



# Alpine Shire

**ORDINARY COUNCIL MEETING**

**MINUTES**

**M5 – 5 June 2018**

**Bright Council Chambers**

**7:00pm**



The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **5 June 2018** and commenced at **7:10pm**.

## **PRESENT**

### **COUNCILLORS**

Cr Ron Janas – Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr John Forsyth

Cr Kitty Knappstein

Cr Tony Keeble

Cr Daryl Pearce

### **OFFICERS**

Mr Charlie Bird – Chief Executive Officer

Ms Nathalie Cooke – Director Corporate

Mr William Jeremy – Director Assets

### **APOLOGIES**

Cr Peter Roper



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## **1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS**

*The CEO read the following statement:*

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

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

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

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

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

The full meeting is being streamed live on Council's YouTube channel which is "Alpine Shire Council" and will also be available on the YouTube channel shortly after this meeting.

## **2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE**

*The CEO read the following statement:*

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

## **3 CONFIRMATION OF MINUTES**

### **3.1 ORDINARY COUNCIL MEETING – M4 – 1 MAY 2018**

*Cr Nicholas  
Cr Knappstein*

*That the minutes of Ordinary Council Meeting M4 held on 1 May 2018 as circulated be confirmed.*

*Carried*

## **4 APOLOGIES**

Cr Peter Roper

## **5 OBITUARIES / CONGRATULATIONS**

Refer to Alpine Shire Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.



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

Refer to Alpine Shire Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.

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



## 8 PRESENTATION OF REPORTS BY OFFICERS

### 8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

#### 8.1.1 Contracts approved by the CEO

*Cr Forsyth*

*Cr Nicholas*

*That the Contracts approved by the CEO be noted.*

Contract No:	CQ 18/008	Process:	Request for Quotation
Title:	Design and Construction of the realignment of the Hero Trail		
Tenderer:	Trail Scapes Pty Ltd		
\$ (excl. GST):	\$80,560		

Contract No:	CQ 18/0514	Process:	Request for Quotation
Title:	Civil construction works to extend kerb and channel, side entry pit and pipe/headwall		
Tenderer:	Stadelmann		
\$ (excl. GST):	\$45,145.		

Contract No:	CQ 18/017	Process:	Request for Quotation
Title:	Contract civil works to address urban drainage issues		
Tenderer:	Hutchinson Civil		
\$ (excl. GST):	\$49,735		

*Carried*



## **8.2 DIRECTOR ASSETS – WILLIAM JEREMY**

### **8.2.1 Contract 1801801 – Provision of Marketing, Event Support and Communications Services for Dinner Plain**

File Number: CT 18018

#### **INTRODUCTION**

This report relates to the provision of marketing, event support and communications services for Dinner Plain.

*Cr Pearce*

*Cr Keeble*

*That Council awards Contract 1801801 'Provision of Marketing, Event Support and Communications Services for Dinner Plain' to Karl Gray Media for a 1 year term commencing 1 July 2018, with the option of two 1 year extensions, at a year 1 annual price of \$50,000 + GST.*

*Carried*

#### **BACKGROUND**

Council provides additional marketing, events support and communications services specific to Dinner Plain village. These services have historically been delivered by a Council Officer. In January 2018 this position became vacant, and a subsequent recruitment campaign was not successful in identifying a suitable replacement candidate. Delivery of the service through to the end of the 2017/18 financial year was tendered, and through this process Karl Gray Media was awarded the work.

A Request for Tender has been prepared for the delivery of the service from 1 July 2018. Tenders opened on 13 April 2018 and closed on 10 May 2018. The Request for Tender was advertised in the Herald Sun and local newspapers and was available on Tenders.Net and on the Alpine Shire Council website.

Tender documents were downloaded by 61 prospective tenderers with 4 conforming tenders received.

#### **EVALUATION**

The evaluation panel comprised Council's Manager Economic and Community Development and Director Assets.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social



Following the assessment of offers, it was determined that the Tender received from Karl Gray Media best meets the selection criteria.

