



M(5) – 30 APRIL 2024

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Auditorium @ Mount Beauty, 26 Bogong High Plains Road, Mount Beauty on **30 April 2024** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Simon Kelley – Deputy Mayor

Cr Ron Janas

Cr Tony Keeble

Cr Sarah Nicholas

Cr Kelli Prime

OFFICERS

Will Jeremy - Chief Executive Officer

Tony Cooper - Manager Corporate

Alan Rees - Director Assets

APOLOGIES

Cr Katarina Hughes

Helen Havercroft - Director Customer and Community

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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.

In common with all narrative during Council meetings, verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes. By submitting a question, you consent to your question being read aloud at the meeting.

The reasoning behind recording council meetings is 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

All to stand, the Mayor read the following statement:

Alpine Shire Council acknowledges the Traditional Custodians of the lands on which we are meeting today. Council also acknowledges all of the Traditional Custodians of the wider lands of the area known as the Alpine Shire.

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 – M(3) – 27 MARCH 2024 & SPECIAL COUNCIL MEETING – SPM(4) – 9 APRIL 2024

Cr Janas

Cr Nicholas

That the minutes of Ordinary Council Meeting M(3) held on 27 March 2024 and Special Council Meeting SPM(4) held on 9 April 2024 as circulated be confirmed.

Carried Unanimously

4. Apologies

Cr Katarina Hughes

Helen Havercroft - Director Customer and Community

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Cr Kelley declared a general conflict of interest with respect to:

8.2.1. Murray to Mountains Contract for Award

Cr Kelley declared a material conflict of interest:

8.2.5 Draft Sport and Active Recreation Master Plan for Mount Beauty Sports and Education Precinct; and

Cr Kelley declared a general conflict of interest with respect to:

8.2.6 Draft Community Energy and Electric Vehicle (EV) Charging Prospectus

7. Public questions

Public Question time will be held in accordance with the following provisions of Council's Governance Rules:

G5 Public Question Time

- GS3. Questions submitted to Council may be:
- Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or
 - During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.
- GS4. No person may submit or ask more than two questions at any one meeting.
- GS7. A question may be disallowed by the Chairperson if the Chairperson determines that it:
- is not related to an item on the agenda;
 - relates to a matter outside the duties, functions and powers of Council;
 - is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - deals with a subject matter already answered;
 - is aimed at embarrassing a Councillor or a member of Council staff;
 - relates to confidential information as defined in s3 of the Act;
 - relates to the personal hardship of any resident or ratepayer; or
 - relates to any other matter which the Council considers would prejudice the Council or any person.

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 – WILL JEREMY

8.1.1 Contracts approved under delegation by CEO

Cr Nicholas

Cr Prime

That the Capital Project Contracts approved under delegation by the CEO be noted.

<i>Contract No:</i>	<i>CT24001</i>	<i>Process:</i>	<i>RFQ</i>
<i>Title:</i>	<i>Kerb and Channel Replacement - Tawonga Crescent</i>		
<i>Tenderer:</i>	<i>Stadelmann Enterprises</i>		
<i>\$ (excl. GST):</i>	<i>\$117,850.86</i>		

<i>Contract No:</i>	<i>Ct24010</i>	<i>Process:</i>	<i>RFQ</i>
<i>Title:</i>	<i>Road Reconstruction Works - Tawonga Crescent</i>		
<i>Tenderer:</i>	<i>Stadelmann Enterprises</i>		
<i>\$ (excl. GST):</i>	<i>\$119,980.18</i>		

Carried Unanimously

Cr Kelly declared a conflict of interest with respect to item 8.2.1 and left the meeting room at 5:50pm

8.2 DIRECTOR ASSETS – ALAN REES

8.2.1 Murray to Mountains Rail Trail Enhancements

File Numbers: CT2604901, CT2605001 & CT2605002

INTRODUCTION

This report relates to the awarding of three (3) contracts for the Murray to Mountains Rail Trail Enhancements Project for infrastructure upgrades to be delivered between Bright and Porepunkah.

Cr Keeble

Cr Prime

That Council:

- 1. Awards Contract No. 2604901 for the "Roberts Creek Pedestrian and Cyclist Bridge" to Struktis Steel for the lump sum price of \$179,930 (GST exclusive);*
- 2. Awards Contract No. 2605001 for the "Rail Trail Widening Reconstruction Works" to Stadelmann Enterprises for the lump sum price of \$571,703 (GST exclusive);*
- 3. Awards Contract No. 2605002 for the "Rail Trail Widening Drainage Works" to Twin City Civil for the lump sum price of \$247,137 (GST exclusive); and*
- 4. Delegates authority to the Chief Executive Officer to sign the contracts at an appropriate time.*

Carried Unanimously

BACKGROUND

The Murray to Mountains (M2M) Rail Trail Enhancements Project was developed in 2016 by Tourism North East (TNE) and includes the development and installation of public art, landscaping, improved amenity options and new commercial opportunities along the trail. The project's objective is to effectively establish the region's rail trail network as an authentic, iconic tourism product, central to delivering strong outcomes for the local visitor economy including increased visitation and yield.

In 2022, the Victorian State Government announced \$8.5 million in funding to support the M2M Rail Trail Enhancements project. TNE is the lead agency and is working closely with Alpine Shire Council, Rural City of Wangaratta, and Indigo Shire Council to support the delivery of the project.

As part of the funding delivery, Council is responsible for the design, procurement and construction of the infrastructure elements of the M2M project which includes the delivery of a new Roberts Creek Pedestrian and Cyclist Bridge.

An upgraded wider bridge at this location will provide a much-needed improvement over the old narrow structure currently in place. The opportunity to provide an upgraded

structure at this location will also allow for an art installation to be incorporated into the design.

EVALUATION

Tender 1 "Roberts Creek Pedestrian and Cyclist Bridge"

The tender was advertised on tenders.net and on Alpine Shire Council's website on 29 February 2024.

A total of 27 prospective tenders downloaded the document and five (5) submissions were received by the closing date.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

After the initial evaluation a preferred tenderer was identified and invited to clarify aspects of their tender and provide further detail on the design development, the proposed methodology, and program. Through this evaluation process it was determined that the tender from Struktis Steel best met the selection criteria.

Tender 2 "Rail Trail Widening Reconstruction Works - Bright to Porepunkah"

The evaluation panel consisted of the Project Officer and the Manager Engineering and Assets.

The tender was advertised on tenders.net and on Alpine Shire Council's website on 29 February 2024.

A total of 22 prospective tenders downloaded the document and four (4) submissions were received by the closing date.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

After the initial evaluation a preferred tenderer was identified and invited to clarify aspects of their tender and provide further detail on the proposed methodology and program. Through this evaluation process it was determined that the tender from Stadelmann Enterprises best met the selection criteria.

Tender 3 "Rail Trail Widening Drainage Works"

The tender was advertised on tenders.net and on Alpine Shire Council's website on 29 February 2024.

A total of 22 prospective tenders downloaded the document and four (4) submissions were received by the closing date.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

After the initial evaluation a preferred tenderer was identified and invited to clarify aspects of their tender and provide further detail on the proposed methodology and program. Through this evaluation process it was determined that the tender from Twin City Civil best met the selection criteria.

POLICY IMPLICATIONS

The tenders were advertised and evaluated in accordance with Council's Procurement Policy.

These recommendations are consistent with the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The project is fully funded by the Victorian State Government. There is sufficient allocation within the project budget to award these three contracts, totalling \$998,770 (GST exclusive), and deliver the works.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
<i>Tender 1 Roberts Creek Pedestrian and Cyclist Bridge</i> High water levels during construction	Possible	Moderate	<ul style="list-style-type: none"> • Design of foundations to minimise construction time

Risk	Likelihood	Impact	Mitigation Action / Control
Changing riverside environment during and after construction	Possible	Moderate	<ul style="list-style-type: none"> Design and location of the bridge structure to reduce exposure to any change in conditions
<p><i>Tender 2 - Rail Trail Widening Reconstruction Works</i></p> <p>High number of users continuing to want to use the trail during construction</p>	Possible	Moderate	<ul style="list-style-type: none"> Advise community in advance of the changed conditions to expect during construction. Deliver works outside of known busy periods to reduce impact on users.
Lack of alternative routes for users	Possible	Moderate	<ul style="list-style-type: none"> Efficient delivery of works utilising well planned traffic management solutions.
<p><i>Tender 3 - Rail Trail Widening Drainage Works</i></p> <p>High number of users continuing to want to use the trail during construction</p>	Possible	Moderate	<ul style="list-style-type: none"> Advise community in advance of the changed conditions to expect during construction. Deliver works outside of known busy periods to reduce impact on users.
Compromised access to properties during construction	Almost certain	Moderate	<ul style="list-style-type: none"> Close consultation with property owners during construction to set expectations around short term changes to access.

CONSULTATION

During the planning of the broader Murray to Mountains Enhancement Project, TNE conducted community consultation regarding the infrastructure and art installations proposed as part of the project.

CONCLUSION

Following a comprehensive assessment, the Tenders as recommended are considered to present the best value options for Council. This project will deliver an upgrade to this section of the trail, resulting in improved amenity and enjoyment for our community and visitors.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Engineering and Assets
- Project Officer

ATTACHMENT(S)

Nil

Cr Kelley returned to the meeting at 5.58pm

8.2.2 Mountain View Children’s Centre Redevelopment - Detailed Design

File Number: CT22077

INTRODUCTION

This report relates to a contract variation for the detailed design of Mountain View Children's Centre Redevelopment to enable the design to be completed.

Cr Keeble

Cr Janas

That Council:

- 1. Approves a variation to Contract No. 22077 Lead Design Consultant – Mountain View Children’s Centre Redevelopment to Spaces Pty Ltd to the value of \$64,427 (GST Exclusive), being expenditure which is not current budgeted; and*
- 2. Delegates authority to the Chief Executive Officer to sign the contract variation.*

Carried Unanimously

BACKGROUND

In 2021 Council received a grant of \$150,000 from the Victorian School Building Authority (VSBA) under the Early Childhood Building Blocks Grants - Planning Stream to progress the redevelopment of the Mountain View Children’s Centre in Myrtleford. This funding stream provides grants for planning and preconstruction work on kindergarten building projects that support the roll-out of three-year-old Kindergarten service across Victoria.

ISSUES

Original Tender Award

Council at its Ordinary Meeting held on 13 December 2022 awarded the tender to Spaces Pty Ltd for the lump sum of \$178,300 (GST Exclusive). The funding agreement provided for \$150,000 towards the appointment of a design consultant to develop and document tender documentation for the expansion of the facility. The expansion of the centre proposes to increase capacity of the centre from 90 - 160 childcare places.

Contract Variation

During the design development phase of the project, and following extensive consultation with the lead consultant, operators and officers, the option to reconsider a new purpose built space was presented as being a more effective and efficient proposal as opposed to redeveloping the existing facility.

As a result of these changes to the original scope and to finalise the design phase of the Mountain View Children’s Centre Redevelopment, Council is required to vary the original

contract with Spaces by \$64,427 (GST exclusive). This means there is a shortfall in the total budget to fund the variation to the contract with Spaces.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The original contract awarded to Spaces Pty Ltd was for the value of \$178,300. An additional unbudgeted expenditure of \$64,427 is required to enable the detailed design to be completed. If approved this would result in a new total contract value of \$242,727.

RISK MANAGEMENT

The key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation
Delayed designs affecting timeframes for future funding application for the Redevelopment Works	Possible	Moderate	<ul style="list-style-type: none"> • Finalise the designs in April to allow enough time for Council to consider funding opportunities.

CONSULTATION

All aspects of the project have been communicated with the following:

- Director Assets
- Manager Engineering and Assets

CONCLUSION

The scope variation of \$64,427 to finalise the detailed design of Mountain View Children's Centre Redevelopment creates an additional budget requirement above the existing budget of \$178,300.

In line with the requirement set out in Council's Procurement Policy, all variations that require additional budget need a new approval by Council based on the total value of the contract.

DECLARATION OF CONFLICT OF INTEREST

In accordance with Section 130 of the *Local Government Act 2020* and Chapter 7, section A6 of the Council's Governance Rules, the following officers declare that they have no interest to disclose in providing this report.

- Director Assets
- Manager Engineering and Assets
- Project Manager

ATTACHMENT(S)

Nil

8.2.3 Dinner Plain Bus Service 2024 winter season

INTRODUCTION

This report relates to entering into a Memorandum of Understanding (MOU) between Alpine Shire Council and Mount Hotham Alpine Resort (MHAR) for the delivery of the Dinner Plain Bus Service for the 2024 winter season.

Cr Keeble

Cr Kelley

That Council:

- 1. Enters into a Memorandum of Understanding with Mount Hotham Alpine Resort to document the obligations for the Dinner Plain Bus Service for 2024 winter season;*
- 2. Provides a financial commitment of \$170,000 (GST exclusive) to Mount Hotham Alpine Resort to support the Dinner Plain Bus Service operating costs; and*
- 3. Delegates authority to the Chief Executive Officer to sign the Memorandum of Understanding between Mount Hotham Alpine Resort for the delivery of the Dinner Plain Bus Service for the 2024 winter season.*

Carried Unanimously

BACKGROUND

In 2023 Council committed a subsidy payment of to Mount Hotham Alpine Resort (MHAR) for \$140,000 for the delivery of a Dinner Plain Bus Service.

Following a review of the 2023 season, it was established that the service was well received by the Dinner Plain community and visitors to Dinner Plain, however Mount Hotham Alpine Resort was subject to higher than expected operating costs.

The service provides access for school children, staff and visitors to move easily and safely between Dinner Plain and Mount Hotham.

In order to deliver the Dinner Plain Bus Service for the 2024 winter season, it is necessary for Council to provide an increased subsidy to ensure the ongoing viability of this service.

ISSUES

If Council does not support the financial commitment made to MHAR for the delivery of the Dinner Plain Bus Service, the service would likely cease to operate in the manner it operates currently, impacting on visitors to and residents of Dinner Plain.

The bus service is listed as the only special rate service in the Proposed Dinner Plain Special Rate Declaration 2024/25.

POLICY IMPLICATIONS

The recommendations are in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 2.2 Innovative and sustainable business development that supports year-round benefit

FINANCIAL AND RESOURCE IMPLICATIONS

MHAR will establish the bus schedule in order to provide a regular, reliable and safe service to customers.

Council will provide MHAR with a licence to accommodate three passenger buses at the Alpine Shire Dinner Plain Depot in return for a licence fee of \$1. Council will provide MHAR with access to a functioning fuel bowser located within the Alpine Shire Dinner Plain Depot.

The costs associated with the delivery of the 2024 Dinner Plain Bus service will be funded from the Dinner Plain Reserve. The bus service is listed as the only special rate service in the Proposed Dinner Plain Special Rate Declaration 2024/25.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The service cannot be operated in a way which is cost neutral for Mount Hotham Alpine Resort, resulting in no service being provided.	Possible	Moderate	<ul style="list-style-type: none"> • Review of the service following each season and renegotiation of an amended or new agreement for subsequent seasons.

CONSULTATION

The MOU was established through collaborative engagement between MHAR and Alpine Shire Council. It is considered to provide a fair outcome for both organisations and, importantly, will result in a positive experience for customers using the service.

CONCLUSION

Providing transport between Dinner Plain and Mount Hotham has community and economic benefits. The service provides access for school children, staff and visitors to move easily and safely between Dinner Plain and Mount Hotham.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Operations
- Property and Contracts Coordinator

ATTACHMENT(S)

Nil

8.2.4 Regional Community Sports Infrastructure Fund Applications Update

INTRODUCTION

This report relates to recent funding applications made by Council to the Regional Community Sports Infrastructure Fund to support two infrastructure projects.

