is higher than budgeted. Influencing this result was \$2.4m of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised, including:

- Flood damage - \$821,000 of works to restore damaged assets
- Alpine Better Places Porepunkah - \$611,000 of works that related to outdoor furniture and landscaping, which are not capitalised under Council's capitalisation policy
- Alpine Better Places Mafeking Square - \$404,000 of works that related to outdoor furniture and landscaping, which are not capitalised under Council's capitalisation policy.

There were a number of other projects with components that were not capitalised as they fell outside Council's capitalisation policy. Excluding the \$2.4m of project works that were not capitalised, the materials and services budget would have had a \$1.0m favourable result.

### 2.3 Capital Works

Capital works expenditure is lower than budgeted. Influencing this result was \$2.4 million of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised (as identified in section 2.2), as well as \$996,000 of capital works carried forward for planned project delivery in 2017/18.

In addition, \$1.7 million of capital works carried forward from 2015/16 was delivered in 2016/17 and \$344,000 of unbudgeted works were delivered in 2016/17. These unbudgeted works included:

- A new box culvert crossing of German Creek on Dunstan Track near Bright - \$136,000
- A new shelter in Cundy Park, Myrtleford - \$58,000
- A study into flood remediation along Nil Gully Creek, Myrtleford - \$52,000

### ISSUES

The Financial Statements must be adopted by Council prior to 30 September each year as required by section 133 of the *Local Government Act 1989*.

The draft Annual Financial Report and Performance Statement were still being audited at the time of writing this report.

Whilst the Victorian Auditor General can still make changes, any changes would be expected to be minor in nature. The authorised Councillors will be required to certify the report and statement after any amendments or changes requested by the Victorian Auditor General have been made.

### KEY IMPLICATIONS

#### **Legislative Issues**

Section 131 of the *Local Government Act 1989* (Annual Report – contents) requires Council to prepare an annual report which contains:

- Audited financial statements;
- Audited performance statements; and
- Audited financial statements against the budget (section 127) known as Standard Statements.

Section 132 of the *Local Government Act 1989* (Annual Report - Preparation) requires Council to submit an annual financial report which is audited.

Division 2 of the *Local Government (Planning and Reporting) Regulations 2014* prescribe the performance statement contents and form.

Part 3 of the *Audit Act 1994* requires Council’s auditors to prepare a report on the financial statements.

#### **Risk Management**

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Change in accounting standards	L	L	<ul style="list-style-type: none"> <li>• Continuous liaison with auditors.</li> <li>• Receive updates from industry bodies including FinPro and Institute of Chartered Accountants.</li> <li>• Regular staff training.</li> </ul>
Change in legislation	L	L	<ul style="list-style-type: none"> <li>• Continuous liaison with auditors.</li> <li>• Receive updates from industry bodies including FinPro and Institute of Chartered Accountants.</li> <li>• Regular staff training.</li> </ul>

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Error in financial statements	L	L	<ul style="list-style-type: none"> <li>Financial statements are audited. Any errors will be amended.</li> <li>Council has year-end controls and reconciliations in place to minimise the risk of errors occurring.</li> <li>Auditors Closing Report identifies issues raised by the auditors.</li> <li>Auditors have a teleconference with the Audit Committee without managements presence to gain comfort over the year end controls</li> </ul>

### COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainability.
	Balance financial, environmental and community outcomes
Audit Committee Charter	
Clause 5.1	Financial Report
Clause 5.2	Internal Control
Clause 5.6	External Audit
Clause 5.7	Compliance
Clause 5.8	Reporting

### CONCLUSION

Council ended the 2016/17 year with a surplus of \$8.6 million, which is in excess of that predicted in the 2016/17 Annual Budget. The favourable surplus is largely attributed to Council receiving additional income in 2016/17 of \$7.4 million, this includes additional grant income (operating and capital) of \$3.7 million favourable to budget and the mapping of an additional 21km of drainage assets previously not recognised to a value of \$2.5 million. A decrease in expenditure which includes a reduction to budget of employee costs by \$918, 000 has also had an impact.

Materials and services expenditure is higher than budgeted. Influencing this result was \$2.4m of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised. Excluding the \$2.4m of project works that were not capitalised and carried over works to 2017/18, the capital works spend is on budget

### DECLARATION OF CONFLICT OF INTEREST

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

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

### **Attachments**

- 7.1 Annual Financial Report for Year Ended 30 June 2017 (Draft)

## 7.2 2016/2017 Annual Performance Statement (Draft)- Endorsement in Principle

**Directorate:** Corporate    **Department:** Corporate  
**Manager:** Director Corporate    **Author:** Governance Officer

### INTRODUCTION

The introduction of the Local Government Performance Reporting Framework (LGPRF) on 1 July 2014 required all councils in Victoria to report against a uniform Performance Statement in their annual reports, which consists of indicators and measures derived from the LGPRF.

This report provides the end of 2016/2017 financial year result for those LGPRF indicators that form part of Council’s Performance Statement.

### RECOMMENDATION

*That the draft Annual Performance Statement for the year ended 30 June 2017 be endorsed for Council adoption in principle.*

*Moved: S Nicholas*

*Second: S Ryan*

*That:*

*1. The draft Annual Performance Statement for the year ended 30 June 2017 be endorsed for adoption in principle by Council.*

*2. Any major changes required to the Annual Performance Statement by the VAGO appointed auditors or the Victorian Auditor General be reported to the Audit Committee and all councillors prior to the statement being certified by the authorised councillors.*

*Carried*

### BACKGROUND

The Performance Statement is a specific requirement of section 131 of the *Local Government Act 1989* (the Act), and is generated from indicators and measures from the LGPRF. It consists of 6 sustainable capacity indicators, 12 service performance indicators, and 12 financial performance indicators – all of which are subject to audit.

Prior to the existence of the LGPRF, each Council developed their own performance statement including indicators and measures relevant to the specific Council. However, with the introduction of the Regulations in 2014, Councils from 2014/15 onwards must report against the same framework of indicators and measures in their performance statements

### ISSUES

#### **Changes to reporting**

The *Local Government (Planning and Reporting) Amendment Regulations 2017* have amended the LGPRF measures to remove the requirement to report on the Home and Community Care measures, due to the service being transferred to a Commonwealth service rather than a State-based service (also through the introduction of the NDIS). This also coincides with Council ceasing the provision of HACC services on 1 July 2016.

The amendment regulations have also modified the Statutory Planning measure relating to ‘number of planning decisions’ to also include the number of VicSmart applications

(which have a 10 day turnaround rather than the 60 day turnaround for other planning permits). Council only had two VicSmart applications in 2016/17, so that inclusion of VicSmart applications has had only a very minor effect on Council's results.

#### **Data issues (external to Council)**

##### *Maternal and Child Health (MCH)*

MAV have advised that there were issues with the output of data relating to MC5 – Participation in the MC service by Aboriginal children being sourced by the MCH software program. MAV have provided a 'fix' for the issue, and provided amended (accurate) data. No other MCH measures were affected.

##### *Population data*

Municipal population data is based on catalogue 3218.0 Estimated Residential Population by Local Government Area (from the Australian Bureau of Statistics, ABS). This data is released in late March each year, adjusted annually by the ABS, with March 2017 data based on the 2011 Census. LGV advised on 18 August that the ABS had released an amended set of data for 3218.0 on 28 July 2017, which was based on the 2016 Census data – effectively increasing the Alpine Shire population by 5% on the previous year. Council's auditors requested that we utilise the July figures. This has the effect of diluting some measures, due to the increased population size.

#### **Material variations and comparative data**

As 2016/17 is the third year of uniform reporting, the performance statement will include the current year data, as well as the two previous years' results. In the future, up to three years of previous data in addition to the current year will be displayed, so a trend in Council's performance will be evident. In the case of financial capacity indicators, the forecast Strategic Resource Plan results are also required to be reported.

For all measures, material variation commentary is required when results are outside set variances. Council has utilised the guidance in the "Local Government Better Practice Guide 2016-17 – Performance Statement" to guide when to make comment on both previous results and for the forecast financial performance indicators.

The guidance suggests using a material variance of 10% of the 2015/16 State-wide average result for each measure. Council has utilised this approach for triggering material variation commentary in 2016/17.

A copy of the material variance thresholds is attached (Attachment 7.2.2).

#### **Requests for alteration of previous year results**

Local Government Victoria (LGV) have advised (as per previous year) that Councils are able to request a change to previous year results where errors or improvements in reporting occur.

Any changes must be approved by the CEO, and forwarded to LGV to modify. Data will only change on the Know Your Council website once 2016/17 results are available to the public. This is anticipated to be in November.

Council has flagged two non-audited and one audited indicator that would benefit from an update to 2015/16 data. This is to ensure that the comparative year on year data is based on the same methodology, and is consistent. Changes requested are to the following audited measures:

##### *Service Performance indicator: Utilisation of aquatic facilities*

As a result of verifying data provided for the utilisation of aquatic facilities, it has come to officers' attention that there has been a 'double-counting' of visitations to the indoor

pools with 'Learn to Swim' (LTS) visits. These duplications have been removed, which has an impact of reducing Council's pool utilisation slightly. The increase in municipal population also has the effect of reducing the 2016/17 result. The data below is visits per head of municipal population.

Original 2015/16 result	Adjusted 2015/16 result	2016/17 result
3.99	3.58	3.18

The change to utilisation of indoor aquatic facilities will also affect the previously reporting 'cost per visit'. This is not an audited measure, but the change will be requested through Local Government Victoria.

Changes will also be requested for the non-audited indicator regarding 'Cost of the Statutory Planning service', as the denominator had previously been used as 'total planning permit applications' instead of 'new planning permit applications'. This change will be applied to previous year data, ensuring consistent reporting and comparative data.

## RESULTS

### **Sustainable Capacity Indicators**

General movement in results has been as forecast in the previous year.

### **Service Performance Indicators**

Generally the audited service performance indicators have decreased slightly or remained steady compared to the previous year.

In general for those measures that decreased, they were explainable by closures or relocation of facilities to allow for upgrades or repairs. This impacted on facility availability and therefore visitation. This in turn resulted in a reduction in the performance measure.

### **Financial Performance Indicators**

Some movement in financial indicators has occurred, primarily due to Council Financial Assistance Grant payments for 2017/18 being paid in the 2016/17 financial year.

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

Material variations in results have been reported in the performance statement where applicable (see attachment 7.2.1).

### **Other measures**

The LGPRF contains a suite of additional service performance measures and indicators that are not subject to audit. These have not been included in this report.

## KEY IMPLICATIONS

### **Legislative Issues**

Section 131 of the *Local Government Act 1989* (Annual Report – contents) requires Council to prepare an annual report which contains audited performance statements.

Regulations 15, 16, 17 and 18 of the *Local Government (Planning and Reporting) Regulations 2014* prescribe the contents of the performance statement.

## Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Qualified Performance Statement due to lack of supporting evidence	M	H	<ul style="list-style-type: none"> <li>Liaison with relevant members of staff to ensure Council has developed, scrutinised, and provided supporting evidence for all of the data provided as part of the performance statement.</li> </ul>

## COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

<b>Council Plan 2017-2021</b>	
<i>Strategic Objective 1. A high performing organisation</i>	
Strategies	Lead and govern with integrity.
<b>Audit Committee Charter</b>	
Clause 5.6	External Audit
Clause 5.7	Compliance
Clause 5.8	Reporting

## CONCLUSION

Council has devoted significant resources towards providing data and supporting evidence for all LGPRF indicators, and the resultant performance statement. Figures in the report have been subject to through scrutiny internally, and are currently subject to an external audit.

## DECLARATION OF CONFLICT OF INTEREST

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

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

## **Attachments**

7.2.1 Annual Performance Statement for Year Ended 30 June 2017 (Draft)

7.2.2 Performance Statement Material Variance Thresholds for 2016/2017



### 7.3 Governance and Risk Review

**Directorate:** Corporate

**Department:** Corporate

**Manager:** Director Corporate

**Author:** Health Safety and Risk Officer

#### INTRODUCTION

The purpose of this report is to provide the Audit Committee (Committee) with an overview of Council's progress on reviewing its risk policy and register and developing and documenting a governance and risk framework.

*The Health Safety and Risk Officer provided an overview of the review of Council's Risk Policy and the development of a Governance and Risk Framework. The Director Corporate explained the intention of the Governance Action Plan.*

*The Committee sought clarification and requested the draft documents be updated to provide clarity on matters relating to training, risk appetite and timeframes.*

*The Health Safety and Risk Officer demonstrated the progress to date on the risk register and its alignment with the Council Plan. The Committee was informed that the next phase of the register is to sense check it with all members of the executive and management teams to ensure consistency in risk ratings. The Committee requested that this review take into account the agreed risk appetite levels.*

#### **RECOMMENDATION**

*That the draft:*

- *Risk Policy 2017;*
- *Governance and Risk Framework 2017; and*
- *Governance Action Plan*

*be noted.*

*Noted*

#### **ACTION**

*Include finalised governance actions as a standing item on Audit Committee action sheet for monitoring.*

#### BACKGROUND

The Audit Committee has previously identified the need for Council to review its risk register and this has been an outstanding item on the committee's action sheet for some time. More recently the Committee has requested that Council develop a risk framework. In addition to these items it is also acknowledged that Council could improve its governance practice. Progress has been made over the past few months on reviewing Council's risk policy and register and has commenced development of a governance and risk framework.

#### **Risk Policy**

Council's current Risk Management Policy was adopted by Council on 6 February 2007 and has not been reviewed in the intervening period. The existing policy contains objectives, a statement of intent, responsibilities and refers to a superseded Australian standard.

The policy has been thoroughly reviewed in light of Australian and New Zealand and International Risk Management Standard AS/NZS ISO 31000:2009 and presented in Council's current policy format which provides clarity around supporting documents, review and non-compliance.

The policy content is now proposed to address: the risk culture of the organisation; developing a governance and risk framework; maintaining a risk register; monitoring and reporting on a regular basis and the importance of training and awareness programs. (Refer attachment 7.3.1)

### **Governance and Risk Framework**

The *Local Government (Planning and Reporting) Regulations 2014* requires Council to have a risk management framework outlining Council's approach to managing risks to the Council's operation.

Council has not previously documented its risk or governance framework.

Through the review of the risk policy and development of the risk register, documentation of Council's governance and risk framework has commenced. The aim of the framework is to document the high-level processes and behaviours required to ensure that Council:

- meets its intended purpose,
- complies with legislative provisions; and
- meets expectations with regard to accountability and transparency.

The draft framework will now require review by management before being considered by Council.

### **Governance Action Sheet**

In addition to the framework, a governance action sheet has also been drafted.

The action sheet provides clarity and transparency with regard to objectives and statutory requirements to be met, provides an assessment of the current state against these objectives and statutory requirements and identifies future actions and initiatives to achieve compliance. Due dates for actions have been assigned and achievement against these dates will be monitored regularly and reported to the Committee (Refer attachment 7.3.3).

### **Risk Register**

A risk register has been established and strategic and operational risks identified and evaluated in alignment with the Council Plan strategic objectives and strategies. The register has been developed in consultation with Directors, Managers and key employees.

The risk register will now require an initial holistic review by management prior to deployment to the broader employee base.

The risk register will be regularly reviewed by the management team and reported to the Committee.

## KEY IMPLICATIONS

### **Legislative Issues**

Compliance with section 136(2) of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

## Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Not all key governance and risk items are identified and included in the framework	M	M	<ul style="list-style-type: none"> <li>The framework will remain a 'live' document and may be added to and reviewed as other key items are identified.</li> </ul>
Not all strategic risks and key operational risks are identified in the risk register	M	M	<ul style="list-style-type: none"> <li>The register will remain 'live' and will be scheduled for regular review by AMT ensuring risks are captured as identified</li> </ul>
Actions are not completed appropriately or in a timely manner	M	H	<ul style="list-style-type: none"> <li>Due dates and actions are reviewed regularly and reported to the Audit Committee as a standing agenda item.</li> <li>Resourcing against requirements to complete action items is monitored</li> </ul>

## COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2. A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council's risk.
Audit Committee Charter	
Clause 5.3	Risk management
Clause 5.7	Compliance

## CONCLUSION

It is recommended that the draft Risk Policy and the draft Governance and Risk Framework 2017 be noted. The documents will be reviewed by management prior to Council consideration. The intention is that governance and risk management is prioritised and the risk register and governance action plan will be reviewed on a regular basis by the Alpine Management Team ensuring key items are identified and addressed.

## DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Health, Safety and Risk Officer

## **Attachments**

- 7.3.1 Risk Policy 2017 (Draft)
- 7.3.2 Risk Framework 2017 (Draft)
- 7.3.3 Governance Action Sheet 2017 (Draft)

## 7.4 Proposed Internal Audit Program

<b>Directorate:</b>	Corporate	<b>Department:</b>	Corporate
<b>Manager:</b>	Director Corporate	<b>Author:</b>	Health Safety and Risk Officer

### INTRODUCTION

The purpose of this report is to present the Audit Committee (Committee) with the proposed internal audits for 2017/2018.

*The Committee discussed the three proposed internal audits and agreed that the audit of phase 1 of the financial systems migration was appropriate however any further audits should be based on the outcome of the current risk assessment project.*

*The Committee also provided feedback on the reimbursement of staff as creditors. The Committee advised that this was an unusual process and would normally be handled through the payroll system. The Committee requested that this matter be investigated further and reported back to the Committee.*

### **RECOMMENDATION**

*That the internal audit program for 2017/2018 comprising three reviews:*

- Processes around transfer of monies;*
- Payments made to staff as creditors; and*
- Implementation of financial systems migration – phase 1 (accounts payable)*

*be approved.*

*Moved: S Ryan*

*Second: J Shepherd*

*That:*

- 1. The implementation of financial systems migration – phase 1 (accounts payable) be audited in 2017/2018.*
- 2. The balance of the 2017/2018 and longer term internal audit program be evaluated and agreed to after completion of the current risk assessment project.*

*Carried*

### **ACTION**

- Investigate processes for reimbursements to staff*

### BACKGROUND

The Audit Committee has previously identified the need for Council to establish and implement an internal audit program.

Three options for internal audit for the 2017/2018 financial year are proposed. The proposed options are:

1. Processes around transfer of monies;
2. Payments made to staff as creditors; and
3. Implementation of financial systems migration – phase 1 (accounts payable)

These options have been suggested by the Executive to support the changes already being undertaken in the purchasing and finance areas. The objective of the first two reviews is to receive recommendations to improve and document existing processes and support the organisation in implementing best practice. The objective of the third review is to assess the success of the implementation of the accounts payable system.

**KEY IMPLICATIONS**

**Legislative Issues**

- Section 139 (4) of the *Local Government Act 1989* details that the Committee has the functions and responsibilities prescribed for the purposes of this section.
- Section 139 (5) of the Act details that the Minister may make guidelines for the purposes of this section.
- *Audit Committees - A Guide to Good Practice for Local Government (January 2011)* details a key responsibility of the Committee is internal audit, internal controls and risk management and that internal audit programs are a key expression of Council’s attitude towards effective controls.

**Risk Management**

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Internal audit program within budget	L	L	• Quotes will be sought and progress of audits to be monitored closely by Director Corporate.
Internal audit program inconsistent with identified risks.	L	M	• Internal audits proposed link to
Internal audit not providing practical recommendations for improvement	H	M	• Director Corporate will manage and monitor internal audit closely.

**COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS**

Council Plan 2017-2021	
<i>Strategic Objective 2. A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council’s risk
Audit Committee Charter	
Clause 5.3	Risk Management
Clause 5.7	Compliance

**CONCLUSION**

It is recommended that the Committee approve the proposed internal audits. Subject to budget, it is anticipated that all three audits will be completed during 2017/2018. Approval of the audits at this time of the financial year will allow management adequate planning for the reviews. The recommendations received will be reported back to the Committee.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Health Safety and Risk Officer

**Attachments**

Nil

## 7.5 Health and Safety Report

**Directorate:** Corporate

**Department:** Corporate

**Manager:** Manager Corporate

**Author:** Health Safety Risk Officer

### INTRODUCTION

The purpose of this report is to provide the Audit Committee with an overview of Council's performance in regards to health and safety matters. This report provides an update for the period of May and June 2017 and an overview of the 2016/2017 reporting period. A detailed confidential report has been prepared and circulated separately to the agenda.

### ***RECOMMENDATION***

*That the Confidential 2016/2017 Year to Date 30 June 2017 Health and Safety Report be endorsed for Council adoption.*

*Moved: J Shepherd*

*Second: M Anderson*

*Carried*

### BACKGROUND

Alpine Shire Council is committed, so far as is reasonably practical, to ensuring the health, safety and wellbeing of all employees, contractors, volunteers and community members while participating in business or undertakings on its behalf.

#### *Employee Health and Safety - Register of Events*

A total of eight employee health and safety events were reported during the period 1 May to 30 June 2017 and a grand total of 50 events for 2016/2017 as follows:

	May-June 2017	Q1 2016/17	Q2 2016/17	Q3 2016/17	Q4 2016/17	Total 2016/17
Hazards =	2	4	0	5	3	12
Incident =	1	2	3	3	2	10
Injuries =	5	6	3	10	5	24
Near miss =	0	1	1	2	0	4
Total	8	13	7	20	10	50

Reporting for the period and the whole year is reasonably consistent with previous years.

#### *Training, Education and Awareness*

Training during the period 1 May to 30 June 2017 focused on manual handling particularly addressing fitness for work, employee responsibilities for health and safety, manual handling best practice and practical task analysis.

Throughout 2016/2017 training, education and awareness focussed on mandatory training, mental health and wellbeing and first aid.

#### *WorkCover Claims*

There were no new WorkCover claims lodged during the period 1 May to 30 June 2017. Two claims were active and ongoing. There were a total of six WorkCover claims lodged throughout the year.

*Employee Health and Wellbeing*

Throughout 2016/2017 Council provided an employee assistance program and offered influenza vaccination to employees and met its compliance requirements including audiometric testing, electrical test and tag, lifting and height safety and first aid requirements.

**KEY IMPLICATIONS**

**Legislative Issues**

Compliance with *Occupational Health and Safety Act 2004*

Compliance with *Occupational Health and Safety Regulations 2017*

**Risk Management**

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
WorkCover claims management	H	H	<ul style="list-style-type: none"> <li>Engage external consultant for claims advice, support and management.</li> <li>Ensure return to work coordinators trained.</li> <li>Regular reporting to Executive.</li> </ul>
Health and safety management	H	H	<ul style="list-style-type: none"> <li>Further develop and enhance the safety system framework.</li> <li>Increase attendance at HS Committee.</li> <li>Provide health and safety training to staff.</li> </ul>
Public liability management	M	L	<ul style="list-style-type: none"> <li>Ensure appropriate insurance coverage.</li> <li>Maintain customer request system.</li> <li>Increase reporting to Executive.</li> </ul>

**COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS**

<b>Council Plan 2017-2021</b>	
<i>Strategic Objective: A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council's risks
<b>Audit Committee Charter</b>	
Clause 5.3	Risk management
Clause 5.7	Compliance
Clause 5.8	Reporting Responsibilities

**CONCLUSION**

The 2016/2017 Year to Date 30 June 2017 Health and Safety Report highlights that employee hazard, incident, injury and near-miss reporting in terms of numbers and seasonal trends throughout 2016/2017 has remained consistent with previous years.

Throughout the year training has focused on mandatory training, responding to needs identified through injury trends as well as mental health and wellbeing. Compliance requirements including audiometric testing, electrical test and tag, lifting and height safety and first aid requirements have been met.



DECLARATION OF CONFLICT OF INTEREST

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

- Health, Safety and Risk Officer

**Attachments**

7.5 2016/2017 Year to Date 30 June 2017 Health and Safety Report – **CONFIDENTIAL**

## 8. FOR INFORMATION ONLY

### 8.1 2016/2017 Quarter 3 (second audit) and Quarter 4 Purchasing Spot Audit

The payments for audit are selected using the random number function in excel to allocate a number between 1 and the total number of payments for the quarter. The payments that have been allocated a number between 1 and 10 are the ones chosen for the audit.

The quarter 3 purchasing spot audit was reported to the May 2017 meeting of the Audit Committee. As a number of anomalies were identified in that audit a second audit for that quarter was undertaken to ensure that there were not widespread issues with the purchasing and payment process.

Refer Attachments 8.1.1 and 8.1.2

*The Committee raised its concern that in the second audit for quarter 3 a purchase did not comply with policy.*

*The Director Corporate advised that from 1 July 2017 all purchasing and payments are managed through Approval Max. Officer's financial delegations and the \$1000 threshold for a purchase order are built into the system. A payment for any amount greater than \$1000 cannot be processed unless a purchase order has been raised. In addition the organisational hierarchy has been established in the system so that a purchase order or payment above an individual officer's financial delegation will be escalated to that officer's supervisor/s for approval.*

*The method for future reporting is yet to be finalised. The CEO noted that there is a need in future reporting to ensure that a broad cross section of departments and spend is investigated.*

*The Committee also discussed the types of contracts Council has and the thresholds for these. The Acting Director Assets advised that all purchases above \$75,000 that go to tender require a contract and below that amount the requirement for and type of contract is based of risk and complexity.*

### 8.2 Financial Delegations

The financial delegations to officers were reviewed as part of the annual review of Council's Procurement Policy. The Chief Executive Officer approved the financial delegations on 27 June 2017

Refer Attachment 8.2

*The Committee discussed the delegations table and noted that the financial delegation of the Chief Executive Officer (CEO) was not included. The Committee was advised that the financial delegation to the CEO was by a resolution of Council and that the CEO could not approve a delegation to himself. The Committee requested that the Council delegation to the CEO be noted in the financial delegations document.*

**ACTION:**

*Update the financial delegations document to note the Council delegation to the CEO.*

### 8.3 VAGO Audit Plan 2017-2020

Each year the Victorian Auditor General's Office (VAGO) releases its annual plan that outlines its work program. From this financial year VAGO are using a three year planning cycle for performance audits. VAGO has identified the following performance audits for local government as part of its three year cycle:

Year	Audit
2017-2018	<ul style="list-style-type: none"><li>• Local Government and economic development</li><li>• Managing surplus government land</li><li>• Local Government insurance risks</li></ul>
2018-2019	<ul style="list-style-type: none"><li>• Delivering local government services</li><li>• Reporting on local government services</li></ul>
2019-2020	<ul style="list-style-type: none"><li>• Disability action plans in local government</li><li>• Developer and infrastructure contributions</li><li>• Managing local government asset information</li></ul>

Further detail on each of these audits can be found in VAGO's 2017-2018 Annual Plan, pages 46-49

[https://www.audit.vic.gov.au/sites/default/files/20170608-Annual-Plan\\_0.pdf](https://www.audit.vic.gov.au/sites/default/files/20170608-Annual-Plan_0.pdf)

### 8.4 Local Government Investigations and Compliance Inspectorate, Protecting integrity: Central Goldfields Shire Council Investigation, August 2017

In response to allegations relating to activities at Central Goldfields Shire Council the Local Government Investigations and Compliance Inspectorate thoroughly investigated the matters. The investigation has identified a broad range of governance issues including frontline defences against poor governance, fraud or corruption, management oversight, robust policies and strong internal and external controls that all councils can learn from. The full report is available

at: [http://www.vic.gov.au/system/user\\_files/Documents/lgici/Central-Goldfields-Report\\_final.pdf](http://www.vic.gov.au/system/user_files/Documents/lgici/Central-Goldfields-Report_final.pdf)

## 9. GENERAL BUSINESS

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The Committee congratulated Charlie Bird on his appointed to the position of Chief Executive Officer.

## 10. NEXT MEETING

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Friday 24 November 2017 at 9.30am

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## 11. ATTACHMENTS

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- 5.1 Minutes of Audit Committee Meeting No: 5, 26 May 2017
- 6.1 Audit Committee Action Sheet
- 7.1 Annual Financial Report for Year Ended 30 June 2017 (Draft)
- 7.2.1 Annual Performance Statement for Year Ended 30 June 2017 (Draft)
- 7.2.2 Performance Statement Material Variance Thresholds for 2016/2017
- 7.3.1 Risk Policy 2017 (Draft)
- 7.3.2 Risk Framework 2017 (Draft)
- 7.3.3 Governance Action Sheet 2017 (Draft)
- 7.5 Health and Safety Report 2016/2017 Year to Date 30 April 2017 –  
**CONFIDENTIAL**
- 8.1.1 2016/2017 Quarter 3 (second audit) Purchasing Spot Audit
- 8.1.2 2016/2017 Quarter 4 Purchasing Spot Audit
- 8.2 Approved Financial Delegations, 30 June 2017

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## 12. MEETING CLOSE

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The meeting closed at 3.25pm.

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Sue Lebish, Chair



# ALPINE

SHIRE COUNCIL

*S5. Instrument of Delegation to Chief Executive Officer*

**Alpine Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

**October 2017**

### Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Alpine Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 3 October 2017;
- 2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
- 3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this 3rd day of October 2017 in the presence of:

.....  
COUNCILLOR

.....  
Name

.....  
COUNCILLOR

.....  
Name

.....  
CHIEF EXECUTIVE OFFICER

.....  
Name

## SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 4.1 awarding a contract exceeding the value of \$150,000 (including GST);
  - 4.2 making a local law under Part 5 of the Act;
  - 4.3 approval of the Council Plan under s.125 of the Act;
  - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
  - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
  - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
  - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 7.1 policy; or
  - 7.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.





# ALPINE

SHIRE COUNCIL

*S6. Instrument of Delegation – Members of Staff*

**Alpine Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

**October 2017**

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, Alpine Shire Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

<b>DELEGATE</b>	<b>TITLE</b>
ACC	Accountant
AOBEH	Administration Officer (Building and Environmental Health)
AOP	Administration Officer (Planning)
AOSLL	Administration Officer (Subdivision and Local Laws)
BI	Building Inspector
BS	Building Surveyor
CEO	Chief Executive Officer
CO	Communications Officer
CSC	Customer Service Coordinator
CSO	Customer Service Officer
CWC	Civil Works Coordinator
DA	Director Assets
DCP	Director Corporate
DOT	Development Officer (Tourism)
EACEO	Executive Assistant (CEO)
EC	Engineering Coordinator
EHO	Environmental Health Officer
EMC	Emergency Management Coordinator
FO	Finance Officer
FOVICHP	Facilities Officer (VICs and Holiday Parks)
FOW	Facilities Officer (Waste)
FPO	Assistant Fire Prevention Officer
GISAO	GIS and Assets Officer
GO	Governance Officer
GPG	General Purpose Gardener
HRO	Human Resources Officer
HSRO	Health, Safety and Risk Officer
LLO	Local Laws Officer

DELEGATE	TITLE
LLO2	Local Laws Officer
MAD	Manager Asset Development
MAM	Manager Asset Maintenance
MC	Manager Corporate
MECD	Manager Economic and Community Development
MF	Manager Facilities
MPA	Manager Planning and Amenity
OSEC	Open Spaces Coordinator
PLO	Plant Operator
PLO2	Plant Operator
PLO3	Plant Operator
PLO4	Plant Operator
PO	Planning Officer
POD	Project Officers
RO	Rates Officer
SP	Strategic Planner
SPO	Senior Planning Officer
TOA	Technical Officer (Assets)
TOAM	Technical Officer (Asset Maintenance)

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **3 October 2017**; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy adopted by Council; or

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
Hereunto affixed this 3<sup>rd</sup> day of  
October 2017 in the presence of:

.....  
COUNCILLOR

.....  
Name

.....  
COUNCILLOR

.....  
Name

.....  
CHIEF EXECUTIVE OFFICER

.....  
Name

## SCHEDULE

<b><u>Act / Regulation</u></b>	<b><u>Page</u></b>
<i>Cemeteries and Crematoria Act 2003</i>	1
<i>Cemeteries and Crematoria Regulations 2015</i>	8
<i>Domestic Animals Act 1994</i>	11
<i>Environment Protection Act 1970</i>	12
<i>Food Act 1984</i>	13
<i>Heritage Act 1995</i>	16
<i>Planning and Environment Act 1987</i>	17
<i>Planning and Environment Regulations 2015</i>	36
<i>Planning and Environment (Fees) Regulations 2016</i>	37
<i>Residential Tenancies Act 1997</i>	38
<i>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010</i>	39
<i>Road Management Act 2004</i>	41
<i>Road Management (General) Regulations 2016</i>	49
<i>Road Management (Works and Infrastructure) Regulations 2015</i>	50

