



ORDINARY COUNCIL MEETING

MINUTES

M2 – 6 March 2018

Myrtleford Senior Citizens Centre

7:00pm



The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Myrtleford Senior Citizens Centre, Smith Street, Myrtleford on **6 March 2018** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr Ron Janas – Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr Kitty Knappstein

Cr John Forsyth

Cr Peter Roper

Cr Daryl Pearce

OFFICERS

Mr Charlie Bird – Chief Executive Officer

Ms Nathalie Cooke – Director Corporate

Mr William Jeremy – Director Assets

APOLOGIES

Cr Tony Keeble



AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO read the following statement:

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

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

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

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

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

The full meeting is being recorded and a copy will be uploaded to Council's YouTube channel which is "Alpine Shire Council" and will also be available on the YouTube channel 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 – M1 – 6 FEBRUARY 2018

Cr Pearce

Cr Knappstein

That the minutes of Ordinary Council Meeting M1 held on 6 February 2018 as circulated be confirmed

Carried

4 APOLOGIES

Cr Tony Keeble

5 OBITUARIES / CONGRATULATIONS

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au for its YouTube recording for responses to obituaries and congratulations

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST



7 PUBLIC QUESTIONS

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 recording for responses to questions.



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 DIRECTOR ASSETS – WILLIAM JEREMY

8.1.1 Provision of public toilets and amenities in Tawonga South

File Number: 1547.04

INTRODUCTION

The purpose of this report is to inform Council and respond to a petition in support of the provision of public toilets and amenities in Tawonga South.

Cr Nicholas

Cr Forsyth

That Council:

- 1. Continues to investigate options to develop new public toilets in Tawonga South, acknowledging the limited options which are available;*
- 2. Provides a progress update at the September 2018 Ordinary Council Meeting; and*
- 3. Advise the main proponent of the petition of Councils decision.*

Carried

BACKGROUND

There are no public toilets in Tawonga South. The nearest public toilets to the Tawonga South CBD are located in Mount Beauty CBD, approximately 1.2km to the south east. The nearest public toilet located on the Kiewa Valley Highway is located in Tawonga Pioneer Memorial Park, approximately 6km to the north.

A petition in support of the provision of public toilets and amenities in Tawonga South was tabled at the February 2018 Ordinary Council Meeting.

The petition contains the signatures of 837 residents and visitors and states:

"We the undersigned, being residents of the Upper Kiewa Valley, visitors and general members of the public, call on the Alpine Shire Council to urgently provide amenities, including public toilets, parking and picnic area in the town business centre of Tawonga South (being the section of Kiewa Valley Highway from Simmonds Creek Road to Vails Road)".

A cover sheet with the title "Proposed plan for the establishment of a Tawonga South Amenities & Common facility" accompanied the petition. In this document it is stated that Tawonga South is the fourth largest town in the Alpine Shire and the number one tourist destination in the Kiewa Valley, and that there are twenty one businesses located in the Tawonga South CBD.

The document concludes with a statement that there is "a desperate need for public toilets and a town common within the Tawonga South CBD."



ISSUES

Council does not own land or have access to any Crown Land within Tawonga South CBD which might be suitable for establishing public toilets and amenities. This limits the available options for developing these facilities.

POLICY IMPLICATIONS

This recommendation is relevant to the following Strategic Objective of the Council Plan 2017-2021:

- Highly utilised and well managed community facilities.

FINANCIAL AND RESOURCE IMPLICATIONS

There is no allocation for the establishment of new public toilet and amenities in Tawonga South in the 2017/18 capital works budget. Following the negotiation of access to a suitable development site, the project would need to be adequately scoped and costed for consideration in subsequent years.

In the event that a new amenities block was established in Tawonga South, Council's annual operational and maintenance costs would increase. The operational cost of a basic amenities block is approximately \$6,600 per annum.

CONSULTATION

Prior to receipt of this petition, Council Officers discussed the lack of amenities in Tawonga South with the Upper Kiewa Valley Community Association through their nominated coordinator for the project.

A stakeholder engagement plan will be developed and implemented during the scoping of a project to deliver new amenities in Tawonga South. This plan would include engagement with the local business community and residents in the upper Kiewa Valley.

CONCLUSION

A petition with 837 signatures has been received in support of the provision of public toilets and facilities in Tawonga South. To allow Council to make an informed decision, further investigation of the available options is required. Such an investigation has already commenced, and it is proposed that this investigation continues, and a progress update is provided at the September 2018 Ordinary Council Meeting.

**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

ATTACHMENT(S)

- 8.1.1 Petition in support of the provision of public toilets and facilities in Tawonga South.



8.1.2 Contract 1709601 - Briggs Bridge Load Limit Upgrade

File Number: 01702.03

INTRODUCTION

This report relates to the Briggs Bridge load limit upgrade tender. The work includes a concrete deck overlay and upgrade of the barriers and bridge approaches.

Cr Roper

Cr Nicholas

That Council award Contract No. 1709601 for Briggs Bridge Load Limit Upgrade to North East Civil Construction for the Lump Sum price of \$156,694+GST.

Carried

BACKGROUND

Briggs Bridge is located on a strategic route providing access from the Kiewa Valley Highway to a 14 km local road network on the east side of the Kiewa River.

Approximately 45 agricultural producers are located along this local road network, with the majority of producers being dairy farmers. The following load limits are currently in place on the bridge:

- Single axle – 8.5 tonne;
- Dual axle group – 5 tonne;
- Triple-axle group – 15 tonne; and
- Quad-axle group – 15 tonne.

The bridge upgrade will allow these load limits to be removed, allowing access to be granted for higher productivity vehicles to support these local producers.

A standard concrete deck overlay design is proposed. Upgrade to the deck-mounted safety barriers is included, as well as vertical realignment to the approaches to match the new deck level. The construction will reuse some existing guardrails and the bridge approaches have been engineered to minimise the volume of earthworks required.

Tenders opened on 15 January 2018 and closed on 9 February 2018. The Invitation to Tender was advertised in the Alpine Observer and Myrtleford Times and was available on Tenders.net and on the Alpine Shire Council website.

Tender documents were downloaded by 15 prospective tenderers with 3 conforming tenders received.



EVALUATION

The evaluation panel consisted of the Council's Project Manager and the Acting Manager Asset Development.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social

Following the initial assessment of offers, only one of the tenders was shortlisted for further evaluation. The tenderer was asked to clarify aspects of their tender, provide further detail on their traffic management strategy, and confirm their ability to meet the required timeframes. Following these clarifications, it was determined that the tender from North East Civil Construction best met the selection criteria.

ISSUES

The conforming tender received from North East Civil Construction proposed a staged construction approach in order to maintain access across the bridge throughout the 10 week construction program, commencing in mid-April 2018.

NECC also offered an alternative tender with a proposed cost saving as well as a reduced construction period. However, this alternative tender would require a full closure of the bridge for an 8 week period.

If the bridge were to be closed for construction, local traffic including school buses and emergency vehicles originating from the south would be required to access Redbank-Mongans Road from Mongans Bridge. The average detour would be approximately 13 km adding 10 minutes to the travel time (refer map below).

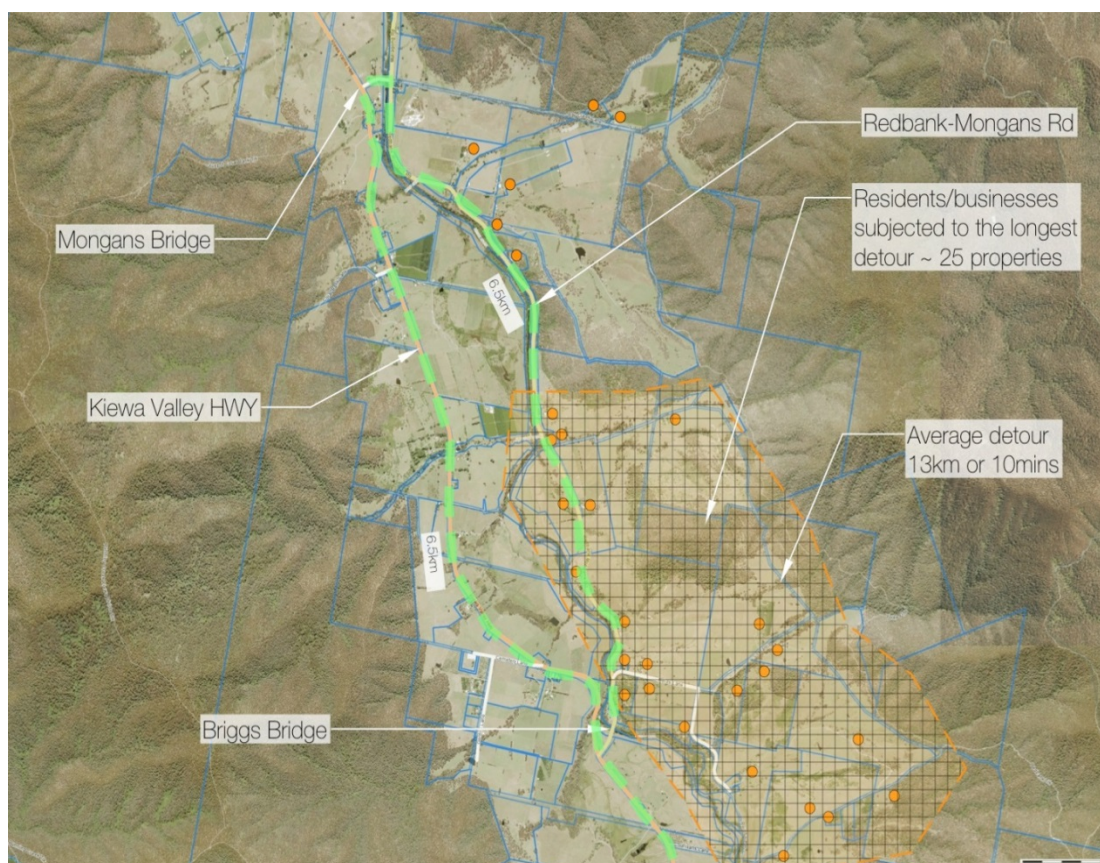


Figure 1: Local road network and properties affected by the Briggs Bridge Upgrade

POLICY IMPLICATIONS

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

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

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

The Briggs Bridge Load Limit Upgrade is jointly funded by the Victorian Government's Local Roads to Market Program (\$70,000) and Alpine Shire Council (\$70,000). The total project budget is \$140,000 + GST.

An estimated \$11,500 will be spent on survey, design and project management costs, leaving \$128,500 in the budget for the construction contract. The recommended construction contract award amount will therefore result in an estimated budget overspend of approximately \$28,000.



CONSULTATION

Council officers worked with local industry organisations to identify this upgrade priority for the local road network.

The bridge works and any traffic management implications will be communicated to directly impacted stakeholders in the following ways:

- Letter drop to all affected landholders and emails to emergency services, dairy transport and school bus providers from 7 March 2018.
- Media release to local papers mid March 2018.
- Installation of signage at the bridge from mid March 2018 confirming bridge works and timeframes.
- Facebook post mid April 2018 and project updates, throughout construction.

CONCLUSION

Following a comprehensive assessment and consideration of the implications of fully closing the bridge, the tender from North East Civil Construction for a staged construction approach was deemed to present the best value 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



8.1.3 Provision of Fuel Card Services

File Number: 1601.08

INTRODUCTION

This report relates to the award of a contract for the Provision of Fuel Card Services for the Alpine Shire Council.

Cr Roper
Cr Forsyth

That Council awards a contract for the Provision of Fuel Card Services to Caltex Australia Petroleum for a fixed period ending 31 January 2021 with an option of two additional one-year extensions.

Carried

BACKGROUND

In May 2013, following an aggregated tendering process carried out by the National Procurement Network (NPN) on behalf of councils Australia-wide, Alpine Shire Council entered into a contract with Caltex Australia Petroleum for the Provision of Fuel Card Services. In 2017 the NPN retendered for the provision of the service, ahead of the Supplier Deeds with individual service providers expiring on 31 January 2018.

The Invitation to Tender was advertised on 29 July 2017 across a broad range of newspapers, including the Herald Sun and The Saturday Age, and in 4 online tender sites including the MAV Tenderlink portal.

The Request for Tender closed on 29 August 2017 with 26 submissions received.

EVALUATION

A panel of 10 representatives was established to carry out the evaluation, with a representative of the Municipal Association of Victoria (MAV) included on the panel.

The Tender responses were evaluated according to the following criteria:

- Relevant Experience and Network
- Product and Service Delivery
- Customer Service
- Corporate Social Responsibility
- Pricing

The results of the evaluation were documented in a confidential tender evaluation report provided to Council by MAV Procurement. Of the 26 Tender submissions received, 9 respondents were recommended for the award of a contract for the Provision of Fuel Card Services within Victoria, subject to the satisfactory conclusion of contract negotiations by MAV Procurement.

An in-house evaluation panel comprising Council's Manager Asset Maintenance and



Depot Operations Manager considered the recommendations, and based on the availability of fuel outlets in Alpine Shire and the discount from the pump price for fuel, determined that the submission by Caltex Australia Petroleum offers the best value for Council.

ISSUES

In addition to the Provision of Fuel Card Services, The NPN included the supply of bulk fuel and lubricants in the Request for Tender. Council does not purchase bulk fuel, and the volumes in which lubricants are purchased are too small for the award of a supply contract to have a financial benefit to Council.

The discount from the pump price of fuel offered by Viva Energy Australia (Shell) was better than that offered by Caltex Australia Petroleum; however Shell does not currently have sufficient coverage across the Shire.

POLICY IMPLICATIONS

The tendering process followed by the National Procurement Network met the requirements of Council's Procurement Policy.

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

- A responsible and sustainable organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

To access the discounted pump price for fuel, Council will enter into a contract with Caltex Australia Petroleum based on the terms of the Supplier Deed negotiated by MAV Procurement. Entering into this contract does not commit Council to purchasing fuel from Caltex Australia Petroleum; however it does introduce a financial incentive for doing so. There is no minimum fuel purchase commitment of Council in order to access the discounted rates.

Council's annual expenditure is fuel is approximately \$260,000.

CONSULTATION

The NPN consulted with councils which had entered into a contract following the previous tendering process, and incorporated common requirements into the tender documents before proceeding to tender. The tender evaluation and recommendation report has been made available to councils on request, and all Victorian councils are eligible to access the negotiated agreements.

CONCLUSION

Following an aggregated tendering process carried out by the National Procurement Network and an in-house assessment of the recommendations, the submission by Caltex Petroleum Australia for the Provision of Fuel Card Services is considered to offer the best value to 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 Asset Maintenance
- Depot Operations Officer

ATTACHMENT(S)

- Nil

**8.2 DIRECTOR CORPORATE – NATHALIE COOKE****8.2.1 Planning Application 5.2017.088.1**

Application number:	5.2017.088.1
Proposal:	Two lot subdivision and alteration to an access to a Road Zone 1
Applicant's name:	Oxley & Company
Owner's name:	Trevor Henderson
Address:	Lot 4 LP122300 - 174 Delany Avenue Bright
Land size:	4034m ²
Current use and development:	Vacant residential lot
Site features:	Rectangular shaped lot with frontage to Delany Avenue of 40m. Vacant grassed allotment with mature trees along adjacent east and west boundaries. Property rises slightly towards rear of site before rising steeply in two tiers beyond property boundary.
Why is a permit required?	Pursuant to Clauses 32.03-3 (Subdivision); 44.06-1 (Subdivision of land within the Bushfire Management Overlay) and 52.29 (Alteration to an access to a Road Zone 1) under the Alpine Planning Scheme
Zoning:	Low Density Residential Zone (LDRZ)
Overlays:	Bushfire Management Overlay (BMO)
Restrictive covenants on the title?	Nil
Date received:	20 June 2017
Statutory days:	258
Planner:	Sam Porter

*Cr Roper**Cr Nicholas*

That Council issue a Notice of Decision to grant a planning permit for a two lot subdivision in the Low Density Residential Zone and Bushfire Management Overlay and alteration of an access to a Road Zone 1 at Lot 4 LP122300: 174 Delany Avenue Bright in accordance with the conditions outlined in Attachment A.

Carried

It is considered that the development can provide an appropriate balance between the need for additional housing within an established residential area and the amenity of occupants and adjoining residents.

On balance, it is considered that the proposal responds reasonably to State and local planning policies. It is recommended that Council issue a Notice of decision to grant a Planning Permit, subject to conditions.

The proposal is to subdivide a vacant low density residential lot into two lots of 2007m² and 2027m² respectively. Lot 1 will have road frontage to Delany Avenue of 40 metres. Lot 2 will be accessed via a battle-axe configuration with a 5 metre road frontage to Delany Avenue (refer to Figure 1 below).



Figure 1: Proposed subdivision layout



The Low Density Residential Zone allows for a minimum subdivision lot size of 2000m² provided the lots are connected to reticulated sewer. Reticulated sewer is available to the subject site. The subdivision proposes a building envelope for each future dwelling, taking account of site constraints such as underground Telstra cables, natural spring activity and setbacks from road frontage of adjacent dwellings.

The proposal includes the alteration of an existing road access to Delany Avenue which is zoned Road Zone Category 1 and requires referral to VicRoads.

SUBJECT LAND AND SURROUNDS

In broad terms, the subject site is:

- Almost rectangular in shape with the front (northern) boundary to Delany Avenue measuring 40 metres; rear (southern) boundary 42 metres; and side boundaries 95.56m (west) and 106.53m (east). The site has an area of 4034m².
- Relatively flat with a slight rise towards the rear and to the east of the property, before rising steeply in multiple tiers beyond the property boundary.
- A vacant grassed allotment with mature trees adjacent the east and west boundaries.
- Within an established low density residential area of Bright consisting mainly of single dwellings of diverse architectural design and scale. Lot sizes in the vicinity are mixed, ranging from 1236m² to 4852m². The majority of lots in close proximity to the subject site and Delany Avenue are smaller than 4000m² in size.
- Situated at the southern entrance to Bright township, approximately 1.8km from the town centre. The site is opposite timber plantations on the northern side of Delany Avenue.



Figure 2: Subject land.



PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to four adjoining landholders and occupiers. A sign was displayed on the subject land. Two objections were received. The key issues raised in the objection are:

- Opposed to the subdivision of land for financial gain that will inconvenience other people; impact on views, landscape values and the environment.
- Disappointed that property to rear of subject site (2 Houghs Lane) was developed four years ago for holiday accommodation despite assurances from the owners that it was for the owner's parents. Doesn't want land developed for flats or bed and breakfast style accommodation.
- There are natural springs located to the rear of the subject site that should not be disturbed. If 'capped' or disturbed through compaction or excavation, the risk is that the springs will pop out on adjoining land and contribute to the problems already created by development of 2 Houghs Lane (located to the rear and above subject site).
- Any development allowed by Council that results in springs emerging on objector's land will result in the objector taking legal action against Council.
- A road along each side boundary and additional fences will impact on the visual amenity and look 'disgusting'.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals:	Country Fire Authority - Conditional consent VicRoads - Conditional consent Goulburn-Murray Water - Conditional consent
Internal / external referrals:	Engineering - Conditional consent

PLANNING ASSESSMENT AND RESPONSE TO GROUNDS OF OBJECTION

All applicable policy and decision guidelines can be found at the following links:

Low Density Residential Zone

http://planningschemes.dpcd.vic.gov.au/schemes/vpps/32_03.pdf

Bushfire Management Overlay

http://planningschemes.dpcd.vic.gov.au/schemes/vpps/44_06.pdf

http://planningschemes.dpcd.vic.gov.au/schemes/vpps/52_47.pdf

Land Adjacent to a Road Zone 1

http://planningschemes.dpcd.vic.gov.au/schemes/vpps/52_29.pdf

Urban run-off management objectives



http://planningschemes.dpcd.vic.gov.au/schemes/vpps/56_07.pdf

Decision Guidelines

<http://planningschemes.dpcd.vic.gov.au/schemes/vpps/65.pdf>

State Planning Policy Framework (SPPF)

The following State Planning Policy Framework policies are considered relevant:

- Clause 13.05 - Bushfire

Objective - "To assist to strengthen community resilience to bushfire".

The proposal complies with the development control strategies within the planning scheme for new development within the Bushfire Management Overlay (BMO).

- Clause 15.01 - Urban environment

Objective - "To create urban environments that are safe, functional and provide good quality environments with a sense of place and cultural identity".

The design elements of Clause 56 are applicable to this objective. An assessment of the proposed development against the provisions of Clause 56 is provided later in the report.

- Clause 16.01 - Residential development

Objective - "To provide for a range of housing types to meet increasingly diverse needs".

The proposal is consistent with this objective by creating two smaller lots within an established low density residential area that have appropriate services and access to infrastructure.

Local Planning Policy Framework (LPPF)

Municipal Strategic Statement

Relevant local policy for residential development is contained at Clause 21.03 Settlement, Built Form and Heritage. Objectives of relevance to this development proposal are:

- Direct the majority of urban growth in the Shire to Bright, Porepunkah, Myrtleford and Mount Beauty/Tawonga South.
- Encourage redevelopment and intensification of existing urban areas by providing for higher density development and mixed uses around the commercial core of towns.

The proposal is consistent with these housing objectives by creating two new low density residential lots within the established urban area of Bright, and within reasonable proximity to the commercial centre, transport and community services.



Local Planning Policies

Local planning policy provides specific direction about how Council will determine certain types of planning applications. The following policies are relevant to this application:

- Clause 22.01-1 Battle-axe blocks policy

This policy seeks to ensure that any subdivision creating a battle-axe block meets certain design criteria. Relevant criteria include an access handle of 8 metres (in low density areas); curvilinear driveway design to create interest; discouragement of dividing fences along common boundaries; and provision of services to the end of the access handle at time of subdivision.

The proposed battle-axe layout provides for a 5 metre wide access handle, with a length of 56 metres to the rear lot. The proposed driveway is 3 metres wide and straight. The proposed access to the front lot, Lot 1, is adjacent the access handle and a single vehicle crossover from Delany Avenue is shared by both lots.

The shared access point to Delany Avenue has been assessed as appropriate both by Council's Engineer and VicRoads. The crossover to the front of the site avoids the mature street trees in the road reserve and provides adequate sightlines.

The proposed width of the access handle for Lot 2 does not meet the design criteria under the local policy. It is considered appropriate, however, to reduce the width from 8 to 5 metres for the following reasons:

- A width of 8 metres will push the crossover for Lot 1 closer to the existing mature street trees;
- A reduced access width allows for a larger building envelope on Lot 1, which is constrained already by underground cables;
- The 5 metre width is deemed to provide safe and appropriate vehicle access to Delany Avenue, based on expected usage.

There is limited opportunity for an alternative layout as Delany Avenue is the only adjoining road to the site. An alternative would be to create two narrow blocks with road frontage to Delany Avenue of 20m each. This would make provision of an adequate building envelope on each lot problematic, and push one access point into the street trees on the road reserve.

On balance, the proposed battle-axe location and design is considered an appropriate response to the site conditions.

- Clause 22.01-2 Rural residential living

This policy applies to all land in the LDRZ and seeks to ensure that rural residential development occurs in appropriate locations and is adequately serviced. The proposed subdivision is located in an established low density area of Bright and is adequately supported by services and infrastructure.



Zones and Overlays

Low Density Residential Zone (LDRZ)

The subject land is zoned Low Density Residential Zone (LDRZ). The purpose of the LDRZ is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.

Clause 32.03-3 of the LDRZ requires a planning permit to subdivide land.

The development is consistent with the purpose and decision guidelines for subdivision for the following reasons:

- The proposed subdivision meets the minimum lot size of 2000m² for development serviced by reticulated sewer.
- The subject land is adequately serviced with reticulated water, sewer, power, telecommunications, drainage and road access.
- The subdivision layout is responsive to site constraints and neighbourhood character, with building envelopes that respond to setbacks on adjoining lots.

In summary, the subdivision complies with the relevant objectives and performance standards for a two lot subdivision in the LDRZ.

Bushfire Management Overlay (BMO)

The subject site is affected by the BMO. Clause 44.06-1 of the BMO requires a planning permit to subdivide land. An application must meet the requirements of Clause 52.47. Any permit that creates a lot for single dwelling must include the mandatory condition at Clause 44.06-3.

The proposed development complies with the general requirements relating to bushfire in the SPPF and LPPF and the decision guidelines contained in Clause 52.47 - Planning for Bushfire.

The proposal has been assessed by the Country Fire Authority (CFA). The CFA does not object to the proposal subject to standard conditions requiring the revision of the submitted Bushfire Management Plan.

Particular Provisions

Clause 56 Residential Subdivision

The sole relevant Clause (56.07-4) of for this development relates to urban run-off management. In this instance the application has investigated the site constraints and surrounding land circumstance at length, due to the completion of a Hydrological Report (discussed in more detail further on in this report).

A review of this report by Council's Engineering Coordinator has shown that it will be acceptable to impose conditions on any permit granted to specify that all civil



drainage infrastructure to be built will comply with Urban Stormwater – Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999) as amended.

In brief the general location of the drainage infrastructure work will be along the entirety of the western boundary and would become a Council managed asset within the necessary easement. It is Council's position that the drainage issues identified onsite will be improved as a result of appropriate development on the site. In addition, the proposed Council managed infrastructure along the eastern boundary will further benefit properties to the south of the subject land.

General Provisions

Clause 65 - Decision Guidelines

Before deciding on an application to subdivide land, the responsible authority must consider the relevant decision guidelines at Clause 65.

A full assessment is provided with the submitted application material. The proposed two-lot subdivision and alteration to an access to a Road Zone 1 is compliant with the decision guidelines as it:

- Contributes to the orderly planning of the area;
- Respects the existing neighbourhood character of the area;
- Provides a suitable layout in terms of dimensions; orientation and road access; and
- Responds to the identified drainage issues on the site.

MATTERS OF CONTENTION

Two objecting submissions to the proposed development were received by Council from adjoining neighbours. Several matters were raised in the submission, however most are not considered to be relevant planning considerations for this application, including use of surrounding residential land for commercial purposes; future dwelling height, the financial motivation for undertaking development and the visual impact of future driveways and fences.

The identification of natural springs on the site and subsequent management of these springs is a relevant consideration and is discussed in more detail below.

Drainage and management of natural springs

Natural spring activity has been identified on the subject site by the neighbour. Concern has been raised over the possible impact of the subdivision, and subsequent development of dwellings, on the spring location and activity and that any capping or compaction of soil on the subject site could result in the movement of the springs onto adjoining properties.

In response to the objection, and following confirmation of the spring activity in the surrounding area by Council's Engineering Coordinator, a request for further information (RFI) was sent to the applicant. The RFI requests preparation of a



Hydrological Report by a suitably qualified professional to investigate the extent of spring activity, and provide a recommended methodology to address drainage issues.

The submitted Hydrological Report made the below recommendation; all can be appropriately referenced and addressed in any proposed permit conditions:

- A geotechnical investigation be undertaken to confirm the site groundwater levels and associated soil/foundations conditions.
- A surface water site investigation to confirm flows paths and connectivity to existing drainage infrastructure, as well as survey levels at nominated locations.
- Minor drainage improvement works (to be confirmed from the prior investigations) to address the issue of the existing boggy area in the lower part of the property including:
 - Subsurface drainage connection from the boggy area to the table drain along Delany Avenue
 - Minor road drainage works for the upper end of Houghs Lane
 - The elevated risk of shallow groundwater levels to be duly considered in the:
 - Design of site stormwater management and water sensitive urban design
 - Design of site structures (buildings, underground services)
 - The development should make provision for overland flows in the event of blockages or storms exceeding capacity of existing stormwater networks.
- Consideration be given to onsite detention for controlling stormwater discharge.

CONCLUSION

The application is considered to be consistent with the policies and provisions of the Alpine Planning Scheme and should be approved for the following reasons:

- The proposed development generally complies with the requirements of the Low Density Residential Zone; the Bushfire Management Overlay, Clause 56 - Residential Subdivision and Clause 52.29 Alteration to access to a Road Zone 1.
- The proposal is consistent with relevant State and local planning policies.
- Subject to conditions, the development can provide an additional low density lot within an established residential area of Bright while ensuring the amenity of future occupants and adjoining residents is not compromised.