Cr Nicholas

Cr Prime

That Council notes the recent applications submitted to the Victorian Government's Regional Community Sports Infrastructure Fund for the upgrade of the:

- a. Mount Beauty Cricket Nets with a maximum Council co-contribution of \$20,000 (GST exclusive) and \$5,000 of in-kind resources; and*
- b. Cundy Park playground with a maximum Council co-contribution of \$250,000 (GST exclusive).*

Carried Unanimously

BACKGROUND

Recently, Council has had the opportunity to apply for infrastructure funding from the Victorian Government's Regional Community Sports Infrastructure Fund. The Fund is a competitive Victorian Government investment program, open to Victorian rural and regional Local Government Authorities and Alpine Resorts Victoria. The fund aims to deliver new and upgraded community sports infrastructure.

Following an assessment of Council's infrastructure project pipeline, it was determined that the upgrade of Cundy Park playground met the criteria of the Victorian Government's Regional Community Sports Infrastructure Fund.

In January 2024, Council received a request from Cricket Albury Wodonga and Mount Beauty Cricket Club Inc. to submit a funding application for the upgrade of the Mount Beauty Cricket Nets. Council officers assessed this request and supported submitting an application for this upgrade in this funding program.

Regional Community Sports Infrastructure Fund

The fund was open to Victorian rural and regional local government authorities and Alpine Resorts Victoria. The fund aims to deliver new and upgraded community sports infrastructure across following four streams:

1. Indoor Stadiums and Aquatic Facilities
2. Community Facilities
3. Women and Girls Facilities
4. All Abilities Infrastructure

Council assessed potential projects against the fund's selection criteria, and it was determined that the Cundy Park playground best met the All Abilities Infrastructure criteria, and an application was made in March 2024 for the upgrade of this important community infrastructure item.

In January 2024, Council received a request from Cricket Albury Wodonga and Mount Beauty Cricket Club Inc. to submit a funding application for the upgrade of the Mount Beauty Cricket Nets. The upgrade is identified on the Draft Mount Beauty Sports and Recreation Master Plan currently being progressed by Council that represents several years of dedicated community support and planning.

Project	Total Cost	Council Contribution
Mount Beauty Cricket Nets	\$221,760	\$20,000 \$5,000 in-kind
Cundy Park playground	\$1,250,000	\$250,000
Total	\$1,471,760	\$270,000 \$5,000 in-kind

ISSUES

The projects that have been nominated to the Victorian Government's Regional Community Sports Infrastructure Fund are significant upgrades that are made achievable with grant funding. The projects are associated with significant infrastructure upgrades, which can be achieved earlier when government funding is made available.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

If Council is successful in the Victorian Government's Regional Community Sports Infrastructure Fund a maximum co-contribution of \$20,000 (GST exclusive) and \$5,000 of in-kind contributions for the Mount Beauty Cricket Nets, and \$250,000 (GST exclusive) for the upgrade of Cundy Park playground will be required.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Grant announcement after 24/25 Capital Budget is adopted - Council's Co-contribution is unbudgeted.	Possible	Moderate	<ul style="list-style-type: none"> Include in budget if announced prior to adoption. If not announced prior to budget adoption, put forward an unbudgeted spend to a Council meeting.

CONSULTATION

The projects that have been nominated are identified as high priorities on Council's Project Pipeline or other strategic work program. Consultation has been undertaken to ensure that the community and referral agencies are supportive of the projects, which have been nominated. A survey for the Cundy Park playground had 40 responses and helped to inform the final Cundy Park concept design. The projects that have been nominated have been selected based on their alignment with the funding eligibility and evaluation criteria.

CONCLUSION

Council has recently submitted applications aiming to secure significant grant funding for infrastructure projects through the Victorian Government's Regional Community Sports Infrastructure Fund. If successful, it will deliver on Council's infrastructure upgrade priorities in the coming years.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Engineering and Assets
- Manager Growth and Future

ATTACHMENT(S)

Nil

8.2.5 Draft Sport and Active Recreation Master Plans for Mount Beauty Sport and Education Precinct, Myrtleford Town Centre and Pioneer Park in Bright

INTRODUCTION

This report relates to the three draft Sports and Active Recreation Master Plans (Master Plans) for the Mount Beauty Sports and Education Precinct, Myrtleford town centre and Pioneer Park in Bright.

Cr Nicholas

Cr Kelley

That Council:

- 1. Endorses the Draft Sport and Active Recreation Master Plans for Myrtleford Town Centre and Pioneer Park in Bright for the purpose of being placed on public exhibition for a minimum 28 days;*
- 2. Invites written submissions from the public on the Myrtleford Town Centre and Pioneer Park in Bright Draft Sports and Active Recreation Plans*
- 3. Reviews and considers any submissions received as part of the two Draft Sport and Active Recreation Master Plans and updates these documents as required; and*
- 4. Considers a recommendation to adopt the Myrtleford Town Centre and Pioneer Park in Bright Sport and Active Recreation Master Plans at a future meeting.*

Carried Unanimously

Cr Kelley declared a conflict of interest with respect to the Draft Sport and Active Recreation Masterplan for Mount Beauty left the meeting at 6:23pm.

Cr Janas

Cr Prime

That Council:

- 1. Endorse the Draft Sport and Active Recreation Master Plan for Mount Beauty Sport and Education Precinct, for the purpose of being placed on public exhibition for a minimum 28 days;*
- 2. Invites written submissions from the public on the Draft Sports and Active Recreation Master Plan for Mount Beauty Sport and Education Precinct;*
- 3. Reviews and considers any submissions received as part of the Draft Sport and Active Recreation Master Plan and updates this document as required; and*
- 4. Considers a recommendation to adopt the Mount Beauty Sport and Education Precinct Sport and Active Recreation Master Plan at a future meeting.*

Carried Unanimously

Cr Kelley returned to the meeting at 6:24pm.

BACKGROUND

The Alpine Shire Sport and Active Recreation Plan 2022-2033 (the Plan) was endorsed by Council in March 2022. The Plan recognises the significant physical and mental wellbeing benefits of community participation in sport and active recreation.

The Plan recommends master planning for key reserves and parks in Bright, Mount Beauty and Myrtleford to plan for inclusive, accessible, and diverse facilities and infrastructure to support ongoing community participation in sport and active recreation.

Master Plans for Pioneer Park in Bright, the Mount Beauty Sport and Education Precinct, and Myrtleford town centre began in October 2022. The three plans have been developed in consultation with key internal and external stakeholders, as well as sport and active recreation auditors and planners.

The three Master Plans provide a strategic framework for project development and have identified important upgrades to existing facilities and infrastructure, as well as new assets, where required.

Consideration has been given to current and future community use of the identified reserves and parks, ongoing maintenance requirements and costs, user feedback and experience, and key updates that will ensure facilities and infrastructure are safe, accessible, and inclusive.

The Master Plans are supported by a strong evidence base and align closely with the Alpine Shire Sport and Active Recreation Plan 2022-2033.

ISSUES

Without appropriate sport and active recreation masterplans Council would be unable to effectively identify appropriate funding opportunities or plan future investment into existing assets to ensure they remain at acceptable standard.

The masterplans are key strategic documents to help inform the future direction and any available funding opportunities for renewal, upgrade and new facilities and infrastructure.

POLICY IMPLICATIONS

The recommendation is in accordance with the Alpine Shire Sport and Active Recreation Plan 2022-2033 and the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The development of the Pioneer Park, Mount Beauty Sport and Education Precinct, and Myrtleford Sport and Active Recreation Master Plans have been supported by Emergency Recovery Victoria 'Project Officers for Alpine Shire Bushfire Recovery Activities and Initiatives'. Emergency Recovery Victoria has contributed \$310,000 (GST exclusive) and Council has contributed \$70,000 (GST exclusive) towards the master planning activities.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Some user groups and stakeholders may not be satisfied with inclusions/exclusions in the Master Plans	Possible	Moderate	<ul style="list-style-type: none"> • All requests to adjust the draft Master Plans will be taken into consideration. Council will accommodate requests where possible taking into consideration other stakeholders, cost, demand, maintenance, and community safety. • Where Council are not able to accommodate requests, stakeholders will be informed as to the reasons why

CONSULTATION

Alpine Shire communities have been engaged throughout the development of the draft Master Plans. Engagement with key sport, community and active recreation user groups, services and the wider community have occurred through:

- 393 community survey responses
- Consultations and/or written submission with 63 sports and recreation user groups
- Discussions with nine state sporting associations, services, and schools

As the three Sports and Active Recreation Master Plans are in draft form, any requests from stakeholders to adjust the plans during the public exhibition period will be taken into consideration.

CONCLUSION

It is recommended that Council endorses the three draft Master Plans for public exhibition. Feedback from the public exhibition will be considered for inclusion in the final master plans, prior to the three Master Plans be presented for adoption at a future meeting.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Engineering and Assets
- Project Manager

ATTACHMENT(S)

8.2.5 Draft Alpine Shire Sports and Active Recreation Masterplan

Cr Kelley declared a conflict of interest with respect to item 8.2.6 and left the meeting room at 6:24pm

8.2.6 Draft Community Energy Prospectus Executive Summary

INTRODUCTION

The draft Community Energy Prospectus Executive Summary (draft Prospectus) provides opportunities for investment in community energy and electric vehicle (EV) charging infrastructure on Council land. Community energy provides energy cost reductions and energy resilience for the host site and locally generated renewable energy for local communities.

The draft Prospectus provides detailed design and business models for community batteries at five sites, and smaller scale energy nodes at an additional five sites. These sites were chosen based on an analysis of the space available for on-site solar and battery, existing electrical infrastructure and grid connection, facility usage, EV charger suitability and location. The outcome of the draft Prospectus is ten investment ready sites that can be put forward when grant funding and/or commercial investment opportunities arise.

This report recommends that Council endorse the draft Prospectus for community consultation in mid-2024. Once consultation is complete, Council will be asked to consider any feedback received ahead of adopting the final Prospectus and proceeding with seeking Expressions of Interest for commercial investment in the proposed infrastructure and continuing to support grant applications to fund the infrastructure.

Cr Keeble

Cr Nicholas

That Council:

- 1. Endorses the Draft Community Energy Prospectus Executive Summary to be placed on public exhibition for a minimum 28 days;*
- 2. Invites public submissions regarding the Draft Community Energy Prospectus Executive Summary;*
- 3. Reviews and considers any submissions received and updates the document as required; and*
- 4. Considers a recommendation to adopt the Community Energy Prospectus Executive Summary at a future meeting.*

Carried Unanimously

BACKGROUND

Since declaring a climate emergency in November 2021, Council has been seeking ways to support the community to improve resilience to climate change and reduce Greenhouse Gas emissions.

Community energy and public EV charging infrastructure projects have the potential to:

Improve resilience by providing backup power to host sites that can provide a community service during emergency events and power outages:

- Deliver locally generated renewable energy to local communities;
- Provide cost savings to the host site's electricity bills;
- Provide network benefits through the battery exporting during peak demand times to assist with low voltage issues on the network;
- Facilitate uptake of zero emissions vehicles; and
- Provide the innovation to establish the business case for the delivery of community batteries at council-owned sites in regional Victoria.

Council was a recipient of Recovery and Resilience funding in September 2022, which contributed to the development of the draft Prospectus. The development of the draft Prospectus coincides with the announcement of significant government funding for the delivery of community battery facilities. These are the Australian Government's \$200 million Community Batteries for Household Solar and the Victorian Government's \$10 million 100 Neighbourhood Batteries Initiative Round One. The draft Prospectus, presenting a number of investment-ready community battery sites, puts Council facilities in a favourable position to seek funding for these sites.

Through the draft Prospectus development process a list of facilities in which Council has ownership, tenancy, maintenance, or management interests was reduced to ten suitable sites for either large- or small-scale batteries based on existing infrastructure and grid connection. The models analysed are:

Large scale Community Power Plant (CPP) systems with oversized solar and battery systems capable of supplying site load and exporting excess power to the local community; or

Small scale Energy nodes that are capable of providing back up power to smaller sites.

Sites suitable for public EV chargers are also analysed.

Sites that were deemed suitable and so analysed for larger CPP systems are:

- Bright Alpine View Children's Centre
- Bright Pioneer Park Recreation Reserve
- Myrtleford RMcNamara Reserve
- Myrtleford Recreation Reserve & Showgrounds
- Mount Beauty Stadium and Pool

Sites analysed for energy node systems are:

- Dederang Recreation Reserve
- Dinner Plain School Community Centre
- Harrietville Community Hall
- Mudgegonga Community Hall
- Running Creek Community Hall

Of the assessed sites, a number were deemed suitable to host public EV chargers:

- Mount Beauty Sports Stadium
- Myrtleford Showgrounds
- Dederang Recreation Reserve
- Dinner Plain School and Community Centre
- Harrietville Community Hall
- Mudgegonga Community Hall

ISSUES

There is an anticipated two-year window of significant funding from the Australian and Victorian governments in community scale batteries; the development of this draft Prospectus was commissioned to ensure Council's readiness to apply for these funding opportunities as they arise. Applications for the Australian Renewable Energy Agency (ARENA) Community Batteries Funding Round 1 closed concurrently with the development of this draft Prospectus; a letter of support was provided to Indigo Power in order for it to submit an application for four of the CPP sites.

Pending the success of this application, and any other funding that becomes available, the development of commercial arrangements and lease agreements will be required to finalise the commercial arrangements of the battery ownership, use of Council roof space and land, as well as the sale and purchase of power generated.

The draft Prospectus analyses two models for each site, each with varying levels of risk and benefit to Council, outlined below. Decisions on the operational options are not required until funding has been secured.

Option 1:

Indigo Power funds the co-contribution and owns and maintains the battery and solar PV, with a commercial lease arrangement for the use of Council roof space and land, and power is sold to Council for use at the facility at a reduced price. Indigo Power would then use excess generation and storage capacity to supply clean energy to its customers.

Option 2:

Council funds the co-contribution and owns the battery and solar PV, with Indigo Power engaged to build, operate, and maintain the facility under a licence agreement. The host facility would use the required power and Indigo Power would sell excess capacity and supply clean energy to its customers. Council would recoup some of the costs through the licence payments from Indigo Power.

There are currently no funding opportunities for public EV chargers; however, the testing of the suitability of sites through the draft Prospectus development ensures readiness for funding applications as they become available. Endorsement of the list of sites suitable for EV chargers will also allow Council to seek commercial investment in public chargers at these sites.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objectives of the Council Plan 2021-2025:

- 2.2 Innovative and sustainable business development that supports year-round benefit
- 3.1 Decisive leadership to address the impacts and causes of climate change
- 3.4 A community that is prepared for, can respond to, and recover from emergencies

The recommendations align with the Council Action Plan 2021-2024 as community scale solar PV and batteries present an opportunity to offset Council's corporate emissions within the shire while providing long term financial benefit to Council.

The recommendations align with the Community Climate Action Plan Roadmap 2023: Action Opportunity Area Community Energy/Resilience Projects.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial and resource implications will be minimal until suitable funding is secured. After securing funding, likely through Australian and Victorian government grants, the commercial model for ownership and operation of the battery will be finalised in agreement with Indigo Power based on the options presented in the draft Prospectus documents (as outlined above).

Option 1:

Would have minimal upfront cost from Council with a small benefit in electricity cost savings for the host site and the commercial lease of the roof and land space.

Option 2

Would require Council to fund any required battery co-contribution and solar PV installations with the benefit of energy cost savings and income from the licence arrangement. Return on investment and payback periods vary depending on the site and finalisation of the commercial agreements.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
There is a risk that grant applications are not successful for funding of the battery from the Australian and Victorian governments	Possible	Major	<ul style="list-style-type: none"> The draft Prospectus shows mature evidence of testing of sites and operational models to support grant applications Indigo Power has had regular conversations with ARENA and is as well placed as it can be for that grant
There is a risk that facility ownership and management models inhibit the ability to enter into commercial arrangements with Indigo Power	Unlikely	Major	<ul style="list-style-type: none"> The sites presented for the ARENA application were chosen due to their low risk in this space A number of backup sites have been identified should this risk eventuate

CONSULTATION

Determination of sites for assessment considered sites prioritised by local community energy groups as an element of the short-listing process.

