



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 **7:00pm**.

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



AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO read the following statement:

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

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

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

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

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

The full meeting is being 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

Cr

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 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 Contracts approved by the CEO

Cr

Cr

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

Cr

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

Cr

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

Cr

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 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

Cr

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

Cr

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

Cr

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

Cr

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.

Date	Meeting
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

Cr

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 ____p.m

.....
 Chairperson



Alpine Shire

SPECIAL COUNCIL MEETING MINUTES

**SPM6 – 19 June 2018
Bright Council Chambers
5:00pm**



The **Special Meeting** of the **Alpine Shire Council** was held in Council Chambers, Great Alpine Road, Bright on **19 June 2018** and commenced at **5:00pm**.

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 William Jeremy – Acting Chief Executive Officer

Ms Nathalie Cooke – Director Corporate

Ms Emma Woolaston – Manager Corporate

APOLOGIES

Cr Peter Roper

Mr Charlie Bird – Chief Executive Officer



AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The Acting 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 at any time during the meeting, you consent to your voice and any comments you make being recorded.

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 Acting CEO read the following statement:

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

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

3 APOLOGIES

Cr Peter Roper

Charlie Bird – Chief Executive Officer

4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST



5 PRESENTATION OF REPORTS BY OFFICER

5.1 DIRECTOR CORPORATE – NATHALIE COOKE

5.1.1 Declaration of the Dinner Plain Special Rate (2018/19)

File Number: 951.02

INTRODUCTION

A Council may declare a special rate for the purpose of defraying the expenses of performing a function that is of special benefit to the persons required to pay the special rate. The declaration of a special rate is a requirement of the *Local Government Act 1989*, Section 163.

The purpose of this report is to declare a Special Rate for the Dinner Plain village (the "Dinner Plain Special Rate") applicable to Commercial / Industrial land only for the period 1 July 2018 to 30 June 2019.

Cr Nicholas

Cr Keeble

That:

- 1. Council note that six submissions were received regarding the proposed declaration of the Dinner Plain Special Rate (2018/19).*
- 2. The Dinner Plain Special Rate (2018/19) be declared for the period 1 July 2018 to 30 June 2019 as follows:*
 - a. A special rate (the Dinner Plain Special Rate) be declared for the purpose of defraying any expenses in relation to the provision of services of special benefit to the owners of Commercial / Industrial land within the Dinner Plain village;*
 - b. The total cost of the performance of this function is estimated to be \$550,000 over one year, based on inclusion of the following services:*
 - i. The Dinner Plain to Hotham winter bus service*
 - ii. Roadways snow clearing*
 - iii. Cross country snow grooming*
 - iv. Marketing and events support specific to Dinner Plain*
 - v. Cable Television Maintenance;*
 - c. The Dinner Plain Special Rate will apply to Commercial / Industrial land within the Dinner Plain village as defined in the attached map;*
 - d. The definition of Commercial / Industrial land is the definition provided in the Alpine Shire Council Budget 2018/19;*
 - e. The basis of the calculation of the Dinner Plain Special Rate for the 2018/19 Financial Year be 43% of the rate in the dollar to be levied as general rates for rateable residential properties, as specified in the*



Alpine Shire Council Budget 2018/19, multiplied by the Capital Improved Value of each parcel of Commercial / Industrial land;

- f. The amount of the Dinner Plain Special Rate to be levied is estimated to be \$194,000 over one year, or such other amount as is lawfully raised as a consequence of this Resolution;***
- g. The amount of the Special Rate will be the amount shown as due and payable in any notice sent to a person required to pay the Dinner Plain Special Rate; and***
- h. Each person liable to pay the Dinner Plain Special Rate is to pay by instalments in line with Council's general rate payment requirements each year.***

3. Submission authors will be notified of the outcome of their submissions.

Carried

BACKGROUND

The Dinner Plain village has for some time been subject to a Special Rate to defray the expenses associated with services of special benefit to Dinner Plain ratepayers. Within the Alpine Shire Council's Budget 2018/19, these services include the Dinner Plain to Hotham winter bus service (\$129,000); roadways snow clearing (\$160,000); cross country snow grooming (\$66,000); marketing and events support specific to Dinner Plain (\$193,000); and Cable Television Maintenance (\$2,000).

The declared Special Rate for Dinner Plain has been reducing over time, from 80.7% of the General Rate in 2015/16, to 65% of the General Rate in 2016/17 and 43% of the General Rate in 2017/18.

At the April 2018 Ordinary Council Meeting, Council resolved to give notice of its intention to declare a special rate for the provision of services of special benefit to the Dinner Plain village for the period 1 July 2018 to 30 June 2019. It was proposed that the Special Rate be aligned to the differential rate for Commercial / Industrial land in the rest of the Shire, and that it is only paid by ratepayers who own Commercial / Industrial land within the Dinner Plain village (which under the Rating Policy includes holiday lets).

An initial assessment of properties to be included under the Commercial / Industrial definition was conducted, and letters sent to all Dinner Plain ratepayers to confirm whether their land was Commercial / Industrial or Residential in nature. Based on the responses it has been estimated that \$194,000 will be collected by the Special Rate in 2018/19. This is slightly lower than the \$197,000 estimated in the proposal to declare a Special Rate, due to a) a small additional number of ratepayers confirming that the status of their land is Residential rather than Commercial / Industrial, and b) a small change to the rating calculation following the revaluation of properties across the Shire.



ISSUES

Six (6) submissions were received throughout the public exhibition period as summarised below:

Submission	Summary Description	Response
Submitter 1	Concern over specific services being included in the Dinner Plain Special Rate, as they benefit all ratepayers and not just Commercial / Industrial property owners; namely, snow clearing of public roadways, and cable TV maintenance.	It is acknowledged that residential ratepayers also gain benefit from these services, however it is estimated that Commercial / Industrial property owners gain further benefit due to their ability to generate income being enhanced by these services. It is noted that a Special Rate does not need to be applied to all ratepayers that benefit from the Special services.
Submitter 2	Submission made via the Council website with nil content.	Attempts were made to contact the submission author, unsuccessfully. No response required.
Submitter 3	Concern over the Special Rate being applicable to holiday houses that are not let 52 weeks of the year.	The application of the Special Rate to holiday houses is aligned to the definition of Commercial / Industrial under the Rating Policy, and is the approach across the whole of the Shire. This definition includes all holiday lets, regardless of the letting period, and enables practical and transparent application. Council identifies holiday lets through a scan of accommodation provider websites. Council has also sent letters to Dinner Plain residents to confirm whether their property status is commercial or residential under this definition.
Submitter 4	Concerns over holiday houses being classified the same as large commercial businesses; concern that residential ratepayers will not pay the Special rate going forward; concern over Council's ability to identify residences that are privately rented.	
Submitter 5	Questions the requirement for the Special Rate given that the Council holds excess funds for Dinner Plain. Concerns that the Dinner Plain to Hotham bus service is not adequate.	<p>The special services funded by the Special Rate are estimated to cost \$356,000 more than the Special Rate will raise in FY18/19. The difference will be funded by the Dinner Plain Reserve where the noted excess funds are held.</p> <p>The frequency and price of the Dinner Plain to Hotham bus has been determined with due consideration to the benefit of the service to Dinner Plain ratepayers and the cost of providing the service.</p>



Submitter 6	Suggestion to make the Dinner Plain to Hotham bus free to encourage residents and visitors to Dinner Plain.	The Dinner Plain to Hotham bus is already subsidised by a combination of Special Rate and general Council funds for an amount of \$129,000. The price per trip aids in remaining cost recovery and the balance of subsidisation has been determined with due consideration of the benefit of the service to Dinner Plain ratepayers.
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POLICY IMPLICATIONS

The preparation of the Dinner Plain Special Rate 2018/19 strategy is in accordance with the:

- Special Rates and Charges, Ministerial Guidelines, September 2004
- *Local Government Act 1989*
- Alpine Shire Rating Strategy
- Strategic Resource Plan

FINANCIAL AND RESOURCE IMPLICATIONS

The Dinner Plain Special Rate for 2018/19 is proposing to raise an estimated \$194,000 over the 12 month period. This is significantly less revenue than the cost of the Special Rate services which are estimated to cost \$550,000 over the same period.

In line with the 2017/18 Dinner Plain Special Rate declaration, Council is committed to delivery of a \$1.5m pipeline of new and upgrade capital works within Dinner Plain by 2027. Since this commitment was made, Council is on track to deliver capital expenditure of \$232,500 in 2017/18 and has forecast capital expenditure of \$202,000 in 2018/19 on new and upgrade capital works in Dinner Plain.

CONSULTATION

Under Section 163 of the *Local Government Act 1989*, Council must give public notice of its intention to make a special rate declaration. This is conducted through a formal process in accordance with s223 of the *Local Government Act 1989*, which includes a 28 day period where the public can provide submissions regarding the proposed declaration, and can request to be heard by a committee of Councillors in support of their submission.

The Dinner Plain Special Rate 2018/19 was released for public comment following the April Ordinary Council meeting. Public submissions formally closed on Thursday the 10 of May, with a total of six submissions received. No submission authors requested to be heard by a committee of Councillors in support of their submission. A summary of all submissions received is located in the 'issues' section of this report.

