



ORDINARY COUNCIL MEETING

MINUTES

M12 – 5 December 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 December 2017** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr Ron Janas - Mayor

Cr Sarah Nicolas – Deputy Mayor

Cr John Forsyth

Cr Tony Keeble

Cr Kitty Knappstein

Cr Peter Roper

Cr Daryl Pearce

OFFICERS

Mr Charlie Bird – Chief Executive Officer

Ms Nathalie Cooke – Director Corporate

Mr Will Jeremy – Director Assets



AGENDA

1	RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS	378
2	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, and RECOGNITION OF ALL PEOPLE	378
3	CONFIRMATION OF MINUTES.....	378
3.1	ORDINARY COUNCIL MEETING – M11	378
4	APOLOGIES.....	378
5	OBITUARIES / CONGRATULATIONS.....	378
6	DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST.....	379
7	PUBLIC QUESTIONS ON AGENDA ITEMS	379
8	PRESENTATION OF REPORTS BY OFFICERS.....	380
8.1	CHIEF EXECUTIVE OFFICER – CHARLIE BIRD	380
8.1.1	Alpine Shire Council 2018 Schedule of Ordinary Council Meetings	380
8.2	DIRECTOR ASSETS – WILLIAM JEREMY	383
8.2.1	Contract 1707201: Resealing Kiewa Valley (2017-18) - Sprayseal	383
8.2.2	Contract 1709501: Pavement Renewal Program 2017/18	386
8.2.3	Dinner Plain Winter Bus Service 2018-2021	388
8.2.4	Provision of Contracted Snow Clearing Services at Dinner Plain Village	391
8.3	DIRECTOR CORPORATE – NATHALIE COOKE.....	395
8.3.1	Appointment of Councillors to represent Council on Committees and Boards	395
8.3.2	Finance Report Quarterly Review	400
8.3.3	Proposed Sale of Land and Buildings Contained in Lot 2 Plan of Subdivision PS344761E known as "Lyndhurst"	403
8.3.4	Health and Safety Policy	406
9	ASSEMBLY OF COUNCILLORS.....	410
10	GENERAL BUSINESS.....	411
11	MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN.....	411
12	RECEPTION AND READING OF PETITIONS	412
12.1	Petition – Christmas decorations for Bright	412
13	DOCUMENTS FOR SEALING.....	413



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 – M11

Cr Knappstein

Cr Keeble

That the minutes of Ordinary Council Meeting M11 held on 14 November 2017 as circulated be confirmed.

Carried

4 APOLOGIES

Nil

5 OBITUARIES / CONGRATULATIONS

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

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

Nil

7 PUBLIC QUESTIONS ON AGENDA ITEMS

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

Questions on Notice can be written or from the floor.

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



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Alpine Shire Council 2018 Schedule of Ordinary Council Meetings

File Number: 662.01

INTRODUCTION

This report seeks Council's endorsement of the proposed ordinary meeting schedule of Council for the 2018 calendar year. The time of the meetings will remain unchanged. The location of the meetings is as per the table below.

Cr Roper

Cr Pearce

That Council:

1. *Endorse the ordinary meeting schedule for the first Tuesday of each month in 2018 except January and November according to the following schedule:*

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<i>January, NO MEETING</i>	<i>N/A</i>	<i>N/A</i>
<i>6 February 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>6 March 2018</i>	<i>7pm</i>	<i>Myrtleford</i>
<i>3 April 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>1 May 2018</i>	<i>7pm</i>	<i>Mount Beauty</i>
<i>5 June 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>3 July 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>7 August 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>4 September 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>2 October 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>13 November 2018</i>	<i>7pm</i>	<i>Bright</i>
<i>4 December 2018</i>	<i>7pm</i>	<i>Bright</i>

2. *the November 2018 ordinary meeting of Council be held on the second Tuesday of November.*
3. *notice of Council's 2018 ordinary meeting schedule; be published on Council's website.*
4. *notice of any changes required to the 2018 ordinary meeting schedule be given at least two weeks prior to the revised date and published on Council's website and in a locally circulating newspaper.*

Carried



BACKGROUND

Section 83 of the *Local Government Act 1989* (the Act) provides for Council to hold 'ordinary meetings at which general business of the Council may be transacted'.

Council historically holds its ordinary meetings on the first Tuesday of the month (except public holidays) commencing at 7pm. Meetings are generally held Council Chambers in Bright unless by request from the community to be held elsewhere.

ISSUES

January meeting

Council has historically only scheduled and held 11 ordinary meetings throughout any given year with no ordinary meeting scheduled in January. It is proposed that this arrangement be continued in 2018 in order to accommodate councillor and staff leave over the Christmas, New Year and school holiday period.

Timing of November meeting

Council's regular ordinary meeting cycle is the first Tuesday of the month at 7pm. This schedule clashes with the Melbourne Cup public holiday, which falls on the first Tuesday of November. Since 2014, council has held the November meeting on the second Tuesday of November. It is proposed that the second Tuesday of the month be continued for the 2018 November ordinary meeting of Council.

This arrangement provides consistency for councillors and executive who traditionally meet on a Tuesday and it also provides for the many staff, and councillors, who take the opportunity of the shorter week, due to the Melbourne Cup Day public holiday, to take leave.

Alternative locations

Council has received a request from the Upper Kiewa Valley Community Association to host its meeting on an annual basis in Kiewa Valley. The group has requested that the May ordinary meeting be held in the Kiewa Valley. Council is happy to comply with the request to hold its meetings in alternative locations if this is what the community requires and provided that sufficient notice is given for Council to comply with its statutory requirements. It is also recommended that March ordinary meeting be held in Myrtleford.

Special meetings of Council

Section 84 of the *Local Government Act 1989* provides for either:

- the Mayor or at least three councillors by written notice; or
- the Council by resolution to call a special meeting of Council.

When calling for a special meeting of Council, the date and time of the meeting and the business to be transacted at the meeting must be specified. On this basis a schedule for special meetings of Council cannot be prepared.

**POLICY IMPLICATION**

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

- A high performing organisation.

CONCLUSION

Councillors and the community are familiar with the proposed meeting schedule and its adoption is recommended.

DECLARATION OF CONFLICT OF INTEREST

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

- Executive Assistant to CEO

ATTACHMENT(S)

- Nil



8.2 DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Contract 1707201: Resealing Kiewa Valley (2017-18) - Sprayseal

File Number: CT17072

INTRODUCTION

This report relates to the award of the Alpine Shire Council's Resealing Kiewa Valley (2017-18) - Sprayseal Tender. Council undertakes road resealing each year as part of its local roads renewal program.

Cr Roper

Cr Pearce

That Council:

Awards Contract No. 1707201 for "Resealing Kiewa Valley (2017-18) - Sprayseal" to GW & BR Crameri Pty Ltd for the lump sum price of \$327,324.44 + GST.

Carried

BACKGROUND

The 2017-18 resealing program is based in the Kiewa Valley and resealing will be carried out in Mt Beauty, Tawonga South, Gundowring, Upper Gundowring, Dederang and Kancoona. A total road area of approximately 75,000 m² (11.8 km in length) is scheduled to be resealed this year.

The 2017-18 resealing program will be completed as two separate contracts; one for Sprayseal works and one for Asphalt Overlay works. This report relates only to the Sprayseal works.

The Invitation to Tender was advertised in the Herald Sun, the Border Mail, Tenders.Net and Alpine Shire Council websites on 18 October 2017.

The Tender documents were downloaded by 12 prospective tenderers and five submissions were received, four of which were conforming offers.

EVALUATION

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

The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

- Price
- Qualifications and Previous Performance
- Delivery
- Social



The evaluation panel assessed that the tender from GW & BR Crameri Pty Ltd best met the selection criteria and achieved the overall highest assessment score.

The contractor is known by the evaluation panel and has a track record of completing similar projects to an acceptable standard. The evaluation panel is confident that the contractor has the capability and experience to fulfil the requirements of this contract.

The Resealing Kiewa Valley Tender is a Lump Sum contract based on a reference seal design for the scheduled road reseals, with a Schedule of Rates component for the actual quantity of bitumen used. The bitumen application rate needs to be calculated for specific factors relevant to each road at the time of application, including up to date traffic counts, material properties of the sealing aggregate and surface condition of the road. Council officers will approve the final seal designs which will form a hold point in the contract. Hence, the amount payable under the contract will depend on the actual bitumen application rate nominated in the final seal designs and may be slightly less or more than the awarded contract price.

Reinstatement of line marking is included within the scope of works and will be completed by the contractor following resealing works. Line marking works will be completed based on a schedule of rates provided as part of the tender.

ISSUES

The works have been planned to avoid the busiest period of the summer holidays and to be completed prior to end March 2018 after which the risk of poor weather increases.

The works involve a large crew and intensive heavy vehicle and plant movements at multiple locations, therefore a high standard of traffic management and site safety is required by the Contractor.

POLICY IMPLICATIONS

The tender was advertised and evaluated in accordance with Council's Procurement Policy.

This recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-21:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

The "Resealing Kiewa Valley (2017-18) - Sprayseal" contract is funded by Alpine Shire Council's Resealing Kiewa Valley (2017-18) project budget. There is sufficient budget to award this contract.

The contract value has been set at \$327,324.44 + GST which has been calculated based on the reference seal designs and rates provided by the recommended tenderer. This value is inclusive of an allowance for line marking works.

**CONCLUSION**

Acceptance of the tender from GW & BR Cramer Pty Ltd is considered to be 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.

- Director Assets
- Acting Manager Asset Development
- Project Engineer

ATTACHMENT(S)

- Nil



8.2.2 Contract 1709501: Pavement Renewal Program 2017/18

File Number: CT17095

INTRODUCTION

This report relates to the award of the Alpine Shire Council's Pavement Renewal Program 2017/18 Tender. Council regularly undertakes pavement renewal works by a process of in-situ stabilisation and sealing to repair and prolong the life of the road network.

Cr Pearce

Cr Roper

That Council:

Awards Contract No. 1709501 for "Pavement Renewal Program 2017/18" to Country Wide Asphalt for the lump sum price of \$165,000 + GST.

Carried

BACKGROUND

Council conducts regular asset maintenance inspections across its road network. A range of road pavement defects were identified and prioritised during recent inspections under Council's asset management process. These defects require rehabilitation through stabilisation and emulsion primer-sealing.

A list and online map of identified defects was included in the tender documents which shows location and defect size information. The list contains Priority 1 (5,576m²) and Priority 2 (7,234m²) defects.

The Invitation to Tender was advertised in the Border Mail on 28 October 2017 and on Tenders.Net and the Alpine Shire Council websites.

The tender documents were downloaded by 11 prospective tenderers, however only one response was received by the closing date.

EVALUATION

The tender submission received from Country Wide Asphalt has been evaluated for compliance with the specification requirements. The tendered rate has been benchmarked against Council's in-house cost estimate which was prepared prior to issuing the Request for Tender, against previous rates awarded for similar work, and against recent road rehabilitation contract awards to other councils.

Council's previous experience with Country Wide Asphalt has been acceptable, and reference checks have returned consistently positive feedback.

Based on the rates submitted by the tenderer, Council will be in a position to address all of the Priority 1 defects and approximately 16% of Priority 2 defects. Priority 2 defects not addressed during the 2017/18 pavement renewal program will be carried forward to be addressed during 2018/19.



ISSUES

The Priority 1 defects coincide with the areas scheduled for resealing in this year's resealing program in the Kiewa Valley. It is critical that the Priority 1 defects are addressed ahead of the resealing program commencing. Country Wide Asphalt has confirmed their ability to complete the Priority 1 works by the end of January 2018, leaving sufficient time to undertake the resealing program before the risk of unsuitable weather increases.

POLICY IMPLICATIONS

The tender was advertised and evaluated in accordance with Council's Procurement Policy.

This recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-21:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

The "Pavement Renewal Program 2017/18" contract will be funded by Alpine Shire Council's pavement renewal 2017/18 project budget. There is sufficient budget to award this contract.

CONCLUSION

Acceptance of the tender from Country Wide Asphalt for the 2017/18 pavement renewal works is considered to be 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.

- Director Assets
- Acting Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



8.2.3 Dinner Plain Winter Bus Service 2018-2021

File Number: CT 17073

INTRODUCTION

This report relates to the award of a contract for the provision of a shuttle bus service between Dinner Plain and Mount Hotham for three seasons commencing in 2018.

Cr Pearce

Cr Nicholas

That Council:

Awards Contract No. 1707301 for "The Provision of a Seasonal Shuttle Bus Service between Dinner Plain and Mount Hotham" to Alpine Spirit Pty Ltd for a three (3) year term with the option of one three (3) year extension, a 2018 winter season price of \$153,500 + GST, and with the contract price to be adjusted annually for CPI.

Carried

BACKGROUND

The three year contract for the operation of a seasonal bus service between Dinner Plain and Mount Hotham came to conclusion at the end of the 2017 ski season.

Mount Hotham Resort Management Board (MHRMB) operates intra-village services for the Hotham village throughout winter.

With the aim of finding efficiencies across both services, Council and MHRMB jointly tendered the Hotham intra village services and the Dinner Plain to Hotham bus service.

The process commenced early in 2017, with a call for Expressions of Interest to operate both services. Five parties registered their interest and were invited to visit the sites to discuss the required services with Council and MHRMB representatives. Five of those interested parties submitted Expressions of Interest with four of these subsequently being invited to tender for the services, and to view both service operations over the 2017 winter period.

Tender documents were prepared and provided to the four interested parties. This process was run throughout September 2017.