## **CEMETERIES AND CREMATORIA ACT 2003**

[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.8(1)(a)(ii)	power to manage one or more public cemeteries	DC, MF	
s.12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	DC, MF	where council is a Class B cemetery trust
s.12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	DC, MF	where council is a Class B cemetery trust
s.12A(1)	function to do the activities set out in paragraphs (a) – (n)		where council is a Class A cemetery trust
s.12A(2)	duty to have regard to matters set out in paragraphs (a)-(e) in exercising its functions		where council is a Class A cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	DC, MF	
s.14	power to manage multiple public cemeteries as if they are one cemetery		
s.15(1) and (2)	power to delegate powers or functions other than those listed	DC, MF	
s.15(4)	duty to keep records of delegations	DC, MF	
s.17(1)	power to employ any persons necessary		
s.17(2)	power to engage any professional, technical or other assistance considered necessary	DC, MF	
s. 17(3)	power to determine the terms and conditions of employment or engagement		subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	DC, MF	
s.18B(1) & (2)	duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time		where council is a Class A cemetery trust
s.18C	power to determine the membership of the governance committee		where council is a Class A cemetery trust
s.18D	power to determine procedure of governance committee		where council is a Class A cemetery trust
s.18D(1)(a)	duty to appoint community advisory committee for the purpose of liaising with communities		where council is a Class A cemetery trust
s.18D(1)(b)	power to appoint any additional community advisory committees		where council is a Class A cemetery trust

s.18D(2)	duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.		where council is a Class A cemetery trust
s.18D(3)	duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>		where council is a Class A cemetery trust
s.18F(2)	duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee		where council is a Class A cemetery trust
s.18H(1)	duty to hold an annual meeting before 30 December in each calendar year, in accordance with section		where council is a Class A cemetery trust
s.18I	duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting		where council is a Class A cemetery trust
s.18J	duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in section 18J(2))		where council is a Class A cemetery trust
s.18L(1)	duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust		where council is a Class A cemetery trust
s.18N(1)	duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)		where council is a Class A cemetery trust
s.18N(3)	duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval		where council is a Class A cemetery trust
s.18N(5)	duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months		where council is a Class A cemetery trust
s.18N(7)	duty to ensure that an approved annual plan is available to members of the public on request		where council is a Class A cemetery trust
s.18O(1)	duty to prepare a strategic plan and submit the plan to the Secretary for approval		where council is a Class A cemetery trust
s.18O(4)	duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan		where council is a Class A cemetery trust
s.18O(5)	duty to ensure that an approved strategic plan is available to members of the public on request		where council is a Class A cemetery trust
s.18Q(1)	duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.		where council is a Class A cemetery trust
s.19	power to carry out or permit the carrying out of works	DC, MF	
s.20(1)	duty to set aside areas for the interment of human remains	DC, MF	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	DC, MF	

s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	DC, MF	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land		
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section		§ subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section		§ subject to the Minister approving the purpose
s.40	duty to notify Secretary of fees and charges fixed under section 39	DC, MF	
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery		provided the street was constructed pursuant to the Local Government Act 1989
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DC, MF	report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	DC, MF	
s.60(1)	duty to make information in records available to the public for historical or research purposes	DC, MF	
s.60(2)	power to charge fees for providing information	DC, MF	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	DC, MF	
s.64B(d)	power to permit interments at a reopened cemetery	DC, MF	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park		the application must include the requirements listed in s.66(2)(a)–(d)
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	DC, MF	
s.70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	DC, MF	
s.70(2)	duty to make plans of existing place of interment available to the public	DC, MF	
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	DC, MF	
s.71(2)	power to dispose of any memorial or other structure removed	DC, MF	
s.72(2)	duty to comply with request received under section 72	DC, MF	
s.73(1)	power to grant a right of interment	DC, MF	
s.73(2)	power to impose conditions on the right of interment	DC, MF	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	DC, MF	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	DC, MF	



s.77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	DC, MF	
s.80(1)	function of receiving notification and payment of transfer of right of interment	DC, MF	
s.80(2)	function of recording transfer of right of interment	DC, MF	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	DC, MF	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DC, MF	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	DC, MF	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	DC, MF	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	DC, MF	the notice must be in writing and contain the requirements listed in s.85(2)
s.85(2)(b)	duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	DC, MF	does not apply where right of internment relates to remains of a deceased veteran.
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	DC, MF	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	DC, MF	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of internment to a perpetual right of interment	DC, MF	
s.86(3)(a)	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	DC, MF	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	DC, MF	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	DC, MF	
s.86(5)	duty to provide notification before taking action under s.86(4)	DC, MF	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	DC, MF	

s.87(3)	duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	DC, MF	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	DC, MF	
s.91(1)	power to cancel a right of interment in accordance with this section	DC, MF	
s.91(3)	duty to publish notice of intention to cancel right of interment	DC, MF	
s.92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	DC, MF	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	DC, MF	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	DC, MF	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	DC, MF	
s.100(1)	power to require a person to remove memorials or places of interment	DC, MF	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	DC, MF	
s.100(3)	power to recover costs of taking action under section 100(2)	DC, MF	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery		
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	DC, MF	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	DC, MF	
s.103(1)	power to require a person to remove a building for ceremonies	DC, MF	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	DC, MF	
s.103(3)	power to recover costs of taking action under section 103(2)	DC, MF	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	DC, MF	
s.106(2)	power to require the holder of the right of interment to provide for an examination	DC, MF	

s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	DC, MF	
s.106(4)	power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	DC, MF	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DC, MF	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	DC, MF	
s.108	power to recover costs and expenses	DC, MF	
s.109(1)(a)	power to open, examine and repair a place of interment	DC, MF	where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	DC, MF	where the holder of right of interment or responsible person cannot be found
s.109(2)	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	DC, MF	where the holder of right of interment or responsible person cannot be found
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	DC, MF	
s.110(2)	power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	DC, MF	
s. 110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DC, MF	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	DC, MF	
s.112	power to sell and supply memorials	DC, MF	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	DC, MF	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	DC, MF	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	DC, MF	
s.119	power to set terms and conditions for interment authorisations	DC, MF	
s.131	function of receiving an application for cremation authorisation		
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with		Subject to subsection (2)

s.145	duty to comply with an order made by the Magistrates' Court or a coroner	DC, MF	
s.146	power to dispose of bodily remains by a method other than interment or cremation	DC, MF	subject to the approval of the Secretary
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	DC, MF	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	DC, MF	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	DC, MF	
s.151	function of receiving applications to inter or cremate body parts	DC, MF	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	DC, MF	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	DC, MF	
Schedule 1 clause 8(8)	power to regulate own proceedings	DC, MF	subject to clause 8
Schedule 1A clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		where council is a Class A cemetery trust subject to clause 8
Schedule 1A clause 8(8)	power to regulate own proceedings		where council is a Class A cemetery trust

## CEMETERIES AND CREMATORIA REGULATIONS 2015

[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.24	duty to ensure that cemetery complies with depth of burial requirements	DC, MF	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DC, MF	
r.27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)		
r.28(1)	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator		
r.28(2)	duty to ensure any fittings removed of are disposed in an appropriate manner		
r.29	power to dispose of any metal substance or non-human substance recovered from a cremator		
r.30(2)	power to release cremated human remains to certain persons		subject to any order of a court
r.31(1)	duty to make cremated human remains available for collection within 2 working days after the cremation		
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation		
r.31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation		
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period		
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DC, MF	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	DC, MF	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DC, MF	
r.34	duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	DC, MF	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist		
r. 40	power to approve a person to play sport within a public cemetery	DC, MF	

r. 41(1)	power to approve fishing and bathing within a public cemetery	DC, MF	
r. 42(1)	power to approve hunting within a public cemetery	DC, MF	
r. 43	power to approve camping within a public cemetery	DC, MF	
r. 45(1)	power to approve the removal of plants within a public cemetery	DC, MF	
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DC, MF	
r. 47(3)	power to approve the use of fire in a public cemetery	DC, MF	
r.48(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	DC, MF	
<b>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	DC, MF	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	DC, MF	see note above regarding model rules
Schedule 2, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	DC, MF	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	DC, MF	see note above regarding model rules
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	DC, MF	see note above regarding model rules
Schedule 2, clause 8	power to approve certain mementos on a memorial	DC, MF	see note above regarding model rules
Schedule 2, clause 11(1)	power to remove objects from a memorial or place of interment	DC, MF	see note above regarding model rules
Schedule 2, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	DC, MF	see note above regarding model rules
Schedule 2, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	DC, MF	see note above regarding model rules
Schedule 2, clause 14	power to approve an animal to enter into or remain in a cemetery	DC, MF	see note above regarding model rules
Schedule 2, clause 16(1)	power to approve construction and building within a cemetery	DC, MF	see note above regarding model rules
Schedule 2, clause 17(1)	power to approve action to disturb or demolish property of the cemetery trust	DC, MF	see note above regarding model rules

Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	DC, MF	see note above regarding model rules
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**DOMESTIC ANIMALS ACT 1994**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.41A(1)	power to declare a dog to be a menacing dog	DC, MPA, LLO, LLO2	Council may delegate this power to an authorised officer



<b><u>ENVIRONMENT PROTECTION ACT 1970</u></b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53M(3)	power to require further information	DC, MPA, EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	DC, MPA, EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	DC, MPA, EHO	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	DC, MPA, EHO	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	DC, MPA, EHO	refusal must be ratified by council or it is of no effect

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	DC, MPA, EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	DC, MPA, EHO	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	DC, MPA, EHO	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DC, MPA, EHO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	DC, MPA, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	DC, MPA, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DC, MPA, EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DC, MPA, EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	DC, MPA, EHO	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	DC, MPA, EHO	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	DC, MPA, EHO	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	DC, MPA, EHO	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	DC, MPA, EHO	where council is the registration authority

s.19NA(1)	power to request food safety audit reports	DC, MPA, EHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	DC, MPA, EHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	DC, MPA, EHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DC, MPA, EHO	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DC, MPA, EHO	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	DC, MPA, EHO	where council is the registration authority
---	power to register, renew or transfer registration	DC, MPA, EHO	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	DC, MPA, EHO	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	DC, MPA, EHO	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	DC, MPA, EHO	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	DC, MPA, EHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	DC, MPA, EHO	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	DC, MPA, EHO	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	DC, MPA, EHO	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	DC, MPA, EHO	where council is the registration authority

s.38D(3)	power to request copies of any audit reports	DC, MPA, EHO	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	DC, MPA, EHO	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	DC, MPA, EHO	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	DC, MPA, EHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	DC, MPA, EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	DC, MPA, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	DC, MPA, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	DC, MPA, EHO	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	DC, MPA, EHO	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	DC, MPA, EHO	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	DC, MPA, EHO, PRO	where council is the registration authority

<b><u>HERITAGE ACT 1995</u></b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.84(2)	power to sub-delegate Executive Director's functions	DC	must obtain Executive Director's written consent first.

**PLANNING AND ENVIRONMENT ACT 1987**

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victorian Planning Provisions	DC, MPA, SP	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DC, AOSLL, MPA, SP, SPO, AOP, PO	
s.4H	duty to make amendment to Victorian Planning Provisions available	DC, AOSLL, MPA, SP, SPO, AOP, PO	
s.4I	duty to keep Victorian Planning Provisions and other documents availables	DC, AOSLL, MPA, SP, SPO, AOP, PO	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DC, SP, MPA	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DC, SP, MPA	
s.8A(5)	function of receiving notice of the Minister's decision	DC, SP, MPA	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DC, SP, MPA	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DC, SP, MPA	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, DC, SP, MPA	
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	CEO, DC, SP, MPA	
s.12B(1)	duty to review planning scheme	CEO, DC, AOSLL, MPA, SP, PO	
s.12B(2)	duty to review planning scheme at direction of Minister	CEO, DC, SPO, MPA, SP, PO	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DC, MPA, SPO, SP, PO	

s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	DC, SP, MPA, SPO, PO	
s.17(1)	duty of giving copy amendment to the planning scheme	DC, SP, MPA, SPO, PO	
s.17(2)	duty of giving copy s.173 agreement	DC, SP, MPA, SPO, PO	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DC, SP, MPA, SPO, PO	
s.18	duty to make amendment etc. available	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	DC, SP, MPA, SPO, PO	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DC, SP, MPA, SPO, PO	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	DC, SP, MPA, SPO, PO	
s.21(2)	duty to make submissions available	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.21A(4)	duty to publish notice in accordance with section	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.22	duty to consider all submissions	DC, SP, MPA, SPO, PO	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	DC, SP, MPA, SPO, PO	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	DC, SP, MPA, SPO, PO	

s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	DC, SP, MPA, SPO, PO	
s.26(1)	power to make report available for inspection	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.26(2)	duty to keep report of panel available for inspection	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.27(2)	power to apply for exemption if panel's report not received	DC, SP, MPA, SPO, PO	
s.28	duty to notify the Minister if abandoning an amendment	DC, SP, MPA, SPO, PO	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	DC, SP, MPA, SPO, PO	
s.30(4)(b)	duty to provide information in writing upon request	DC, SP, MPA, SPO, PO	
s.32(2)	duty to give more notice if required	DC, SP, MPA, SPO, PO	
s.33(1)	duty to give more notice of changes to an amendment	DC, SP, MPA, SPO, PO	
s.36(2)	duty to give notice of approval of amendment	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.38(5)	duty to give notice of revocation of an amendment	DC, SP, MPA, SPO, PO	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	DC, SP	
s.40(1)	function of lodging copy of approved amendment	DC, SP, MPA, SPO, PO	
s.41	duty to make approved amendment available	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.42	duty to make copy of planning scheme available	DC, SP, MPA, SPO, AOSLL, AOP, PO	



s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DC, SP, MPA, SPO, PO	
s.46GF	duty to comply with directions issued by the Minister	DC, SP, MPA, SPO, PO	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	DC, SP, MPA, SPO, PO	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	DC, SP, MPA, SPO, PO	where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	DC, SP, MPA, SPO, PO	where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	DC, SP, MPA, SPO, PO	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	DC, SP, MPA, SPO, PO	must be done in accordance <i>with Local Government Act 1989</i> .
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	DC, SP, MPA, SPO, PO	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	DC, SP, MPA, SPO, PO	
s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	DC, SP, MPA, SPO, PO	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	DC, SP, MPA, SPO, PO	
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	DC, SP, MPA, SPO, PO	where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	DC, SP, MPA, SPO, PO	where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DC, SP, MPA, SPO, PO	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DC, SP, MPA, SPO, PO	

s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DC, SP, MPA, SPO, PO	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DSD, SP, MPA, SPO, AOSLL, AOP, BS, BI, AOBEL, PO	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DC, SP, MPA, SPO, PO	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DC, SP, MPA, SPO, PO	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	DC, SP, MPA, SPO, PO	
s.46Q(1)	duty to keep proper accounts of levies paid	DC, MPA, MCS, ACC, FO	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	DC, MPA, MCS, ACC, FO	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DC, SP, MPA, SPO, PO	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DC, MPA, MCS	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	DC, MPA, MCS, ACC, FO	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	DC, SP, MPA, SPO, PO	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DC, SP, MPA, SPO, PO	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	DC, MPA, MCS, ACC, FO	
s.46QD	duty to prepare report and give a report to the Minister	DC, SP, MPA, SPO, PO	where council is a collecting agency or development agency

s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	DC, SP, MPA, SPO, PO	
s.46Y	duty to carry out works in conformity with the approved strategy plan	DC, SP, MPA, SPO, PO	
s.47	power to decide that an application for a planning permit does not comply with that Act	DC, SP, MPA, SPO, PO	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.49(2)	duty to make register available for inspection	DC, SP, MPA, SPO, AOSLL, AOP, PO	
s.50(4)	duty to amend application	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.50(5)	power to refuse to amend application	DC, SP, MPA, SPO	
s.50(6)	duty to make note of amendment to application in register	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.50A(1)	power to make amendment to application	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.50A(4)	duty to note amendment to application in register	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.51	duty to make copy of application available for inspection	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	

s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.52(3)	power to give any further notice of an application where appropriate	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.54(1)	power to require the applicant to provide more information	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	
s.54(1B)	duty to specify the lapse date for an application	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH. PO	

s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DC, MPA	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.57(5)	duty to make available for inspection copy of all objections	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.57A(5)	power to refuse to amend application	DC, SP, MPA, SPO	
s.57A(6)	duty to note amendments to application in register	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.57B(1)	duty to determine whether and to whom notice should be given	DC, SP, MPA, SPO, PO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DC, SP, MPA, SPO, PO	
s.57C(1)	duty to give copy of amended application to referral authority	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.58	duty to consider every application for a permit	DC, SP, MPA, SPO, PO	
s.58A	power to request advice from the Planning Application Committee	DC, SP, MPA, SPO, PO	

s.60	duty to consider certain matters	DC, SP, MPA, SPO, PO, OSEC	
s60(1A)	duty to consider certain matters.	DC, SP, MPA, SPO, PO	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	DC, SP, MPA, SPO, PO	
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DC, SP, MPA, SPO	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DC, MPA	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DC, MPA	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent		
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent		
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DC, MPA	
s.62(1)	duty to include certain conditions in deciding to grant a permit	DC, SP, MPA, SPO, PO	
s.62(2)	power to include other conditions	DC, SP, MPA, SPO, PO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DC, SP, MPA, SPO, PO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	DC, SP, MPA, SPO, PO	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DC, SP, MPA, SPO, PO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DC, SP, MPA, SPO, PO	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	DC, SP, MPA, SPO, PO	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	DC, SP, MPA, SPO, PO	