**CONCLUSION**

Council is now in a position to declare Dinner Plain Special Rate 2018/19 in line with the requirements of the *Local Government Act 1989*.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer
- Director Corporate
- Director Assets
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

- 5.1.1 Dinner Plain Village Rate Map



5.1.2 Draft 2018/19 Budget Submissions

File Number: 910.26

INTRODUCTION

The purpose of this report is to respond to the submissions received under section 223 of the *Local Government Act 1989* (the Act) relating to the Alpine Shire Council Draft 2018/19 Annual Budget.

Cr Keeble

Cr Forsyth

That:

1. *Written and verbal submissions received pursuant to Sections 129, 130 and 223 of the Local Government Act 1989, be considered in relation to the 2018/19 Budget.*
2. *The following amendments be made to the Alpine Shire Council 2018/19 Budget:*

Reference	Budget Section	Submission / Amendment	Value in Draft Budget	Amount to be Adopted
Carry forward funds for the following 2017/18 capital projects:				
Submission 1	5.4.1	Myrtleford Landfill Loader	\$-	\$90,000
		Bright Office Renewal Stage 2 - General	\$200,000	\$240,000
		Bright Office Renewal Stage 2 – Air Conditioning	\$30,000	\$45,000
		Bright Office Renewal Stage 2 – Double Glazing	\$30,000	\$45,000
		Porepunkah Riverside Park Amenities Renewal	\$-	\$48,650
Amend allocation to the following 2018/19 capital projects:				
Submission 1	5.4.1	Kerb and Channel Renewal (2018/19)	\$75,000	\$40,000
Allocate budget to the following capital projects:				
Submission 1	5.4.1	Mount Beauty Library Shade	\$-	\$6,000
Submission 2	5.4.1	Toner Avenue Footpath	\$-	\$15,000



Allocate budget to the following operational expenses:				
Submission 1	4.1	Asbestos Registers	\$-	\$25,000
		Alpine Planning Scheme Technical Review	\$-	\$10,000
		October 2016 Flood Damage Restoration	\$-	\$120,000
Submission 3	4.1	Wandiligong Diggings	\$-	\$5,000
Submission 4	4.1	Alpine Radio	\$-	\$2,000
Amend budget for the following operational expenses:				
Submission 1	4.1	Small Plant and Equipment Maintenance	\$80,000	\$15,000
Amend grant income for the following capital projects:				
Submission 1	5.4.1	Roads to Recovery Income (2017/18)	\$529,737	\$450,000
		October 2016 Flood Damage Remediation	\$-	\$201,000
		December 2017 Flood Damage Remediation	\$-	\$130,000
		Alpine Events Park	\$935,000	\$1,309,000
Amend the following general grant income:				
Submission 1	5.2.1	Victorian Grants Commission Administration Income	\$3,635,312	\$1,817,656
Amend the following rates and charges:				
Submission 1	5	Landfill Levy Income	\$667,100	\$667,662
		Kerbside Collection Income	\$2,184,831	\$2,186,014
		Financial Transfer to Waste Reserve	-\$565,301	-\$567,046
		Dinner Plain Rates and Charges Income	\$895,933	\$867,746
		Rates and Charges Administration Income	\$13,984,629	\$14,053,69



3. *The following submissions are to be further assessed, or operationally managed by the Alpine Shire Council as per the comment detail, however do not result in changes to the Alpine Shire Council 2018/19 Budget for the stated reasons:*

<i>Reference</i>	<i>Submission Proposal</i>	<i>Value</i>	<i>Rationale and Approach</i>
<i>Submissions 5-10</i>	<i>West Kiewa Trail Extension</i>	<i>Stage 1 extension to the confluence with the Kiewa River East Branch - \$150,000</i> <i>Stage 2 return path – not determined</i>	<i>There is a barrier to completion of the full trail extension as access to relevant land is restricted by landholder waterfront licenses due for renewal in 2019. Council has registered interest in participating in the renegotiation of these licenses and will continue to liaise with DELWP directly in this regard.</i>
<i>Submission 11</i>	<i>Review of several Council strategies including tourism, rental availability, waste and recycling</i>	<i>Not applicable</i>	<i>No immediate changes to Budget proposed.</i>
<i>Submission 12</i>	<i>Review of several Council strategies including tourism, waste and revenue generation</i>	<i>Not applicable</i>	<i>No immediate changes to Budget proposed.</i>
<i>Submission 13</i>	<i>Kiewa Valley Historical Society (KVHS) Storage</i>	<i>\$150,000 (submitter's estimate)</i>	<i>Alpine Shire Council will investigate digitisation of Council's archives to enable the KVHS storage to be relocated to the current Council archives location nearby. A new project, Alpine Shire Council Archive Digitisation, will be added to the project pipeline for prioritisation in a future year, to enable this transition.</i>
<i>Submission 14</i>	<i>Happy Valley Creek Clean-Up</i>	<i>Not determined</i>	<i>Maintenance work will be undertaken to improve the presentation of the creek in the short term. A new project, Happy Valley Creek Renewal, will be</i>



			<i>added to the project pipeline for prioritisation in a future year.</i>
<i>Submission 15</i>	<i>Sealing of a service road behind Foodworks in Myrtleford</i>	<i>Not determined</i>	<i>This land is a combination of private property and Crown Land. The current sealed surface will be maintained as required, but not extended.</i>

4. *The following submissions are not to be incorporated into the Alpine Shire Council 2018/19 Budget for the stated reasons:*

<i>Reference</i>	<i>Submission</i>	<i>Value</i>	<i>Comment</i>
<i>Submission 16</i>	<i>Tawonga South pathway between Reid and Allamar Courts</i>	<i>Not determined</i>	<i>This project will be added to the pipeline for prioritisation in a future year.</i>
<i>Submission 17</i>	<i>Drinking fountain at Mt Bogong Lookout</i>	<i>Not determined</i>	<i>This project will be added to the pipeline for prioritisation in a future year.</i>
<i>Submission 18</i>	<i>East Ovens Footbridge - Harrietville</i>	<i>\$65,000 (submitter's estimate)</i>	<i>The proposed bridge location is within the Alpine National Park boundary. Therefore the responsible authority to deliver this bridge is Parks Victoria, not Council.</i>
<i>Submission 19</i>	<i>Kerbside guttering 58-80 Kiewa Valley Highway</i>	<i>\$44,000</i>	<i>Council will deliver this project in 2017-18 with funding provided by VicRoads.</i>

5. *Submission authors be notified of the outcome of their submissions.*
6. *The committee formed for the purposes of hearing submissions on the draft Budget 2018/19 be dissolved.*

Carried

BACKGROUND

Budget overview

Council has prepared an Annual Budget for 2018/19 which is aligned to the vision in the draft Council Plan 2017-21. It continues on our commitment to keep operational spend low, while directing funds to community services and capital works projects that support and build community safety and wellbeing; attract visitors and investment; and boost the local economy.

Key budget information is provided in the draft Annual Budget about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.



Budget process

In advance of preparing the draft annual Budget, Officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan (SRP), which is the key medium-term financial plan produced by Council on a rolling basis. In addition Council prepares and models a Long Term Financial Plan to ensure financial sustainability for at least 10 years into the future.

The preparation of the budget, within this broader context, begins with Officers preparing the operating and capital components of the annual budget during January and February. Consideration is also given to submissions received in the prior year which were not funded and community consultation which has occurred throughout the year. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings. A draft budget is prepared in accordance with the *Local Government Act 1989* and submitted to Council for approval 'in principle'. Council then seeks feedback from the Community through the formal submission process.

Submission process

Budget submissions are an important and valuable process to ensure that Council are meeting the needs and expectations of our community. Submissions also need to be considered within the budget preparation framework to ensure that only adequately scoped and costed submissions are included to avoid funds being allocated that will not be spent.

Council Officers also have the opportunity to make an internal submission. The purpose of an internal submission is to ensure relevant information which arises after the budget has been placed on exhibition for public comment is considered by Council for inclusion in the final budget. Internal submissions must be endorsed by Council under the same process as external submissions.

POLICY IMPLICATIONS

The Budget is prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. The following requirements are set out:

Local Government Act 1989

Section 127 – Council must prepare a budget

Section 129 – Public notice

Section 130 - Adoption of budget

Section 223 – Right to make a submission

Local Government (Planning and Reporting) Regulations 2014

Regulation 9 – The financial statements

Regulation 10 – Other information to be included

Regulation 11 – Public notice of proposed budget or revised budget



FINANCIAL AND RESOURCE IMPLICATIONS

The net impact of the submissions which are recommended for incorporation into the 2018/19 Budget is as follows:

- Operating expenditure : increased by \$97,000
- New capital expenditure: decreased by \$14,000
- Carried forward capital expenditure : increased by \$208,650
- Change in income: decreased by \$1,149,826.

It is noted that the decrease in income is particularly impacted by the internal submission relating to the Victorian Grants Commission Administration Income. The amount in the draft budget was \$3,635,312; half of this amount is now to be received earlier, in the 2017/18 financial year. As such the impact is timing only and does not significantly impact on cash balances.

Overall the final Budget surplus is projected at \$3.7m compared to a draft budget projection of \$4.8m.

CONSULTATION

A requirement of the preparation of the budget, is that Council must provide an opportunity for the public to make submissions regarding any proposal contained within the draft budget. This is conducted through a formal process in accordance with s223 of the *Local Government Act 1989*, which includes a 28 day period where the public can provide budget submissions to Council, and can request to be heard by a committee of Councillors in support of their submission.

