



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M4 – 1 May 2018

Auditorium@Mount Beauty Visitor Information Centre, Mount Beauty

7:00pm



The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Auditorium@Mount Beauty Visitor Information Centre, Kiewa Valley Highway Mount Beauty on **1 May 2018** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr Ron Janas – Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr Kitty Knappstein

Cr Peter Roper

Cr Tony Keeble

OFFICERS

Mr Charlie Bird – Chief Executive Officer

Ms Nathalie Cooke – Director Corporate

Mr William Jeremy – Director Assets

APOLOGIES

Cr John Forsyth

Cr Daryl Pearce



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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 – M3 – 3 APRIL 2018

Cr Knappstein

Cr Keeble

That the minutes of Ordinary Council Meeting M3 held on 3 April 2018 as circulated be confirmed.

Carried

4 APOLOGIES

Cr John Forsyth

Cr Daryl Pearce



5 OBITUARIES / CONGRATULATIONS

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

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

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

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 live-streaming recording for responses to questions.



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Nil



8.2 DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Subdivision Recreation Reserve

File Number: 900.01

INTRODUCTION

The purpose of this report is to recommend to Council the capital projects completed in 2016/17 to which funds from the subdivision recreation reserve be applied.

Cr Keeble

Cr Roper

That Council applies funds in the subdivision recreation reserve to the following 2016/17 projects:

- 1. Pioneer Park Civil Works completed under the Alpine Events Park project: \$290,822 from the Bright locality;*
- 2. Cundy Park Shelter: \$16,000 from the Myrtleford locality; and*
- 3. Riverside Park Upgrade completed under the Alpine Better Places project: \$29,950 from the Porepunkah locality.*

Carried

BACKGROUND

Council maintains a subdivision recreation reserve in its general ledger. The balance of the reserve at 30 June 2017 was disclosed in note 27 of Council's 2016/17 annual financial statements. Whilst not shown in the annual financial statements, the reserve is further split between localities within the Shire. At 30 June 2017, the split of the reserve between localities was as follows:

Locality	Balance
Bright	\$290,822
Myrtleford	\$16,000
Mount Beauty/Tawonga	\$0
Harrietville	\$23,560
Porepunkah	\$29,950
Total	\$360,332

The reserve must only be used for public recreation, public resort, as parklands or for similar purposes as stated in the Subdivision Act 1988 (The Act). Review of Council's capital projects delivered in 2016/17 has identified those projects which satisfy the requirements to be funded from the subdivision recreation reserve.



ISSUES

No capital projects were delivered in Harrietville during the 2016/17 financial year which met the requirements for funding from the subdivision recreation reserve.

POLICY IMPLICATIONS

This recommendation is in accordance with Section 20 of the *Subdivision Act 1988*. This report is consistent with the following strategic objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

The recommendations in this report will reduce Council's restricted cash (reserves), thus increasing unrestricted cash. There is no impact on Council's total cash balance. Council's reserves need to be monitored on an ongoing basis to ensure that the restricted cash is being used for appropriate projects in a timely manner.

CONCLUSION

For the year ended 30 June 2017, it is recommended that Council allocates funds from the subdivision recreation reserve to the Bright Pioneer Park Civil Works completed under the Alpine Events Park project, the Myrtleford Cundy Park Shelter project, and the Porepunkah Riverside Park upgrades completed under the Alpine Better. These projects meet the criteria of public recreation as stated under The Act.

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 Development
- Manager Corporate

ATTACHMENT(S)

- Nil



8.2.2 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 Keeble

That Council awards a contract for the Provision of Fuel Card Services to Viva Energy Australia 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.

Following an in-house assessment of the recommendations completed in February 2018, the submission by Caltex Petroleum Australia for the Provision of Fuel Card Services is considered to offer the best value to Council. The following recommendation was carried at the March 2018 Ordinary Council Meeting:

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.

Subsequent to this meeting and ahead of the contract with Caltex Australia Petroleum being finalised, the owner of Bright Fuel advised that from 15 May 2018 they would no longer provide the Caltex fuel card service in Bright.

EVALUATION

The results of the aggregated tendering process have been reviewed by the in-house evaluation panel following the feedback from Bright Fuel.

Based on the availability of fuel outlets in Alpine Shire and the discount from the pump price for fuel, the evaluation panel has determined the best value for Council is achieved by entering into contracts for the provision of fuel card services with both Caltex Australia Petroleum and Viva Energy Australia, who operate Shell branded service stations.



ISSUES

The administrative workload associated with operating two different fuel card services is greater than if the contract were to be awarded to a single service provider. However, the only fuel card service provider with coverage of each of Bright, Mount Beauty and Myrtleford is the WEX Motorpass fuel card, and their commercial offering was less attractive than that of Caltex and Viva Energy.

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 contracts with Caltex Australia Petroleum and Viva Energy Australia based on the terms of the Supplier Deeds negotiated by MAV Procurement. Entering into these contracts does not commit Council to purchasing fuel from either supplier; 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, it is considered that the best value for Council will be achieved by entering into contracts for the provision of fuel card services with both Caltex Australia Petroleum and Viva Energy Australia.

Council resolved at the March 2018 meeting to award a contract to Caltex Australia Petroleum. The recommendation in this report is to award an additional contract for the Provision of Fuel Card Services to Viva Energy Australia.



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
- Depot Operations Officer

ATTACHMENT(S)

- Nil



8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Instruments of Appointment and Authorisation - *Planning and Environment Act 1987*

File Number: Delegations register

INTRODUCTION

Instruments of appointment and authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers. This report provides for a change in staffing in the planning department.

Cr Nicholas

Cr Keeble

That Council exercise the powers conferred by section 224 of the Local Government Act 1989, and by section 147 of the Planning and Environment Act 1987, so that:

1. *The following members of Council staff referred to in attachments 8.3.1(a)-(c) "S11A – Instrument s of Appointment and Authorisation – Planning & Environment Act 1987" (the instruments) be appointed and authorised as set out in the instruments;*
 - a. *Director Corporate*
 - b. *Senior Planning Officer*
 - c. *Planning Officer*
2. *The instruments come into force immediately the common seal of Council is affixed to the instruments, and remain in force until Council determines to vary or revoke them;*
3. *On the coming into force of the instruments the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" signed on 3 October 2017 be revoked; and*
4. *The instruments be signed and sealed at the appropriate stage of this meeting.*

Carried

BACKGROUND

Authorised Officers

Section 224(1) of the *Local Government Act 1989* (the Act) provides that "a Council may, appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of Council". Legislation other than the *Local*



Government Act 1989 also empowers a Council to delegate certain powers, duties or functions, and appoint authorised officers.

Authorised officers have statutory powers under relevant legislation. In the case of Council's staff in the Planning department, the attached Instruments of Appointment and Authorisation under the *Planning and Environment Act 1987* mean that they are authorised officers for the purposes of that Act.

While Council may delegate its powers, duties or functions to staff, so that a delegate acts on behalf of the Council, staff appointed as authorised officers have their own statutory powers under the relevant Act.

Planning and Environment Act 1987

Section 188(1)(b) of the *Planning and Environment Act 1987* specifies that "a planning authority ... may by instrument delegate any of its powers, discretions or functions under this Act to an officer of the authority". However Section 188(2)(c) specifically prevents an officer from further sub-delegating any duty, function or power.