This report is seeking community engagement on the draft Prospectus prior to formal adoption. Once endorsed, the community will have an opportunity to comment on the draft Prospectus during the public exhibition period.

CONCLUSION

Endorsement of the draft Prospectus will enable Council to confidently continue to seek external funding for community batteries and public EV charging stations at the assessed Council facilities.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Manager Engineering and Assets
- Manager Growth and Future
- Sustainability Coordinator

ATTACHMENT(S)

8.3.6 Draft Community Energy Prospectus Executive Summary

Cr Kelley returned to the meeting at 6.30pm

8.2.7 Health and Safety Policy

File Number: Policy Register

INTRODUCTION

The Health and Safety Policy was adopted by Council in June 2019 and is due for review

The purpose of this report is to present the revised Health and Safety Policy No.52 Version 6 to Council for adoption.

Cr Janas

Cr Nicholas

That Council:

- 1. Revokes Alpine Shire Council Health and Safety Policy No.52, Version 5.0, 4 June 2019;*
- 2. Adopts Alpine Shire Council Health and Safety Policy No.52, Version 6.0; and*
- 3. Signs and seals the Alpine Shire Council Health and Safety Policy No.52, Version 6.0. at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

Council is committed to providing and maintaining a safe and healthy environment and culture for all persons associated with its operations, including employees, contractors, volunteers, residents, and visitors. This applies to our work areas and our community spaces.

As part of the organisational restructure in 2023, a key focus area was in respect to safety in the workplace. A dedicated Occupational Health and Safety Officer was appointed, and he has since re-established designated working groups (DWGs) and Health and Safety Representatives (HSRs) to work collaboratively and meet on a regular basis and the Health and Safety Committee was established in accordance with the *Occupational Health and Safety Act 2004*.

The representatives help to foster and create a safer and healthier working environment that encourages active participation and continuous improvement and promotes a culture of safety and the well-being of Council's employees, and the working group has identified and highlighted areas to be strengthened and implemented and incorporated into the updated policy.

As a result, this policy has been reviewed for compliance with relevant legislation, and been benchmarked against over local government health and safety policies.

ISSUES

Section 3.2 refers to strengthening councils' commitment to meet legal duties and obligations under the *Occupational Health and Safety Act 2004*. This considers

engagement from the staff satisfaction survey and a consultation process with Designated Working Groups and Health and Safety Representative.

Section 3.3 refers to the safety culture and alignment with CEO's Key performance plan and indicators for 2023-2024 - KPA 1: Leadership and Culture

Section 4 aligns the roles and responsibilities with the organisation structure.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Compliance - Outdated Policy that does not comply with legislation	Possible	Moderate	<ul style="list-style-type: none"> • Adopt the Policy as recommended.
Reputational - misalignment with the commitment of zero harm to staff	Possible	Moderate	<ul style="list-style-type: none"> • Approved and supported policy • Transparent communication with stakeholders and community
Operational - poor reporting culture and lack of accountability	Very Likely	Moderate	<ul style="list-style-type: none"> • Policy, implementation plan and reporting cycle that addresses how health and safety will be addressed within Alpine Shire Council

CONSULTATION

The current policy has been reviewed by the Occupational Health and Safety Officer, in consultation with the Health and Safety Committee. The Health and Safety Representatives undertook a consultative process with their members over a three week period to enable feedback to be incorporated. This was followed by a one week consultative process with the Alpine Shire Leadership Team for final review and feedback prior to finalisation.

CONCLUSION

The review of the Health and Safety Policy strengthens Alpine Shire Council's alignment with the current *OHS Act 2004* and OHS Regulation 2017.

Following an extensive consultation process, the revised Policy reflects contemporary practices and standards as set out in the legislation and it is recommended that the Policy be adopted by Council.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Operations
- Occupational Health and Safety Officer

ATTACHMENT(S)

8.2.7 Alpine Shire Council Health and Safety Policy No.52, Version 6.0

8.2.8 Contract CT26055 Mystic Park Management, Operations and Maintenance

File Number: CT26055

INTRODUCTION

This report relates to the award of a contract for the management, operation and maintenance of Mystic Park in Bright.

Cr Kelley

Cr Janas

That Council:

- 1. Awards Contract No. CT26055 Mystic Park Management, Operations and Maintenance to Elevation Parks Pty Ltd;*
- 2. Delegates authority to the Chief Executive Officer to sign the contract at an appropriate time; and*
- 3. Thanks the two unsuccessful tenderers for their interest in this tender process.*

Carried

A Division was called for by Cr Keeble

For: Cr Forsyth, Cr Kelley, Cr Janas and Cr Prime

Against: Cr Keeble and Cr Nicholas

BACKGROUND

In Victoria, plantations and land intended for long term plantation use are vested in the Victorian Plantations Corporation pursuant to the *Victorian Plantations Corporation Act (1993)*.

In December 1998, the Victorian Plantations Corporation licensed Hancock Victorian Plantations (HVP) in perpetuity to manage approximately 170,000 hectares of plantation land for the purposes of timber production.

Alpine Community Plantation Inc. (ACP) was incorporated in 2013 as a community-based not-for-profit partnership between Alpine Shire Council, HVP and three community groups being Alpine Cycling Club Inc, North East Victoria Hang Gliding Club Inc. and the Bright and District Chamber of Commerce.

ACP is governed by a board of volunteer directors representing each of the member organisations to the partnership.

A licence was issued to ACP by HVP to manage the recreational use of almost 20,000 hectares of working pine plantations with a focus on mountain bike activity.

Mystic Park in Bright covers approximately 350 hectares of this working pine plantation and is the main mountain bike precinct containing more than 50km of trails across 84 separate trails, including flow, climbing, downhill and technical mountain bike trails.

Without the existence of this not-for-profit community group acting in the role of recreational land manager, the sanctioning of these trails and activities within the plantations would not have been realised.

Since 2016, Mystic Park has experienced a period of rapid growth as a result of the opening of the Hero Trail in December 2016 and Shred Kelly's Last Stand in December 2018.

Mystic Park attracts around 63,000 specialist visitors to the Alpine Shire each year, contributing approximately \$27.1 million into the local economy, supporting 227 local jobs and an economic output of \$66.1 million.

Through a confidential report presented to the Ordinary Council Meeting held in November 2023, Council resolved to enter into a sub-license agreement to oversee the operations and management of Mystic Park via a professional operator.

In February 2024, an expression of interest (EOI) process was undertaken with three submissions being received within the submission period.

At the Ordinary Council Meeting held in February 2024, Council considered a confidential report relating to the assessment of the three submissions received during the EOI process. Council resolved to invite all three submitters to participate in the formal tender process.

The tender documentation identified Council's requirements for any future tenderer in managing and operating Mystic Park. They included:

1. Invitation to Tender document; and
2. Service General Conditions document.

The tenderers were also given access to all relevant documentation required to make an informed submission.

The formal tender process commenced on Monday 18 March 2024, for a four week period to secure a suitable professional operator to oversee the operations and management of Mystic Park.

During the tender process, two addendums were released to all tenderers based on questions received from the tenderers during the submission period to ensure procedural fairness.

EVALUATION

The tender closed on Sunday 14 April 2024 and three submissions were received.

The critical selection criteria listed in the Invitation to Tender, against which all submissions must be assessed, are:

1. Financial sustainability;
2. Qualifications and previous performance;
3. Delivery;
4. Community; and
5. Environmental sustainability.

The tender evaluation panel, Project Working Group (PWG) and Project Control Group have all individually reviewed the submissions.

Following the assessment of the tenders, it was determined that the tender from Elevation Parks Pty Ltd best addressed the selection criteria.

ISSUES

Following initial evaluation of the submissions, a further request was made to all tenderers requesting more detailed financial operating models and a more thorough mobilisation plan as outlined below:

- Detailed Profit and Loss balance sheet for Year 1 and the five years of operation to include all income and expenses, any upfront capital investment, assumptions, and considerations for harvesting impact on the profit and loss.
- Proposed membership model for a five-year period.
- If successful - a detailed mobilisation plan (from contract award to 1st July) outlining resourcing, plant and equipment, recruitment, communication, and operational readiness.
- Stakeholder communication and co-ordination during this period.
- If unsuccessful - a mobilisation plan for the successful operator to handover to.

An online meeting was also requested to fully understand each tenderer's submission.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 1.1 A community that is active, connected and supported

FINANCIAL AND RESOURCE IMPLICATIONS

Elevation Parks Pty Ltd has provided the most sound financial modelling and represent the best return for Council.

RISK MANAGEMENT

The key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
Unsuitable operator appointed	Unlikely	Major	<ul style="list-style-type: none"> • Extensive evaluation of submissions and thorough tender process
Backlash from unsuccessful proponents gaining community support	Possible	Moderate	<ul style="list-style-type: none"> • Provide extensive reasoning behind decisions • Provide transparent governance process
Transition from existing operator to new operator does not go as planned	Possible	Major	<ul style="list-style-type: none"> • Execution of sound mobilisation plan • Contract in place for new operation

CONSULTATION

Consultation has been held between Alpine Cycling Club, Chamber of Commerce, North East Hang Gliding Club and Wandi Trail Runners and Council Officers. In addition to this an internal Project Working Group (key Council internal stakeholders) was established to provide guidance and support to the Project Control Group (HVP and key Council stakeholders).

The submissions have been through an extensive evaluation process and consultation has been held between the Project Working Group and the Project Control Group.

CONCLUSION

The success of Mystic Park necessitates an experienced, established, and capable professional operator in order to secure the success and future of the park.

Following a tender evaluation assessment, the tender from Elevation Parks Pty Ltd is considered the best option due to financial sustainability, experience, delivery, and knowledge derived from managing other mountain bike parks.

DECLARATION OF CONFLICT OF INTEREST

In accordance with Section 130 of the *Local Government Act 2020* and Chapter 7, section A6 of the Council's Governance Rules, the following officers declare that they have no interest to disclose in providing this report.

- Director Assets
- Manager Growth and Future
- Strategic Planning Project Officer

ATTACHMENT(S)

Nil

8.3 CUSTOMER AND COMMUNITY DIRECTORATE – TONY COOPER

8.3.1 Community Grant and Event Funding Programs

INTRODUCTION

This report relates to individuals who make up the Alpine Shire Council 2024 Community Grant Program and Event Funding assessment panel.

*Cr Nicholas
Cr Prime*

That Council:

- 1. Notes the Victorian Auditors General's Office report to Parliament in May 2022; and*
- 2. Supports the recommendation to exclude Councillors from Council's Community Grant Program and Event Funding assessment panels.*

A vote on the original motion did not take place.

Cr Keeble moved to split the recommendations.

Cr Keeble

Cr Prime

- 1. Notes the Victorian Auditors General's Office report to Parliament in May 2022;
Carried Unanimously*
- 2. Supports the recommendation to exclude Councillors from Council's Community Grant Program and Event Funding assessment panels.*

No votes were made either 'in favour' or 'against' the motion.

Recommendation two is therefore considered to remain undetermined.

BACKGROUND

Council's Community Grant Program is a long-established funding program assisting community groups and organisations to deliver community focussed projects, programs and initiatives in the Alpine Shire.

Council's Event Funding is a long-established funding program committed to the development and support of community and tourism events and festivals that provide vibrant and diverse experiences for residents and visitors in the Alpine Shire.

From time-to-time Council delivers additional grant programs to meet the requirements of external funders.

The 2024-25 Community Grant Program and Event Funding will open for applications on Friday 10 May 2024 and close Sunday 16 June 2024.

In May 2022 Victorian Auditor General's Office (VAGO) released a report to Parliament ['Fraud Control Over Local Government Grants'](#).

In 2023 Council appointed an independent auditor to undertake a review of Council's Community Grant Program and Event Funding against the VAGO report to recommend improvements Council could make.

The internal review found that current controls in place are adequate but could be further strengthened. A range of improvements were identified that could reduce identified weaknesses and exposures.

ISSUES

The internal audit identified thirteen areas for improvement with 23 recommendations made to improve oversight of the Grants Program and Funding programs. Council accepted most of the recommendations, which included:

The Assessment Panel

- Improvements to the Conflict of Interest process.
- Exclude Councillors from assessing and making recommendations on grant applications.
- Development of Funding Program Assessment Panel Charter.

Use of Council Funds

- Review reoccurring and non-reoccurring Grants process.
- Verify that all grant recipients use grant funds for their intended purpose
- The process for 'out of round' funds request and distribution of unallocated funds needs to be strengthened.
- Review assistance provided to Applicants and Frequently Asked Questions

Policy and Procedure

- Develop an overarching Grants Management Policy.
- A more detailed and comprehensive assessment criteria for Community Grant Program and Event Funding should be developed.
- The introduction of a Centralised Grants Management System.
- Availability of Grant and Funding Program outcomes.
- Risk register to reflect grant related fraud risks.
- Mandatory training on Conflict of Interest, Fraud and internal policies.

The Internal Audit will be presented to Council Audit and Risk Committee May 2024.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025: 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Councillors are not, or are not seen as independent panel members to consider grant applications leading to inappropriate allocation of Council funds	Unlikely	Moderate	<ul style="list-style-type: none"> • Adopt recommendations of internal review of Council grant and funding programs • Exclude Councillors from grant assessment panels

CONSULTATION

This report is based on review of VAGO 'Fraud Control Over Local Government Grants' report and subsequent independent review of Council's Community Grant and Event Funding Programs.

Extensive consultation with key internal stakeholders was undertaken as part of the independent review.

CONCLUSION

A review of VAGO 'Fraud Control Over Local Government Grants' report clearly recommends that Councillors should be excluded from participating in assessment of Council grants program and this recommendation was reinforced in the independent review.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Customer and Community
- Manager Community Development
- Manager Customer Experience

ATTACHMENT(S)

Nil

8.3.2 Community Engagement Policy Review

INTRODUCTION

The Alpine Shire Council Community Engagement Policy was adopted by Council in February 2021, and is now due for review.

The purpose of this report is to place the reviewed Community Engagement Policy on public exhibition for community feedback, prior to the policy being adopted at future ordinary Council meeting.

Cr Keeble
Cr Nicholas

That Council:

- 1. Endorses the reviewed Community Engagement Policy for the purpose of releasing it for community feedback;*
- 2. Invites public submissions on the draft Community Engagement Policy for a period of five weeks, from Wednesday, 1 May to Wednesday, 5 June 2024; and*
- 3. Presents the Community Engagement Policy, considering all submissions received, for adoption at a future Ordinary Council meeting.*

Carried Unanimously

BACKGROUND

The *Local Government Act 2020 (LGA 2020)* requires Councils to adopt a Community Engagement Policy.

Council adopted its Community Engagement Policy in February 2021. The Policy is now due for its routine review. The Policy describes the type and form of community engagement proposed and includes deliberative engagement processes for long-term plans such as the Council Plan and Financial Plan.

The Policy is an important document to help guide Council staff in planning for and delivering community engagement activities, and to formalise Council's commitment to community engagement.

ISSUES

The Community Engagement Policy remains fit for purpose. The review recommends some slight changes to clarify how the Policy informs Council's advocacy approach.

The community is invited to share their views on the Policy and help inform future planning for community engagement and communication activities. Council's new online engagement platform, Engage Alpine, will be used to collect community feedback on the Policy.

POLICY IMPLICATIONS

The development and adoption of a Community Engagement Policy is a requirement of the LGA 2020.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.1 Effective communication and engagement

FINANCIAL AND RESOURCE IMPLICATIONS

Staffing resources for this review and the public exhibition period are being borne in-house, as part of Council's business as usual.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The Community Engagement Policy does not meet the needs of the community.	Unlikely	Minor	<ul style="list-style-type: none"> • Ensure far-reaching and accessible communication and engagement opportunities to encourage community feedback on the Policy. Consider this feedback into the final Policy and into future engagement activities.

CONSULTATION

Councillors, executive and staff have been consulted to inform the review of this Policy. This Policy considers industry best practice in community engagement and is now available for public comment.