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 Planning and Amenity
- Senior Planning Officer

ATTACHMENT

- 8.2.1 (A) General Conditions



ATTACHMENT A

GENERAL CONDITIONS

1. The layout of the subdivision as shown on the endorsed plan must not be altered or modified (whether or not in order to comply with any statute, statutory rule or local law or for any other reasons) without the prior written consent of the Responsible Authority.
2. The owner of the land must enter into an agreement with:
 - a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
3. Before the issue of a Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the owner of the land must provide written confirmation from:
 - a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
4. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunications services to each lot shown on the endorsed plan in accordance with that authority's requirements and relevant legislation at the time.
5. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
6. The plan of subdivision submitted for certification under the *Subdivision Act 1988* must be referred to the relevant authority in accordance with Section 8 of the Act.



7. Covenants that relate to the use of the land or development must not be included in any contracts of sale or on titles of any lots without the approval of the responsible authority; and no variation to the standard requirements of the approved covenants shall be agreed to by the transferor without the prior written consent of the Responsible Authority.
8. Before the statement of compliance is issued under the *Subdivision Act 1988*, the owner must enter into an agreement with the responsible authority under Section 173 of the *Planning and Environment Act 1987* to provide for the following:
 - (a) The adjoining land is used for plantation forestry (or more broadly, rural uses) which may generate noise, dust, truck movements and loss of visual amenity from time to time.
 - (b) Any proposed dwelling must have a finished floor level of 400mm above surrounding natural surface levels.
 - (c) The subject land is likely to be susceptible to ground water spring activity. All future development on the land must ensure that appropriate building techniques are implemented to ensure future buildings can manage the impacts of this surface and ground water. All ground water encountered on the subject land must be captured and discharged to a legal point to the satisfaction of the responsible authority.

The owner/operator under this permit must pay the reasonable costs of the preparation, (and) execution and registration of the Section 173 Agreement.

ENGINEERING CONDITIONS

9. Detailed Construction Plans Prior to certification of the plan of subdivision, detailed construction plans must be submitted to and approved by the Alpine Shire Council. When approved, the plans will be endorsed and will then form part of the permit. The plans must take into account the recommendation of the Hydrogeological Review completed by GHD (November 2017) and include:
 - (a) Subsurface drainage infrastructure to the full length of the Western Boundary. (agi lines, trenches filled with free draining rock, or other approved alternative) to ensure any spring activity encountered during construction can be directed into this system as required.
 - (b) A drainage swale constructed along the Eastern Boundary, with underground stormwater to convey water from lot 2 to the Legal Point of Discharge (into the roadside swale on Delaney Avenue).
 - (c) The method of conveyance of stormwater to the Legal Point of Discharge. For clarity, stormwater is not to be discharged over the sealed path, it must be conveyed by underground pipework to the swale.
 - (d) Construction detail of the proposed crossovers.
 - (e) All works constructed or carried out must be in accordance with those plans.



10. Prior to the issue of Statement of Compliance, all stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge by underground pipe to the satisfaction of the Alpine Shire Council. No effluent or polluted water of any type may be allowed to enter the Council's stormwater drainage system. The legal point of discharge for this site is into the roadside swale on Delany Avenue.
11. All existing and proposed easements, including the proposed drainage line on the Western boundary, must be set aside in favour of the relevant authority for which the easement is to be created on the plan of subdivision submitted for certification.
12. Before any crossovers or drainage works associated with the subdivision start, the following items must be satisfied:
 - (a) Issue of the certified Plan of Subdivision.
 - (b) Approval of the construction plans
 - c) An on-site meeting with officers of the municipality, the contractor and the developer or the developer's consultant to discuss construction management.
13. Prior to the issue of Statement of Compliance, vehicular crossings shall be constructed in accordance with the endorsed plan(s) to the satisfaction of the Alpine Shire Council, and shall comply with the following:
14. Standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways. The vehicle crossing shall be constructed of plain grey concrete, or a flexible granular pavement with an appropriate bituminous seal.
15. Any proposed vehicular crossing shall have satisfactory clearance to any street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
16. If no further requirements are presented from VicRoads (relevant Road Authority), then crossovers are to be constructed to the standards outlined in the IDM. It is anticipated that SD 240, 245 or 255 (reverse crossfall options) shall be the appropriate treatments to select from.
17. Tree Protection during Construction Before the development starts, a tree protection fence must be erected around the street trees at a radius of 3 metres from the base of the trunk to define a 'Tree Protection zone'. The fence must be constructed to the satisfaction of the relevant authority. The tree protection fence must remain in place until driveway construction and drainage works are completed.



COUNTRY FIRE AUTHORITY CONDITIONS

Bushfire Management Plan required

18. Before the certification is issued under the *Subdivision Act 1988*, a bushfire management plan must be submitted to and endorsed by the Responsible Authority. When endorsed the plan must be included as an annexure to the Section 173 Agreement prepared to give effect to Clause 44.06-3 of the Alpine Planning Scheme. The plan must show the following bushfire mitigation measures and site features, unless otherwise agreed in writing by the CFA and the Responsible Authority.

Building envelope (Lot 1 and Lot 2)

Show the location and setback of the building envelope/s from adjacent property boundaries.

Defendable Space

Show an area of defendable space for a distance of 48m for Lot 1 and Lot 2 extending within and around the proposed building envelope or to the property boundary, whichever is lesser where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the buildings.
- Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
- The canopy of trees must be separated by at least 5 metres.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

Construction Standard (Lot 1 and Lot 2)

Nominate for Lot 1 and Lot 2 a minimum Bushfire attack level of BAL - 12.5 that the building will be designed and constructed.

Water supply (Lot 1 and Lot 2)

Show for Lot 1 and Lot 2 10,000 litres of effective water supply for fire-fighting purposes which meets the following requirements:

- Is stored in an above ground water tank constructed of concrete or metal.
- All fixed above-ground water pipes and fittings required for fire-fighting purposes must be made of corrosive resistant metal.
- Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64mm CFA 3 thread per inch male fitting).



- The outlet/s of the water tank must be within 4m of the access way and be unobstructed.
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
- Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).

Access (Lot 1 and Lot 2)

Show for lot 1 and Lot 2 the access for fire-fighting purposes which meets the following requirements:

- Curves must have a minimum inner radius of 10m.
- The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.
- Have a minimum trafficable width of 3.5m of all weather construction.
- Be clear of encroachments for at least 0.5m on each side and 4m above the access way.
- Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.

Additionally for Lot 2:

- Incorporate a turning area for fire fighting vehicles close to the building.

Mandatory condition – Section 173 Agreement

19. Before the statement of compliance is issued under the *Subdivision Act 1988* the owner must enter into an agreement with the responsible authority under Section 173 of the *Planning and Environment Act 1987*. The agreement must:
 - State that it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-1 of the Alpine Planning Scheme.
 - Incorporate the plan prepared in accordance with Clause 52.47-2.4 of this planning scheme and approved under this permit.
 - State that if a dwelling is constructed on the land without a planning permit that the bushfire mitigation measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the responsible authority on a continuing basis.
 - The land owner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.

VICROADS CONDITIONS

20. The crossover and driveway are to be constructed to the satisfaction of the Roads Corporation and/or the Responsible Authority and at no cost to the Roads Corporation prior to the commencement of the use or the occupation of the works hereby approved.



21. The driveway must be maintained in a fit and proper state so as to not compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (e.g. by spilling gravel onto the roadway).

EXPIRY CONDITION

22. This permit will expire if:
- (a) the plan of subdivision is not certified within two years of the date of this permit; or
 - (b) the registration of the subdivision is not completed within two years of the certification of the plan of subdivision.
- The responsible authority may extend the time if a request is made in writing before the permit expires or within three months afterwards.



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 Nicholas

Cr Pearce

That the summary of the Assemblies of Councillor for February 2018 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
7 February	Briefing Session
20 February	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – February 2018



10 GENERAL BUSINESS

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube recording of general business.

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil

12 RECEPTION AND READING OF PETITIONS

Council has received a petition requesting a public dump point for caravans and motorhomes visiting Bright.

A report will be presented to the next Ordinary Council meeting in April 2018.



13 DOCUMENTS FOR SEALING

Cr Pearce

Cr Forsyth

That the following documents be signed and sealed.

1. *Contract No 1707301 in favour of Alpine Spirit Pty Ltd for the provision of a seasonal shuttle bus service between Dinner Plain and Mount Hotham for a three year term with the a further option of one three year extension.*

2. *Contract No 17095 in favour of LA Vandersluys Pty Ltd trading as Country Wide for the provision of Pavement Renewal 2017/18.*

3. *Section 173 Agreement – Gregory Alfred Esnouf*

Crown Allotment 2A Section 5, Volume 8242 Folio 725 Lot 1 on TP 381592D, Volume 7989 Folio 097 Lot 1 on TP 636914Q, Volume 6539 Folio 782 Condition 26 of Planning Permit 2015.161.1 for a 4 lot subdivision at 6-8 Star Road, Bright.

The Agreement excludes Lot 3 from exemption under clause 44.06-1 of the Alpine Planning Scheme.

4. *Contract No 1707402 in favour of GF & AM Peterson Pty Ltd for the provision of Contracted Services at Dinner Plain Village.*

Carried

There being no further business the Chairperson declared the meeting closed at 7:36 p.m.

.....

Chairperson

Alpine Shire Council	
Received	
2 MAR 2018	
File No.	1220.05
Doc No.	7992
Action Officer	WJ
C.C	CR5
CRM:	

2nd March 2018

Councillors
The Alpine Shire
Churchill Avenue
Bright VIC 3741

Re: Petition to Council for Public Dump Site

Executive Summary:

This petition reintroduces a request for a public dump point in Bright after previous approaches were rejected.

The formalisation of access to private dump points in local caravan parks does not overcome the lack of a public dump point because public access is at the park owners discretion and is not always available or suitable for some vehicles.

The availability of a public dump point would bring infrastructure in Bright up to a standard of infrastructure now expected by the Australian caravan, motorhome and camping market.

Lack of such infrastructure encourages unacceptable dumping behaviour and associated threats to amenity and health.

Provision of public dumping facilities need not be expensive as subsidies are available.

A public dump point opens the region to a market of visitors and through traffic that benefits local business and provides positive free promotion through caravan and recreational vehicle clubs with large memberships.

Dear Councillors

Please accept the enclosed petition for public dump site in Bright. Recent previous submissions to Council re the issue of a public dump site have been unsuccessful both in terms of installation of an easily accessible public facility and valid explanation why not. Bright is a known premier tourist destination that is promoted as such by Council and ratepayers taxes. Surely it is incumbent that the Shire provide a level of service to accommodate all potential caravan and motorhome users in line with their expectations based on the facilities they see around the rest of Australia, even in Shires with far less means to do so than we are blessed with. Just because there are sufficient current visitors prepared to pay premium rates without a full up-to-date range of facilities does not mean we do not need to improve.

Consider the quote from the Australia wide distribution popular magazine "Caravan and Motorhome" which in response to their section "What you're saying online- Are there enough dump points in Australia?" received the comment *"We could do with a few more (Dump sites). Victoria needs a lot more, especially around the Bright area. Gail Marie"* (2016) Hardly a strong endorsement for the area and I doubt it is less relevant in 2018 and I would be interested in any evidence you could provide to the contrary.

I am aware there are dump points in Bright in private caravan parks and in the Shire Park in Myrtleford however these do not provide unfettered public access because:

- Although local Caravan Parks that say they allow public use, my understanding is that they do not have a facility for access for large vehicles due to trees and tight and narrow corners causing lack of navigation ease. Sites are very close by and in my experience it is bad enough having hand held toilet cartridges emptied nearby during breakfast or morning tea let alone a blackwater pumping operation from a large vehicle taking place! I believe none of the private Park dump points even come close to the suggested standards set out in the attached Appendix 1.

- C Parks retain their right to refuse access to users during busy times (and Bright is fortunate to have regular busy times).
- Myrtleford Caravan Park is not in Bright. Whilst it is easy to dismiss travel distance, time, fuel cost and inconvenience as minimal, to merely fob off the solution to a site in Myrtleford smacks of out-of-sight-out-of-mind. Furthermore, although owned by the Shire at this point, the Park has potential to be sold into private ownership and our situation would revert back to the above issue re limited access.

Currently the closest public dump points are in Omeo and the Oxley Reserve. The Rural City of Wangaratta has a policy on dump sites supporting Recreational Vehicle (RV) travellers and tourism and is currently constructing a public dump point at Wareena Park.

The traditional caravan and camping markets are important components of the tourism mix visiting the Bright Shire. Whilst our area attracts campers outside the commercial Caravan Parks it is not generally a "free camping" region. I don't believe a public dump point would suddenly result in an influx of free campers given the strong supply of quality formal accommodation. But free campers (and campers in our bush camps) and short term visitors passing through surely contribute to spending on supplies, food, repairs/maintenance and fuel as well as visiting local attractions and they are all potential free of charge advocates for our region and repeat visitors. Free campers are not in competition with commercial Caravan Parks, there is room for all in the massive market and it is up to the C Parks to keep their own competitive edge rather than influencing the Shire to hold out against services provided in the rest of Australia. Research conducted by the 70,000 member Campervan and Motorhome Club of Australia (CMCA), indicates the RV market generates an average weekly economic activity of \$500. The RV market is worth \$6.5 billion dollars a year.

Why a public dump point? Frustrated potential users may use the roadside or the bush, causing environmental issues that affect our water and river system. We have already seen this with bush camping at Nug Nug. Sure some people will behave badly in this regard but we can hardly complain if we refuse to provide suitable infrastructure. We are aware of a recent incident where an RV simply dumped their cartridge on the roadside near a residence (see Appendix 3). I understand there are 20 existing free or designated bush sites around Bright but only two have any type of toilet facilities. It is unlikely campers set off from camp with full toilet cartridges so where are they dumped? Most likely nearby if there is no convenient well identified public dump point close by on the way home (note that the 70,000 CMCA members would already be aware if a public dump point existed through their regular Club magazine or website). It is not in our community's interest for such waste to find its way into waterways. If travellers wish to dump in Bright on their way home does the Shire condone cartridges being dumped in public toilets as has been observed at Howitt Park? I note most caravan parks ban this in their own toilet blocks due to associated fouling of pans. A public dump point would also be a possible boon to event managers maintaining portable toilets and tradespeople with work site portable toilets. Another potential user may be tourist buses.

Wont it be an eyesore? Aesthetically, public dump points are unobtrusive and could be attractively designed to reflect our Alpine area. See photos in Appendix 3. Properly located and connected to the town sewerage system there are no odours and users do not interfere with non-users. From my own observation and speaking with other extensive touring RV users we have not found or experienced a misused dump point so it is not a common occurrence.

Are there appropriate possible sites in Bright? Ones that come to mind are the Rotary information rotunda entrance to Bright on Great Alpine Road, above the Railway Museum, carpark near Community Centre, Senior Citizen Centre carpark, in front of the Council Depot on Churchill Avenue or close proximity (has the advantage of ready observation and access for maintenance), Pioneer Park (direct access roads are difficult).

What are the costs? The cost of the basic dump point "Dump EZY" system (See appendix 4) supplied and delivered would be met by CMCA provided the Shire agrees to meet basic public accessibility conditions (free of charge, open at least in daylight hours). Appropriate basic access and parking groundworks, access to potable water, access to sewerage and basic upkeep like any other infrastructure are obvious costs but well within reasonable bounds depending on budget priorities. Signage and installation are possible costs but may be subsidised by a dump point subsidy program offered by CMCA given that the region has such a poor public dump point service. If these subsidies can be gained we would have a win/win situation for users, our community and the environment (See Appendix 2). My understanding is that NE Water does not require a public dump point site to be locked at night and include CCTV coverage as previously claimed by the Shire. It is only a suggestion so it would be an elective and unnecessary cost. On the plus side publicity for an RV friendly area extends our market and visitors utilising public dump points whilst only passing through usually shop for supplies and browse around whilst dumping (one person dumps whilst the other shops).

This is an opportunity for the Council to hear from caravan and motorhome owners/users directly. Unless you have experience with this kind of travel and use, it is difficult to appreciate the importance of this facility and the economic benefits it brings.

The Public Dump Site Petition that this letter accompanies was initiated by others who for health reasons at the time could not follow it through in a manner that might comply with criteria that you, generally for good reason, insist upon. But I am satisfied that the petitioners are valid and real and represent both local residents and potential RV visitors (and their friends) who by signing the petition express a genuine desire to visit Bright and contribute to our economy (but under their terms, not those imposed by dominant local private C Park owners). Regardless of format or timeframe they are a strong valid voice that should be heeded by you, whether as a petition or other communication, on behalf of visitors, residents and general businesses that would stand to benefit from a potential extra market. The petition heading has been updated. The original heading that began in 2015 is shown in Appendix 5.

Thank you for your time to read through this and I commend the petition.

Yours sincerely

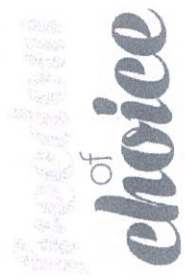


Bright and District Ratepayers Assoc.

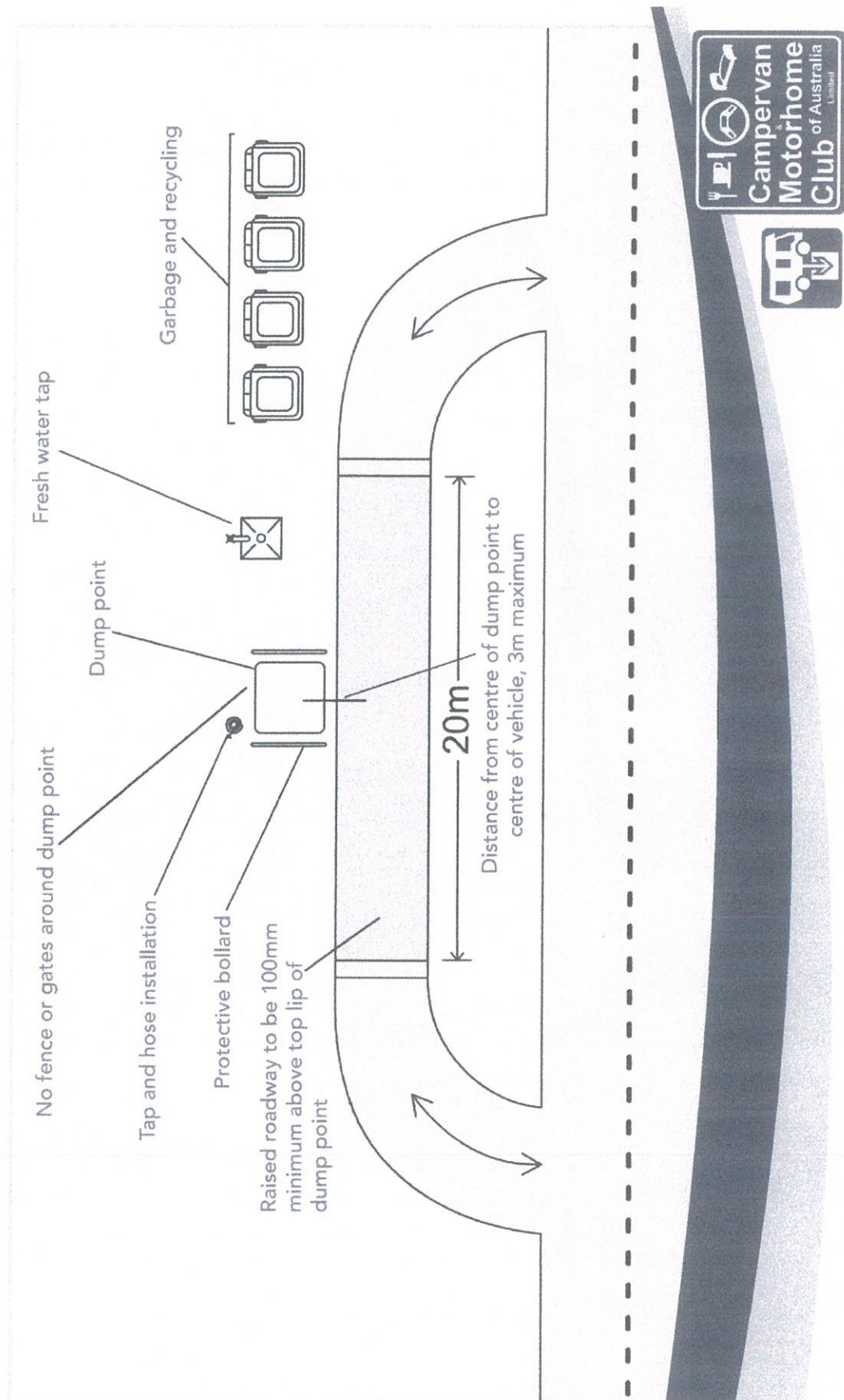
Cc:



Appendix 1 cont:



An Optimal Dump Point Installation



Appendix 2: Dump point subsidies

THE BARE NECESSITIES

Dump points may not be the first thing on your mind when you dream of a life on the open road, but to those in the know, making sure you can find one on your travels can become a major consideration.

Dump points can be found easily by searching GeoWiki – CMCA's member exclusive geographical travel app, website and GPS files. The app can be used offline, which is important when travelling, and lists over 440 dump points throughout Australia. GeoWiki provides vital information such as the exact location, availability of water and restrictions, if any apply. Many listings even have photographs that show the accessibility for those with bigger rigs.

The number of dump points around Australia are growing as CMCA continues its commitment to installing these facilities. To date more than 330 public dump points have been installed under the CMCA / KEA Campers Dump Point Subsidy program, an initiative that began back in 2006 and is supported by the Queensland, New South Wales and South Australian governments.

The program provides a win/win situation for RVers, communities and the environment – having easily-

accessible dump points provides stress free travelling for RVers, towns that have installed dump points have found that they have an increased number of RV tourists visiting their communities, and the environment also benefits from responsible black and grey water disposal.

The next time you're travelling, spare a thought for the humble dump point. As

Member No 73378 mentioned recently, "People who see and use these facilities just don't appreciate the good work done by our club to benefit members and non-members alike. I have been grateful for them at many locations all around Australia. Thank you'.

Happy travelling,
The CMCA Team



CONTACT US

CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED
PO Box 254, HRMC, Warabrook, NSW 2310
Ph: (02) 4978 8788; Fax: (02) 4978 8799
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Appendix 3: Example Dump Points



Appendix 3 cont:



Dump Ezy system



Basic public dump point, Camoorweal QLD



By contrast recent illegal dump, Porepunkah



Background

The Dump-Ezy product has evolved out of a need to provide a mechanism for dealing with waste from portable toilets in all sorts of mobile vehicles and boats. The more sophisticated off-road type trailers and vehicles available now are allowing large numbers of people to venture into remote areas that have little or no supporting infrastructure. Additionally, large numbers of people are moving around in privately owned or rented vehicles with in-built waste storage, and will dump it somewhere, appropriately or not.

This type of portable toilet normally uses various chemicals to mask odour etc and can be highly detrimental to the bacterial processes found in waste treatment systems. The concentration level of these chemicals can severely affect the biology of these systems to the point of collapse when heavily loaded as can occur in roadside restrooms and caravan parks.



Registered Design No. 153860

Hybrid Toilet Systems, septic systems, roadside restrooms, small treatment plants and council sewer systems all receive waste from these types of units and the Dump-Ezy unit can be either built into these facilities or installed adjacent to these units. The other issue is that there are also many circumstances where no facilities exist at all, and the result is that this highly undesirable waste is just dumped beside the road creating a significant hazard to the environment and to the community. Toilet paper littering pristine areas is not a desirable outcome. The Dump-Ezy unit and its optional downstream waste treatment and or storage options provide a solution for this issue.

Potential locations for the Dump-Ezy are Council sites, National parks, Caravan Parks, Marinas, Roadside Stops, Showgrounds, etc

Features and Benefits

The Dump-Ezy dump point is the front-end entry point of the waste stream. It is designed to be easily identifiable, attractive, and user friendly with simple to follow instructions.

This innovative product is built to be Australian Standards compliant off the shelf. It is easy to install, and includes built-in simple but effective self-evident operational signage. The lid is lockable, strong and lightweight and includes a moulded-in handle and a rubber seal for added odour control.

Note:

The Dump-Ezy unit is not a treatment system; it is only the front end of a process and needs to be installed in front of an appropriate holding tank, septic tank or other treatment process (see Waste Treatment Options)

Construction

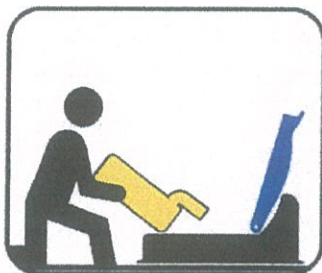
The unit is rotationally moulded from tough UV stabilised, non-corroding polyethylene. This production method delivers products with minimal inbuilt stress, which equates to a high impact resistance.

The signage and instructions on the unit are permanently moulded into the plastic and cannot be peeled off. They will fade only minimally over an extended life in direct sun.

The unit is made entirely of plastic components and thus is not prone to corrosion. This feature makes the Dump-Ezy ideal for use in coastal areas. If the unit is to be bolted in position it is strongly recommended that stainless steel fasteners be used to prevent corrosion.

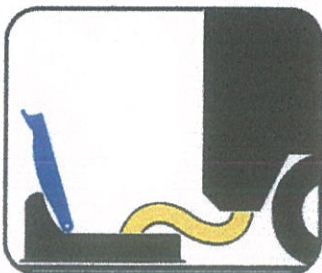
Usage instructions

The underside of the lid has a pictorial guide to the correct use of the Dump-Ezy



Cartridge Dump

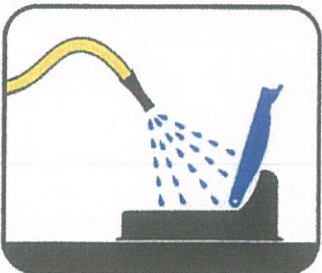
Waste cartridge contents can be safely poured into the Dump-Ezy. The lid will stay open so that only one person is needed for the operation



Hose Dump

Onboard waste storage dumping can be done directly from the vehicle to the Dump-Ezy using a flexible hose.

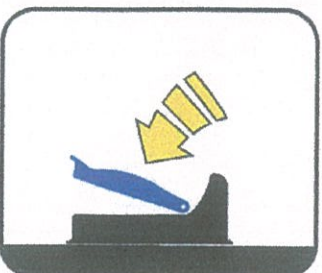
The drain orifice is 150 mm in diameter and can accept all hoses up to this size. To assist a single user, the lid can be closed to hold the hose.



Wash Down

Hose down the Dump-Ezy using the adjacent hose (this hose must be installed by the site operator)

The hose can be used to clean equipment and leaves the Dump-Ezy clean for the next user.



Close Lid

Once the wash down has been performed, close the lid to ensure the waste system is sealed.

The lid can be locked using a pad lock if desired.

Installation Guidelines



Site Location

When selecting a site to instal the Dump-ezy consideration should be given to traffic in and around the area. Dump-ezy should be installed away from high traffic areas to ensure user safety. Consideration should be given to any nearby features such as toilet blocks, tables, play grounds etc. Side access roads / isolated pull over bays are ideal.

Barriers

Physical barriers such as concrete kerbing, metal railings, treated pine stumps etc can help prevent vehicles and similiar from coming in contact with the Dump-ezy. These should be positioned in a way that still allows clear access for persons and hoses / catridges.

Signage

Adequate signage should also be installed to make people visibly aware of the Dump-ezy. Ask your local agent how to get them.

Hose Wash Down

A tap and hose should be provided next to installations to enable wash down with each use. This ensures a nice clean unit is maintained.