s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	DC, SP, MPA, SPO, PO	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors		this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period		this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision		this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DC, SP, MPA, SPO, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.69(1A)	function of receiving application for extension of time to complete development	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.69(2)	power to extend time	DC, SP, MPA, SPO, PO	
s.70	duty to make copy permit available for inspection	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.71(1)	power to correct certain mistakes	DC, SP, MPA, SPO, PO	
s.71(2)	duty to note corrections in register	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.73	power to decide to grant amendment subject to conditions	DC, SP, MPA, SPO, PO	
s.74	duty to issue amended permit to applicant if no objectors	DC, SP, MPA, SPO, PO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	



s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DC, SP, MPA, SPO, AOSLL, AOP, AOBEL, PO	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DC, SP, MPA, SPO, AOSLL, AOP, AOBEL, PO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	DC, SP, MPA, SPO, AOSLL, AOP, AOBEL, PO	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	DC, SP, MPA, SPO, PO	
s.83	function of being respondent to an appeal	DC, SP, MPA, SPO, PO	
s.83B	duty to give or publish notice of application for review	DC, SP, MPA, SPO, PO	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DC, SP, MPA, SPO, PO	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DC, SP, MPA, SPO, PO	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DC, SP, MPA, SPO, PO	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DC, SP, MPA, SPO, PO	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DC, SP, MPA, SPO, PO	

s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DC, SP, MPA, SPO, PO	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DC, SP, MPA, SPO, PO	
s.91(2)	duty to comply with the directions of VCAT	DC, SP, MPA, SPO, PO	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DC, SP, MPA, SPO, PO	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	DC, SP, MPA, SPO, PO	
s.93(2)	duty to give notice of VCAT order to stop development	DC, SP, MPA, SPO, PO	
s.95(3)	function of referring certain applications to the Minister	DC, SP, MPA, SPO, PO	
s.95(4)	duty to comply with an order or direction	DC, SP, MPA, SPO, PO	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	DC, SP, MPA, SPO, PO	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, DC, MPA	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DC, MPA	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DC, SP, MPA, SPO, PO	
s.96F	duty to consider the panel's report under section 96E	DC, SP, MPA, SPO, PO	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DC, SP, MPA, SPO, PO	
s.96H(3)	power to give notice in compliance with Minister's direction	DC, SP, MPA, SPO, PO	
s.96J	power to issue permit as directed by the Minister	DC, SP, MPA, SPO, PO	
s.96K	duty to comply with direction of the Minister to give notice of refusal	DC, SP, MPA, SPO, PO	

s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	DC, SP, MPA, SPO, PO	
s.97C	power to request Minister to decide the application	DC, SP, MPA, SPO, PO	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DC, SP, MPA, SPO, PO	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	DC, SP, MPA, SPO, PO	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DC, MPA	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DC, SP, MPA, SPO, PO	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DC, SP, MPA, SPO, PO	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DC, SP, MPA, SPO, PO	
s.97Q(4)	duty to comply with directions of VCAT	DC, SP, MPA, SPO, PO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DC, SP, MPA, SPO, AOSLL, AOP, AOBEH, PO	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DC, SP, MPA, SPO, PO	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DC, SP, MPA, SPO, PO	
s.101	function of receiving claim for expenses in conjunction with claim	DC, SP, MPA, SPO, PO	

s.103	power to reject a claim for compensation in certain circumstances	CEO, DC, MPA	
s.107(1)	function of receiving claim for compensation	DC, SP, MPA, SPO, PO	
s.107(3)	power to agree to extend time for making claim	DC, SP, MPA, SPO, PO	
s.114(1)	power to apply to the VCAT for an enforcement order	DC, SP, MPA, SPO, PO	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	DC, SP, MPA, SPO, PO	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DC, SP, MPA, SPO, PO	
s.123(1)	power to carry out work required by enforcement order and recover costs	CEO, DC, MCS, MPA, LLO, LLO2	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	CEO, DC	except Crown Land
s.129	function of recovering penalties	DC, MCS, ACC, FO, MPA	
s.130(5)	power to allow person served with an infringement notice further time	DC, SP, MPA, SPO, PO	
s.149A(1)	power to refer a matter to the VCAT for determination	DC, SP, MPA, SPO, PO	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DC, SP, MPA, SPO, PO	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	DC, MPA	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	DC, SP, MPA, SPO, PO	
s.171(2)(g)	power to grant and reserve easements	CEO, DC, MPA	
s.173	power to enter into agreement covering matters set out in section 174	DC, SP, MPA, SPO, PO	

---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DC, SP, MPA, SPO, PO	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DC, SP, MPA, SPO, PO	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DC, MPA	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DC, SP, MPA, SPO, PO	
s.178A(1)	function of receiving application to amend or end an agreement	DC, MPA, SP, SPO, AOSLL, AOP, AOBEH, PO	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DC, SP, MPA, SPO, PO	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DC, SP, MPA, SPO, PO	
s.178A(5)	power to propose to amend or end an agreement	DC, SP, MPA, SPO, PO	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DC, SP, MPA, SPO, PO	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DC, SP, MPA, SPO, PO	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DC, MPA, SP, SPO, AOSLL, AOBEH, AOP, PO	
s.178C(4)	function of determining how to give notice under s.178C(2)	DC, SP, MPA, SPO, PO	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	DC, SP, MPA, SPO, PO	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DC, SP, MPA, SPO, PO	If no objections are made under s.178D Must consider matters in s.178B

s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DC, SP, MPA, SPO, PO	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	DC, SP, MPA, SPO, PO	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	DC, SP, MPA, SPO, PO	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DC, SP, MPA, SPO, PO	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DC, SP, MPA, SPO, PO	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	DC, SP, MPA, SPO, PO	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	DC, MPA, SP, SPO, AOSLL, AOP, AOBFH, PO	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DC, MPA, SP, SPO, AOSLL, AOP, AOBFH, PO	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	DC, SP, MPA, SPO, PO	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DC, SP, MPA, SPO, PO	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DC, SP, MPA, SPO, PO	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DC, MPA, SP, SPO, AOSLL, AOP, AOBFH, PO	
s.179(2)	duty to make available for inspection copy agreement	DC, MPA, SP, SPO, AOSLL, AOP, AOBFH, PO	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DC, SP, MPA, SPO, PO	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DC, SP, MPA, SPO, PO	

s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DC, SP, MPA, SPO, PO	
s.182	power to enforce an agreement	DC, SP, MPA, SPO, PO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DC, SP, MPA, SPO, PO	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DC, SP, MPA, SPO, PO	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	DC, SP, MPA, SPO, PO	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DC, SP, MPA, SPO, PO	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DC, MPA, SP, SPO, AOSLL, AOP, AOBEH, PO	
s.184G(2)	duty to comply with a direction of the Tribunal	DC, SP, MPA, SPO, PO	
s.184G(3)	duty to give notice as directed by the Tribunal	DC, SP, MPA, SPO, PO	
s.198(1)	function to receive application for planning certificate	DC, MPA, SP, SPO, AOSLL, AOP, PO	
s.199(1)	duty to give planning certificate to applicant	DC, SP, MPA, SPO, PO	
s.201(1)	function of receiving application for declaration of underlying zoning	DC, MPA, SP, SPO, AOSLL, AOP, PO	
s.201(3)	duty to make declaration	DC, SP, MPA, SPO, PO	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DC, SP, MPA, SPO, PO, OSEC	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DC, SP, MPA, SPO, PO, OSEC	

	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DC, SP, MPA, SPO, PO, OSEC	
-	power to give written authorisation in accordance with a provision of a planning scheme	DC, SP, MPA, SPO, PO, OSEC	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	DC, MPA, SP, SPO, AOSLL, AOP, PO	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible	DC, MPA, SP, SPO, AOSLL, AOP, PO	
s.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority		



<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DC, SP, MPA, SPO, AOSLL, AOP, AOBEL, PO	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	DC, SP, MPA, SPO, AOSLL, AOP, PO	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	DC, SP, MPA, SPO, AOSLL, AOP, AOBEL, PO	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DC, SP, MPA, SPO, AOSLL, AOP, PO	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DC, SP, MPA, SPO, AOSLL, AOP, AOBEL, PO	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

## PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	DC, MPA	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DC, MPA	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	DC, MPA	

<b><u>RESIDENTIAL TENANCIES ACT 1997</u></b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.142D	function of receiving notice regarding an unregistered rooming house	MPA, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	MPA, EHO, AOBEH	
s. 142G(2)	power to enter certain information in the Rooming House Register	MPA, EHO, AOBEH	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	MPA, EHO, AOBEH	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	CEO	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	CEO	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	CEO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, DC, MPA, MF, LLO, LLO2, EHO, EMC, FOVICH, EC	
s.522(1)	power to give a compliance notice to a person	MPA, MF, EHO, EC, CEO, DC, MCS, FOVICH	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO	
s.525(4)	duty to issue identity card to authorised officers	EAG, EACEO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	MPA, MF, EHO, AOBEH, FOVICH	
s.526A(3)	function of receiving report of inspection	CEO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	MPA, MF, EHO, LLO, FOVICH	

## RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	CEO, DC, MPA, EHO	
r.11	function of receiving application for registration	MPA, EHO, AOBEH	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	MPA, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	MPA, EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MPA, EHO	
r.13(4) & (5)	duty to issue certificate of registration	MPA, EHO	
r.15(1)	function of receiving notice of transfer of ownership	MPA, EHO, AOBEH	
r.15(3)	power to determine where notice of transfer is displayed	MPA, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	MPA, EHO	
r.16(2)	duty to issue a certificate of transfer of registration	MPA, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	MPA, EHO, AOBEH	
r.18	duty to keep register of caravan parks	MPA, EHO, AOBEH	
r.19(4)	power to determine where the emergency contact person's details are displayed	MPA, EHO	
r.19(6)	power to determine where certain information is displayed	MPA, EHO	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MPA, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	MPA, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	MPA, EHO, BS	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	MPA, EHO, BS	

r.25(3)	duty to consult with relevant floodplain management authority	MPA, EHO, BS	
r.26	duty to have regard to any report of the relevant fire authority	MPA, EHO, BS	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MPA, EHO	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MPA, EHO, AOBEH	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MPA, EHO	
r.40(4)	function of receiving installation certificate	MPA, EHO, AOBEH	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MPA, EHO, SPO, PO	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	MPA, EHO	

<b><u>ROAD MANAGEMENT ACT 2004</u></b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	CEO	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	CEO	
s.11(9)(b)	duty to advise Registrar	CEO, DA, MAD, DC, MPA	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, DA, MAD, DC, MPA	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, DA, MAD, DC, MPA	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	CEO, DA	where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	CEO, DA, MAD	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	CEO, DA, MAD	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	CEO, DA, MAD	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies

s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	CEO, DA, MAD	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	CEO, DA, MAD	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	CEO, DA, MAD	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	CEO, DA	
s.14(7)	power to appeal against decision of VicRoads	CEO, DA, MAD	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, DA	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, DA	
s.15(2)	duty to include details of arrangement in public roads register	DA, MAD, MAM, GISAO	
s.16(7)	power to enter into an arrangement under section 15	CEO, DA	
s.16(8)	duty to enter details of determination in public roads register	DA, MAD, MAM, GISAO	
s.17(2)	duty to register public road in public roads register	DA, MAD	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	CEO, DA	where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	DA, MAD, MAM, GISAO	where council is the coordinating road authority

s.17(4)	power to decide that a road is no longer reasonably required for general public use	CEO, DA	where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	DA, MAD, MAM, GISAO	where council is the coordinating road authority
s.18(1)	power to designate ancillary area	DA, MAD	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	DA, MAD, MAM	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	DA, MAM, GISAO	
s.19(4)	duty to specify details of discontinuance in public roads register	DA, MAD, MAM, GISAO	
s.19(5)	duty to ensure public roads register is available for public inspection	DA, MAD, MAM, GISAO	
s.21	function of replying to request for information or advice	CEO, DA, MAD, MAM	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	CEO, DA, MAD, MAM	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	CEO, DA, MAD, MAM	
s.22(5)	duty to give effect to a direction under this section.	CEO, DA, MAD, MAM	
s.40(1)	duty to inspect, maintain and repair a public road.	DA, MAM, EC	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DA, MAM, CWC, EC	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	DA, MAD, MAM, EC	
s.42(1)	power to declare a public road as a controlled access road	DA, MAM	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	CEO, DA	power of coordinating road authority and Schedule 2 also applies



s.42A(3)	duty to consult with VicRoads before road is specified	DA, MAM	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	DA	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DA, MAM	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	DA, MAM	
s.49	power to develop and publish a road management plan	CEO, DA, MAM	
s.51	power to determine standards by incorporating the standards in a road management plan	CEO, DA, MAM	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DA	
s.54(2)	duty to give notice of proposal to make a road management plan	CEO, DA, MAM	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	CEO, DA, MAM	
s.54(6)	power to amend road management plan	CEO, DA, MAM	
s.54(7)	duty to incorporate the amendments into the road management plan	DA, MAM	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	DA, MAM	
s.63(1)	power to consent to conduct of works on road	DA, MAD, MAM, EC	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, DA, MAD, MAM, EC, CWC, TOA	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	DA, MAD, MAM	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	DA, MAD, MAM	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	DA, MAD, MAM	where council is the coordinating road authority

s.67(3)	power to request information	DA, MAD, MAM	where council is the coordinating road authority
s.68(2)	power to request information	DA, MAD, MAM	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO	
s.72	duty to issue an identity card to each authorised officer	EAG, EACEO	
s.85	function of receiving report from authorised officer	DA, MAD, MAM	
s.86	duty to keep register re section 85 matters	DA, MAD, MAM	
s.87(1)	function of receiving complaints	DA	
s.87(2)	duty to investigate complaint and provide report	DA, MAD, MAM	
s.112(2)	power to recover damages in court	CEO, DA	
s.116	power to cause or carry out inspection	DA, MAD, MAM	
s.119(2)	function of consulting with VicRoads	DA, MAD, MAM	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	DA, MAD, MAM	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	DA, MAD, MAM	
s.121(1)	power to enter into an agreement in respect of works	DA, MAD, MAM	
s.122(1)	power to charge and recover fees	DA, MAD, MAM	
s.123(1)	power to charge for any service	DA, MAD, MAM	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	CEO, DA	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	CEO, DA	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	CEO, DA	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	CEO, DA	
Schedule 2 Clause 5	duty to publish notice of declaration	CEO, DA	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DA, MAD, MAM	where council is the infrastructure manager or works manager

Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DA, MAD, MAM	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DA, MAD, MAM, EC	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DA, MAD, MAM, POD, EC, GISAO	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DA, MAD, MAM, POD, EC, GISAO	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DA, MAD, MAM, EC, POD	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	DA, MAD, MAM, EC, POD	where council is the infrastructure manager

Schedule 7 Clause 16(1)	power to consent to proposed works	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	DA, MAD, MAM, EC, POD	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DA, MAD, MAM, EC, POD	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DA, MAD, MAM, EC, POD	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	DA, MAD, MAM, EC, POD	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DA, MAD, MAM, EC, POD	where council is the responsible road authority

Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	DA, MAD, MAM, EC, POD	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)
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<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.8(1)	duty to conduct reviews of road management plan	CEO, DA	
r.9(2)	duty to produce written report of review of road management plan and make report available	CEO, DA	
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, DA	where council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	DA, MAM	
r.13(1)	Duty to publish notice of amendments to road management plan	DA, MAM	where council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	DA, MAM	
r.16(3)	power to issue permit	DA, MAD, MAM, POD, EC	where council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	DA, MAD, MAM, POD, EC	where council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	CEO, DA, MAD, MAM	where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	DA	where council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	DA, MAD, MAM, TOA, CWC, TOAM, LLO, EC, GISAO	where council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DA, MAD, MAM	where council is the responsible road authority
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	CEO, DA, MAD, MAM	

**ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	DA, MAD, MAM	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	DA, MAD, MAM	where council is the coordinating road authority



# ALPINE

SHIRE COUNCIL

*S11A. Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)*

**Alpine Shire Council**

**Instrument of Appointment and Authorisation**

***(Planning and Environment Act 1987 only)***

**October 2017**



## Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

<b>OFFICER</b>	<b>TITLE</b>	<b>NAME</b>
DC	Director Corporate	Nathalie COOKE
MPA	Manager Planning and Amenity	Clare COWDERY
PO	Planning Officer	Sam PORTER
SPO	Senior Planning Officer	Clare COWDERY
SP	Strategic Planner	<i>Vacant</i>

### **By this instrument of appointment and authorisation Alpine Shire Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the **DC, MPA, SP, SPO and SP** to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the **DC and MPA** generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Alpine Shire Council on **3 October 2017**.