### **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:

- A thriving and connected community.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient provision within the Draft 2018/19 Budget to cover the cost of this service in the 2018/19 financial year. Exercising the option to extend this contract would be subject to the provision of budget in subsequent years.

### **CONSULTATION**

During the preparation of the Request for the Tender, Council officers engaged with key stakeholders, including Dinner Plain business owners and members of Dinner Plain community groups.

### **CONCLUSION**

Following a comprehensive assessment, the tender from Karl Gray Media is considered 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
- Manager Economic and Community Development

### **ATTACHMENT(S)**

- Nil





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

### **8.3.1 Protected Disclosure Policy**

File Number: Policy Register

#### **INTRODUCTION**

The purpose of this report is to outline minor changes to the Protected Disclosure Policy and seek Council's adoption of the revised policy.

*Cr Knapstein*

*Cr Nicholas*

*That Council:*

- 1. Note the changes to Alpine Shire Council Protected Disclosure Policy in relation to the protected disclosure coordinator and officer, welfare manager and responsibilities for managing the policy;*
- 2. Revoke Alpine Shire Council Protected Disclosure Policy No. 092, Version 1;*
- 3. Adopt Alpine Shire Council Protected Disclosure Policy No. 092, Version 2; and*
- 4. Sign and seal Alpine Shire Council Protected Disclosure Policy No. 092 version 2 at the appropriate time of the meeting.*

*Carried*

#### **BACKGROUND**

Council's current Protected Disclosure Policy was adopted by Council on 6 August 2013 and has not been reviewed in the intervening period.

The existing policy defines the roles of protected disclosure coordinator and protected disclosure officer as Manager Sustainable Development and Governance Support Officer respectively. Neither of these positions exists in the current organisation structure.

The policy also refers to a welfare manager however the policy does not define who the welfare manager is or what they are responsible for.

Section 7 of the policy outlines which Council officers have responsibilities for implementation, compliance, review and interpretation of the policy. The positions nominated in this section no longer exist in the current organisation structure.

#### **ISSUES**

The key issue with the current policy is the linking of the key roles of protected disclosure coordinator and protected disclosure officer to the titles of positions within the organisation structure which is subject to change over time.



The proposal to address this issue is to define these roles as a Council officer appointed by the Chief Executive Officer. In this way as circumstances change with either the organisation structure or change over in personnel the Chief Executive Officer has the flexibility to nominate the most appropriate employee to each of these roles.

This review has also included a definition for welfare manager consistent with the protected disclosure procedures that support the policy. The welfare manager is appointed by the protected disclosure coordinator to manage the general welfare of the person making the disclosure.

The review has also taken the opportunity to update the Council officers responsible for implementation, compliance, review and interpretation of the policy.

While this policy review only addressed relatively minor issues resulting from organisation structure changes and included a scan to ensure the policy is still consistent with legislation, a broader review of the policy will be undertaken as part of the programmed policy and procedure review.

Following approval of changes to the policy, the protected disclosure procedures will be reviewed and updated accordingly and staff informed of the appointed protected disclosure coordinator and officer.

### **POLICY IMPLICATIONS**

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

- A responsible and sustainable organisation.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Protected Disclosure Policy has been reviewed in-house within existing employee resources.

### **CONSULTATION**

The Audit Committee has been briefed on the proposed changes to the policy.

### **CONCLUSION**

This minor review of the Alpine Shire Council Protected Disclosure Policy was prompted by changes to the organisation structure over the past couple of years. The key change is that the roles of protected disclosure coordinator and protected disclosure officer will be appointed by the Chief Executive Officer, rather than being defined by the title of a role. A definition for welfare manager has also been included.



**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate
- Manager Corporate
- Health Safety and Risk Officer

**ATTACHMENT(S)**

- 8.3.1 Alpine Shire Council Protected Disclosure Policy No.092, Version 2



## 8.3.2 Finance Report Quarterly Review

### INTRODUCTION

The purpose of this report is to note the Finance Report Quarterly Review for the period ending 31 March 2018.