Drainage

Adequate drainage should be provided in and around the Dump-ezy to prevent infiltration from high rainfall, runoff etc.



Typical Installation.



Note: Install the Dump Ezy lower than vehicle outlet height shown so waste can drain through hose via gravity.

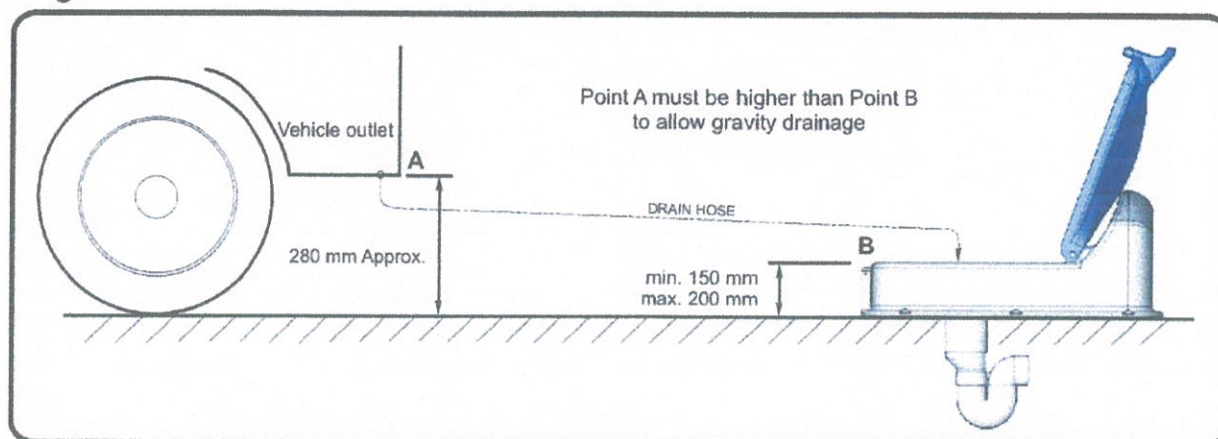


Figure 1.



Note: Install the Dump-Ezy within reach of the access road so people with drain hoses can reach as well.

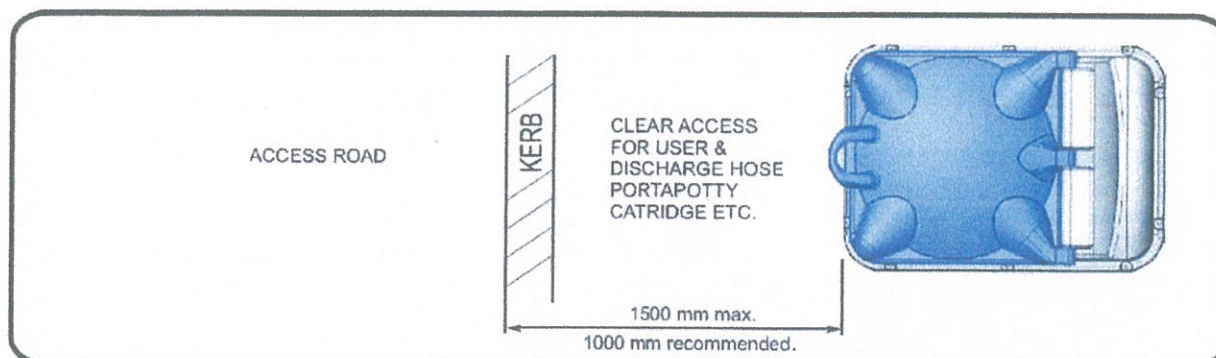


Figure 2.

Appendix 4 cont: Page 4 of 5**Installation Instructions**

All installations should comply with AS/NZS 3500.2.2 Section 3.15

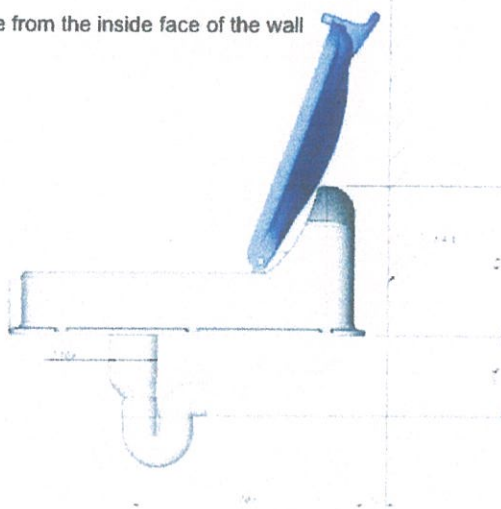
If you are installing a septic tank system, transfer station or a treatment plant please also refer to the instructions provided with these kits.

The Dump-Ezy can be bolted to an existing floor surface or cast into a concrete slab.

Bolted Option

- Position the outlet piping in with the correct minimum set-out distance from the inside face of the wall

- The minimum hole size required in the floor is 185mm Dia.
- The unit must be installed on a flat and level surface
- Locate the o-ring supplied and fit it into the groove at the underside of the outlet.
- Install the 150 mm coupling by screwing it firmly up against the o-ring. Do not overtighten.
- Assemble pipe work as per details supplied on the underside of the unit and on diagram
- Position the Dump-Ezy on the floor, mark around the unit and mark fixing positions.
There are 10 fixing holes in the unit, which accept 10 mm fasteners with 25 mm washers.
- Place a large bead of caulking material on the floor just inside the line. Complete the pipe joint and then fix the unit in position. Clean up any excess caulking material.



For compliance with the Plumbing Standard the minimum height of wall above ground must be 150 mm
(Dump-ezy wall is 200 mm high)

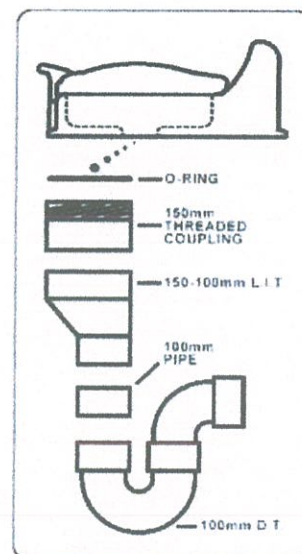
Note. All mechanical fixings should be Stainless Steel.

Set in Concrete Option

- Locate the o-ring supplied and fit it into the groove at the underside of the outlet.
- Install the 150 mm coupling by screwing it firmly up against the o-ring. Do not overtighten.
- Assemble pipe work as per details supplied on the underside of the unit and on diagram.
- Bed plumbing as per Standard to correct height for coupling
- Set formwork such that the Dump-Ezy is level and will be set into the slab no more than 50 mm.

The slab should have fall away from the unit.

For compliance with the Plumbing Standard the minimum height of wall above ground must be 150 mm

**Pipework and Fittings**

Pipe work and fittings should be checked as per standard plumbing guidelines.

Fittings should be inspected for leaks at joints and tank connections.

If a backflow prevention device is installed on the hose cock it will require inspection and certification under AS 3500.

Locking

If required, the Dump-Ezy unit has an in-built locking point at the front below the handle.

The lock required to fit the unit is a "Lockwood" Product Code no 234/45. This lock can be keyed alike.

Maintenance and cleaning

The use of harsh abrasive anti-bacterial toilet cleaners is not recommended.

The Dump-Ezy is the entry point for a waste treatment system, which is a living biological process. The waste is biologically broken down and reduced to a useful and disposable state. Anti-bacterial and strong chemical cleaners have the potential to kill or severely reduce the effectiveness of the living treatment system if poured into the unit.

The surface of the Dump-Ezy unit should only be cleaned with non-abrasive cleaning products as follows:

Cleaning Method

The Dump-Ezy should be cleaned at least twice weekly with a soft brush and a Septic safe cleaning product. We recommend using a product called EMC by VRM - Available from Tradelink Plumbing supplies.

Mix EMC in the ratio of 1:10 into half a bucket of water. Scrub all over the Dump-Ezy surface with a soft brush to remove all soiling. If required use the concentrated EMC to remove stubborn soiling. Wash down the outside of the Dump-Ezy with the same product.

Any remaining mixed cleaning product may be tipped down the waste. Hose down the general area.

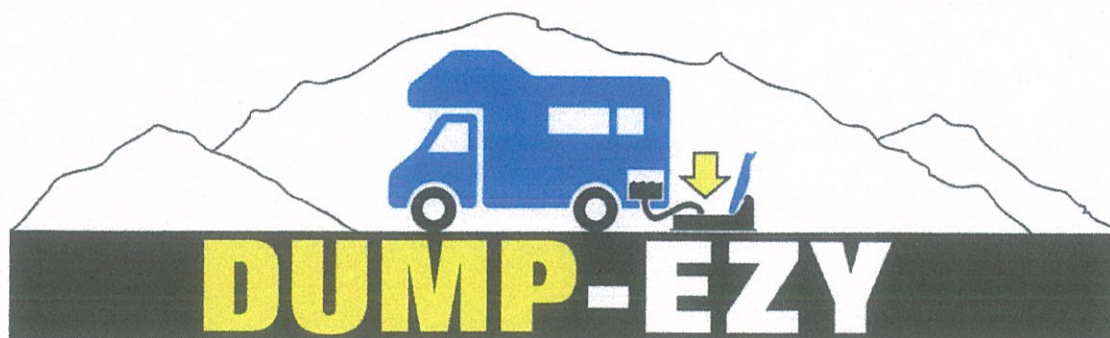
Sludge Management

If your Dump-Ezy unit is connected to a septic tank you will need to monitor the sludge level in the tank. A sludge gauge can be used to determine when the disposal is required and a regular interval can be established if usage is reasonably regular.

Questions

Should you have any problems with installation of this unit, please do not hesitate to contact:

Gough Plastics on Freecall 1800 069 805, (International +61 7 4774 7606) or your local Agent. Alternatively you can find information on the Dump-Ezy at www.gough.com.au/dump-ezy



Setting The Standard In User-Friendly Dump Points

Appendix 5: Original petition format.

HELP SUPPORT BRIGHT DUMP POINT

BRIGHT IN NORTH-EAST VICTORIA, IS LOOKING FOR YOUR SUPPORT TO ESTABLISH A PUBLIC DUMP POINT THAT CAN BE USED BY MOTORHOMERS AND CARAVANNERS VISITING THE AREA. THERE ARE NO DUMP POINTS IN THE AREA SUITABLE FOR LARGE RV'S IN ANY OF THE CARAVAN PARKS.

NAME**POSTCODE****SIGNATURE**

Dump Point Agreement



CONDITIONS TO CONNECT

GENERAL

1. Approval will be subject to the dump point meeting all the Corporations and regulatory requirements, such as plumbing compliance, health approvals and development approval conditions.
2. The dump point installation is isolated from storm water and protected from ingress of rainwater/groundwater/flood water
3. The dump point installation meets the requirements of AS3500.1.2003 (as amended), this includes the requirement for:
 - a. installation of a containment backflow device;
 - b. annual testing of the backflow prevention device;
 - c. submission of the annual test report to the Corporation.
4. No load shall be transferred to the dump point from a vessel with a volume greater than 250 L.
5. The occupier agrees to pay an additional sewer connection fee for as long as the dump point remains connected to sewer. This price is governed by the Essential Services Commission and is advertised on the Corporations website.

OCCUPIER

The occupier must ensure:

1. No commercial tankers are permitted to use this dump point.
2. The occupier must maintain a log book to record details of customers discharging to the dump point. Upon request, this log book must be made available to the Corporation.
3. The dump point is managed/supervised during daylight hours to ensure only domestic type waste is discharged (i.e. caravan black/grey water – caravan toilet, shower and kitchen wastewater) and securely locked after hours at all times
4. The approval holder is responsible for cleaning and maintenance to ensure no odours impact surrounding properties.
5. If an incident arises as a result of an illegal discharge via the dump point, the Occupier assumes all responsibilities for repairs or maintenance of any affected assets of the Corporation

THIS AGREEMENT made the.....day of..... 20.....

Between NORTH EAST REGION WATER CORPORATION (trading as North East Water
"NEW"), and

(Name)

(hereinafter called " the occupier")

being the owner/occupier of the property described as:.....

.....
(property address)

Type of Business.....

The Occupier acknowledges the terms and conditions of this Agreement and the Corporation
agrees to accept septic waste in accordance with this agreement.

Occupier

SIGNED by the customer:

.....
Signed Print Name

in the presence of:
Witness Signature Witness Name

The Corporation

SIGNED for and on behalf of the **NORTH EAST
REGION WATER CORPORATION** by its
Authorised Delegate

.....
Signature of Authorised Delegate

.....
Date Print Name in Full

OFFICE USE ONLY

DEED NO:

CONSUMER NO:



Draft Budget Report 2018/19

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1 Mayor and CEO's Introduction

It is our pleasure to present the budget for the 2018/19 financial year. This budget demonstrates our continued commitment to keep operational spend low, while directing funds to community services and capital works projects that are in alignment with our Council Plan 2017-2021:

- Support and build community safety and wellbeing;
- Attract visitors and investment; and
- Boost the local economy.

We continue to fund a wide range of community facilities that make our Shire a great place to live and to visit. This includes our libraries, swimming pools, sports centres, visitor information centres, public amenities, and our waste transfer stations and landfills.

We provide a range of community activities and services, ranging from youth activities and awards, to our L2P learn-to-drive program, our seniors' festival and our maternal child health services. In 2018/19 we are also pleased to introduce supported playgroups. We also provide a grant pool of \$80,000 to support the very worthwhile activities and services provided by local community groups.

We support the economic vibrancy of our communities through marketing our tourism assets, providing support for local events, and providing economic development advice to our local businesses. We also support specific local development initiatives, and in 2018/19 will be continuing to investigate the opportunity to further activate Mount Buffalo.

A significant portion of our budget (circa \$2.7m) also goes towards maintaining the safety and amenity of our assets, including our bridges, buildings, drains, footpaths, local roads, open spaces, and the rail trail.

Asides from these services, we are also pleased to be able to continue our strong capital works pipeline in 2018/19, with planned works totalling \$11.2m. Our ability to support this pipeline is underpinned by recent strong cost management initiatives teamed with a favourable grant funding environment. Through this program we are putting in place the renewals, upgrades and new works to provide the foundation for a strong and vibrant Shire for years ahead.

Building on recent investment of over \$3m in the Kiewa Valley and over \$4m in the Upper Ovens, the 2018/19 budget sees a number of major initiatives funded for the Lower Ovens, including expansion of the Myrtleford Indoor Sports Stadium; upgrade of the McNamara Reserve Netball and Tennis Facilities; and renewal of the Myrtleford Library. The Alpine Better Places initiative will roll out to Myrtle Street and Jubilee Park.

The budget will also see the completion of the Alpine Events Park and the Mount Beauty Pool Upgrade. Plans for Dinner Plain include key Toboggan and Ski Run Safety Improvements, and Tracks and Trail Signage.

The budget proposes a rate increase of 2.25 percent. This is in line with the Fair Go Rates System which caps Victorian council rate increases in line with inflation, minus an adjustment to ensure that Councils are delivering annual cost savings to rate payers. We continue to apply prudent cost management principles and work smartly on our sourcing strategies to ensure that we are getting the best supplier deals for our ratepayers. We continue to seek efficiencies and prioritise activities to keep staffing requirements 'flat' following a major staff reduction initiative in recent years.

This year's budget will also see a reduction in rates paid by residential ratepayers in Dinner Plain. The Dinner Plain Special Rate has up until now been paid by both residential and commercial



ratepayers in the area; the proposal is that this is aligned to the approach for the rest of the Shire, so that the Special Rate is only paid by Dinner Plain commercial ratepayers.

We are fortunate to live in a Shire that is unrivalled in natural beauty, boasts close-knit and supportive communities and attracts tens of thousands of visitors each year. I look forward to seeing the Shire continue to thrive in 2018/19, and welcome your suggestions as to how we can make the Alpine Shire an even better place to live and to visit.

Cr Ron Janas
Mayor

Charlie Bird
Chief Executive Officer

Financial Snapshot

Key Statistics	2017/18 Forecast \$million	2018/19 Budget \$million
Total Expenditure	23,973	24,353
Underlying Operating Surplus	3,902	4,835
Net (decrease) or increase in Cash	(794)	(595)
Capital Works Program	8,666	11,235
Staff Numbers	105	105

Budgeted Expenditure by Strategic Objective	Budget \$million	Budget %
A high performing organisation	8,676	28%
A responsible and sustainable organisation	1,724	6%
Incredible places for our community and visitors	11,235	36%
Infrastructure and open spaces that our community is proud of	2,739	9%
Highly utilised and well managed community facilities	4,435	14%
A well planned and safe community	420	1%
A thriving and connected community	1,592	5%

2 Link to Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework.

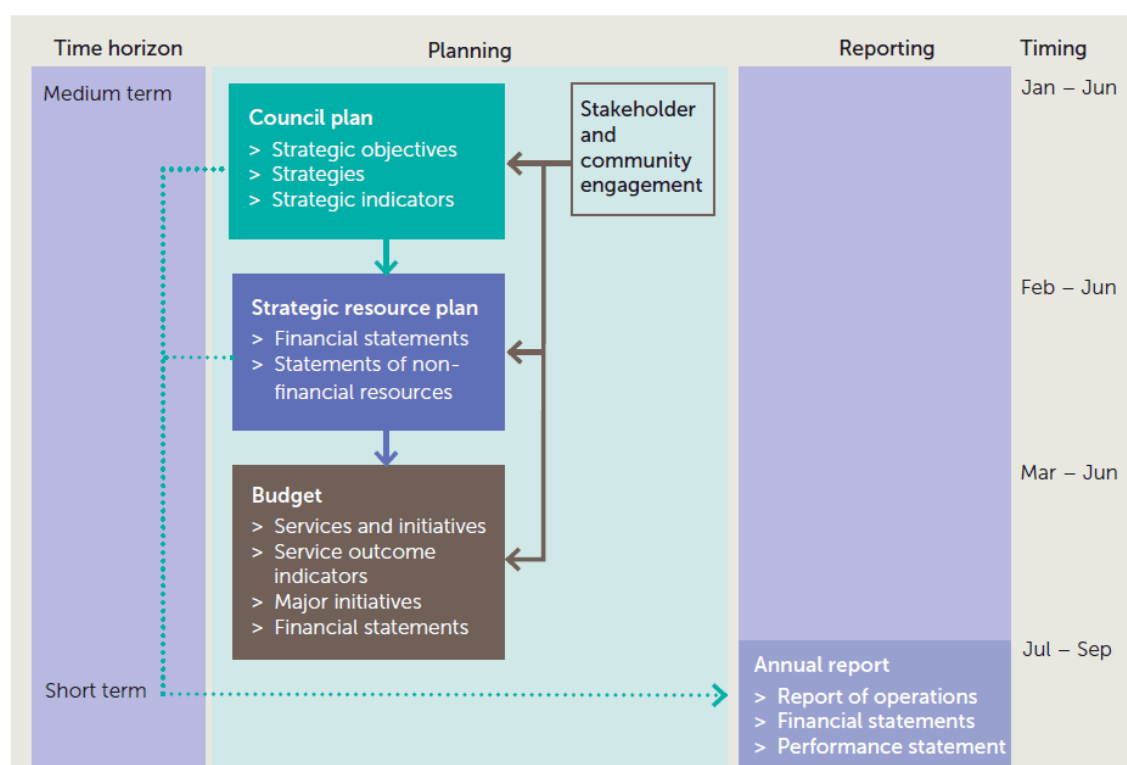
2.1 Background: Planning and Accountability Framework

The local government planning and accountability framework guides the Council in identifying community needs and aspirations, and determining how it will deliver upon them.

The foundation of the Council Plan is the 2030 Vision, which is an overarching intention statement of what the Council intends to deliver into the longer term. This then frames the medium term Council Plan, which is developed following Council elections. We are currently in Year 2 of the 2017-2021 Plan.

The four year Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan.

The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (formerly Department of Transport, Planning and Local Infrastructure)

2.2 Our Purpose

2030 Community Vision

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

The 2030 Community Vision was developed in consultation with our community in 2005 and revised in 2010. This vision identifies and articulates the long term aspirations, needs and opportunities of our community and is also consistent with community sentiment expressed during the development of the Council Plan 2017-21.

2.3 Strategic Objectives

To achieve this vision, the Council will focus efforts on delivering seven long term objectives as detailed in the Council Plan 2017-21. These objectives will guide Council's delivery of projects and services to the community over the next four years.

Strategic Objectives	Strategies
1. A high performing organisation	<ul style="list-style-type: none"> Communicate and engage with stakeholders. Advocate for the community on key issues. Lead and govern with integrity. Build a skilled organisation with a positive culture.
2. A responsible and sustainable organisation	<ul style="list-style-type: none"> Provide an excellent customer experience. Manage our financial resources sustainably. Identify and manage Council's risk. Balance financial, environmental and community outcomes.
3. Incredible places for our community and visitors	<ul style="list-style-type: none"> Identify our community's infrastructure aspirations. Deliver Council's capital works program on time, to budget, and to the satisfaction of stakeholders.
4. Infrastructure and open spaces that our community is proud of	<ul style="list-style-type: none"> Manage and maintain Council infrastructure. Understand and plan for Council's asset renewal requirements. Prepare for and respond to community emergency events. Maintain Council's parks, trees and reserves.
5. Highly utilised and well managed community facilities	<ul style="list-style-type: none"> Soundly operate and manage community facilities. Deliver quality services for our community. Align services with community expectations.
6. A well planned and safe community	<ul style="list-style-type: none"> Plan for and manage development to enhance liveability. Raise awareness and educate our community about laws, regulations and codes. Enforce local laws, regulations and codes.
7. A thriving and connected community	<ul style="list-style-type: none"> Strengthen visitor attraction and the visitor experience. Support and encourage investment and enterprise. Improve healthy eating and physical activity. Stop family violence against women and children. Reduce the incidence of alcohol and other drug harm. Create socially connected and supported communities.

3 Services, Initiatives and Service Performance Indicators

This section outlines how the Annual Budget will contribute to the strategic objectives outlined in the Council Plan 2017-21. It describes the major services and initiatives for key areas of Council's operation, and links them to the key service performance indicators which are prescribed for Local Government under the *Local Government (Planning and Reporting) Regulations 2014*. In line with legislation, Council will report against these services, initiatives and service performance indicators in the end-of-year Annual Report to support transparency and accountability.

3.1 A High Performing Organisation

In support of a high performing workforce, the Council will continue its program of mandatory and targeted training focused on ensuring that our workplace is compliant, safe and highly capable. A refurbishment of the Bright office will be completed to ensure that it is amenable to supporting a collaborative and highly engaged organisation.

The Council will continue its strong program of advocacy to all levels of government, and to key groups within the North East and Hume region.

The Council website will be updated to better position it as a valued communication tool with the community in relation to key information and issues.

The Council will continue to improve its performance data and its accessibility to ratepayers to best enable transparency and accountability.

3.1.1 Services

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Councillors and Executive	Includes all human resources support, marketing and communications activities, and advocacy activities. This area also includes remuneration for the Council workforce, the Mayor and the Councillors.	Exp	8,178	8,676
		Rev	5	5
		NET Expense (Revenue)	8,173	8,671

3.1.2 Major Initiatives

- Council Website Refresh
- Improved Performance Data Transparency

3.1.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

3.2 A Responsible and Sustainable Organisation

The Council will continue to drive value through a focus on efficient management of internal functions. In particular, the Procurement Policy and associated procedures will be continually improved to best ensure that ratepayers are obtaining value for money.

A review of Council's broader policies and procedures will also take place to ensure that they are current, fit-for-purpose, and that they best align to enabling Council to deliver desired community and customer objectives.

A review of the Council's business technology strategy will be conducted to ensure that it is best enabling efficient and effective services. The Council may also consider upgrading the Disaster Recovery environment to ensure that ratepayer data is secure and accessible, and that the Council is able to continue operations, in the case of a significant disruption.

The Council will continue to promote a customer centric culture through the adoption and embedding of a Customer Excellence Policy, and through implementing improvements to the Customer Request Management system to better enable timely and efficient handling of customer requests.

3.2.1 Services

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Corporate	Corporate manages the supporting functions to help Council to deliver services in an efficient, effective and safe manner. This includes financial control and planning, revenue collection, information technology, customer service, governance, and risk management.	Exp	1,620	1,724
		Rev	17,172	19,323
		NET Expense (Revenue)	(15,551)	(17,600)

3.2.2 Major Initiatives

- Disaster Recovery Review
- Customer Request Management Improvement

3.2.3 Service Performance Outcome Indicators

There are no prescribed service performance outcome indicators for this service.

3.3 Incredible Places for our Community and Visitors

During 2018/19 Council will continue to deliver to its pipeline of major capital projects.

The Council will also continue to deliver general renewal activities, to ensure that our properties, plant and equipment, roads, bridges, footpaths, recreational areas, public amenities, bins and the Rail Trail remain in a condition that we can be proud of.

3.3.1 Services

Service area	Description of services provided	2017/18 Forecast \$'000	2018/19 Budget \$'000
Asset Development	This area delivers the critical projects to renew and upgrade our community assets, and to develop new assets. The area is in part subsidised by recurrent and non-recurrent grants.	Refer to Capital Works budget	

3.3.2 Major Initiatives

- Alpine Better Places – Myrtleford
- Myrtleford Indoor Sports Stadium Expansion
- Myrtleford Library Upgrade
- McNamara Reserve Netball and Tennis Facilities
- Alpine Events Park

Please refer to the Capital Works budget for the full project list.

3.3.3 Service Performance Outcome Indicators

There are no prescribed service performance outcome indicators for this service.

3.4 Infrastructure and Open Spaces that our Community is Proud Of

During 2018/19 Council will deliver regular maintenance programs across our civil infrastructure. Maintenance is the key to ensuring the every-day amenity and long lifespan of our assets. This includes maintenance of our properties, plant and equipment, roads, bridges, footpaths, recreational areas, public amenities, bins and the Rail Trail.

In addition, Council will continue to undertake any relevant actions in line with the Municipal Emergency Management Plan and Road Management Plan.

The Council will also continue development and rollout of an Asset Management System to better predict, schedule, track and manage asset management activities.

3.4.1 Services

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Local Roads, Bridges and Drainage	This area involves the maintenance of all Council's roads, and bridges. Council has 576km of roads, 120 bridges and over 40 major culverts. Spending in this area also covers roadside vegetation and drainage.	Exp	856	910
		Rev	31	19
		NET Expense (Revenue)	826	891
Footpaths	Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain.	Exp	121	96
		Rev	0	0
		NET Expense (Revenue)	121	96
Open Spaces	This service involves the maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves.	Exp	837	688
		Rev	22	19
		NET Expense (Revenue)	815	669
Building Maintenance	This service is responsible for the maintenance of all of Council's buildings. This includes operational buildings such as depots, administration buildings and libraries as well as community buildings such as halls, senior citizens centres and childcare centres. This area is also responsible for rectifying damage caused by vandalism.	Exp	389	210
		Rev	0	0
		NET Expense (Revenue)	389	210
Operations	Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses.	Exp	735	692
		Rev	55	70
		NET Expense (Revenue)	680	622
Emergency Management	This covers the administrative costs of Council's Emergency Management Planning role, maintenance of various flood warning infrastructure, and additional coordination activities which are fully grant funded.	Exp	181	144
		Rev	90	86
		NET Expense (Revenue)	92	59

3.4.2 Major Initiatives

- Asset Management System rollout
- Elm Leave Beetle Treatment

3.4.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Roads	Satisfaction	Satisfaction with sealed local roads	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

3.5 Highly Utilised and Well Managed Community Facilities

During 2018/19 the Council will continue to deliver municipal waste and recycling services across the Alpine Shire. A new initiative will be introduced to offer selected 'free green waste' weekends. In addition a customer survey will be conducted to inform decision making on the introduction of a kerbside organic waste collection service to the Alpine Shire Council.

The Council will continue to deliver library services, including engaging programs like author visits, Rhyme Time and school holiday activities. The libraries website will be updated to better enable access to e-resources and online patron services. The Myrtleford Library will also receive a significant upgrade to enhance usability and amenity of the building.