The draft 2018/19 Budget was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Thursday 10 May, with a total of 19 submissions received.

Those that formally requested to be heard in support of their written submission, attended a committee of Council on Tuesday the 15 May which was formed according to Section 223(1)(b) of the *Local Government Act 1989*.

CONCLUSION

All submissions received have been considered to ensure that Council is meeting the needs and expectations of our community. This report reflects the Officers' recommendations to Council following a review of the cost and scope of each submission, and overall deliverability of the full scope of 2018/19 work.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Chief Executive Officer
- Director Corporate
- Director Assets
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

Nil



5.1.3 Adoption of the 2018/19 Budget

File Number: 910.26

INTRODUCTION

The purpose of this report is to adopt the 2018/19 Budget, incorporating the:

- Strategic Resource Plan;
- Rates and charges for the 2018/19 financial year.

Cr Keeble

Cr Nicholas

That:

1. *Total rates and charges of \$(18,049,320) be raised in the 2018/19 financial year based on setting 'the rate in the dollar' and 'charges' as follows:*
 - a. *General (residential) rate (0.004424)*
 - b. *General (residential) rate Dinner Plain (0.004424)*
 - c. *Commercial/Industrial differential rate (0.006326)*
 - d. *Farm differential rate (0.003230)*
 - e. *Special rate for rateable Dinner Plain properties (0.001902)*
 - f. *Waste – 80 litre bin (weekly) \$217.71*
 - g. *Waste – 240 litre bin (weekly) \$482.70*
 - h. *Waste – 240 litre bin (fortnightly) \$217.71*
 - i. *Recycling – 140 litre bin (fortnightly) \$89.34*
 - j. *Recycling – 240 litre bin (fortnightly) \$89.34*
 - k. *Recycling – 360 litre bin (fortnightly) \$89.34*
 - l. *Recycling – 240 litre bin (weekly) \$178.80*
 - m. *Recycling – 360 litre bin (weekly) \$178.80*
 - n. *Dinner Plain standard waste service \$668.86*
 - o. *Dinner Plain commercial waste service \$1471.06*
 - p. *General waste charge \$89.20*
2. *The Alpine Shire Council Budget 2018/19, including the Strategic Resource Plan and incorporating the amendments adopted by Council in the submissions report (agenda item 5.1.2 of this Special Council Meeting) be adopted.*
3. *Rates and charges must be paid by four instalments on or before 30 September 2018, 30 November 2018, 28 February 2019 and 31 May 2019 in accordance with Section 167 of the Local Government Act 1989.*



4. *The Chief Executive Officer be authorised to give public notice of adoption of the 2018/19 Budget and forward a copy to the Minister in accordance with section 130 of the Local Government Act 1989.*

Carried

BACKGROUND

Based on ongoing community consultation, Council has prepared a Budget Report for 2018/19 which is aligned to the vision in the Council Plan 2017-21. It contributes to our commitment to keep operational spend low, while directing funds to community services and capital works projects that support and build community safety and wellbeing; attract visitors and investment; and boost the local economy.

The budget projects a surplus of \$3.7m which is influenced by:

- a) a Rate increase of 2.25%, in line with the Fair Go Rates System which caps Victorian Council rate increases in line with inflation, minus an adjustment to ensure that we are delivering annual savings to our rate payers;
- b) an alignment of the Dinner Plain Special Rate to the differential rating strategy across the rest of the shire, so that it is only paid by Dinner Plain commercial and industrial ratepayers going forward. This will mean a significant saving on rates for Dinner Plain residential ratepayers, who have previously also paid a declared Special Rate;
- c) A continued strong capital works program totalling \$11.4m in FY18/19;
- d) A proposed trial for free green waste disposal on two selected weekends in FY 18/19;
- e) A continuation of prudent cost management principles and smart sourcing strategies which secure the best supplier deals for our ratepayers;
- f) A prioritised approach to the delivery of services and initiatives which sees the Council able to maintain a 'flat' staffing profile with no increase in staffing numbers;
- g) An ongoing wage freeze under the current Enterprise Bargaining Agreement until 30 June 2019.

Further detail on the operating result, strategic objectives, initiatives, services, cash and investments, capital works, financial sustainability, and rates, charges and fees can be found within the annexed report.

POLICY IMPLICATIONS

The Budget is prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014. The following requirements are set out:

Local Government Act 1989

Section 126 - Strategic Resource Plan

Section 127 – Council must prepare a budget

Section 129 – Public notice



Section 130 - Adoption of budget

Section 158 – Declaring rates and charges

Section 161 – Differential rates

Section 162 – Service rate and service charge

Section 163 – Special rate and special charge

Section 223 – Right to make a submission

Local Government (Planning and Reporting) Regulations 2014

Regulation 9 – The financial statements

Regulation 10 – Other information to be included

Regulation 11 – Public notice of proposed budget or revised budget

FINANCIAL AND RESOURCE IMPLICATIONS

The 2018/19 Budget provides a strong financial position for Alpine Shire Council, forecasting an operating surplus of \$3.7m and a working capital ratio of 2.9. This has been achieved whilst delivering a capital works budget in the order of \$11.4m and no reduction in the volume or standard of services delivered to the Alpine Shire.

The materials and services budget remains flat and staff levels are stabilised at 104.7 FTE. Staffing costs have minimally increased due to incremental wage increases within bands due to acquired experience. Outside of these increases wages remain 'frozen' until 30 June 2019 in line with the current Enterprise Bargaining Agreement.

CONSULTATION

The draft budget was subject to a 28 day public submission period, in accordance with s223 of the *Local Government Act 1989*. Overall 19 submissions were received. An in-depth report covering these submissions can be found in item 5.1.2 of this agenda.

CONCLUSION

The 2018/19 Budget has been prepared in accordance with Alpine Shire Council's Council Plan 2017 – 21, its strategic objectives and the *Local Government Act 1989*.

DECLARATION OF CONFLICT OF INTEREST

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

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

ATTACHMENT(S)

- 5.1.3 Alpine Shire Council Budget Report 2018/19



5.1.4 Alpine Shire Council Plan 2017-2021 (review 2018)

File Number: 600.03

INTRODUCTION

An annual review of the Council Plan and Municipal Public Health and Wellbeing Plan is a requirement of the *Local Government Act 1989* and the *Public Health and Wellbeing Plan 2008* respectively. This report ensures that Council is meeting the requirements of both Acts.

Cr Forsyth

Cr Pearce

That:

- 1. Council note that a review of the Alpine Shire Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) has been undertaken in accordance with s125(7) of the Local Government Act 1989 and s26(4) and s27(2)(b) of the Municipal Public Health and Wellbeing Act 2008.*
- 2. The Strategic Resource Plan is updated to reflect the 2018/19 Budget (as per item 5.1.3 of this meeting).*
- 3. The Alpine Shire Council Plan 2017-2021 (review 2018), incorporating the Municipal Public Health and Wellbeing Plan, and the Strategic Resource Plan 2018-2022 be adopted.*
- 4. The Chief Executive Officer is authorised to forward a copy of the adjustments made to the Council Plan to the Minister for Local Government within 30 days, in accordance with s125(10) of the Local Government Act 1989.*

Carried

BACKGROUND

The Council Plan is a key document required under Local Government legislation, and includes the strategic objectives of the Council; strategies for achieving the objectives; strategic indicators for monitoring achievement; a Strategic Resource Plan; and projects / services intended to span the lifetime of the Plan.

The 2017-2021 Alpine Shire Council Plan was developed following the 2016 Elections, and was adopted in June 2017. This was the first time that Council elected to incorporate the Municipal Public Health and Wellbeing Plan (MPHWP) as part of the Council Plan. This change means that Council must be mindful of both s125(7) of the *Local Government Act 1989* (LG Act) and s26(4) and s27(2)(b) of the *Public Health and Wellbeing Act 2008* (PHW Act) when undertaking any reviews of the Council Plan.

Conducting an annual review of these plans is a requirement of each Act.



ISSUES

Council Plan

Proposed Changes

In April 2018, Council resolved the following:

The review proposes the following changes to the Alpine Shire Council Plan 2017-2021:

- 1. Update the Strategic Resource Plan to be consistent with the Long Term Financial Plan identified in the 2018/19 Budget (as adopted in June 2018);*
- 2. No other changes are currently proposed to the document.*

Other than the front cover page of the Council Plan being updated to reflect the 2018 review, no other changes have been subsequently proposed or made to the Council Plan document.

Requirement for Public Submissions

Section 125(9) of the LG Act only requires a public submission process to occur where there are proposed changes to the strategic objectives, strategies or strategic indicators within the Council Plan.

As there were no proposed changes to these items within the Council Plan, no public submission process was required in 2018.

Municipal Public Health and Wellbeing Plan

No change to the strategic direction or content of the MPHWP was proposed as part of the 2018 review.

POLICY IMPLICATIONS

The Council Plan is a key strategic document, required under section 125 of the *Local Government Act 1989*.

The MPHWP (as part of the Council Plan) is required under sections 26 and 27 of the *Public Health and Wellbeing Act 2008*.

FINANCIAL AND RESOURCE IMPLICATIONS

A small cost was required to update the SRP and the front page of the designed Council Plan document. This was accounted for in Council's annual budget.