*Cr Keeble*

*Cr Pearce*

*That Council note the Finance Report Quarterly Review for the period ending 31 March 2018.*

*Carried*

### ISSUES

#### Background

The purpose of the Finance Report Quarterly Review is to provide a summary of Council's finance performance is to its full year 2017/18 budget as at the end of the quarter. Contents include:

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

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

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

#### Highlights

Council is forecasting a full year surplus of \$4.7m, which is \$2.0m higher than budget of \$2.7m. The primary drivers of this increased forecast 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, the 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;
- Higher than expected rates and fees income by \$0.3m primarily as a result of increased development in the Shire; and
- Reduced materials and services expenditure by \$0.3m due to a combination of cost savings and delays.



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 (i.e. short term debt). This compares well to the minimum target ratio of 1.2 and is higher than the average for Victorian Councils of 2.9.

### **POLICY IMPLICATIONS**

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

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

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

- A responsible and sustainable organisation.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Financial performance to date indicates a higher-than-expected surplus for the end of year. It is expected that funds will be drawn down throughout the next financial year due to the significant capital works pipeline outlined in the draft Alpine Shire Council 2018/19 Budget Report.

### **CONSULTATION**

The report is prepared based on a rigorous process which includes:

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



**CONCLUSION**

The Finance Report Quarterly Review For the period ending 31 March 2018 is presented for noting.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate
- Manager Corporate
- Accountant

**ATTACHMENT(S)**

- 8.3.2 Finance Report Quarterly Review period ending 31 March 2018.



### 8.3.3 Procurement Policy

File Number: Policy Register

#### **INTRODUCTION**

The Procurement Policy is a key instrument that outlines the principles and standards for the purchase of all goods, services and works by the Council.

Under Section 186A of the *Local Government Act 1989* it must be reviewed at least once in each financial year.

The purpose of this report is to propose amendments to the Procurement Policy and seek Council's adoption of the revised Policy.

*Cr Keeble*

*Cr Nicholas*

*That Council:*

- 1. Notes the review of the Procurement Policy No. 089 2018 has been completed;*
- 2. Revoke Alpine Shire Council Procurement Policy No. 089, Version 4;*
- 3. Adopt Alpine Shire Council Procurement Policy No. 089, Version 5; and*
- 4. Sign and seal Alpine Shire Council Procurement Policy No. 089 Version 5 at the appropriate time of the meeting.*

*Carried*

#### **BACKGROUND**

The Procurement Policy is based on 2014 collaboration between Alpine Shire Council, Indigo Shire Council and Towong Shire Council in the spirit of fostering ongoing working relationships between the three councils.

Each year the Policy is reviewed to ensure that Council's purchasing practices are fair and transparent, meet legislative requirements, aligns to sustainable procurement principles, and deliver best value outcomes for ratepayers. The Policy is also assessed to ensure that it is clear and easy to understand, and fit-for-purpose given the obligations it sets out for persons undertaking procurement on behalf of Council.

#### **ISSUES**

##### Introductory Sections

The introductory sections of the Policy including the Policy Statement, Purpose, Scope and Principles have been amended for brevity and clarity.

##### Environmental Sustainability

The Environmental Sustainability Principle within the policy has been reviewed for completeness, and an amendment has been made to incorporate the preference for purchasing products and services which address recycling and reusability concerns.



### Quotation and Documentation Requirements

The Methods and Thresholds section of the Policy outlines the minimum standards to apply to all procurement activities within nominated spend thresholds, and is a key reference for persons involved in procurement on behalf of Council. It outlines the means by which quotations are to be sought and the minimum standards for purchase documentation.

Purchase documentation may consist of a purchase order, which is a standard Council document outlining minimum terms and conditions to apply to a purchase; or a bespoke written contract outlining specific terms and conditions.