The Council will continue to deliver Visitor Information Centres, seasonal pools and sports centres for the benefit of our residents and visitors. The membership structure for the Bright Pool will be simplified and updated to implement extended operating hours.

3.5.1 Services

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepunkah.	Exp	29	36
		Rev	20	24
		NET Expense (Revenue)	9	12
Property Management	This service manages public amenity facilities across the Alpine Shire as well as the Bright Holiday Park.	Exp	506	376
		Rev	667	431
		NET Expense (Revenue)	(161)	(56)
Recreation	Council supports the development and maintenance of recreation reserves across the Shire and also supports recreation clubs and committees.	Exp	132	124
		Rev	0	0
		NET Expense (Revenue)	132	124
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Exp	1	2
		Rev	27	27
		NET Expense (Revenue)	(27)	(26)
Swimming Pools	This service involves the running of Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools.	Exp	340	403
		Rev	208	208
		NET Expense (Revenue)	132	195
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford. Income is derived from the sale of souvenirs and the lease of the River-deck Café in Bright.	Exp	147	152
		Rev	163	164
		NET Expense (Revenue)	(16)	(12)

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepunkah.	Exp	29	36
		Rev	20	24
		NET Expense (Revenue)	9	12
Property Management	This service manages public amenity facilities across the Alpine Shire as well as the Bright Holiday Park.	Exp	506	376
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		Rev	0	0
		NET Expense (Revenue)	132	124
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Exp	1	2
		Rev	27	27
		NET Expense (Revenue)	(27)	(26)
Swimming Pools	This service involves the running of Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools.	Exp	340	403
		Rev	208	208
		NET Expense (Revenue)	132	195
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford. Income is derived from the sale of souvenirs and the lease of the River-deck Café in Bright.	Exp	147	152
		Rev	163	164
		NET Expense (Revenue)	(16)	(12)
Waste and Recycling	Provision of waste management and recycling services across the Shire. This includes kerbside garbage and recycling collection services as well as the operation of the Myrtleford landfill and transfer stations at Mount Beauty and Porepunkah.	Exp	2,180	2,187
		Rev	3,150	2,607
		NET Expense (Revenue)	(970)	(420)
Libraries	Libraries consist of the Alpine Shire library branches in Myrtleford, Bright and Mount Beauty and delivery of programs such as rhyme time, story time, school holiday programs and visiting authors. The Council also operates the High Country Library Network Hub, which undertakes the purchase and management of books and library materials for the Alpine Shire Council as well as neighbouring Councils of Benalla, Mansfield and Wangaratta as a shared service.	Exp	782	803
		Rev	943	926
		NET Expense (Revenue)	(162)	(123)
Dinner Plain Facilities	Provision of specific waste collection and public facilities services for Dinner Plain.	Exp	334	351
		Rev	392	366
		NET Expense (Revenue)	(59)	(15)

3.5.2 Major Initiatives

- Kerbside Organic Service Customer Survey
- Libraries Website Update
- Trial of Free Green Waste Disposal Weekends

3.5.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members	[Number of active library members / municipal population] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities	Number of visits to aquatic facilities / Municipal population

3.6 A Well Planned and Safe Community

In 2018/19 the Council will continue to undertake the key functions of issuing permits and enforcing compliance in relation to statutory planning, building, local laws, and environmental and food safety regulations. These functions underpin our ability to manage development in a safe and sustainable way that enhances liveability.

In particular a land development strategy will be developed, our Local Laws will be reviewed, and key Planning Scheme amendments made to ensure that the Alpine Shire continues to be well planned. Initiatives will be put in places to implement our Domestic Animal Management Plan.

3.6.1 Services

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Statutory Planning	This function covers the assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal. The cost of this service is partially offset by income received as planning application fees.	Exp	244	128
		Rev	312	255
		NET Expense (Revenue)	(68)	(127)
Building Services	This service provides statutory building services to the community and includes processing of building applications, emergency management responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works. The cost of this service is partially offset by income received as application permits.	Exp	27	45
		Rev	194	224
		NET Expense (Revenue)	(167)	(179)
Environmental Health	This service provides for the registration and inspection of all food premises, waste water applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues.	Exp	41	76
		Rev	168	199
		NET Expense (Revenue)	(127)	(123)
Local Laws	This area provides animal registrations, animal management, and local law enforcement.	Exp	62	66
		Rev	117	128
		NET Expense (Revenue)	(55)	(62)
Strategic Planning	Strategic planning prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines.	Exp	50	105
		Rev	3	0
		NET Expense (Revenue)	47	105

3.6.2 Major Initiatives

- Land Development Strategy
- Local Laws Review
- Domestic Animal Management Plan Initiatives

3.6.3 Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Statutory planning	Decision making	Council planning decisions upheld at VCAT	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Animal Management	Health and safety	Animal management prosecutions	Number of successful animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

3.7 A Thriving and Connected Community

In 2018/19, the Council will continue to support the development of the economy and the community through a range of services. This includes economic development advice for businesses, and support for tourism including events and destination marketing. In particular the Council will complete an assessment of concepts to activate Mount Buffalo and realise concepts where feasible. The Council will also implement an Events Management System to better support efficient and effective planning and management of events across the Shire.

The Council will continue to support a wide range of community programs including youth programs and events, the senior citizens festival, and the Learner to Probationary (L2) driving program. The Council will continue to deliver Maternal Child Health Services and will also introduce supported playgroups to support the development and wellbeing of parents and children.

3.7.1 Services

Service area	Description of services provided		2017/18 Forecast \$'000	2018/19 Budget \$'000
Community Development	This service is concerned with building community capacity. Key areas include community resilience, the community grant program and implementing the Municipal Health and Wellbeing Plan.	Exp	245	247
		Rev	309	336
		NET Expense (Revenue)	(63)	(89)
Dinner Plain Services	Provision of specific services to Dinner Plain such as marketing and events of this alpine village, and the provision of the Dinner Plain to Mount Hotham winter bus service.	Exp	411	427
		Rev	0	105
		NET Expense (Revenue)	411	322
Economic Development	This service facilitates local and new business to develop and grow.	Exp	118	203
		Rev	202	232
		NET Expense (Revenue)	(84)	(29)
Festivals and Events	Events are a major contributor to the economy. Council has a role in facilitating the events agenda.	Exp	312	320
		Rev	0	0
		NET Expense (Revenue)	312	320
Tourism	This services provides destination marketing and aids in the development of the local industry. It develops and distributes tourism collateral including the Shire's Official Visitors Guide, trail brochures, maps and retail and dining guide.	Exp	261	297
		Rev	0	30
		NET Expense (Revenue)	261	267
Youth	Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program.	Exp	101	98
		Rev	93	102
		NET Expense (Revenue)	8	(4)

3.7.2 Major Initiatives

- Mount Buffalo Activation Assessment
- Supported Playgroups

3.7.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Maternal and Child Health	Participation	Participation in the MCH service	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Aboriginal participation in the MCH service	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

4 Financial Statements

This section presents the following financial statements, prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

The financial statements supporting the budget for 2018/19 have been supplemented with updated projections to 2021/22.

4.1 Comprehensive Income Statement

For the four years ending 30 June 2022

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Strategic Resource Plan Projections		
			2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Income					
Rates and charges	17,656	18,010	18,635	19,189	19,754
Statutory fees and fines	572	577	591	605	620
User fees	1,040	1,092	1,119	1,147	1,175
Contributions - cash	612	722	740	759	778
Contributions - non-monetary assets	200	205	210	215	220
Grants - Operating (recurrent)	2,486	4,139	4,244	4,351	4,460
Grants - Operating (non-recurrent)	855	410	5	5	5
Grants - Capital (recurrent)	1,059	530	543	557	571
Grants - Capital (non-recurrent)	2,351	2,651	480	480	480
Other income	1,044	852	894	939	1,003
Total income	27,875	29,188	27,461	28,247	29,066
Expenses					
Employee costs	7,574	8,151	8,396	8,647	8,952
Materials and services	10,875	10,401	10,752	11,031	11,320
Depreciation and amortisation	4,535	4,826	5,080	5,172	5,300
Landfill rehabilitation	197	173	162	115	111
Finance costs	-	-	-	-	-
Other expenses	751	702	722	742	762
Net gain on disposal of property, infrastructure, plant and equipment	41	100	100	100	100
Total expenses	23,973	24,353	25,212	25,807	26,545
Surplus (deficit) for the year	3,902	4,835	2,249	2,440	2,521
Other comprehensive income items that will not be reclassified to surplus or deficit:					
Net asset revaluation increment /(decrement)	2,887	1,875	5,516	2,079	2,808
Share of other comprehensive income of associates & joint ventures accounted for by the equity method	-	-	-	-	-
Comprehensive result	6,789	6,710	7,765	4,519	5,329

4.2 Balance Sheet

For the four years ending 30 June 2022

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Strategic Resource Plan Projections		
			2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Assets					
Current assets					
Cash and cash equivalents	1,734	1,139	1,128	951	1,393
Trade and other receivables	1,635	1,729	1,564	1,607	1,654
Financial assets	10,000	9,000	9,000	10,000	10,000
Inventories	73	53	54	57	59
Other assets	263	260	261	265	262
Total current assets	13,705	12,181	12,007	12,880	13,368
Non-current assets					
Trade and other receivables	-	-	-	-	-
Investments in shared services	21	21	21	21	21
Property, infrastructure, plant & equipment	214,878	222,957	230,093	233,772	238,237
Inventories	143	147	151	156	161
Total non-current assets	215,042	223,125	230,265	233,949	238,419
Total assets	228,747	235,306	242,272	246,829	251,787
Liabilities					
Current liabilities					
Trade and other payables	1,911	1,825	1,886	1,935	1,986
Trust funds and deposits	546	566	586	606	626
Provisions	2,041	2,868	2,027	2,502	2,011
Income received in advance	30	30	30	30	30
Interest-bearing loans and borrowings	-	-	-	-	-
Total current liabilities	4,528	5,289	4,529	5,073	4,653
Non-current liabilities					
Provisions	3,210	2,328	2,319	1,843	1,922
Income received in advance	387	357	327	297	267
Interest-bearing loans and borrowings	-	-	-	-	-
Total non-current liabilities	3,597	2,685	2,646	2,140	2,189
Total liabilities	8,125	7,974	7,175	7,213	6,842
Net assets	220,622	227,332	235,097	239,616	244,945
Equity					
Accumulated surplus	97,125	101,960	104,209	106,649	109,170
Reserves	123,497	125,372	130,888	132,967	135,775
Total equity	220,622	227,332	235,097	239,616	244,945

4.3 Statement of Changes in Equity

For the four years ending 30 June 2022

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2018				
Balance at beginning of the financial year	202,395	83,982	116,074	2,339
Adjustment on change in accounting policy	-	-	-	-
Comprehensive result	6,789	3,902	2,887	-
Net asset revaluation increment(decrement)	-	-	-	-
Impairment losses on revalued assets	-	-	-	-
Reversal of impairment losses on revalued assets	-	-	-	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	297	-	(297)
Balance at end of the financial year	209,184	88,181	118,961	2,042
2019				
Balance at beginning of the financial year	209,184	88,181	118,961	2,042
Adjustment on change in accounting policy	-	-	-	-
Comprehensive result	6,710	4,835	1,875	-
Net asset revaluation increment(decrement)	-	-	-	-
Impairment losses on revalued assets	-	-	-	-
Reversal of impairment losses on revalued assets	-	-	-	-
Transfer to reserves	-	(565)	-	565
Transfer from reserves	-	161	-	161
Balance at end of the financial year	215,894	92,612	120,836	2,446
2020				
Balance at beginning of the financial year	215,894	92,612	120,836	2,446
Adjustment on change in accounting policy	-	-	-	-
Comprehensive result	7,765	2,249	5,516	-
Net asset revaluation increment(decrement)	-	-	-	-
Impairment losses on revalued assets	-	-	-	-
Reversal of impairment losses on revalued assets	-	-	-	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	223,659	94,861	126,352	2,446
2021				
Balance at beginning of the financial year	223,659	94,861	126,352	2,446
Adjustment on change in accounting policy	-	-	-	-
Comprehensive result	4,519	2,440	2,079	-
Net asset revaluation increment(decrement)	-	-	-	-
Impairment losses on revalued assets	-	-	-	-
Reversal of impairment losses on revalued assets	-	-	-	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	228,178	97,301	128,431	2,446
2022				
Balance at beginning of the financial year	228,178	97,301	128,431	2,446
Adjustment on change in accounting policy	-	-	-	-
Comprehensive result	5,329	2,521	2,808	-
Net asset revaluation increment(decrement)	-	-	-	-
Impairment losses on revalued assets	-	-	-	-
Reversal of impairment losses on revalued assets	-	-	-	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	233,507	99,822	131,239	2,446

4.4 Statement of Cash Flows

For the four years ending 30 June 2022

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Strategic Resource Plan Projections		
			2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	17,535	17,995	18,606	19,165	19,728
Statutory fees and fines	572	577	591	605	620
User fees	1,040	1,092	1,119	1,147	1,175
Contributions - cash	612	722	740	759	778
Grants - operating	3,199	4,470	4,443	4,337	4,444
Grants - capital	3,410	3,181	1,023	1,037	1,051
Interest	327	344	373	405	456
Other receipts	1,054	683	701	719	737
Trust funds deposits taken	2,564	2,420	2,420	2,420	2,420
Trust funds deposits repaid	(2,555)	(2,400)	(2,400)	(2,400)	(2,400)
Employee costs	(7,650)	(8,004)	(8,333)	(8,583)	(8,875)
Materials and consumables	(12,347)	(11,545)	(12,494)	(11,916)	(12,635)
Net cash provided by operating activities	7,761	9,535	6,789	7,695	7,499
Cash flows from investing activities					
Payments for property, plant and equipment	(8,666)	(11,235)	(6,900)	(6,972)	(7,157)
Proceeds from sale of property, plant and equipment	104	105	100	100	100
Proceeds from investments	7	1,000	-	(1,000)	-
Net cash used in investing activities	(8,555)	(10,130)	(6,800)	(7,872)	(7,057)
Cash flows from financing activities					
Finance costs	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-
Net cash provided by (used in) financing activities	-	-	-	-	-
Net (decrease) increase in cash & cash	(794)	(595)	(11)	(177)	442
Cash and cash equivalents at beginning of the financial year	2,528	1,734	1,139	1,128	951
Cash and cash equivalents at end of the financial year	1,734	1,139	1,128	951	1,393

4.5 Statement of Capital Works

For the four years ending 30 June 2022

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Strategic Resource Plan Projections		
			2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Property					
Land	-	-	-	-	-
Buildings	3,384	4,566	1,070	1,070	1,097
Total property	3,384	4,566	1,070	1,070	1,097
Plant and equipment					
Plant, machinery and equipment	790	531	500	500	513
Fixtures, fittings and furniture	-	105	50	50	51
Computers and telecommunications	130	-	-	-	-
Library books	76	76	75	75	77
Total plant and equipment	996	712	625	625	641
Infrastructure					
Roads	2,852	4,162	1,400	1,400	1,435
Bridges	170	772	400	400	410
Footpaths and cycleways	645	130	100	100	103
Drainage	103	90	175	175	179
Recreational, leisure and community facilities	386	643	400	400	410
Parks, open space and streetscapes	130	160	330	330	338
Total infrastructure	4,286	5,957	2,805	2,805	2,875
Total capital works	8,666	11,235	4,500	4,500	4,613
Represented by:					
New asset expenditure	342	47	2,400	2,400	2,400
Asset renewal expenditure	4,366	4,839	4,500	4,572	4,757
Asset upgrade expenditure	3,958	6,348	-	-	-
Asset expansion expenditure	-	-	-	-	-
Total capital works expenditure	8,666	11,235	6,900	6,972	7,157

4.6 Statement of Human Resources

For the four years ending 30 June 2022

	Forecast Actual 2017/18	Budget 2018/19	Strategic Resource Plan Projections		
	\$'000	\$'000	2019/20	2020/21	2021/22
			\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	7,574	8,151	8,396	8,647	8,952
Employee costs - capital	663	669	689	710	735
Total staff expenditure	8,237	8,820	9,085	9,357	9,687
	EFT	EFT	EFT	EFT	EFT
Staff numbers					
Employees	105	105	105	105	105
Total staff numbers	105	105	105	105	105

A summary of human resources expenditure categorised according to the organisational structure of the Council is included below:

Department	Comprises				
	2018/19 \$'000	Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part time \$'000		
Asset Development	-	-	-	-	-
Asset Maintenance	2,932	2,486	146	146	154
Corporate	1,524	689	499	92	244
Councillor And Executive	822	748	48	-	26
Economic And Community Development	745	225	356	101	63
Facilities	1,126	197	368	363	198
Planning And Amenity	1,002	638	338	26	-
Total Staff Expenditure	8,151	4,983	1,755	728	685
Capitalised Labour Costs	669				
Total Expenditure	8,820				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Comprises				
	2018/19	Permanent		Casual	Temporary
		Full Time	Part time		
Asset Development	6	1	3	0	2
Asset Maintenance	39	33	2	2	2
Corporate	19	8	6	1	4
Councillor And Executive	6	5	1	-	0
Economic And Community Development	8	2	4	1	1
Facilities	15	2	5	5	3
Planning And Amenity	11	7	4	0	-
Total staff full time equivalent	105	58	25	10	12

5 Notes to the Financial Statements

This section presents detailed information on material components of the financial statements.

5.1 Rates and Charges

This section presents information about the Council's rates and charges as prescribed for inclusion in the budget in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*:

- Rates and Charges Overview
- Detailed Rating Strategy and Policies
- Detailed Charges Strategy and Policies
- Rebates and Concessions
- Detail Rates and Charges Outcomes

5.1.1 Rates and Charges Overview

In combination with grants, rates and charges are an important source of funding which support our ongoing ability to provide community facilities, services and capital works. They account for an estimated 62% of total revenue to be received by the Council in 2018/19. In assessing our rates and charges, we take into account:

- Our ability to deliver ongoing cost savings;
- Our ability to source revenue through other means, for example grants;
- Our ability to support community facilities and services;
- Our ability to deliver our capital works pipeline, now and into the future.

In 2018/19, we are proposing a 2.25% increase in rate revenue. This is in line with the State Government cap under the Fair Go Rates System, which allows local governments to raise rates in line with inflation, minus an 'efficiency factor' to ensure that we continue to deliver savings to our ratepayers.

The last 3 years have seen transformational change across the Council, following a substantial reduction in staffing numbers. We have been able to keep staffing levels 'flat' in 2018/19 due to a continued focus on activity prioritisation and seeking efficiencies. The Enterprise Bargaining Agreement will continue to see a wage freeze until June 2019.

In addition, the Dinner Plain Special Rate has been reducing over time and for 2018/19 is proposed at 43% of the general rate, in line with the differential rate paid for Commercial and Industrial land in the Shire. In 2018/19, the Council will further align the Dinner Plain Special Rate to the rest of the shire so that it is only paid by Commercial and Industrial ratepayers in Dinner Plain. This will see a significant reduction in the rates bill for Dinner Plain's residential ratepayers.

Outside of Dinner Plain, there is no change proposed for the Council's rating strategy. In line with Victorian standards, each Ratepayer's rates are calculated by applying a standard 'rate in the dollar', which is multiplied by the ratepayer's property value ('Capital Improved Value' or CIV) to derive their rates bill.

There are no other factors which are likely to significantly impact on our rates income; however it is noted that there are typically some variations due to:

- Supplementary valuations, whereby under the *Valuation of Land Act 1960* a ratepayer's CIV is adjusted due to (for example) improvement of the developments on their land;



- Ratepayer valuation appeals;
- Changes in land use, for example when rateable land becomes non-rateable, or when residential land becomes commercial / industrial or farm land, or vice versa.

Waste charges will continue to be charged according to a) the bins or waste services that each ratepayer has, and b) the overall cost of managing waste, for example developing, monitoring, managing and rehabilitating landfills; operating our transfer stations; and managing public place waste.

We are pleased to announce no increases to regular kerbside waste and recycling service charges in 2018/19. There will be a reduction in Dinner Plain waste service charges to reflect negotiated waste contract savings. The waste management charge will be introduced to Dinner Plain to ensure equitable application of the cost of managing waste, resulting in a reduction of this charge by \$9.00.

It is noted that in 2018/19, the Council also plans to further investigate our ratepayers' appetite for a kerbside organic service for the Alpine Shire.

5.1.2 Detailed Rating Strategy and Policies

This statement accompanies the Rates and Charges overview to outline the actual rating strategy of the Council. The purpose of the rating strategy is to identify the fairest and most equitable method of distributing rates across the Alpine Shire.

5.1.2.1 Level of Rates and Charges

The guiding principle for setting of the level of rates and charges is the long term sustainability of the Council, while enabling sufficient funding to deliver:

- Valued Council services,
- Critical capital renewal projects, and
- Works that create new and improved infrastructure for the benefit of residents and visitors.

The guiding documents that aid Council to assess this balance are the Council Plan, which is developed in consultation with the community every four years following general elections; and its associated medium and longer term financial plans, namely the Strategic Resource Plan and the Long Term Financial Plan.

Consideration is also given to financial risks such as inflationary risks and local economic risks.

5.1.2.2 Application of Rates to Properties

When levying rates, Council adheres to three overriding principles:

- **Equity:** including both horizontal and vertical equity in the basis of rating. Horizontal equity means that those in the same position, i.e. with the same property value, should be treated the same. Vertical equity demands that higher property values should attract a higher level of rates;
- **Efficiency:** that the rating system is easy to apply and is consistent with the major policy objectives of the Council;
- **Simplicity:** that the rating system is easy to understand. This ensures that the rating system is transparent and capable of being questioned and challenged by ratepayers.

In line with these principles, rates are applied in proportion to the Capital Improved Value (CIV) of each property, as is the standard for the majority of Victorian Councils. CIV is essentially the market value of a property which is easily understood by the average ratepayer. It has been used uniformly by the Alpine Shire Council since the 1995/96 financial year.



The formula for determining the rates payable on a property is: Capital Improved Value (CIV) multiplied by the rate in the dollar.

The rate in the dollar is adjusted as part of the annual budget process to ensure that the correct amounts of rates are raised to fund Council's operations.

In addition to this, the Alpine Shire Council applies a rating structure which includes a general rate, differential rates, and a special rate.

The general rate is the cornerstone of the Council's rating structure and is applied to every property unless the property falls into a specific differential rate category.

The *Local Government Act 1989* enables the Council to apply differential rates if the Council considers that they will contribute to the equitable and efficient carrying out of its functions, in line with local objectives. The Alpine Shire currently has two differential rates, namely the Farm Rate, and the Commercial / Industrial Rate.

The *Local Government Act 1989* also enables the Council to apply special rates and charges for funding initiatives which directly benefit specific segments of the community. Council can require a person to pay a special rate or charge, if it will defray the expense of an initiative of special benefit to the person required to pay it. Council proposes one special rate to fund the special services at Dinner Plain Village, deemed the Dinner Plain Special Rate.

It is noted that the *Local Government Act 1989* also allows for a Municipal Charge, which is a flat charge per assessment that can be used to offset administrative costs of the Council and is in addition to general rates. Municipal Charges have the effect of flattening the rate burden making people in lower valued properties pay more. The Alpine Shire does not have a large number of low value properties as some other Councils do and to place a charge on the rate notice to cover the 'administrative costs' of Council, is unpopular and hard for the ratepayer to understand. Accordingly, this mechanism has been deemed to be unsuitable and is not applied to the Alpine Shire.

5.1.2.3 The Farm Rate Policy

Purpose

The objective of the farm rate policy is to *"to allow for a reduced rate on all land declared as farm land which will more equitably spread the general rate burden over the rate base of the municipality given the broad nature of services provided by Council and their availability to the farming community."*

It is important to ensure that highly productive farming land is not rated at levels that force farmers to seek to subdivide and sell off parcels to remain viable.

Scope

The policy applies to Council when considering and determining the annual budget of rates and charges. It does not apply to land located in Bogong Village or the Dinner Plain Village.

Policy Details

A differential rate is applied to farm land at 73% of the general rate. An application must be made to change the classification of a property to the differential farm rate. "Farm Land" means any rateable land which satisfies the following criteria:

- The land area must be of 8Ha or over; or

- be used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- show that the primary source of income is derived from the land; and
- The land must be used by a business:
 - that has a significant and substantial commercial purpose or character; and
 - that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

Any variations outside this policy require Council approval.

5.1.2.4 The Differential Commercial / Industrial Rate Policy

The objective of the Commercial / Industrial Rate Policy is *“to ensure equity in the application of the rating burden across the Shire. It provides for the higher costs of servicing commercial and industrial properties, specialist properties and undertaking economic development and tourism strategies. This is reflected in the application of a rate in the dollar which is higher than the rate in the dollar for other land.”*

The tourism industry is the largest industry within the Shire. Festivals and events are a critical driver for the Alpine Shire economy and Council delivers a coordinated program to facilitate a strong calendar of events.

A significant portion of the money raised is invested to undertake economic development and tourism strategies, to support the growth and future wellbeing of both tourism and economic development within the Shire.

Investment in tourism and economic development, along with the physical location and general nature of commercial/industrial properties, results in a higher servicing cost to Council. Therefore, a differential rate is applied to ensure equity.

Scope

The policy applies to Council when considering and determining the annual budget of rates and charges. It does not apply to land located in Bogong Village or the Dinner Plain Village.

Policy Details

A commercial/industrial differential rate of 143% of the general rate is applied to Commercial / Industrial land.

Commercial or Industrial Land means land which:

- is used primarily for commercial or industrial purposes (including but not limited to any accommodation premises, motel or hotel used primarily to accommodate travellers, tourists or other persons engaged in recreational pursuits); or
- is adapted or designed to be used primarily for commercial or industrial purposes (including but not limited to any accommodation premises adapted or designed to be used primarily for accommodating travellers, tourists or other persons engaged in recreational pursuits); or
- is located in a Business 1 Zone, Industrial 1 Zone or Industrial 2 Zone under the Alpine Planning Scheme; or

- has a dwelling constructed on it, which is not the principal place of residence of the owner and which is made available for commercial hire, lease or licence to tourists, persons engaged in recreational pursuits or other like persons (on either a casual or permanent basis). This is defined as a 'holiday house'.

Method of Determination

The classification of which properties fall within the definition (excluding 'holiday houses') will be assigned by the Alpine Shire Contract Valuer, or the classification of which dwellings satisfies the definition of a 'holiday house' as stated above, will be assigned by the Manager Corporate and Director Corporate.

Any variations outside this policy require Council approval.

5.1.2.5 The Dinner Plain Special Rate

Dinner Plain ratepayers receive a number of services of special benefit to the Dinner Plain village. In 2018/19 this includes the Dinner Plain to Hotham winter bus service, roadways snow clearing, cross country trail grooming, marketing and event support undertaken specifically for Dinner Plain, and cable television maintenance.

The Dinner Plain Special Rate is applied to defray the expenses associated with these special services. The Special Rate is applied in addition to the General Rate and Dinner Plain waste collection charges.

This Special Rate has been reducing over time and is now aligned to the rate applied to Commercial and Industrial land. It is proposed that for the 2018/19 financial year, Dinner Plain rating strategy is further aligned to the rating strategy across the rest of the Shire. This will mean that:

- Commercial and Industrial properties at Dinner Plain (including holiday houses) continue to pay the Special Rate aligned with the Commercial / Industrial Differential Rate;
- Residential properties at Dinner Plain pay the General Rate only;
- All properties continue to pay waste collection charges in line with the cost of managing these services;
- The waste management charge is introduced to Dinner Plain ratepayers.

This will see a significant reduction in the rates bill for residential ratepayers in the Dinner Plain village.