CONSULTATION

Consultation occurred with Council officers and Councillors. No consultation with the community was required, as there were no intended modifications to the strategic objectives, strategies or strategic indicators within the Council Plan.

**CONCLUSION**

Councillors to note that public exhibition was not required for the proposed updates to the Council Plan. The 2018 review ensures that Council is compliant with both the *Local Government Act 1989* and the *Public Health and Wellbeing Act 2008*.

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)

- 5.1.4 Alpine Shire Council Plan 2017-2021 (2018 review), incorporating the Municipal Public Health and Wellbeing Plan.

There being no further business the chairperson declared the meeting closed at 5.28p.m

Chairperson



MINUTES

MEETING: Audit Committee Meeting No: 4
HELD: Friday 1 June 2018 at 9.30am
LOCATION: Committee Room, Bright Office

IN ATTENDANCE:

Members:

Mark Anderson
Sue Lebish, - departed at 10.25am
Gerard Moore
Sinead Ryan
Cr Kitty Knappstein – arrived at 10.00am
Cr Sarah Nicholas

Officers:

Nathalie Cooke, Director Corporate
Will Jeremy, Director Assets
Kirsten McDonald, Health, Safety and Risk Officer

Auditor: Item 9 only

Nathan Barber, Principal
Richmond Sinnott Delahunty Pty Ltd, Bendigo

Vision Statement:

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

AGENDA

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1. INTERIM CHAIR

The Director Corporate assumed the role of Interim Chair to deal with Items 2 to 5 of the Agenda.

2. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE

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

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

3. APOLOGIES

Charlie Bird, Chief Executive Officer

Emma Woolaston, Manager Corporate

4. DECLARATION OF CONFLICT OF INTEREST

Nil

5. NOMINATION AND RECOMMENDATION OF CHAIR 2018/2019

The Alpine Shire Council Audit Committee Charter 2017 sets out the requirements for the appointment of the Chair of the Audit Committee.

Section 3.4 of the Charter stipulates that:

- *"The chair of the Audit Committee must be an independent member.*
- *The chair must have suitable qualifications in line with the member knowledge and skills criteria in this Charter and as required by section 139 (2A) of the Local Government Act 1989.*
- *The Audit Committee will nominate and recommend to Council a chair each year.*
- *The Alpine Shire Council will formally appoint the Audit Committee Chair".*

The Interim Chair called for nominations for the role of Chair of the Audit Committee 2018/2019.

M Anderson nominated S Lebish for role of Chair of the Audit Committee.

Sue Lebish accepted the nomination.

As there was only one nomination a vote was not required.

That Sue Lebish be recommended to Council for appointment to the role of Chair of the Audit Committee for 2018/2019.

Moved: M Anderson

Second: S Nicholas

Carried

The Director Corporate vacated role of Interim Chair and Sue Lebish as Chair Elect assumed the role of Chair.

At this point of the meeting the Chair Elect requested to discuss the meeting dates for 2018/19. Refer to agenda item 11.1 for outcome and agreed dates.

6. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDATION

That the Minutes of Audit Committee Meeting No: 3 held on 23 February 2018 be confirmed.

Moved: M Anderson

Second: S Ryan

Carried

Attachments

6.1 Minutes of Audit Committee Meeting No: 3, 23 February 2018

7. STANDING ITEMS

7.1 Business Arising from Previous Meeting

Nil

7.2 Progress of Action Sheet

INTRODUCTION

The Audit Committee action sheet is a register of all Audit Committee resolutions and requests that require a subsequent action to be implemented. This report provides an update on the progress and status of the actions.

The Director Corporate, Director Assets and Health, Safety and Risk Officer provided a verbal update on the outstanding actions on the Committee's action sheet

RECOMMENDATION

That progress of the Action Sheet be noted.

Noted

Attachments

7.2 Audit Committee Action Sheet

8. OFFICER REPORTS

8.1 Critical Functions

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health, Safety and Risk Officer

INTRODUCTION

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

RECOMMENDATION

That this report be noted.

Noted

BACKGROUND

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

The framework for identifying Council's critical functions was reported to the Audit Committee at its February 2018 meeting.

Council managers, together with the Health, Safety and Risk Officer, have now completed the impact assessment stage of the process. The purpose of the impact assessment is to:

- identify the services/activities that are undertaken by a business function;
- assess the potential business impact of a disruption to these services/activities; and
- identify the corresponding maximum tolerable period of disruption (MTPD) for each of the services/activities (MTPD = maximum amount of time within which the impacts of not resuming the service would become unacceptable).

The outcome of the impact assessment has been the identification of Council's critical functions.

ISSUES

Critical functions

The impact assessment identified 33 of 176 services that had a MTPD of 1 week or less. These critical functions prioritised by MTPD are:

MTPD	Service
2 hours	Public relations, social media and website
	Municipal emergency management
4 hours	Reception services (excluding cash receipting)
1 day	Core IT services
	Public facility maintenance
	High Country Library Network management system
	School crossings

MTPD	Service
	Food safety
	Animal management
	Snow clearing – Dinner Plain
3 days	Payroll
	Cash Receipting
	IT helpdesk
	Systems and network administration
	Maternal child health
	Events administration
	Alpine Visitor Information Centre
	Councillor support
	Public facility cleaning
	Public bin collection
	Transfer station operations
	Building compliance
	Environmental health compliance
1 week	Supplier payments
	Reconciliations
	Kerbside collection
	L2P
	Council meeting and briefing session administration
	Project management
	Bright Sports Centre - management
	Library service - Bright, Mt Beauty, Myrtleford
	Classified advertising administration
	Systems and network administration

The identification of critical functions addresses action 16/07-06 on the Committee's action sheet and Recommendation 4.3 of the JMAPP Property Risk Management Audit Report 2014-2016.

Strategies for continuity of critical functions

The next stage in this project is to identify and document the immediate and sustainable strategies for recovering the priority functions, services and activities from disruption.

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

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

As part of this stage the minimum levels of resources (people, utilities/essential services, plant and equipment, systems and applications) required to implement the business continuity strategies for critical functions, services/activities will be identified.

This stage of the project will address action 16/07-07 on the Committee's action sheet and Recommendation 4.4 of the JMAPP Property Risk Management Audit Report 2014-2016.

KEY IMPLICATIONS

Legislative Issues

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

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective: A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council's risk
Audit Committee Charter	
Clause 5.3	Risk Management
Clause 5.4	Business Continuity

CONCLUSION

The identification of Council's critical functions is now complete and the next phase of this work, the identification of continuity strategies for the critical functions can progress. Continuity strategies will be prioritised based on the MTPD with those functions with an MTPD of 3 days or less prioritised.

DECLARATION OF CONFLICT OF INTEREST

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

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

Attachments

Nil

8.2 VAGO Report on Local Government and Economic Development

Directorate:	Assets	Department:	Economic and Community Development
Manager:	Manager Economic and Community Development	Author:	Manager Economic and Community Development

INTRODUCTION

This report provides an overview of Council's compliance with the recommendations of the Victorian Auditor General's report on Local Government and Economic Development tabled in March 2018.

RECOMMENDATION

That.

- 1. The proposal to allocate resources and undertake an economic development strategy in 2018/19 be noted.*
- 2. Council be encouraged to address the recommendations of the Victorian Auditor General's report on Local Government and Economic Development, 2018 in the planned economic development strategy.*

Moved: S Ryan

Second: G Moore

That.

- 1. The proposal to allocate resources and undertake an economic development strategy in 2018/19 be noted.*
- 2. Council's plan to develop an economic development strategy and address the recommendations of the Victorian Auditor General's report on Local Government and Economic Development, 2018 in that strategy be noted.*

Carried

ACTION:

Track compliance with VAGO recommendations through Committee action sheet.

BACKGROUND

The Victorian Auditor General's Office (VAGO) examined whether local councils' economic development activities improve the economic viability and sustainability of their municipalities and improve the quality of life for residents.

Due to the greater challenges they face in economic development, the VAGO audit focussed on regional and rural councils - Bass Coast Shire Council, Corangamite Shire Council, Loddon Shire Council, Melton City Council and Southern Grampians Shire Council. VAGO also examined the roles of Regional Development Victoria (RDV) and Local Government Victoria (LGV) in assisting councils to facilitate local economic development.

The report was tabled in Parliament on March 2018. The full report can be accessed at:
<https://www.audit.vic.gov.au/sites/default/files/2018-03/180308-Local-Gov-Eco-Dev.pdf>

FINDINGS

Overall, VAGO found that councils are taking effective steps towards developing well-aligned economic strategies that complement the government's regional priorities.

However councils often fall short of realising their intended economic development outcomes, due to systemic issues including:

- Referral agencies, particularly utility infrastructure and roads agencies, having competing or conflicting priorities in land use planning.
- Lack of resources and relevant skills to access available grants, which rural and smaller councils in particular depend on for funding economic development activities.
- Four year council plans being at odds with the longer term view needed for economic development strategies, which often results in poorly aligned and changing priorities.
- Poor reporting and outcome monitoring due to lack of targets or benchmarks against which to gauge progress, as well as poor links between project reporting and outcome monitoring.

The report makes a total of eight recommendations, three of which are directed to local councils, three specifically to Regional Development Victoria and two to RDV and Local Government Victoria.

The three recommendations relating to councils are:

Recommendation 6: Regularly review alignment between economic development strategies and council plans to improve the continuity of longer term initiatives.