Proposed changes to minimum standards include:

- Removal of the requirement for a written contract for spends between \$10,000 and \$75,000, as a purchase order may be sufficient in a number of circumstances for purchases within this range. Officers should still consider whether a bespoke written contract is desirable to obtain best value outcomes;
- Removal of the requirement for a purchase order for spends over \$75,000, as the standard already stipulates that a written contract is required, which should contain all of the necessary terms and conditions;
- Removal of the requirement to seek quotes from five suppliers for spend between \$75,000 and \$150,000, as a) there is already a minimum standard that a Request for Quotation must be made publicly available on Council's website, and b) there are not always five suppliers available.

### Clarification of Procurement Spend Thresholds

The Policy has been clarified with respect to how procurement spend is to be measured for the purpose of assessing thresholds. 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.

### Use of List Prices

In some cases it is industry practice to provide a list price with no further room for negotiation. An amendment has been made to the Policy has been made to enable the term 'list price' to be interchangeable with the term 'quote' wherever the Policy stipulates that a given number of quotes is to be sought.

### Mandated Services and Suppliers

The Council often needs to procure mandated services from mandated suppliers, for example auditors or water authorities. In such cases there are no options to seek alternative suppliers or solutions, and the purchase must be made. An amendment has been made to the Policy to exempt such circumstances from the requirement for quotations and tenders up to the threshold of \$150,000, after which the Council must invite tenders in line with Section 186 of the *Local Government Act 1989*.





### Legal Services

An amendment has been made to exempt legal services from the requirement for quotations and tenders. This is consistent with Section 186 of the *Local Government Act 1989* which stipulates that the requirement to tender for procurement in excess of \$150,000 does not apply to contracts exempted by the regulations; specifically legal services are exempted under the *Local Government (General) Regulations 2004*.

### **POLICY IMPLICATIONS**

The Policy has been reviewed in accordance with Sections 186 and Section 186A of the *Local Government Act 1989*.

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

- A responsible and sustainable organisation.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Procurement Policy is a key instrument in ensuring that Council obtains best value outcomes for ratepayers.

### **CONSULTATION**

The proposed Policy amendments have been based on consultation with Council officers, managers, directors and the Chief Executive Officer. The Victorian Local Government Best Practice Procurement Guidelines have also been consulted in reviewing the Policy.

### **CONCLUSION**

Changes are proposed to the Procurement Policy to ensure that it remains fit-for-purpose, that it comprehensively addresses the principles of sustainable procurement, and that it is clear and easy for staff to follow. The amended Procurement Policy is presented for Council's consideration and adoption.

### **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate
- Manager Corporate

### **ATTACHMENT(S)**

- 8.3.3 Alpine Shire Council Procurement Policy No.089, Version 5



### **8.3.4 Councillor Reimbursement of Expenses Policy (76) and Mayor and Councillor Vehicles Policy (75)**

File Number: Policy Register

#### **INTRODUCTION**

This report deals with minor updates to the Councillor Reimbursement of Expenses Policy, and the revocation of the Mayor and Councillor Vehicle Policy.

*Cr Nicholas*

*Cr Pearce*

*That Council:*

- 1. Notes the proposed amendments to the Councillor Reimbursement of Expenses Policy, including the incorporation of vehicle provision for councillors.*
- 2. Revoke the Councillor Reimbursement of Expenses Policy No 076, Version 2.01;*
- 3. Revoke the Mayor and Councillor Vehicle Policy No. 075, Version 2;*
- 4. Adopt the Councillor Reimbursement of Expenses Policy No 076, Version 3; and*
- 5. Sign and seal the Councillor Reimbursement of Expenses Policy No 076, Version 3 at the appropriate time of the meeting.*

*Carried*

#### **BACKGROUND**

The Councillor Reimbursement of Expenses Policy was last adopted by Council in August 2013, and the Mayoral and Councillor Vehicles Policy in June 2012.

The Councillor Reimbursement of Expenses Policy identifies councillor entitlements, and clarifies the approval process for reimbursement of expenses incurred by councillors while undertaking their duties. The Mayoral and Councillor Vehicles Policy identifies arrangements for the provision of motor vehicles for the Mayor, Deputy Mayor and councillors.