While the joint tender process was underway, Council also undertook a tendering process for the Dinner Plain to Hotham bus service as a stand-alone service as there was a risk that MHRMB may resolve not to outsource the intra-village Hotham bus services if cost efficiencies could not be achieved by the service being outsourced.

The standalone tender was advertised in local and national newspapers, on Tenders.net and the Alpine Shire Council website. The tender documents were downloaded by nine potential tenderers.



The tendering processes provided the following results:

- Three tenders were received to operate the Hotham intra village bus services and the Dinner Plain to Hotham bus services; and
- Four tenders were received to operate the Dinner Plain to Hotham services only.

EVALUATION

Evaluation of the joint tenders was undertaken by representatives from MHRMB and Council to determine whether the joint tendering process would progress to a recommendation to MHRMB to resolve to outsource their services. Council representatives in this evaluation process were the Manager Economic and Community Development and Director Assets.

The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

- Price
- Experience and capacity
- Methodology and innovation
- Risk

Tenders received to operate both services offered better value for Council than tenders received to provide standalone delivery of the Dinner Plain to Mount Hotham service.

Both parties agreed that Alpine Spirit Pty Ltd best met the selection criteria.

ISSUES

MHRMB charges Council a gate entry fee for visitors who travel into Mount Hotham using the Dinner Plain to Mount Hotham bus service. MHRMB increased the gate entry fee to \$72,000 in 2017 and has advised that this fee will increase to \$80,000 for 2018 onwards, assuming the same patronage numbers as 2017.

A three-year agreement has been reached with the Mount Hotham Skiing Company to pay \$80,000 per year for the use of the Dinner Plain to Mount Hotham bus service. This payment has been increased from \$60,000, and from 2018 will be payable directly to Council rather than to the bus operator.

Continued receipt of a \$25,000 subsidy for the bus service from the Department of Training and Education (DET) has not yet been confirmed.

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:

- A thriving and connected community.



FINANCIAL AND RESOURCE IMPLICATIONS

The net cost of delivering the Dinner Plain to Mount Hotham bus service for the 2017 winter season was \$202,000, comprising a contract cost of \$120,000, gate entry fees of \$72,000 paid under a separate agreement to the MHRMB, plus additional promotional and bus branding costs. Under the previous contract, which concluded at the end of the 2017 winter season, the bus contractor sought payment directly from stakeholders to assist with the operation of the service.

The net cost of delivering the Dinner Plain to Mount Hotham bus service for the 2018 winter season is anticipated to be \$128,500 under the proposed contract award to Alpine Spirit Pty Ltd. This figure comprises a contract cost of \$153,500 in addition to gate entry fees to MHRMB estimated to be \$80,000 based on 2017 patronage. This expenditure will be offset by payment from the Mount Hotham Skiing Company (\$80,000) and from the Department of Education and Training (\$25,000). The payment from the Department of Education and Training has not yet been confirmed.

CONSULTATION

Consultation with major stakeholders, rate payers, business owners and residents has been ongoing, including the Mount Hotham Skiing Company, Bright P12 College and the MHRMB.

CONCLUSION

Following a comprehensive Tender evaluation assessment and reference checks, the Tender from Alpine Spirit Pty Ltd 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:

- Director Assets
- Manager Economic and Community Development

ATTACHMENT(S)

- Nil



8.2.4 Provision of Contracted Snow Clearing Services at Dinner Plain Village

File Number: 01821.00

INTRODUCTION

This report relates to the award of Contract 1707402 for the provision of snow clearing services at Dinner Plain Village.

Cr Nicholas

Cr Pearce

That Council:

- 1. Awards Contract No. 1707402 'Provision of Contracted Services at Dinner Plain Village' to GF & AM Peterson for snow clearing services for a five (5) year term with the option of one five (5) year extension, and a year 1 price of \$149,500 + GST, with the contract price to be adjusted for CPI annually on the anniversary of the Contract.*
- 2. Sells Council's snow blower to GF & AM Peterson for the one-off lump sum price of \$8,000 + GST.*

Carried

BACKGROUND

At the October 2007 Council meeting, Council awarded Contract 0702801 for the 'provision of maintenance, waste and recycling services at Dinner Plain' to GF & AM Peterson. The contract was awarded for an initial five-year term through to 30 November 2012 with an option for a five-year extension. The scope of maintenance under this contract included snow clearing.

At Council meetings in September 2012 and November 2015 the contract term was subject to two extensions totalling five years, through to the current expiry date of 30 November 2017.

In August 2017 Council advertised a tender for 'The Provision of Contracted Services at Dinner Plain Village.'

The scope of the services to be provided under the contract includes:

- Village maintenance works (including grass maintenance, stormwater drain maintenance, roads and carpark maintenance, signs and street lighting maintenance and street furniture maintenance);
- Waste management (collection, transfer and disposal of general and recyclable materials);
- Grooming of Nordic Trails and the Pea Shooter toboggan slope; and
- Snow clearing of roads and car parks.



The invitation to tender was advertised in the Border Mail on 19 August, Alpine Observer/Myrtleford Times and Herald Sun on Wednesday 23 August and on the Tenders.net and Alpine Shire Council websites.

Following a public tender process, at the October 2017 Council meeting a Contract was awarded to GF & AM Peterson for maintenance, waste management and snow grooming services in Dinner Plain. A recommendation carried in this Council meeting is that Council:

"Continues to work with the shortlisted tenderers to establish a cost-effective model for delivery of snow clearing services, and presents a recommendation to award a Contract for this service to the December 2017 Ordinary Council Meeting."

EVALUATION

Through a series of tender clarification meetings held subsequent to the October 2017 Council meeting, alternative scenarios have been explored for ownership of Council's snow blower, and for the use of different snow blade technology.

The shortlisted tenderers were requested to submit revised tenders for the snow clearing service based on the following scenarios:

1. Continuing to provide the service as delivered during the 2017 winter season; Council continues to own the snow blower and lease it to the contractor, and snow clearing is carried out with a fixed solid blade.
2. Ownership of the snow blower is transferred to the contractor, and the contractor delivers the snow clearing service with a hydraulically operated blade with wings and 'breakaway edges'. 'Soft-edged' blades are not mandatory.

Following the assessment by the evaluation panel it was determined that for the provision of snow clearing services, the non-conforming tender from GF & AM Peterson which corresponds to scenario 2 above best met the selection criteria and could be demonstrated to offer the best value option for Council.

ISSUES

Snow Blower

Council's snow blower is 15 years old and nearing the end of its service life. Under the current contract, the snow blower is leased to the contractor, with maintenance costs paid by Council. Maintenance costs are variable, and over the last season was \$15,000. Council is also responsible for the replacement of the snow blower when it reaches the end of its service life, and the estimated cost of replacement is \$200,000.

In their tender, GF & AM Peterson has proposed to purchase Council's snow blower for a lump sum price of \$8,000, and to take on responsibility for maintenance of the equipment and for replacement, should this become necessary during the term of the contract.

Council has evaluated this proposal, including seeking alternative proposals for the sale of the snow blower, and considers that this proposal presents best value for Council.

**Snow clearing blade**

The snow clearing service has been delivered under the current contract with a fixed steel blade. The Request for Tender specified that 'snow clearing equipment must be "soft-edged" to minimise the potential to damage roadways and road furniture.'

Soft-edged blade technology has been assessed, and based on the extent of concrete surfaces which require clearing in Dinner Plain; very high rates of blade wear are anticipated. As a result, the use of soft-edges blades is not considered to be economical for delivering this service.

Hydraulically operated wing blades with 'breakaway edges' are currently in use for snow clearing in both Falls Creek and Mount Hotham. This technology has been evaluated, and it is considered it will improve the way in which the snow clearing service can be delivered in Dinner Plain.

POLICY IMPLICATIONS

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

The recommendations are in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Infrastructure and open space that our community is proud of.

FINANCIAL AND RESOURCE IMPLICATIONS

The 2017 cost for the delivery of snow clearing under the current contract is \$123,574. In addition to this amount, Council has paid \$15,000 for maintenance of the snow blower, and received lease income of \$2,491. The net cost to Council of this service was therefore \$136, 083.

The 2018 cost under the recommended contract will be \$149,500, with the contractor responsible for maintenance and no lease income accruing to Council. This represents an increase in the annual net cost to Council of \$13,417.

Council will also receive a lump sum payment of \$8,000 for sale of the snow blower to the contractor.

There is sufficient allocation within the applicable 2017/18 budgets for Dinner Plain snow clearing services to deliver the planned scope through award of this contract.

The contract will incorporate a CPI adjustment to be applied annually on the anniversary of the contract.

CONSULTATION

The standards of service to be delivered through this contract have been established taking into account feedback received from the Dinner Plain community throughout the period in which the current contracted services have been delivered.



Extensive engagement has taken place with the existing provider of these services in Dinner Plain, in order to ensure that the current method of delivering these services is understood, and that opportunities to either improve service delivery or reduce the cost of the service have been explored and captured appropriately within the Tender documentation.

Consultation with internal staff was undertaken to collect and analyse data arising from delivery of the current services under the existing contract, to determine the capabilities of potential alternative service providers, and to evaluate the risks associated with different contracting arrangements for delivery of the required services.

The delivery of this service was benchmarked against industry standards for snow clearing within Victoria. This assessment considered various service delivery options.

CONCLUSION

Following a comprehensive tender evaluation, the tender from GF & AM Peterson is considered to present the best value option for Council for the provision of snow clearing services in Dinner Plain Village.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Maintenance
- Manager Economic and Community Development
- Project Manager

ATTACHMENT(S)

- Nil



8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Appointment of Councillors to represent Council on Committees and Boards

File Number: 615.00

INTRODUCTION

Council operates and participates on a range of special, advisory and external committees and groups. Council's appointment of councillors to the various committees and groups will enable good governance and decision making for following year.

Cr Roper

Cr Nicholas

That:

- Councillors be appointed as Council's delegate on the following groups and committees (non-executive):*

<i>Committee</i>	<i>2016/17 representative</i>	<i>2017/18 representative</i>
<i>Municipal Association of Victoria</i>	Mayor (Deputy Mayor as substitute)	Mayor (Deputy Mayor as substitute)
<i>Hume Region Local Government Network</i>	Mayor (Deputy Mayor as substitute)	Mayor (Deputy Mayor as substitute)
<i>Alpine Shire Council – Audit Committee</i>	Cr Nicholas and Cr Knappstein	Cr Nicholas and Cr Knappstein
<i>Alpine Shire Council – Finance Committee</i>	Cr Nicholas and Cr Knappstein	Cr Nicholas and Cr Knappstein
<i>Alpine Shire Council – Municipal Emergency Management Planning Committee</i>	Cr Knappstein	Cr Knappstein



<i>Alpine Shire Council – Community Resilience Committee</i>	Cr Knappstein	Cr Knappstein
<i>Alpine Children's Services Inc.</i>	Cr Keeble	Cr Keeble
<i>Alpine Alliance (between Council and Alpine Health)</i>	Cr Knappstein	Cr Knappstein

2. Council consider whether to appoint a Council delegate to the following groups (non-executive):

<i>Committee</i>	<i>2016/17 representative</i>	<i>2017/18 representative</i>
<i>North East Waste and Resource Recovery Group (Forum)</i>	No appointment in 2016 (Cr Janas was previously on the NEWRRG Board)	Cr Nicholas
<i>Lake Buffalo Land and On Water Management Plan Implementation Group</i>	Cr Nicholas	Cr Nicholas
<i>National Timber Councils Association</i>	No appointment in 2016	Cr Pearce



3. Council note the following Councillor appointments made by external organisations

<i>Committee</i>	<i>Appointee</i>
<i>Municipal Association of Victoria – Board (Executive)</i>	Cr Janas <i>(term expires March 2019) – elected by NE Victorian Councils</i>
<i>Mount Buffalo Destination Advisory Group (Non-Executive)</i>	Cr Janas
<i>MAV Emergency Management Reference Group</i>	Cr Janas, Cr Knappstein
<i>MAV Environment Committee</i>	Cr Nicholas

Carried

BACKGROUND

Council Representation

Councillor representation on committees is required for Council's own committees / groups, as well as other external committees.

In addition to discretionary appointments, Council's Mayor holds executive positions on committees / boards / groups as the regional representative. These are non-discretionary appointments, and are discussed later in this report.

Appointments

Delegate and committee appointments are focussed on councillors' experience and areas of interest and in some cases appointments may be made on the basis of maintaining consistency.

ISSUES

Roles and Responsibilities

The roles and responsibilities of councillors will vary depending on the position they are appointed to and it is important that this is understood.

External Legal Entities

Where a councillor or an officer is nominated to the board or executive of a separate legal entity, the nominee may take on fiduciary responsibilities in accordance with the *Corporations (Victoria) Act 1990*, and they are required to act in the best interests of that company or entity.



Council Advisory Committees

There is no formal decision making that can be made in an advisory capacity on behalf of Council, but rather, recommendations arising from the deliberations of the committee may be presented to Council for consideration, deliberation and final adoption.

Responsibilities

Regardless of the type of appointment, councillors are bound by their Code of Conduct and must comply with requirements relating to:

- Declaring conflicts of interest.
- Maintaining confidentiality of information.
- Recognising and abiding by their extent of authority i.e. not making decisions on behalf of Council.

Non-discretionary appointments

Council's representative on the Municipal Association of Victoria and the Hume Region Local Government Network is the Mayor. These appointments are not discretionary and the tenure is dependent on the length of term of Mayor.