Recommendation 7: Develop comprehensive performance measures for economic development with clearly articulated targets and benchmarks.

Recommendation 8: Monitor and report on economic development outcomes and clearly link actions to intended outcomes.

Council's compliance with the recommendations is outlined in attachment 8.3.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective: A thriving and connected community</i>	
Strategies	Support and encourage investment and enterprise
Audit Committee Charter	
Clause 5.7	Compliance

CONCLUSION

Of the three recommendations relating to local government, Council is confident that it can demonstrate that it regularly reviews alignment of its Council plans to various strategies through various methods to ensure continuity in delivery of long-term initiatives as outlined in VAGO recommendation 6. In order to improve compliance with recommendation 6 and work towards compliance with recommendation 7 and 8, Council will need to develop an economic development strategy.

Council has allocated funds in the proposed 2018/19 budget for preparation of an economic development strategy. The scope for this project will include addressing the recommendations of the VAGO report on Local Government and Economic Development.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Economic and Community Development

Attachments

8.2 VAGO Local Government and Economic Development - Compliance Summary

8.3 Health and Safety Report

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health Safety Risk Officer

INTRODUCTION

The purpose of this report is to provide the Audit Committee with an overview of Council's performance in regards to health and safety matters. This report provides an update for Quarter 3 2017/18 being the period of 1 January to 31 March 2018. A detailed confidential report has been prepared and circulated separately to the agenda.

The Committee discussed ideas for improving the culture around safety including the suggestion to consider a peer buddy system.

RECOMMENDATION

That the Confidential 2017/18 Quarter 3 Health and Safety Report be endorsed for Council adoption.

Moved: S Ryan

Second: G Moore

Carried

BACKGROUND

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

Employee Health and Safety - Register of Events

A total of 17 employee health and safety events were reported during the quarter 3 period as follows:

Hazards = 5

Incident = 2

Injuries = 9

Near miss = 1

Reporting for the quarter was higher than the previous quarter (12 reports) and slightly down on the same period in 2016/17 (20 reports).

Health and Safety Representation

The Health and Safety Committee met once during quarter 3 2017/18.

Training, Education and Awareness

Health and safety training during quarter 3 was relatively quiet with only mandatory or opportunistic training being undertaken including traffic control, snake handling and public venue safety.

WorkCover Claims

During quarter 3 2017/18, one active claim from quarter 2 was closed, three claims (two from 2016/17 and one from Q2) remained active and one new claim was lodged.

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

Employee Health and Wellbeing

Five employees accessed Council's employee assistance program during quarter 3 2017/18.

KEY IMPLICATIONS

Legislative Issues

Compliance with:

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
WorkCover claims management	H	H	<ul style="list-style-type: none"> • Engage external consultant for claims advice, support and management. • Ensure return to work coordinators trained. • Regular reporting to Executive.
Health and safety management	H	H	<ul style="list-style-type: none"> • Further develop and enhance the safety system framework. • Increase attendance at HS Committee. • Provide health and safety training to staff.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

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

CONCLUSION

The 2017/18 Quarter 3 Health and Safety Report highlights that employee hazard, incident, injury and near-miss reporting, was an improvement on the previous quarter and consistent with the same period in 2016/17. Of the nine injuries during the quarter only one progressed to a WorkCover claim. The Health and Safety Committee met once during the quarter and, in addition to standing items, discussed the operation of the river pools, policies and procedures around body-worn camera use and smoking in the workplace.

DECLARATION OF CONFLICT OF INTEREST

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

- Manager Corporate
- Health, Safety and Risk Officer

Attachments

8.3 2017/18 Quarter 3 Health and Safety Report – **CONFIDENTIAL**

8.4 Waste Charges

Directorate: Corporate

Department: Facilities

Manager: Manager Facilities

Author: Manager Facilities

INTRODUCTION

On the 24 April 2018, the Victorian Ombudsman, Deborah Glass OBE, tabled her investigation into Wodonga City Council's overcharging of a waste management levy in the Victorian Parliament.

The investigation found that about 70 per cent of the revenue raised through the charge had been spent on waste-related services however nearly a third had been spent on other council services, such as the maintenance of parks, gardens and other council activities. The council's practice of generating a surplus was at odds with the intent of the *Local Government Act 1989*, which allows councils to levy a waste management charge for 'the collection and disposal of refuse'.

This report provides an overview of Alpine Shire Council's waste management charges and expenses.

The Director Corporate gave a detailed overview of Councils waste charges, how they are calculated, reviewed annually and the use of a reserve to 'smooth out' fluctuations between waste income and expenditure.

RECOMMENDATION

That this report be noted.

Moved: S Nicholas

Second: K Knappstein

Carried

BACKGROUND

Council provides waste services to the community. These include:

- kerbside waste and comingled recyclables collection;
- transfer stations operation; and
- public place waste services.

These services involve the collection, stockpiling, transportation and disposal of waste and other materials. The services are delivered through a combination of external contracts and Alpine Shire Council staff undertaking works.

These services often involve high levels of regulated compliance activity through the Environmental Protection Agency (EPA) and there is a requirement for significant levels of provided infrastructure.

KEY IMPLICATIONS

Legislative Issues

The *Local Government Act 1989* (the Act) section 113 relating to Local Laws provides the mechanism through which Council can impose a fee or charge for the delivery of a service and to regulate the conditions on which that service is delivered.

Section 162 of the Act enables for a Service Charge to be declared for "collection and disposal of refuse". Council's Local Law No 5 – Part 5 specifies the basis upon which the kerbside service applies to properties in the Alpine Shire.

Council levies the following annual waste service charges:

- waste and recycling collection;
- Dinner Plain waste collection; and
- waste management charge.

Waste operates on a siloed budget that considers current operating and capital costs as well as future commitments particularly in relation to forward compliance and infrastructure requirements.

The kerbside charges are applied on a fee for service basis with separate charges for kerbside waste collection and kerbside comingled recyclables collection. It is the objective that the full costs of these kerbside services are recovered through these charges.

The kerbside service delivered in Dinner Plain is a materially different type of service to other areas within the Alpine Shire with a significantly higher cost implication. Therefore the charge for this waste collection is kept separate and applied only to Dinner Plain rate payers. The waste management charge is applied across all rateable properties (excepting vacant land) and is designed to recover the net costs of operating transfer stations, delivery of the public place waste service, legacy monitoring costs, waste services administration costs and infrastructure and capital expenses.

The waste management charge had previously been known as the landfill rehabilitation and development charge. This was changed in the 2016/17 budget year to better reflect the costs being recovered under this charge.

Waste and Recycling Collection

Waste and recycling collection charges are designed to recover the end to end cost of the service. Key component costs are:

- kerbside collection contract cost;
- waste handling, transportation and landfilling costs;
- comingled materials processing costs;
- bins;
- administration; and
- landfill and waste transfer infrastructure costs.

Properties are charged separately for each of the services according to bin size and quantity. The standard service provided is an 80 litre weekly waste (red bin) collection and a 240 litre fortnightly comingled recyclables (yellow bin) collection. Alternate bins sizes available for differing charges.

Currently the charges for kerbside services exceed the total cost of delivery of these services alone and also assist in the delivery of other Council waste service costs (refer to Table 3: Kerbside Waste Collection Charges v Costs in Attachment 8.4).

Dinner Plain Waste Collection

Due to the environmental conditions in Dinner Plain a kerbside bin service is not able to be offered. Properties have hutches into which waste and comingled materials are bagged and placed. These bags are collected manually and held at the Dinner Plain Depot for further transportation.

The Dinner Plain waste collection charge encompasses the total costs of the delivery of this service. Key component costs are:

- collection and Dinner Plain depot handling costs;
- waste transportation and landfill costs;
- comingled recyclables transportation and processing costs; and
- bags.

Waste Management Charge

The waste management charge is applied across all rateable properties on a set price basis, excluding vacant land. The purpose of the charge is to recover the costs of delivery of non-kerbside waste services and to provide for investment in infrastructure and capital works over time. These costs are considered to be all of Shire costs and therefore recovered across all properties at an equal rate.

In determining this charge the following factors are considered:

- net cost of operation of transfer stations in the budget year;
- cost of delivery of public place waste services;
- provision for forward capital works relating to waste service delivery; and
- administrative overhead.

Waste Reserve

In any given year the net of waste charges verses operating and capital costs may be a surplus or a loss. Forward costs for capital works, particularly as it relates to landfill rehabilitation, and new or renewed infrastructure renewals, are high. In order to smooth the potential volatility in these charges Council utilises a waste reserve whereby surpluses are credited to the reserve and losses are funded out of the reserve. If the waste management charge was calculated each financial year based only upon that year's operating and capital costs it would vary significantly year to year.

The waste reserve balance at the commencement of the 2017/18 FY was \$1,008,000. The 2017/18 FY forecast is for total expenses to exceed revenue by approx. \$150,000, therefore drawing into this current waste reserve.

Budget forecast for 2018/19 is for a positive contribution to the waste reserve of approximately \$420,000.

Capital Works

Please refer to Table 1: Waste Capital Expenditure Forward Summary in Attachment 8.4.

Capital costs associated with delivery of waste services are high. These costs include the provision of bin systems, transfer station infrastructure and operating plant and equipment.