Therefore, as the responsible authority, Council must authorise staff directly using the "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987", rather than via the Chief Executive Officer.

Maddocks Delegations and Authorisations Service

Council utilises the delegations and authorisations service provided by law firm Maddocks. This is a template system used by many councils and provides a detailed way of ensuring that appropriate delegations and authorisations are given to Council staff. All of the relevant legislation affecting local government, including Acts and regulations and the sections that relate to the powers, duties and functions of Council are outlined within the template and the relevant officer is allocated accordingly.

ISSUES

Council's planning department staff require current and accurate authorisations to fulfil their duties. A change in staffing in the planning department means that the Instruments of Appointment and Authorisation (IoAA) must be updated.

While in the past all officers have been included on the one IoAA, Council has elected to convert to individual IoAAs for each officer. This will enable a simpler transition during changes of staffing, meaning that individual IoAAs are updated, rather than affecting the dates of authorisation for all staff in the department.

POLICY IMPLICATIONS

Ensuring authorisations are kept up to date ensures that Council's planning staff can undertake their statutory roles.

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

- A well planned and safe community.



FINANCIAL AND RESOURCE IMPLICATIONS

Council has an annual subscription to the Maddocks delegation and authorisation service that is allowed for in Council's annual budget. There are no other financial implications associated with these instruments of appointment and authorisation.

Appropriate authorisations allow Council and Council staff to operate effectively and within legislative frameworks.

CONSULTATION

The relevant staff and director have been consulted during the preparation of the IoAAs. There is no requirement to consult the community in the preparation of these instruments.

CONCLUSION

The appropriate appointment of authorised officers to enforce the *Planning and Environment Act 1987* is required to ensure that Council officers can undertake their statutory roles.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Governance Officer

ATTACHMENT(S)

- 8.3.1 (a) S11A - Instrument of Appointment and Authorisation (*Planning & Environment Act 1987*) - Director Corporate
- 8.3.1 (b) S11A - Instrument of Appointment and Authorisation (*Planning & Environment Act 1987*) - Senior Planning Officer
- 8.3.1 (c) S11A - Instrument of Appointment and Authorisation (*Planning & Environment Act 1987*) - Planning Officer



8.3.2 Body-Worn Camera Policy - Policy No. 109

File Number: Policy register

INTRODUCTION

This report introduces a new policy, Council Policy No.109, on body-worn cameras.

Cr Nicholas

Cr Knappstein

That Council:

- 1. Adopt Alpine Shire Council Policy 109 - Body Worn Camera Policy, Version 1.00; and*
- 2. Sign and seal the policy at the appropriate stage of this meeting.*

Carried

BACKGROUND

Body-worn camera technology is increasingly being used by law enforcement agencies including councils, the police and security personnel to promote and maintain a safe work environment (e.g. by discouraging and documenting occupational violence). The devices and the associated policy and procedures assist law enforcement agencies in carrying out their operational tasks related to investigation of breaches of Acts, regulations and local laws.

ISSUES

Council Authorised Officers (in particular Local Laws Rangers) have come under threat from members of the public. While this is not the norm, in some cases the seriousness has resulted in the need to have a police presence when attending some properties within the Alpine Shire.

The wearing of body-worn cameras and the associated policy and procedures are anticipated to reduce and prevent these incidents by discouraging aggressive behaviour (both verbal and physical). The use of body-worn cameras allows for audio and video evidence to be overtly obtained at the scene of incidents related to the enforcement of Acts, regulations and local laws which relate to the function and powers of Council. Moreover, it will assist in improving investigations of incidents.

Data storage, handling and access needs to comply with a number of legislative requirements and these requirements are briefly set out in the attached policy but more detailed information is contained in the operational procedures that relate to the capture, handling and storage of data filmed during incidents. Operational procedures will be approved by the CEO.



POLICY IMPLICATIONS

The use of body-worn cameras is governed by a suite of legislation to ensure that surveillance and privacy guidelines are met. The following legislation was considered when the policy document was prepared:

- *Surveillance Devices Act 1999*
- *Privacy and Data Protection Act 2014*
- *Freedom of Information Act 1982*
- *Information Privacy Act 2000*
- *Charter of Human Rights and Responsibilities Act 2006*

The policy and this report is consistent with the following strategic objective in the Council Plan 2017 - 2021:

- A well planned and safe community

FINANCIAL AND RESOURCE IMPLICATIONS

The purchase of two body-worn cameras was funded in the 2016/17 Council budget.

The Body-Worn Cameras Policy, No.109 has been prepared by Council staff and has no financial impact.

CONSULTATION

A four-week public submission process commenced with a public notice in the Alpine Observer and Myrtleford Times newspapers on 14 March 2018. The policy was available for download from Council's website, with a closing date for submissions of 8 April 2018. A general media release was sent out to all media establishments during this period.

The results of the press release were that:

- The Director Corporate was interviewed by ABC Radio;
- An article was written in the Border Mail; and
- Articles were also written in the Alpine Observer and Myrtleford Times.

No submissions were received on the draft Body-Worn Camera Policy.

CONCLUSION

Best practice for the use of body-worn cameras is in the development of policy and procedures detailing the purpose, objectives, management and operational requirements of body-worn cameras.

The proposed Body-Worn Camera Policy, No. 109 ensures that Council is only utilising the cameras in approved circumstances, by approved officers and with appropriate controls in place relating to the collection and handling of data captured.

**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
- Governance Officer

ATTACHMENT(S)

- 8.3.2 Alpine Shire Council Policy No. 109 - Body Worn Camera Policy, Version 1.00



8.3.3 Quarterly Report - Council Plan

File Number: SU600.03

INTRODUCTION

This report provides the third quarterly report against the Alpine Shire Council Plan 2017-2021.

*Cr Keeble
Cr Nicholas*

That the Alpine Shire Council Plan Quarterly Report ending 31 March 2018 be received and noted.

Carried

BACKGROUND

Council Plan development

The Alpine Shire Council Plan 2017-2021 was developed following the election of the Council in October 2016, and adopted in June 2017. The Council Plan outlines the strategic objectives, strategies and indicators that will be used to achieve this Council's direction for the four year term of the plan. The document must be reviewed by Council annually to ensure that it continues to provide Council's intended direction for their term.

Quarterly reporting

While there is no legislative requirement to report to Council on the progress against the Council Plan, 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.

Some of the LGPRF indicators form part of the Council Plan indicators, ensuring they are reported as per best practice. Where quarterly or half-yearly reporting of indicators does not generate meaningful results, these will be reported at end of financial year as part of the annual report.

ISSUES

Council's 2017/18 Budget outlines the annual Major Initiatives to be delivered, as well as other key activities in line with the Alpine Shire Council Plan 2017-2021. This quarterly report provides a progress report against those initiatives and activities, and also on the indicators that show progress against the strategic objectives in the Council Plan.



HIGHLIGHTS

A high performing organisation

- Undertaking the procurement for the Mount Buffalo business case assessment and activation project tender occurred during Q3 in preparation awarding of the tender at the April Council meeting.

A responsible and sustainable organisation

- Preparation of Council's draft Budget for 2018/19 during Q3 enabled it to be ready for presentation to the April Council meeting.

Incredible places for our community and visitors

- Construction of the Standish Street roundabout in Myrtleford as part of the Alpine Better Places project was completed at the end of March 2018. Stage 2 will commence construction in Spring 2018.