CONCLUSION

The Community Engagement Policy is an important document to help guide Council staff in planning for and delivering community engagement activities, and to formalise Council's commitment to community engagement.

The Policy highlights the importance of involving the Alpine Shire community in Council decisions that impact them and is an essential part of how Council connects with, supports and serves the community.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Customer and Community
- Manager Customer Experience
- Engagement and Communications Coordinator

ATTACHMENT(S)

8.3.2 Draft Community Engagement Policy

8.3.3 Borrowing Policy

INTRODUCTION

A Council Borrowing Policy has been developed for adoption by Council.

Cr Janas

Cr Keeble

That Council:

- 1. Notes that no public submissions were received on the draft Borrowing Policy.*
- 2. Adopts the Borrowing Policy, Version 1 (Policy No. 128); and*
- 3. Signs and seals the Borrowing Policy, Version 1 (Policy No. 128), at the appropriate part of this meeting.*

Carried Unanimously

BACKGROUND

An analysis of Alpine Shire Council's financial policies identified a gap in that Council does not have a Borrowing Policy.

Council paid out its last borrowing in July 2015 and has not borrowed funds since then.

The proposed Borrowing Policy was developed by reviewing other council Borrowing Policies (or like named policies), to develop a best practice approach.

The policy sets out the circumstances in which Council will undertake borrowing and manage its loan portfolio. The purpose of this policy is to provide clear direction on the authority of Council or Council officers to make borrowing decisions.

A draft Borrowing Policy was issued to the Audit and Risk Committee for feedback at their November 2023 meeting. Feedback was incorporated in the draft Borrowing policy presented to Council at the Ordinary Council Meeting on 27 February 2024.

ISSUES

2023/24 Adopted Budget

Council does not intend to borrow funds in 2023/24 or the following three years, as per the published 2023/24 budget.

Consultation

At the 27 February 2024 Ordinary Council Meeting, Council approved the draft Borrowing Policy to be released for four weeks of community consultation and inviting written submissions. Community consultation was sought via the Council's Engage Alpine portal and was advertised to the community on 29 February 2024 through local newspapers and through its Facebook page.

The consultation period ran from 29 February 2024 to 28 March 2024.

No community feedback was received during this period.

During the consultation period the Borrowing Policy page on Engage was:

- viewed 26 time's, associated with 19 visitors'
- was downloaded 16 times
- was emailed to 151 individual email addresses with 7 clicks through to the policy (4.64%).

Revenue and Rating Plan

Council's adopted Revenue and Rating Plan 2021, contains the following section:

5.6 Borrowings

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution.

The following financial sustainability principles must be adhered to with new borrowings:

- *Borrowings must only be applied for where it can be proven that repayments can be met in the Long Term Financial Plan.*
- *Borrowings must not be used to fund ongoing operations.*
- *Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.*
- *Council will maintain its debt at levels which are sustainable.*

This does not contradict the Borrowing Policy now being proposed. However, if the Borrowing Policy is adopted, it will supersede this section of the Revenue and Rating Plan 2021. In any update to the plan this section will refer to the Borrowing Policy.

The Revenue and Rating Plan must be reviewed by 30 June 2025.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

There are no Financial or resource implications related to the adoption of the Borrowing Policy.

Council's adopted 2023/24 Budget states that Council does not intend to borrow funds in 2023/24 or the following three years.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Not having a policy in place regarding borrowings could lead to uncontrolled borrowings - liabilities.	Unlikely	Major	<ul style="list-style-type: none"> Implement a robust policy to establish control's if Council decides to borrow funds.

CONSULTATION

The Audit and Risk Committee provided feedback during the development of this policy.

The draft Borrowing Policy was released for public comment on 29 February 2024 through newspapers and social media. The policy remained on display for four weeks, and closed on 28 March 2024.

No formal submissions were received during this period.

CONCLUSION

Following a period of community consultation, it is now appropriate to adopt the Borrowing Policy to provide a robust structure regarding Council’s position on borrowing.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Customer and Community
- Manager Corporate

ATTACHMENT(S)

8.3.3 Borrowing Policy No 128 (Version 1)

8.3.4 Draft Budget 2024/25 Community Budget Submission Outcomes

INTRODUCTION

The purpose of this report is to respond to the submissions received as part of the community budget submission process conducted by Council prior to the development of the draft Budget 2024/25.

Cr Kelley

Cr Keeble

That Council:

1. *Considers all written and verbal submissions received from the community as part of the community budget submission process in relation to the Alpine Shire Council draft 2024/25 budget;*
2. *Includes the following submissions as part of the Alpine Shire Council draft Budget 2024/25:*

<i>Submission</i>	<i>Amount in draft Budget 2024/25</i>
<i>Mount Beauty Purchase of a slasher for the Mount Beauty Airport</i>	<i>\$20,000</i>

3. *Notes the following submissions are either currently being progressed, or will be progressed in the 2024/25 financial year (FY2024/25) using internal staff resources and without allocation of a specific budget amount:*

<i>Submission</i>	<i>Proposed Activity in FY2024/25</i>
<i>Whole of Shire Bushfire Resilience scorecard</i>	<i>Bushfire Resilient Scorecard will be promoted via a link on Council's website.</i>
<i>Whole of Shire Electric Homes</i>	<i>Council officers will remain alert to potential opportunities to promote 'all-electric homes' to homebuilders.</i>
<i>Bright Fitness Station - b/n Riverside Ave and Ovens River</i>	<i>Council officers will commence planning for delivery of this project in a future financial year, subject to confirmation of external funding.</i>

<i>Submission</i>	<i>Proposed Activity in FY2024/25</i>
<i>Bright Oaks Lawn - Power and water upgrade</i>	<i>Prioritisation of this project will be carried out by Council through public exhibition and subsequent adoption of the Pioneer Park Masterplan, which is planned during the 2024/25 financial year.</i>
<i>Harrietville Tavare Park - extra power outlets</i>	<i>This project will be assessed as part of the funded Alpine Better Places Harrietville Tronoh Dredge Hole Precinct project and will be delivered during 2024/25 subject to the results of this assessment.</i>
<i>Mount Beauty Mount Beauty Stadium - EV charging station</i>	<i>Opportunities for third-party investment in EV charging stations will be promoted using the 'Community Energy Prospectus Executive Summary', Mount Beauty Stadium is identified as a potential EV charging station location in the prospectus.</i>
<i>Myrtleford Bowls Club - change surface and cover bowls lawns</i>	<i>Prioritisation of this project will be carried out by Council through public exhibition and subsequent adoption of the Myrtleford Sport and Recreation Masterplan, which is planned during the 2024/25 financial year.</i>

4. *Notes the following submissions do not result in funding in the Alpine Shire Council draft 2024/25 Budget and are not being progressed by Council in the 2024/25 financial year:*

<i>Submission</i>	<i>Explanation</i>
<i>Bright Covered seating areas along the Ovens - Star Road and Canyon Walk</i>	<i>Proposed facilities will result in ongoing operational and maintenance costs which are not considered in the submission. Provision of riverside seating will be considered through the development of the Bright waterfront precinct masterplan.</i>

<i>Submission</i>	<i>Explanation</i>
<i>Whole of Shire Medical Blister Pack Recycling</i>	<i>Council will continue to focus on funding existing waste reduction initiatives.</i>
<i>Whole of Shire Implementation of an Electric Shuttle Bus system.</i>	<i>Council will direct resources towards consideration of community transport if this is highlighted as a priority through the new 4-year Council Plan. The Council Plan will be informed by deliberative engagement with the community.</i>
<i>Whole of Shire Feasibility of a community bus servicing the shire</i>	<i>Council will direct resources towards consideration of community transport if this is highlighted as a priority through the new 4-year Council Plan. The Council Plan will be informed by deliberative engagement with the community.</i>
<i>Whole of Shire Create Veteran mentors' program</i>	<i>Council is not considering the expansion of its service provision this financial year.</i>
<i>Whole of Shire Sculpture - Hume / Hovell 200 years crossed the Ovens</i>	<i>No allocation of funding is provided in FY24/25.</i>
<i>Bright Mystic - increase outdoor activity capacity</i>	<i>Council will to support the new Mystic Park operator when they start and therefore in FY24/25 is not supportive of this initiative.</i>
<i>Bright River Precinct - expand footbridge / increase car park / Electric car Charging area</i>	<i>Council will commence preparation of the technical investigations to inform a future structure plan for Bright next financial year. Council officers recommend that you engage in the pre-draft and draft community consultation processes associated with this project.</i>

<i>Submission</i>	<i>Explanation</i>
<i>Bright Bicycle path connecting through town</i>	<i>In the FY24/25 Council officers will commence the work required for Bright Structure Plan. The preliminary work and technical investigations associated with Structure Plans will take several years. Proponent is encouraged to engage in the pre-draft and draft community consultation processes associated with this project when it commences.</i>
<i>Myrtleford Community Battery / Solar Project</i>	<i>Council has sought external funding to deliver four community batteries at sites across the Alpine Shire, however the Savoy Soccer Clubs is not one of these sites.</i>
<i>Mt Beauty Mount Beauty Airport Capital works</i>	<i>Council has made significant recent investment in the Mt Beauty airport. Other key capital works programs across the Shire are being prioritised for delivery.</i>
<i>Mt Beauty Swimming hole / Picnic Spot / Old SEC Nursery</i>	<i>In the FY24/25 Council officers will commence the work required for Mt Beauty / Tawonga South Structure Plan. The preliminary work and technical investigations associated with Structure Plans will take several years. Proponent is encouraged to engage in the pre-draft and draft community consultation processes associated with this project when it commences.</i>
<i>Bright Council Offices - staff and public use EV chargers</i>	<i>No change is currently planned to the way in which the EV chargers at the Bright Council Office are being used. The grant funding which supported the delivery of this project explicitly excludes use of the chargers by members of the public.</i>

<i>Submission</i>	<i>Explanation</i>
<i>Myrtleford CCTV</i>	<i>Council officers continue to investigate the available options to provide safe and welcoming spaces for residents and visitors alike.</i>
<i>Myrtleford Soccer Club - ground drainage</i>	<i>An upgrade to Myrtleford Savoy Soccer Club drainage will be assessed and prioritised against other sporting ground upgraded following the recent drainage assessment program.</i>
<i>Myrtleford McNamara Reserve - off-leash training area</i>	<i>The McNamara Reserve will be included in a future facilities / reserves usage plan. This work will include community consultation.</i>
<i>Myrtleford BMX / Pump Track near showgrounds</i>	<i>Council is currently preparing a Sport and Recreation Master Plan. Council officers will recommend the Sport and Recreation Masterplan is placed on public exhibition encouraging community submissions at a forthcoming Council Meeting.</i>
<i>Mount Beauty Kiewa Valley Historical Society - appropriate storage</i>	<i>The future digitisation of records held in Council's Mount Beauty document archives may create additional space better suited for storage of historical artifacts than the existing space used by the Kiewa Valley Historical Society.</i>
<i>Myrtleford Resurface Savoy Car Park</i>	<i>Significant investment has been made into Savoy Soccer Club facilities recently. Works on the car park will be prioritised as part of a broader review of off-street carparking across the Shire.</i>
<i>Myrtleford Nimmo Bridge Reserve stabilisation</i>	<i>Council officers have flagged this request to the North East Catchment Management Authority for their consideration.</i>

5. Notifies in writing each person or persons who made a submission to the Draft 2023/24 Budget of the decision and the reasons for that decision.

Carried Unanimously

BACKGROUND

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with financial management principles and Council's Community Engagement Policy.

In November 2023, Council commenced consultation on the budget with the community budget submission process. Council officers asked the local community what they would like considered in the 2024/25 Council Budget prior to the main budget preparation commencing.

ISSUES

During the community consultation period, Council received 28 individual submissions. Each submission was evaluated by the relevant Manager in Council against the current and projected work program of Council, the availability of resources (staff and financial) within Council to undertake the requested works and linkages to the Council Plan.

Within this framework council officers prepared responses to each community submission and these were communicated to each submitter on 4 March 2024.

POLICY IMPLICATIONS

The Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. Submissions have been sought in accordance with Council's Community Engagement Policy.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council undertook the consultation on the Community Budget submissions utilising current staff and software packages and prepares its draft Budget with the objective of balancing long term financial sustainability and prioritised delivery against the adopted Council Plan 2021-2025.

RISK MANAGEMENT

Detail the key risks of the matter being addressed by the report and mitigation action / control.

Risk	Likelihood	Impact	Mitigation Action / Control
Community Budget submission process does not result in meaningful opportunities in the draft Budget	Possible	Moderate	<ul style="list-style-type: none"> • Ensure that the opportunity to participate in Community Budget submissions are advertised widely. • Ensure that submissions are assessed and prioritised into Council's Budget or future Project Pipeline where appropriate. • Ensure submitters are advised of the result of their submission.

CONSULTATION

The *Local Government Act 2020* stipulates that each Council is required to conduct consultation of the Budget in accordance with its Community Engagement Policy.

Council opened the community budget submission process on 13 November 2023, with submissions closing on 28 January 2024. Community drop-in and pop-up sessions were held at community markets and at libraries in Harrierville, Bright, Myrtleford, and Mount Beauty from late November 2023 to late January 2024. These sessions provided an opportunity for the community to speak with Councillors and members of Council staff about their proposals.

The application process was via the Council’s online Engage platform, with staff available to provide extra advice or assistance as required. Council received a total of 28 Community Budget submissions.

Council officers notified each submitter in writing on 4 March of the officers' position on their proposals and provided them all with an opportunity to present their proposal to Councillors. Six submitters presented informally to Councillors.

The 28 Community Budget submissions received this year was less than the 41 submissions received in the 2023/24 budget cycle, and more than the 15 submissions received in 2022/23.

The community will have a further opportunity to comment on the Alpine Shire draft 2024/25 Budget once it is released for public exhibition.

CONCLUSION

Council commenced a Community Budget consultation process on the Alpine Shire draft 2024/25 Budget in November 2023.

All submissions received have been considered by Council. This report reflects the Officers' recommendations to Council following a review of the cost and scope of each submission, other work being undertaken or planned to be undertaken by council and overall deliverability of the full scope of 2024/25 work.

A further period of public consultation will commence once the Alpine Shire draft 2024/25 Budget is placed on public exhibition.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Director Customer and Community
- Director Assets
- Manager Corporate

ATTACHMENT(S)

Nil

8.3.5 Dinner Plain Special Rate (2024/2025) Public Notice of Proposed Declaration

INTRODUCTION

The purpose of this report is to recommend that public notice be given of a proposed declaration of a Special Rate for the Dinner Plain village applicable to Commercial / Industrial land in the 2024/2025 financial year.

Cr Keeble
Cr Nicholas

That Council:

1. *Gives public notice in accordance with s163 of the Local Government Act 1989 of the intention to declare a special rate for the period 1 July 2024 to 30 June 2025 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 Dinner Plain Special Rate will apply to Commercial / Industrial land within the Dinner Plain village as defined in attachment 8.3.5. Dinner Plain village rate map;*
 - c. *the definition of Commercial / Industrial land is the definition provided in the Alpine Shire Council Revenue and Rating Plan;*
 - d. *the amount of the Dinner Plain Special Rate to be levied is determined as 43% of the general rate as provided in the Alpine Shire Council draft Budget Report for the financial year 2024/2025;*
 - e. *the amount of the Dinner Plain Special Rate to be levied for the period 1 July 2024 to 30 June 2025 is estimated to be \$160,000, or such other amount as is lawfully raised as a consequence of this Resolution;*
 - f. *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;*
 - g. *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; and*
 - h. *the total cost of the performance of this function is estimated to be \$170,000 over one year, for the Dinner Plain to Mt Hotham winter bus service.*
2. *Invites written submissions from the public in relation to the proposed declaration of the Dinner Plain Special Rate in accordance with s163A and s223*

of the Local Government Act 1989, with submissions closing at 5pm on Wednesday 5 June 2024;

- 3. Forms a committee according to Section 223 (1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions in relation to the proposed declaration of the Dinner Plain Special Rate; and*
- 4. Considers the Dinner Plain Special Rate for 2024/2025 declaration at an Ordinary Council Meeting on 25 June 2024.*

Carried Unanimously

BACKGROUND

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 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 Commercial / Industrial ratepayers.