5.1.2.6 Cultural and Recreational Lands

Under the Cultural Recreational Land Act 1963, Council has the ability to charge a reduced amount of rates, or not charge rates, to lands that fall under this category. These may include, for example, tennis clubs, bowls clubs or golf clubs. In making this decision, Council needs to have regards to the services provided by the Council and the benefit to the community derived from the recreational lands.

Council individually considers community recreational lands that provide a community benefit as to whether they warrant a reduced or nil rate charge. These lands may still be required to pay service charges such as a waste and recycling collection on a user pays basis.

5.1.2.7 Rates in Lieu

In line with the *Electricity Industry Act 2000*, the Council has a 'Rates In Lieu' arrangement with the AGL Hydro Partnership for its properties within the Alpine Shire. The amount paid is determined by a



Victorian Government Gazette and is based on the power generating capacity of the operation, indexed annually in line with CPI. Discounts may be provided where the station operates at low capacity.

5.1.3 Detailed Charges Strategy and Policies

Service rates and charges may be declared for provision of water supply, collection and disposal of refuse and the provision of sewage services. A service rate or charge may be declared on the basis of any criteria specified by the Council.

The annual service rate or charge is applied according to the service delivered and is fully funded from this area. It is not funded by general rates, differential rates or special rates.

Alpine Shire Council levies the following annual waste service charges:

- Waste & Recycling Collection
- Dinner Plain Waste Collection
- Waste Management Charge

5.1.3.1 Waste Services Charge Policy

Purpose

The purpose of this policy is to ensure that Council has a sound and equitable basis on which to determine the application of waste collection, recycling collection and waste management charges and ensure consistency with provisions of the Local Government Act 1989.

Scope

This policy applies to Council when considering and determining the annual budget of rates and charges. This policy does not apply to land located in Bogong Village.

Policy Details – Waste and Recycling Collection

Council operates a waste and recycling kerbside collection service. The waste and recycling kerbside collection service is a compulsory charge to all ratepayers excluding the following:

- Dinner Plain ratepayers (refer to Dinner Plain Waste Collection); and
- Ratepayers who have been provided an exemption from the standard waste and recycling kerbside service.

An exemption may be granted on the waste and recycling kerbside collection service on the following basis:

- Properties not included on a collection service route;
- Undeveloped land; or
- An existing commercial service already in place.

The waste and recycling kerbside collection will be charged to ratepayers on the following basis:

- Sizes of bins supplied;
- Types of bins supplied (standard or recycling);
- Quantity of bins supplied; and
- Frequency of bin collection.

The waste and recycling kerbside collection charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto



ratepayers. If revenue raised from the waste and recycling kerbside collection charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the 'Waste Reserve'. The Waste Reserve will then be used for future purposes. Balances retained in the Waste Reserve must be considered each year in determining any future waste kerbside collection charge with the aim of minimising increments being applied to ratepayers.

Policy Details - Dinner Plain Waste Collection

Dinner Plain ratepayers are provided with a separate waste service under a separate waste collection contract due to the specific waste collection requirements of the village. The Dinner Plain waste service is charged on the following basis:

- Standard service; or
- Commercial service.

The commercial service is provided to properties that operate as businesses outside of normal residential property rentals. The Dinner Plain waste services charge is in lieu of the waste and recycling kerbside collection charge and the waste management charge.

If revenue raised from the Dinner Plain waste services charge exceeds that of expenditure incurred in a given year, then the balance is placed in a reserve for use at Dinner Plain on future projects. Balances retained in the Dinner Plain reserve are considered each year in determining any future Dinner Plain waste services charges and the Dinner Plain rating strategy with the aim of minimising increments being applied to ratepayers.

Any variations outside this policy require Council approval.

Policy Details – Waste Management

Council operates three transfer stations and has a number of landfills which are closed and require remediation in the future as required by the Environmental Protection Authority Victoria (EPA). Council also provides a public place waste and recycling service. There are significant costs associated with the management of these sites and provision of these services. The waste management charge is raised to recover the costs incurred.

Expenditure included within the Waste Management Charge includes:

- Landfill rehabilitation expenditure;
- Landfill monitoring expenditure;
- Landfill and transfer stations capital works (renewal and development) expenditure;
- Transfer station operations;
- Waste diversion; and
- Public place bin renewals, purchases and service costs.

The Waste Management Charge will be charged to all rateable assessments on which a building adapted for separate occupancy exists.

The Waste Management Charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto ratepayers. If revenue raised from the Waste Management Charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the 'Waste Reserve'. The Waste Reserve will then be used for future purposes. Balances retained in the Waste Reserve must be considered each year in determining any future Waste Management Charge with the aim of minimising increments being applied to ratepayers.

5.1.4 Rebates and Concessions

The *Local Government Act 1989* provides for concessions applicable under the State Concessions Act 1986. Eligible pensioners may apply for a rate concession on the principle place of residence funded by the State Government.

5.1.5 Detailed Rates and Charges Outcomes

5.1.5.1 The rate in the dollar to be levied as general rates and under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2017/18 cents/\$CIV	2018/19 cents/\$CIV	Change %
General rate for rateable residential properties	0.4994	0.5106	2.25%
General rate for rateable Dinner Plain properties	0.4994	0.5106	2.25%
Differential rate for rateable commercial/industrial properties	0.7141	0.7302	2.25%
Differential rate for rateable farm properties	0.3646	0.3727	2.25%

5.1.5.2 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2017/18 Number	2018/19 Number	Change Number
Residential	5,996	6,171	175
Dinner Plain	532	539	7
Commercial/Industrial	902	889	-13
Farm	1,087	1,081	-6
Total number of assessments	8,517	8,680	163

5.1.5.3 The estimated total value of each type or class of land compared with the previous financial year. The basis of valuation is the Capital Improved Value (CIV).

Type or class of land	2017/18 \$'000	2018/19 \$'000	Change \$'000	%
Residential	1,654,973	1,685,086	30,113	1.8%
Dinner Plain	136,881	136,976	95	0.1%
Commercial/Industrial	332,974	339,279	6,305	1.9%
Farm	600,992	601,973	981	0.2%
Total value of land	2,725,820	2,763,314	37,494	1.4%

5.1.5.4 Reconciliation of rates and charges to the Comprehensive Income Statement

	Forecast 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
General rates*	13,517	14,024	507	3.75%
Waste management charges	3,188	3,129	(59)	-1.85%
Special rates and charges	294	201	(93)	-31.63%
Supplementary rates and rate adjustments	134	121	(13)	-9.70%
Revenue in lieu of rates	523	535	12	2.29%
Total rates and charges	17,656	18,010	354	2.00%

*These items are subject to the rat cap established under the FGRS

5.1.5.5 The rate in the dollar to be levied as special rates and under section 163 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2017/18 cents/\$CIV	2018/19 cents/\$CIV	Change %
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	0.2147	0.2196	2.25%

5.1.5.6 The estimated total amount to be raised by special rates in relation to Dinner Plain properties compared with the previous financial year

Type or class of land	2017/18 0 \$'000	2018/19 \$'000	Change	
			\$'000	%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	294	201	-93	-31.63%
Total amount to be raised	294	201	-93	-31.63%

5.1.5.7 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2017/18	Per Rateable Property 2018/19	Change	
	\$	\$	\$	%
Waste - 80 litre bin - weekly	217.71	217.71	-	0.0%
Waste - 240 litre bin - weekly	482.70	482.70	-	0.0%
Waste - 240 litre bin - fortnightly	217.71	217.71	-	0.0%
Recycling - 140 litre - fortnightly	89.34	89.34	-	0.0%
Recycling - 240 litre - fortnightly	89.34	89.34	-	0.0%
Recycling - 360 litre - fortnightly	89.34	89.34	-	0.0%
Recycling - 240 litre - weekly	178.80	178.80	-	0.0%
Recycling - 360 litre - weekly	178.80	178.80	-	0.0%
Dinner Plain standard service	803.96	668.86	(135.10)	-16.8%
Dinner Plain commercial service	1,692.79	1,471.06	(221.73)	-13.1%
Waste management charge	98.20	89.20	(9.00)	-9.2%

5.1.5.8 The number of items in relation to each charge type compared to the previous financial year

Type of Charge	Bins 2017/18	Bins 2018/19	Change
	#	#	#
Waste - 80 litre bin - weekly	5,680	5,725	45
Waste - 240 litre bin - weekly	535	592	57
Waste - 240 litre bin - fortnightly	177	184	7
Recycling - 140 litre - fortnightly	404	404	-
Recycling - 240 litre - fortnightly	5,696	5,745	49
Recycling - 360 litre - fortnightly	331	370	39
Recycling - 240 litre - weekly	89	89	-
Recycling - 360 litre - weekly	81	80	(1)
Dinner Plain standard service	385	386	1
Dinner Plain commercial service	13	13	-
Total number of bins	13,391	13,588	197

Type of Charge	Assessments 2017/18	Assessments 2018/19	Change
	#	#	#
Waste management charge	6,975	7,489	514

5.1.5.9 The estimated total amount to be raised by each type of service rate or charge compared with the previous financial year

Type of Charge	2017/18 \$	2018/19 \$	Change %
Waste - 80 litre bin - weekly	1,236,593	1,246,390	0.8%
Waste - 240 litre bin - weekly	258,245	285,758	10.7%
Waste - 240 litre bin - fortnightly	38,535	40,059	4.0%
Recycling - 140 litre - fortnightly	36,093	36,093	0.0%
Recycling - 240 litre - fortnightly	508,881	513,258	0.9%
Recycling - 360 litre - fortnightly	29,572	33,056	11.8%
Recycling - 240 litre - weekly	15,913	15,913	0.0%
Recycling - 360 litre - weekly	14,483	14,304	-1.2%
Dinner Plain standard service	309,525	258,180	-16.6%
Dinner Plain commercial service	22,006	19,124	-13.1%
Waste management charge	684,945	668,019	-2.5%
Total	3,154,791	3,130,154	-0.8%

5.2 Grants

5.2.1 Grants – Operating

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to increase by \$1.2m compared to the forecast for 2017/18. This is mainly due to Council receiving half of the Victorian Grants Commission grant funding for 2017/18 in 2016/17. In offset, a grant of \$0.57m for flood restoration works was received in 2017/18 which is not budgeted to be received in 2018/19.

A list of operating grants by type and source, classified into recurrent and non-recurrent, is included below.

Operating Grant Funding Type and Source	Forecast 2017/18 \$'000	Budget 2018/19 \$'000	Variance \$'000
Recurrent – Commonwealth Government			
Victorian Grants Commission	1,857	3,635	1,778
Recurrent – State Government			
Valuations	62	-	(62)
School crossing supervisors	27	27	-
Senior citizens	43	25	(18)
Maternal and child health	195	193	(2)
Youth services	63	79	16
Libraries	178	155	(23)
Other	61	25	(36)
Total recurrent grants	2,486	4,139	1,653

Operating Grant Funding Type and Source	Forecast 2017/18 \$'000	Budget 2018/19 \$'000	Variance \$'000
Non-recurrent – Commonwealth Government			
Nil	-	-	-
Non-recurrent – State Government			
Economic development and tourism	140	217	77
Community development	50	108	58
Emergency services	64	60	(4)
Flood restoration	570	-	(570)
Other	31	25	(6)
Total non-recurrent grants	855	410	(445)

5.2.2 Grants – Capital

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall, the level of capital grants will decrease by \$0.2m compared to 2017/18. This is mainly due to an anticipated reduction in Roads to Recovery funding in 2018/19. This is in part offset by grant funding for Alpine Better Places and the Alpine Events Park.

A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

Capital Grant Funding Type and Source	Forecast 2017/18 \$'000	Budget 2018/19 \$'000	Variance \$'000
Recurrent - Commonwealth Government			
Roads to recovery	1,059	530	(529)
Recurrent - State Government			
Nil	-	-	-
Total recurrent grants	1,059	530	(529)

Capital Grant Funding Type and Source	Forecast 2017/18 \$'000	Budget 2018/19 \$'000	Variance \$'000
Non-recurrent - Commonwealth Government			
Nil			
Non-recurrent - State Government			
Roads	-	100	100
Transfer station upgrade	365	-	(365)
Alpine Better Places	567	841	274
Alpine Events Park	669	935	266
Bridge renewal program	314	290	(24)
Recreational	10	30	20
Buildings	426	455	29
Total non-recurrent grants	2,351	2,651	300

5.3 Borrowings

The Council continues to operate free from borrowings.

	2016/17	2017/18
Total amount borrowed as at 30 June of the prior year	-	-
Total amount to be borrowed	-	-
Total amount projected to be redeemed	-	-
Total amount of borrowings proposed as at 30 June	-	-

5.4 Capital Works Program

This section presents an overview of capital works expenditure and funding sources, as well as a listing of the capital works projects that will be undertaken for the 2018/19 financial year. Works are also disclosed as current budget or carried forward from last year.

5.4.1 2018/19 Budget Works

Capital Works Area	Project cost	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Buildings									
Bright Office Renewal Stage 2 - General	100		100					100	
Myrtleford Museum Renewal	25		25					25	
Mount Beauty Tennis Club	15		15					15	
Myrtleford Library Upgrade	480		336	144		447		33	
Bright Community Centre Renewal - Minor	20		20					20	
Alpine Events Park	350			350		350			
Myrtleford Indoor Sports Stadium Expansion	2,450		123	2,327		1,300		1,150	
McNamara Reserve Netball And Tennis Facilities	420			420		100		320	
Porepunkah Children's Centre Feasibility Study	35	35						35	
Total property	3,895	35	619	3,241		2,197		1,698	
Plant and equipment									
Large Plant Renewal (2018/19)	168		168					168	
Vehicle Renewal (2018/19)	328		328					328	
Small Plant And Equipment Renewal (2018/19)	25		25					25	
Myrtleford Pool Plant	110		110					110	
Bright Community Centre Projector	15		7	8				15	
Mount Beauty Pool Vacuum	10	10						10	
Library Books	76		76					76	
Total plant and equipment	732	10	714	8				732	

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Infrastructure									
Roads									
Dinner Plain Road Renewal (2018/19)	15		15					15	
Town Entry Signage Renewal	20		20					20	
Resealing (2018/19)	410		410					410	
Gravel Resheeting (2018/19)	194		194					194	
Road Reconstruction (2018/19)	295		295					295	
Road Stabilisation And Patching (2018/19)	180		180					180	
Line Marking (2018/19)	30		30					30	
Drainage Renewal (2018/19)	90		90					90	
Kerb And Channel Renewal (2018/19)	75		75					75	
Alpine Better Places Myrtleford Stage 2	2,283		685	1,598		1,244		1,039	
Tawonga Primary School Crossing Upgrade	60			60		60			
Dinner Plain Village Detailed Designs	50			50				50	
Ranch Road Drainage Upgrade	110			110		40		70	
Albert Street Drainage Upgrade	10			10				10	
Bridges									
Roberts Creek Bridge 3 Renewal	219		109	110		110		109	
Victoria Bridge	178		89	89		89		89	
Old Buckland Bridge Handrail	30		30					30	
Buckland Bridge	30		21	9				30	
Footpaths and cycleways									
Footpath Renewal (2018/19)	130		130					130	
Rail Trail Resealing (2018/19)	130		130					130	
Eurobin Flood Bypass	315			315		182		133	

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowings \$'000
Recreational, leisure and community facilities									
Mount Beauty Wayfinding Signage	15		10	5				15	
Bright Centenary Park Toilet	10		7	3				10	
Tawonga Toilet Wastewater Management	12		12					12	
Myrtleford Holiday Park Water Supply	60		60					60	
Centenary Park Irrigation	30		30					30	
Pioneer Park Lighting	20		20					20	
Toboggan And Ski Run Safety Improvements	125			125				125	
Dinner Plain Tracks And Trails Signage	30		3	27				30	
Mount Beauty Pool Upgrade	160		80	80		20		140	
Parks, open space and streetscapes									
Open Space Renewal (2018/19)	20		20					20	
Playground Equipment Renewal (2018/19)	75		75					75	
Waste infrastructure									
Kerbside Bins Renewal And New (2018/19)	25		25					25	
Public Bins Renewal And New (2018/19)	40		40					40	
Porepunkah Transfer Station Safety Upgrades	12		3	9				12	
Total infrastructure	5,488		2,888	2,600		1,745		3,743	
Capitalised Wages	669	2	250	416				669	
Total capital works expenditure	10,784	47	4,471	6,265		3,942		6,842	

5.4.2 Works Carried Forward from 2017/18

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowings \$'000
Property									
Buildings									
Bright Office Renewal Stage 2 - General	200		200					200	
Bright Office Renewal Stage 2 - Double Glazing	30		15	15				30	
Bright Office Renewal Stage 2 - Air Conditioning	30		30					30	
McNamara Reserve Netball And Tennis Facilities	30			30				30	
Total property	290		245	45				290	
Plant and equipment									
Bright Office Renewal Stage 2 - Furniture	90		90					90	
Total plant and equipment	90		90					90	
Infrastructure									
Recreational, leisure and community facilities									
Savoy Soccer Club Additional Training Area	6			6				6	
Mount Beauty Pool Upgrade	65		33	32				65	
Total infrastructure	71		33	38				71	
Total capital works carried forward from 2017/18	451		368	83				451	

5.4.3 Summary of Works

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowings \$'000
Property	4,185	35	864	3,286		2,197		1,988	
Plant and equipment	822	10	804	8				822	
Infrastructure	6,228	2	3,171	3,054		1,745		4,483	
Total capital works	11,235	47	4,839	6,348		3,942		7,293	

5.5 Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	Notes	Forecast Actual 2017/18	Budget 2018/19	Strategic Resource Plan Projections			Trend +/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue		2.9%	4.8%	3.1%	3.6%	3.7%	+
Liquidity								
Working Capital	Current assets / current liabilities	1	302.7%	230.3%	265.1%	253.9%	287.3%	-
Unrestricted cash	Unrestricted cash / current liabilities		196.2%	175.9%	230.9%	222.7%	252.8%	+
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	2	0.0%	0.0%	0.0%	0.0%	0.0%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.0%	0.0%	0.0%	0.0%	0.0%	o
Indebtedness	Non-current liabilities / own source revenue		17.7%	13.1%	12.5%	9.8%	9.7%	-
Asset renewal	Asset renewal expenditure / depreciation	3	96.3%	100.3%	88.6%	88.4%	89.8%	-
Stability								
Rates concentration	Rate revenue / adjusted underlying revenue		69.7%	68.4%	69.6%	69.6%	69.6%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.6%	0.7%	0.7%	0.7%	0.7%	+
Efficiency								
Expenditure level	Total expenditure / no. of property assessments		\$2,762	\$2,806	\$2,905	\$2,973	\$3,058	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$1,515	\$1,535	\$1,588	\$1,636	\$1,685	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		6.6%	6.6%	6.6%	6.6%	6.6%	o

Notes to indicators

1 Working Capital – Budgeted to decrease in 2018/19 year due to additional funds required to support the capital program.

2 Loans and borrowings – Council repaid all its borrowings in July 2015 and does not forecast to take out any further borrowings.

3 Asset renewal – Budgeted close to 100% for 2018/19, meaning that we are maintaining our existing assets in line with expectations. Renewal requirements for 2019/18 will be further reviewed as part of next year's budget process.



6 Fees

This section presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2018/19 year.

Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
ASSET MAINTENANCE									
Asset Maintenance	Operations	Application for Occupation/Works on Council Managed Land permit		Yes	free	free	\$0.00	per permit	No
CORPORATE - FINANCE									
Corporate	Finance	Land information certificate	Within 7 days	Yes		as per legislation		as per legislation	Yes
Corporate	Finance	Land information certificate	Within 24 hrs	Yes	\$50.00	\$50.00	\$0.00	per certificate	No
Corporate	Finance	Copy of rates notice	Post 1999	Yes	\$12.00	\$12.00	\$0.00	per notice per year	No
Corporate	Finance	Copy of rates notice	Pre 1999	Yes	\$40.00	\$40.00	\$0.00	per notice per year	No
Corporate	Finance	Freedom of information		Yes		as per legislation		as per legislation	Yes
Corporate	Finance	Records retrieval	5 years old or less	Yes	\$40 min	\$12.00	-\$28.00	per item	No
Corporate	Finance	Records retrieval	over 5 years old	Yes	\$80 per hour	\$40.00	-\$40.00	per item	No
Corporate	Finance	Disabled parking permit			free	free			No
CORPORATE - LIBRARIES									
Corporate	Libraries	Overdue fine > than 2 days	Adult	Yes	\$0.20	\$0.20	\$0.00	per day	No
Corporate	Libraries	Overdue fine > than 2 days	Junior	Yes	\$0.10	\$0.10	\$0.00	per day	No
Corporate	Libraries	Overdue fine > than 2 days	Inter library	Yes	\$0.50	\$0.50	\$0.00	per day	No
Corporate	Libraries	Overdue fine > than 2 days	Book Club	Yes	n/a	\$1.00	n/a	per day	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Corporate	Libraries	Overdue fine with lost status		Yes	\$5.00	\$5.00	\$0.00	per item	No
Corporate	Libraries	Printing/photocopying	Black & White A4	Yes	\$0.20	\$0.10	-\$0.10	per page	No
Corporate	Libraries	Printing/photocopying	Colour A4	Yes	\$1.00	\$0.50	-\$0.50	per page	No
Corporate	Libraries	Printing/photocopying	Black & White A3	Yes	\$0.40	\$0.20	-\$0.20	per page	No
Corporate	Libraries	Printing/photocopying	Colour A3	Yes	\$2.00	\$1.00	-\$1.00	per page	No
Corporate	Libraries	Maximum unpaid fines before borrowing privileges are suspended	Adults	Yes	\$10.00	\$10.00	\$0.00	per member	No
Corporate	Libraries	Maximum unpaid fines before borrowing privileges are suspended	Junior	Yes	\$5.00	\$5.00	\$0.00	per member	No
Corporate	Libraries	Minor damage to an item or barcode		Yes	\$2.20	\$2.20	\$0.00	per item	No
Corporate	Libraries	DVD or CD ROM replacement cover		Yes	\$2.20	\$2.20	\$0.00	per item	No
Corporate	Libraries	CDB covers		Yes	\$10.00	\$10.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	Adult book	Yes	\$26.00	\$26.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	Junior book	Yes	\$14.00	\$14.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	Light romance	Yes	\$2.00	\$2.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	Periodical	Yes	\$9.00	\$9.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	Book on disk	Yes	\$100.00	\$100.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	Single disk	Yes	\$19.00	\$19.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	DVD	Yes	\$27.00	\$27.00	\$0.00	per item	No
		Lost or damaged items	Playaway	Yes	\$100.00	\$100.00	\$0.00	per item	No
Corporate	Libraries	Lost or damaged items	MP3	Yes	\$105.00	\$105.00	\$0.00	per item	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Corporate	Libraries	Replacement of lost or damaged cards		Yes	\$2.50	\$2.50	\$0.00	per card	No
Corporate	Libraries	Request for items not in stock and obtained by inter library loan		Yes	\$16.50	\$16.50	\$0.00	per item	No
Corporate	Libraries	Postage charges for inter library loan		Yes	\$10.50	\$10.50	\$0.00	per item	No
Corporate	Libraries	Inter library loan strap/barcode		Yes	\$3.30	\$3.30	\$0.00	per item	No
Corporate	Libraries	Requests for photocopies not in stock and obtained on inter library loan		Yes	As charged by supplier	As charged by supplier		per item	No
Corporate	Libraries	Research fee		Yes	\$15.00	\$15.00	\$0.00	per half hour	No
Corporate	Libraries	Telephone - local phone call only		Yes	\$0.50	\$0.50	\$0.00	per local call	No
Corporate	Libraries	Faxes (Australia only)		Yes	\$4.00	\$4.00	\$0.00	first page	No
Corporate	Libraries	Faxes (Australia only)		Yes	\$1.00	\$1.00	\$0.00	additional pages	No
Corporate	Libraries	Programs and activities		Yes	Cost recovery basis	Free to minimal charge		per attendee	No
Corporate	Libraries	Disc Cleaning		Yes	\$4.00	\$4.00	\$0.00	per item	No
PLANNING & AMENITY - HEALTH									
Planning & Amenity	Health	Class 1 food premises		No	\$524.00	\$524.00	\$0.00	Per annum	No
Planning & Amenity	Health	Class 1 food premises - Charity and Community Groups		No	\$524.00	\$262.00	-\$262.00	Per annum	No
Planning & Amenity	Health	Class 2 food premises		No	\$455.00	\$455.00	\$0.00	Per annum	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Health	Class 2 food premises - Charity and Community Groups		No	\$455.00	\$227.50	-\$227.50	Per annum	No
Planning & Amenity	Health	Class 3 food premises		No	\$260.00	\$260.00	\$0.00	Per annum	No
Planning & Amenity	Health	Class 3 food premises - Charity and Community Groups		No	\$260.00	\$130.00	-\$130.00	Per annum	No
Planning & Amenity	Health	Class 4 food premises		No	free	free	\$0.00	Per annum	No
Planning & Amenity	Health	Class 2 temporary food premises & mobile food vendors (Streatrader)		No	\$203.00	\$203.00	\$0.00	Per annum	No
Planning & Amenity	Health	Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$52.50	\$52.50	\$0.00	per annum	No
Planning & Amenity	Health	Class 3 temporary food premises & mobile food vendors (Streatrader)		No	\$121.50	\$121.50	\$0.00	per annum	No
Planning & Amenity	Health	Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$29.00	\$29.00	\$0.00	per annum	No
Planning & Amenity	Health	New premises fee		No	Annual registration fee plus 50%	Annual registration fee plus 50%			
Planning & Amenity	Health	Inspection and report fee		No	\$150.00	\$150.00	\$0.00	per registration	No
Planning & Amenity	Health	Major non-compliance inspection fee		No	\$175.00	\$175.00	\$0.00	per inspection	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Health	Major non-compliance inspection fee (where a notice has been issued)		No	\$235.00	\$235.00	\$0.00	per inspection	No
Planning & Amenity	Health	Hairdresser premise registration		No	\$200.00	\$200.00	\$0.00	per premise	No
Planning & Amenity	Health	Beauty or skin penetration registration		No	\$160.00	\$160.00	\$0.00	per annum	No
Planning & Amenity	Health	Prescribed accommodation premise registration		No	\$210.00	\$210.00	\$0.00	per annum	No
Planning & Amenity	Health	Septic tank permit application		No	\$479.00	\$479.00	\$0.00	per application	No
Planning & Amenity	Health	Alteration to septic tank permit application		No	\$239.50	\$239.50	\$0.00	per application	No
Planning & Amenity	Health	Health search		No	\$39.50	\$39.50	\$0.00	per hour or part thereof	No
Planning & Amenity	Health	Caravan park registration		No		as per legislation		as per legislation	Yes
Planning & Amenity	Health	Caravan park rigid annex approval fee		No	\$157.00	\$157.00	\$0.00	per approval	No
Planning & Amenity	Health	Transfer registration fee		No	50%	50%	\$0.00	of original registration fee	No
Planning & Amenity	Health	Registration late penalty fee		No	30%	30%	\$0.00	of original registration fee	No
PLANNING & AMENITY - STREET & ROADS									
Planning & Amenity	Streets & Roads	Outdoor eating facility		No	\$150.00	\$150.00	\$0.00	per annum	No
PLANNING & AMENITY - ROADSIDE TRADING									
Planning & Amenity	Roadside Trading	Commercial participant		No	\$65.00	\$65.00	\$0.00	Per event.	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Roadside Trading	Business premises		No	\$150.00	\$150.00	\$0.00	per annum	No
Planning & Amenity	Roadside Trading	Approved site location		No	\$231.00	\$231.00	\$0.00		No
Planning & Amenity	Roadside Trading	Horse drawn vehicle		No	\$150.00	\$150.00	\$0.00	per year	No
Planning & Amenity	Roadside Trading	Advertising sign		No	\$68.50	\$70.00	\$1.50	per sign	No
Planning & Amenity	Roadside Trading	Busking	Commercial	No	\$31.00	\$31.00	\$0.00	per year	No
PLANNING & AMENITY - LOCAL LAWS									
Planning & Amenity	Local Laws	Dog registration	Full	No	\$80.00	\$82.00	\$2.00	per animal	Partially
Planning & Amenity	Local Laws	Dog registration	Pensioner	No	\$40.00	\$42.00	\$2.00	per animal	Partially
Planning & Amenity	Local Laws	Dog registration	Reduced (Desexed/working dog)	No	\$30.00	\$32.00	\$2.00	per animal	Partially
Planning & Amenity	Local Laws	Dog Registration	Reduced Pensioner	No	\$15.00	\$17.00	\$2.00	Per animal	Partially
Planning & Amenity	Local Laws	Cat registration	Full	No	\$80.00	\$82.00	\$2.00	per animal	Partially
Planning & Amenity	Local Laws	Cat registration	Pensioner	No	\$40.00	\$42.00	\$2.00	per animal	Partially
Planning & Amenity	Local Laws	Cat registration	Reduced	No	\$30.00	\$32.00	\$2.00	per animal	Partially
Planning & Amenity	Local Laws	Failure to register a dog or cat		No		as per legislation		as per legislation	Partially
Planning & Amenity	Local Laws	Animal registration tag replacement		Yes	\$7.00	\$7.00	\$0.00	per tag	No
Planning & Amenity	Local Laws	Pound release fee	Registered	No	\$80.00	\$80.00	\$0.00	per animal	Partially