Infrastructure and open space that our community is proud of

- Innovative changes for the arboriculture assessment of trees within the Alpine Shire include the use of a new iPad app for inspections.

Highly utilised and well managed community facilities

- Visitation to libraries and pools continues to be strong, with the outdoor pool season extended through to early April. School holiday programs at the libraries have been well attended.

A well planned and safe community

- Council has spent a significant amount of time investigating complaints made by the community relating to breaches of the Alpine Planning Scheme. These breaches have included native vegetation removal, buildings and works without a planning permit, and non-compliance with planning permit conditions. Where possible, Council has worked with landowners to rectify the issues without formal enforcement proceedings. However, two matters have resulted in applications being made to VCAT for enforcement orders due to the significance of the breaches and history of non-compliance.

A thriving and connected community

- A number of large scale events were delivered in Q3, with March being a particularly busy month for events, including the Brighter Days festival, Myrtleford festival, Wild Deer hunting expo and the MTBA National Downhill championships.



POLICY IMPLICATIONS

The Council Plan is a specific requirement of the *Local Government Act 1989*, and is a guiding document for Council. The Council Plan and Budget identify and commit Council to the completion of specific initiatives each year.

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

- A high performing organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

The Strategic Resource Plan and annual Budget are developed and adopted to provide the financial and human resources required to achieve the commitments in the Council Plan.

CONSULTATION

The Council Plan is subject to public exhibition prior to being adopted by Council. As part of an annual review of the Council Plan, any proposed changes to the strategic objectives, strategies or indicators would also be subject to public exhibition.

Many of the individual initiatives and activities included in the Council Plan are subject to their own community participation and consultation processes.

Council's annual Budget is also publicly exhibited and submissions called for prior to its consideration and adoption by Council.

CONCLUSION

This quarterly report shows that progress is being made on the delivery of key Council Plan Activities.

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:

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

- 8.3.3 Alpine Shire Council Quarterly Report - ending 31 March 2018.



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 Knappstein

That the summary of the Assemblies of Councillor for April 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
3 April	Briefing Session
17 April	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – April 2018



10 GENERAL BUSINESS

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

12 RECEPTION AND READING OF PETITIONS



13 DOCUMENTS FOR SEALING

Cr Nicholas

Cr Knappstein

1. Alpine Shire Council Policy Number 109: Body Worn Camera

Carried

There being no further business the Chairperson declared the meeting closed at 7.32 p.m.

.....

Chairperson

COUNCIL POLICY



PROTECTED DISCLOSURE POLICY

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 092	Status:	
Approved by:	Date approved/adopted:	Next review date: June 2020
Directorate: Corporate	Department: Corporate	Contact person: Governance Officer

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REVISION RECORD

Date:	Version:	Revision description:
06/08/2013	1.00	Adopted Version 1.00
09/05/2018	1.01	Draft circulated to Audit Committee with updated details of officers with responsibilities under section 7 of the policy, changes to definition of protected disclosure coordinator and officer and inclusion of welfare manager definition at section 12 of the policy.
	2.00	Version 2.00 for Council Adoption

1. TITLE

Alpine Shire Council Protected Disclosure Policy.

2. POLICY STATEMENT

The Alpine Shire Council (Council) is committed to the aims and objectives of the *Protected Disclosure Act 2012* (the Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure:

3. PURPOSE

This policy forms part of a larger process that establishes a system for reporting disclosures of improper conduct or detrimental action by the Alpine Shire Council or its employees. The system ensures Council is compliant with all local government requirements as stipulated by the Act.

4. SCOPE

This policy is made under the *Protected Disclosure Act 2012*.

The Act requires the Alpine Shire Council to facilitate and handle protected disclosures according to guidelines and procedures and manage the welfare of any person making a disclosure from detrimental action.

This policy applies to all Alpine Shire Council employees, representatives and councillors.

5. OBJECTIVE

The main objective of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies and establish a system for matters to be investigated. The Act provides protection from detrimental action to any person affected by a protected disclosure whether it is a person who makes a disclosure, a witness, or a person who is the subject of an investigation.

6. POLICY DETAILS

It is policy that:

- Council encourage and facilitate the making of disclosures of improper conduct by any person employed by or representing Council.
- The handling of disclosures be carried out in accordance with the Act ensuring full discretion and confidentiality for all parties.
- Protection against any detrimental actions be provided to any person making a disclosure, whether they be Council staff, representatives or members of the public, in accordance with the Act.

In implementing this policy, the following party/parties must:

Party/Parties	Responsibilities
Employees	<ul style="list-style-type: none"> • Report known or suspected incidences of improper conduct or detrimental action in accordance with this policy. • Refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. • Protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.
Protected Disclosure Officer	<ul style="list-style-type: none"> • Be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action. • Take all necessary steps to ensure the identity of the person making a protected disclosure and the identity of the person who is the subject of the disclosure are kept confidential. • Forward all disclosures and supporting evidence to the Protected Disclosure Coordinator.

Party/Parties	Responsibilities
Protected Disclosure Coordinator	<ul style="list-style-type: none"> • Receive all disclosures forwarded from the Protected Disclosure Officers. • Refer all public interest disclosures to the IBAC. • Be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the IBAC. • Appoint a welfare manager to support the person making a protected disclosure and to protect him or her from any reprisals. • Take all necessary steps to ensure the identity of the person making a protected disclosure and the identity of the person who is the subject of the disclosure are kept confidential. • Liaise with the Chief Executive Officer.
Investigator (may be internal or external)	<ul style="list-style-type: none"> • Carry out an internal investigation into a disclosure where the IBAC has referred a matter to the public body.
Welfare Manager	<ul style="list-style-type: none"> • Look after the general welfare of the person making a protected disclosure. • Advise the person making a protected disclosure of the legislative and administrative protections available to him or her. • Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure.

7. ROLES AND RESPONSIBILITIES

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating reviewing and providing advice on the policy and procedures:

Implementation	<ul style="list-style-type: none"> • Governance Officer
Compliance	<ul style="list-style-type: none"> • Governance Officer
Development/Review	<ul style="list-style-type: none"> • Director Corporate • Manager Corporate • Governance Officer
Interpretation/Advice	<ul style="list-style-type: none"> • Manager Corporate • Governance Officer

8. SUPPORTING DOCUMENTS

This Policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Protected Disclosure Act 2012*
- *Local Government Act 1989*
- *Independent Broad-based Anti-corruption Commission Act 2011*

Related Procedures

- ASC Protected Disclosure Procedures

Related Guidelines

- IBAC Guidelines for making and handling protected disclosures
- IBAC Guidelines for protected disclosure welfare management

9. HUMAN RIGHTS CHARTER

This policy has been considered in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

10. MONITORING, EVALUATION AND REVIEW

Review of this policy and associated documentation will occur on an annual basis.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy.

11. COMPLIANCE

Failure to comply with Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

Under the terms of the *Protected Disclosure Act 2012*, the following penalties apply:

- It is an offence to divulge information likely to lead to the identification of a person who has made a disclosure. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.53).
- It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.52).

- It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units or two years imprisonment or both (s.45).
- It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.72).
- It is an offence for a person to obstruct the IBAC in performing their responsibilities under the *Independent Broad-Based Anti-Corruption Commission Act 2011*, including investigations. This Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.180).