A declared Special Rate for Dinner Plain reduced to 43% in 2017/18. In 2018/19, the Special Rate was aligned to the differential rate for Commercial / Industrial Land across the rest of the shire and was only paid by ratepayers who own Commercial / Industrial land in the Dinner Plain village (including holiday lets).

This approach has continued since 2018/2019. In 2024/2025 it is proposed that it be maintained for the declaration of a Special Rate to be made.

In the Alpine Shire Council's draft Council Budget 2024/2025, it is expected that income of an estimated \$160,000 will be received and this will be allocated to defray the cost of the Dinner Plain to Hotham winter bus service (\$170,000).

ISSUES

The Dinner Plain village operates on a total cost recovery basis. If there is a deficit or surplus based on the difference between

- a. all general and Special income attributable to Dinner Plain and
- b. all general and Special costs attributable to Dinner Plain,

this is allocated to a reserve, namely the 'Dinner Plain Reserve'.

Therefore, the Dinner Plain Special Rate and the expenses it is raised to meet are all placed in the Dinner Plain Reserve.

This is inclusive of all relevant income and costs, including, for example, the general rates paid by Dinner Plain ratepayers; an apportionment of general Council grants; Council services relevant to Dinner Plain (Roadways snow clearing (\$169,000) and Cross-country

snow grooming (\$68,000); an apportionment of Council overheads; all Special Rate costs; and all capital works expenditure in Dinner Plain.

Based on current forecasts, Dinner Plain expenditure will continue to exceed income in 2024/2025. At 30 June 2025 the Dinner Plain reserve is estimated to be \$1.4m.

2024/2025 Proposed Works

Dinner Plain Activation - \$1,100,000 (\$3.91m total cost, \$2.64m grant funded)

Dinner Plain Snow Making \$738,000 (\$3m total cost fully grant funded)

POLICY IMPLICATIONS

The preparation of the Dinner Plain Special Rate 2024/2025 is in accordance with the:

- Special Rate and Charges, Ministerial Guidelines, September 2004,
- *Local Government Act 1989*, and
- Alpine Shire Council Revenue and Rating Plan.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Based on current property valuations across the Alpine Shire, the Dinner Plain Special Rate for 2024/2025 is an estimated \$160,000.

RISK MANAGEMENT

Detail the key risks of the matter being addressed by the report and mitigation action / control.

Risk	Likelihood	Impact	Mitigation Action / Control
The Dinner Plain Special Rate declaration is not undertaken in accordance with the Act invalidating the Rate charge	Unlikely	Moderate	<ul style="list-style-type: none"> • Each stage of the declaration process is checked to ensure it meets the requirements of the Act, Revenue and Ratings plan and Ministerial Guidelines.

CONSULTATION

Under Section 163 of the *Local Government Act 1989*, a Council must give public notice of its intention to make a special rate declaration at least 28 days before making the declaration and that notice must contain information detailed in the Act.

Under Section 223 of the *Local Government Act 1989* a person has a right to make a submission on the proposed Dinner Plain Special Rate for 2024/2025 and any submission must be considered before adoption of the budget by Council. Council must allow a minimum 28 days after the public notice to receive submissions. A person has the right to have their submission heard at a committee formed according to Section 223 (1)(b) of the *Local Government Act 1989*, if required, consisting of Councillors for the purpose of hearing submissions.

CONCLUSION

Public notice of the intention to declare a special rate is a requirement of the *Local Government Act 1989*.

Council is giving public notice of the intent to declare a Dinner Plain Special Rate. It is proposed to declare the Dinner Plain Special Rate at an Ordinary Council Meeting on 25 June 2024.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Customer and Community
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

8.3.5 Dinner Plain Village Rate Map

8.3.6 Draft 2024/25 Budget Report

INTRODUCTION

The purpose of this report is to present the draft 2024/2025 Budget to Council.

Cr Keeble

Cr Kelley

That Council:

- 1. Prepares the draft Alpine Shire Council 2024/25 Budget annexed to this resolution and featuring a 2.75% rate increase for the purposes of section 94(1) of the Local Government Act (2020);*
- 2. Authorises the Chief Executive Officer to:*
 - a. Give public notice of the preparation of the draft Alpine Shire Council 2024/25 Budget in accordance with Council's Community Engagement Policy;*
 - b. Make available for public inspection the information required in accordance with the Local Government (Planning and Reporting) Regulations 2020;*
- 3. Invites written submissions from the public on any proposal contained in the budget, with submissions closing 5pm, Wednesday 5 June 2024, noting that any submitter may request to be heard in support of their submission;*
- 4. Forms a committee, if required, consisting of Councillors for the purpose of hearing submissions in relation to the draft Alpine Shire Council 2024/25 Budget; and*
- 5. Considers a recommendation to adopt the 2024/25 Budget at the Ordinary Council Meeting on 25 June 2024.*

Carried Unanimously

BACKGROUND

Council is required under section 94(1) of the *Local Government Act (2020)* to prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year.

ISSUES

Council has prepared the draft Alpine Shire Council 2024/2025 Budget. It is aligned to the Community Vision 2040 in the Alpine Shire Council Plan 2021-2025.

Through continued strong cost management, the draft Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects and remain able to respond to changing market conditions such as rising costs and a restrictive revenue base.

Operating Surplus

This draft Budget projects an operating surplus of \$5.111m which is influenced by:

- a. A Rate increase of 2.75%, in line with the Fair Go Rates System which caps Victorian Council rate increases (announced by the Minister for Local Government in December 2023);
- b. Capital works expenditure totalling \$15.445m, a significant capital works program reflecting a manageable pipeline of asset renewal and increased development activity from successful grant applications totalling in excess of \$8m.
- c. An increased material and services budget reflecting inflationary impact on costs.

Fees and Charges

The fees and charges schedule to the draft budget provides a comprehensive list of the charges applicable to the community that can be charged by members of Council staff who have the appropriate delegations. Broadly fees and charges have increased in line with the proposed rates increase of 2.75%. In addition, there are some new fees and charges proposed this financial year including:

- changes to the permit charges for street trading,
- some charges for the 'dishpig' at events within and outside the Shire,
- cost recovery of consent to works in a roadway,
- adjustments to the charges applied to lost or damaged items borrowed from Council libraries,
- pro rata animal registration fee to encourage responsible animal management,
- a licence fee to secure a licence over a Council facility,
- routine adjustments to planning and building fees,
- retrieval of paper and electronic on site or off site documents and files.

Unit Fee is announced through the State Budget. Final details of the unit fee will be provided on the Alpine Shire Council website once the final budget is adopted.

Capital Works Highlights

As part of the draft 2024/25 Budget, Council plans to deliver another significant capital expenditure program totalling \$15.445 million, supported by Government grant funding of \$8.298 million.

Major projects include:

- Myrtleford Memorial Hall (\$0.43m)
- Ablett Pavilion Upgrade (\$1.05m)
- Tawonga Memorial Hall Upgrade (\$0.56m)
- Tawonga South Public Space Amenities (\$0.30m)
- Dinner Plain Activation (\$1.05m)
- Dinner Plain Snowmaking (\$0.74m)
- Myrtleford Splashpark (\$0.25m)
- Myrtleford Savoy Soccer Club Upgrade (\$0.76m)
- Tronoh Dredge Hole Precinct (\$0.90m)
- Porepunkah Rail Trail and Eurobin Rest Stop Upgrade (\$1.20m)

- Myrtleford Landfill Rehabilitation cell 1 (\$1.10m)

Recurrent Spend

Council has also included in the budget a number of cyclical costs, that are driven by the Local Government Elections in October 2024. These being:

- estimated payments to the Victorian Electoral Commission of \$200,000 to run the Election as noted in M(2) - 27 February 2024 Council meeting;
- \$85,000 to support creation of a new Council Plan; and
- \$60,000 to update the Revenue and Rating Plan.

POLICY IMPLICATIONS

The draft Alpine Shire Council 2024/2025 Budget is prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

The draft Budget covers a four-year period, including the budget year 2024/2025, and the subsequent three financial years.

Rating provisions remain in the *Local Government Act 1989*. The Victorian government has released the final report and government response on the Local Government Rating System Review; however, this has not yet translated to legislative change.

The draft Budget is aligned to the Strategic Objectives identified in the Alpine Shire Council Plan 2021-2025. Major Initiatives are identified that will contribute to the delivery of the Strategic Objective. Council's progress in the delivery of these major initiatives will be reported in the corresponding Annual Report.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council prepares its draft Budget with the objective of balancing long term financial sustainability and prioritising delivery against community needs. The draft Alpine Shire Council 2024/2025 Budget forecasts an operating surplus of \$5.111 million and a working capital ratio of 2.36.

Council has seen an increase in materials and service charges reflecting inflationary impact on costs such as insurance premiums projections, and a renewed focus on strategic planning. Departmental budgets otherwise have largely been managed to remain flat or have been increased by the Essential Services Rate Cap.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Poor financial prudence	Unlikely	Major	<ul style="list-style-type: none"> • Each budget account is scrutinised for its validity and reported against quarterly. • Council routinely updates its operational long term financial plan to test whether spending is sustainable over the medium to long term.

CONSULTATION

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with the financial management principles and Council’s Community Engagement Policy.

Special Rates remain governed by the requirements of the *Local Government Act 1989* and must include a statutory public consultation process, including the ability for a submitter to request to be heard in person. It is considered prudent that Council mirrors this process for public consultation and submissions regarding the draft 2024/2025 Budget, as the draft 2024/2025 Budget contains assumptions based on the inclusion of a Dinner Plain Special Rate.

Council conducted a Community Budget consultation process on the 2024/25 budget from November 2023 through to February 2024. Full details regarding the Community Budget submissions are detailed in a report earlier in this agenda.

A further period of public consultation will commence once a draft Budget 2024/2025 is placed on public exhibition.

The final step is for Council to adopt the budget after receiving and considering all submissions from interested parties. The budget is required to be adopted by 30 June 2024.

In line with Council's Community Engagement Policy the draft Alpine Shire Council 2024/25 Budget will be placed on public exhibition for a period of not less than four weeks. This will occur through Council's Engage Alpine platform.

CONCLUSION

The draft Alpine Shire Council 2024/2025 Budget has been prepared in accordance with the Alpine Shire Council Plan 2021-2025 Strategic Objectives and the *Local Government Act 2020*. The draft Budget Report is presented for Council's consideration and public exhibition.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Director Customer and Community
- Director Assets
- Manager Corporate
- Financial Accountant

ATTACHMENT(S)

8.3.6 Alpine Shire Council Draft 2024/2025 Budget

9. Informal meetings of Councillors

Introduction

In accordance with Chapter 8, section A1 of Council's Governance Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting, or Community Asset Committee meeting.

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are tabled at the next convenient Council meeting, and are recorded in the minutes of that Council meeting.

Cr Nicholas

Cr Keeble

That the summary of informal meetings of Councillors for March / April 2024 be received.

Carried Unanimously

Background

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

Date	Meeting
26 March	Briefing Session
14 April	Briefing Session
16 April	Briefing Session
23 April	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – March / April 2024

10. Presentation of reports by delegates

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

11. General business

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording for responses to general business noting that Cr Kelley vacated the meeting room at 7:41pm due to questions in relation to North East Waters take off location. Cr Kelley returned to the meeting at 7:42pm.

12. Motions for which notice has previously been given

Nil

13. Reception and reading of petitions

Nil

14. Documents for sealing

Cr Janas

Cr Prime

That the following documents be signed and sealed.

1. *Borrowing Policy, No 128 (Version 1).*
2. *Health and Safety Policy No.52, Version 6.0.*
3. *S173 Agreement – TK & TJ Howden and Goulburn Murray Rural Water Corporation*
This Section 173 Agreement is required by condition 19 of Planning Permit P.2022.040 for development and use of a dwelling at CA19B Great Alpine Road, Freeburgh being the land referred to in Certificate of Title Volume 11082 Folio 825 and described as CA19B Township of Freeburgh, Parish of Freeburgh.
The Agreement provides for wastewater management measures, including a requirement to connect to a community effluent disposal or reticulated sewerage system if one becomes available and servicing of the onsite wastewater management system. The Agreement is a requirement of Goulburn Murray Water as a referral authority under the Alpine Planning Scheme.
4. *S173 Agreement – PG and CL Woods*
This Section 173 Agreement is required by condition 7 of Planning Permit P.2021.237 for a two (2) lot subdivision at 51 Cobden Street, Bright being the land referred to in Certificate of Title Volume 7107 Folio 303 and described as Crown Allotment 16, section F2, Township of Bright, Parish of Bright.
The Agreement provides for bushfire management protection measures, including incorporating a Bushfire Management Plan, and an exemption from the planning permit requirement of clause 44.06-2 of the Alpine Planning Scheme.
The Agreement is a mandatory requirement of the Bushfire Management Overlay of the Alpine Planning Scheme.
5. *S173 Agreement – Cas-Bak Building Supplies Pty Ltd*
This Section 173 Agreement is required by conditions 6, 15, 23, 24 and 25 of Planning Permit P.2022.097 for a two (2) lot subdivision with common property at 70 Delany Avenue, Bright being the land referred to in Certificate of Title Volume 6736 Folio 110 and described as Lot 2 on plan of subdivision LP014621.
The Agreement provides for:
 - *achievement of the garden area requirements of clause 32.08-3 of the planning scheme; and*
 - *bushfire management protection measures, including incorporating a Bushfire Management Plan, and an exemption from the planning permit requirement of clause 44.06-2 of the Alpine Planning Scheme.*

6. S173 Agreement – Mt Beauty Timber Industries Pty Ltd

This Section 173 Agreement is required by condition 3 of Planning Permit P.2020.209 for a six (6) lot subdivision at 12 Mill Road, Mount Beauty being the land referred to in Certificate of Title Volume 10952 Folio 005 and described as Lot 1 on plan of subdivision PS420780C and 9 Embankment Drive, Mount Beauty, being the land referred to in Certificate of Title Volume 12247 Folio 395 and described as Lot 2 on plan of subdivision PS827241R. The Agreement requires any future subdivision of the land to be consistent with an endorsed development plan. In addition, the land owner has consented to the inclusion of matters relating to on-site stormwater detention systems on each lot including the construction, maintenance and inspection of the systems.

7. S173 Agreement – GR Sutherland and JM Holland

This Section 173 Agreement is required by conditions 2 and 3 of Planning Permit P.2022.128 for a two (2) lot subdivision at 81 Cobden Street, Bright being the land referred to in Certificate of Title Volume 12314 Folio 144 and described as Lot 8 on plan of subdivision PS806620. The Agreement provides for bushfire management protection measures, including incorporating a Bushfire Management Plan, and an exemption from the planning permit requirement of clause 44.06-2 of the Alpine Planning Scheme. The Agreement is a mandatory requirement of the Bushfire Management Overlay of the Alpine Planning Scheme.

Carried Unanimously

There being no further business the Chairperson declared the meeting to closed at 7:44p.m.

.....
Chairperson



COUNCIL POLICY

Councillor and Staff Interaction Policy

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REVISION RECORD

Date	Version	Revision description
28/05/2024	1.0	Presented for adoption by Council

1. Purpose

This policy provides guidance and support for Council staff and Councillors in the performance of their duties as established by the *Local Government Act 2020 (Act)*.

This policy is pursuant to section 46(3)(c) of the Act that states that the Chief Executive Officer (CEO) is responsible for:

“managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented”.

This document establishes the protocols for staff interactions with Councillors, whilst also supporting Councillors in complying with the Councillor Code of Conduct.