Regulatory requirements relating to landfill and transfer station operations and infrastructure also requires substantial capital investment. The regulatory environment is continually changing with landfill rehabilitation and monitoring, and transfer station materials storage and handling guidelines having changed significantly over recent years.

Council has developed a forward capital works "plan" for its transfer stations and old landfills. This plan is based upon current regulatory frameworks and contingent provisions for future requirements (particularly as relates to old landfill sites).

There are significant capital expense commitments over the next 5 years including the completion of the rehabilitation of landfill cells at Porepunkah Transfer Station (\$350,000), rehabilitation of Myrtleford Landfill (\$700,000), provision for bins for a potential food organics green organics kerbside service (\$330,000), Porepunkah landfill post rehabilitation upgrade (\$500,000) and forward contingent provisions for rehabilitation of old landfills at Mount Beauty, Myrtleford and Harrietville (\$830,000).

Not yet included in this modelling is consideration for transfer station infrastructure upgrades that may be required to accommodate proposed changes to materials separation and fire safety which are currently under review by the EPA.

It is important that Council maintains the waste reserve with capacity to fund these requirements as they arise.

The waste capital expenditure forward summary (Table 1: Waste Capital Expenditure Forward Summary in Attachment 8.4) provides a summary of the anticipated capital costs over the next 8 years. These capital works costs are also included in the waste forward summary spreadsheet (Table 2: Waste Forward Summary Spreadsheet in Attachment 8.4).

Modelling

Please refer to Table 2: Waste Forward Summary Spreadsheet in Attachment 8.4.

As noted previously Council waste services operates on a silo budget basis. All inputs and outputs (operating and capital) are included in this model. A forward budget prepared taking into consideration known and contingent operating and capital requirements this modelling is then used to determine the appropriate waste management charge for the year.

The current modelling as demonstrated below assumes waste management charge in line with that currently charged and assumes the introduction of a food organics green organics kerbside service within the next 5 years. This accounts for the increase in kerbside income and expense in 2020/21.

Assuming no change in the waste management charge over the next 5 years the waste reserve is forecast to increase by approx. \$1.3 million over this 5 year period, illustrating the future capacity to reduce the total level of funding raised through waste charges as the current landfill capital works programme is completed.

In reviewing the waste management charge for the 2018/19 draft budget process the proposed charge was reduced by \$9.00; given the residual capital works program to be undertaken and the current uncertainty in new regulation to be introduced and currently in the recyclables market it was considered prudent to maintain consistency in the waste management charge with a more significant review and potential reduction to the charge to be undertaken for 2019/20 draft budget preparation.

Kerbside Waste and Comingled Recyclables Charges

Please refer to Table 3: Kerbside Waste Collection Charges v Costs and Table 4: Kerbside Comingled Recyclables Collection Charges v Costs in Attachment 8.4.

Though the base principle of kerbside service charges is “user pays”, total income from kerbside charges exceeds direct and indirect costs associated with the delivery of the kerbside services on a purely contract basis. In the 2018/19 FY this surplus is forecast to be \$520,000 (refer to Tables 3 and 4 in Attachment 8.4.1). Kerbside waste charges were reduced by 7% in the 2017/18 budget to reflect lower collection contract charges through a newly negotiated contract.

Kerbside charges could be reviewed downwards to achieve cost recovery. If implemented this could result in a reduction in kerbside waste charges of approximately 25% (\$445,403) and a reduction in kerbside comingled collection charges of approximately 17% (\$110,012). Implementing this change would however require a review and increase in the general waste management charge to \$163.34 (up \$74.14 per rate assessment on the 2017/18 charge of \$98.20) to cover current and forward commitments.

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Revenue raised from waste charge used to fund services other than waste services	L	M	<ul style="list-style-type: none"> Revenue held in reserve for waste services

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainably
	Balance financial, environmental and community outcomes
Audit Committee Charter	
Clause 5.2	Internal Control
Clause 5.6	External Audit
Clause 5.7	Compliance

CONCLUSION

Under s162 of the *Local Government Act 1989* Council may include service charges for waste services. Council's waste management and kerbside services are charged under this provision to provide income to cover the full costs of delivery of waste services and infrastructure over time.

Council maintains a waste reserve that is used to smooth movements in costs relating to the provision of these waste services, in particular with regard to the forward forecasting of capital infrastructure costs. The current waste reserve balance is approx. \$1 million. The waste management charge was reviewed as a part of the 2018/19 budget preparation. A further review would be undertaken for budget preparation for 2019/20 and will consider known capital investment and compliance requirements as well as the status of service delivery contracts, particularly in light of current market volatility.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Facilities

Attachments

8.4 Waste Management Capital Expenditure, Charges and Costs.

8.5 Audit Committee Annual Performance Survey

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health Safety and Risk Officer

INTRODUCTION

The purpose of this report is to present to the Audit Committee the outcome of the Committee and staff surveys on the performance of the Audit Committee.

The Committee discussed the results of the surveys and clarification was sought on requests from the Committee to report on matters including legal disputes, insurance claims and matters that may have an impact on the reputation of Council.

RECOMMENDATION

That this report be noted.

Moved: S Ryan

Second: S Nicholas

Carried

ACTION

Committee to be provided with a verbal update on legal disputes and insurance claims.

BACKGROUND

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

An online survey was made available to Committee members for the 2017 survey. In line with previous years, the survey comprised ten questions however this year the survey responses were a rating scale rather than a yes-no response. The survey also allowed members to provide additional feedback on 9 out of the 10 questions.

In addition to the member survey, this year the Committee recommended that key Council employees involved in reporting to and attending meetings also complete a survey on the performance of the Committee. A slightly different survey was circulated to the Chief Executive Officer, Director Corporate, Director Assets and Manager Corporate.

ISSUES

Committee Member Survey

The survey was circulated in February 2018 to the five active members of the Committee at that time. There was a 100% return rate of the survey. This is an improvement on the 2016 and 2015 survey return rates of 75% and 66.6% respectfully.

The Committee member survey results are detailed in attachment 8.5.1.

All members are satisfied with the overall performance of the Committee and note the diverse skill set of members. Members note that reporting has improved over the past twelve months, key management are accessible to respond to questions, focus on risk management has improved and gaps are being addressed.

While the feedback from the Committee this year has been very positive, members have made suggestions for improvement including:

- Risk contingency and litigation plans;
- Compliance reporting eg. current legal disputes; and
- More detailed risk planning with clear prioritisation.

Council Employee Survey

This is the first year that Council employees involved in reporting to and attending meetings have provided feedback on the administration and performance of the Audit Committee.

The survey was circulated to the Chief Executive Officer, Director Corporate, Director Assets and Manager Corporate. There was a 100% return rate.

The Council employee survey results are detailed in attachment 8.5.2.

Management are confident that the Committee has a good skills mix and experience however IT risk was identified as a potential gap in the membership of the Committee.

Overall management are more than satisfied with the working relationships and guidance, advice and scrutiny of the Committee. Management are keen to ensure that Council makes the best use of the Committee's skills, experience and time and seek proactive feedback on big picture risk and financial issues.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainably
	Identify and manage Council's risk
Audit Committee Charter	
Clause 5.9	Other responsibilities – evaluate the Audit Committees performance annually

CONCLUSION

The member and management performance assessment surveys of the Audit Committee for 2017 are now complete and are submitted to the Committee for review and discussion.

DECLARATION OF CONFLICT OF INTEREST

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

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

Attachments

8.5.1 2017 Annual Performance Survey Results – Committee Members

8.5.2 2017 Annual Performance Survey Results – Council Employees

8.6 VAGO Interim Management Letter, Year Ending 30 June 2018

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate (Acting)

Author: Health Safety Risk Officer

INTRODUCTION

Council's internal auditors RSD were on site for their interim visit in early May 2018. As part of that visit the auditors identified three new findings: one medium risk finding and two low risk findings:

- IT general controls;
- Returns and credits review; and
- Payroll audit trail.

RECOMMENDATION

That:

1. *The VAGO Interim Management Letter, Year Ending 30 June 2018, be noted.*
2. *The Management Action Plan for addressing the interim audit findings be monitored through the Audit Committee's action sheet.*

Moved: *S Nicholas*

Second: *G Moore*

That:

1. *The VAGO Audit Strategy, Year Ending 30 June 2018 be noted.*
2. *The VAGO Interim Management Letter, Year Ending 30 June 2018, be noted.*
3. *The Management Action Plan for addressing the interim audit findings be monitored through the Audit Committee's action sheet.*

Carried

ACTIONS

- *Invite external auditor to September 2018 Audit Committee Meeting.*
- *Monitor VAGO audit findings through Committee action sheet.*

BACKGROUND

Audit Strategy

The VAGO Audit Strategy issued in March 2018 (refer attachment 8.6.1) outlines the purpose and scope of the financial audit of Council.

The strategy outlines the approach to be utilised in undertaking the audit including a risk assessment, risk response and reporting.

Interim Management Letter

The purpose of the interim management letter is to bring to the Committee's and Council's attention matters arising from the interim phase of the financial and performance audit of the Alpine Shire Council for the year ending 30 June 2018. Refer attachment 8.6.2.

Interim Audit Findings

The interim audit phase identified three new findings: one medium risk finding and two low risk findings. All new findings have been discussed with Council's executive and a response provided and action plans where relevant have been developed to address each recommendation.