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Local Laws	Pound release fee	Unregistered	No	\$160.00	\$160.00	\$0.00	per animal	Partially
Planning & Amenity	Local Laws	Animal sustenance fee		Yes	\$11.00	\$11.00	\$0.00	per animal per day	No
Planning & Amenity	Local Laws	Cat trap hire deposit		No	\$50.00	\$50.00	\$0.00	per hire	No
Planning & Amenity	Local Laws	Cat trap hire fee		Yes	\$5.00	\$5.00	\$0.00	per hire	No
Planning & Amenity	Local Laws	Dinner Plain snowmobile permit		No	\$69.00	\$70.00	\$1.00	per snowmobile	No
Planning & Amenity	Local Laws	Dinner Plain dog permit		No	\$69.00	\$70.00	\$1.00	per animal	No
Planning & Amenity	Local Laws	Domestic animal business fee		No	\$123.00	\$123.00	\$0.00	per year	Partially
Planning & Amenity	Local Laws	Parking fine	Time limit	No	\$52.00	\$79.00	\$27.00	per offence	No
Planning & Amenity	Local Laws	Parking fine	No Standing	No		as per legislation		as per legislation	Yes
Planning & Amenity	Local Laws	Parking fine	Loading Zones etc.	No		as per legislation		as per legislation	Yes
Planning & Amenity	Local Laws	Vehicle impound fee		No	\$110.00	\$110.00	\$0.00	per vehicle	No
Planning & Amenity	Local Laws	Vehicle storage fee		Yes	\$11.00	\$11.00	\$0.00	per vehicle per day	No
PLANNING & AMENITY - DEVELOPMENT									
Planning & Amenity	Development	Application for permit to work in a road reserve		No		as per legislation		as per legislation	Yes
PLANNING & AMENITY - BUILDING									
Planning & Amenity	Building	Commercial works <\$15,000	+ lodgement fee	Yes	competitive quote	competitive quote		minimum fee	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Building	Commercial works \$15,001 - \$40,000	+ lodgement fee	Yes	competitive quote	competitive quote		minimum fee	No
Planning & Amenity	Building	Commercial works >\$40,001		Yes	competitive quote	competitive quote		minimum fee	No
Planning & Amenity	Building	Carport, garage, sheds, verandah and other small extensions		Yes	\$566.50	\$566.50	\$0.00	minimum fee	No
Planning & Amenity	Building	Swimming pool (in-ground)		Yes	\$680.00	\$680.00	\$0.00	minimum fee	No
Planning & Amenity	Building	Swimming pool (above ground)		Yes	\$453.00	\$453.00	\$0.00	minimum fee	No
Planning & Amenity	Building	Restumping or demolition		Yes	\$566.50	\$566.50	\$0.00	minimum fee	No
Planning & Amenity	Building	Dwelling extensions and alterations		Yes	competitive quote	competitive quote		minimum fee	No
Planning & Amenity	Building	New dwelling		Yes	competitive quote	competitive quote		minimum fee	No
Planning & Amenity	Building	Multi-unit development		Yes	competitive quote	competitive quote		minimum fee	No
Planning & Amenity	Building	Extension of time for building permit		Yes	\$257.50	\$257.50	\$0.00	per extension	No
Planning & Amenity	Building	Place of public entertainment (POPE)		Yes	\$453.50	\$453.50	\$0.00	per application	No
Planning & Amenity	Building	Minor amendment to building permit		Yes	\$129.00	\$129.00	\$0.00	per amendment	No
Planning & Amenity	Building	Major amendment to building permit		Yes	\$257.50	\$257.50	\$0.00	per amendment	No
Planning & Amenity	Building	Variation to ResCode (report and consent)		Yes		as per legislation		as per legislation	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Building	Additional inspection or re-inspection		Yes	\$227.00	\$227.00	\$0.00	per inspection	No
Planning & Amenity	Building	Additional inspection or re-inspection (remote area)		Yes	\$309.00	\$309.00	\$0.00	per inspection	No
Planning & Amenity	Building	Copy of building permit, endorsed plans or occupancy permit		Yes		as per legislation		as per legislation	Yes
Planning & Amenity	Building	Legal point of discharge information		No		as per legislation		as per legislation	Yes
Planning & Amenity	Building	Building information certificate		No		as per legislation		as per legislation	Yes
Planning & Amenity	Building	Essential service inspection and report		Yes	\$340.00	\$340.00	\$0.00	per inspection	No
Planning & Amenity	Building	Non-mandatory inspection		Yes	\$227.00	\$227.00	\$0.00	per inspection	No
Planning & Amenity	Building	Swimming pool inspection		Yes	\$227.00	\$227.00	\$0.00	per inspection	No
PLANNING & AMENITY - PLANNING									
Planning & Amenity	Planning	Public notification	Notice to neighbours	Yes	\$65.00	\$65.00	\$0.00	per general notification	No
Planning & Amenity	Planning	Public notification	Additional notices	Yes	\$8.00	\$8.00	\$0.00	per notice	No
Planning & Amenity	Planning	Public notification	Notice on land	Yes	\$82.00	\$82.00	\$0.00	up to two signs	No
Planning & Amenity	Planning	Public notification	Additional notices on land	Yes	\$13.00	\$13.00	\$0.00	each additional sign	No
Planning & Amenity	Planning	Public notification	Notice in papers	Yes	\$200.00	\$200.00	\$0.00	per notice	No
Planning & Amenity	Planning	Planning advice in writing - cert of verbal advice		Yes	\$120.00	\$120.00	\$0.00	per advice	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Planning	Sect 173 agreements		Yes	\$400.00	\$400.00	\$0.00	per agreement	No
Planning & Amenity	Planning	Certificate of title and restrictions covenant		Yes	\$60.00	\$60.00	\$0.00	per certificate	No
Planning & Amenity	Planning	Copy of planning permit, endorsed plans or occupancy permit		Yes		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Planning panel - proponent request amendment		Yes	cost of panel	cost of panel			Yes
Planning & Amenity	Planning	Extension of time for planning permit certificate fee		No	\$120.00	\$120.00	\$0.00	per extension	No
Planning & Amenity	Planning	Class 1 – Change of use only		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:							
Planning & Amenity	Planning	Class 2 - Dwellings \$10,000 to \$100,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 3 - Dwellings more than \$100,001		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:							
Planning & Amenity	Planning	Class 4 - \$10,000 or less		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 5 - \$10,000 to \$250,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 6 - \$250,000 to \$500,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 7 - \$500,000 to \$1,000,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 8 - \$1,000,000 to \$7,000,000		No		as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Planning	Class 9 - \$7,000,000 to \$10,000,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 10 - \$10,000,000 to \$50,000,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 11 - Over \$50,000,000		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 12 - Subdivide existing building		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 13 - Subdivide land into two lots		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 14 - To effect a realignment of a common boundary between lots or to consolidate two or more lots		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 15 - To subdivide land		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 16 - To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act 1987 but for the existence of the restriction		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 17 - To create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right of way		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Class 18 - To create, vary or remove an easement other than a right of way or to vary or remove a condition in the nature of an easement other than a right of way in a Crown grant		No		as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Planning & Amenity	Planning	Amend an application for a permit after notice has been given for every class of application (other than Class 4)		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Amend an application for a permit after notice has been given for every class of application (other than Class 5)		No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	The fee for an application for any combination of the classes of application outlined above is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made.				as per legislation			
Planning & Amenity	Planning	Application to amend the planning scheme	Stage 1	No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Application to amend the planning scheme	Stage 2	No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Application to amend the planning scheme	Stage 3	No		as per legislation		as per legislation	Yes
Planning & Amenity	Planning	Application to amend the planning scheme	Stage 4	No		as per legislation		as per legislation	Yes
PLANNING & AMENITY - SUBDIVISION									
Planning & Amenity	Subdivision	Certification of a plan of subdivision	Fixed	No	\$103.00	\$103.00	\$0.00	per subdivision	Yes
Planning & Amenity	Subdivision	Certification of a plan of subdivision	Variable	No	\$20.50	\$20.50	\$0.00	per lot	Yes
Planning & Amenity	Subdivision	Supervision of works		No		as per legislation		as per legislation	Yes
Planning & Amenity	Subdivision	Checking engineering plans		No		as per legislation		as per legislation	Yes
Planning & Amenity	Subdivision	Public open space contributions		No	<= 5.0%	<= 5.0%		subdivision value	Yes
FACILITIES - WASTE									
Facilities	Waste	Domestic Putrescible and hard		Yes	\$43.50	\$44.50	\$1.00	per cubic	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
		waste						metre	
Facilities	Waste	Domestic Putrescible and hard waste	minimum charge	Yes	\$6.50	\$6.50	\$0.00	per large bag	No
Facilities	Waste	Concrete and bricks		Yes	\$36.50	\$38.00	\$1.50	per cubic metre	No
Facilities	Waste	Cement Sheeting, plaster board		Yes	\$43.50	\$45.00	\$1.50	per cubic metre	No
Facilities	Waste	Garden Waste		Yes	\$17.00	\$18.50	\$1.50	per cubic metre	No
Facilities	Waste	Green Waste Free (free disposal days only)		Yes	free	free			
Facilities	Waste	Raw Organic Timber		Yes	\$17.00	\$18.50	\$1.50	per cubic metre	No
Facilities	Waste	Processed/Treated Timber		Yes	\$43.50	\$45.00	\$1.50	per cubic metre	No
Facilities	Waste	Whitegoods (all)		Yes	\$11.00	\$11.00	\$0.00	each	No
Facilities	Waste	Steel		Yes	\$12.00	\$12.00	\$0.00	per cubic metre	No
Facilities	Waste	Oil		Yes	\$0.50	\$0.50	\$0.00	per litre	No
Facilities	Waste	Car Bodies		Yes	\$25.00	\$25.00	\$0.00	per item	No
Facilities	Waste	Aluminium, cardboard, steel cans, plastic bottles and containers	1st 1/4 cubic metre free	Yes	\$10.00	\$12.50	\$2.50	per cubic metre	No
Facilities	Waste	Paint cans 10 litres and over of any size containing paint		Yes	\$3.50	\$3.50	\$0.00	per litre	No
Facilities	Waste	Car batteries		Yes	\$2.50	\$2.50	\$0.00	each	No
Facilities	Waste	LPG cylinders		Yes	\$5.50	\$5.50	\$0.00	each	No
Facilities	Waste	Tyres small/4WD		Yes	\$9.50	\$10.00	\$0.50	each	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Waste	Tyres large - truck		Yes	\$14.00	\$15.00	\$1.00	each	No
Facilities	Waste	Tyres large - tractor or truck		Yes	\$87.00	\$90.00	\$3.00	each	No
Facilities	Waste	Ewaste - Small appliance		Yes	\$7.75	\$2.50	-\$5.25	each	No
Facilities	Waste	Ewaste - Medium appliances			\$7.75	\$7.50	\$0.25	each	No
Facilities	Waste	Ewaste - Large appliances		Yes	\$15.50	\$15.50	\$0.00	each	No
Facilities	Waste	Ewaste scheme exempt items		Yes	n/a	free	n/a		
Facilities	Waste	Asbestos - Porepunkah only	Minimum charge \$5	Yes	\$75.00	\$75.00	\$0.00	per cubic metre	No
Facilities	Waste	Green organic mulch sales		Yes	Free	Free		per cubic metre	No
Facilities	Waste	Crushed concrete sales		Yes	\$38.00	\$38.00	\$0.00	per cubic metre	No
Facilities	Waste	Mattress - any size		Yes	\$27.50	\$27.50	\$0.00	each	No
Facilities	Waste	Single seater couch		Yes	\$15.50	\$16.00	\$0.50	each	No
Facilities	Waste	Two seater, sofa or larger couch		Yes	\$25.50	\$26.50	\$1.00	each	No
Facilities	Waste	Skis or snowboards		Yes	\$5.50	\$5.50	\$0.00	per pair or board	No
FACILITIES - SWIMMING POOLS									
Facilities	Swimming Pools	Adult daily		Yes	\$5.00	\$5.00	\$0.00	per person	No
Facilities	Swimming Pools	Child/concession daily		Yes	\$2.50	\$2.50	\$0.00	per person	No
Facilities	Swimming Pools	Supervising parent		Yes	\$4.00	\$4.00	\$0.00	per person	No
Facilities	Swimming Pools	Family season - early bird		Yes	\$85.00	\$85.00	\$0.00	per season	No
Facilities	Swimming Pools	Adult season		Yes	\$75.00	\$75.00	\$0.00	per season	No
Facilities	Swimming Pools	Child/concession season		Yes	\$40.00	\$40.00	\$0.00	per season	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Swimming Pools	Adult 10 visit pass		Yes	\$44.00	\$44.00	\$0.00	per 10 visits	No
Facilities	Swimming Pools	Child/concession 10 visit pass		Yes	\$22.50	\$22.50	\$0.00	per 10 visits	No
Facilities	Swimming Pools	Community stadium hire		Yes	\$26.00	\$26.00	\$0.00	per hour	No
Facilities	Swimming Pools	Aqua fit/concession		Yes	\$7.20	\$7.20	\$0.00	per session	No
Facilities	Swimming Pools	Aqua fit/adult		Yes	\$10.30	\$10.30	\$0.00	per session	No
Facilities	Swimming Pools	Arthritis group		Yes	\$3.00	\$3.00	\$0.00	per hour	No
Facilities	Swimming Pools	Lane hire		Yes	\$28.50	\$28.50	\$0.00	per hour	No
Facilities	Swimming Pools	Learn to swim		Yes	\$16.50	\$16.50	\$0.00	one lesson	No
Facilities	Swimming Pools	Learn to swim		Yes	\$52.50	\$52.50	\$0.00	private lesson	No
Facilities	Swimming Pools	Pool hire with lifeguard		Yes	\$100.00	\$100.00	\$0.00	per hour	No
Facilities	Swimming Pools	Pool hire no lifeguard		Yes	\$65.00	\$65.00	\$0.00	per hour	No
Facilities	Swimming Pools	Seniors Hour		Yes	\$3.00	\$3.00	\$0.00	per hour	No
FACILITIES - BRIGHT SPORTS CENTRE									
Facilities	Bright Sports Centre	Centre Membership - all areas	Adult - 1 month	Yes	n/a	\$85.00	n/a	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Concession - 1 month	Yes	n/a	\$62.50	n/a	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Family - 1 month	Yes	n/a	\$150.00	n/a	per family	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Adult - 3 month	Yes	n/a	\$250.00	n/a	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Concession - 3 month	Yes	n/a	\$185.00	n/a	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Family - 3 month	Yes	n/a	\$450.00	n/a	per family	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct	Yes	n/a	\$70.00	n/a	per person	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
			Debit Adult						
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Concession	Yes	n/a	\$50.00	n/a	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Family	Yes	n/a	\$145.00	n/a	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult - 3 month	Yes	\$117.50	\$115.00	-\$2.50	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Concession - 3 Month	Yes	\$75.50	\$75.00	-\$0.50	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Family - 3 month	Yes	\$305.00	\$300.00	-\$5.00	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult casual visit	Yes	\$6.50	\$6.50	\$0.00	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Child/concession - casual visit	Yes	\$4.00	\$4.00	\$0.00	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Family - Casual Visit	Yes	\$16.50	\$16.50	\$0.00	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult 10 visit card	Yes	\$60.00	\$60.00	\$0.00	per card	No
Facilities	Bright Sports Centre	Swimming pool only	Concession/child 10 visit card	Yes	\$38.50	\$38.50	\$0.00	per card	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult Casual	Yes	\$14.00	\$14.00	\$0.00	per person	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession - Casual	Yes	\$10.00	\$10.00	\$0.00	per person	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult 10 visit card	Yes	\$127.50	\$127.50	\$0.00	per card	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession 10 visit card	Yes	\$90.00	\$90.00	\$0.00	per card	No
Facilities	Bright Sports Centre	Hydro program		Yes	\$4.60	\$4.60	\$0.00	per person	No
Facilities	Bright Sports Centre	Learn to swim program		Yes	\$16.50	\$17.00	\$0.50	per person per session	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Bright Sports Centre	Learn to swim program - Early payment discount 10%		Yes				per person	no
Facilities	Bright Sports Centre	Learn to swim private lesson		Yes	\$53.55	\$53.55	\$0.00	per lesson	No
Facilities	Bright Sports Centre	Corporate membership 10% discount on membership prices		Yes					No
Facilities	Bright Sports Centre	Casual group exercise class entry	Regular Class - Non Member	Yes	\$11.00	\$11.00	\$0.00	per person	No
Facilities	Bright Sports Centre	Casual group exercise class entry	Active Seniors Class - Non Member	Yes	\$7.00	\$7.00	\$0.00	per person	No
Facilities	Bright Sports Centre	Casual group exercise class entry	Intro Seniors Class	Yes	\$6.00	\$6.00	\$0.00	per person	No
Facilities	Bright Sports Centre	Squash court	Adult	Yes	\$6.25	\$6.50	\$0.25	per person	No
Facilities	Bright Sports Centre	Squash court	Child/concession	Yes	\$4.50	\$4.50	\$0.00	per person	No
Facilities	Bright Sports Centre	Multi-purpose room hire		Yes	\$25.00	\$25.00	\$0.00	per hour	No
Facilities	Bright Sports Centre	Pool hire with lifeguard		Yes	\$100.00	\$100.00	\$0.00	per hour	No
Facilities	Bright Sports Centre	Shower Only		Yes	\$3.75	\$4.00	\$0.25	per person	No
FACILITIES - COMMUNITY CENTRES									
Facilities	Community Centres	Hall or kitchen only hire	Max \$150/day	Yes	\$15.00	\$15.00	\$0.00	per hour	No
Facilities	Community Centres	Hall and kitchen hire	Max \$250/day	Yes	\$25.00	\$25.00	\$0.00	per hour	No
Facilities	Community Centres	Bond		Yes	\$260.00	\$260.00	\$0.00	per hire	No
Facilities	Community Centres	Hall hire insurance (any hall)		Yes	\$35.00	\$35.00	\$0.00	per hire	No
FACILITIES - MYRTLEFORD HOLIDAY PARK									
Facilities	Myrtleford Holiday Park	Powered site	Off peak	Yes	\$30.00	\$31.00	\$1.00	per night	No



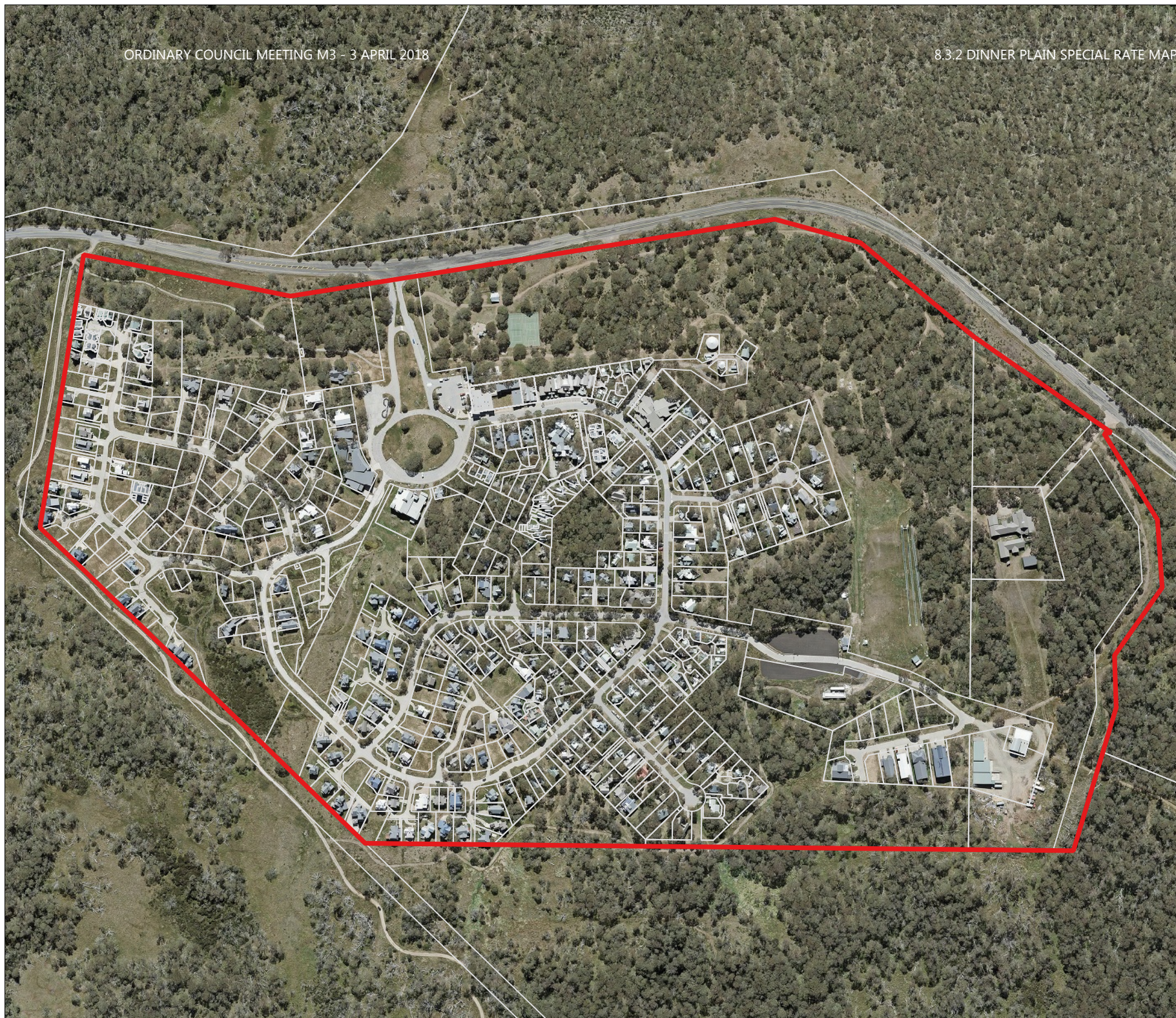
Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Myrtleford Holiday Park	Powered site	Peak	Yes	\$42.50	\$43.50	\$1.00	per night	No
Facilities	Myrtleford Holiday Park	Unpowered site	Off peak	Yes	\$27.50	\$28.00	\$0.50	per night	No
Facilities	Myrtleford Holiday Park	Unpowered site	Peak	Yes	\$37.50	\$38.50	\$1.00	per night	No
Facilities	Myrtleford Holiday Park	Powered ensuite site	Off peak	Yes	\$43.00	\$44.00	\$1.00	per night	No
Facilities	Myrtleford Holiday Park	Powered ensuite site	Peak	Yes	\$57.50	\$59.00	\$1.50	per night	No
Facilities	Myrtleford Holiday Park	Two bedroom cabin	Off peak	Yes	\$135.00	\$138.00	\$3.00	per night	No
Facilities	Myrtleford Holiday Park	Two bedroom cabin	Peak	Yes	\$178.00	\$182.00	\$4.00	per night	No
Facilities	Myrtleford Holiday Park	Park cabin	Off peak	Yes	\$120.00	\$123.00	\$3.00	per night	No
Facilities	Myrtleford Holiday Park	Park cabin	Peak	Yes	\$148.00	\$151.50	\$3.50	per night	No
Facilities	Myrtleford Holiday Park	Standard cabin	Off peak	Yes	\$110.00	\$112.50	\$2.50	per night	No
Facilities	Myrtleford Holiday Park	Standard cabin	Peak	Yes	\$129.00	\$132.00	\$3.00	per night	No
Facilities	Myrtleford Holiday Park	Budget cabin	Off peak	Yes	\$98.00	\$100.00	\$2.00	per night	No
Facilities	Myrtleford Holiday Park	Budget cabin	Peak	Yes	\$122.00	\$125.00	\$3.00	per night	No
Facilities	Myrtleford Holiday Park	Linen hire		Yes	\$7.25	\$7.50	\$0.25	per person	No
Facilities	Myrtleford Holiday Park	Bunkhouse	Adult	Yes	\$29.00	\$29.50	\$0.50	per night	No
Facilities	Myrtleford Holiday Park	Bunkhouse	Child	Yes	\$19.00	\$19.50	\$0.50	per night	No
Facilities	Myrtleford Holiday	Additional people	Adult	Yes	\$15.00	\$15.00	\$0.00	per night	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2017/18 Fee	2018/19 Fee	\$ Change	Unit of measure	Regulated?
	Park								
Facilities	Myrtleford Holiday Park	Additional people	5-15 years	Yes	\$7.00	\$7.00	\$0.00	per night	No
Facilities	Myrtleford Holiday Park	Annuals		Yes	\$1,475.00	\$1,515.00	\$40.00	per annum	No
Facilities	Myrtleford Holiday Park	Storage		Yes	\$400.00	\$410.00	\$10.00	per annum	No
Facilities	Myrtleford Holiday Park	Storage		Yes	\$1.15	\$1.20	\$0.05	daily	No
Facilities	Myrtleford Holiday Park	Permanents		Yes	\$87.50	\$89.00	\$1.50	per week	No
Facilities	Myrtleford Holiday Park	Electricity charges for permanent residence		Yes	maximum charge as per SP AusNet scheduled fee				No
Facilities	Myrtleford Holiday Park	Showers		Yes	\$5.00	\$5.00	\$0.00	per person	No
Facilities	Myrtleford Holiday Park	Dump point use	For non-guests	Yes	\$5.00	\$5.00	\$0.00	per use	No

Special Rate Area

Dinner Plain



0 100 200 m

Coordinate System GDA94 MGA Zone 55

Created: 26/3/2018

While every care is taken by Alpine Shire Council Land Victoria and the Department of Sustainability and Environment to ensure the accuracy of this data, Alpine Shire Council, Land Victoria and the Department of Sustainability and Environment jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



Alpine Shire

Based on Data provided with the permission of Land Victoria and the Department of Sustainability and Environment.

Finance Report Quarterly Review



For the period ending 31 December 2017

Finance Report – Quarterly Review

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Finance Report – Quarterly Review

Introduction

Preparation of report

The purpose of this report is to provide Council with an overview of quarterly results and an update on the forecast financial position for the year against budget, and it includes:

- 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. Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

The report is presented to the Finance Committee, and also to the Audit Committee for noting.