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
Hereunto affixed this 3rd day of  
October 2017 in the presence of:

.....  
COUNCILLOR

.....  
Name

.....  
COUNCILLOR

.....  
Name

.....  
CHIEF EXECUTIVE OFFICER

.....  
Name



# ALPINE

SHIRE COUNCIL

*Instrument of Delegation – Special Committees*

**Alpine Shire Council**

**Instrument of Delegation**

**to**

**Bright and District Senior Citizens Centre  
Committee of Management**

**October 2017**

**Alpine Shire Council  
Instrument of Delegation  
Bright Senior Citizens Centre Committee of Management**

Alpine Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 3 October 2017 and known as the Bright Senior Citizens Centre Committee of Management (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of **Council** passed on 3 October 2017;
2. the delegation:
  - 2.1 comes into force immediately the common seal of **Council** is affixed to this Instrument of Delegation;
  - 2.2 remains in force until **31 October 2019** or unless **Council** resolves to vary or revoke it earlier; and
  - 2.3 is to be exercised in accordance with the guidelines or policies which **Council** from time to time adopts; and
3. all members of the Committee will have voting rights on the Committee with the exception of ex-officio members

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this 3rd day of October 2017 in the presence of:

.....  
COUNCILLOR

.....  
Name

.....  
COUNCILLOR

.....  
Name

.....  
CHIEF EXECUTIVE OFFICER

.....  
Name

**INDEX**

1. Objectives.....	4
2. Role of Council .....	4
3. Role of the Committee .....	4
4. Principles Governing the Management and Use of the Facility.....	5
5. Compliance with Laws .....	5
6. Term of Appointment .....	5
7. Committee Membership.....	6
8. Ex-Officio Members .....	6
9. Committee Executive.....	6
10. Committee Proceedings and Meetings.....	6
11. Report and Performance Monitoring Requirements .....	7
12. Financial Management and Outgoings.....	7
13. Council Funding .....	7
14. Major Building Works .....	8
15. Specific Powers and Responsibilities.....	8
16. Risk Management.....	8
17. Insurances.....	9
18. Powers Excluded .....	10
19. Declared Emergencies .....	10
20. Application of Funds .....	10
21. Revocation.....	11

## SCHEDULE

### 1. Objectives

- 1.1 In carrying out its functions under this Instrument of Delegation, **the Committee** shall have regard to the following objectives:
  - 1.1.1 A Centre which appeals to a wide range of community groups and which encourages active and equitable participation by all sections of the community; and,
  - 1.1.2 A Centre that operates in a financially sound way without the need for direct financial support from the **Council**.
  - 1.1.3 The development of commercial uses for the Centre provided that such uses are not in conflict with community use.

### 2. Role of Council

#### 2.1 Ownership

The role of **Council** is primarily as owner of the building and as managing authority of the land.

The ownership of the facility remains vested in **Council** as part of the property and no tenancy, estate or interest in either the property or the facility is created in **the Committee** by the execution of this Instrument of Delegation.

#### 2.2 Other roles

**Council's** other roles are to act in an advocacy and advisory capacity when necessary and to otherwise act in accordance with its Local Government responsibilities.

### 3. Role of the Committee

The role of **the Committee** is to:

- 3.1 Manage, operate and maintain the Bright Senior Citizens Centre for the community in an efficient, effective and practical manner, without involving **Council** in day to day management; and,
- 3.2 Encourage, promote and provide for the use of the Bright Senior Citizens Centre for the purpose described in Clause 1.

#### 4. Principles Governing the Management and Use of the Facility

**Council** has a policy of maximising community use of Council Community Facilities and supporting multi-use of Council Community Facilities by community based organisations.

Therefore the Bright Senior Citizens Centre is to:

- 3.1 Remain affordable and accessible to people of all ages and abilities;
- 3.2 Be developed in a planned and coordinated manner;
- 3.3 Be managed and operated in accordance with industry standards and good governance practice; and,
- 3.4 Appeal to a wide range of community groups and is used in a manner that is fair and equitable.
- 3.5 Enable use of the centre by a range of community groups and organisations.

#### 5. Compliance with Laws

**The Committee** must comply with all laws relating to the property or the use of the property.

The laws which must be complied with include (but are not limited to):

- Council local laws;
- the *Liquor Control Reform Act 1998* and any regulations made pursuant to that Act or any other law relating to the sale or consumption of liquor;
- the *Health Act 1958*;
- the *Occupational Health and Safety Act 2004*;
- the *Property Law Act 1958*;
- the *Associations Incorporation Act 1981*;
- the *Building Act 1993*;

#### 6. Term of Appointment

Appointments will be until **31 October 2019** unless otherwise extended or revoked in writing by **Council**.

## 7. Committee Membership

7.1 Membership of **the Committee** shall consist of:

7.1.1 One **Council** representative nominated by **Council**;

7.1.2 Seven Bright and District Senior Citizens representatives nominated by the Bright and District Senior Citizens; and

7.1.3 Two members of the general public.

**The Committee** representation shall consist of the Executive Committee as duly elected at **the Committee's** Annual General Meetings or such other membership as may be approved in writing by **Council** from time to time

## 8. Ex-Officio Members

Councillors of the Alpine Shire **Council** shall be ex-officio members of **the Committee** with no voting rights.

## 9. Committee Executive

Each body represented on **the Committee** shall prior to 30 June in each year submit in writing to **the Committee** the names of the representative(s) that body has appointed to **the Committee** for the following twelve month period. **The Committee** shall at its Annual General Meeting to be held in August each year, elect from its members a President, Vice President, Secretary and Treasurer.

## 10. Committee Proceedings and Meetings

10.1 Meetings and proceedings of **the Committee** shall be conducted in accordance with the provisions of the *Local Government Act 1989*, and Council's "Local Law No.1 Council Administration", covering meeting procedures as amended from time to time. Without limiting the requirements placed on **the Committee's** proceedings by such legislation and laws **the Committee** shall ensure that:

10.1.1 All meetings of **the Committee** are to be open to members of the public except where **the Committee** is empowered to close the meeting as provided for in the *Local Government Act 1989*.

10.1.2 All records of **the Committee** shall be available and open for inspection by members of the public with the exception of any specific records which may be exempted from public examination by **Council**.

10.1.3 **The Committee** shall meet on at least two occasions in each financial year including in August for the Annual General Meeting.

10.2 Members of **the Committee** who are not Councillors / Senior Officers of Alpine Shire Council are hereby exempted from the requirement to submit an ordinary register of interests return as required by the *Local Government Act 1989*.



## 11. Report and Performance Monitoring Requirements

- 11.1 Within one month of the Annual General Meeting, **the Committee** of Management must provide the **Council** with the following:
- 11.1.1 Copy of minutes of the Annual General Meeting.
  - 11.1.2 A report on the operations of **the Committee** for the previous 12 months.
  - 11.1.3 Annual financial statement of the previous 12 months prepared in accordance with Section 30 of the *Associations Incorporation Act 1981*.
  - 11.1.4 Details of the Office-Bearers for the ensuing year.
  - 11.1.5 Submit a schedule of recommended charges for entrance or use of the Centre.
  - 11.1.6 Completed Public Halls Inspection Check List
- 11.2 Within 3 months of this Agreement being signed **the Committee** must:
- 11.2.1 Submit a two year budget, if turnover exceeds or will exceed \$20,000; and
  - 11.2.2 Where annual turnover is expected to or will exceed \$20,000 **the Committee** must submit by 28 February each year an annual budget together with a schedule of user charges which reflect operating and maintenance requirements for the next annual period commencing 1 July.

## 12. Financial Management and Outgoings

**The Committee** must do all things necessary to ensure prudent and sound financial management of the facility.

**The Committee** is responsible to pay for all services supplied to the property such as water, electricity, gas, sewerage, telephone and any other similar utility charge, rate or cost.

## 13. Council Funding

**The Committee** is not precluded from making separate application to the **Council** for funding support from any Grant Scheme or other funding source offered by the **Council** or any other body from time to time. **The Committee** will be subject to terms and conditions generally applying to any funds allocated from such sources.

#### 14. Major Building Works

- 14.1 **Council** is responsible for major works and any structural changes to the property the funding for which will be subject to Council budget and agreement between **the Committee** and **Council**, on a project by project basis. No major infrastructure improvements or changes to the property are to take place without **Council** written approval.
- 14.2 Despite sub-cause 13.1 it is not intended to prevent **the Committee** from suggesting or requesting the undertaking of major works, which subject to **Council** written consent it may do at its own cost.
- 14.3 Any additions or modifications or improvements made to the property during the term of this agreement are to remain the property of **Council**.

#### 15. Specific Powers and Responsibilities

In addition to and without limiting the functions of **the Committee** under this Instrument, **the Committee** shall have the power to and be responsible for:

- 15.1 Maintenance of the Centre in accordance with Council's Policy No. 56 "Facility Maintenance Policy" as amended from time to time.
- 15.2 Engagement of contractors to perform **the Committee's** responsibilities under this delegation or Council's responsibilities in an emergency situation occurring outside **Council** hours.
- 15.3 Supervision of Contractors so engaged.
- 15.4 Where a Contractor is engaged to respond to an emergency situation, **Council** shall be notified on the next working day.
- 15.5 Promotion of the Centre.
- 15.6 Allocation of time and floor space to user groups in accordance with **Councils** Bookings Hire – General Conditions Policy, so as to achieve a balanced use of the Centre in accordance with the stated objectives.
- 15.7 The banking of monies received at the Centre within 72 hours of receipt.
- 15.8 All costs incurred by **the Committee** in the performance of its functions.

#### 16. Risk Management

**The Committee** is required to undertake risk management procedures involving:

- 16.1 Regular inspection of the Centre and its facilities to identify risk
- 16.2 Promptly reporting any risks identified to **Council**.
- 16.3 Ensuring that all hirers of the Centre or its facilities have appropriate public liability insurance.

## 17. Insurances

17.1 **Council** will be responsible for arranging the following types of insurance:

- Public Liability,
- Professional indemnity,
- Buildings / contents (Industrial Special Risks), and
- Personal Accident cover for voluntary workers.

17.2 **The Committee** is responsible to:

17.2.1 Maintain a WorkCover Policy of insurance, if required by law to do so, for any employee or person engaged who may be classified as an employee.

17.3 **Council** will offer public liability insurance cover to casual hirers of **Council** owned or controlled facilities at a cost of \$35 per hire (or as determined by **Council's** annual budget), subject to the conditions of **Council's** "Hirers of Council Owned or Controlled Facilities" Insurance Policy.

17.4 Ensure that all users hiring the property have valid public liability insurance cover of at least \$10 million. This requirement also applies to casual hirers not eligible to be covered under **Council's** "Hirers of Council Owned or Controlled Facilities" Insurance Policy.

17.5 **The Committee** must not do anything or allow anything to be done on the property which may cause any insurance policy to be invalid or avoided or cause any increase in premiums.

## 18. Powers Excluded

- 18.1 **The Committee** is not by this Instrument of Delegation empowered to do any of the following things:
- 18.1.1 Make amendments to this Instrument of Delegation. **The Committee** may propose amendments to **Council**.
  - 18.1.2 Enter into contracts, the annual value of which exceeds \$5,000, with the exception of staffing and management contracts which shall not exceed an annual value of \$35,000 and only as determined in the agreed annual budget.
- 18.2 Except as otherwise provided herein, **the Committee** does not have the power to:
- 18.2.1 Delegate its functions.
  - 18.2.2 Enter into contracts or leases for or on behalf of **Council**.
  - 18.2.3 Borrow money or obtain advances from or on behalf of **Council**.
- 18.3 **The Committee** is not by this Instrument of Delegation empowered to do any of the following things without the written approval of **Council**:
- 18.3.1 incur any banking overdraft.
  - 18.3.2 Make any alterations or additions to the facility except in accordance with Council's Policy No. 56 "Facility Maintenance Policy".

## 19. Declared Emergencies

During periods of declared emergencies, **Council** reserves the right to designate, manage and operate the facility as an Emergency Relief or Response Centre. In this situation **Council** will furthermore reserve the right to cancel (possibly at little or no notice) any existing casual or regular bookings that conflict with the dates the facility is proposed to be used for emergency relief or response purposes.

Operational and set up costs associated with the use of the facility as an Emergency Relief or Response Centre will be the responsibility of **Council**.

## 20. Application of Funds

All funds received by **the Committee** shall first be applied to the maintenance and operations of the Centre and any other expenses which may be incurred by **the Committee** in its management of the Centre. Any surplus funds in excess of \$20,000 shall be paid to the **Council**; these funds and interest earned thereon shall be held in Reserve to be used solely for major maintenance, renovation or extensions of the Centre

## 21. Revocation

This Instrument of Delegation remains in force until **31 October 2019** unless revoked or amended by **Council**. It may be revoked at any time by **Council**, if in the view of **Council**; **the Committee** is not managing the Bright Senior Citizens Centre in the best interests of user groups, the community and **Council**.

**Council** shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted following consultation between **the Committee** and **Council**.



# ALPINE

SHIRE COUNCIL

*Instrument of Delegation – Special Committees*

**Alpine Shire Council**

**Instrument of Delegation**

**to**

**Mount Beauty Recreation Reserve  
Committee of Management**

**October 2017**

**Alpine Shire Council  
Instrument of Delegation  
Mount Beauty Recreation Reserve Committee of Management**

Alpine Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 3 October 2017 and known as the Mount Beauty Recreation Reserve Committee of Management (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of **Council** passed on 3 October 2017;
2. the delegation:
  - 2.1 comes into force immediately the common seal of **Council** is affixed to this Instrument of Delegation;
  - 2.2 remains in force until **31 October 2019** unless **Council** resolves to vary or revoke it earlier; and
  - 2.3 is to be exercised in accordance with the guidelines or policies which **Council** from time to time adopts; and
3. all members of the Committee will have voting rights on the Committee with the exception of ex-officio members.

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this 3rd day of  
October 2017 in the presence of:

.....  
COUNCILLOR

.....  
Name

.....  
COUNCILLOR

.....  
Name

.....

CHIEF EXECUTIVE OFFICER

.....

Name



**INDEX**

1. Objectives.....	5
2. Role of Council.....	5
3. Role of the Committee.....	5
4. Compliance with Laws.....	5
5. Term of Appointment.....	6
6. Committee Membership.....	6
7. Ex-Officio Members.....	6
8. Committee Executive.....	6
9. Committee Proceedings and Meetings.....	7
10. Report and Performance Monitoring Requirements.....	7
11. Financial Management and Outgoings.....	8
12. Council Funding.....	8
13. Specific Powers and Responsibilities.....	8
14. Risk Management.....	9
15. Insurances.....	9
16. Powers Excluded.....	10
17. Application of Funds.....	10
18. Revocation.....	10

## SCHEDULE

### 1. Objectives

In carrying out its functions under this Instrument of Delegation, **the Committee** shall have regard to the following objectives:

- 1.1.1 A Reserve which appeals to a wide range of community groups and which encourages active participation by all sections of the community; and,
- 1.1.2 A Reserve that operates in a financially sound way with some direct support from **Council**.

### 2. Role of Council

#### 2.1 Ownership

The role of **Council** is primarily as owner of the property and as managing authority.

The ownership of the facility remains vested in **Council** as part of the property and no tenancy, estate or interest in either the property or the facility is created in **the Committee** by the execution of this Instrument of Delegation.

#### 2.2 Other roles

**Council's** other roles are to act in an advocacy and advisory capacity when necessary and to otherwise act in accordance with its Local Government responsibilities.

### 3. Role of the Committee

The role of **the Committee** is to:

- 3.1 Manage, operate and maintain the Mount Beauty Recreation Reserve for the community in an efficient, effective and practical manner, without involving **Council** in day to day management;

### 4. Compliance with Laws

**The Committee** must comply with all laws relating to the property or the use of the property.

The laws which must be complied with include (but are not limited to):

- **Council** local laws;
- the *Liquor Control Reform Act 1998* and any regulations made pursuant to that Act or any other law relating to the sale or consumption of liquor;
- the *Health Act 1958*;
- the *Occupational Health and Safety Act 2004*;
- the *Property Law Act 1958*;
- the *Associations Incorporation Act 1981*;
- the *Building Act 1993*;

## 5. Term of Appointment

Appointment will be until **31 October 2019** unless extended, revoked or amended in writing by Council.

## 6. Committee Membership

Membership of **the Committee** shall be according with the following schedule and shall consist of no more than 9 and no less than 5 representatives:

Organisation	Representation
Alpine Shire Council	1
Dederang/Mount Beauty Football Club	1
Mount Beauty Cricket Club	1
Junior Football Club	1
General Public	1 to 5

Or such other membership as may be approved in writing by **Council** from time to time.