POLICY IMPLICATIONS

The proposed councillor committee representation is consistent with the following Strategic Objective in the Council Plan 2017-2021:

- A high performing organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

Councillors are paid an annual allowance and do not receive additional payments for their involvement on council-appointed committees, with the exception of the MAV Board. Resourcing of councillors attending meetings and participating in the activities of these committees is supported by Council's annual budget.

CONSULTATION

Once Council has appointed its representatives, appropriate communication actions will be undertaken.

**CONCLUSION**

Appointment of councillors as Council's representative on its own advisory committees and project / working groups as well as external entities, associations, advisory and advocacy groups committees must now be made.

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.

- Governance Officer

ATTACHMENT(S)

- Nil



8.3.2 Finance Report Quarterly Review

INTRODUCTION

The purpose of this report is to note the Finance Report Quarterly Review for the period ending 30 September 2017.

Cr Keeble

Cr Roper

That Council:

Notes the Finance Report Quarterly Review for the period ending 30 September 2017.

Carried

ISSUES

Background

The purpose of the Finance Report Quarterly Review is to provide a summary of how Council is tracking to its full year 2017/18 budget as at the end of the quarter.

Contents include:

- Income Statement
- Balance Sheet
- Cash Balance
- Departmental Income / Expenditure Summary.

Explanations are provided for variances greater than \$100,000.

The report has been prepared as required under section 138 of the *Local Government Act 1989* and has not been audited. The report is presented to the Finance Committee, and also to the Audit Committee for noting.

Highlights

Council is forecasting a full year surplus of \$4.2m, which is \$1.5m higher than budget of \$2.7m. The primary drivers of this increased forecast include:

- Higher than expected grant income by \$0.9m, due to a) the Financial Assistance Grant and the Roads to Recovery Grant exceeding expectations, and b) grant income for a new project, the Eurobin Flood Bypass project; and
- Lower than expected employee costs by \$0.7m, largely due to the impact of vacant positions. This forecasted lower employee costs is not anticipated to continue throughout the financial year as vacant positions from quarter one are in the process of being filled through recruitment.



POLICY IMPLICATIONS

The *Local Government Act 1989* requires the following relating to financial management:

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

The recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial performance to date indicates a higher-than-expected surplus for the end of year. This is due to higher than expected grants, and ongoing position vacancies, vacant positions are in the process of being filled through recruitment and therefore it is anticipated that the current forecast surplus will reduce in future reports.

CONSULTATION

The report is prepared based on a process which includes:

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

**CONCLUSION**

The Finance Report Quarterly Review For the period ending 30 September 2017 is presented for noting.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer
- Director Corporate
- Manager Corporate
- Accountant

ATTACHMENT(S)

- 8.3.2The Finance Report Quarterly Review For the period ending 30 September 2017.



8.3.3 Proposed Sale of Land and Buildings Contained in Lot 2 Plan of Subdivision PS344761E known as “Lyndhurst”

File Number: 1600.48

INTRODUCTION

This report relates to the proposed sale of the land and buildings fronting Hawthorn Lane and forming part of 16 Churchill Avenue Bright contained in Lot 2 Plan of Subdivision PS344761E known as Lyndhurst, currently occupied under a lease by Alpine Fitness Centre and Sports Camp. Council is the owner of the land and has received a submission under Section 223 of the *Local Government Act 1989* for the purchase of the property and buildings. A draft Contract of Sale has been agreed by the proposed purchaser. If Council intends to proceed with the process of the sale to this proposed purchaser approval is required to invite public submissions regarding the proposed sale to this purchaser and terms of the Contract of Sale.

Cr Pearce

Cr Roper

That Council:

- 1. Endorses the Contract for Sale of the land and buildings forming part of 16 Churchill Avenue Bright in Lot 2 Plan of Subdivision PS344761E known as “Lyndhurst”;*
- 2. Invites submissions under Section 223 of the Local Government Act 1989 to the proposed sale under the terms of the Contract of Sale (attachment 8.3.3(a)); and*
- 3. A committee be formed according to Section 223(1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions in relation to the proposed sale of land and buildings forming part of 16 Churchill Avenue, Bright, under the terms of the Contract of Sale.*

Carried

BACKGROUND

At the Ordinary Council Meeting June 2017 (File Number 1600.48) Council approved the Invitation for Submissions under Section 223 of the *Local Government Act 1989* to the proposed sale of the land and buildings forming part of 16 Churchill Avenue Bright in Lot 2 Plan of Subdivision PS344761E known as Lyndhurst.

Council ran a public notice in local newspapers on May 14 2017 inviting submissions on the potential sale.

Council received one submission to purchase the land and buildings. The submission included an offer price that is consistent with an independent valuation of the property by Opteon Property Group undertaken in May 2017.



A draft Contract of Sale and Vendors Statement have been drawn up by Council. The proposed purchaser has agreed to the terms of the Contract of Sale proposed by Council. This includes a sale price of \$450,000 excluding GST and the special condition that the contract is subject to registration of the Plan of Subdivision. Such subdivision is to be achieved within 24 months of entering into the Contract of Sale.

Section 5(2)(d) of the *Local Government Act 1989* (the Act) allows Council to sell the land and property, with obligations as to the sale of land covered by Sections 189, 190 and 223.

In addition to fulfilling these obligations, subdivision of the land would need to occur subject to the proposed sale. Therefore sale of the property would be subject to the lease and the obligations under that lease, and subject to registration of a plan of subdivision, which records the part of the land to be subdivided for sale.

ISSUES

Under Section 5(2)(d) of the Act, Council is able to acquire, hold, deal with or dispose of the property (including land) for the purpose of performing its functions and exercising its powers.

Prior to entering into a Contract of Sale, Section 189 of the Act requires Council to:

- To give at least 4 weeks public notice of an intention to sell or exchange land for selling by exchanging this land (Section 189 (2)(a));
- Obtain evaluation of the land which is made not more than 6 months prior to the sale or exchange from an appropriately qualified person (Section 189(2)(b); and
- Allow interested persons to make submissions under Section 223 on the proposed sale or exchange (Section 189(3)).

Council has obtained an independent valuation of the property by Opteon Property Group, dated May 25, 2017.

If Council endorses the Contract for Sale the next step is to advertise a public notice of the intent to sell the property and invite submissions Under Section 223 of the Act. Council would consider any submissions made to the intention to sell the property as required under Section 223 of the Act.

If at the end of this process Council proceeds to the completion of the Contract of Sale, Council would then commence the formal process of subdivision of the land subject to the sale.

POLICY IMPLICATIONS

This process is in accordance with obligations under the *Local Government Act 1989* and Council's Procurement Policy; the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land has also been referred to.

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

- Highly utilised and well managed community facilities.



FINANCIAL AND RESOURCE IMPLICATIONS

The current annual lease for the property is \$25,000 p.a. which is indexed annually to CPI with market reviews at the end of terms 1 and 2. Council has current obligations under the lease relating to major maintenance. The current lease has been in place for 16 month and has 20 months remaining on the first term and a further two terms of 3 years each.

CONSULTATION

A public notice would be advertised to advise of Council's intent to sell the property. Interested persons are invited to make submissions under Section 223 on the proposed sale or exchange (Section 189(3)).

At the end of the public notice period, Council would consider any submissions made to the intention as required under Section 223 of the Act.

CONCLUSION

After considerations of submissions made on the proposed sale or exchange (Section 189(3); any sale documentation would be presented to Council for final approval.

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
- Manager Facilities

ATTACHMENT(S)

- 8.3.3(a) - Proposed draft Contract of Sale of Real Estate of the land and buildings fronting Hawthorn Lane and forming part of 16 Churchill Avenue Bright contained in Lot 2 Plan of Subdivision PS344761E.
- 8.3.3(b) - Vendors Statement



8.3.4 Health and Safety Policy

File Number: Policy Register

INTRODUCTION

The purpose of this report is to present to Council the 2017 review of the Health and Safety Policy and seek Council's adoption of the revised policy.

Cr Pearce

Cr Roper

That Council:

- 1. Note that the 2017 review of the Health and Safety Policy has been completed with the following modifications:*
 - a. replacing approval of the policy by the Chief Executive Officer with adoption by Council;*
 - b. simplifying the policy review period to every two years;*
 - c. replacing reference to the Occupational Health and Safety Regulations 2007 with the new regulations Occupational Health and Safety Regulations 2017;*
 - d. a clear statement of the policy objectives;*
 - e. recognition of the need to develop and embed a health and safety culture, monitoring program and training for employees;*
- 2. Adopt Health and Safety Policy No.052 version 4; and*
- 3. Sign and seal Health and Safety Policy No.052 version 4 at the appropriate time of the meeting.*

Carried

BACKGROUND

The current Health and Safety Policy was last reviewed and approved in April 2015. Section 8 of the policy establishes a regular review of the policy within two years of its approval and then every three years from the first review date. The policy was due to be reviewed in April this year.

In accordance with section 8 of the current policy, the Health, Safety and Risk Officer, in consultation with the Health and Safety Committee, has reviewed the policy.

ISSUES

Council approval

The current policy was approved by the Chief Executive Officer. Policies prior to 2015 were adopted by Council.



Given the critical importance of health and safety and the obligations of Council as the employer under the *Health and Safety Act 2004* it is considered appropriate that Council adopt the Health and Safety Policy.

Council adoption of the policy will require the following changes:

- Removal of reference to “Organisational Policy” throughout document.
- Replacing the current approval clause with the common seal of Council.

Review Timeframe

Section 8 of the policy establishes a regular review of the policy. The current review schedule is within two years of its approval and then every three years from the first review date. It is recommended that the timing of reviews is simplified to every two years.

New Regulations:

New *Occupational Health and Safety Regulations 2017* commenced on 18 June 2017 and replace the Occupational Health and Safety Regulations 2007. The policy has been updated to reference to the new 2017 regulations throughout the policy.

Objectives

The current policy does not articulate the objectives of the policy. Three policy objectives have been proposed in the revised policy:

1. To create a culture within the organisation that embraces health and safety;
2. To equip the organisation with the skills and tools to identify, assess and mitigate health and safety risks to an acceptable level; and
3. To improve compliance with health and safety legislative requirements

Policy Details

Health and safety culture

To address the first proposed objective, the revised policy commits Council to building a culture of health and safety awareness and proactive reporting and embedding an integrated approach to health and safety management into Council’s services, activities, and projects.

Health and safety management system

The current policy requires the development and implementation of a health and safety management system. The revised policy maintains this requirement and establishes the key components of that system.



Monitoring and reporting

The revised policy establishes a requirement for health and safety matters to be monitored every six months by Council, the Audit Committee, the Health and Safety Committee and the management team.

Training and awareness

A critical component of ensuring that Council's health and safety policy and procedures are understood and implemented is appropriate employee training. The revised policy commits Council to regular employee training in health and safety in addition to mandatory training and induction programs.

POLICY IMPLICATIONS

This report is consistent with the following strategic objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

The Health and Safety Policy establishes Council's commitment to health and safety. Council allocates resources through its annual budget to implement health and safety initiatives and training.

CONSULTATION

Council's Health and Safety Committee were consulted on the proposed changes to the Health and Safety Policy. The Committee endorsed the changes at its meeting on 26 October 2017. Management has reviewed the proposed changes and provided feedback that has been incorporated into the revised policy.

CONCLUSION

The required 2017 review of the Health and Safety Policy has been completed. The significant changes as a result of the review are:

- The adoption of the policy by Council rather than approval by the Chief Executive Officer.
- The establishment of policy objectives.
- The inclusion of policy content to address the objectives including culture, defining elements of a health and safety management system, monitoring and reporting and training.

Other minor changes are required as result of the introduction of the *Occupational Health and Safety Regulations 2017*.

**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
- Manager Corporate
- Health, Safety and Risk Officer

ATTACHMENT(S)

- Alpine Shire Council Health and Safety Policy No.052, Version 4



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 Roper

Cr Pearce

That the summary of the Assemblies of Councillor for November 2017 be received.

Carried

BACKGROUND

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

Date	Meeting
14 November	Briefing Session
21 November	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – November 2017



10 GENERAL BUSINESS

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN



12 RECEPTION AND READING OF PETITIONS

12.1 PETITION – CHRISTMAS DECORATIONS FOR BRIGHT

Cr Forsyth

Cr Nicholas

- 1. That the petition requesting that Christmas decorations for the Township of Bright be received and considered at this Council Meeting;*
- 2. That the equal financial contribution made in 2014 to the Mount Beauty, Myrtleford and Bright communities for the purpose of purchasing Christmas decorations is noted; and*
- 3. That Council directs community groups interested in implementing Christmas decorations in 2018 towards Council's Community Grants program.*

Carried



13 DOCUMENTS FOR SEALING

Cr Pearce

Cr Knappstein

That the following documents be signed and sealed.

1. Section 173 Agreement – Stephen John Grogan and Frances Mary Bentley

Lot 1 on Plan of Subdivision PS715306P Volume 11521 Folio 875 condition 21 of Planning Permit 2015.111 for a two lot subdivision at 6 Howmans Lane, Harrietville.

The Agreement states that any future development on the land adheres to wastewater management requirements, including the design, installation and maintenance of the wastewater management system, and the size and location of the wastewater disposal field.

2. Section 173 Agreement – Susan Maree Jones

Lot 3 on Plan of Subdivision 407495B Volume 10349 Folio 445

Condition 4 of Planning Permit 2016.61.1 for use and development of a dwelling in Black Flats Road, Mudgegonga.

The Agreement indicates that a whole farm plan be fully implemented and that the dwelling be decommissioned or demolished at the cessation of the whole farm plan unless an alternative agricultural use is proposed.