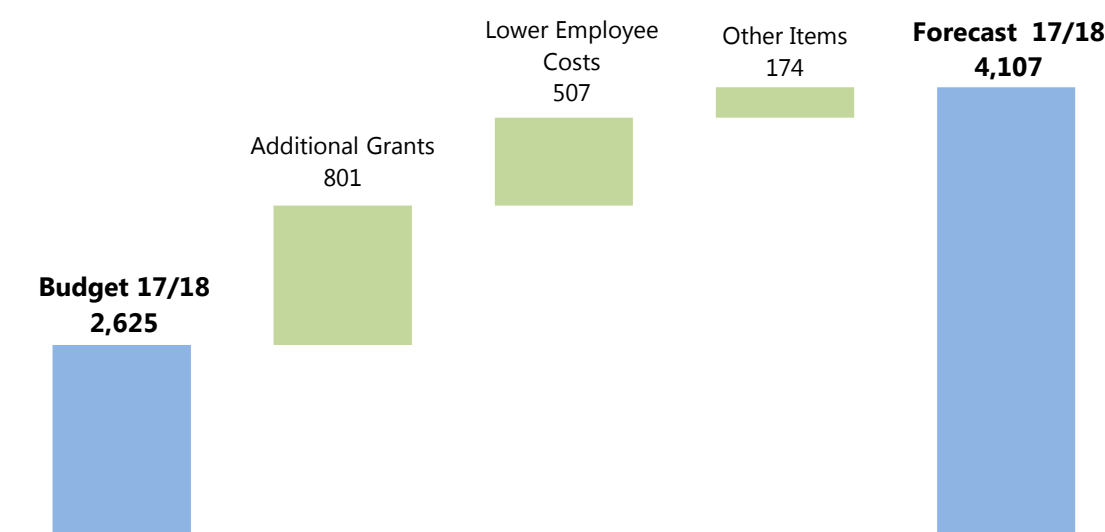
Summary

Council is forecasting a full year surplus of \$4.1m, which is \$1.8m higher than budgeted surplus of \$2.7m.

The primary drivers of this increase include:

- Higher than expected grant income by \$0.8m, due to a) the Financial Assistance Grant and the Roads to Recovery grant exceeding expectations, and b) grant income for new projects, including the Eurobin Flood Bypass project, Mount Buffalo Business Case Assessment And Activation and the Flood Event December 2017;
- Lower than expected employee costs by \$0.5m, largely due to the impact of vacant positions.

2017/18 Forecast to Budget Surplus (\$m)



Finance Report – Quarterly Review

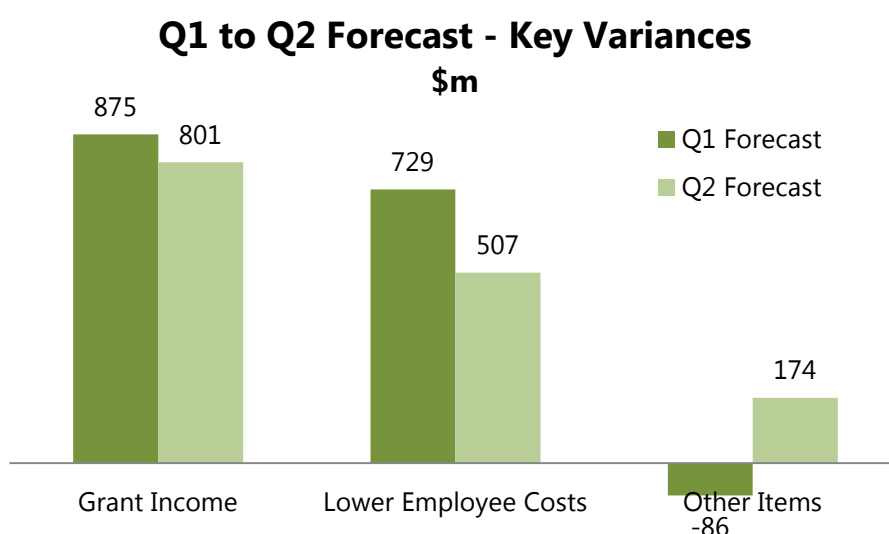
Comparison to Q1 Forecast

The Q2 Forecast is \$0.06 less than the Q1 Forecast.

Additional sources of grant income in the second quarter were offset by a timing correction as it was identified that grants for the Mount Beauty Pool Upgrade were received early, in 2016/17 rather than the current financial year as expected.

Forecast employee costs have increased somewhat due to several vacant positions being filled.

Various other items resulted in additional surplus, including higher than expected rates and charges of \$0.17m, primarily due to an increase in property development activity.



Balance Sheet Health

The forecast Working Capital Ratio for the year is 2.7, representing the ratio of current assets (i.e. funds accessible within a short timeframe) to current liabilities (short term debt). This compares well to a prudent minimum target ratio of 1.2 and is slightly lower than the average for Victorian councils of 2.9 (based on 2016-2017 Know Your Council Performance Reports).

Finance Report – Quarterly Review

Income Statement - year end forecast against budget

	Actual YTD December \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance \$'000	%	Ref
Income						
Rates and charges	17,634	17,490	17,656	166	1%	1
Statutory fees and fines	285	460	572	112	20%	2
User fees	751	1,055	1,310	255	19%	3
Contributions - cash	253	632	612	(20)	-3%	
Contributions - non-monetary assets	-	200	200	-	0%	
Grants - Operating (recurrent)	1,331	2,400	2,531	131	5%	4
Grants - Operating (non-recurrent)	448	713	1,015	302	30%	5
Grants - Capital (recurrent)	-	500	1,059	559	53%	6
Grants - Capital (non-recurrent)	854	2,542	2,351	(191)	-8%	7
Other income	558	757	774	17	2%	
Total income	22,114	26,749	28,080	1,331	5%	
Expenses						
Employee costs	3,828	8,081	7,574	(507)	-7%	8
Materials and services	4,565	10,685	10,875	190	2%	9
Depreciation and amortisation	2,267	4,303	4,535	232	5%	10
Landfill rehabilitation	-	197	197	-	0%	
Other expenses	296	758	751	(7)	-1%	
Net gain on disposal of property, infrastructure, plant and equipment	(98)	100	41	(59)	100%	
Total expenses	10,858	24,124	23,973	(151)	-1%	
Surplus (deficit) for the year	11,256	2,625	4,107	1,482	36%	

Income Statement – explanations of variances

Ref	Item	Explanation
1	Rates and charges	Higher than expected due to additional supplementary development.
2	Statutory fees and fines	Planning fee income is expected to be higher than the budget due to increased property development activity.
3	Users fees	Myrtleford Holiday Park user fees higher than budget as the lease of the park has been delayed until end of March.
4	Grants - Operating (non-recurrent)	Higher than expected Financial Assistance Grant income.
5	Grants - Capital (non-recurrent)	Additional grants to be received for Mount Buffalo Business Case Assessment And Activation and the Flood Event December 2017.
6	Grants - Capital (recurrent)	Higher than expected Roads to Recovery income.
7	Grants - Capital (non-recurrent)	Grant income \$180k for the Mount Beauty Pool upgrade was received in 2016/17.
8	Employee Costs	Forecast \$507k below budget due to ongoing vacant positions. Partially offset by contractors in the Materials and Services forecast.
9	Materials and services	Somewhat over budget due to a number of variations, including a) contractors to backfill vacant roles, \$70k; b) extended operating costs for the Myrtleford Holiday Park due to delay of the lease, \$53k; c) extra hazardous tree management works, \$45k; and d) flood restoration works, \$40k.
10	Depreciation and amortisation	Higher than expected due to an underestimation of depreciation in the budget, due to a revaluation adjustment error.

Finance Report – Quarterly Review

Balance Sheet

	Actual YTD December \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance \$'000 %		Ref
Assets						
Current assets						
Cash and cash equivalents	2,595	1,576	1,927	351	22%	1
Trade and other receivables	8,393	1,550	1,652	102	7%	
Financial assets	13,000	7,000	10,000	3,000	43%	1
Inventories	46	86	73	-13	-15%	
Other assets	93	263	263	0	0%	
Total current assets	24,127	10,475	13,915	3,440	33%	
Non-current assets						
Trade and other receivables	3	-	-	-		
Investments in regional library corporation	239	21	21	-	0%	
Property, infrastructure, plant & equipment	207,110	213,703	211,986	- 1,717	-1%	2
Inventories	138	151	143	- 8	-5%	
Total non-current assets	207,490	213,875	212,150	-1,725	-1%	
Total assets	231,617	224,350	226,065	1,715	1%	
Liabilities						
Current liabilities						
Trade and other payables	432	1,881	1,911	30	2%	
Trust funds and deposits	302	981	546	-435	-44%	3
Provisions	2,060	2,853	2,741	-112	-4%	
Income received in advance	94	30	30	0	0%	
Total current liabilities	2,888	5,745	5,228	-517	-9%	
Non-current liabilities						
Provisions	3,390	3,009	2,510	- 499	-17%	4
Income received in advance	417	387	387	-	0%	
Total non-current liabilities	3,807	3,396	2,897	-499	-15%	
Total liabilities	6,695	9,141	8,125	-1,016	-11%	
Net assets	224,922	215,209	217,940	2,731	1%	
Equity						
Accumulated surplus	104,021	91,383	98,076	6,693	7%	
Reserves	120,901	123,826	119,864	-3,962	-3%	
Total equity	224,922	215,209	217,940	2,731	1%	

Finance Report – Quarterly Review

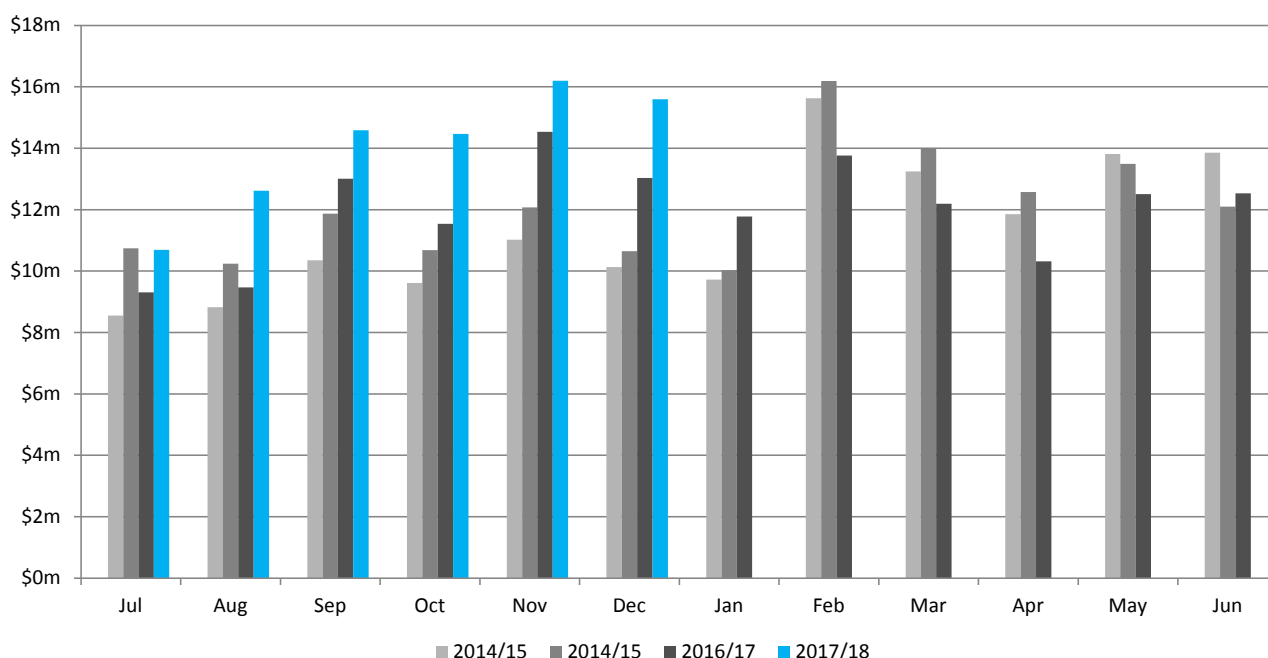
Balance Sheet – explanations of variances

Ref	Item	Explanation
1	Cash assets	<p>Forecast higher than budget due to a) a higher than expected surplus in 2016/17, b) higher than expected grant income in 2017/18, and c) forecast savings in employee costs in 2017/18.</p> <p>The quarter two forecast balance includes \$2.1 of grants received in advance in 2016/17.</p>
2	Property, infrastructure, plant and equipment	The net revaluation of roads and drainage assets was less than expected.
3	Trust funds and deposits	Lower than expected as the budget was based on an abnormal fire service levy balance in 2015/16.
4	Provisions – non current	Decrease in the landfill rehabilitation liability following the 2016/17 end-of-financial-year review.

Cash and Investments

The cash balance was \$15.6m the end of quarter two. This was higher than the 2016/17 quarter two cash balance of \$13.0m due to a) receiving the Financial Assistance Grant in advance this year, b) early receipt of rates in lieu, and c) fire services levy payments from AGL.

Monthly Cash Balance



Finance Report – Quarterly Review

Departmental Summary

	Actual YTD December \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance \$'000	Ref
Income					
Asset Development	1,303	3,612	4,089	477	1
Asset Maintenance	108	191	312	122	2
Corporate Services	16,889	18,432	18,654	222	3
Councillors and Executive	3		5	5	
Economic and Community Development	598	775	996	220	4
Facilities	2,922	3,557	3,544	(14)	
Planning and Amenity	433	645	793	148	5
Grand Total	22,256	27,212	28,393	1,181	
Expenditure					
Asset Development	1,468	8,236	8,596	360	6
Asset Maintenance	942	2,725	3,046	321	7
Corporate Services	1,249	2,640	2,577	(63)	
Councillors and Executive	4,093	8,612	8,178	(434)	8
Economic and Community Development	1,031	1,849	2,063	215	9
Facilities	1,387	3,429	3,385	(44)	
Planning and Amenity	163	508	487	(22)	
Expenditure Total	10,334	27,998	28,331	334	

Departmental summary – explanations of variances

Ref	Item	Explanation
1	Asset Development Income	Higher than expected grants, including Roads to Recovery \$557k.
2	Asset Maintenance Income	Grant funding for the Dec 2017 flooding event \$115k.
3	Corporate Services Income	Higher than expected supplementary rate charges.
4	Economic and Community Development	Forecast higher than expected due to an additional grant to be received for Mount Buffalo Business Case Assessment And Activation project.
5	Planning and Amenity Income	Higher than expected planning fees and open space contributions due to increased property development.
6	Asset Development Expenditure	Additional project, Eurobin Flood Bypass \$365k; additional spend on the Alpine Events Park \$350k; offset by savings in the Mount Beauty Transfer Station Upgrade \$229k.
7	Asset Maintenance Expenditure	Higher than budget due to a) the Dec flood event \$150k (mostly grant funded); b) Bright depot operations \$42k; and Hazardous Tree management \$45k (grant funded).
8	Councillors and Executive Expenditure	Lower than expected employee costs.
9	Economic and Community Development Expenditure	Higher than expected internal transfers from Dinner Plain reserves due to increased expenditure on bike trails project. Additional \$68k to be spent on the Mount Buffalo Business Case Assessment And Activation project.



MINUTES

MEETING: Audit Committee Meeting No: 3
HELD: Friday 23 February 2018 at 9.30am
LOCATION: Committee Room, Bright Office

IN ATTENDANCE:

Members:

Sue Lebish, Chair
Mark Anderson
Sinead Ryan – left meeting at 11.30am and re-joined meeting at 11.47am
Cr Kitty Knappstein

Officers:

Charlie Bird, Chief Executive Officer – joined meeting at 9.57am
Nathalie Cooke, Director Corporate – left meeting at 12.05pm
Will Jeremy, Director Assets – left meeting at 12.01pm
Emma Woolaston, Manager Corporate
Kirsten McDonald, Health, Safety and Risk Officer

Vision Statement:

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

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1. 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

Cr Sarah Nicholas

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDATION

That the Minutes of Audit Committee Meeting No: 2 held on 24 November 2017 be confirmed.

Moved: M Anderson

Second: S Ryan

Carried

Attachments

4.1 Minutes of Audit Committee Meeting No: 2, 24 November 2017

5. STANDING ITEMS

5.1 Business Arising from Previous Meeting

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.

RECOMMENDATION

That progress of the Action Sheet be noted.

Moved: M Anderson

Second: K Knappstein

Carried

ACTION:

Management to maintain a dot point list of policy and procedure action items closed at this meeting and monitor as part of the policy and procedure review log.

Attachments

5.2 Audit Committee Action Sheet

6. OFFICER REPORTS

6.1 Electronic Funds Transfer Administrators and Authorisers

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Health, Safety and Risk Officer

INTRODUCTION

Council officers have reviewed and approved the list of Council employees that have administration and authorisation access to Council's Commonwealth Bank account via the bank's online portal, Commbiz, in response to a Victorian Auditor General's Office (VAGO) Final Management Letter, Year Ending 30 June 2017 recommendation.

RECOMMENDATION

That.

1. Administration access to Commbiz be allocated to the following positions:

- *Chief Executive Officer*
- *Director of Assets*
- *Director of Corporate*
- *Manager Corporate*
- *Accountant*

2. The current positions with access to authorise EFT payments be maintained.

3. The employee exit procedures be updated to include disabling administration and/or authorisation access to Commbiz.

4. The list of employees with administration and EFT authorisation be reviewed and reported to the Audit Committee annually.

Moved: M Anderson

Second: S Ryan

Carried

BACKGROUND

The Committee considered the VAGO Final Management Letter for the year ending 30 June 2017 at its meeting in November 2017. One of the recommendations related to electronic funds transfer (EFT) administrators and authorisers.

The following positions have both EFT authorisation and administration access on Commbiz:

- Chief Executive Officer
- Director Assets
- Director Corporate
- Manager Corporate
- Manager Facilities
- Manager Economic and Community Development
- Accountant

Authorisation access allows an employee to authorise payments from the main transaction account to suppliers and employees whereas administration access allows an employee to add and/or modify other user's access on Commbiz.

VAGO has recommended that a list of the authoriser and administrators be reviewed and approved annually by the Audit Committee or management.

ISSUES

EFT Authorisation

Two authorisers are needed to authorise any EFT payments. As a result, a number of authorisers are required to ensure that a combination of any two authorisers is available to cover when authorisers are on leave or absent from the office to ensure that EFT payments are not delayed.

Council does however need to be aware that there is a greater risk for fraud or errors to occur when there are large numbers of employees with access to authorise EFT payments and administer Commbiz.

Administration Access

Two administrators are needed to authorise any changes to user access. This function is not as time critical as the EFT authorisation and to reduce risks the number of authorisers could be minimised.

Management of former employee access

The review has also identified the need to ensure that employees no longer working for Council have had their administration and/or authorisation access in Commbiz disabled. This will require updating employee exit procedures to ensure that this is implemented.

KEY IMPLICATIONS

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Fraudulent activities	L	M	<ul style="list-style-type: none"> Reduced number of employees with administration access Control to ensure terminated employees access disabled
Failure to implement actions to address review findings	L	L	<ul style="list-style-type: none"> Actions monitored by Audit Committee EFT administrators and authorisers reported to Audit Committee annually

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 5.2	Internal Control
Clause 5.6	External Audit
Clause 5.7	Compliance

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
- Accountant

Attachments

Nil

6.2 Local Government Act 2018

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Governance Officer

INTRODUCTION

A new *Local Government Act 2018* has been proposed, with an exposure draft and explanatory document released for consultation.

The 2018 Act will gradually replace the 1989 Act, commencing on 1 July 2018 through to the October 2020 Council elections.

The Committee discussed the transitional arrangements and the need for a gap analysis and project plan.

Member M Anderson raised concern over the expansion of the role of audit and risk committees to “provide advice” on risk management.

RECOMMENDATION

That the proposed Local Government Act 2018 and associated transitional requirements be noted.

Moved: M Anderson

Second: K Knappstein

That:

- 1. The proposed Local Government Act 2018 and associated transitional requirements be noted.*
- 2. Council provide feedback to the Victorian Government on the proposed role of audit committees to provide advice on risk management.*

Carried

BACKGROUND

A directions paper for the review of the Victorian Local Government Act was released in June 2016, which invited consultation from across the State (both sector-wide and the general public). 333 submissions were received on this early iteration of the new Act.

In response to the submissions received, and consultation workshops, the Exposure Draft of the *Local Government Bill 2018* was released in mid-December 2017. A series of workshops across the state provided briefings for Council officers to provide details covered in the explanatory document (A New Local Government Act for Victoria). Links to both documents are provided in the Attachments section of this report.

This report assumes that all aspects of the *Local Government Bill 2018* will become part of the *Local Government Act 2018* when it receives royal assent through Parliament. Given that the Bill is currently in the consultation phase and seeking feedback, it may be that there are some changes to the final Act before it is passed into legislation. Officers will provide additional briefings to the Audit Committee where this occurs.

ISSUES

Proposed Local Government Act 2018

The proposed 2018 Act has been totally re-written and previous reference to sections of the 1989 Act will cease to exist. For instance reference to s86 committees, s223 public

submissions will all cease to be relevant, as these section number references will no longer be associated with these items.

There are a large number of legislative changes as part of the 2018 Act, which will require careful monitoring to ensure that Council remains compliant with all legislative processes and prescribed 'principles'.

The 2018 Act also provides for the Minister for Local Government to issue 'good practice guidelines' for any of the requirements of the Act. Compliance with a relevant good practice guideline will be used as evidence that the Council has complied with the corresponding requirement of the Act or Regulations.

Major Reforms

The proposed *Local Government Act 2018* contains 10 major reforms:

1. **Mayoral responsibilities:** Increased mayoral responsibilities including a requirement to report annual progress on the Council Four Year Plan to the community. The Deputy Mayor will become a legislated position for all Councils.
2. **Councillor representation:** A consistent formula for determining councillor representative numbers across municipalities, with councils either un-subdivided or comprised of a uniform number of councillors per ward.
3. **Voting method:** Adoption of a consistent voting method across all Councils for elections (attendance, postal or electronic).
4. **Community engagement:** Prescriptive legislative requirements for public submissions will be replaced with what Council deems to be 'appropriate' to comply with the principles in the Act as part of its transparency and engagement policies and deliberative community engagement processes will be required before adopting a four-year Council Plan and four-year Budget.
5. **Long term planning:** Long term planning comprised of a four-year Council Plan, a four-year Council Budget, a 10- year community vision, a 10-year financial plan and a 10-year asset plan.
6. **Councillor conduct:** Strengthened Ministerial powers to deal with individual councillors who are contributing to or causing serious governance failures at a council.
7. **CEO policy:** A CEO employment and remuneration policy and an independent advisory mechanism to guide recruitment, contractual arrangements and performance monitoring of the CEO.
8. **Decision making:** Prescriptive decision-making processes will be replaced by a requirement to comply with high-level 'principles' requiring transparency, accountability and sound financial management.
9. **Innovation and collaboration:** Increased capacity for councils to innovate and collaborate with other councils, other government agencies and the private sector.
10. **Land valuations:** Establishment of a single method for valuing land, clarification of exemptions from rates, and increased transparency in the levying of differential rates.

Role of the Audit Committee

Under the proposed changes, the Audit Committee will be replaced by an Audit and Risk Committee.

The 2018 Act specifies the membership of the committee and the expertise and experience of those members and specifically states that no member of Council staff can be a member of the committee.

There is an expanded role of the Audit and Risk Committee. The Committee will provide important oversight in the transition to the new Act.

The move to a 'principles' based Act, with less rigid legislative rules will increase the responsibilities of the Audit and Risk Committee in each council, assisting Council to remain compliant with the Act, and the policies required by it. A new Committee charter must be developed prior to 1 July 2019.

Included in the expanded role of the Audit and Risk Committee is the requirement to:

- a) *monitor the compliance of Council policies and procedures with—
 - i) the overarching governance principles; and
 - ii) this Act and the regulations and any Ministerial directions;*
- b) *monitor Council financial and performance reporting;*
- c) *monitor and provide advice on risk management and fraud prevention systems and controls;*
- d) *oversee internal and external audit functions.*

Timeline for implementation:

Feedback on the exposure draft of the Local Government Bill 2018 was open until February 2018, with commencement of the new 2018 Act expected in May/June, and the first of the provisions commencing on 1 July 2018.

A transitional or staged introduction will occur, meaning that not all requirements of the 2018 Act will be implemented at once. A rolling 6 month program is scheduled, with councils having 6 months from the commencement of provisions to comply (ie. if the requirement to have an engagement policy commences on 1 January 2019, Councils will have until 1 July 2019 to have their policies adopted and operational).

This also means that for a period of time, there will be two Acts in operation – both the 1989 Act and the 2018 Act.

Council will need to proactively plan for the introduction of the relevant policies and documents, and plan to utilise the good practice guidelines as they are released to inform the development of the relevant documents.

For a small rural council, there is quite a workload involved in complying with the new Act, particularly where policies do not currently exist, or where existing policies are reviewed and determined not to meet the requirements of the new Act.

KEY IMPLICATIONS

Legislative Issues

Council will need to plan for and monitor the implementation of the 2018 Act very closely to ensure that it remains compliant with the newly introduced provisions, as well as those of the 1989 Act that remain active until October 2020.

Resource Issues

The introduction of many new requirements of the 2018 Act will have resource implications for all councils. The review and development of key policies, rules and local laws associated with the new Act will mean that each council must direct resources towards ensuring that it remains compliant with all aspects of the Act as it is introduced. Planning for these requirements will be crucial to ensuring that resources (both human and financial) are made available to cater for these demands.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 1. A high performing organisation</i>	
Strategies	Identify and manage Council's risk.
Audit Committee Charter	
Clause 5.3	Risk management
Clause 5.7	Compliance

CONCLUSION

While the exposure draft of the *Local Government Bill 2018* is currently seeking submissions, this report assumes that all aspects of the Bill will become part of the *Local Government Act 2018*. The introduction of the new Act will mean additional workload for Council to ensure that it complies, and a change in practices in many areas, not least the engagement and consultation aspects included in the 1989 Act.

Council will continue to monitor the progress of the Bill as it moves through legislation, and commence project plans for the various transition phases commencing 1 July 2018.

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
- Governance Officer

Attachments

6.2.1 Act for the Future – Directions for a new Local Government Act -

<http://www.yourcouncilyourcommunity.vic.gov.au/16888/documents/37297>

6.2.2 Local Government Bill – Exposure Draft -

<http://www.yourcouncilyourcommunity.vic.gov.au/31547/documents/68132>

6.2.3 Local Government Act 2018 Implementation Schedule

6.3 Policy and Procedure Review

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Manager Corporate

INTRODUCTION

The Council maintains a number of policies and procedures on StaffNet, the Council's internet pages, and across departmental drives.

There are some gaps across Council's policies and procedures; in addition, some have not been updated for some time, or are no longer relevant.

As part of its Interim Management Letter to the Council in 2014-15, VAGO recommended that a review be undertaken to determine the appropriateness of all policies and procedures, to update any that were past their specified review dates, and to formalise review dates for the future.

The purpose of this report is to provide an overview of the project to be undertaken to review the Council's policies and procedures.

RECOMMENDATION

That the proposed Policy and Procedure Review be noted.

Moved: M Anderson

Second: K Knappstein

Carried

ISSUES

Objectives

The objectives of the project will be to a) define and implement a policy and procedure framework for the Council, and to b) commence a rolling program to update, standardise and address gaps across Council's current set of policies and procedures.

The project will be undertaken in the context of the rationale for having policies and procedures, which are to:

- a) comply with relevant Government legislation;
- b) consistently, transparently and effectively manage our financials, our risk profile, our staff, and our targeted customer and community outcomes;
- c) provide staff with clear expectations of task requirements and behaviours; and
- d) maintain a good base of documented processes from which continual improvement opportunities can be identified.

Scope and Constraints

The scope of the project will be all Council policies and procedures, and all internal and external internet pages related to policies and procedures.

The rollout approach will need to consider Council and management bandwidth to review and approve policy and procedure changes, and staff bandwidth to absorb changes.

Policies and procedures will be designed to implement both legislative and best practice requirements while giving due consideration to the efficiency and effectiveness of Council operations.

Roles and Responsibilities

The Council will approve the overarching framework and major policies and procedures.

The Audit Committee will act as a consultative body to ensure that the framework is robust and that oversight is applied to major policy and procedure changes.