12. DEFINITIONS AND ABBREVIATIONS

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

Term	Meaning
Act	<i>Protected Disclosures Act 2012</i>
ASC	Alpine Shire Council
CEO	Chief Executive Officer
Council	Alpine Shire Council
IBAC	Independent Broad-based Anti-corruption Commission
Protected Disclosure Coordinator	Council officer appointed by the CEO to manage the disclosure process
Protected Disclosure Officer	Council officer appointed by the CEO who assists the Protected Disclosure Coordinator in the administration of disclosures
Welfare Manager	Council officer appointed by the Protected Disclosure Coordinator to manage the general welfare of the person making a protected disclosure.

13. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this.....day of
.....2018 in the
presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER

Finance Report Quarterly Review



For the period ending 31 March 2018



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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.

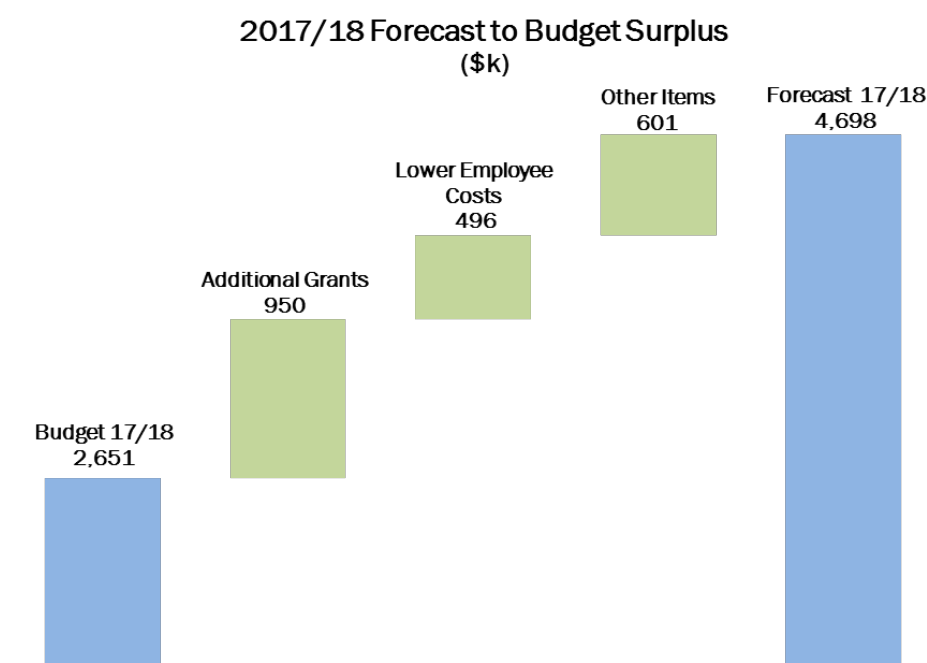
The report is presented to the Finance Committee, and also to the Audit Committee for noting.

Summary

Council is forecasting a full year surplus of \$4.7m, which is \$2.0m higher than budgeted surplus of \$2.7m.

The primary drivers of this increase include:

- Higher than expected grant income by \$0.95m, due to a) the Financial Assistance Grant and the Roads to Recovery grant exceeding expectations, and b) grant income for new projects, including the Myrtleford Library Upgrade 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;
- Other items including a) higher than expected rates and fees income as a result of increased development, b) reduced materials and services expenditure due to a combination of cost savings and delays.



Finance Report – Quarterly Review

Comparison to Q2 Forecast

The Q3 surplus forecast is \$0.6m higher than Q2.

Additional sources of grant income in the third quarter included the Myrtleford Library Upgrade and the Alpine Better Places Myrtle Street projects. These were in part offset by a timing correction as grants for the Alpine Events Park are now expected to be received in 18/19 rather than the current financial year.

Various other items resulted in additional surplus, including higher than expected Myrtleford Holiday Park fees of \$0.1m due to a delay in market testing the operating lease, and an expected reduction in Materials and Services by \$0.3m due to a combination of cost savings and project delays.

Q2 to Q3 Forecast - Key Variances (\$k)



Balance Sheet Health

The forecast Working Capital Ratio for the year is 3.7, 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 higher 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	Budget	Forecast	Variance		Ref
	March	Full year	Full year	\$'000	%	
	\$'000	\$'000	\$'000	\$'000	%	
Income						
Rates and charges	17,685	17,490	17,685	195	1%	1
Statutory fees and fines	478	460	577	117	20%	2
User fees	1,229	1,055	1,434	379	26%	3
Contributions - cash	477	632	626	(6)	-1%	
Contributions - non-monetary assets	-	200	200	-	0%	
Grants - Operating (recurrent)	1,889	2,400	2,511	111	4%	4
Grants - Operating (non-recurrent)	503	713	955	242	25%	5
Grants - Capital (recurrent)	754	500	1,059	559	53%	6
Grants - Capital (non-recurrent)	1,203	2,542	2,580	38	1%	7
Other income	620	783	777	(6)	-1%	
Total income	24,838	26,775	28,404	1,629	6%	
Expenses						
Employee costs	5,919	8,081	7,585	(496)	-7%	8
Materials and services	6,694	10,685	10,601	(84)	-1%	
Depreciation and amortisation	3,401	4,303	4,535	232	5%	9
Landfill rehabilitation	-	197	197	-	0%	
Other expenses	459	758	747	(11)	-1%	
Net gain on disposal of property, infrastructure, plant and equipment	(115)	100	41	(59)	100%	
Total expenses	16,358	24,124	23,706	(418)	-2%	
Surplus (deficit) for the year	8,480	2,651	4,698	2,047	44%	

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 income higher than expected due to development activity.
3	Users fees	Myrtleford Holiday Park user fees higher than budget as the lease of the park has been delayed until the end of June.
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)	Additional grant to be received for the Myrtleford Library Upgrade \$0.5m which has been offset by grant income \$0.2m for the Mount Beauty Pool upgrade being received in 2016/17 and the Alpine Events Park grant payment \$0.4m being deferred until next financial

Finance Report – Quarterly Review

Ref	Item	Explanation
		year.
8	Employee Costs	Forecast \$0.5m below budget due to ongoing vacant positions. Partially offset by contractors \$0.1m in the Materials and Services forecast.
9	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 March \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance \$'000	%	Ref
Assets						
Current assets						
Cash and cash equivalents	1,546	1,576	1,742	166	11%	1
Trade and other receivables	5,182	1,550	1,589	39	3%	
Financial assets	12,000	7,000	12,000	5,000	71%	1
Inventories	46	86	73	(13)	-15%	
Other assets	118	263	1,003	740	281%	2
Total current assets	18,892	10,475	16,407	5,932	57%	
Non-current assets						
Trade and other receivables	3	-	-	-		
Other assets	239	21	21	-	0%	
Property, infrastructure, plant & equipment	204,606	213,703	219,994	6,291	3%	3
Inventories	139	151	143	(8)	-5%	
Total non-current assets	204,987	213,875	220,158	6,283	3%	
Total assets	223,879	224,350	236,565	12,215	5%	
Liabilities						
Current liabilities						
Trade and other payables	421	1,881	1,865	(16)	-1%	
Trust funds and deposits	374	981	546	(435)	-44%	4
Provisions	2,067	2,853	2,044	(809)	-28%	5
Income received in advance	43	30	30	-	0%	
Total current liabilities	2,905	5,745	4,485	(1,260)	-22%	
Non-current liabilities						
Provisions	3,390	3,009	3,455	446	15%	5
Income received in advance	417	387	387	-	0%	
Total non-current liabilities	3,807	3,396	3,842	446	13%	
Total liabilities	6,712	9,141	8,327	(368)	-4%	
Net assets	217,167	215,209	228,238	13,029	6%	
Equity						
Accumulated surplus	101,245	91,383	104,793	13,410	15%	6
Reserves	115,922	123,826	123,445	(381)	0%	7
Total equity	217,167	215,209	228,238	13,029	6%	