## 7. Ex-Officio Members

Councillors of the Alpine Shire shall be ex-officio members of the Committee with no voting rights.

## 8. Committee Executive

Each body represented on **the Committee** shall prior to 30 June in each year, submit in writing to **the Committee** the names of the representative(s) that body has appointed to **the Committee** for the following twelve month period. **The Committee** shall at its Annual General Meeting to be held in July each year, elect from its members a President, Vice President, Secretary and Treasurer.

## 9. Committee Proceedings and Meetings

- 9.1 Meetings and proceedings of **the Committee** shall be conducted in accordance with the provisions of the *Local Government Act 1989*, and the Council's "Local Law No.1 Council Administration" covering meeting procedure as amended from time to time. Without limiting the requirements placed on **the Committee's** proceedings by such legislation and laws **the Committee** shall ensure that:
- 9.1.1 All meetings of **the Committee** are to be open to members of the public except where **the Committee** is empowered to close the meeting as provided for in the *Local Government Act 1989*.
- 9.1.2 All records of **the Committee** shall be available and open for inspection by members of the public with the exception of any specific records which may be exempted from public examination by **Council**.
- 9.1.3 **The Committee** shall meet on at least two occasions in each financial year including in August for the Annual General Meeting.
- 9.2 Members of **the Committee** who are not Councillors / Senior Officers of Alpine Shire Council are hereby exempted from the requirement to submit an ordinary register of interests return as required by the *Local Government Act 1989*.

## 10. Report and Performance Monitoring Requirements

- 10.1 Within one month of the Annual General Meeting, **the Committee** must provide the **Council** with the following:
- 10.1.1 Copy of minutes of the Annual General Meeting.
- 10.1.2 A report on the operations of **the Committee** for the previous 12 months.
- 10.1.3 Annual financial statement of the previous 12 months prepared in accordance with Section 30 of the *Associations Incorporation Act 1981*.
- 10.1.4 Details of the Office-Bearers for the ensuing year.
- 10.2 Within 3 months of this Agreement being signed **the Committee** must:
- 10.2.1 Submit a two year budget, if turnover exceeds or will exceed \$20,000; and
- 10.2.2 Where annual turnover is expected to or will exceed \$20,000 **the Committee** must submit by 28 February each year an annual budget which reflect operating and maintenance requirements for the next annual period commencing 1 July.

## 11. Financial Management and Outgoings

**The Committee** must do all things necessary to ensure prudent and sound financial management of the facility.

**The Committee** is responsible to pay for all services supplied to the property such as water, electricity, gas, sewerage, telephone and any other similar utility charge, rate or cost.

## 12. Council Funding

**The Committee** is not precluded from making separate application to the **Council** for funding support from any Grant Scheme or other funding source offered by the **Council** or any other body from time to time. **The Committee** will be subject to terms and conditions generally applying to any funds allocated from such sources.

## 13. Specific Powers and Responsibilities

In addition to and without limiting the functions of **the Committee** under this Instrument, **the Committee** shall have the power to and be responsible for:

- 13.1 Maintenance of the Reserve in accordance with Council's Policy No. 56 "Facility Maintenance Policy" as amended from time to time.
- 13.2 Engagement of contractors to perform **the Committee's** responsibilities under this delegation or Council's responsibilities in an emergency situation occurring outside **Council** hours.
- 13.3 Supervision of Contractors so engaged.
- 13.4 Where a Contractor is engaged to respond to an emergency situation, **Council** shall be notified on the next working day.
- 13.5 Allocation of time and floor space to user groups so as to achieve a balanced use of the Reserve in accordance with the stated objectives.
- 13.6 The banking of monies received at the Reserve within 72 hours of receipt.
- 13.7 All costs incurred by **the Committee** in the performance of its functions including payment of rates and charges where applicable
- 13.8 Submission to **Council** recommended charges for entrance to or use of the Reserve by 31 March each year for consideration by **Council** with its annual budget. **Council** will not vary the charges recommended by **the Committee** unless it is of the view that the charges place an unreasonable burden on one or more user groups or will not generate sufficient income to enable **the Committee** to meet the operating costs of the Reserve. Any variation of the recommended charges by **Council** may only occur after adequate consultation with **the Committee**.

## 14. Risk Management

**The Committee** is required to undertake risk management procedures involving:

- 14.1 Regular inspection of the Reserve and its facilities to identify risk
- 14.2 Promptly reporting any risks identified to **Council**.
- 14.3 Ensuring that all hirers of the Reserve or its facilities have appropriate public liability insurance.

## 15. Insurances

15.1 **Council** will be responsible for arranging the following types of insurance:

- Public Liability,
- Professional indemnity,
- Buildings / contents (Industrial Special Risks), and
- Personal Accident cover for voluntary workers.

But may request **the Committee** to reimburse Council for the cost of such insurance.

If **the Committee** believes other types of insurance are necessary these additional insurances are the Committee's responsibility.

15.2 **The Committee** is responsible to:

- 15.2.1 Maintain a WorkCover Policy of insurance, if required by law to do so, for any employee or person engaged who may be classified as an employee.
- 10.3 Ensure that all users hiring the Reserve have valid public liability insurance cover of at least \$10 million. This requirement also applies to casual hirers not eligible to be covered under **Council's** "Hirers of Council Owned or Controlled Facilities" Insurance Policy.
  - 10.4 **The Committee** must not do anything or allow anything to be done on the property which may cause any insurance policy to be invalid or avoided or cause any increase in premiums.

## 16. Powers Excluded

- 16.1 **The Committee** is not by this Instrument of Delegation empowered to do any of the following things:
- 16.1.1 Make amendments to this Instrument of Delegation. **The Committee** may propose amendments to **Council**.
  - 16.1.2 Delegate any of the powers, duties or functions herein delegated to **the Committee**.
  - 16.1.2 Enter into contracts, the annual value of which exceeds \$5,000, with the exception of staffing and management contracts which shall not exceed an annual value of \$35,000 and only as determined in the agreed annual budget.
- 16.2 Except as otherwise provided herein, **the Committee** does not have the power to:
- 16.2.1 Delegate its functions.
  - 16.2.2 Enter into contracts or leases for or on behalf of **Council**.
  - 16.2.3 Borrow money or obtain advances from or on behalf of **Council**.
  - 16.2.4 Set charges for entrance to or use of the Reserve.
- 16.3 **The Committee** is not by this Instrument of Delegation empowered to do any of the following things without the written approval of **Council**:
- 16.3.1 incur any banking overdraft.
  - 16.3.2 Make any alterations or additions to the facility except in accordance with the Building Facility Maintenance Policy.

## 17. Application of Funds

All funds received by **the Committee** shall first be applied to the maintenance and operations of the Reserve and any other expenses which may be incurred by **the Committee** in its management of the Reserve. Any surplus funds in excess of \$20,000 shall be paid to the **Council**; these funds and interest earned thereon shall be held in Reserve to be used solely for major maintenance, renovation or extensions of the Reserve.

## 18. Revocation

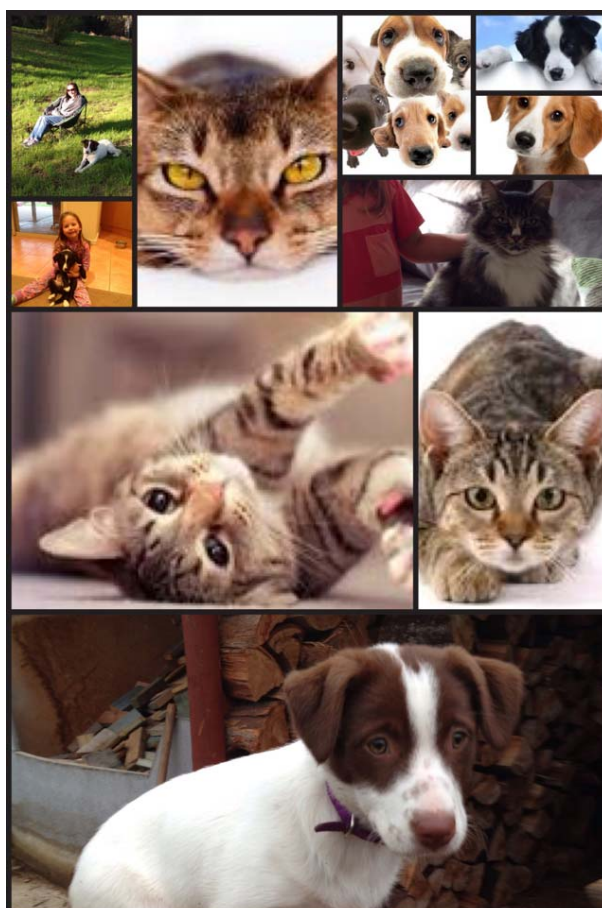
This Instrument of Delegation remains in force until 31 October 2019 unless revoked or amended by **Council**. It may be revoked at any time by **Council**, if in the view of **Council**; **the Committee** is not managing the Bright Senior Citizens Centre in the best interests of user groups, the community and **Council**.

**Council** shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted following consultation between **the Committee** and **Council**.



Alpine Shire

# ALPINE SHIRE COUNCIL DOMESTIC ANIMAL MANAGEMENT PLAN 2017-2021





## CONTENTS

<b>CONTENTS</b> .....	<b>1</b>
<b>1. DOMESTIC ANIMAL MANAGEMENT PLAN REQUIREMENTS</b> .....	<b>3</b>
<b>2. INTRODUCTION</b> .....	<b>5</b>
2.1 PURPOSE AND OBJECTIVES OF THE PLAN .....	5
2.2 PROCESS APPLIED IN DEVELOPING THIS PLAN .....	6
2.3 ABS CENSUS 2016: DEMOGRAPHIC PROFILE AND MAPPING.....	6
<b>3. TRAINING OF AUTHORISED OFFICERS</b> .....	<b>8</b>
3.1 ANIMAL MANAGEMENT STAFFING AND OPERATIONAL STRUCTURE.....	8
3.2 CURRENT AND PLANNED TRAINING .....	9
3.3 OUR PLANS .....	10
<b>4. REGISTRATION AND IDENTIFICATION</b> .....	<b>11</b>
4.1 CURRENT SITUATION - DOMESTIC ANIMAL STATISTICS AND DATA .....	11
4.2 SERVICE LEVELS .....	11
4.3 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES.....	12
4.3.1 COUNCIL'S AMENITY LOCAL LAW No 5.....	12
<b>EXTRACT OF LOCAL LAW 5</b> .....	<b>13</b>
Keeping Animals.....	13
Animal housing.....	14
Removal of animal faeces.....	14
Objectionable noises.....	14
Unleashed dogs.....	14
Declared municipal recreation reserves.....	15
<b>4.4 SUMMARY</b> .....	<b>15</b>
<b>4.5 OUR PLANS</b> .....	<b>16</b>
<b>5. NUISANCE</b> .....	<b>17</b>
5.1 CURRENT SITUATION.....	17
5.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES .....	17
5.2.1 Council local laws.....	17
5.2.2 Barking dogs .....	17
5.2.3 Cats and dogs at large .....	18

5.3	CURRENT EDUCATION/PROMOTION ACTIVITIES .....	18
5.4	SUMMARY.....	18
5.5	OUR PLANS .....	19
6.	DOG ATTACKS.....	20
6.1	CURRENT SITUATION.....	20
6.2	OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES.....	20
6.3	CURRENT EDUCATION/PROMOTION ACTIVITIES .....	20
6.4	CURRENT COMPLIANCE ACTIVITIES.....	21
6.5	OUR PLANS .....	21
7.	DANGEROUS, MENACING AND RESTRICTED BREED DOGS.....	22
7.1	CURRENT SITUATION.....	22
7.2	OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES.....	23
7.3	CURRENT EDUCATION/PROMOTION ACTIVITIES .....	23
7.4	CURRENT COMPLIANCE ACTIVITIES.....	23
7.5	OUR PLANS .....	23
8.	OVERPOPULATION AND HIGH EUTHANASIA.....	25
8.1	CURRENT SITUATION.....	25
8.2	OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES.....	26
8.3	CURRENT EDUCATION/PROMOTION ACTIVITIES .....	26
8.4	CURRENT COMPLIANCE ACTIVITIES.....	26
8.5	OUR PLANS .....	26
9.	DOMESTIC ANIMAL BUSINESSES.....	28
9.1	CURRENT SITUATION.....	28
9.2	OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES.....	28
9.3	OUR PLANS .....	28
10.	ANNUAL REVIEW AND REPORTING.....	29

## 1. DOMESTIC ANIMAL MANAGEMENT PLAN REQUIREMENTS

Under Section 68A of the Domestic Animals Act 1994, every Council must prepare a domestic animal management plan, as follows:

### **68A Councils to prepare domestic animal management plans**

- (1) Every Council must, in consultation with the Secretary (*of the Department of Economic Development, Jobs, Transport and Resources*), prepare at 4 year intervals a domestic animal management plan.
- (2) A domestic animal management plan prepared by a Council must—
  - (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
  - (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
  - (c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
    - (i) to promote and encourage the responsible ownership of dogs and cats; and
    - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
    - (iii) to minimise the risk of attacks by dogs on people and animals; and
    - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
    - (v) to encourage the registration and identification of dogs and cats; and
    - (vi) to minimise the potential for dogs and cats to create a nuisance; and
    - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
  - (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
  - (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
  - (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.

(3) Every Council must—

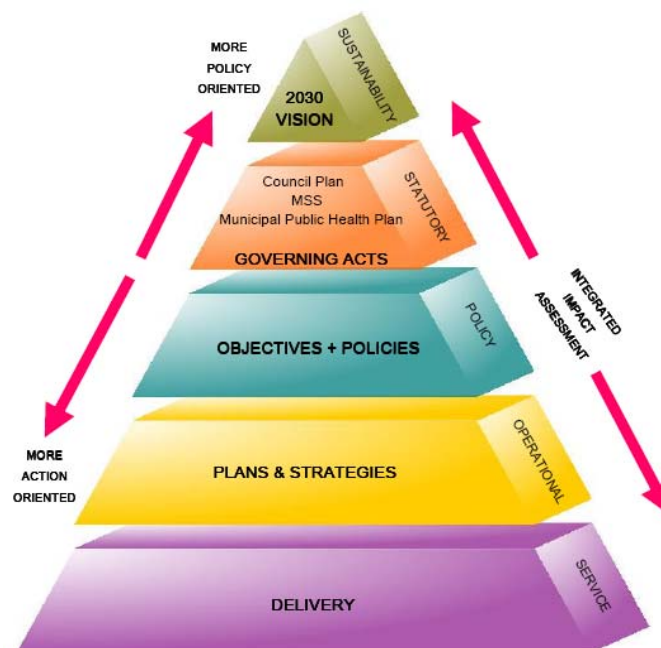
- (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
- (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
- (c) publish an evaluation of its implementation of the plan in its annual report.

## 2. INTRODUCTION

This Domestic Animal Management Plan (DAMP) has been developed by Alpine Shire Council in accordance with the requirements stipulated under Section 68A of the Domestic Animals Act 1994, as well as Council's Local Laws and relevant policies applicable to this plan. The Plan will be reviewed annually, with a major review every four years, in consultation with the Secretary of the Department of Economic Development, Jobs, Transport and Resources.

Figure 1 diagram describes Council's general model for managing policies, plans and strategies. Therefore, this plan is positioned in Council's corporate planning structure by seeking to establish a bridge between the blue and yellow shaded areas. It is anticipated that the strategic direction the plan articulates will ultimately be reflected in the Council Plan.

**Figure 1 – Alpine Shire Council Policy Management Pyramid**



### 2.1 Purpose and objectives of the Plan

The purpose of this plan is to provide Alpine Shire Council and the Alpine community with a clear and concise statement as to how animal management is administered by Alpine Shire Council by:

- Documenting current processes and practices under the Alpine Shire animal management responsibilities
- Minimising non-compliance with the Domestic Animals Act 1994
- Increasing pet owners' knowledge of the principles of responsible pet ownership and enhancing community safety and awareness
- Supporting the Domestic Animal Unit to achieve its stated objectives of reducing the numbers of dogs and cats being euthanized

- Maximising the numbers of dogs and cats that are registered in the Alpine Shire
- Reducing the harmful effect of domestic pets on the population of native birds, mammals and reptiles
- Take into account the broader community views on animal management matters
- Comply with the relevant provisions of the Domestic Animals Act 1994

## 2.2 Process applied in developing this Plan

The community and key stakeholders were invited to provide comments on the draft plan. A newspaper advertisement was put in the Alpine Observer and the Myrtleford Times to alert the community to the review of the DAMP. A Facebook post was also made to encourage the non-resident community to make a comment on the DAMP.