3. Section 173 Agreement – Helen Elizabeth Vey

Lot 2 on Plan of Subdivision 520015 Volume 10856 Folio 999

Conditions 18, 19 and 20 of Planning Permit 2016.111.1 for a two lot subdivision at 1 Hargreaves Road, Bright.

The Agreement requires bushfire mitigation measures to be implemented. Agreement No. AD420405H to be removed from title.

4. Contract No 1707401 in favour of GF and AM Peterson for the provision of Contracted Services at Dinner Plain Village.

5. Contract No 1707801 in favour of North East Civil Constructions Pty Ltd for the Alpine Better Places: Myrtleford Stage 1 – Standish Street Roundabout.

6. Alpine Shire Council Policy No 052 Version 4 – Health and Safety

Carried

There being no further business the Chairperson declared the meeting closed at ____pm

.....

Chairperson



Alpine Shire

**SPECIAL COUNCIL MEETING
MINUTES**

SPM13 – 18 December 2017

Bright Council Chambers

5:00pm



The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **18 December 2017** commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr Ron Janas – Mayor
Cr Sarah Nicholas – Deputy Mayor
Cr John Forsyth
Cr Tony Keeble
Cr Peter Roper
Cr Daryl Pearce

OFFICERS

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

APOLOGIES

Cr Kitty Knappstein



AGENDA

1	RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS	416
2	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, and RECOGNITION OF ALL PEOPLE	416
3	APOLOGIES.....	416
4	DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST.....	416
5	PRESENTATION OF REPORTS BY OFFICERS.....	417
5.1	DIRECTOR CORPORATE – NATHALIE COOKE.....	417
5.1.1	Child Safe Policy.....	417
5.2	DIRECTOR ASSETS – WILLIAM JEREMY.....	420
5.2.1	Transfer Station Upgrade Works	420
5.2.2	Dinner Plain Village Green	423
5.2.3	Resource Recovery Infrastructure Fund	427
6	DOCUMENT FOR SEALING	431



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 APOLOGIES

Cr Kitty Knappstein

4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil



5 PRESENTATION OF REPORTS BY OFFICERS

5.1 DIRECTOR CORPORATE – NATHALIE COOKE

5.1.1 Child Safe Policy

File Number: Policy Register

INTRODUCTION

The purpose of this report is to present to Council the 2017 Child Safe Policy and seek Council's adoption of the new policy.

Cr Keeble

Cr Pearce

That Council:

- 1. Adopt Child Safe Policy No. 108; and*
- 2. Sign and seal Child Safe Policy No. 108; at the appropriate stage of the meeting.*

Carried

BACKGROUND

On 13 November 2013, the Victorian Parliament tabled the report of its Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations (the Betrayal of Trust Inquiry). The report provided 15 recommendations, including the introduction of minimum standards for ensuring child-safe organisations.

The standards are designed to drive cultural change in organisations, so that protecting children from abuse is embedded in the everyday thinking and practice of leaders, staff and volunteers.

This is to assist organisations to:

- Promote the safety of children;
- Prevent child abuse;
- Ensure effective processes are in place to respond to and report allegations of child abuse; and
- Encourage children to 'have a say', especially on issues that are important to them or about decisions that affect their lives.

The seven child safe standards are:

- Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
- Standard 2: A child safe policy or statement of commitment to child safety.
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.



- Standard 4: Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel.
- Standard 5: Processes for responding to and reporting suspected child abuse.
- Standard 6: Strategies to identify and reduce or remove risks of child abuse.
- Standard 7: Strategies to promote the participation and empowerment of children.

Victoria also has a Reportable Conduct Scheme to oversee allegations of child abuse and misconduct.

The scheme requires Council to respond to allegations of child abuse (and other child-related misconduct) made against their workers and volunteers, and to notify the Commissioner for Children and Young People of any allegations.

The scheme gives the Commissioner for Children and Young People certain powers to receive allegations, provide oversight of investigations or investigate allegations, refer findings to professional registration bodies and the Working with Children Check Unit and build the capacity of organisations to respond to allegations of abuse. The Scheme does not replace or interfere with policy investigations.

ISSUES

Scope

The policy provides guidance for Council's operations including those services that have direct contact with children or those that may encounter children during the course of their ordinary business. It is binding upon Councillors, all Council staff and agents of Council irrespective of their involvement in child related duties.

Agents of Council extend to include contractors, members of special committees and members of advisory committees, volunteers, work experience students or graduate placements.

Recruiting staff and volunteers

Council will implement accurate and effective screening tools during the recruitment process to employ suitable staff and volunteers. This will include robust reference checking and criminal history checks, and working with children checks for appropriate positions within the organisation.

Training and supporting staff and volunteers

Training and education is important to ensure that everyone understands that child safety is everyone's responsibility within the organisation. All staff will be made aware of their obligations and expectations of working in a child safe organisation via Council's Code of Conduct, employee induction, awareness and training sessions.

POLICY IMPLICATIONS

The report is consistent with the following strategic objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation.



FINANCIAL AND RESOURCE IMPLICATIONS

The Child Safety Policy establishes Council's commitment to a Child Safe organisation. Council allocates resources through its annual budget to implement specific initiatives and training.

The cost per employee of a working with children check is \$121.40, the check is then valid for five years. A volunteer working with children check allows voluntary child-related work and does not have an associated fee.

Supporting documentation to be reviewed

The following Alpine Shire Council documentation will be reviewed or developed to incorporate relevant changes arising out of the adoption of the Child Safe Policy:

- Councillor Code of Conduct.
- Employee Code of Conduct.
- Criminal Records Check Policy.
- Staff Recruitment Policy.
- Child Safe Incident Reporting Procedure.

CONSULTATION

Council's Child Safe Policy has been consulted on within the Council's management team and with Councillors. The granularity of the detail in implementation of the policy will be contained in the supporting documentation and these documents will be consulted on with directly impacted Council staff and agents of Council, which could extend to include contractors, members of special committees and members of advisory committees, volunteers, work experience students or graduate placements.

CONCLUSION

A Child Safe Policy has been developed to reflect Council's legislative responsibility in meeting the requirements of both the Victorian Government's Child Safe Standards and the Reportable Conduct Scheme and our commitment to the community to create and sustain an environment where children are safe and protected from harm and abuse.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Health, Safety and Risk Officer

ATTACHMENT(S)

- 5.1.1 Alpine Shire Council Child Safe Policy No. 108



5.2 DIRECTOR ASSETS – WILLIAM JEREMY

5.2.1 Transfer Station Upgrade Works

File Number: CT 17085

INTRODUCTION

This report relates to the award of Contract 1708501 Mount Beauty Transfer Station Upgrade and Contract 1708601 Myrtleford Transfer Station Upgrade.

Cr Forsyth

Cr Nicholas

That Council:

1. *Awards Contract 1708501 Mount Beauty Transfer Station Upgrade to James Excavations for the lump sum price of \$236,720 + GST; and*
2. *Awards Contract 1708601 Myrtleford Transfer Station Upgrade to McPherson's Earthmoving Contractors for the lump sum price of \$341,832 + GST.*

Carried

BACKGROUND

In 2015, an extensive review of the Myrtleford Landfill and its future operation was conducted as part of Council's ongoing commitment to efficiency and business improvement. The findings of this review were presented to the December 2015 Ordinary Council Meeting, where the following recommendation was carried:

That the Myrtleford Landfill Facility be converted to a best practice waste transfer station and closed according to EPA requirements with no impact on the services provided to the public or opening hours, subject to Sustainability Victoria contributing \$500,000 towards the new assets required at Myrtleford, Porepunkah and Mount Beauty waste facilities to enable this outcome to be achieved.

In May 2017, Sustainability Victoria committed to providing \$500,000 funding under their Rural and Regional Landfill Support program to develop transfer station facilities at Mount Beauty and Myrtleford. The ongoing landfill rehabilitation works at the Porepunkah Landfill precluded any transfer station upgrade works being delivered within the funding agreement timelines.

EVALUATION

The Mount Beauty and Myrtleford Transfer Station Upgrade works were tendered separately. The Invitations to Tender were advertised in the Alpine Times/Observer and Herald Sun, and on the Tenders.net and Alpine Shire Council websites.

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

- Price
- Qualifications and previous performance



- Delivery
- Social

Three tenders were received for the Mount Beauty Transfer Station Upgrade, and a single tender was received for the Myrtleford Transfer Station Upgrade.

The evaluation panel consisted of the Director Assets, Manager Facilities and the Project Manager.

Mount Beauty Transfer Station Upgrade - Tender Evaluation

Following the initial assessment of the tenders, one of the tenders was shortlisted for further evaluation. A detailed review was completed including a tender interview and reference checks.

Following the assessment by the evaluation panel it was determined that the tender from James Excavations best met the selection criteria for the Mount Beauty Transfer Station Upgrade.

Myrtleford Transfer Station Upgrade - Tender Evaluation

Detailed assessment was conducted on the tender received from McPherson's Earthmoving Contractors for the Myrtleford Transfer Station Upgrade. The breakdown of rates was benchmarked against Council's in-house estimate of the work, and against recent similar work carried out for Council by other contractors. A tender interview was conducted as well as reference checks. In the tender evaluation process it was noted that the tenderer had successfully delivered upgrade works in the Myrtleford Transfer Station during the previous year.

Following the assessment by the evaluation panel it was determined that the tender from McPherson's Earthmoving Contractors met the selection criteria and could be demonstrated to offer value for money.

ISSUES

Delivery of the works in the Mount Beauty and Myrtleford Transfer Stations will result in a change in the operating hours of the Transfer Stations, and therefore have an impact on the users of these facilities. Works are expected to occur at the two transfer stations between January 2018 and April 2018. Public notification of the proposed changes will be made well in advance of the works commencing, using engagement methods which proved successful during the delivery of rehabilitation works which impacted on the operation of the Porepunkah Transfer Station during 2016/17.

The deadline for completing works eligible for funding from Sustainability Victoria is 30 June 2018. An extension of the project completion deadline has already been granted and no further extension will be considered.



POLICY IMPLICATIONS

Tenders were 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:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

There is sufficient allocation within the project budgets of both the Mount Beauty Transfer Station Upgrade and the Myrtleford Transfer Station Upgrade projects to deliver the planned scope of work through award of these contracts.

CONSULTATION

Alpine Shire Council engaged PLC Consulting, waste management consultants specialising in the rehabilitation of landfills and the design and management of transfer stations, to complete a masterplan for both the Myrtleford Transfer Station and Mount Beauty Transfer Station. Stakeholders consulted through the development of these masterplans include transfer station operational staff and contractors both within and outside Alpine Shire, and Environment Protection Authority (EPA) Victoria. A tour of operational transfer stations was conducted in order to learn about best-practice transfer station infrastructure and operations.

CONCLUSION

Following a comprehensive tender evaluation assessment, interviews and reference checks;

- The tender from James Excavations is considered to present the best value option to Council for the award of Contract 1708501 Mount Beauty Transfer Station Upgrade; and
- The tender from McPherson's Earthmoving Contractors is considered to present good value to Council for Contract 1708601 Myrtleford Transfer Station Upgrade.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Facilities
- Project Manager

ATTACHMENT(S)

- Nil



5.2.2 Dinner Plain Village Green

File Number: 111.13.00

INTRODUCTION

This report summarises the key outcomes and recommendations to Council resulting from the Dinner Plain Village Green feasibility study and community engagement process.

Cr Roper

Cr Keeble

That Council:

- 1. Does not proceed with the Dinner Plain Village Green project;*
- 2. Considers future open space proposals at Dinner Plain that are low cost and have low environmental, cultural heritage and visual impacts; and*
- 3. Investigates the potential to establish Lot 3 as a Native Vegetation Credit Register Offset Site for future Dinner Plain projects.*

Carried

BACKGROUND

In May 2015, the Dinner Plain Master Plan identified a 'Village Green' as a potential 'high' impact project with a 'medium' priority for implementation.

In April 2016, Council asked Dinner Plain ratepayers which projects they would like to see developed to improve their community. The highest rating response from 46% of respondents was for a 'village green or oval open space area'. This was followed by 18% of respondents preferring 'new and improved mountain bike trails'.

In September 2016, the Dinner Plain Advisory Committee (DPAC) requested that Council 'progress the village green project for a space of 1.35 – 1.45 Ha'. Council subsequently undertook a detailed feasibility study including a feature survey, preliminary engineering design, cost estimate, flora and fauna assessment and cost benefit analysis.

In August 2017, the Village Green project proposal was presented to all Dinner Plain ratepayers and their feedback sought as to whether Council should continue to progress this project.

COMMUNITY ENGAGEMENT RESULTS

The outcomes of the community engagement process are detailed in the attached report, and based on the following response to the survey:

- 138 ratepayers responded to the survey, representing 29.7% of Dinner Plain's ratepayers.
- 17 non-ratepayers responded to the survey.
- A number of email submissions were received from both ratepayers and non-ratepayers.



The analysis of the responses documented in the attached report is based on the total of 155 survey responses, which includes both ratepayer and non-ratepayers. The outcomes as summarised below are based on the feedback from the 138 ratepayers who responded to the survey, and exclude the non-ratepayer responses to the survey:

- 54% said the Village Green was important to them, 44% said it wasn't important to them and 2% were unsure.
- 51% said the Village Green would benefit the Dinner Plain community, 37% said it would not and 12% were unsure.
- 41% want to proceed with the project based on the current proposal, 49% of respondents do not want to proceed based on the current proposal, and 10% were unsure.
- The most frequently noted concerns with the project are that it is too costly, and that it has unacceptable environmental, cultural heritage or visual impact.