2. Scope

This policy applies to all Councillors and all Council staff. It applies to all forms of interaction between Councillors and staff.

The functions of the CEO are defined in Section 46 of the *Local Government Act 2020* which provides that the CEO is responsible for the day-to-day operations of Council. This means that Councillors are not responsible for implementing Council decisions, and do not have authority to direct Council staff (other than the CEO).

This section of the Act supports the facilitation of effective administration and avoids staff being subject to conflicting directions. Clear lines of managerial authority are critical. This does not prohibit Councillors from expressing their views about administration matters or implementation, however this must be undertaken through the CEO.

All Councillors are to ensure that all communication with Council staff is in accordance with the protocols of this policy. This is reinforced in section 46(3)(c) of the Act which provides that the responsibility of the CEO is to manage interactions between Councillors and staff.

Channels of contact may include, but are not limited to, phone (including text), in person, by email or online and through digital and social media platforms.

3. Policy details

3.1 CHIEF EXECUTIVE OFFICER (CEO) INTERACTIONS

The Council employs the CEO and the CEO is responsible for the organisation. Therefore, Councillors' primary point of contact with the organisation is via the CEO.

The CEO is responsible for determining the appropriate allocation of Council resources required to best support the Mayor and Councillors to undertake their roles. This includes the nomination of Council staff to provide support to the Mayor and Councillors.

The CEO manages interactions between members of Council staff and Councillors and ensures that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented.

3.2 DIRECTOR INTERACTIONS

Councillors have direct contact with the relevant Director to seek advice, information, and support to assist them in carrying out their official Councillor duties. In contacting a Director, Councillors are encouraged to use electronic means, such as email.

If a request from a Councillor relates to matters which are of a whole of Council significance or relevance, then a reply will be sent to all Councillors.

3.3 MANAGER INTERACTIONS

Councillors predominantly have contact with Managers through weekly Briefing Sessions at which the CEO or a delegate is in attendance.

Interaction between Councillors and Managers outside of a Briefing Session is subject to the approval of the CEO or the relevant Director. Where approval has been provided, Councillors are encouraged to use electronic means to interact with a Manager where this is possible. The CEO or relevant Director must be copied into the correspondence.

3.3.1 Manager Customer Experience

The Mayor, or the Deputy Mayor in the Mayor's absence, are the only Councillors that may provide official comments to the media on behalf of Council. The Mayor or Deputy Mayor have access to work with the Manager Customer Experience in respect to media statements, requests and responses. The Manager Customer Experience can delegate day-to-day engagement on agreed media statements, requests and responses to the Engagement and Communications Coordinator, however new requests should be made in the first instance to the Manager Customer Experience.

3.4 STAFF INTERACTIONS

3.4.1 Executive Assistant to the Chief Executive Officer

It is appropriate for Councillors to contact the Executive Assistant to the CEO in relation to their roles and responsibilities and general enquiries relating to things such as expense claims and calendar invitations/management.

3.4.2 Engagement and Communications Coordinator

The Mayor, or Deputy Mayor in the Mayor's absence, can engage directly with the Engagement and Communications Coordinator to coordinate the preparation of media statements, speeches, key message and media releases in order to ensure effective and timely communication to the public. New requests should be made in the first instance to the Manager Customer Experience.

3.5 COUNCILLOR INTERACTIONS WITH STAFF

Under section 124 of the *Local Government Act 2020*, Councillors must not improperly direct or interact with Council staff in accordance with the provisions set out by the Councillor Code of Conduct.

The Council appoints and reviews the performance of the CEO. The Act establishes that all staff including volunteers are accountable to the CEO who is responsible for appointing, directing, or terminating Council staff.

Councillors must:

- accept that their role is one of strategy and policy development and leadership, as opposed to management or administration.
- acknowledge that they do not have a role to instruct or direct or approach staff on any matters pertaining to the performance of their duties.
- acknowledge that they are not responsible for implementing Council actions.
- acknowledge that under the *Local Government Act 2020* they have no capacity to individually direct Council officers to perform or not perform particular functions.
- not use their position to improperly influence members of staff in their duties or functions to gain advantage for themselves or others or to cause detriment to others.
- respect the role of members of staff and treat them in a way that engenders mutual respect at all times.
- acknowledge the professional obligation members of staff have to give advice based on their knowledge and experience and to write reports and recommendations in a professional, objective and unbiased way.
- act with courtesy towards all Council staff and avoid intimidatory behaviour.
- refrain from publicly criticising Council staff in a way that casts doubt on their professional competency or credibility.

Councillors should advise the CEO in a timely fashion of any concerns that they may have with any member of staff.

3.6 INTERACTIONS THROUGH COMMITTEE AND/OR BOARD REPRESENTATION

Individual councillors are appointed to represent Council on Committees and Boards, and there are instances where staff are also appointed as representatives on the same Committees and Boards. Examples include appointment to a Director role on the Board of Alpine Children's Services, or membership of the Alpine Resilience Partnership.

In these instances, engagement between Councillor and Council staff member is appropriate to ensure the Committee/Board is able to effectively fulfil its function. This may also extend to email correspondence.

3.7 INTERACTIONS THROUGH MEMBERSHIP TO COMMUNITY GROUPS AND ORGANISATIONS

Councillors frequently perform roles in the community which are not related to their appointment as a member of Council.

Councillors should ensure that Conflicts of Interest between their community interests and Councillor role are appropriately declared and should remain conscious of public perception when engaging with Council officers in their role as a representative of a community group or organisation. Councillors should preferably avoid appointment by community groups or organisations as their organisation's primary point of contact with Council officers.

Councillors should not use their role as a Councillor to improperly influence outcomes for the benefit of a community group or organisation of which they are a member.

3.8 PERSONAL INTERACTIONS BETWEEN COUNCILLORS AND STAFF

While this Policy governs the interactions between Councillors and Council staff which relate to the business of Council, it does not prevent Councillors and Council staff from communicating generally.

From time to time, Councillors and staff may be present at social and community events. In such situations, both parties should remain cognisant of their obligations under this Policy.

If a Councillor and a member of Council staff have a pre-existing personal relationship, they must be mindful of this and ensure any conflicts of interest which arise are declared in accordance with the Act and Council's Governance Rules.

3.9 CONTRACTORS AND CONSULTANTS

Contractors or consultants engaged by Council (including contractors or consultants engaged through an employment agency) are to be treated in the same way as staff under this Policy, where the contractors or consultants:

- Supervise Council staff.
- Undertake work that is of a similar nature to work undertaken by Council staff at a premise or location generally regarded as a Council workplace; or
- Use or have access to Council resources or information that are not normally accessible or available to the public.

3.10 SUMMARY OF APPROPRIATE COUNCILLOR AND STAFF INTERACTIONS

Appendix 1 contains a tabular summary of appropriate Councillor and staff interactions. As per resolution 3 of agenda report 8.1.2 from the May 2024 Ordinary Council Meeting, the Chief Executive Officer has the delegated authority to make administrative updates at any time to the Appendix: 'Summary of Appropriate Councillor and Staff Interactions table' to reflect changes to the structure of the organisation, without affecting the intent of the policy.

3.11 COMMUNICATION BETWEEN COUNCILLORS AND STAFF DURING AN EMERGENCY

During a declared emergency, Council will operate under the relevant emergency management framework and protocols. Council may not be the lead agency or be authorised to initiate activities and release information.

Councillors are not authorised to seek information or updates directly from Council staff.

The CEO will authorise communication to Councillors to provide information that is in addition to that available to the general public.

3.12 MANAGING CORRESPONDENCE AND COMMUNITY REQUESTS

Where Councillors receive requests for support from members of the public in relation to matters under the control of the CEO, in the first instance they should request the member of the public to log a service request via the customer service team. In this way, the customer will receive a service request number which will allow them to follow up directly on the progress of their request if required.

Where Councillors choose to lodge a request on behalf of a community member, they should preferably do so through the customer portal or via an email to the customer service team. Councillors should provide sufficient information to enable Council staff to respond, including as a minimum the name and contact details of the customer and brief details of their request.

Councillors should acknowledge requests received from members of the public and let the person know that a member of Council staff will respond to them as appropriate.

Councillors are required to treat all information provided by staff appropriately and to adhere to any confidentiality requirements. If a Councillor is unsure whether a document or advice contains confidential information, they should contact the CEO or relevant Director for clarification prior to releasing the information to the public.

3.13 UNREASONABLE REQUESTS FOR INFORMATION

Where the CEO or Director consider that a request for information may be unreasonable, or the information cannot be provided, they must state to the Councillor the reasons for the decision if access is to be refused. Examples of what is unreasonable may include:

- Information that is not readily available and would require significant officer resource to gather.
- Is not required for the Councillor to perform their civic duty and is operational in nature.
- Information that is protected by privacy provisions or legislation – for example the number of freedom of information requests in action may be provided on request, but Officers would not disclose the name of the applicant, or the details of the information being sought, or where a Councillor wishes to know details of a personal affair nature of a complainant or any information that may unreasonably disclose someone's identify.
- Information relating to staff personnel files.
- Information relating to Public Interest Disclosure matters that Council's Public Interest Disclosure Officer is managing through direct receipt, or via an IBAC or Victorian Ombudsman enquiry.

If a Councillor is seeking information that is unable to be provided by the Chief Executive Officer, the following mechanisms can be used to seek information or for a decision to be determined by Council:

- Calling of a Special Council Meeting
- Admission of urgent business
- A notice of motion.

All of the above can be enacted provided that they meet the requirements of the Alpine Shire Council Governance Rules and do not breach any state or commonwealth legislation ie. *Privacy and Data Protection Act 2014*, *Local Government Act 2020*, *Public Interest Disclosures Act 2012* or the *Freedom of Information Act 1982*.

4. Roles and responsibilities

The following positions are responsible for

Role / Position	Responsibility
Chief Executive Officer	Adoption, application and operation of this Policy
Mayor, Deputy Mayor	Ensuring Councillors are supported in the implementation of this policy and that any behaviour that is contrary to this policy and the Councillor Code of Conduct in relation to the implementation of Council policies are identified and dealt with in accordance with the <i>Local Government Act 2020</i> and Councillor Code of Conduct.
Councillors	Understanding and abiding by this policy at all times. Reporting issues to the CEO when they believe this policy has not been adhered to.
Council staff	Understanding and abiding by this policy at all times. Reporting issues to the CEO when they believe this policy has not been adhered to.

5. Breaches

If a member of Council staff considers that a Councillor has breached the requirements of this protocol, they are to:

- advise the Councillor that they are uncomfortable with the interaction and recommend the Councillor speak with either the CEO or relevant Director if they require any further information, and
- report what has occurred to the CEO or Director Customer and Community.

If a Councillor considers that a member of Council staff has breached the requirements of this protocol, they are advised to:

- have no further contact with the member of Council staff, and
- should report what has occurred to the CEO or the Director Customer and Community.

The CEO and/or Director Customer and Community will assess the matter and determine what further action should be taken.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the *Gender Equality Act 2020*. As a result of the assessment, gender and intersectional issues are not seen to either limit or change the way in which all persons are affected by the Councillor and Staff Policy. No further gender or intersectional analysis was deemed to be required.

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

- *Local Government Act 1989 [Vic]*
- *Local Government Act 2020 [Vic]*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Domestic Animals Act 1994,*
- *Environment Protection Act 1970,*
- *Equal Opportunity Act 2010*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Public Health and Wellbeing Act 2008,*
- *Occupational Health and Safety Act 2004*
- *Privacy and Data Protection Act 2014*
- *Planning and Environment Act 1987*
- *Public Interest Disclosures Act 2012*
- *Road Safety Act 1986.*

Related Guidelines, Operational Directives or Policies

- Governance Rules
- Councillor Code of Conduct
- Employee Code of Conduct

Related Procedures

- Nil

9. Definitions and abbreviations

Term	Meaning
Act	<i>Local Government Act 2020</i>
CEO	Chief Executive Officer
Council	Alpine Shire Council
Councillor	A person who holds the office of member of a Council
Governance Rules	the governance rules adopted by Council under section 60 of the Act, as amended from time to time
Member of Council staff	<p>Under the Act, a natural person appointed by the Chief Executive Officer (other than an independent contractor under a contract for services or a volunteer) under s48 to enable-</p> <ol style="list-style-type: none"> a. The functions of the Council under this Act or any other Act to be carried out, and b. The Chief Executive Officer to carry out their functions <p>Note: The Chief Executive Officer is also a member of Council Staff - s44(5).</p>
Worksite	<p>An area a where any Council works are taking place or services are delivered.</p> <p>This includes permanent and temporary locations as well as online and social media platforms</p>

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 28th day of May
2024 in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

APPENDIX: Summary of appropriate councillor and staff interactions

Appropriate direct councillor and staff interactions are outlined in the following table. Definitions of the subject matters can be found after the table.

Subject Matter:	Staff member to interact with:								
	CEO	EA to CEO	Relevant Director	Relevant Manager (subject to Director Approval)	Manager Customer Experience	Engagement & Communications Coordinator	IT Helpdesk	Planning Officer (at a Planning Forum)	Civil Works Coordinator
Policy direction and gaps	x		x						
Service development and review	x		x						
Routine service delivery and projects	x	x	x	x					
Media and communications matters	x	x	x		x	x			
Governance Issues	x		x						
Information Systems/Day to day service matters	x	x	x				x		

Subject Matter:	Staff member to interact with:								
	CEO	EA to CEO	Relevant Director	Relevant Manager (subject to Director Approval)	Manager Customer Experience	Engagement & Communications Coordinator	IT Helpdesk	Planning Officer (at a Planning Forum)	Civil Works Coordinator
Representation on Committees, Forums, and Community Pop-ups.	x	x	x	x	x	x		x	
Councillor Code of Conduct matters	x								
Enforcement related matters	x		x						
<i>Planning and Environment Act 1987</i> matters	x		x	x					
Councillor vehicles	x	x							x
Civic and ceremonial matters	x	x	x		x				

Policy direction and gaps

This includes areas relating to policy direction, gaps or contradictions in policy, consideration of alternatives, impact analysis, forward scheduling, budget proposals or priority timetables.

Service development and review matters

This includes where Councillors are seeking clarification on service development and review such as perceived service failure, further information on matters sent to Councillors by the administration, interpretation of a policy, clarification of a service level, management response to emerging trends, or information on priority of services or works within a project plan.

Routine service delivery and projects

This includes where Councillors are seeking information on day-to-day service and project matters such as perceived minor service failure, information on service levels, information on scheduling of work, or seeking advice on behalf of a member of the public.

Media and communications matters

This includes all areas relating to media and communications. All media and communication requests should be made through the Chief Executive Officer, relevant Director or to the Manager Customer Experience.

Governance matters

This includes all areas relating to governance.

Information systems day to day IT service matters

Where the issue is relatively simple such as an enquiry regarding timing of service delivery or equipment failure Councillors should direct enquiries via the Executive Assistant to the CEO. Councillors may be referred to the IT Helpdesk if necessary in order to resolve the matter.

More complex issues, including service complaints and requests for new or upgraded services, are to be raised by Councillors with the relevant Director or the CEO.

Representation on Committees, Forums, and at Community Pop-ups

This includes all areas relating to the administration of or the attendance at a committee or forum or community pop-up, or the business or service-related content of a committee or forum.

Councillor Code of Conduct matters

This includes all areas involving potential breaches of the Councillor Code of Conduct or queries in relation to the application of the Councillor Code of Conduct.

Enforcement related matters

This includes all areas relating to enforcement of any law or local law by Council.

Involvement by a Councillor in any stage of investigation or enforcement must not occur.

Council makes delegations and authorisations to various Staff who must, without fear or favour, investigate and enforce various legislation including the *Domestic Animals Act 1994*, *Environment Protection Act 1970*, *Food Act 1984*, *Public Health and Wellbeing Act 2008*, *Planning and Environment Act 1987*, *Road Safety Act 1986* and any local laws.