In the intervening years since both policies were last adopted, Council's approach to vehicle provision across the organisation has been reduced. While previously there were dedicated vehicles for the Mayor and Deputy Mayor, and other councillor-only vehicles, this is no longer the case. Currently there is a Mayor-only vehicle, while all other councillors access the pool of fleet vehicles maintained at the Bright office, which is shared with staff.



## **ISSUES**

### **Mayor and councillor vehicles**

The reduction in vehicle provision for councillors means that it is no longer necessary to maintain a separate policy for this purpose. The Mayor-only vehicle and shared access to fleet vehicles for all other councillors has been merged into the Councillor Reimbursement of Expenses Policy. This means that councillor entitlements are now all dealt with in the one policy, which reduces duplication and mirrors current vehicle provision.

### **Expenses**

There have been minor updates to the Communication Equipment section outlined in the Councillor Reimbursement of Expenses Policy. Previously the policy indicated that there would be a maximum of 3GB / month data allowance for councillor computer devices (currently iPads). Proposed changes to the policy have removed the reference to '3GB', and simply state that data allowance will be provided for Councillor related duties. This allows Council to renegotiate data plans as required. No other changes have been made to reimbursement allowance amounts.

### **Attendance at conferences**

The previous Councillor Reimbursement of Expenses Policy stated that councillors must seek approval at a Briefing Session prior to attendance at conferences and events valued at more than \$500, and for interstate visits. Attendance at any international event requires the approval of Council at a Council meeting.

This has been simplified to Mayor and CEO approval for both Victorian and interstate conferences, and a Council resolution for international visits.

Reporting on conferences and travel was previously required to be presented to a council meeting. This has not been undertaken consistently in the past, and councillors have requested that the requirement be reviewed to communicating key findings to other councillors following attendance. This may be through discussion at a Briefing Session or through other means agreed on by all councillors.

### **Changes to legislation**

The *Local Government Bill 2018* was introduced to parliament on 23 May 2018. At the time of writing, a Councillor Expenses Policy is one of the first policies that a new Act will require by 1 July 2019. It is anticipated that guidance from Local Government Victoria will be released in January 2019. This will be the opportunity for Council to revisit its approach to expenses and entitlements, in line with government and community expectations.

## **POLICY IMPLICATIONS**

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

- A responsible and sustainable organisation.



### **FINANCIAL AND RESOURCE IMPLICATIONS**

Both policies have been reviewed in-house. Councillor allowances and expenses are provided for within Council's annual budget each year. Proposed changes to policies do not affect the annual budget.

### **CONSULTATION**

Councillors have been consulted on the proposed changes.

### **CONCLUSION**

The minor review of the Councillor Reimbursement of Expenses Policy was prompted by the need to update and clarify Council's position on the outdated Mayor and Councillors Vehicle Policy. The minor review ensures that the Councillor Reimbursement of Expenses Policy is current, preparing for an update due by 1 July 2019.

### **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate
- Manager Corporate
- Governance Officer

### **ATTACHMENT(S)**

- 8.3.4 Councillor Reimbursement of Expenses Policy No 076 – version 3



### 8.3.5 Public Amenity and Public Place Waste Contract Extensions

File Number: 110220; 1102204; 1102202; 1102203

#### **INTRODUCTION**

The purpose of this report is to activate a two year extension on each of the listed, expiring contracts.