ISSUES

A participation rate of 29.7% for the survey was achieved, which is considered to be high in terms of community engagement, and the results of the survey are considered to be representative of the views of the Dinner Plain community. Community support for the Village Green project is split, with no clear majority in favour of the project.

Notwithstanding the community engagement outcome, the following significant issues would need to be addressed to achieve successful project delivery:

- Native vegetation removal will trigger the requirement for a planning permit. The permit application will be subject to public exhibition and based on the results of the community engagement we expect objections to be raised to the proposal from members of the Dinner Plain community and from further afield. Opposition to the project has the potential to escalate, particularly on environmental grounds.
- The Department of Environment, Land, Water and Planning (DELWP) is a referral authority for the planning permit, and their support for the project is contingent on demonstrating an overwhelming benefit for the project to proceed, and that all reasonable steps have been taken to minimise impact on native vegetation.
- Three specific vegetation offsets are yet to be identified.
- Significant cultural heritage value may be found at the project site.
- Escalation in costs is possible, particularly with respect to vegetation offset management costs.

The potential value of Lot 3 as a source of specific vegetation offsets has become clearly apparent through the Village Green feasibility study work. Irrespective of the Village Green decision, there is a benefit in formally establishing the potential of Lot 3 as a Native Vegetation Credit Register Offset Site for future Dinner Plain projects where native vegetation removal is a requirement.



POLICY IMPLICATIONS

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

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has committed to the delivery of \$1.5 million worth of new and upgrade infrastructure projects in Dinner Plain by 2027. This will be funded from the Dinner Plain Reserve which has a current balance of approximately \$1 million, with additional funds allocated by Council through the annual budgeting process.

Expenditure of \$65,000 has been incurred on the Dinner Plain Village Green project to date, and the estimated cost of implementing the project is an additional \$1.25 million.

Separate to this project, a planning permit has recently been granted for the construction of 7.1 km of new mountain bike trails in Dinner Plain, and the estimated cost of delivering this project is \$400,000. Trail construction work is planned to commence in early 2018.

In the event that a decision was taken to proceed with the Village Green project, Council's \$1.5 million commitment towards new and upgraded infrastructure in Dinner Plain would be exhausted through the delivery of the Village Green and new mountain bike trails. Requests for delivery of additional infrastructure projects would be added into Council's project pipeline, and would be prioritised for delivery alongside other projects across the shire in the pipeline.

CONSULTATION

Council undertook extensive community consultation in August and September this year, outlined as follows:

- August: Information booklet and survey posted to all of the 465 Dinner Plain ratepayers. Project information was uploaded to the Alpine Shire Council website.
- 2 September: Public information meeting and drop-in session held at Dinner Plain. 30 attendees recorded. Online survey uploaded.
- 8 September: Video footage of the public information meeting was uploaded to ASC website, with 32 views recorded.
- 18 September: The submission period closed. 155 survey responses and a number of email submissions were received.
- 7 December: The results of the community engagement were posted to all Dinner Plain ratepayers and the attached engagement report was uploaded to Council's website.

Council is committed to delivering capital projects that achieve value for money and which are supported by Dinner Plain ratepayers. The recent engagement process identified a number of alternative projects and priorities including:



- Toboggan run safety and access improvements
- Scrubbers End Precinct improvements (including additional parking and upgraded amenities)
- Tennis court upgrade
- Recreation signage improvements

CONCLUSION

The results of the community engagement process indicate that the Dinner Plain community is divided on the Village Green proposal, and that there is not a clear majority in favour of this project.

The risks associated with proceeding with the project are significant and will require a considerable amount of additional time and expense to resolve, with no guarantee that the project will receive the approvals required to enable construction.

Based on the results of the community engagement process and consideration of the risks to successful delivery of the project, it is recommended that the project does not proceed.

There is a benefit in formally establishing the potential of Lot 3 as a Native Vegetation Credit Register Offset Site for future Dinner Plain projects where native vegetation removal is a requirement.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Acting Manager Asset Development
- Project Manager

ATTACHMENT(S)

- 5.2.2(a) Dinner Plain Village Green Information Book, August 2017
- 5.2.2(b) Dinner Plain Village Green Project Community Engagement Report, October 2017



5.2.3 Resource Recovery Infrastructure Fund

File Number: 1820.13

INTRODUCTION

An opportunity exists for Council to seek funding to implement a food organics and garden organics recovery program in urban communities in the Alpine Shire. This report outlines the details of the proposed funding application and seeks Council's financial commitment towards the project.

Cr Pearce

Cr Forsyth

That Council:

- 1. Defer a decision to implement a food organics and garden organics recovery service until the next round of relevant State Government funding, when there is greater certainty around the cost of the delivering the service in the medium term.*

Carried

BACKGROUND

Alpine Shire Council does not currently include recovery of food organics and garden organics (FOGO) in its kerbside collection service.

Organic material recovery is one of the top priorities in the Victorian Government's Statewide Waste and Resource Recovery Infrastructure Plan (2015), and in the North East Region Waste and Resource Recovery Implementation Plan (2017).

Recovery of organics provides the following potential benefits:

- Reduction in methane emissions, contributing to greenhouse gas abatement;
- Diversion of material from landfill;
- Reduction in health and amenity risks associated with the disposal of organic material in landfills; and
- Opportunity to use processed organic material as a soil improver or for power generation.

Council had previously investigated the provision of a FOGO kerbside collection service and found the cost of transportation and processing of the material to be prohibitive. However, the Rural City of Wangaratta Council has recently received a licence to process organic materials and has indicated willingness to accept organic and garden waste from the Alpine Shire when the facility is operational. The proximity of the planned processing facility to Alpine Shire could reduce the costs of a FOGO kerbside collection service.

Sustainability Victoria has recently opened applications for the Resource Recovery Infrastructure Fund. The Fund prioritises projects aiming at diverting organic



materials away from landfill, and presents a potential opportunity to partially fund the implementation of a FOGO service in Alpine Shire.

ISSUES

Proposed implementation of a FOGO kerbside collection service has not been tested in the community. Based on experience in other North East councils, such a proposal is likely to generate significant community interest, including both support and opposition. The proposed changes to the waste collection service would require behavioural change for residents, and a thorough education program would be necessary both prior to and throughout the implementation of the new service.

Based on the experience of other North East councils, a reduction in waste to landfill in the order of 45% to 52% is anticipated. An increase of 350 tonnes in the total amount of material collected has been estimated, comprising garden waste which is not currently collected.

Given the priority currently being placed on diversion of organic material from landfills in State and regional strategies, there is a possibility that the implementation of an organics recovery program will be mandated in the future for all Victorian councils.

POLICY IMPLICATIONS

Implementation of a food organics and garden organics kerbside collection service is consistent with strategic objectives documented in the North East Waste and Resource Recovery Implementation Plan, and those of the North East Waste and Resource Recovery Group, of which Alpine Shire Council is a member.

This report is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Highly utilised and well managed community facilities.

FINANCIAL AND RESOURCE IMPLICATIONS

With input from neighbouring councils who have already implemented an organics kerbside collection service, a proposed model for Council's kerbside collection service has been developed which incorporates a new organics kerbside collection service. This model has not yet been tested in the community, however has provided a basis on which the costs and benefits of delivering the service can be assessed.

Based on this model, the cost of implementing a FOGO kerbside collection service is estimated to be \$1 million, which includes:

- Dedicated organics household wheelie bins;
- Organics transfer shed at Myrtleford Transfer Station;
- Kitchen caddies and an initial roll of compostable liners;
- Community engagement;
- Landfill Bins;



- Bright Depot bin storage facility; and
- Project management and implementation resources.

The maximum grant income provided under the Resource Recovery Infrastructure Fund is \$500,000, with the remaining \$500,000 to be provided by Council. Up to \$50,000 of Council's contribution can comprise in-kind support.

Modelling has demonstrated that the Waste Reserve can absorb the estimated \$450,000 implementation cost to Council without an increase in the annual Waste Management Charge. The Waste Management Charge would need to be maintained at the current level beyond the completion of planned landfill rehabilitation projects in order to fund the implementation of the FOGO kerbside collection service.

The operational cost of the additional service would be borne by the properties receiving the service, and would result in an increase in the annual waste charge of between \$80 and \$100 for these properties, depending upon how the overall waste collection service is reconfigured and the resulting frequency of the 'red bin' collection for those properties receiving the new organics kerbside collection.

Alpine Shire Council would need a firm cost to deliver the FOGO service before proceeding to implementation.

CONSULTATION

Consultation has been carried out with representatives from the Rural City of Wangaratta Council, and with members of the North East Waste and Resource Recovery Group. Based on the experiences of the four North East councils that have implemented a kerbside organics collection process, it is anticipated that engagement and education of the community prior and during roll out would be extensive and at a minimum would involve:

- Community survey and information drop-in sessions as input into establishing the new kerbside collection model;
- Community meetings in each of the main townships prior to roll-out;
- Advertisements in local newspapers and on local radio about proposed changes to the kerbside collection service;
- Communication materials delivered to all households on the proposed changes to the kerbside collection service.

Sustainability Victoria has been engaged and provided confirmation that the proposed project meets their criteria in order for it to be considered for funding.

CONCLUSION

Diversion of organics from landfill brings a number of potential benefits, and is aligned with the priorities in State Government and regional resource and waste recovery plans.

Implementation of a food organics and garden organics service (FOGO) service meets the criteria to be considered for funding by Sustainability Victoria through their Resource Recovery Infrastructure Fund.



Securing funding under the Resource Recovery Infrastructure Fund will enable Council to deliver a FOGO kerbside collection program along with local processing infrastructure with a 1:1 cost share with the Victorian Government.

Significant community engagement and education would be necessary throughout the planning, implementation and rollout of an organics kerbside collection service in Alpine Shire, however Council is in a position to benefit from the learning acquired by adjacent councils in the implementation of such a service.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Facilities
- Acting Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



6 DOCUMENT FOR SEALING

Cr Forsyth

Cr Pearce

That the following documents be signed and sealed.

- 1. Alpine Shire Council Child Safe Policy No. 108.*
- 2. Contract No CT1707201 in favour of GW & BR Crameri Pty Ltd for provision of Resealing Kiewa Valley (2017-18) – Sprayseal.*

Carried

There being no further business the chairperson declared the meeting closed at 5:21pm.

Chairperson

MINUTES

MEETING: Audit Committee Meeting No: 2
HELD: Friday 24 November 2017 at 9.30am
LOCATION: Committee Room, Bright Office

IN ATTENDANCE

Members:

Sue Lebish, Chair
Mark Anderson
Sinead Ryan (via telephone)
Jane Shepherd
Cr Kitty Knappstein
Cr Sarah Nicholas

Officers:

Charlie Bird, Chief Executive Officer
Nathalie Cooke, Director Corporate
Will Jeremy, Director Assets
Emma Woolaston, Manager Corporate

Vision Statement:

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

AGENDA

1.	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE	3
2.	APOLOGIES.....	3
3.	DECLARATION OF CONFLICT OF INTEREST	3
4.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	3
5.	STANDING ITEMS.....	3
5.1	Business Arising from Previous Meeting	3
5.2	Progress of Action Sheet.....	3
6.	OFFICER REPORTS.....	5
6.1	VAGO Final Management Letter, Year Ending 30 June 2017	5
6.2	Risk Register.....	9
6.3	Health and Safety Report	11
6.4	2017/18 Quarter 1 Purchasing Audit	14
7.	FOR INFORMATION ONLY	17
7.1	2017/18 Quarter 1 Finance Report	17
7.2	2017/18 Quarter 1 Council Plan 2017-2021 Report.....	17
7.3	IBAC Perceptions of Corruption	17
7.4	Risk Management Policy	17
7.5	Committee Annual Self-Assessment Survey	18
8.	GENERAL BUSINESS.....	18
8.1	Proposed Committee Meeting Dates for 2018.....	18
9.	NEXT MEETING.....	19
10.	ATTACHMENTS.....	19
11.	MEETING CLOSE	19

1. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE

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

Kirsten McDonald, Health, Safety and Risk Officer

3. DECLARATION OF CONFLICT OF INTEREST

Nil

The Committee members questioned when conflict of interest (ordinary returns) needed to be done again

ACTION:

Advise Audit Committee members of date when ordinary returns are due for 2018

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDATION

That the Minutes of Audit Committee Meeting No: 1 held on 5 September 2017 be confirmed.

Moved: S Nicholas

Second: M Anderson

Carried

Attachments

4.1 Minutes of Audit Committee Meeting No: 1, 5 September 2017

5. STANDING ITEMS

5.1 Business Arising from Previous Meeting

Nil

5.2 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 Committee Chair requested additional time at the February 2018 Committee meeting to discuss the action sheet in detail.

RECOMMENDATION

That progress of the Action Sheet be noted.

Moved: S Nicholas

Second: J Shepherd

Carried

ACTION:

- 1. Outstanding VAGO action items must be prioritised for completion.*
- 2. Provide the Committee with a list of the top 20 strategic risks before close of business for 2017.*
- 3. Reassess action sheet in light of key risks and remove actions if no longer required.*

Attachments

5.2 Audit Committee Action Sheet

6. OFFICER REPORTS

6.1 VAGO Final Management Letter, Year Ending 30 June 2017

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Health, Safety and Risk Officer

INTRODUCTION

Council has received the Victorian Auditor Generals Final Management Letter as part of the financial report audit of the Alpine Shire Council for the year ending 30 June 2017.

The Committee discussed the holistic management of cash particularly in relation to the VAGO recommendation relating to VEND reconciliations.