In accordance with section 124 of the *Local Government Act 2020*, Councillors must not direct or seek to direct a member of Council staff in the exercise of a delegated power, or the performance of a delegated duty or function of the Council.

Delegated and authorised officers must be able to perform investigation, determination of response, management of infringements and prosecutions in a manner that is free of improper direction or improper influence.

Consideration of appeals against the infringement notices will be reviewed in accordance with the relevant guidelines published by the Attorney-General and the internal appeals procedure. Councillors must therefore not involve themselves in matters of investigation and enforcement in a manner that may give rise to a conduct breach. Where members of the community seek support in relation to such matters, they should be referred to the documentation already provided, including relevant Staff identified and available to be contacted.

Councillors may contact the Chief Executive Officer or relevant Director with any requests for information regarding such matters. The provision of related information will be applied in accordance with the Information Privacy Principles set out in the *Privacy and Data Protection Act 2014*.

Planning and Environment Act 1987 related issues

Council has significant responsibilities under the *Planning and Environment Act 1987*. It is important that the decision making of the Council is not tarnished by perceptions of bias, predetermination, inappropriate direction, or inappropriate influence.

Councillors may contact the relevant Director with any requests for information regarding such matters.

Councillors are invited from time-to-time to attend Planning Forums to ensure they are fully informed ahead of a decision to be taken at a Council Meeting. Director Corporate and Community and/or the relevant Manager (with Director approval) will be in attendance at all Planning Forums.

Councillor vehicles

This includes all matters related to access to Council pool vehicles or the maintenance of the Mayoral vehicle, including breakdowns, accidents and accidental damage.

Civic and ceremonial matters

Includes all areas relating to, but not limited to, any Civic Ceremonies

22 May 2024

Alpine Shire Council

Gavan Street / Anderson Street / Star Road, Bright Intersection Study

INTRODUCTION

onemilegrid has been requested by Alpine Shire Council to undertake a review of the existing performance of the intersection between Gavan Street / Anderson Street / Star Road located in Bright, and assess options for alternative intersection arrangements.

We understand that the community has previously expressed concern with peak period queues and delays, in addition to safety concerns. These investigations are intended to objectively assess current and future performance, and provide pros and cons of design options.

EXISTING CONDITIONS

The intersection between Gavan Street / Anderson Street / Star Road is centrally located within Bright, and is directly adjacent to the Shell service station, and The Star Hotel.

The intersection is currently roundabout controlled at the intersection of Gavan Street and Anderson Street, with Star Road connecting to Gavan Street to form a T-intersection approximately 20 m east of the roundabout. The existing intersection layout is shown below in Figure 1.

Figure 1 Site Context (15 Feb 2024)



Copyright Nearmap



Road Network

A summary of the cross-section and operating characteristic of each road within the intersection study area is presented in Table 1 below.

Table 1 Road Network Characteristics

Road Name	Between	Classification	Indicative Capacity (veh. per day)	Alignment
Gavan Street	Station St & Anderson St	Arterial	18,000	East-west
Gavan Street	Anderson St & Camp St	Arterial	12,000	East-west
Star Road	Riverside Ave & Gavan St	Collector	7,000	North-south
Anderson Street	Gavan St & Ireland St	Collector	7,000	North-west/south-east

Road Name	Cross-Section	Footpath Provision	Bicycle Facilities	Car Parking	Speed Limit
Gavan Street	Two-way / Two-lane (divided)	Both sides	On-road bike lane: south side	Marked kerbside: angled south side, parallel north side	60 km/h
Gavan Street	Two-way / Two-lane, painted median	Both sides	None	Marked kerbside	40 km/h
Star Road	Two-way / Two-lane	Both sides	None	Marked angled: east side	40 km/h
Anderson Street	Two-way / Two-lane (divided)	Both sides	None	Marked	40 km/h

Heavy Vehicles

The alpine areas surrounding Bright are utilised regularly for logging, and require access within and around Bright township for access to logging coups.

Gavan Street is an approved b-double route, and Anderson Street is an approved route for logging purposes.

Any proposal for alterations to the transport network arising from this project must consider these access requirements.

Traffic Volumes

onemilegrid has previously undertaken an inspection of the site, including traffic volume counts at the Gavan Street / Anderson Street roundabout and the Gavan Street / Star Road intersection on Thursday 20th January 2022 and Saturday 22nd January 2022.

The peak results of the inspection are shown in Figure 2 and Figure 3.

Figure 2 Existing Traffic Volumes – Thursday

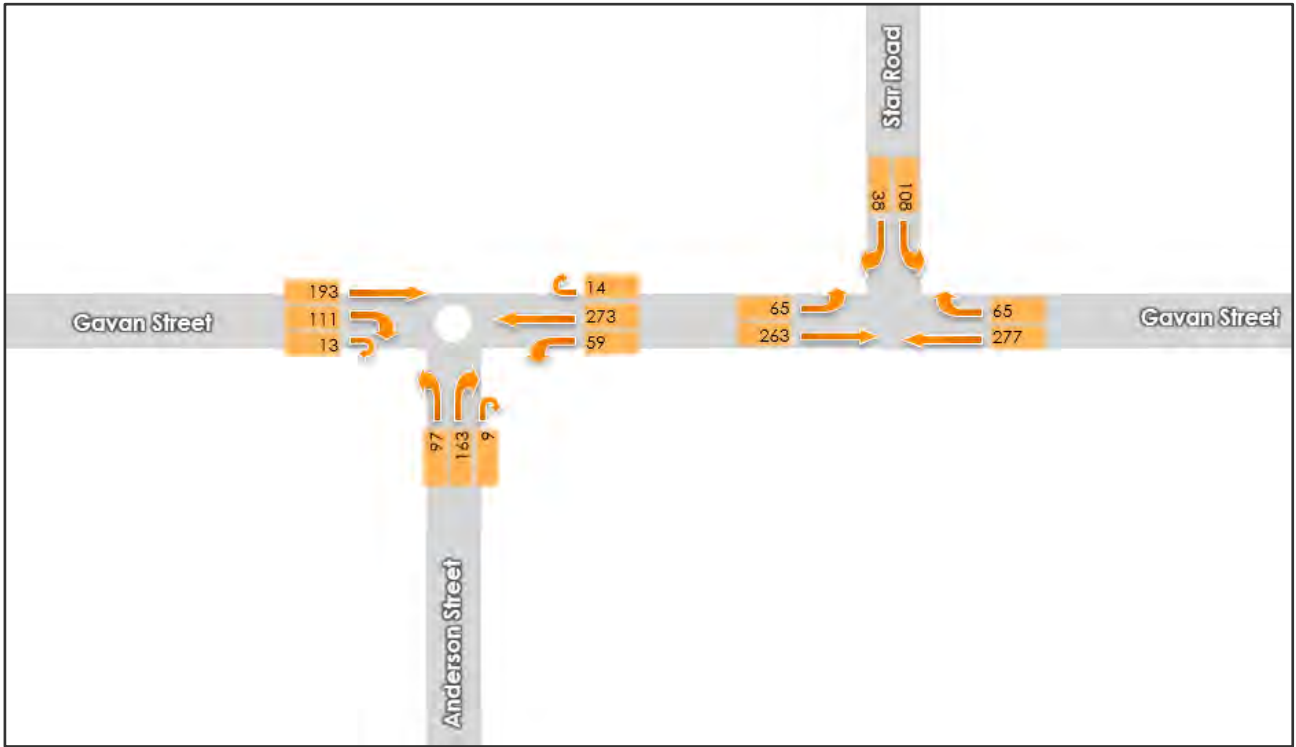
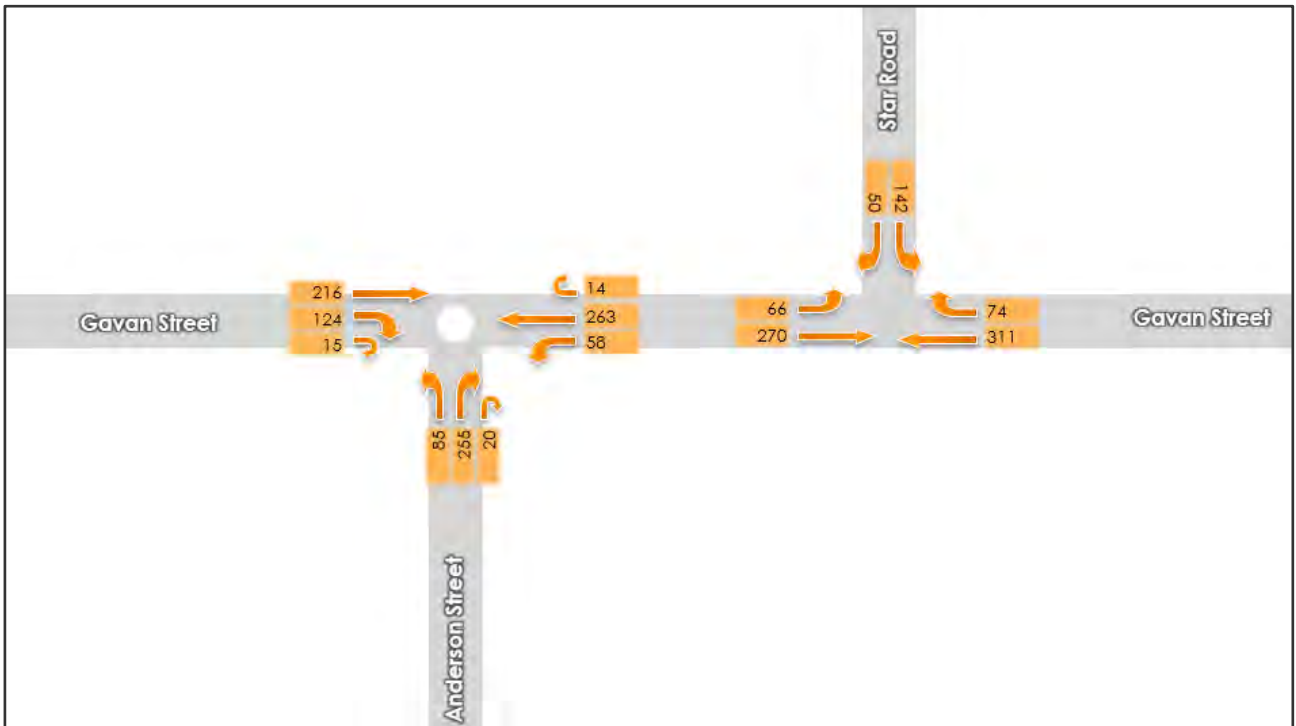


Figure 3 Existing Traffic Volumes – Saturday



INTERSECTION CONFIGURATION REVIEW

We understand that concerns have been raised to Council officers in the past regarding performance of the subject intersection, particularly in relation to vehicles queuing on Star Road and the general safety of the intersection.

Consequently, onemilegrid has been requested by Alpine Shire Council to provide commentary and assessment of the existing intersection, and prepare alternate design options for a potential intersection upgrade, to improve safety for all road users and determine the most efficient future operating conditions.

As part of the future intersection alignment, Alpine Shire Council have advised that the parcel of land at the southeast corner of the Gavan Street / Anderson Street roundabout is under consideration for purchase, and may be used to facilitate a more desirable intersection configuration. It is noted that this parcel of land is currently occupied by Shell Service Station, as shown below in Figure 4.

Figure 4 Shell Service Station



Copyright Nearmap



Existing Intersection Performance

To assess the operation of the intersection the traffic volumes have been input into SIDRA Intersection, a traffic modelling software package.

The SIDRA Intersection software package has been developed to provide information on the capacity of an intersection with regard to a number of parameters. Those parameters considered relevant are, Degree of Saturation (DoS), 95th Percentile Queue, and Average Delay, and Level of Service (LoS), as described in Table 2 below.

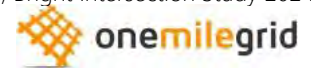
Table 2 SIDRA Intersection Parameters

Parameter	Description														
Degree of Saturation (DoS)	The DoS represents the ratio of the traffic volume making a particular movement compared to the maximum capacity for that particular movement. The value of the DoS has a corresponding rating depending on the ratio as shown below.														
	<table border="1"> <thead> <tr> <th>Degree of Saturation</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>Up to 0.60</td> <td>Excellent</td> </tr> <tr> <td>0.61 – 0.70</td> <td>Very Good</td> </tr> <tr> <td>0.71 – 0.80</td> <td>Good</td> </tr> <tr> <td>0.81 – 0.90</td> <td>Fair</td> </tr> <tr> <td>0.91 – 1.00</td> <td>Poor</td> </tr> <tr> <td>Above 1.00</td> <td>Very Poor</td> </tr> </tbody> </table>	Degree of Saturation	Rating	Up to 0.60	Excellent	0.61 – 0.70	Very Good	0.71 – 0.80	Good	0.81 – 0.90	Fair	0.91 – 1.00	Poor	Above 1.00	Very Poor
	Degree of Saturation	Rating													
	Up to 0.60	Excellent													
	0.61 – 0.70	Very Good													
	0.71 – 0.80	Good													
	0.81 – 0.90	Fair													
0.91 – 1.00	Poor														
Above 1.00	Very Poor														
Average Delay (seconds)	Average delay is the time delay that can be expected for all vehicles undertaking a particular movement in seconds. This includes time taken to accelerate or decelerate, time taken to undertake the manoeuvre, and delay at a hold line or stop line.														
95th Percentile (95%ile) Queue	95%ile queue represents the maximum queue length in metres that can be expected in 95% of observed queue lengths in the peak hour.														
Level of Service (LoS)	A qualitative measure of sign-controlled intersection performance, based on the average delay experienced by a driver. A LoS of A, B, C or D suggests acceptable intersection performance. A LoS of E or F suggests mitigation measures or upgrades may be warranted.														

The value of the average delay and Level of Service for a sign-controlled or roundabout intersection has a corresponding rating, as shown in Table 3 below.

Table 3 Rating of Delay and V/C Ratio, and Level of Service

Rating	Delay & V/C Ratio	Level of Service
Excellent	≤ 10 seconds	A
Very Good	10 – 15 seconds	B
Good	15 – 25 seconds	C
Fair	20 – 35 seconds	D
Poor	30 – 50 seconds	E
Very Poor	50+ seconds	F



The existing configuration of the Gavan Street / Anderson Street roundabout currently operates under 'Excellent' conditions, while the Star Road / Gavan Street intersection currently operates under 'Very Good' condition with a LoS rating of 'B' on the Star Road approach.

Table 4 Gavan Street / Anderson Street – Existing Volumes

Approach	LoS	DoS	Avg. Delay (sec)	Queue (m)
Thursday				
Anderson Street (S)	A	0.285	6.4	12.6
Gavan Street (E)	A	0.301	2.1	14.2
Gavan Street (W)	A	0.298	4.5	14.0
Saturday				
Anderson Street (S)	A	0.251	6.3	10.9
Gavan Street (E)	A	0.298	2.2	13.9
Gavan Street (W)	A	0.324	4.4	15.6

Table 5 Gavan Street / Star Road – Existing Volumes

Approach	LoS	DoS	Avg. Delay (sec)	Queue (m)
Thursday				
Gavan Street (E)	A	0.221	1.5	4.8
Star Road (N)	A	0.214	10.0	6.1
Gavan Street (W)	A	0.194	0.6	1.0
Saturday				
Gavan Street (E)	A	0.249	1.6	5.6
Star Road (N)	B	0.297	10.8	9.5
Gavan Street (W)	A	0.200	0.6	1.2

Both intersections operate with modest delays and queues, and were observed to flow fairly well during the 2022 summer holiday period when onemilegrid staff were in attendance.

There have been no recorded crashes at the intersection within the last 5 years. It is acknowledged that the crash stats only include the incidents recorded by police and therefore may exclude minor incidents which were not reported, or near misses.

Regardless of the above, there are opportunities for improvement that include:

- Improved pedestrian connectivity and access, including provision for pedestrian priority (particularly for the visually impaired);
- Management of conflicts between turning movements from Star Road and the northern service station access;
- A large intersection footprint to cater for turning movements of large vehicles; and
- Lack of dedicated cycling infrastructure.