Ref.	Finding	Risk	Response
18.1	IT general controls	Medium	<p>Some IT controls are in place, some high level risk analysis has been conducted, and leadership has identified a high level strategic direction for IT. However it is acknowledged that there are gaps; further holistic review and documentation is required.</p> <p>Upcoming internal audit will focus on the recent implementation of new financial applications including Xero and ApprovalMax.</p> <p>Priorities to address gaps in FY18-19 include:</p> <ul style="list-style-type: none"> • Business Systems Strategy Review, to confirm direction, target state architecture, high level requirements and suitable vendors for priority technology needs. This review will give consideration to risk considerations including storage of data in the cloud. • Application Governance Review, to ensure that appropriate controls are in place for existing systems and future IT works with consideration of cost-benefit, risk, audit, and policy considerations, and clarification of ongoing roles and responsibilities. • Disaster Recovery Review, to investigate the desirability of moving disaster recovery to the cloud to mitigate proximity risk. • A continuation of Business Continuity Planning for priority services. <p>Priorities in FY19-20 will be reviewed as part of the FY19-20 budget process with due consideration of outstanding strategy, policy and risk mitigation requirements.</p>
18.2	Returns and credits review	Low	<p>Agreed, this will be considered in conjunction with the Manager Facilities whose staff process the majority of VEND transactions</p>
18.3	Payroll audit trail reports	Low	<p>Audit trail reports are generally completed. The process will be adapted for the new payroll system due for implementation in July</p>

In addition to the three new findings the interim audit also reviewed the status of prior year findings. Of the eleven open prior year findings:

- ten were low risk and one medium risk;
- five have now been closed including the medium risk finding;
- five are progressing; and
- one are yet to be started.

The open findings are captured on and monitored through the Committee's Action Sheet.

Ref.	Finding	Risk	Status
17.1	Long service leave model	Low	Progressing
17.2	EFT administrators and authorisers	Medium	Closed
17.3	Investment properties	Low	Progressing
17.4	Other infrastructure valuation	Low	Progressing
17.5	AASB 124 related party disclosures	Low	Closed
17.6	VEND reconciliations	Low	Closed
17.7	Supplier audit trail report	Low	Not started
16.1	Asset register review	Low	Progressing
16.2	Bank reconciliation review	Low	Closed
15.1	Review of non-rateable properties	Low	Closed
15.2	Policies and procedures review	Low	Progressing

Business Improvement Opportunities

In addition to the interim audit findings, two business improvement opportunities were also identified and are presented for Council consideration.

Invoice processing

Inefficiencies identified: *all* invoices received by accounts payable are sent to an appropriate authoriser to review and approve prior to invoice data entry even if the invoice matches a purchase order.

Recommend Council consider: where an invoice is received that either matches directly to an approved purchase order, or is within an approved variance (ie. under \$50 and/or 10%), there is no need to have the invoice individually approved.

Payment review process

Inefficiencies identified: first review of payment file undertaken before the creation and upload of the file resulting in accounts payable officer waiting for the first and second reviewer approval before creating and uploading file then there is a second detailed review to ensure there are no issues between the first detailed review and the upload before the file is authorised twice.

Recommend Council consider: allow the upload of the payment file prior to the first detailed review and authorisation by the manager of finance, then a spot check and authorisation by the second authoriser.

KEY IMPLICATIONS

Legislative Issues

- Compliance with Section 132 of the *Local Government Act 1989* which requires Council to submit an annual financial report which is audited as part of its Annual Report.
- Compliance with Part 3 of the *Audit Act 1994* which requires Council's auditors to prepare a report on the financial statements.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2013-2017 (2016 Review)	
<i>Theme: Performance Focused Organisation</i>	
Strategic Objective 5.2	To manage resources well to ensure sustainability.
Audit Committee Charter	
Clause 5.1	Financial Report
Clause 5.2	Internal Control
Clause 5.6	External Audit
Clause 5.7	Compliance

CONCLUSION

The VAGO Interim Management Letter Year Ending 30 June 2018 has been reviewed by the executive and the findings accepted. The executive takes the internal and financial controls of Council very seriously and will action these issues accordingly and in some cases action has already been taken.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate (Acting)
- Health Safety Risk Officer

Attachments

8.6.1 VAGO Audit Strategy for Year Ending 30 June 2018

8.6.2 VAGO Interim Management Letter, Year Ending 30 June 2018, DRAFT

9. TELECONFERENCE WITH EXTERNAL AUDITOR

External Auditor, Nathan Barber, Principal, Richmond Sinnott Delahunty Pty Ltd, Bendigo joined the meeting via teleconference at 11.30am to discuss the Interim Management Letter findings for the Year Ending 30 June 2018 and Agenda Item 8.6 and attachments 8.6.1 and 8.6.2.

The External Auditor gave the Committee an overview of the audit strategy, management letter and recommendations.

Audit strategy:

- The auditor explained key changes impacting audits including streamlined financial reporting, data analytics and changes to accounting standards.*
- The auditor advised that the 2017/18 shell accounts will be reviewed in early July.*

Interim Management Letter:

- Status of prior findings was discussed. These are documented in detail in the Committee's action sheet and noted in agenda item 8.6. The Auditor indicated that a number of these outstanding items were expected to be closed in the Final Management Letter and that Council should continue to focus on closing out prior year findings in a timely manner.*
- Business improvement opportunities were discussed and the auditor noted that these were not recommendations and would not be monitored or followed up in the final audit.*

10. FOR INFORMATION ONLY

10.1 2017/18 Quarter 3 Finance Report

Refer Attachment 10.1

M Anderson requested an update on capital expenses/projects as these had previously been reported to the Committee.

ACTION

W Jeremy to review format and timing for capital expense/project report.

10.2 2017/18 Quarter 3 Purchasing Audit

Refer Attachment 10.2

10.3 2017/18 Quarter 3 Council Plan 2017-2021 Quarterly Progress Report

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

Refer Attachment 10.3

10.4 2018/19 Draft Budget

Refer Attachment 10.4

10.5 Procurement Policy

Alpine Shire Council Policy No.089 Procurement has been reviewed and updated in accordance with section 186A of the *Local Government Act 1989* which requires Council to review its Procurement Policy annually.

Refer Attachment 10.5

10.6 Protected Disclosure Policy

Alpine Shire Council Policy No.092 Protected Disclosure has been reviewed and updated. The review was prompted by the realisation that the policy defined the protected disclosure coordinator and officer by reference to two Council roles that no longer exist in the organisational structure. Reference to the specific role titles has been removed from the policy and the definitions replaced with the statement "Council officer appointed by the CEO". As the CEO approves the protected disclosure procedures additional detail on the roles appointed to be the protected disclosure coordinator and officer will be included in the procedure. A further review of the policy and procedure will be undertaken as part of the policy and procedure review.

Refer Attachment 10.6

11. GENERAL BUSINESS

11.1 Committee Meeting schedule

The Committee discussed suitable days and times for its 2018/19 meeting dates.

Meetings will be held at 9.00am on the following dates:

- *Friday 27 July 2018*
- *Tuesday 4 September 2018 (date subject to VAGO closing report)*
- *Friday 26 October 2018*
- *Friday 22 February 2019*
- *Friday 31 May 2019*

Agreed

12. NEXT MEETING

Friday 27 July 2018

9.00am: Committee members only session

9.15am: Meeting

13. ATTACHMENTS

- 6.1 Minutes of Audit Committee Meeting No: 2, 24 November 2017
- 7.2 Audit Committee Action Sheet
- 8.2 VAGO Local Government and Economic Development - Compliance Summary
- 8.3 Health and Safety Report 2017/18 Quarter 3 – **CONFIDENTIAL**
- 8.4 Waste Management Capital Works, Charges and Costs.
- 8.5.1 2017 Annual Performance Survey Results – Committee Members
- 8.5.2 2017 Annual Performance Survey Results – Council Employees
- 8.6.1 VAGO Audit Strategy for Year Ending 30 June 2018
- 8.6.2 VAGO Interim Management Letter, Year Ending 30 June 2018
- 10.1 2017/18 Quarter 3 Finance Report
- 10.2 2017/18 Quarter 3 Purchasing Audit - **CONFIDENTIAL**
- 10.3 2017/18 Quarter 3 Council Plan 2017-2021 Performance Report
- 10.4 2018/19 Draft Budget
- 10.5 Draft ASC Policy No. 89 - Procurement Policy
- 10.6 Draft ASC Policy No. 92 - Protected Disclosure Policy

14. MEETING CLOSE

The meeting closed at 12.13pm

Nathalie Cooke, Director Corporate, Interim Chair, Agenda Items 2 - 5

Sue Lebish, Chair Elect, Agenda Items 6 – 7.2 and 11.1

Mark Anderson, Committee Member, Interim Chair, Agenda Items 8 – 14 excluding 11.1

COUNCIL POLICY



CCTV SURVEILLANCE CAMERA POLICY

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 93	Status: DRAFT	
Approved by: Council	Date approved/adopted: 3 July 2018	Next review date: July 2021
Directorate: Corporate	Department: Corporate	

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REVISION RECORD

Date:	Version:	Revision description:
13/05/14	1.0	Draft
22/05/14	1.1	Final Draft
03/06/14	2.0	Adopted Version 2
24/10/17	2.1	Draft for discussion
17/11/17	3.0	Adopted Version 3 – inclusion of additional location
03/07/18	4.0	Version 4 – locations approved by CEO

1. TITLE

CCTV Surveillance Camera Policy

2. POLICY STATEMENT

The intent of this policy to ensure the effective, appropriate and lawful use of Closed Circuit Television (CCTV) surveillance cameras at Alpine Shire Council ('Council') owned, operated or managed sites.