RECOMMENDATION

That.

- 1. The VAGO Final Management Letter, Year Ending 30 June 2017, be endorsed for Council adoption.*
- 2. The Management Action Plan for addressing the final audit findings be monitored through the Audit Committee's action sheet.*

Moved: J Shepherd

Second: K Knappstein

Carried

ACTION:

All agreed VAGO recommendations and completion dates must be met.

BACKGROUND

The Committee considered the VAGO Interim Management Letter for the year ending 30 June 2017 findings at its meeting in May 2017. The findings at that stage related to:

- AASB 124 Related Party Disclosures;
- VEND Reconciliation; and
- Credit Cards

Council has since received the VAGO Final Management Letter for the year ending 30 June 2017.

The Final Management Letter identified a further four issues:

- Long service leave model;
- Electronic funds transfer administrators and authorisers;
- Investment properties; and
- Other infrastructure valuations.

ISSUES

Final Management Letter Findings

Ref.	Finding	Risk	Recommendation and Response
2.1	Long service leave model	Low	<p>Consider investigating the 2008 LSL model released by the Department of Treasury and Finance (DTF), and also reconsider the gross up for the additional annual leave included in the LSL liability calculations.</p> <p><i>Management agreed to review the 2008 LSL calculators released by the DTF to determine its suitability for use by Council in assessing the net present value of the LSL provision.</i></p> <p><i>Management noted that the early model released in 2004 was not suitable for Council purposes and also noted the lack of transparency of the current models calculation methodology.</i></p> <p><i>Management agreed to reassess on-costs being included in the calculation of all employee entitlements before the end of next financial year.</i></p>
2.2	Electronic fund transfer administrators and authorisers	Medium	<p>As part of the annual review of the instrument of delegation, the EFT administrators and authorisers also be reviewed and approved by either management or the audit committee.</p> <p><i>Management agreed to implement as soon as practicable.</i></p>
2.3	Investment properties	Low	<p>Formally reassess the classification of lease properties to ensure they are classified in accordance with accounting standard AASB 140.</p> <p><i>Management agreed to assess lease properties to determine appropriate classifications.</i></p>
2.4	Other infrastructure valuations	Low	<p>Review waste management, recreational, leisure and community facilities, and parks, open spaces and street scape assets as part of the revaluation processes for FY18, and ensure this is included in the revaluation report.</p> <p><i>Management agreed that the assets in these classes will be reviewed and revalued before the end of the financial year.</i></p>

In addition to the four new findings the final management letter also reviewed the status of the current year interim findings and prior year findings. Of the three current year findings, one finding, credit cards, was closed and of the seven prior year findings, two were closed.

Finding	Risk	Interim Status	Final Status
Current year interim findings			
AASB 124 Related Party Disclosures	Low	-	Open
VEND Reconciliation	Low	-	Open
Credit Cards	Medium	-	Closed
Prior year findings			
Infrastructure revaluation process	Medium	Open	Closed
Asset valuation risk documentation	Low	Open	Closed
Asset register review	Low	Open	Open
Bank reconciliation review	Low	Open	Open
Audit trail reports – changes to supplier masterfile	Low	Open	Open
Regular review of non-rateable properties	Low	Open	Open
Policies and procedures review	Low	Open	Open

Management Action Plan

Council management has provided a response to and outlined an action plan to address each of the VAGO findings.

The progress towards addressing each finding is currently monitored through the Committee's action sheet. All of the 2017 interim and final findings are scheduled for completion by 30 June 2018. The majority of prior year findings are also scheduled to be completed by the same time.

KEY IMPLICATIONS

Legislative Issues

- Compliance with Section 132 of the *Local Government Act 1989* which requires Council to submit an annual financial report which is audited as part of its Annual Report.
- Compliance with Part 3 of the *Audit Act 1994* which 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
Failure to report audit findings to the Audit committee	L	L	<ul style="list-style-type: none"> • Management letters are issued by VAGO direct to the Chief Executive Officer • Reporting on audit findings is identified in annual schedule
Failure to implement actions to address audit findings	L	L	<ul style="list-style-type: none"> • Actions recorded on and monitored through Audit Committees action sheet and reported to each committee meeting.

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 sustainably
	Identify and manage Council's risk
Audit Committee Charter	
Clause 5.1	Financial Report
Clause 5.2	Internal Control
Clause 5.6	External Audit
Clause 5.7	Compliance

CONCLUSION

The VAGO Final Management Letter Year Ending 30 June 2017 has been reviewed by the executive and the findings accepted. The actions will be monitored through the Committee's action sheet.

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
- Manager Corporate
- Health, Safety and Risk Officer

Attachments

- 6.1 VAGO Final Management Letter, Year Ending 30 June 2017

6.2 Risk Register

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 update on Council's progress on developing a risk register.

RECOMMENDATION

That this report be noted.

Moved: S Nicholas

Second: J Shepherd

Carried

ACTION:

Provide the Committee with a list of the top risks and mitigation options before close of business for 2017.

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.

As reported at the Committee's meeting on 5 September, a risk register, aligned with the Council Plan 2017/21, has been developed in consultation with Directors, Managers and key employees.

ISSUES

Risk Register

The register identifies, assesses and evaluates strategic, operational and compliance risks in alignment with the Council Plan strategic objectives and strategies. Each department within Council is aligned with one of the strategic objectives in the Council Plan.

Since the Committee's last meeting:

- Each manager has reviewed the risks identified within their departments with their director;
- Each director has reviewed the risks for each of their departments with the Chief Executive Officer.

Through this process it has been possible to consider the risks in the context of other departments and the organisation as a whole.

Monitoring and Review

The risk register is considered a "live" document and will be subject to continual update as new and changing risks are identified and control measures are implemented.

The register will also be subject to formal and regular review by the management team and reported to the Audit Committee.

Schedule 1 of the *Local Government (Planning and Reporting) Regulations 2014* requires “six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies”.

KEY IMPLICATIONS

Legislative Issues

Compliance with:

- *Local Government Act 1989*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Occupational Health and Safety Act 2004*

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Not all strategic risks and key operational and compliance risks are identified in the risk register	M	M	<ul style="list-style-type: none"> • The register will remain ‘live’ and will be scheduled for regular review by AMT ensuring risks are captured as identified
Control measures for high and extreme risks are not developed and implemented appropriately or in a timely manner	M	H	<ul style="list-style-type: none"> • Control actions are reviewed regularly by AMT. • Resourcing against requirements to complete control measures is monitored

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

A risk register aligned with the Council Plan 2017-2021 has been developed and reviewed. It captures key risk events that may impact Council achieving its strategic objectives or delivering its key services and provides for the assessment of those risks and the identification and monitoring of measures to mitigate or reduce the risks.

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

6.3 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 Quarter 1 2017/18 being the period of 1 July to 30 September 2017. A detailed confidential report has been prepared and circulated separately to the agenda.

The Committee discussed the hazard of asbestos at the transfer stations and improved engagement and meetings of the Health and Safety Committee.

RECOMMENDATION

That the Confidential 2017/18 Quarter 1 Health and Safety Report be endorsed for Council adoption.

Moved: S Nicholas

Second: K Knappstein

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 fifteen employee health and safety events were reported during the quarter 1 period as follows:

Hazards = 8

Incident = 1

Injuries = 6

Near miss = 0

Reporting for the quarter was consistent with quarter 1 2016/17 (13 reports) and greater than the same period in 2015/16 (9 reports).

Health and Safety Representation

The Health and Safety Committee reconvened after a twelve month hiatus and met once during quarter 1 2017/18.

Training, Education and Awareness

Training during quarter 1 2017/18 focused predominantly on mandatory training including Certificate 3 in Arboriculture; Chem Cert; first aid and CPR; and asbestos awareness.

Additional training in asbestos claims and litigation and dog handling were also undertaken

WorkCover Claims

There were two active WorkCover claims from previous years and one new claim lodged during quarter 1 2017/18.

Of the three active claims in the quarter, all three employees had returned to work on suitable and/or modified duties, two at pre-injury hours and the third on reduced hours.

Employee Health and Wellbeing

Four employees accessed Council's employee assistance program during quarter 1.

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"> Engage external consultant for claims advice, support and management. Ensure return to work coordinators trained. Regular reporting to Executive.
Health and safety management	H	H	<ul style="list-style-type: none"> Further develop and enhance the safety system framework. Increase attendance at HS Committee. Provide health and safety training to staff.
Public liability management	M	L	<ul style="list-style-type: none"> Ensure appropriate insurance coverage. Maintain customer request system. Increase reporting to Executive.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective: A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council's risks
Audit Committee Charter	
Clause 5.3	Risk management
Clause 5.7	Compliance
Clause 5.8	Reporting Responsibilities

CONCLUSION

The 2017/18 Quarter 1 Health and Safety Report highlights that employee hazard, incident, injury and near-miss reporting, while consistent with 2016/17 figures, has increased on previous years. New WorkCover claims were limited to one during the quarter and pleasingly the Health and Safety Committee reconvened and met for the first time in twelve months.

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.

- Manager Corporate
- Health, Safety and Risk Officer

Attachments

6.3 2017/18 Quarter 1 Health and Safety Report – **CONFIDENTIAL**

6.4 2017/18 Quarter 1 Purchasing Audit

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health Safety Risk Officer

INTRODUCTION

The purpose of this report is to present to the Audit Committee the results of the 2017/18 Quarter 1 purchasing audit. A detailed confidential report has been prepared and circulated separately to the agenda.

The Committee questioned whether emergency works are exempt in the procurement policy.

Member S Ryan noted the good progress and increased transparency in the procurement process.

RECOMMENDATION

That the Confidential 2017/18 Quarter 1 Purchasing Audit be noted.

Noted

ACTION:

Advise the Committee of the provisions of the Procurement Policy in relation to emergency works.

BACKGROUND

This is the first audit of purchasing processes since the introduction of Approval Max and Xero software solutions.

Audit Criteria

The following criteria were set for the purchasing audit:

1. An even spread of purchases across all departments.
2. An even spread of purchases across the spend thresholds as documented in the Procurement Policy.
3. Exclusion of single purchases under \$1,000 as no requirement for written quotes or purchase orders.
4. Exclusion of purchases relating to utility services where an open tender process is restricted by lack of competing service providers.
5. Exclusion of payments that relate to credit card bills, councillor expenses, levies payable to other entities (eg. VBA), money collected on behalf of other entities (eg. V/Line Tickets).

These criteria are consistent with the rules applied to the purchasing audits prior to the introduction of Approval Max and Xero.

Audit Methodology

The methodology used to select purchases included in the purchasing audit included the following steps:

1. Extract list of all bills approved during the period 1 July 2017 to 30 Sep 2017 (1,526 records).
2. Add to each record:

- a. Department;
 - b. Spend Group (Spend Thresholds from the Procurement Policy);
 - c. Random Number; and
 - d. Determination of whether should be included (based on criteria 3 – 5 above)
Note, list of eligible bills reduced to 217 records).
3. Create a table to identify number of bills, summarised by department and spend threshold group.
 4. Select 'pots' that random bills will be drawn from ensuring an even spread of department and spend thresholds - criteria 1 and 2 above).
 5. Draw 'random' bill from each identified pot based on the lowest random number in the list.

FINDINGS

Overall the audit noted no significant issues with the raising of purchase orders, approval of invoices and invoice value matching the purchase order.

There was one instance where the GST did not agree between the invoice and the accounting system. This related to an invoice that had GST and GST free components that required manual editing at the initial stage of the approval process. The manual editing was then overridden by the system when the officer coded the bill. This issue was identified at the time and changes have been implemented within the system to address the issue.

The audit report shows that, from the 14 transactions randomly selected, ten purchases were compliant with the Procurement Policy purchasing method and were supported by the relevant supporting documentation. Of the four purchases that did not meet the purchasing methods:

- One bill related to emergency works to make safe a piece of plant;
- Two bills related to an historical supplier relationship that will now be subject to procurement processes; and
- One bill related to a 2016/17 contract but was not received in time to meet the cut off time for processing to the previous financial year.

All staff involved in the four purchases identified have been reminded of the purchasing requirements of the Procurement Policy.

KEY IMPLICATIONS

Legislative Issues

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

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Unauthorised or inappropriately authorised purchases	L	H	<ul style="list-style-type: none">• Purchasing policy and procedures implemented and communicated to all staff.• Purchase orders required for all purchases over \$1,000.• Approval hierarchy established in software.• Spot checks conducted quarterly by Finance Officers or internal auditors

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 sustainably
	Identify and manage Council's risks
Audit Committee Charter	
Clause 5.1	Financial report
Clause 5.3	Risk management
Clause 5.7	Compliance

CONCLUSION

Overall the 2017/18 Quarter 1 Purchasing Audit noted no significant issues. The lack of compliance with the Procurement Policy processes for two of the four identified purchases has identified the need to review historical and/or long term supplier relationships and to test those supplies through procurement processes. Otherwise the introduction of automated purchasing software has seen significant improvements in purchasing procedures and supporting documentation.

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
- Manager Corporate
- Health, Safety and Risk Officer

Attachments

6.4 2017/18 Quarter 1 Purchasing Audit - **CONFIDENTIAL**

7. FOR INFORMATION ONLY

7.1 2017/18 Quarter 1 Finance Report

Refer Attachment 7.1

ACTION:

Manager Corporate to liaise with member S Ryan to introduce a “dashboard” to highlight exceptions and include financial KPI’s.