Balance Sheet – explanations of variances

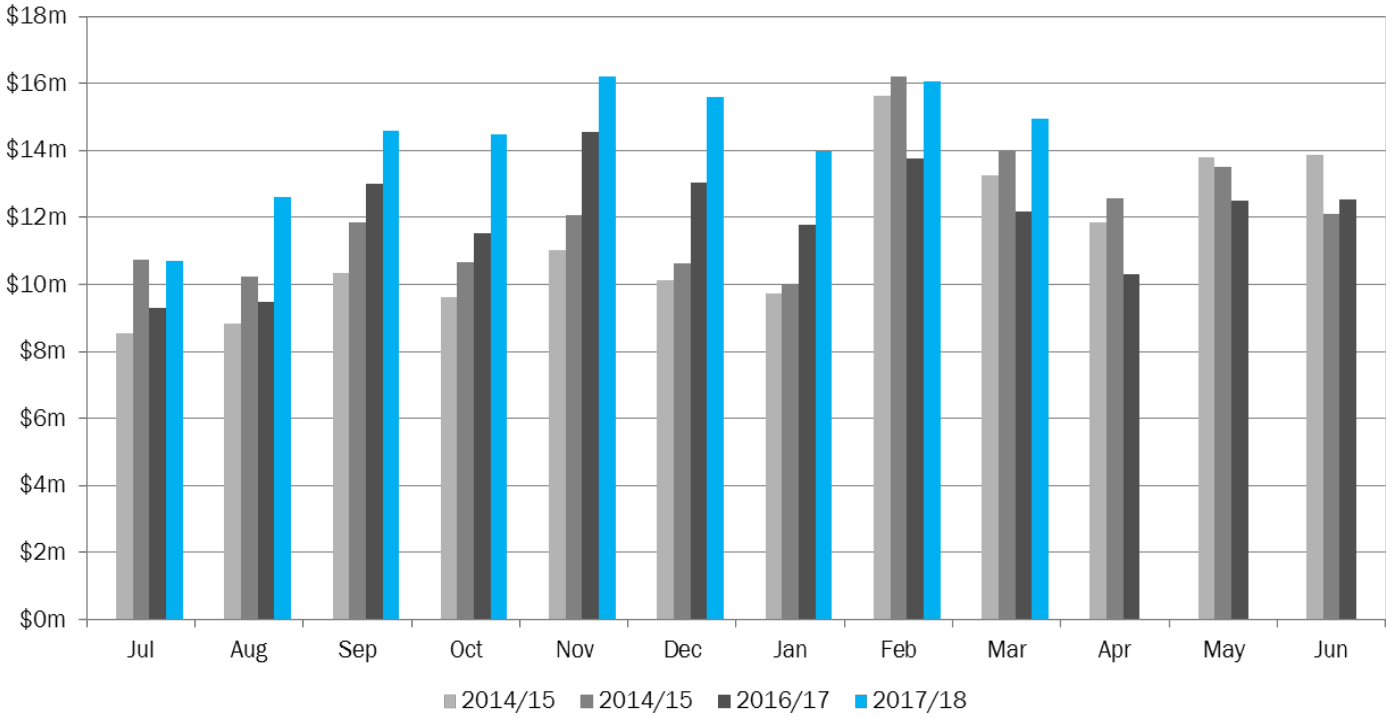
Ref	Item	Explanation
1	Cash assets	Forecast higher than budget due to a) a higher than expected surplus in 2016/17, b) higher than expected grant income in 2017/18, and c) forecast savings in employee costs in 2017/18.
2	Other Assets	Selected assets have been reclassified from Property, infrastructure, plant and equipment to assets held for sale. These assets are the Lyndhurst property and assets expected to be sold as part of the lease of the Myrtleford Holiday Park.
3	Property, infrastructure, plant and equipment	Land under roads valued at \$6.9 million has been included as a result of a required change in accounting policy which has been partially offset by the net revaluation of roads and drainage assets in 2016/17 being less than expected.
4	Trust funds and deposits	Lower than expected as the budget was based on an abnormal fire service levy balance in 2015/16.
5	Provisions – non-current	Overall decrease in the landfill rehabilitation liability following the 2016/17 end-of-financial-year review.
6	Accumulated surplus	In addition to the higher than expected surpluses for 16/17 and 17/18, land under roads valued at \$6.9 million has been included as result of a required change in accounting policy.
7	Reserves	Asset revaluations for road assets were lower than expected in 16/17 which has been offset by expected higher revaluations for land and recreational assets for 17/18.

Finance Report – Quarterly Review

Cash and Investments

The cash balance was \$14.9 million at the end of quarter three. This was higher than the 2016/17 quarter three cash balance of \$12.1 million due to receiving the Financial Assistance Grant in advance this year and lower capital and employee expenditure. The cash balance is expected to reduce in 2018/19 as a result of increased budgeted capital expenditure.

Monthly Cash Balance



Finance Report – Quarterly Review

Departmental Summary

	Actual YTD March \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance \$'000	Ref
Income					
Asset Development	2,416	3,612	4,325	713	1
Asset Maintenance	171	191	321	130	2
Corporate Services	17,824	18,432	18,654	222	3
Councillors and Executive	3		5	5	
Economic and Community Development	382	385	582	197	4
Facilities	3,830	3,948	3,984	36	
Planning and Amenity	632	645	768	123	5
Grand Total	25,258	27,213	28,639	1,426	
Expenditure					
Asset Development	4,156	8,346	7,796	(550)	6
Asset Maintenance	1,671	2,725	2,939	214	7
Corporate Services	1,700	2,640	2,466	(174)	8
Councillors and Executive	6,247	8,612	8,189	(423)	9
Economic and Community Development	1,052	1,486	1,474	(12)	
Facilities	2,438	3,682	3,663	(19)	
Planning and Amenity	220	508	357	(151)	10
Expenditure Total	17,484	27,999	26,884	(1,115)	

Departmental summary – explanations of variances

Ref	Item	Explanation
1	Asset Development Income	Higher than expected grants, including Roads to Recovery \$557k and the upgrade of Myrtleford Library \$467k partially offset by a delay in the Alpine Events Park \$364k.
2	Asset Maintenance Income	Grant funding for the Dec 2017 flooding event \$115k.
3	Corporate Services Income	Higher than expected supplementary rate charges and Victorian grants commission income.
4	Economic and Community Development	Higher than expected due to additional grants to be received for Mount Buffalo Business Case Assessment And Activation and Supported Playgroups projects.
5	Planning and Amenity Income	Higher than expected planning fees and open space contributions due to increased property development.
6	Asset Development Expenditure	Project savings for the Mount Beauty Transfer Station Upgrade \$110k and Standish Street Roundabout \$100k; delays in the Bright Office Renewal \$352k and Myrtleford Landfill Loader \$90k until 2018/19.
7	Asset Maintenance Expenditure	Higher than budget due primarily to a) the Dec flood event \$150k (mostly grant funded) and b) Hazardous Tree management \$46k (grant funded).
8	Corporate Services	Savings in photocopier and telecommunication costs as well as

Finance Report – Quarterly Review

Ref	Item	Explanation
		an erroneous budget overstatement of the insurance costs for 17/18 by \$80k.
9	Councillors and Executive Expenditure	Lower than expected employee costs.
10	Planning and Amenity	Lower due to delays in land development strategy and flood planning scheme amendment projects.