Local veterinary clinics, the RSPCA and the Ovens Valley Canine Club were emailed to alert them to the review of the DAMP.

The draft plan was also made available in hard copy at the three Council customer service outlets and also available on Council's Web site. Feedback has been incorporated.

## 2.3 ABS Census 2016: demographic profile and mapping

The Shire is about 300 kilometres north-east of Melbourne and 70 kilometres south of Albury/Wodonga, situated within the Hume Region. About 92% of the Shire is public land, including areas of the Alpine National Park and all of the Mount Buffalo National Park. The major economic activities of the Alpine Shire are: agriculture, horticulture, viticulture, timber, tourism and service industries.

In 2016, Alpine Shire had approximately 12,450 residents. Most of the population lives in the suburbs of Bright, Dederang, Harrierville, Mount Beauty, Myrtleford, Porepunkah, Tawonga, Tawonga South and Wandiligong. Together, these towns account for 80% of the total Alpine population. The population is most highly concentrated around the areas of Myrtleford with a population of 3215, Bright with 2397 residents and Mount Beauty with a population of 1261 residents.

Alpine Shires key features include:

- Stunning natural beauty
- Diverse and exceptional life-style with an exciting mix of culture, history and experience
- Broad range of community services
- High level of professional and health services
- Accommodation and food services is the largest employer with agriculture and retail trade following respectively
- Unemployment rate of 3.8% compared to 5.5% Country Victoria

The 2016 ABS Census population shows that Alpine Shire has a high proportion of elderly persons those aged 65 to 85 years plus than regional Victoria. This being 36.1% compared to 27.2% in regional Victoria as a whole.

Other unique features of the shire are:

- 92% Crown Land, meaning that only 8% of the Shire is rateable;
- 30% absentee land owners, generally owners of holiday properties;
- High tourism [more than one million visitors annually] and high associated service costs;

- Alpine Shire is ranked 45 out of the 79 councils in Victoria in terms of disadvantaged according to the SEIFA index.
- Very prone to natural disasters such as bushfires and floods; and,
- The major mountain resorts of Falls Creek and Mount Hotham are not part of the Alpine Shire.

The main towns in the Alpine Shire are Bright, Dederang, Harrietville, Mount Beauty, Myrtleford, Porepunkah, Tawonga, Tawonga South and Wandiligong.

### 3. TRAINING OF AUTHORISED OFFICERS

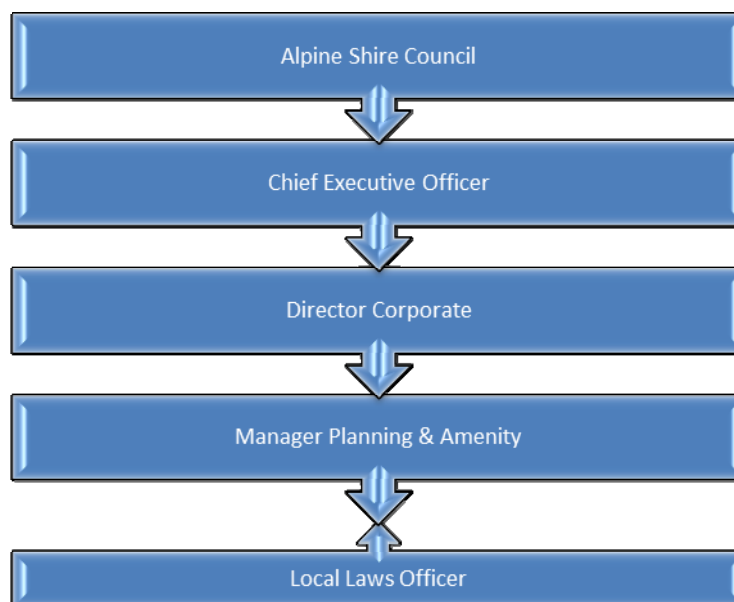
68(A)(2)(b) of the Animal Management Act 1994 outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of Domestic Animals Act 1994 in the Council's municipal district

#### 3.1 Animal management staffing and operational structure

Domestic animal management is a function of the Local Laws section of the Alpine Shire Council. Local Laws is part of the Planning and Amenity Department which is responsible for the delivery of regulatory services for the Alpine Shire Council. The Planning and Amenity department comprises statutory planning, strategic planning, building services, environmental health services and local laws. There is 12 staff delivering these services with an operational budget of \$510,000.

Local Laws has an annual expenditure budget of approximately \$81,000 and employs the equivalent of one full time person. Line management for local laws service delivery is provided by the following structure:

Figure 2 – Operation structure of local laws





## 3.2 Current and planned training

Council has undergone some structural changes since the last Domestic Animal Management Plan. This is due to changes in government funding and a change to the charge and collection of rates which forms part of Council's overall operating budget. This has meant a change to staffing levels with Council now having the equivalent of one full time staff member. These staffing levels are provided by two part time staff one operating 4 day a week and one operating 1 day a week. For training purposes this means different levels of training are required for each staff member, much of it on the job.

The Local Laws Ranger has extensive experience in providing local laws function and in handling animals suitable to meet the requirements of the Animal Management Act 1994. The membership of the North East Authorised Council Officers Association where Officers meet up twice a year, have an on-line forum to provide assistance to each other and enable joint training to take place with other councils is a valuable resource especially for smaller councils within the North East.

Below is a table that shows the training the Local Laws Ranger has had and will participate in. The other Local Laws Ranger will be provided with a training program as per the objectives set out in this Domestic Animal Management Plan.

**Table 1 – Authorised officer training**

<b>Authorised Officer Training</b>	<b>Current (2017)</b>	<b>Planned (state when)</b>
Certificate IV in Animal Control and Regulation	X	
Cert IV in Local Government (regulatory services)		2018
ACMMIC401A Implant microchip in cats and dogs	X	
<i>Department of Economic Development, Jobs, Transport and Resources – training and information days</i>	X	2017 - 2021
Driving under emergency conditions	X	
First aid training	X	2019
Animal handling and assessment	X	
Statement taking and prosecutions	X	
Restricted dog breed training	X	

Fire arms training	X	Each year for certification
DEDJTR Seminar	X	2018/2019
NE Authorised Council Officers Association	X	2017 - 2021

### 3.3 Our plans

Objective 1: Develop a training policy that clearly identifies minimum training requirements and any additional training needs that should be undertaken by Authorised Officers by November 2018.

Activity	When	Evaluation
Identify minimum training requirements in consultation with management and staff	August to October 2018	Documentation to be finalised and incorporated into an approved council training policy by November 2018
Identify additional training opportunities in consultation with management and staff	October 2019	Documentation to be finalised and incorporated into an approved council training program by November 2019
Create a database/spread sheet to record all Officers completed and proposed training	December 2018	Staff annual performance review, to ensure training goals have been reached and then log them
Create a matrix of current and required skills of each officer	October 2019	Documentation to be finalised and incorporated into an approved council training policy by November 2019

Objective 2: To provide training to all authorised officers and review annually to monitor both relevancy and completion

Activity	When	Evaluation
Ensure participation in the induction program	When an Officer start	Staff annual performance review, to ensure training goals have been reached and then log them
Develop a training program for new officers		Documentation to be finalised and incorporated into an approved council training program by November 2019

## 4. REGISTRATION AND IDENTIFICATION

68A(2)(c)(v) of the Domestic Animal Management Act 1994 outlines programs, services and strategies to encourage the registration and identification of dogs and cats and also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 4.1 Current situation - domestic animal statistics and data

Table 1 constitutes known animal management data. The table shows that a slight increase in dog registrations has taken place but registrations have declined for cats. It is difficult to attribute this data to an increase in population as the Shire has many holiday homes and therefore absentee rate payers so there may not be a correlation between increasing population and animal ownership.

**Table 2 – Animal Management Data, Alpine Shire**

	Alpine Shire Council Key Statistics	Alpine Shire Council Key Statistics
	2011/2012	2016/2017
Population	11881	12450
No. of EFT Authorised Officers	1.1	1
Hours training per officer annually	42	40
No. of Registered Dogs	2139	2143
No. of Registered Cats	601	551
No. of Registered Declared Dogs	4	12
No. of Prosecutions Completed	2	na
No. of Successful Prosecutions	2	na
No. of animals reclaimed	91	84
No. of animals collected	4	12
No. of dogs euthanized	10	5
No. of cats euthanized	89 total includes 78 feral 11 domestic	77 total includes 68 feral and 9 domestic

Therefore, the estimated dog & cat population registered within the Alpine Shire (with 5550 occupied properties) is 2143 dogs and 551 cats.

### 4.2 Service levels

The following data provides an outline of current animal management service levels provided by Alpine Shire Council.

**Table 3 – Service levels for animal management**

Program Service	Service Level
Identification and registration of dogs and cats	95% of registrations received by 1 June each year
Domestic animal complaint	Respond within 24 hours and follow up within immediate action according to urgency
Dangerous dogs complaint	Response within 2 hours or less
Pound open	38 hours per week
After hours emergency response	24 hours a day 365 days a year
Domestic animal business	Inspected and registered every year

Council's current identification and registration activities include:

- Issuing of identification tags and registration renewal notices;
- Enforcement of compulsory registration at 3 months of age;
- Compulsory micro-chipping of animals with first registration;
- Follow up of animal non-renewal registration from previous year record;
- Advertising in local papers about requirements for pet ownership and registration; and,
- Cat trap program for feral and wandering cats.

## 4.3 Our orders, local laws, Council policies and procedures

### 4.3.1 Council's Amenity Local Law No 5

Council's Amenity Local Law No. 5 (part 4) provides the guidance on animal keeping and expected behaviour of animal and owner. Council is due to review all of its local laws in 2017/2018 to ensure currency and relevancy with the community's expectations.

The following is an extract of Part 4 of the Alpine Shire Council Local Law No. 5. A full version is available on Council's website, [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au).

## Extract of Local Law 5

### Keeping Animals

An owner or occupier of property within a residential area must not without a permit keep or allow to be kept any more in number for each kind of animal than as set out in the following table:

Type of animal	Maximum number allowed in residential areas without a permit
Cats	2
cattle	0
cockatoos	2
dogs	2
domestic birds	50
domestic rabbits	10
ferrets	3
goats	0
guinea pigs	10
horses/donkeys	0
other agricultural animals	0
peacocks	2
pigeons	50
pigs	0
poultry (not including rooster)	10
reptiles	0
roosters	0
sheep	0

### **Animal housing**

The owner or occupier of any land on which animals are kept must provide housing which is adequate and appropriate in the circumstances, taking into consideration:

- a. the type of animals to be kept; and
- b. the height of the shelter; and
- c. the number of animals to be kept; and
- d. the capacity to maintain it in a sanitary and inoffensive condition; and
- e. the capacity to protect neighbours from noise from animals on the land; and
- f. any other matters considered to be relevant.

All animal housing must be maintained so that:

- a. all manure and other waste is removed and/or treated as often as necessary so that it does not cause a nuisance or offensive condition;
- b. all manure and other waste is stored in a fly and vermin proof receptacle until removed from the premises or otherwise disposed of to the satisfaction of an environmental health officer or authorised officer;
- c. the ground surrounding the housing is drained to the satisfaction of an environmental health officer or authorised officer;
- d. the area of land within 3 metres of the area or structure in which the animal is kept must be kept free from dry grass, weeds, refuse, rubbish or other material capable of harbouring vermin;
- e. all food, grain or chaff is kept in vermin proof receptacles;
- f. the area where animals are kept must be thoroughly cleaned and maintained at all times in a clean and sanitary manner to the satisfaction of an environmental health officer or authorised officer.

Penalty: Maximum 10 Penalty Units

### **Removal of animal faeces**

A person in charge of an animal must:

- a. remove any of that animals faeces that is deposited on any road or council land or land occupied by another person;
- b. dispose of the animals faeces in a manner which does not cause any nuisance or health hazard to any person or detriment to the environment.

### **Objectionable noises**

No owner or occupier of land within the municipal district shall keep or allow to be kept any animal or bird which:

- a. habitually makes an objectionable noise at unreasonable times;
- b. habitually makes on any road within the municipal district an amount of noise which is unreasonable and excessive having regard to the locality and the time;
- c. causes a nuisance by the emission of sounds.

### **Unleashed dogs**

No person shall:

- Cause, suffer or permit any dog belonging to him or in his charge or control to be brought into or remain in or upon a municipal recreation reserve, shopping centre

or any part thereof unless such dog continues to be at all times under proper control and on a chain, cord or leash

### Declared municipal recreation reserves

Jubilee Park	Myrtle Street	Myrtleford
S.K. Pearce Gardens	Kiewa Crescent	Mount Beauty
Swimming Pool Gardens & Fountain	Lakeside Avenue/Service Street	Mount Beauty
Bicentennial Park	Lakeside Avenue	Mount Beauty
Riverside Reserve	On Ovens River	Porepunkah
Centenary Park	Morses Creek/Ovens River	Bright
Howitt Park	Ovens River/Howitt Lane	Bright

## 4.4 Summary

Council has policies for the registration of domestic animals and for animals that are taken to Council's pounds. This enables Officers to trace owners or re-home animals. The information is also used for Government reporting purposes. Most administration for the registration of animals is undertaken by main reception customer service staff.

While Alpine Shire does not have a high SEIFA index it does have areas that are low socio-economic and therefore payment plans are offered for pound release, pet registration and microchipping. This makes good economic sense as staff are paid to feed animals kept in the pound over the weekend.

Council has a strong customer service ethic and where possible tries to ensure that the community are made aware of their obligations. Reminders for annual animal registrations are sent each year and followed up if Council has not been notified of an animal's demise or other change in circumstance.

The use of 'Tradify' a database system for logging customer service calls enables the Local Laws Ranger to be able to retrieve call information and make contact with the complaint quickly. This has an 'app' mode so can be used out in the field and saves the Officer coming back to the office to collect information. This therefore enables quicker action to be taken particularly in the case of dangerous dogs and potential or actual attacks or nuisance.

'Tradify' is also used by 'on-call' staff over the weekend and again provides quick access to inform and enables the Local Laws Ranger to see what has been done in his absence to enable follow ups to be made to customers or deal with animals in the Council pound.

Council does hand out a number of cat traps and many of these cats are feral cats as expected in a rural area. These traps are available for hire from local libraries ensuring that access around the Shire is provided. Feral cats cannot be rehomed and are therefore euthanized.

Council is working on renewing its 84Y Agreement with the RSPCA (in Wangaratta) for re-homing cats and dogs. This has been a good working relationship in particular as the Alpine Shire Ranger provides a shared service for inspecting animal cruelty cases with the RSPCA Inspector. This enables resources to be shared for the best outcome especially in a shire that has a large geographic area including the Alpine Resorts.

Council also uses its website to re-home animals. It places a description and photo of the animal to alert an owner of a missing animal. Council also uses its Facebook page and will look at utilising other community 'electronic notice boards' to locate owners or re-home domestic animals.

Council's other obligation is that of ensuring that dogs taken to Dinner Plain are given a permit to protect the sensitive sub-alpine environment in that area. This service is used heavily during the winter ski season. While it does not impact on Council's own domestic animal responsibilities to its community Council does want to ensure that dogs taken to this area by visitors can be found by their owners if lost.

Council is aware that dogs and cats that are not de-sexed have an inclination to wander. In this respect Council is going to try to team up with the local vets to offer a reduction in de-sexing when coupled with registration and microchipping. Many vets in the area offer monetary discounts at certain times of the year. This probably is a key area that has not been tackled in a joint manner before and it is hoped that it will encourage people to register and microchip their animals as well having them de-sexed.

## 4.5 Our Plans

Objective 1: To maximise the number of registered and identifiable domestic animals

Activity	When	Evaluation
Follow up of animal non-renewal registration from previous year's record	June every year	Record number of animals found unregistered but still with owner.
Ensure all seized and impounded animals are registered to their owner prior to release.	Prior to every release	Review annual increase in registration numbers. Review number of dogs and cats being seized and impounded who are not registered to their owner.
Increase the number of registrations by 30%	Up to 2021	Review annual increase in registration numbers
Run an education campaign on the importance of registering and microchipping	Every 2 years of the Plan	Review increases in registration numbers and microchipping numbers
Consider or run a microchipping days	Selected days during one month of every year of the plan	Review increases in registration numbers and microchipping numbers.