7.2 2017/18 Quarter 1 Council Plan 2017-2021 Report

There is no legislative requirement to report on the progress against the Council Plan however the Governance and Management Checklist that forms part of the Local Government Performance Reporting Framework (LGPRF) suggests that it is best practice to report at least on a six-monthly basis. By reporting quarterly, Council ensures that progress against the Council Plan and LGPRF is on schedule, and ensures that actions and indicators are maintained as priorities throughout the year.

Refer Attachment 7.2

7.3 IBAC Perceptions of Corruption

The Independent Broad-based Anti-corruption Commission (IBAC) surveyed Victorian local government employees on corruption and misconduct. A representative sample of councils (12 metropolitan, 10 regional and 10 rural) were surveyed with a total of 1019 council employees responding.

The research focused on four areas:

- understanding corruption;
- perceptions of corruption and misconduct;
- attitudes towards reporting corruption and misconduct; and
- perceptions and attitudes towards integrity and preventing corruption.

The results suggest that local government employees have a sound understanding of what corruption is and can distinguish between corruption and misconduct behaviours.

The report concludes that “while respondents were generally of the view that their council promotes a culture of honesty and integrity, more could be done to reassure local government employees that they will be taken seriously and protected if they report suspected corruption”.

<http://www.ibac.vic.gov.au/publications-and-resources/article/perceptions-of-corruption-survey-of-victorian-local-government-employees>

7.4 Risk Management Policy

The Alpine Shire Council Risk Management Policy was considered and adopted by Council at its meeting on 14 November 2017.

The adopted policy is generally consistent with the draft policy considered by the Audit Committee at its meeting on 5 September 2017 but updated to address the feedback provided by the Committee.

7.5 Committee Annual Self-Assessment Survey

The Victorian Governments *Audit Committees – A Guide to Good Practice for Local Government* and the Audit Committee Charter require the Committee to undertake a self-assessment of its performance each year.

The survey will be distributed to members for completion over the next few weeks and the results will be reporting to the February Committee meeting. .

The method of survey was discussed and the Committee Chair requested that Council Officers be provided the opportunity to give feedback even in an informal way.

ACTION:

- 1. Provide the Committee with a Word version of the survey.*
- 2. Provide Council officers who participate in the Audit Committee the opportunity to provide feedback.*

8. GENERAL BUSINESS

8.1 Proposed Committee Meeting Dates for 2018

The Committee need to confirm the dates for its 2018 meetings.

On the basis of the 2017 meeting schedule and current member's preference for meetings to be held on a Friday, the following dates are suggested:

- 23 February 2018
- 25 May 2018
- 27 July 2018
- September 2018 – date to be determined to align with audit of financial report
- 30 November 2018

Dates of 2018 meetings of the Committee were confirmed.

8.2 Appointment of new Committee members

The Committee requested advice on the timing of reappointment of members.

Councillors Knappstein and Nicholas advised the Committee that they both intend to renominate as the Council representatives on the Committee at the December 2017 Council meeting.

ACTION:

Advise the Committee of:

- 1. The timing of reappointment of independent members.*
- 2. The Council representatives on the Committee appointed by Council at its December 2017 Council meeting.*

8.3 Local Government Act Review

The Committee were advised about the significant rewrite of the Local Government Act 1989.

ACTION:

Keep the Committee up to date with key changes to the legislation.

9. NEXT MEETING

Friday 23 February at 9.30am

10. ATTACHMENTS

- 4.1 Minutes of Audit Committee Meeting No: 1, 5 September 2017
- 5.2 Audit Committee Action Sheet
- 6.1 VAGO Final Management Letter, Year Ending 30 June 2017
- 6.3 Health and Safety Report 2017/18 Quarter 1 – **CONFIDENTIAL**
- 6.4 2017/18 Quarter 1 Purchasing Audit - **CONFIDENTIAL**
- 7.1 2017/18 Quarter 1 Finance Report
- 7.2 2017/18 Quarter 1 Council Plan 2017-2021 Performance Report

11. MEETING CLOSE

The meeting closed at 10.45am

Sue Lebish, Chair



Alpine Shire Council Quarterly Report

1 October – 31 December 2017

Presented to Ordinary Council Meeting – 6 February 2018

Alpine Shire Council Plan 2017-2021 – Progress Report

1 October – 31 December 2017

Strategic Objective 1: A high performing organisation

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 1: High performing organisation		
Improve communication with all sectors of the community	Yes	Council continues to utilise a modern approach to communication to ensure all sectors of the community are able to access information. Council's CEO meets regularly with key community groups across the Shire to ensure that Council is keeping in contact with its key user groups. Community engagement and consultation is a key part of any new project undertaken by Council.
Build strong relationships with our community, other stakeholders, and all levels of government	Yes	Council continues to advocate on behalf of the community to all levels of government, and to key groups within the North East and Hume region.
Position Alpine Shire Council as a great place to work	No	Council continues to provide training to staff to support learning and development. This quarter saw training offered to various staff in computer skills, report writing, IT applications, truck licences, customer service and supervision skills. Compliance training also occurred in the areas of asbestos, drum muster, traffic management, chainsaw use, and first aid. One "Learn from Within" lunchtime session was held in Q2.
Develop and support our workforce	No	
Staff turnover as a percentage of permanent staff numbers	Indicator	Reported at end of financial year
Percentage of councillors in attendance at ordinary and special Council meetings	Indicator	94% YTD
Percentage of Council decisions made at meetings closed to the public	Indicator	0% YTD
Community satisfaction with community consultation and engagement	Indicator	56 (as at June 2017)

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Mount Buffalo Business Case and Activation

Council secured \$200,000 funding for the Mount Buffalo Business Case Assessment and Activation project. Council will work with a multi-stakeholder Task Force, led by Parliamentary Secretary Danielle Green to deliver the project. The project will build on the work done by the Mount Buffalo Destination Advisory Group, evaluating the feasibility of concepts identified in the community led Vision for Mount Buffalo report and aims to realise commercially feasible opportunities.

Risk Register

In December Council finalised a review of its Risk Register, aligned with the Council Plan 2017-2021. The Risk Register is a critical tool to ensure that Council has adequate controls in place to mitigate its high risks. The Register is a 'living' document and will be subject to continual update as new and changing risks are identified, and controls are continually improved.

Changes to the Local Government Act

There are changes afoot for local governments as the Local Government Act has been redrafted in full for the first time since 1989. While submissions are currently open on the proposed amendments, it is envisaged that the new Act will be in place by 1 July 2018. The new Act will better enable community participation in Council planning, and enable Councils to be more autonomous and outcome-oriented. The Act will be implemented in stages leading up to general council elections in 2020. The Council is working closely with peers and government agencies to understand the changes and ensure that it is well planned to implement the new Act.

Kössen visit

Alpine Shire Council hosted representatives from Kössen (Austria), including the former Kössen Bürgermeister (Mayor) in November 2017.

During their stay, the group visited a plaque and Sugar Maple tree which was planted nearly 30 years ago at the Bright Council offices during a former visit from Kössen.

Like Bright, the Austrian alpine town is popular for paragliding, mountain biking, hiking and climbing.



Strategic Objective 2: A responsible and sustainable organisation

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 2: A responsible and sustainable organisation		
Review the Dinner Plain Village Special Rate	Yes	The Dinner Plain Village Special Rate strategy is under review. Consultation will be undertaken in 2018 and a strategy will be formally presented to the March Council meeting and will then be open to community submissions.
Review the risk management framework, including the policy system and financial governance processes	No	Council has finalised a review of its Risk Register to ensure that risks are identified, prioritised and that appropriate controls are in place.
Drive value through a focus on efficient management of our internal functions	No	Council is continuing its phased rollout of new accounting and procurement software to improve efficiency and reduce its reliance on paper.
Develop and implement activities that promote a customer centric centre	No	Council is currently reviewing its customer request management software to improve its management of customer requests.
Working capital: Current assets as a percentage of own source revenue	Indicator	Reported at end of financial year
Percentage of planned hazard inspections undertaken	Indicator	Reported at end of financial year
Overall financial sustainability risk rating	Indicator	Reported at end of financial year
Lost time injury frequency rate	Indicator	1 lost time injury YTD
Community satisfaction with customer service provided	Indicator	71 (as at June 2017)
Available revenue: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue	Indicator	Reported at end of financial year
Ability to pay debts: Non-current liabilities as a percentage of own source revenue	Indicator	Reported at end of financial year

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Strategic Objective 3: Incredible places for our community and visitors

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 3: Incredible places for our community and visitors		
Myrtleford Indoor Sports Stadium expansion	Yes	On-track: Preliminary design work will be completed by the end of February 2018.
Alpine Events Park	Yes	On-track: The Multi-purpose Facility construction is well under way and will be complete by the end of June 2018. The Coronation Avenue crossing, bike hub and associated infrastructure are currently under development for implementation in 2018.
Alpine Better Places - Mafeking Square Precinct, Bright	Yes	Overdue: Only the gateways and minor works remain outstanding. All works will be completed by end of March 2018.
Alpine Better Places - Porepunkah	Yes	Overdue: Only minor works remain outstanding, such as painting of the bridge and some minor defects. All works will be completed by end of March 2018.
Alpine Better Places - Myrtleford	Yes	On-track: The detailed design work for all stages is almost complete. Construction of the Standish Street roundabout will occur from 29 January - 29 March 2018.
McNamara Reserve netball and tennis facility	No	On-track: Preliminary design work is almost complete and detailed design work will be completed by the end of February 2018.
Ratio of capital works program actually delivered compared to budgeted	Indicator	Reported at end of financial year.
Community access to our project pipeline	Indicator	To be completed in Q4.

Bright Community Centre Renewal - Air Conditioning

Three new evaporative coolers worth just under \$20,000 were installed in the Bright Community Centre prior to the end of November 2017 and in time for the summer season. This project has now been completed.

Harris Lane Bridge

The final works on the Harris Lane Bridge upgrade were completed. This project, valued at \$356,857, was funded by Roads to Recovery and has delivered an upgraded steel and concrete structure, increasing the capacity of the old steel and timber bridge from 8 tonne, up to 25 tonne. The provision of this low maintenance structure will service the needs of residents, visitors and primary producers, who can now rely on the increased load limit to provide consistent and safe access.



Playground Equipment Renewal (2017/18)

The replacement of the playground equipment in Rotary Park, Myrtleford was successfully completed just prior to the Christmas 2017 break. Rotary Park is an important tourist stopping point and it was critical to complete this upgrade ahead of Myrtleford's busiest visitation period.

Local families were consulted on their preferred option out of three possible alternatives and the majority preferred playground design was installed (refer to image below).



The Asset Maintenance team also installed new timber barriers and planting in the park to complement the new playground equipment. The result is an enhanced and safe play space right on the entry into Myrtleford.

Rotary Park playground before renewal:



Rotary Park playground after renewal:



Mount Beauty Pool Upgrade

The first stage of the Mount Beauty Pool Upgrade works was completed in readiness for the 2017/18 summer season. New shade sails were installed over the intermediate pool, and existing shade sails near the deep end of the main pool have been extended. Other works completed in stage 1 include repair works and repainting of the main and intermediate pools. The stage 2 works will be complete ahead of the 2018/19 summer season.

The Mount Beauty Pool Upgrade is a \$310,000 project which will improve the sustainability, useability and attractiveness of the Mount Beauty Pool through a targeted program of upgrades identified through community feedback and specialist technical input. The State Government has committed \$200,000 of funding towards the project through the Community Sports Infrastructure Fund 2017/18, with the balance of the funding being provided by Alpine Shire Council.



Mount Beauty Slide Closure

Just before the Christmas 2017 break, Council made the decision to close the custom designed and built Mount Beauty Slide (also known as Eddy). In late 2017 Council received concerning feedback from the community about the experience of the slide. In consideration of this feedback, Council determined not to leave the slide open to the public with the potential risk of an injury occurring.

The slide is a bespoke item of playground equipment, which was designed and fabricated by a local sculptor. Both the design and construction was endorsed by an independent, certified playground auditor as meeting the required Australian Standards.

Council has consulted with the designer / fabricator of the slide, with other metal fabricators and with a playground equipment auditor; and has been investigating options to provide a simple fix to the issues that were reported. This includes considering how it might be possible to smooth the bumps, the possibility of inserting a sleeve into the slide, and modifications to reduce or alter the slope on different sections of the slide. Following this research, it has been determined that a simple fix, which will retain compliance with the necessary Australia Standards, does not exist. Alternative solutions are now being investigated with a number of commercial manufacturers of playground slides, and officers expect to have a way forward agreed early in the New Year and implemented ahead of Easter 2018.

Strategic Objective 4: Infrastructure and open space that our community is proud of

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 4: Infrastructure and open spaces that our community is proud of		
Deliver maintenance programs for our civil infrastructure (roads, bridges, footpaths and kerb)	Yes	Delivery of the annual maintenance program for civil infrastructure is ongoing.
Maintain the Municipal Emergency Management Plan (MEMP) and respond to emergency events in line with the Plan	No	The MEMP is current. Council responded to a flood event in 1 December and a storm event on 8 December.
Maintain our Road Management Plan	No	The Road Management Plan 2017 (Version 4) was adopted at the Ordinary Council Meeting on 4 July 2017.
Deliver maintenance programs for our buildings and facilities	No	Delivery of the annual maintenance program for buildings and facilities is ongoing.
Community satisfaction with sealed local roads	Indicator	57 (as at June 2017)
Audit of the Municipal Emergency Management Plan	Indicator	The next audit of the MEMP is scheduled for September 2018. Work is underway to ensure we are well prepared for this audit.