COUNCIL POLICY**PROCUREMENT POLICY**

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 089	Status: For Adoption	
Approved by: Council	Date approved/adopted: 27 June 2017	Next review date: June 2019
Department: Corporate	Contact person: Manager Corporate	

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REVISION RECORD

Date:	Version:	Revision description:
04/11/2009	1.0	Adopted
03/11/2010	1.01	Reviewed, amended and adopted
02/11/2011	1.02	Reviewed, amended and adopted
02/10/2012	1.03	Reviewed, amended and adopted
19/05/2014	V1.0	Final collaborative version with Indigo and Towong Shire Councils
02/06/2015	2.0	Adopted Version 2 (no amendments required)
07/06/2016	3.0	Adopted Version 3 (no amendments required)
06/06/2017	4.0	Adopted Version 4 (addition of item 6.3 – Financial Delegations)
18/06/2018	5.0	Version 5

1. TITLE

Procurement Policy

2. POLICY STATEMENT

This policy is based on collaboration between Alpine Shire Council, Indigo Shire Council and Towong Shire Council in the spirit of fostering ongoing working relationships between the three councils.

Council is committed to ensuring its purchasing practices are fair and transparent, meet legislative requirements and deliver best value outcomes to ratepayers.

3. PURPOSE

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

The purpose of the Procurement Policy is to enable consistency and control over procurement activities, to meet the following Council objectives:

- Ensure compliance with legislation
- Achieve best value outcomes with respect to scope, quality and price
- Ensure that purchasing is open, fair and unbiased
- Seek to support local procurement
- Achieve high standards of probity, accountability and risk management
- Ensure that purchasing practices are socially and environmentally sustainable
- Promote continuous improvement and collaboration.

4. SCOPE

This policy applies to all purchases of, and contracts to purchase, goods, services and works.

It is binding upon Council staff and all persons undertaking procurement on behalf of Council, including volunteers, contractors, consultants, councillors and related committees.

5. PRINCIPLES

Council will apply the following principles in all procurement activities:

Best Value Outcomes

Council will seek to maximise value in all purchasing activities.

Factors such as quality, quantity, risk, timeliness and cost on a whole-of-contract and whole-of-asset life basis will be considered to achieve the optimal combination which defines best value.

Open, Fair and Unbiased

Prospective suppliers will be afforded an equal opportunity to tender or quote. Impartiality will be maintained in selecting suppliers.

Local Sourcing

Where equivalent value can be sourced both locally and elsewhere, the goods and services should be purchased from the local supplier.

Probity and Accountability

Procurement activities will be performed with integrity and in a manner able to withstand the closest scrutiny.

Procedures will be designed to ensure that procurement objectives are met.

Requirements will be clearly communicated to staff and enforced through a combination of management oversight and audit practices.

Documentation will be maintained to ensure a clear audit trail.

Risk Management

Council will ensure that risks are identified, evaluated and treated.

Council will ensure that systems and authorisations are in place to mitigate unethical behaviour and set the parameters of responsibility and authority.

There will be at least two persons involved in, and responsible for, each transaction.

The policy and implementation of internal controls will be monitored and reviewed by the Council's audit committee.

Environmental Sustainability

Council will aim to make purchases that have the least impact on environmental and human health, within the context of purchasing on a best value basis. Preference will be given to purchasing products and services which:

- Reuse, recycle and minimise waste
- Minimise greenhouse emissions
- Minimise habitat destruction
- Minimise pollution
- Minimise soil degradation
- Maximise water and energy efficiency.

Continuous Improvement

Council will seek to continually drive improvements in processes, tools and technologies with the objectives of reducing costs, achieving best practice and most effectively delivering on Council objectives.

Collaboration

Council will seek and encourage the development of procurement collaboration with other councils and organisations including contracts available through the Victorian

State Government, the Municipal Association of Victoria, Procurement Australia and other aggregated procurement providers as appropriate.

6. POLICY DETAILS

Delegations and Authorities

This policy must be read in conjunction with the Financial Delegations as approved by the Chief Executive Officer. The Financial Delegations allow specified Council positions to approve expenditure within defined limits. Delegates must ensure that funding is or will be available prior to raising a purchase order. Procurement in excess of an individual officer's limits must be approved by a more senior officer with adequate approval limits.

Methods and Thresholds

The following methods and conditions are the minimum standards to apply for all procurement activities within each nominated spend threshold.

Spend Threshold	Purchasing Method	Conditions
Up to \$1,000	Verbal quotation	Seek and receive at least one quote No purchase order required
> \$1,000 - \$2,500	Written quotation	Seek and receive at least one quote Purchase order required
> \$2,500 - \$10,000	Written quotation	Seek and receive at least two quotes Purchase order required
> \$10,000 - \$75,000	Request for Quotation (RFQ)	Use an RFQ to request quotes from at least three suppliers Purchase order required
> \$75,000 - \$150,000	Request for Quotation (RFQ)	RFQ published on Council's tender website RFQ open to response from any supplier Written contract required
> \$150,000	Invitation to Tender (ITT)	ITT published in newspaper ITT published on Council's tender website ITT open to response from any supplier Written contract required

For the purpose of assessing thresholds, the procurement spend is to be inclusive of the total value of the purchase over its lifetime, including GST. In the case of contracts, the lifetime is the span of the contract including any extension options.

In the case of non-contracted purchases, the procurement spend is the expected amount to be spent on that service from that supplier over the span of one year unless otherwise specified.

The term 'list price' is interchangeable with the term 'quote' where it is industry practice to provide a list price with no further room for negotiation (for example, anti-virus software).

Mandated Services and Suppliers

Mandated services which are provided by mandated providers are exempt from the requirement for quotations and tenders up to the \$150,000 spend threshold (inclusive of GST). This is most commonly applicable to intergovernmental services such as auditors, the Victorian Civil and Administrative Tribunal (VCAT), and water authorities.

Legal Services

Legal services are exempt from the requirement for quotations and tenders, consistent with the *Local Government Act 1989*.

Procedural Exemptions

Under specific circumstances exemption from the methods of this policy may be sought. Exemptions are to be approved by the CEO.

7. HUMAN RIGHTS CHARTER

This policy has been considered in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

8. MONITORING, EVALUATION AND REVIEW

Review of this policy and associated documentation will occur at least once in each financial year as required by section 186A (7) of the *Local Government Act 1989*.