*Cr Keeble*

*Cr Nicholas*

*That Council:*

- 1. Enacts the 2 year option to extend on Contract No. 110220 with P & A Smith, for the provision of Public Waste and Recycling Collection - Upper & Lower Ovens Valley, to 31 August 2020 to an estimated value of \$227,220 + GST.*
- 2. Enacts the 2 year option to extend on Contract No. 1102202 with P & A Smith, for the provision of Facility Cleaning Services - Upper & Lower Ovens Valley, to 31 August 2020 to an estimated value of \$258,870 + GST.*
- 3. Enacts the 2 year option to extend on Contract No. 1102204 with Mount Beauty Carpet Care Pty Ltd, for the provision of Public Waste and Recycling Collection - Kiewa Valley, to 31 August 2020 to an estimated value of \$64,305 + GST.*
- 4. Enacts the 2 year option to extend on Contract No. 1102203 with Mount Beauty Carpet Care Pty Ltd, for the provision of Facility Cleaning Services - Kiewa Valley, to 31 August 2020 to an estimated value of \$86,330 + GST.*

*Carried*

#### **BACKGROUND**

The current contracts were awarded at the August 2011 Ordinary Council Meeting following a state wide invitation to tender process.

The contracts commenced on 1 September 2011, for a five year period; each has available two x 2 year extension options.

The first option to extend was approved at the Ordinary Council September 2016.

P&A Smith and Mount Beauty Carpet Care are satisfactorily meeting the requirements under their contracts.

#### **ISSUES**

The provision of public waste and recycling services forms part of the broad sweep of waste services provided to the community by Alpine Shire Council. A review of waste services has been progressively undertaken since this time, in particular the kerbside services and transfer station operating models.

As part of the broader review, an assessment was undertaken in 2016 to assess the viability of Alpine Shire Council taking the provision of the public waste and recycling



collection service in-house. This took into consideration costs of service delivery, operational requirements and the delivery of other waste services.

The review considered costs if the service were delivered by Alpine Shire Council staff and also if the service was delivered through outsourced staff managed by Alpine Shire Council. The review found that extending the current contracts was the most cost effective option, and Council extended the contracts.

A desktop benchmarking review has been undertaken in 2018 to assess if the costs of these services by the existing contractors remain in line with market rates. The outcome of this assessment indicates that Council continues to receive good value through the exercising of these options.

### **CONSULTATION**

The Facilities Officer (Waste), Events Development Officer (Events), Acting Manager Asset Maintenance and Manager Facilities were consulted regarding the quality of service delivered by the existing contractors and provided positive feedback.

### **POLICY IMPLICATIONS**

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

- Highly utilised and well managed community facilities.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient allocation in the draft 2018/19 Budget to deliver the services with an extension of the current contracts.

### **CONCLUSION**

Council exercise its option to extend each of the contracts for the final option period of 2 years. A full market test for the delivery of these services is to be undertaken in 2020.

Extending the current contracts by two years is the best value option for Council.

### **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate
- Manager Facilities

### **ATTACHMENT(S)**

- Nil



## 9 ASSEMBLY OF COUNCILLORS

### INTRODUCTION

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

*Cr Keeble*

*Cr Nicholas*

*That the summary of the Assemblies of Councillor for May 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.

<b>Date</b>	<b>Meeting</b>
1 May	Council Meeting
15 May	Briefing Session
22 May	Briefing Session

### ATTACHMENT(S)

- 9.0 Assemblies of Councillors – May 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 Keeble*

*That the following documents be signed and sealed.*

1. *Section 173 Agreement – Ruby Cecilia Cherry Lot 4 on Plan of Subdivision 300337, Volume 9990 Folio 922. Condition 41 of Planning Permit 2016.62.1 for the subdivision of land into seven (7) lots at 24 Bailey Street, Porepunkah.*

*The Agreement provides for rain water tank and plumbing conditions; finished floor levels; fencing; further subdivision restrictions; and vehicle access.*

2. *Alpine Shire Council Protected Disclosure Policy No.092.*
3. *Alpine Shire Council Procurement Policy No. 089 Version 5.*
4. *Alpine Shire Council Councillor Reimbursement of Expenses Policy No. 076.*
5. *Contract No CT 1710401 in favour of PricewaterhouseCoopers for the Mount Buffalo Business Case Assessment and Activation Project.*

*Carried*

There being no further business the Chairperson declared the meeting closed at 7.59p.m

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Chairperson