The Council CEO, Directors and Governance Officer will act as a Steering Group to set direction, resolve issues, and hold managers accountable.

A contractor will be appointed to facilitate the development of the framework and initial content for high priority policies and procedures. Other key contributors will include the Governance Officer; the Risk Officer; the Communications Officer; and the Manager group who will need to own and update policies and procedures relevant to their areas.

Key Deliverable: Policy and Procedure Framework

The Policy and Procedure Framework will outline:

- When policies and procedures are required
- The difference between a policy and procedure
- The policy and procedure hierarchy
- How policies and procedures are to be documented
- Where policies and procedures are to be stored and accessed
- Policy and procedure ownership, approval and oversight rules
- How changes are to be consulted, approved, adopted and communicated
- How policies and procedures are to be kept up to date

Key Deliverable: Policy and Procedure Log

A log of all policies and procedures will be maintained, which will identify, prioritise and schedule actions to:

- Align existing policies and procedures to the new framework
- Improve existing policies and procedures
- Update inconsistent, out-of-date, and non-compliant policies and procedures
- Develop policies and procedures where there are gaps
- Put in place and manage forward review dates for all policies and procedures

The log will absorb current Audit Committee actions relating to policy and procedure reviews, as well as any policies and procedures required to implement or improve Risk Register controls.

The log will be an ongoing artefact past the life of the project to ensure that policies and procedures are owned and that a review schedule is enforced.

Policy and Procedure Prioritisation

The log will be prioritised for actioning according to risk, cost, customer experience and community outcome criteria. This will help to develop a prudent schedule of updates based on prioritisation and availability of resources to perform the required updates.

Illustrative criteria (for further development) may be as follows:

High Priority: Review of this policy or procedure is mandatory in line with legislation, or will significantly reduce one or more key Council risks.

Medium Priority: Review of this policy or procedure will result in a significant improvement in financial, risk, customer, community or people objectives.

Low Priority: Review of this policy or procedure will result in minor improvement in financial, risk, customer, community or people objectives.

Next Steps

The Council is currently identifying an appropriate external resource to aid with development of key deliverables. Pending skill gaps, specific resources may be sought where substantial assistance is required in reviewing specialised policies (e.g. HR).

KEY IMPLICATIONS

Legislative

The current *Local Government Act 1989* specifies only a small number of policies that are specifically required, including the councillor reimbursement policy, the election period policy, and the procurement policy.

The new Local Government Act 2018 stipulates the requirement for a number of additional policies. These will be included in the Policy and Procedure Log with due dates in line with legislation.

Local councils are also subject to circa 70 other Acts that may require policies to aid compliance. These will be scanned on a practical basis for key requirements.

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

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

Attachments

Nil

6.4 Data Security

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Manager Corporate

INTRODUCTION

In November 2016, VAGO produced a Financial Systems Control Report assessing the strength of information technology controls across 52 Victorian Government agencies, including 7 local government councils.

The Council identified that we should capture actions against two of the report's Recommendations, namely to:

- a) conduct a gap analysis against the Australian Signals Directorate (ASD) security strategies; and
- b) align to Victorian IT security standards.

While these standards do not formally apply to local government agencies, they are considered a good guide as to best practise. It is important that the Council maintain controls to protect the integrity and confidentiality of critical data, for example customer identity data; customer financial data such as credit card numbers; customer and staff health data; human resources data; planning data; and debt collection data.

As noted in the Victorian Protective Data Security Standards, appropriate security controls should be considered in the context of the size, resources and risk posture of the organisation.

The Council has conducted an initial analysis against the ASD security strategies and Victorian IT security standards; this report summarises the results and stemming recommendations.

The Committee discussed that while the VAGO recommendations don't directly relate to Council, they establish best practice. Council processes need to demonstrate that it has thought about and accepted the risks or not, by undertaking a gap analysis, having policy and procedures in place and testing security of data.

RECOMMENDATION

That

- 1. This report be noted.*
- 2. Council develop a Data Security policy and associated procedures, in order to formalise current data security activities and addresses key gaps. Detailed recommendations regarding identified gaps are highlighted in the body of this report.*

Moved: K Knappstein

Second: S Ryan

Carried

ISSUES

ASD 'Top 4' Strategies to Mitigate Cyber Intrusions

The ASD's 'Top 4' strategies are recommended as the most effective security controls an organisation can implement to mitigate the threat of cyber intrusions. Federal agencies

are required to meet these strategies. Strategies, analysis of Council gaps, and recommendations are as follows:

Mitigation 1: Application Whitelisting

Application Whitelisting is the practise of specifying an index of approved software applications that are permitted to be present and active on a system. The goal is to protect computers and networks from potentially harmful applications.

The Council does not explicitly apply Application Whitelisting, however blocks are in place to prevent the download or run of executable files on the virtual machines provided to Council staff for every day work. Council systems and networks are also protected by the antivirus software Webroot, which blocks the execution of any suspicious applications. Webroot is considered conservative as a number of legitimate Council applications have had to be whitelisted against its blocking functionality.

Full Application Whitelisting has been considered however has been deemed as costly to implement with a high administrative burden relative to the benefit.

Recommendation:

Accept Council's current protective mechanisms, including a) the use of antivirus software and b) the blocking of downloads of executables in the virtual environment, as sufficient to meet the goals of Application Whitelisting.

Mitigation 2: Patch Applications

Patches are regularly issued by IT vendors to keep products and services up-to-date and effective against contemporary security threats. The ASD recommends that patches are deployed in timeframes that correspond to the level of risk associated with the vulnerability being patched.

The Council patches applications depending on their likely vulnerability. Large scale, global applications that are more likely to come under attack, such as Adobe Flash and Java, are patched quarterly. Other applications are patched infrequently and as deemed necessary. These applications and their environments are limited in their connectivity to the internet where possible to limit the risk of cyber threats.

It is noted that not all of Council's applications are kept under active subscription which is often required to obtain patch updates. Most updates relate to unnecessary feature updates and the assessment to continue each subscription has been made on a case-by-case basis based on cost, benefit and risk.

The Council also applies proxies including Zscaler which can block known threats in lieu of relevant patches being deployed. The Zscaler subscription could be reviewed to ensure adequate coverage of unpatched vulnerabilities and data loss risks.

Recommendation:

Accept the current approach including quarterly patching of the most vulnerable applications, interim patching of high risk threats, and the use of proxy services to block known threats. Review the Zscaler proxy subscription for risk coverage.

Mitigation 3: Patch the Operating System

Operating System patching is a key component of Council's data security risk mitigation. The Council patches the operating system circa 4 times a year, and applies interim patches when high risk vulnerabilities emerge.

As noted above, proxy services are also used to block known threats.

Recommendation:

Accept the current approach to patching the operating system, including quarterly updates, interim patching of high risk vulnerabilities, and the use of proxy services to block known threats.

Mitigation 4: Minimise Administrative Privileges

Administrative privileges are designed to only allow trusted personnel to configure, manage and monitor computer systems.

The Council has delegated system-wide administrative privileges to only two staff members, being the Council IT Administrator and the Towong Shire Council IT Administrator who provides backup-support under a shared service agreement.

There are instances where additional staff have been granted administrative rights to specific software where judgement is required relevant to their business function, for example ApprovalMax or the Customer Management system. In these cases the number of administrators is limited to a small number of appropriately skilled individuals, with due consideration to risk of malpractice or other vulnerability.

There is some risk associated with allowing users to independently obtain and execute software within Council environment. Staff are unable to download and execute programs from the internet however there is the ability to introduce programs via USB key or via email. There have been no incidents stemming from this risk.

Recommendation:

Accept current Council administrative privileges. Action to consider how to ensure that relevant staff are using their administrative capabilities appropriately as part of the upcoming fraud control review and the development of new internal audit procedures.

Victorian Protective Data Security Standards (VPDSS)

The VPDSS provides a set of criteria for the consistent application of risk managed security practises. In summary, the VDPSS recommends that an organisation establish, implement and maintain the following, proportionate to their size, resources and risk posture:

1. A security management framework
2. A risk management framework to manage security risks
3. Security policies and procedures
4. An information access regime
5. Security obligations for all persons with access to data
6. Security training and awareness for all persons with access to data
7. A security incident management regime
8. A business continuity management program
9. Inclusion of security standards in any contracted service provider arrangements
10. Inclusion of security standards in any government service arrangements
11. A protective data security plan
12. An annual assessment of their implementation of the VDPSS
13. An assessment of the potential compromise to confidentiality, integrity and availability of public sector data

14. Information security controls within the organisation
15. Information security controls when sharing information
16. A means of actively managing appropriate access to information by personnel
17. Information Communications Technology security controls
18. Physical security controls.

Current Council Practises

While the Council does not have a formal Security Management Framework or fully documented policy and procedure, it has recognised Data Security in its Risk Register and identified current and potential future controls.

Controls include the employee code of conduct, outlining data security obligations; privacy and confidentiality agreements; storage of back-up offsite; the use of firewalls to prevent intrusion and corruption; two-factor authentication for external access to data; visitor logins and passes; door security; and access logs.

Records are primarily managed by the Customer Service team; procedures could be better formalised.

Development of a business continuity plan is in progress including consideration of data security. In particular the desirability of implementing cloud-based disaster recovery is currently under assessment.

Security incidents are notified to managers and to the Health, Risk and Safety Officer; this process could be better formalised in relation to the appropriate level of escalation and hindsight review to identify future mitigants.

Staff induction and exit procedures include data security controls such as confidentiality agreements, and reminders to remove access upon exit. These controls could be reviewed for completeness, for example to include reminders to new staff to change default passwords on induction. These controls could also be better formalised for external service providers, contractors and other temporary staff. Ongoing staff awareness training could also be formalised. In addition there may be a gap in removing systems accesses when the IT administrator is absent.

Staff access to high risk data (for example HR data) is informally considered and reviewed, however this could be better formalised.

Data security implications are considered when implementing new systems however this could be better formalised as a key requirement requiring IT oversight.

It should be noted that the Council has had only three known data security incidents in the last five years:

- A virus entered the network via a spreadsheet sent to a staff member's email account which prompted the user to accept a viral macro. Macros are blocked by default however this may be overridden by users. Macros could be further contained by the use of trusted file locations.
- There have been two CryptoLocker incidents. CryptoLocker was a cyber-attack using ransomware that targeted computers running Microsoft Windows. Files were retrieved from back-ups.

There may have been other incidents of which Council is not aware, for example inappropriate information access, information leakage, modification or deletion. It is acknowledged that current practises could be better formalised and gaps more thoroughly assessed and addressed.

Recommendations:

1. Log the development of a Data Security policy and associated procedures for prioritisation as part of the upcoming Policy and Procedure Review
2. Conduct a Data Security gap analysis workshop to support the development of this policy
3. Assess desirability of implementing a record management system
4. Formalise a schedule of ongoing Data Security awareness training for Council staff
5. Review of external service arrangements to ensure that security obligations are addressed
6. Review induction and exit procedures and extend to external service providers, contractors and other temporary staff
7. Consider how to ensure that systems accesses are removed in a timely manner when the IT administrator is absent
8. Introduce review of staff accesses to high risk data as part of new internal audit procedures
9. Embed data security considerations into requirements for new systems and system upgrades
10. Consider further restricting the use of macros to trusted file locations

KEY IMPLICATIONS

Legislative Issues

Compliance with:

- *Local Government Act 1989*
- *Local Government (Planning and Reporting) Regulations 2014*

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Business interruption through failure of systems impacting critical services	M	M	<ul style="list-style-type: none"> Develop data security policies and procedures, and take into account residual risks when developing Business Continuity plans
Fraud or corruption incident	M	L	<ul style="list-style-type: none"> Consider data security issues as part of the upcoming Fraud Control review

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 Data Security policy and associated procedures will be developed to formalise and implement the recommendations identified in this report. A further gap analysis will be conducted to identify any more detailed data security issues.

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
- IT Officer
- Health, Safety and Risk Officer

Attachments

6.4.1 Victorian Protective Data Security Standards, Commissioner for Privacy and Data Protection, July 2016

<https://www.cpdp.vic.gov.au/menu-data-security/victorian-protective-data-security-framework/data-security-vpdss>

6.4.2 'Top 4' Strategies to Mitigate Targeted Cyber Intrusions, Australian Signals Directorate, July 2013

<https://www.asd.gov.au/infosec/top-mitigations/top-4-strategies-explained.htm>

6.5 Alpine Shire Council Performance Framework

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Manager Corporate

INTRODUCTION

During the last Audit Committee Meeting, it was requested that Council provide more reporting on financial and other metrics in a dashboard.

The purpose of this report is to provide an overview of the various metrics that the Council currently collects and a proposed approach to performance reporting going forward.

RECOMMENDATION

That the Council develop a high level Performance Scorecard providing a balanced snapshot view of progress against targeted objectives.

Moved: K Knappstein

Second: M Anderson

Carried

BACKGROUND

Council captures a broad number of metrics. These include a number which are conducted across all Victorian Councils for benchmarking purposes:

- 66 metrics as part of the Local Government Performance Reporting Framework (LGPRF). A link to the publicly available results is provided in the Attachment section of this report.
- An annual Community Satisfaction Survey, capturing community satisfaction across seven performance categories.
- Detailed reports covering specific service outcomes, for example library collection statistics captured by the Australian Library and Information Association, and planning benchmarks collected by DELWP's Planning Permit Activity Reporting System.

Other key reporting includes:

- Quarterly Council Plan reporting, including quantitative strategic indicator reporting against each of our seven strategic objectives (with some reuse of LGPRF metrics);
- The quarterly financial reports, Budget Report, and Annual Financial Report;
- Health and Safety Reporting;
- Capital Works reporting - an electronic dashboard capturing capital works milestones is available in the Council foyer.
- Work is also underway to develop an approach to capturing community satisfaction with delivered capital works.
- People engagement measures are also being developed.

ISSUES

Many metrics are collected and some reporting forums exist, importantly including Quarterly Council Plan reporting. However there is no single, high level dashboard-on-a-page which is regularly reviewed for the purposes of improving the efficiency and effectiveness of Council activities.

Best practice indicates that development of a 'balanced scorecard' which prioritises a brief number of metrics to be reviewed on a regular basis is a powerful means of driving organisational outcomes – '*what you measure is what you get*' (Norton and Kaplan, 'The Balanced Scorecard – Measures that Drive Performance' – Harvard Business Review, 1992).

The balanced scorecard typically considers four lenses:

1. **Customer Lens:** How effectively are we meeting our community objectives?
2. **Financial Lens:** How effectively are we utilising our financial resources?
3. **Internal Lens:** What must we excel at internally to deliver on our objectives?
4. **People Lens:** How well are we utilising our human resources to deliver on our objectives?

The balanced scorecard should be tied to strategic objectives. It is noted that indicators have been linked to strategic objectives in the Council Plan which, as such, provides a strong foundation for a summary scorecard.

It is also noted that the Council Plan is a four year document and that some measures may become higher priority than others in specific years. In addition, during the four year period, new priorities may emerge; or better measures identified (for example staff engagement as a measure of positive culture). Also, more detailed priorities may need to be developed to support specific objectives, for example the objective 'develop and implement activities that promote a customer centric culture' requires more planning in order to be implemented, and may result in more specific measures.

Therefore an annual strategic planning review is generally recommended as a means to adjust annual priorities and measures. These can then be cascaded to individual KPIs for the CEO, Directors, Managers, and all staff, to ensure alignment of individual priorities to organisational priorities.

Proposed Approach

It is proposed that the Council develop an initial one page Performance Scorecard, based on the Balanced Scorecard approach and tying back to existing strategic objectives. Measures are to be prioritised for reporting based on the impact that they have on overall Council performance, and the focus to be placed on them in the upcoming financial year.

The Performance Scorecard is to be reported and discussed during senior management meetings, and raised to the Council and the Audit Committee on a quarterly basis. It may be integrated as a snapshot to the current Council quarterly reporting framework.

The first draft Performance Scorecard will be presented to the Audit Committee at its meeting held in September.

It is proposed that an annual strategic planning review is put in place from FY18/19, preceding the budget process, to confirm the priorities in the following financial year to best aid delivery of Council's strategic objectives. This may then be used as a basis to review the Performance Scorecard, and support KPIs established in the organisation.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 1. A high performing organisation</i>	
Strategies	Communicate and engage with stakeholders.
<i>Strategic Objective 2. A responsible and sustainable organisation</i>	
Strategies	Provide an excellent customer experience. Manage our financial resources sustainably. Identify and manage Council's risk. Balance financial, environmental and community outcomes.

Audit Committee Charter	
Clause 5.3	Risk management
Clause 5.7	Compliance

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

Attachments

- 6.5 Local Government Performance Reporting Framework <https://knowyourcouncil.vic.gov.au/>

6.6 Critical Functions Framework

Directorate: Corporate

Department: Corporate

Manager: Corporate

Author: Manager Corporate

INTRODUCTION

The purpose of this report is to provide the Audit Committee (Committee) with an update on Council's progress in identifying the organisations critical functions as part of the larger project to review and develop its business continuity plans.

RECOMMENDATION

That this report be noted.

Moved: M Anderson

Second: K Knappstein

Carried

BACKGROUND

The need for Council to review and update its business continuity plans was identified in its JMAPP Property Risk Management Audit Report 2014-2016. The recommendations from that audit have been an outstanding item on the Audit Committee's action sheet for some time.

A critical functions framework has been established and is outlined below. The first component of this piece of work, to identify the Council's critical functions, has commenced.

ISSUES

Stage 1:

Dependencies Assessment

The purpose of the dependencies assessment is to identify the resources that are used by each Council function/service/activity under normal operations, and assess the level of dependency that the function/service/activity has on a given resource.

A dependency assessment is undertaken for:

- People
- Utilities/essential services
- Plant and equipment
- Systems and applications

The results of this assessment highlight where the critical dependencies are and identify if additional risk assessments need to be carried out to identify any single points of failure and the need for additional preventative controls.

DEPENDENCY ASSESSMENT: PEOPLE AND INFRASTRUCTURE																																	
		People									Utilities / Essential Services				Office Equipment and Telecommunications										Plant								
		Councillors	CEO	Directors	Managers	Professional Staff	Technical Staff	Administration staff	Volunteers	Contractors	Power	Water	Gas	Cooling/Heating	Desktop computer	Laptop computer	Pad	Printer	Photocopier	Document scanner	Fax	Desk phone	Mobile phone	Satellite Phone	Internet access		Motor Vehicle	Small Plant	Large Plant	Powered Tool/Equipment	Non-powered Tool/Equipment	Range vehicle	
Business Function	Service/Activity																																
Building	Building Compliance	1	1	2	2	2	4	3	1	2	4	1	1	2	4	2	2	2	2	2	1	2	5	1	3		1	1	1	1	1	1	
Environmental Health	Environmental Health Compliance	1	1	2	3	3	1	3	1	1	4	1	1	2	4	2	2	2	2	2	1	2	2	1	4		1	1	1	1	1	1	
Local Laws	Animal Management	1	1	1	3	1	4	1	1	1	4	1	1	1	2	2	4	2	2	2	1	2	4	1	4		1	1	1	1	1	1	
Statutory Planning	Development Contribution Administration	1	1	1	1	2	1	3	1	1	4	1	1	3	3	1	3	1	1	1	1	1	3	1	1		1	1	1	1	1	1	
	Statutory Planning Compliance	2	2	3	3	4	3	4	1	1	4	1	1	1	4	2	3	3	3	1	3	3	1	4		1	1	1	1	1	1	1	
	Statutory Planning Permits	2	2	3	3	5	3	4	1	2	4	1	1	3	5	3	3	3	4	1	4	3	1	5		1	1	1	1	1	1	1	
Strategic Planning	Planning Scheme Amendments Applications	2	2	3	3	4	2	3	1	2	4	1	1	3	4	2	3	3	3	2	1	2	4	1	4		1	1	1	1	1	1	

Business Function	Amazon WSPC Res	Apple Enterprise developer	Approval MAX	Authority	DropBox - Business	IntraMaps	Knack (Spark)	MapInfo Pro	Microsoft Office	Open Office Health Manager	Tradify (Smart Jobs)	VEND	VMWare	Xero	Trapeze	Shadow Draw
Building			3	4	2	4			5				5	3		
Environmental Health			3	1	1	3			3	5			5	3		
Local Laws			4	1	1	4			3		5		5	3		
Statutory Planning			3	5	4	5			4				5	3	3	3
Strategic Planning			3	2	4	5			4				5	3		

Impact Assessment

The purpose of the impact assessment is to assess the potential business impact of a disruption to Council's functions/services/activities and identify the corresponding maximum tolerable period of disruption (MTPD) for each of the functions/services/activities.

Stage 2:

Strategies for Continuity of critical services/activities

In this stage, immediate and sustainable strategies for the continuity of priority functions, services and activities will be identified and documented.

Immediate continuity strategies are those that will provide a minimum or basic level of service in the short term immediately following a disruption.

Sustainable continuity strategies are those that will provide a higher level of service (above any beyond the immediate continuity strategies) that can be sustained for a longer period of time or until full recovery can be achieved.

Minimum resource requirements

The minimum levels of resources (people, utilities/essential services, plant and equipment, systems and applications) required to implement the business continuity strategies for critical functions, services/activities is identified in this phase.

KEY IMPLICATIONS

Legislative Issues

Compliance with *Local Government (Planning and Reporting) Regulations 2014*.

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 5.4	Business Continuity

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

Nil

6.7 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 2 2017/18 being the period of 1 October to 31 December 2017. A detailed confidential report has been prepared and circulated separately to the agenda.

RECOMMENDATION

That the Confidential 2017/18 Quarter 2 Health and Safety Report be endorsed for Council adoption.

Moved: K Knappstein

Second: M Anderson

Carried

BACKGROUND

Alpine Shire Council is committed, so far as is reasonably practical, to ensuring the health, safety and wellbeing of all employees, contractors, volunteers and community members while participating in business or undertakings on its behalf.

Employee Health and Safety - Register of Events

A total of twelve employee health and safety events were reported during the quarter 2 period as follows:

Hazards = 4

Incident = 2

Injuries = 5

Near miss = 1

Reporting for the quarter was slightly down on the previous quarter (15 reports) and higher than the same period in 2016/17 (7 reports).

Health and Safety Representation

The Health and Safety Committee met once during quarter 2 2017/18.

Training, Education and Awareness

Training during quarter 2 2017/18 focussed on chemical, traffic and event management as well as mandatory training in first aid and CPR, heavy rigid truck licencing and chainsaw operations.

WorkCover Claims

There were three active WorkCover claims (two from 2016/17 and one from quarter 1 2017/18) and one new claim lodged during quarter 2 2017/18.

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

Employee Health and Wellbeing

Four employees accessed Council's employee assistance program during quarter 2 2017/18.

KEY IMPLICATIONS

Legislative Issues

Compliance with:

- *Occupational Health and Safety Act 2004*
- *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.

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 2 Health and Safety Report highlights that employee hazard, incident, injury and near-miss reporting, while slightly down on the previous quarter, was higher than the same period in 2016/17. Of the five injuries during the quarter only one progressed to a WorkCover claim. The Health and Safety Committee met once during the quarter and, in addition to standing items, reviewed the health and safety policy and discussed policies and procedures around UV protection and working in the hot weather.

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

6.7 2017/18 Quarter 2 Health and Safety Report – **CONFIDENTIAL**

7. FOR INFORMATION ONLY

7.1 2017/18 Quarter 2 Finance Report

Refer Attachment 7.1

The Committee noted the surplus but wanted to be assured that any service gaps were appropriately resourced. The CEO advised that this had been addressed. The Committee also noted the Roads to Recovery funding.

7.2 2017/18 Quarter 2 Council Plan 2017-2021 Progress 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 2017/18 Quarter 2 Purchasing Audit

Refer Attachment 7.3

The CEO provided additional detail around item 3 in the purchasing audit. This item relates to variations to contract and due to the magnitude of the value of the variations Council sought legal advice to ensure the payments were consistent with legislation and Council policy.

The Director Corporate advised the Committee that the methodology used for this purchasing audit was the methodology used prior to the introduction of XERO and Approval Max and assured the Committee that the quarter 3 audit would utilise the methodology agreed to by the Committee at its meeting no.2 on 24 November 2017.

7.4 VAGO Results of 2016-17 Audits: Local Government

The Victorian Auditor General's Office has released its report on its 2016-17 audits of the 79 Victorian councils, their 10 regional library corporations and 16 associated entities.

VAGO found that the sectors audited financial reports and performance statements for 2016-17 "are reliable, and Parliament and the wider community can have confidence in them".

VAGO also noted that in the short term the sector has a relatively low financial sustainability risk but the longer term risk will be dependent on understanding the full impact of rate capping and the sector reviewing its cost structures.

The full report is available at: <https://www.audit.vic.gov.au/report/results-2016-17-audits-local-government>

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 has been distributed to members however the results were not available at the time of preparation of the agenda. The results will be provided at the February Committee meeting.

The Health, Safety and Risk Officer advised the Committee that three members had responded and there appeared to be an issue with the circulation of the questionnaire through Survey Monkey. The questionnaire will be recirculated to members with outstanding returns and the results manually collated and reported to the May 2018 Committee meeting.

8. GENERAL BUSINESS

8.1 Audit Committee Member Recruitment

The Health, Safety and Risk Officer updated the Committee on the status of recruitment for the three vacancies due to the resignation of member J Shepherd and the end of term for members S Lebish and M Anderson.

Expressions of interest close Sunday 25 February and it is anticipated that Council will consider appointments to the Committee at its ordinary meeting in April 2018.

8.2 2017/18 Audit Strategy

Member M Anderson requested an update on the 2017/18 Audit Strategy.

The Health, Safety and Risk Officer advised the Committee that the auditors had booked the planning and interim visit for the week commencing 7 May 2018 and had requested a range of documents to enable the audit strategy to be completed.

ACTION:

Circulate the 2017/18 Audit Strategy to the Committee when it is available.

9. NEXT MEETING

Friday 25 May 2017 at 9.30am.

10. ATTACHMENTS

- 4.1 Minutes of Audit Committee Meeting No: 2, 24 November 2017
- 5.2 Audit Committee Action Sheet
- 6.2.3 Local Government Act 2018 Implementation Schedule
- 6.7 Health and Safety Report 2017/18 Quarter 2 – **CONFIDENTIAL**
- 7.1 2017/18 Quarter 2 Finance Report
- 7.2 2017/18 Quarter 2 Council Plan 2017-2021 Performance Report
- 7.3 2017/18 Quarter 2 Purchasing Audit - **CONFIDENTIAL**

11. MEETING CLOSE

The meeting closed at 12.07pm

Sue Lebish, Chair

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 27 February 2018
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 Kitty Knappstein	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor (arrived late)		
Cr Peter Roper	Councillor		

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Wandiligong School traffic management
- Planning application – 174 Delany Avenue Bright
- Draft Capital Works Budget 18/19
- Harrierville green waste management
- Feedback on proposed Council Code of Conduct (due to proposed LG Act Changes)
- Ordinary Council Meeting Agenda review

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 6 March 2018
Location: Senior Citizens Centre, Smith Street Myrtleford
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 Kitty Knappstein	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Ordinary Council Meeting agenda review
- Stockman Project agreement
- Requested planning training for councillors – options

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 20 March 2018
Location: Committee Room, Bright Council Offices
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 Kitty Knappstein	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Peter Roper	Councillor		

Councillor and staff apologies:

Name	Position	
Cr Tony Keeble	Councillor	
Cr Daryl Pearce	Councillor	

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Free green waste disposal proposal
- Review of draft Budget
- Dinner Plain Special Rate
- Council Plan review

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 27 March 2018
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 Kitty Knappstein	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Street re-naming – off Feathertop Track, Harrietville
- Myrtleford Holiday Park review – tender
- Mount Beauty airfield hangar leases for public submission
- Appointment of independent audit committee members
- Stockman agreement
- Brighter Days event debrief
- Review draft budget
- Agenda review