9. NON-COMPLIANCE, BREACHES AND SANCTIONS

Failure to comply with this Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

10. DEFINITIONS AND ABBREVIATIONS

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

Term	Meaning
the Act	<i>Local Government Act 1989</i> (as amended).
Contract	An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable in law. A contract may be verbal or written or inferred by conduct.
Council staff	Includes full-time and part-time council staff, and temporary employees, volunteers, contractors and consultants while engaged by the council.
Delegate	A person authorised by the Council or Chief Executive Officer to make general or specified decisions constrained only by the instrument of delegation. Specifically, delegates commit and incur expenditure. The delegate is responsible for actions arising from their use of such power.
Local	In the context of this policy the definition of local is one that seeks to support manufacturers and suppliers located; <ul style="list-style-type: none"> • Firstly within the municipal boundary • Secondly within municipalities adjacent or near to the municipality • Thirdly within Australia
Probity	In the context of a procurement process, probity is a defensible process that is able to withstand internal and external scrutiny – one that achieves both accountability and transparency, providing suppliers with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, disposals, and other related functions. It also includes the organisational and governance frameworks that underpin the procurement function.
Purchase order	A form of contract, which is an official document used to authorise and record the purchase of goods or services by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier.

Term	Meaning
Quotation/quote	An offer to supply goods and/or services at a stipulated price or rate, usually in response to a request for quotation.
Request for quotation (RFQ)	A written process of inviting offers to supply goods and/or services involving simple documentation that specifies the requirements.
Invitation to tender (ITT)	A publicly advertised invitation to tender against a set of clearly defined and specified requirements. Tenderers are advised of all requirements involved, including the conditions of tendering and proposed contract conditions.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender	An offer in writing to supply goods and/or services, usually submitted in response to a public or selective invitation such as an invitation to tender.
Tender process	The process of inviting parties to submit a tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures.

11. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 5th day of
June 2018 in the
presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL POLICY

COUNCILLOR REIMBURSEMENT OF EXPENSES POLICY

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 076	Status: Adopted	
Approved by: Council	Date approved/adopted: 5 June 2018	Next review date: 1 July 2019
Directorate: Corporate	Department: Corporate	Contact person: Governance Officer

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REVISION RECORD

Date:	Version:	Revision description:
02/06/2009	0.01	Draft Version
01/09/2009	1.00	Adopted Version 1
06/08/2013	2.00	Version2 Reviewed and revised after Council general election 27/10/2012 Tabled and adopted with amendments at Ordinary Council Meeting M10 06/08/13
03/09/2013	2.01	Adopted Version 2.01 Includes amendments made by Council on 06/08/2013 Signed and sealed by councillors 03/09/13
05/06/2018	3.0	Adopted Version 3.0 Included amendments to mayor and councillor vehicles and reporting requirements. Signed and sealed by council 05/06/2018

1. TITLE

Alpine Shire Council, Councillor Reimbursement of Expenses Policy.

2. POLICY STATEMENT

Councillors are elected as the representatives of residents and ratepayers to govern the Alpine Shire Council.

To assist councillors to perform their role and responsibilities, they will be provided with:

- administrative support;
- resources; and
- facilities.

Councillors will also be reimbursed for expenses specified in this policy.

3. PURPOSE

The purpose of this policy is to define the parameters for the reimbursement of necessary out of pocket expenses incurred while performing duties as a Councillor or committee member as provided for by section 75 of the *Local Government Act 1989*.

4. SCOPE

This policy applies to all councillors. It does not apply to members of Council committees.

5. OBJECTIVE

The objectives of this policy are to:

- identify Councillor entitlements; and
- clarify the approval process for reimbursement of expenses incurred by Councillors while undertaking their duties.

6. POLICY DETAILS

6.1 Official Council Duties

In this policy, official Council duties are defined as:

- Meetings of the Council or its Committees.
- Meetings, briefing sessions and civic or ceremonial functions convened by the Mayor or the Council.
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as a Council representative.
- A meeting, function or other official role as a representative of the Mayor or the Council.
- Meetings, inspections or events attended by a councillor in an official capacity.
- Meetings with Council officers on any matter relating to the Council, including committee responsibilities or the general duties of a councillor.
- Conferences, training sessions and functions in capacity as councillor.
- Meetings where the councillor is a regional or state representative.
- Meetings, conferences and functions with other councillors, councils, officers and relevant stakeholder groups outside the municipality.

6.2 Communication Equipment

Each councillor will be provided with the following home/workplace facilities:

- Mobile computer device with standard ASC applications and data allowance^{1 & 2}
- @alpineshire.vic.gov.au e-mail address
- Mobile phone (a non-smartphone).³

Personal use of a mobile device is allowed subject to all additional and personal purchases being made through the individual councillor's personal iTunes account.

The costs of any consumables used by a councillor (stationery, printer cartridges etc.) are to be paid for by the individual councillor.

¹ Data allowance should be utilised for conducting Council related duties only.

² Council will pay an allowance of \$30/month if councillors have a home Wi-Fi internet connection and mobile devices are connected to it.

³ Council will pay an allowance of \$60/month if councillors use their personal mobile phone instead of a Council provided mobile phone.

6.3 Child and Family Care Expenses

The Council will reimburse the cost of child and/or family care expenses necessarily incurred by councillors for their immediate family when performing official Council duties as outlined in section 6.1.

Reimbursement of child and/or family care expenses is subject to the following conditions:

1. The maximum amount per month that an individual councillor will be reimbursed for child and/or family care expenses is \$100.00.
2. The amount referred to in condition 1 will be calculated on a pro-rata basis in the event of a term of a councillor only coinciding with a part of a month (eg. date of election to the end of the month).
3. Each child and/or family care expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided and accompanied by a written statement from the councillor explaining why the care was needed on each occasion.
4. Child and/or family care costs are not eligible for reimbursement if the care is provided by a person who is immediate family (eg. partner, mother/father, grandparent, sister/brother or sister in law/brother in law) or normally or regularly resides with the councillor.
5. Claims for reimbursement of child and/or family care expenses must be submitted within three months of the date from which they are incurred.

Reimbursement for the care of adults may be provided in accordance with the above where the councillor is the carer of an adult and the Council has determined that special circumstances exists.

6.4 Professional Development, Conferences and Functions

This policy acknowledges the obligation on councillors to be properly informed on all matters pertaining to Council services and the issues of importance to the community.

To assist in this education process, the policy encourages councillors to avail themselves of opportunities to undertake appropriate professional development (conferences, seminars, workshops and training sessions) that may be of benefit to the individual councillor and Council as a whole.

6.4.1 Authorisation and expenses

Councillors undertaking professional development shall have expenses for transport, accommodation, registration fees, meals and refreshments relating to their attendance paid by Council within the parameters of this Policy.

Prior to any booking or confirmation the following authorisation must be obtained:

	Within Victoria	Interstate	International
Approval required by	Mayor and CEO	Mayor and CEO	Resolution at Council meeting

Any councillor wishing to attend an international event must submit a business case to Council for approval. The business case must include the benefits to be gained from attendance; total costs and Council funds required.

Expenditure per individual councillor will be reported on a quarterly basis by the Director Corporate to a Council Briefing Session. Details will also be reported in Council's annual report, as required by the *Local Government (Planning and Reporting) Regulations 2014*.

6.4.2 Accompanying partners/guests

Attendance at seminars, conferences and civic functions with a spouse/partner is subject to prior approval, where all additional costs incurred for the attendance of a spouse/partner will be at the expense of the individual councillor (unless otherwise authorised by the Mayor and CEO).