The *Surveillance Devices Act 1999* in conjunction with the *Privacy and Data Protection Act 2014*, govern the use of CCTV surveillance cameras in public areas. This policy will address Council's requirements under these and other Acts.

3. PURPOSE

The purpose of this policy is to provide guidance for the appropriate installation and use of CCTV surveillance cameras and use of footage collected at Council owned, operated or managed sites.

4. SCOPE

This policy applies to all Council employees and councillors, contractors, volunteers, and representatives.

This policy and its supporting procedures apply to the installation or proposed installation of CCTV surveillance cameras on Council owned, operated or managed sites.

Where installation of CCTV surveillance cameras is proposed on sites where Council is not the sole owner, operator or manager, this policy will serve as a minimum requirement and written agreement between all parties will be required. For example: where Council owns a site but does not operate or manage its functions directly (e.g. local halls and sporting reserves), and also the reverse where Council manages or operates a site, but it is owned by another entity (for example Crown Land administered by the Victorian Department of Environment Land Water and Planning (DELWP)).

5. OBJECTIVE

The objectives of this policy are to:

- ensure the safety of Council employees, councillors and members of the public;
- protect property from theft and damage;
- discourage unlawful activity;
- improve the investigation of incidents; and
- ensure that CCTV surveillance cameras are installed following a thorough assessment.

6. POLICY DETAILS

Definition of public place

For the purposes of installation and use of CCTV surveillance cameras, the Victorian Law Reform Commission has identified a 'public place' as "any place to which the public have access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place". Under this definition, Council owned, managed or operated sites, including Council workplaces, are considered public places and as such, any use of CCTV surveillance in these areas must comply with various Victorian and Australian legislation, Australian Standards and other guidelines.

CCTV operation

The CCTV surveillance cameras will be used to capture any incidents involving threats to Council employee safety, public safety, theft, and unauthorised access to 'staff only' areas.

Installed cameras will operate for twenty-four hours a day, seven days a week. The majority of monitoring will be retrospective reviews, however there will be occasional periods of passive monitoring.

The cameras will not be used to record or monitor the daily activities of Council employees nor will they be used to assess employee performance.

All reasonable steps will be taken to ensure the identity and images of any individual captured on camera remains anonymous where lawful and practicable.

Signage must be displayed at any site where CCTV surveillance cameras are installed, and positioned below each camera within those areas, to inform Council employees, councillors and the public of the use of cameras for security purposes.

Definition of an incident

An incident is defined as an occurrence or event that could result in harm to persons, property or business operations.

An incident may occur at any time, and may involve members of the public, Council employees and/or councillors.

Camera locations

CCTV surveillance cameras must not be installed without the prior written approval of the Chief Executive Officer (CEO). An assessment must be undertaken prior to the CEO approving installation of CCTV surveillance cameras, which includes the following:

- Location;
- Primary purpose of the surveillance;
- Evidence to support the request for surveillance;
- A privacy assessment; and
- Consultation and notification requirements.

A register of CEO-approved camera locations will be maintained.

Purpose of collection

Footage recorded and retained by the CCTV surveillance cameras will be used for the sole purpose of monitoring and investigating incidents.

The primary purpose of collection is:

- incident monitoring;
- detection of any Council employee and/or public safety issues;
- detection and deterrence of theft;
- monitoring any unauthorised access to 'staff only' areas; and
- to ensure the safety of Bright Sports Centre members during unsupervised after-hours access of the dry area (gymnasium).

Access to footage

Access to live streaming or recorded footage for the purposes of viewing, copying or disclosing the footage will be restricted to Council's CEO, Directors, Manager Facilities and Manager Asset Maintenance.

Use and disclosure of footage

Live streaming and recorded footage must only be used for the purposes of investigating and providing evidence of an incident.

Footage of an incident may be disclosed to a third party such as Victoria Police, and copies may be provided on the condition that the third party has an official role in investigating the incident or some other legitimate reason for requiring access to the footage.

Any request by members of the public to view records of incidents must be done through the same Freedom of Information (FOI) process as is required to access any Council record.

Storage of footage

Any recorded footage of incidents must be stored in a secure location with restricted access.

Footage must be protected from unauthorised viewing, copying, alteration, deletion and 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"> • CEO, Directors and Managers
Compliance	<ul style="list-style-type: none"> • All employees and Councillors
Development/Review	<ul style="list-style-type: none"> • Governance Officer • Health, Safety and Risk Officer
Interpretation/Advice	<ul style="list-style-type: none"> • Governance Officer • Health, Safety and Risk Officer • Information Technology Coordinator

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

- *Surveillance Devices Act 1999 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Records Act 1973 (Vic)*
- *Private Security Act 2004 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Evidence Act 2008 (Vic)*
- *Charter of Human Rights and Responsibilities Act 2006*

Related Council Policies

- *Employee Code of Conduct*
- *Corporate Records Policy (No.31)*
- *Corporate Records Disposal Policy (No.84)*
- *Health and Safety Policy (OP02)*
- *Risk Management Policy (No.84)*
- *Prevention of Bullying and Occupational Violence Policy (No.85)*
- *Body-Worn Camera Policy (No.109)*

Related Procedures

- *CCTV Surveillance Camera Operating Procedures (P93.1 and P93.2)*

Related Guidelines

- *Closed Circuit Television (CCTV): Management and operation (Australian Standards 4806.1-2006)*
- *Closed Circuit Television (CCTV): Application guidelines (Australian Standards 4806.2-2006)*
- *Closed Circuit Television (CCTV): PAL signal timings and levels (Australian Standards 4806.3-2006)*
- *Closed Circuit Television (CCTV): Remote video (Australian Standards 4806.4-2008)*
- *Closed Circuit Television in Public Places – guidelines (Victorian Ombudsman) 2012*
- *Guide to Developing CCTV for Public Safety in Victoria (Department of Justice 2011)*

Other documents

- *Crime Prevention Office Security Survey – Alpine Shire Offices (2009)*
- *Guidelines to surveillance and privacy in the Victorian public sector (Commissioner for Privacy and Data Protection) May 2017*
- *Surveillance in Public Places (Victorian Law Commission 2010)*

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

This policy will be reviewed in line with the documented review date.

The effectiveness of the CCTV system to achieve the objectives of this policy will be reviewed on a regular basis as prescribed by the CCTV Surveillance Camera Operating Procedures. This will include reviewing the location of the cameras to ensure they are capturing appropriate footage, the storage and disclosure of any footage, the operation and administration of the system and compliance with appropriate legislation.

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. 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 and potential legal ramifications.

12. DEFINITIONS AND ABBREVIATIONS

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

Term	Meaning
Bright Sports Centre	Dry area (gymnasium) in the Bright Sports Centre, Delany Avenue, Bright
CCTV	Closed Circuit Television
CEO	Chief Executive Officer of the Alpine Shire Council
Council	Alpine Shire Council
Council employees	Alpine Shire Council employees, volunteers, contractors
Passive monitoring	Where CCTV monitors are intermittently observed by operators
Retrospective review	Where CCTV is reviewed after an incident
Workplace	Physical location where Council employees undertake their Council duties. Relates to fixed locations only, and not where employees are required to undertake field work for their roles.

13. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 3rd day of
July 2018 in the
presence of:

.....

COUNCILLOR

.....

COUNCILLOR

.....

CHIEF EXECUTIVE OFFICER

RECORD OF ASSEMBLY OF COUNCILORS



Meeting Title: Community engagement - Pioneer Park multi-use area
Date: 4 June 2018
Location: Committee Room, Bright Office
Start Time: 5.00pm

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Will Jeremy	Director Assets
Cr Sarah Nicholas	Deputy Mayor		
Cr Kitty Knappstein	Councillor		
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		

Meeting Purpose

To discuss the future use of the multi-use area in Pioneer Park, Bright.

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 29 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 Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Final Budget incorporating changes
- Customer Promise
- Public Amenity and Public Place Waste Contracts extension
- Bright car parking plan
- Provision of marketing, event support and communications for Dinner Plain
- Falls to Hotham Crossing
- Feathertop Track – encroachment of road
- Protected Disclosure – updated officers
- Review of Ordinary Council Meeting agenda

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 5 June 2018
Location: Committee Room, Bright Office
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 John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Peter Roper	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Review of Ordinary Council meeting agenda

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 19 June 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	Will Jeremy	Director Assets
Cr Sarah Nicholas	Deputy Mayor	Nathalie Cooke	Director Corporate
Cr Tony Keeble	Councillor		
Cr John Forsyth	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position		
Cr Daryl Pearce	Councillor	Charlie Bird	Chief Executive Officer
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

- LG Valuers presentation
- Communications Plan around revaluations
- Customer Promise
- Alpine Better Places Myrtleford stage 2
- CCTV Policy amendments
- Office Re-Gen update

RECORD OF ASSEMBLY OF COUNCILORS



Meeting Title: Strategic Planning Workshop
Date: 26 June 2018
Location: Committee Room, Bright Office
Start Time: 9.00am – 5.00pm

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position

Workshop

- Strategic Planning workshop with Councillors and Executive.