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Asset Management System

In December 2017, a contract was awarded to supply Council with a new Asset Management Software system at no upfront on ongoing cost. The company is co-developing the product with Council, as they have experience in asset maintenance and management systems for large corporate organisations, but no exposure to the local government sector. The software package will provide a software solution for Asset Management, Asset Valuations and Asset Renewals, predictive asset maintenance schedules as well as the potential to support both Facilities and Customer Request Management functions.

Storm Event Response and Clean Up – 18 December 2017

Late in the afternoon of 18 December, the Alpine Shire and surrounding districts were subjected to a severe weather system which caused widespread damage to the Hume Region.

While the majority of the Alpine Shire was largely spared from the brunt of winds, Buffalo River Road was subjected to severe winds which caused over 100 trees to fall across the road between the Lake Buffalo and Abbeyard.

Council's crew responded first thing the following morning and spent two full days clearing the road to allow residents to gain access to and from their properties.



New Slip On Water Tanks

As part of the 2017/2018 Heavy Plant renewal program, two new water tanks were purchased to replace aging units. The new units are bigger in capacity and allow operators the ability to load on and off a truck without the use of a crane.

Further to this, both tanks have variable outlet jets which can be remotely controlled from the cab of the truck.

This will provide safety benefits, much quicker mobilisation and more efficient use of water.



Tow Behind Roller

Further to the new water tanks, Council also procured a new 'Tow Behind Roller' for the grader.

Historically when grading roads, Council has used a grader and a separate self-propelled roller to shape and compact the road respectively. This new item of plant allows the road to be compacted straight after grading. This will reduce hiring costs of the roller as well as a reduction in labour required to grade unsealed roads within the Shire.



Fire Season Preparations

Council's Municipal Fire Prevention Officers have been actively working within the shire to continually educate land owners about the need to make their properties fire ready for the coming fire season. So far, over 350 Fire Prevention Notices have been issued to ratepayers within the Shire since early December. It is expected that this number will increase as the second growth period begins in January.

Council has experienced a lot of ratepayers exercising the option to have Council organise contractors to undertake fire prevention works on their property.

Porepukah Riverside Toilets

In early December the toilet amenities at Porepukah Riverside Park suffered a mechanical failure which required them to be shut for the duration of the weekend. This failure was attributed to a pump motor which had burnt out. The motor was replaced with a new unit which again burnt out on Boxing Day.

Council arranged for portable toilets to be erected on site until the motor and pump assembly could be assessed and repaired.

Upon assessment of the pump and motor installation, it has been noted that the current set up is not ideally suited for the application and that the infrastructure needs to be upgraded to accommodate the visitor usage of the facility. The Asset Development team is upgrading the amenities which will now include the upgrading of this pump and motor installation.

Strategic Objective 5: Highly utilised and well managed community facilities

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 5: Highly utilised and well managed community facilities		
Review the operation and management of Myrtleford Holiday Park	Yes	The review is continuing. A tender process undertaken in September / October 2017 did not result in a contract being awarded. A new and revised tender process will be undertaken in January / February 2018 based upon feedback from the previous process.
Review both our kerbside collection services and the transport of bulk waste and recycling materials	Yes	The review of kerbside collection services and transport is complete. New contracts for services were awarded, and have been operational since 1 July 2017.
Cease landfill operations at Myrtleford	Yes	Cessation of landfill operations at Myrtleford is complete. All landfill waste is now being diverted out of the Shire.
Operate visitor information centres, seasonal pools and sport centres	No	Seasonal pools opened in November. Operation of Visitor Information Centres and Bright Sports Centre continues as per normal hours and services.
Delivery municipal waste and recycling services	No	Delivery of municipal waste and recycling services is ongoing.
Deliver library services	No	The Council continues to deliver Library Hub services to the Alpine Shire and neighbouring Councils, and is managing the collection to best meet patron needs. Currently there is high demand for eBooks and audio books. Branch libraries are managing ongoing community programs, with a focus on children's programs throughout the school holidays. Myrtleford Library recently received a Living Libraries grant of over \$400,000 which will greatly aid in enabling a refurbishment of the facility in 2019.
Percentage of the population that are active library members	Indicator	15% YTD
Number of visits to aquatic facilities per head of municipal population	Indicator	1.26 YTD
Kerbside collection waste diverted from landfill	Indicator	42% YTD
Kerbside collection bins missed per 10,000 households	Indicator	1.32 YTD
Cost of outdoor aquatic facilities per visit	Indicator	Reported at end of financial year.
Cost of library services per visit	Indicator	Reported at end of financial year.
Cost of indoor aquatic facilities per visit	Indicator	Reported at end of financial year.

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Living Libraries Infrastructure Grant

The Council secured grant funding of \$467,400 to upgrade the Myrtleford Library. This presents a great opportunity to present a modern and welcoming space that better meets the needs of library user groups. The refurbishment is due to commence in 2019, and temporary locations for the library to relocate to during refurbishment are under review.

New Kerbside Waste and Recycling Collection Contractor

The new contractor for waste and recycling kerbside collection commenced in July 2017 with minimal disruption to services across the shire. This smooth transition was in large part as a result of the work officers undertook with the new contractor on route mapping and service request management prior to and after the commencement of the service. The new contracts also provide for a reduced overall kerbside collection cost to Council.

Meeting waste challenges

Increased tourist, building and event activity has been placing greater demands on the waste management systems Council has in place. In response Council has implemented a number of measures including; undertaking some site modifications at Porepunkah transfer station to enable a third hard waste bin to be put in place; increased public place bin inspection and collection frequency at peak times in areas such as Porepunkah River Reserve and Porepunkah Oval and additional temporary waste bin placement in high activity areas. Council continues to review demand and service levels to meet this increasing demand.

Myrtleford Holiday Park.

Council undertook a tender for the long term lease of Myrtleford Holiday Park in September / October 2017. The tender did not result in a successful bid. Based upon feedback regarding the tender requirements the tender documentation has been revised and a new market test is going to be undertaken in January / February 2018. It is anticipated that even with a successful tender process Council will continue to operate the Myrtleford Holiday Park until the end of the current financial year

Strategic Objective 6: A well planned and safe community

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 6: A well planned and safe community		
Review Local Laws: No.2 Municipal Places; No.4 Livestock; No.5 Amenity; No.6 Streets and Roads; and No.7 Murray to the Mountains Rail Trail.	Yes	The review of local laws will be undertaken in Q3 and Q4.
Progress amendments to the Planning Scheme including Dinner Plain Design Guidelines, Upper Ovens and Kiewa Valley land subject to inundation and bulk water extraction	Yes	Dinner Plain Design Guidelines were presented to Council in November 2017, where approval to undertake an amendment was granted. The Groundwater Extraction for Bottled Water amendment was exhibited with submissions closing on 21 December 2017. Submissions will be considered in the new year.
Undertake domestic animal management across the Shire	No	The Domestic Animal Management Plan was reviewed and adopted at the October 2017 Council meeting. The plan is now being implemented and negotiations are occurring regarding a new section 84Y agreement with the RSPCA.
Issue and monitor permits relevant to statutory planning, building, wastewater, and local laws	No	Ongoing with income from planning and building permits continuing to rise, reflecting an increase in activity within the Shire.
Enforce compliance with environmental and food safety regulations, statutory planning regulations and local laws	No	Council continues to undertake its statutory compliance role across all departments.
Deliver the immunisation program	No	On-going with good attendance
Time taken to decide planning applications	Indicator	45 days YTD
Percentage of required food safety assessments undertaken	Indicator	57% YTD
Percentage of planning applications processed within 60 statutory days	Indicator	86% YTD

** Both Local Government Performance Framework indicators, and Council Plan indicators.*

Strategic Objective 7: A thriving and connected community

Initiative / Indicator	Major Initiative?	Progress to 31 December 2017
Strategic Objective 7: A thriving and connected community		
Support events and community programs	Yes	Spring remains the busiest season for the delivery of events across the Shire. November is the busiest month of the event season with several large scale events being delivered, including Bright's Iconic Rod Run, Spartan and the Spring Festival. It is estimated that the economic benefit of events delivered through Q2 is \$13.5million.
Build strong relationships to implement the Municipal Public Health and Wellbeing Plan Action Plan	Yes	Implementation of the Municipal Health and Wellbeing Plan is currently underway.
Provide support and advice to encourage investment and strengthen our economy	No	Small business festival workshops were held in Bright and Mount Beauty during August/September.
Promote Alpine Shire as a destination of choice for visitors	No	Q2 activity being undertaken by Tourism North East (TNE) has been focussed on cycle tourism in the lead up to the summer months. The "Ride High Country" campaign has been launched which includes outdoor billboard placement; tram stop billboard placement; print collateral and advertising as well as digital campaigning. Council's destination marketing team has also been focussed on cycling to complement the work of TNE, including the launch of the Alpine Cycle Guide.
Deliver the Learner to Probationary (L2P) driving program	No	As of 31 December 2017, the program has 26 active participants; nine learners have gained their "P" plates in Q1 and Q2. It is anticipated that at least another seven learners will achieve their "P" plates by June 2018.
Deliver the community grants program	No	Projects funded by Community Grants are currently being delivered by community groups and organisations. To date 23 of the 27 projects endorsed for funding have been completed.
Visitor numbers	Indicator	Reported at end of financial year.
Percentage of people who volunteer in the community	Indicator	Reported at end of financial year.
Participation in the Maternal Child Health service	Indicator	53% YTD.
Number of permitted festivals and events in the Alpine Shire	Indicator	Reported at end of financial year.
Increase small business and light industry in the Shire	Indicator	Reported at end of financial year.

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Graffiti Prevention Project - Porepunkah

Twelve young people from Bright, Porepunkah and Myrtleford participated in delivering this project with street artist AJ Tan. Youth were involved from planning to design stages through to completion of the art installation. This project was funded by the Department of Justice and Regulation and supported by local groups, schools and the Crime Prevention Unit of Victorian Police. The local Crime Prevention Officer delivered a workshop encouraging youth to utilise their artistic ability in a positive way rather than engaging in illegal graffiti activity that will result in detrimental effects on community and the youth themselves.



Events

A significant number of events were delivered across the Shire in Quarter 2 including: Alpine Shire Relay for Life, Bright Oktoberfest, Bright Photography Festival, Spring Festival Fireworks, Bright's Iconic Rod Run, Four Peaks Run, Harrietville Half Marathon, Mountaingrass, New Year's Eve Celebrations in Mount Beauty, Spartan, Show'n'Shine Swap Meet – Myrtleford, Swagger Music Festival, Barrowthon, Alfred 6 Hour, B24, Dinner Plain Mile High Trail Run, New Year's Eve Celebrations in Dinner Plain. November is the busiest month of the year for the hosting of large scale events. It is estimated that the events that are delivered throughout Spring annually provides an economic benefit to the Shire of \$13.5million.

Maternal Child Health

Birth notices received by the Maternal Child Health (MCH) service for the first half of the financial year has increased by 27% on the previous year. This has put additional pressure on to the MCH service with current resourcing. The Early Childhood Reform Plan currently being implemented by State Government will place additional requirements on the MCH service and Council. A review of the service, considering the rise in births, rise in vulnerable families and new requirements of the service coming from State Government is underway which will provide Council with recommendation for the delivery of the service into the future.

Tour of Bright

The Tour of Bright event was cancelled by the event organisers as a result of severe storm/rain weather warnings issued for the weekend of 2-3 December. This road cycling event attracts an estimated 2,000 participants and spectators annually and is a major fund raiser for the local cycling club, Alpine Cycling Club. The estimated economic benefit of this event is \$800,000.

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 28 November 2017
Location: Committee Room, Bright Office
Start Time: 4.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Preliminaries
- Building Better Regions funding application
- Ordinary Council Meeting Agenda review
- Camp Street outdoor dining
- VAGO Audit Report presentation

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Tour of Landfill facilities
Date: 28 November 2017
Location: Committee Room, Bright Office
Start Time: 10.00am

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	CEO
Cr Sarah Nicholas	Councillor	Will Jeremy	DA
Cr Peter Roper	Councillor	Nathalie Cooke	DC
Cr Kitty Knappstein	Councillor	Brett Jordan	Manager Facilities
Cr John Forsyth	Councillor (*Mount Beauty and Myrtleford)	Ewen Oldmeadow	Contractor
Cr Tony Keeble	Councillor (*Mount Beauty and Myrtleford)	Sandra Light	Waste Management

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor

1. Conflict of interest disclosures**2. Record of Councillors that have disclosed a conflict of interest leaving the assembly****3. Matters considered**

- Tour of Mount Beauty Transfer Station
- Tour of Myrtleford Transfer Station
- Tour of Porepunkah Transfer Station

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 5 December 2017
Location: Committee Room, Bright Office
Start Time: 3.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position
Cr Peter Roper	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor and CEO quarterly KPI's
- Councillor only time
- Preliminaries
- Resource Recovery Infrastructure grant funding
- Mount Beauty and Myrtleford Transfer station upgrades
- Child Safe Policy
- Proposed policy to replace Road Name Policy No: 057
- Ordinary Council Meeting agenda review

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Australia Day Assessment Panel
Date: 13 December 2017
Location: Committee Room, Bright Office
Start Time: 10.00am

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Kitty Knappstein	Councillor	Nathalie Cooke	Director Corporate
Cr Tony Keeble	Councillor	Councillor	Development Officer Events

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Australia Day 2018 Award nominations

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 18 December 2017
Location: Committee Room, Bright Office
Start Time: 3.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Tony Keeble	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		

Councillor and staff apologies:

Name	Position
Cr Kitty Knappstein	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Preliminaries
- Strategic Project Pipeline
- Dinner Plain Village Green