6.4.3 Reporting requirements

Attendance at any professional development event will be conditional upon the councillor communicating key findings to other councillors on their return.

6.4.4 Accommodation/meals/refreshments

Accommodation will be organised at:

- the hotel used for the conference/workshop/training session; OR
- where a package of hotels is provided, any one of those hotels having regard to cost and standard; OR
- if both of the above are not applicable or available, a hotel/motel close to the conference/workshop/training venue at a similar rate and standard.

Councillors wishing to make alternative accommodation arrangements shall incur/bear all costs over and above the costs that would have been incurred by Council.

Councillors attending conferences/professional development workshops/training sessions, where overnight accommodation is required,

will be reimbursed for expenses for meals and refreshments.

Reimbursement of accommodation, meals and refreshments expenses is subject to the following conditions:

1. Receipts must be provided.
2. Reimbursement will be as set out in the *Income Tax Assessment Act 1997* and the ATO Taxation Ruling TR2004/6 Income tax: substantiation exception for reasonable travel and overtime meal allowance expenses and Table 2 of any subsequent ATO Taxation Determination for the financial year.
3. Reimbursement will not be provided for meals and refreshments where meals are included as part of conferences/professional development workshops/training session package.

6.5 Transport

6.5.1 Mayoral and councillor vehicles

Council will provide the Mayor with a fully maintained vehicle to the standard specified by the Council at the time and in accordance with Council Policy No. 48 Motor Vehicle Policy as updated from time to time. The Mayor will have access to the vehicle for official use and full private use during the Mayoral term.

The Deputy Mayor and councillors will have access to the fleet vehicles located at the Bright office, which may be accessed via the fleet booking system (and booked by individual councillors). Fleet vehicles can only be used for legitimate Council business purposes and when the travel is in excess of 50kms return.

6.5.2 Use of private vehicles

Councillors must utilise allocated fleet vehicles for Council business in the first instance before utilising private vehicles.

Costs relating to private vehicle use will be reimbursed where there are no vehicles available in the fleet booking system at the time of use, and it is a necessary Council expense incurred while performing duties as a councillor. The maximum allowance travel rate will be as set by the ATO.

6.5.3 Car parking fees

Car parking fees incurred while conducting Council business will be reimbursed on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillors' Expenses Claim Form.

6.5.4 Public transport tickets and E-Tags

Councillors will be reimbursed costs associated with the purchase of public transport tickets or E-Tag type tolls expended in conducting Council business.

Reimbursement will be on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillors' Expenses Claim Form.

6.5.5 Use of taxis

Councillors will be reimbursed costs associated with taxi services where it is not possible to use public transport or a Council vehicle for travel required in conducting Council business. Travel of a private nature will not be reimbursed.

Reimbursement will be on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function.

Claims must be made using the Councillors' Expenses Claim Form.

6.6 Accommodation and Incidentals

When travelling on Council business throughout Victoria, councillors may require accommodation. Councillors may stay in reasonable accommodation appropriate to the area travelled to and the nature of the visit.

Reimbursement of accommodation, meals and refreshments will be as set out in the *Income Tax Assessment Act 1997* and the ATO Taxation Ruling TR2004/6 Income tax: substantiation exception for reasonable travel and overtime meal allowance expenses and Table 2 of any subsequent ATO Taxation Determination for the financial year.

6.7 Travel Expenses

6.7.1 Reconciliation of travel expenses

Councillors must submit any claims for reimbursement within 30 days of return.

All claims must be supported by tax invoices and receipts.

6.7.2 Receipts

Although receipts cannot always be obtained, every effort should be made to do so in order that claims for reimbursement can be assessed.

A statutory declaration by a councillor is required where receipts have been lost or were not issued.

6.7.3 Other expenses

All other expenses incurred as a result of attending conferences/professional development workshops/training sessions shall be met from the councillor allowance.

6.7.4 Travel expense reporting requirements

The *Local Government (General) Regulations 2015* require the maintenance of a travel register containing details of overseas or interstate travel undertaken in an official capacity by councillors or any member of Council staff in the previous 12 months. The register must include names, the date, destination, purpose and total cost of the overseas or interstate travel.

6.8 Exclusions

Any expenses incurred by an individual councillor resulting from the breach of road, traffic parking or other regulations or laws will not be reimbursed by Council.

7. ROLES AND RESPONSIBILITIES

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy and procedures:

Implementation	<ul style="list-style-type: none"> • Councillors • CEO
Compliance	<ul style="list-style-type: none"> • Mayor • CEO
Development/Review	<ul style="list-style-type: none"> • Director Corporate • Manager Corporate • Governance Officer
Interpretation/Advice	<ul style="list-style-type: none"> • CEO • Director Corporate • Manager Corporate

8. SUPPORTING DOCUMENTS

This Policy should be read in conjunction with all other relevant Council Policies and Procedures, as well as relevant legislative requirements including:

Related Council Documents

- Use of Council's Computer and Email and Internet Policy No.033
- Gifts, Benefits and Hospitality Policy No.065
- Mobile Phone Policy No.066
- Fraud and Corruption Control Policy No.071
- Councillor Code of Conduct Policy No.080
- Procurement Policy No.089
- Protected Disclosure Policy No.091

Related Legislation

- *Local Government Act 1989*
- *Local Government (General) Regulations 2015*
- *Local Government (Planning and Reporting) Regulations 2014*

9. HUMAN RIGHTS CHARTER

This policy has been considered in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

10. MONITORING, EVALUATION AND REVIEW

Compliance with this policy will be monitored by use of:

- auditing; and
- quarterly reports to councillors and the CEO.

Council may review this policy at any time but, unless otherwise requested, this policy will be reviewed within the period of 12 months after a general election.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy.

11. BREACHES AND SANCTIONS

Failure to comply with Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

12. DEFINITIONS AND ABBREVIATIONS

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

Term	Meaning
Act	<i>Local Government Act 1989</i>
ASC	Alpine Shire Council
ATO	Australian Taxation Office
Carer	means a councillor in receipt of a Commonwealth Carers Allowance
CEO	Chief Executive Officer
Child	up to, but not including, 16 years of age
Disability	must meet the definition as used by the Commonwealth Government on the 'recognised disabilities list'

13. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this.....day of
.....2018 in the
presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 1 May 2018
Location: Settlers Tavern, Conference Room
 232-236 Kiewa Valley Highway Tawonga South
Start Time: 5.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position
Cr John Forsyth	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
- Review of Council meeting agenda
- Planning Service Delivery
- Road numbering
- Strategic Planning workshop discussion

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 15 May 2018
Location: Committee Room, Bright Office
Start Time: 2.30pm
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

Councillor and staff apologies:

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

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Meeting with Cathy McGowan AO,MP
- Transfer Station Service Delivery
- Briefing on budget submissions
- Hearing of Budget submissions
- General discussion on budget submissions

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 22 May 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 Tony Keeble	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor
Cr Peter Roper	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Mayor and Councillor car and expenses policy
- Procurement Policy
- Customer Excellence
- Final budget including submissions
- Events funding
- Alpine Better Places Myrtleford – Stage 2 update
- Harrietville Gravel Pit (extractive industry) surrender of licence
- Waste Charges Audit Report
- Pick my Project
- Bogong Village update