## 5. NUISANCE

68A(2)(c)(vi) of the Domestic Animal Management Act 1994 outlines programs, services and strategies to minimise the potential for dogs and cats to create a nuisance and also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 5.1 Current situation

Current activities relating to nuisance animals are:

- Investigating nuisance complaints in a timely manner to ensure minimal timeframes;
- Sending out barking dog formal complaint statements and barking dog log sheets with Statutory Declarations attached;
- The issuing of infringement notices for non-registration of animals;
- Report outcomes of prosecutions when appropriate regarding each area of nuisance to local media to raise awareness in the community of the benefits of preventing dog and cat nuisance;
- Issuing notices to comply, notices of objection, infringements where necessary and taking the matter to the Magistrates' Court;
- Providing cat traps to residents; and,
- Provide animal excrement bags around designated parks and streets to ensure dog owners clean up after their dogs.

### 5.2 Our Orders, Local Laws, Council Policies and Procedures

#### 5.2.1 Council local laws

Part 4 of the Alpine Shire Council Local Law No. 5 deals with the control of animals within the municipality. To minimise nuisance from domestic animals it is a Local Law that:

- No more than two dogs/cats are to be kept on a residential property without a permit; and,
- Dogs must be on leash within a municipal reserve or within a shopping district.

#### 5.2.2 Barking dogs

Council has a standard operating procedure for barking dog complaints to ensure all complaints received are handled in the same consistent matter by all authorised Officers. The procedure steps out the required processes involved to investigate the complaint, liaise with the dog owner and surrounding neighbours.

Where nuisances are found to be proven pursuant to Section 32 of the Act, Council can issue notices to the dog owner to abate the nuisance, issue infringements and/or have the matter heard in the Magistrate's Court to seek an order from the Court for the owner to abate the nuisance.

### 5.2.3 Cats and dogs at large

The Local Laws Section has developed a procedure for dealing with domestic animals found at large.

Repeat offenders for roaming or trespassing cats or dogs are issued with an infringement and must pay the relevant pound release fees. In circumstances where infringements have been issued to an owner and continued breaches occur Council may pursue the matter through the Magistrates' Court to seek an order from the Court to require the owner to carry out works to ensure the animal is not able to escape from the owner's premises.

## 5.3 Current education/promotion activities

The following activities are regularly undertaken by Council officers to minimise animal nuisance and to educate the community:

- Providing barking dog information;
- Providing information relating to building cat enclosures;
- Information provided on Council's website;
- Providing information brochures from the relevant state government department to the public;
- Regular media releases including Facebook posts on Council website;
- Encouraging the de-sexing of cats and dogs to reduce wandering and creating a nuisance;
- Encouraging dog owners to seek advice from professional dog trainers and trial barking dog citronella collars; and,
- Promote cat trapping.

## 5.4 Summary

Education and compliance activities are centred around dealing with complaints that have been received via 'Tradify' and ensure they are dealt with quickly. Education leaflets are handed out to owners to ensure they know their animals are being a nuisance and to assist them in overcoming the issue.

## 5.5 Our plans

Objective 1: Reduce nuisance complaints by 5% per year.

Activity	When	Evaluation
Provide education material about cat enclosures and nuisance issues to cat owners in registration information packs each year.	Life of plan	Number of booklets distributed and when
Assist residents with dealing with cat trespass / nuisance problems by purchasing an cat cages and provide them to local residents for trapping nuisance cats	2017-2021	Number of traps purchased Numbers hired out
Improve reduce incidents to barking dog complaints	Each year	Number of incidents and response time entered into Tradify

Objective 2: To maximise compliance with domestic animal laws, orders and regulations to reduce animal nuisance complaints.

Activity	When	Evaluation
Review existing Council Local Laws relating to dog and cat provisions, including Councils on leash areas	2017/18	Assess public feedback and comments using Tradify
Community education – via expos, brochures, handouts, social media, website	Each year	Increase in registrations and reduction in nuisance complaints
Investigate through the local laws review cat curfews across the Shire	2017/18	Inclusion of a cat curfew clause when local law no 5 is reviewed

## 6. DOG ATTACKS

68A(2)(c)(iii) of the Domestic Animal Management Act 1994 outlines programs, services and strategies to minimise the risk of attacks by dogs on people and animals and also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 6.1 Current situation

Authorised Council Officers investigate dog attack reports thoroughly.

Evidence pertaining to the incident is collated to formulate a prosecution brief. This includes taking statements from all parties involved, vet/medical reports, photographs and providing a summary with recommendations.

The brief is then reviewed by the Local Laws Officer who makes further recommendations to the Manager of Planning and Amenity in order for Council to decide on an appropriate course of action.

Possible courses of action Council can choose include:

- Infringements;
- Surrendering dog to Council for destruction;
- Menacing/Dangerous dog declaration as per the Domestic Animal Act;
- Prosecution in Magistrates' Court;
- Seek destruction/compensation orders by Magistrates;
- Seek mediation between parties; and,
- No further action.

### 6.2 Our orders, local laws, Council policies and procedures

Council's procedure for dealing with dog attacks whether on other animals or people is clear. Following an investigation a prosecution brief is prepared and a recommendation on an appropriate course of action is decided.

### 6.3 Current education/promotion activities

Council currently undertakes the following education activities to minimise the number of dog attacks within the municipality:

- Reporting outcomes of all dog attack prosecutions to local media to raise awareness in the community of the need to report dog attacks and Council's action in relation to attacks to promote responsible pet ownership;
- Media releases relating to livestock attacks;
- Providing new residents with animal registration information;
- Promoting the effective confinement and control of dogs; and,
- Promoting puppy socialisation and obedience training.

## 6.4 Current compliance activities

Dog attacks are a serious matter that is dealt with as a priority by Council staff. In dealing with dog attacks Council currently undertakes the following:

- Investigates dog attacks thoroughly;
- Seizing and holding attacking dogs pending investigation/prosecution outcome;
- Providing an afterhours service to respond to reports of aggressive or attacking dogs;
- Prosecuting matters pursuant to the Domestic Animal Act;
- Issuing infringements;
- Proactive declarations for Menacing or Dangerous Dogs;
- Seeking destruction Orders from Magistrates' Court where necessary;
- Seeking confinement Orders from Magistrates' Court for dogs continually found wandering or not confined to property; and,
- Recording data of reported dog attacks in the municipality.

## 6.5 Our plans

### Objective 1: Increase reporting of dog attacks in the community

Activity	When	Evaluation
Improve public awareness of what a dog attack is and how to report using media articles, public notices , website updates, etc.	Annually	Evaluate this activity (and overall objective) by comparing number of dog attacks reported to council pre and post campaign. Meet objective of increasing reports.

### Objective 2: Decrease the number of dog attacks across the Alpine Shire.

Activity	When	Evaluation
Publicise key dog attack prevention messages (e.g. confinement of dogs to property, leash laws etc.) through media articles, mail outs, website info, social media.	Ongoing	Compare number of reported dog attack incidents pre and post campaign.

### Objective 3: Decrease the number of dog attacks on livestock.

Activity	When	Evaluation
Run an education campaign directed at farmers regarding responsibilities of owning dogs: -Distribute booklet "Responsible ownership of working dogs"	Ongoing	Number of booklets distributed. Number of complaints received

## 7. DANGEROUS, MENACING AND RESTRICTED BREED DOGS

68A(2)(c)(vii) of the Domestic Animal Management Act 1994 outlines programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations and also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 7.1 Current situation

Alpine Shire Council has the following declared dogs currently registered within the municipality.

**Table 4: Registered dogs**

Registered restricted breed dogs	0
Registered declared dangerous dogs	3
Registered declared menacing dogs	9

The Act defines restricted breed dogs as any one of the following breeds:

- Japanese Tosa;
- Fila Brasileiro;
- dogo Argentino;
- Perro de Prasa Canario (or Presa Canario); and,
- American Pit Bull Terrier (or Pit Bull Terrier).

Owners of restricted breed dogs are required to abide by specific regulations, in particular; secure enclosures, warning signs on premises, having the dog muzzled in public and on a lead at all times, as defined by the Act and the Domestic Animals Regulations 2005 (the Regulations).

Section 34A(a) of the Act states:

*A dog is a dangerous dog if—*

*The dog is kept as a guard dog for the purpose of guarding non-residential premises.*

Owners of declared dangerous dogs must abide by the same regulations as owners of guard dogs other than the perimeter fencing requirements.

Section 41A (1) of the Act states:

*(1) A Council may declare a dog to be a menacing dog if—*

*(a) the dog has rushed at or chased a person; or*

(ab) *the dog bites any person or animal causing injury to that person or animal that is not in the nature of a serious injury.*

Alpine Shire Council currently has nine declared menacing dogs within the municipality. Owners of menacing dogs must abide by conditions specified by Council namely; when the dog is outside the premises of its owner it must be leashed at all times.

## 7.2 Our orders, local laws, Council policies and procedures

Council must register all dangerous/menacing/restricted breed dogs with the Victorian Dangerous Dog Register (VDDR). This is a database that records all declared dogs for all relevant parties to see. Any dangerous, menacing and restricted breed dog entered into the VDDR is declared for the life of the animal and cannot be revoked by Council. Microchip registries are also updated.

## 7.3 Current education/promotion activities

- Promoting the 'Dangerous Dog Hotline' (1300-101-080);
- Media releases relating to legislation/changes/updates; and,
- Providing information relating to declared dogs.

## 7.4 Current compliance activities

In dealing with restricted dog breeds and menacing and dangerous dogs Council currently undertakes the following:

- Ensuring all declared dogs are registered on the VDDR;
- Conducting inspections on premises housing declared dogs to ensure compliance;
- Seizing dogs suspected of being Restricted Breed Dogs;
- Dog declarations made where applicable;
- Prosecution/Infringements issued for any determined breach;
- Assessing suspected restricted breed dogs via the gazetted standard;
- Flagging certain breeds from registration database for assessment.

## 7.5 Our plans

Objective 1: Ensure restricted and declared dogs within the Alpine Shire are compliant and in accordance with the relevant legislation and regulations.

Activity	When	Evaluation
Random property inspections of declared dogs to ensure compliance	Annually	Review checklists as occurs
Prosecute repeat offenders or serious breaches detected	As occurs	Number of prosecutions
Educate the community about what is a declared dog	Ongoing	Review complaints received
Inspect and audit all declared dog	Ongoing	Number of premises inspections

premises annually to ensure they are following the keeping requirements		carried out
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Objective 2: Ensure certain breeds on registration database for restricted breed assessment.

Activity	When	Evaluation
Assess certain breeds with the gazetted standard for potential restricted breed dogs	On-going	Number of Restricted Breeds Declared from registration database
Cross reference microchip database information for potential restricted breed dogs requiring assessment	Annually	Number of declarations compared to number of assessments



## 8. OVERPOPULATION AND HIGH EUTHANASIA

68A(2)(c)(iv) of the Domestic Animal Management Act 1994 outlines programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats and also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### 8.1 Current situation

Table 2.4 below provides details on the number of animals impounded, euthanized and rehomed across two financial years within the Alpine Shire.

**Table 5 - Number of Animals Euthanized, Impounded and Rehomed**

<b>Category</b>	<b>2011/12</b>	<b>2016/17</b>
<b>Dogs impounded</b>	101	88
Returned to owner	87	75
Rehomed	4	8
Euthanized	10	5
<b>Cats impounded</b>	94 (78 feral and 26 domestic)	22
Returned to owner	4	9
Rehomed	1	4
Euthanized	89 (78 feral)	9 (68 feral)

The Alpine Shire Council is currently in a good position in relation to euthanasia rates of animals especially dogs. The percentage of cats euthanized will continue to be relatively high due to the amount of stray feral cats which breed out of human control.

Dog euthanasia rates are particularly low due to high rates of dogs being returned to owners. Over the last 3 years there has been a significant rise in the rate of dogs being returned to owners due to more identifiable dogs being impounded such as being micro-chipped and/or wearing Council identification. The increased rate of micro-chipped dogs is mainly due to the requirement of the Domestic Animals Act 1994, which requires all newly registered cats and dogs to be micro-chipped and the ability of the Ranger to administer microchipping.

Reduced animal euthanasia rates can also be attributed to Council's agreement with the RSPCA for any seized dogs and cats to be handed over to them as per Section 84Y of the Domestic Animals Act 1994, after the mandatory 8 days of impoundment.

## 8.2 Our orders, local laws, Council policies and procedures

Councils Local Law number 5 sets out how many and the type of animal that can be kept on a property and how animals should be housed. Therefore an owner or occupier of property within a residential area must not without a permit keep or allow to be kept any more in number for each kind of animal as set out in Local Law 5.

## 8.3 Current education/promotion activities

The following education activities are undertaken by Council to minimise the number of animals impounded:

- Promoting benefits of de-sexing to decrease wandering animals;
- Promoting 'Who's for cats?' campaign;
- Promoting appropriate pet selection for the owner and accommodation; and,
- Promoting cat enclosures and build your own cat enclosures.

## 8.4 Current compliance activities

The following compliance activities are undertaken by Council staff:

- Cat trapping program enforcement of current legislation in relation to cats found at large;
- Investigating unregistered breeding establishments;
- Micro-chipping all unregistered impounded animals prior to release to the owner; and,
- Enforcing the local laws relating to prescribed number of animals on the property.

## 8.5 Our plans

Objective 1: Encourage de-sexing by 10% annually.

Activity	When	Evaluation
Discount de-sexing days or ongoing subsidised de-sexing for pets of low income earners via agreements with the local vet clinic.	Annually	Number of animals de-sexed as part of the scheme  Cost to run scheme  Any changes in the longer term re proportion of de-sexed animals on pet registration database, proportion of impounded pets that are de-sexed etc.
Promote the benefits of de-sexing, via media, social media, website	Yearly (with additional educational and promotional	Increased in de-sexed animals known via registrations discount

	material)	
Discount registration fees for cats and dogs that are de-sexed to encourage registration of animals over 3 months of age.	Ongoing	Number of new animals registered in category yearly

Objective 2: Develop programs to assist with compliance and management of domestic animals

Activity	When	Evaluation
Increase microchipping of animals with free microchipping and registration in conjunction with de-sexing education program	Few days over one month of the year	Increase in animals microchipped and registered
Work with the RSPCA to renew Section 84Y agreement	November 2017	Agreement in place

## 9. DOMESTIC ANIMAL BUSINESSES

68A(2)(c)(ii) of the Animal Management Act 1994 outlines programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation and also addresses 68A(2)(a),(c)(i),(d),(f)

### 9.1 Current situation

Council has relatively few Domestic Animal Businesses. The total in the Shire is three. One is a breeding business and the other two are boarding kennels. All these business are registered and inspected annually.

### 9.2 Our orders, local laws, Council policies and procedures

Council regularly inspects authorised businesses to ensure they comply as well as inspecting new businesses to ensure registration.

### 9.3 Our plans

Objective 1: Annually inspect and audit all registered domestic animal businesses.

Activity	When	Evaluation
Audit DAB randomly to ensure compliance	Ongoing	Number of audits compared to number of follow ups required

## 10. ANNUAL REVIEW AND REPORTING

68A(3) of the Animal Management Act 1994 states that:

*Every Council must—*

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan*
- (b) provide the Department of Economic Development, jobs, Transport and Resources' Secretary with a copy of the plan and any amendments to the plan*
- (c) publish an evaluation of its implementation of the plan in its annual report.*

Therefore this Domestic Animal Management Plan will be evaluated annually against the activities and in line with the objectives as stated to assess whether any amendments are necessary in order to ensure the plan is relevant and addresses legislative requirements and meets community expectations. It will describe any changes that will be made to the stated activities to ensure they meet the objectives. Moreover, it will identify what has not been done and if it planned for action in the future. An evaluation of the activities success or otherwise will also be captured.

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 29 August 2017  
**Location:** Committee Room, Bright Office  
**Start Time:** 3.00pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

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

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>
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
- Nil Gully Drainage Strategy
- Asset Development 2017/17 project delivery vs budget update
- Draft Governance and Risk Framework
- Ordinary Council Meeting agenda review

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 5 September 2017  
**Location:** Committee Room, Bright Office  
**Start Time:** 5.00pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

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

**Councillor and staff apologies:**

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

**1. Conflict of interest disclosures**

- Nil

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

- Nil

**3. Matters considered**

- Councillor only time
- Preliminaries
- Ordinary Council Meeting agenda

**RECORD OF ASSEMBLY OF COUNCILLORS**

**Meeting Title:** Briefing Session  
**Date:** 19 September 2017  
**Location:** Committee Room, Bright Office  
**Start Time:** 3.00pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Ron Janas	Mayor	Charlie Bird	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:**

<b>Name</b>	<b>Position</b>
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
- Domestic Animal Management Plan – review 2017
- Street naming and numbering (Standish Street)
- Memorial Bench
- AusNet Community Development Fund
- Destination Marketing (including Tourism North East and Council activity)
- Dinner Plain Services contract
- Myrtleford Library funding