Options Development & Performance Assessment

onemilegrid has prepared four alternate intersection design options, with the layouts conceptually shown below in Figure 5 to Figure 10.

Concept plans and swept paths for each option are attached, demonstrating that each layout is capable of accommodating fully directional movements for a 19 m semi-trailer and through movements along Gavan Street for a 26 m B-Double.

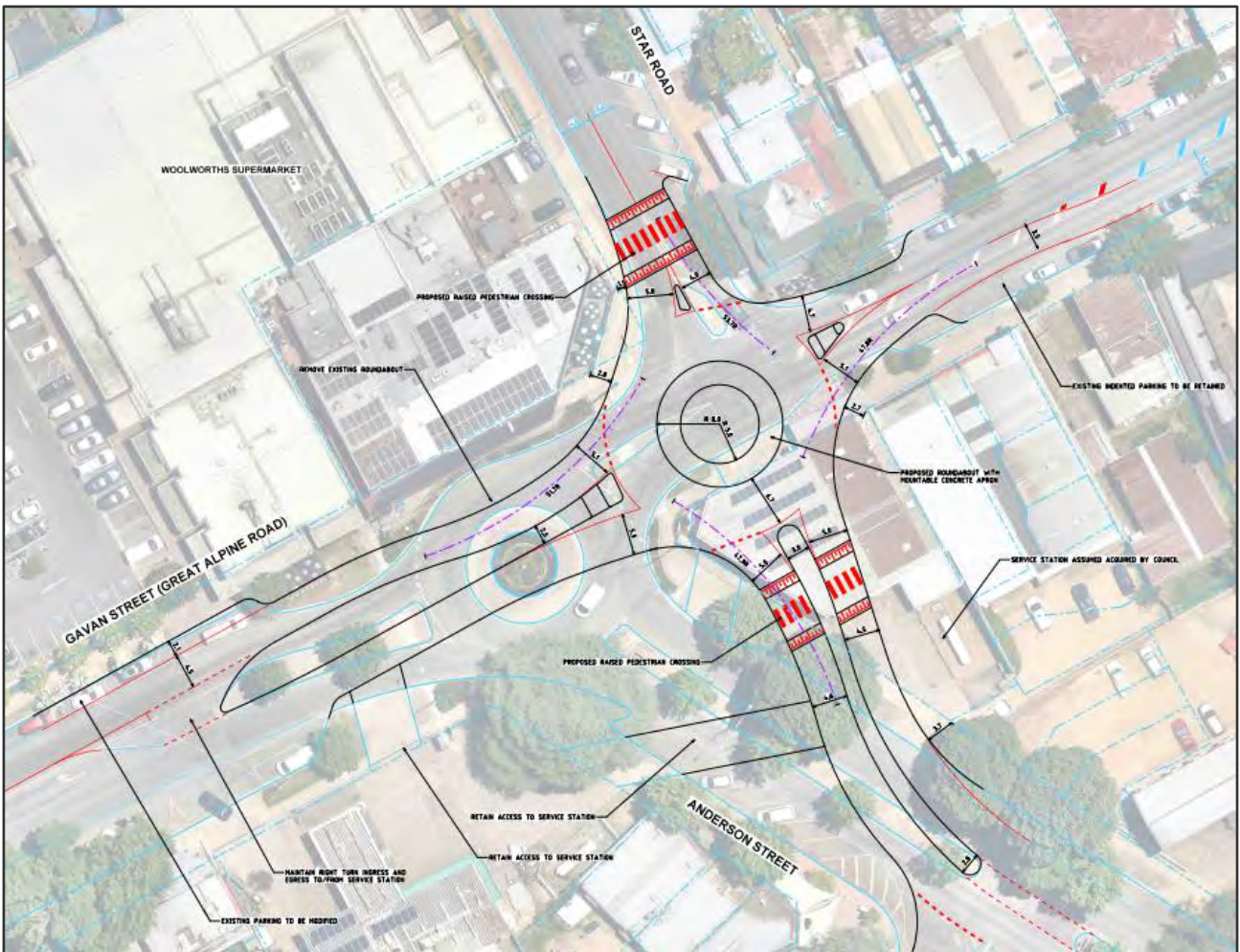
All options may benefit from further improvements for pedestrian and cyclist safety as they are developed further.

Option 1

The first option includes the realignment of Anderson Street on approach to Gavan Street, and the construction of a 4-way roundabout, with raised pedestrian crossings on Anderson Street and Star Road, as shown below in Figure 5.

It is noted that the outer diameter of the roundabout island is trafficable, to accommodate movements for larger vehicles.

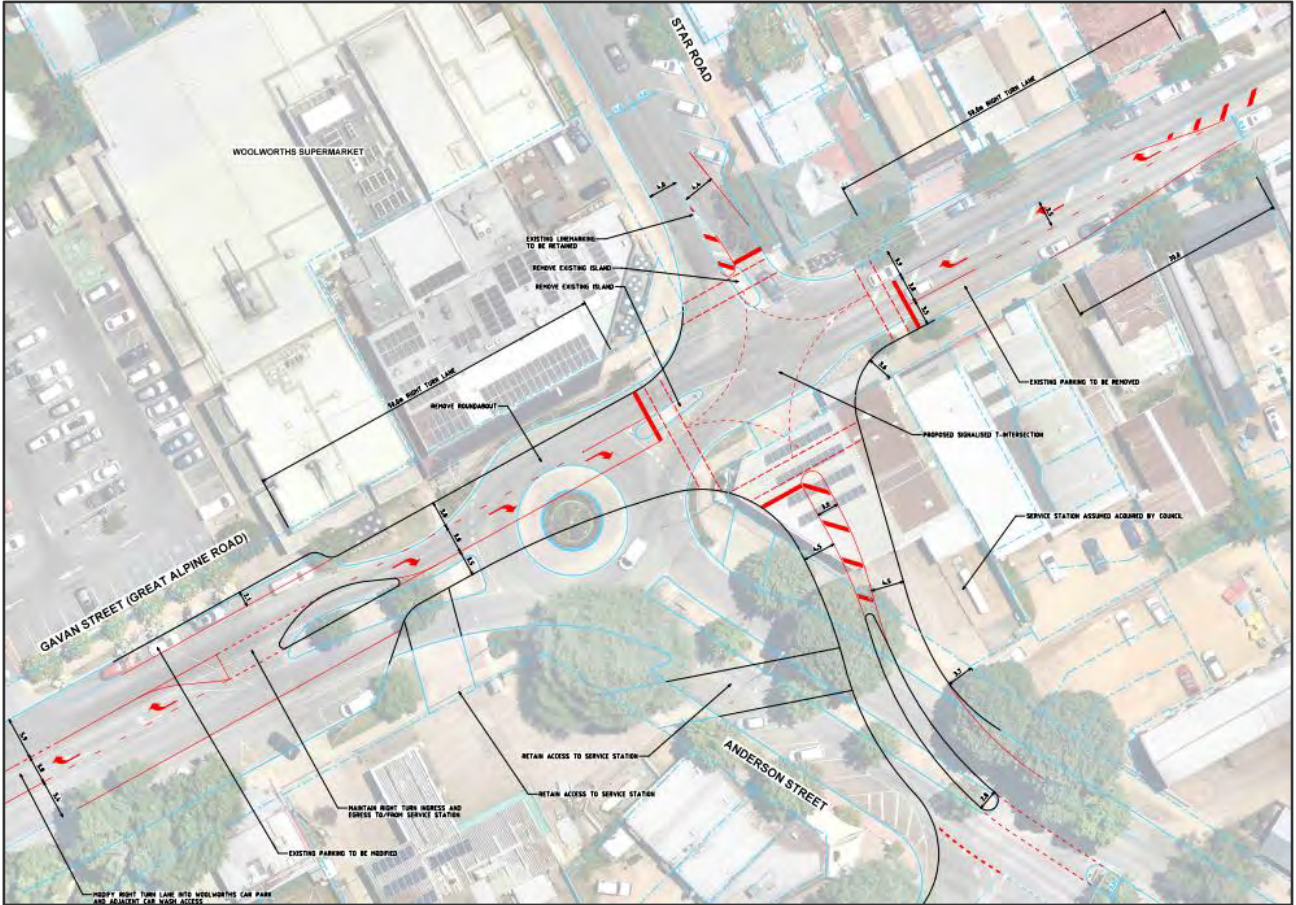
Figure 5 Option 1 – 4-Way Roundabout



Option 2

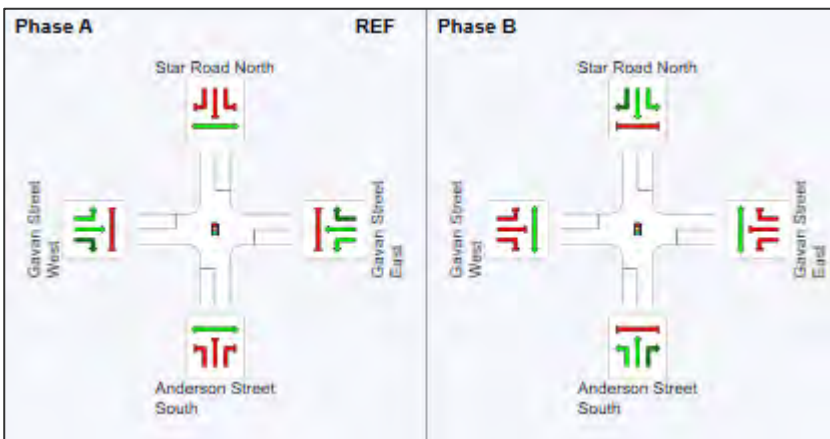
The second option includes the realignment of Anderson Street on approach to Gavan Street, and the construction of a 4-way signalised intersection, with signalised pedestrian crossings on each approach, as shown below in Figure 6.

Figure 6 Option 2 – Signalised Intersection



The signalised intersection has been assumed to operate with the signal phasing below in Figure 7, with a cycle time of 90 seconds.

Figure 7 Adopted Signal Phasing – Option 2

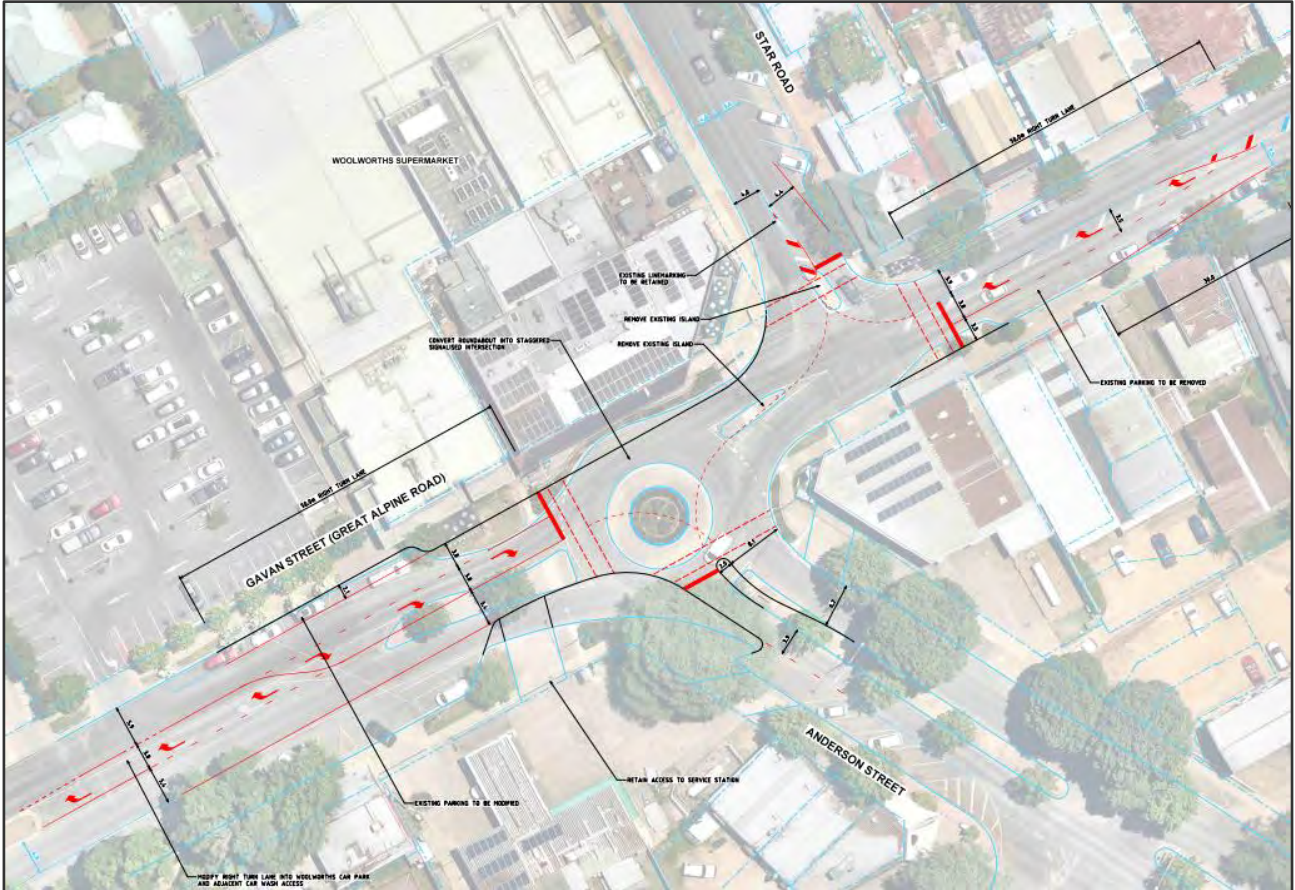


Option 3

The third option utilises the existing road reserve to provide a staggered signalised intersection, with signalised pedestrian crossings on each approach, as shown below in Figure 8.

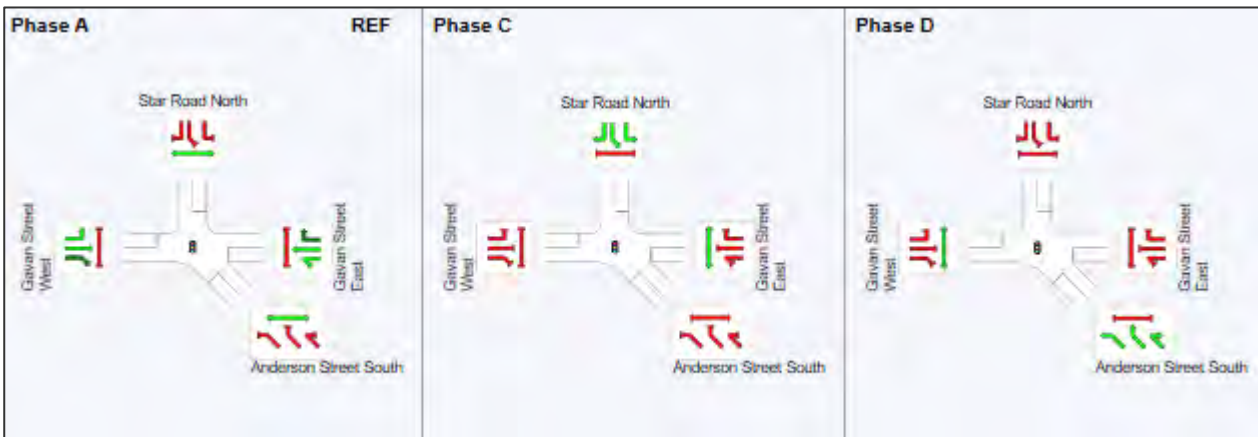
It is noted that this design does not utilise the parcel of land currently occupied by Shell Service Station.

Figure 8 Option 3 – Staggered Signalised Intersection



The signalised intersection has been assumed to operate with the signal phasing below in Figure 9, with a cycle time of 90 seconds.

Figure 9 Adopted Signal Phasing – Option 3

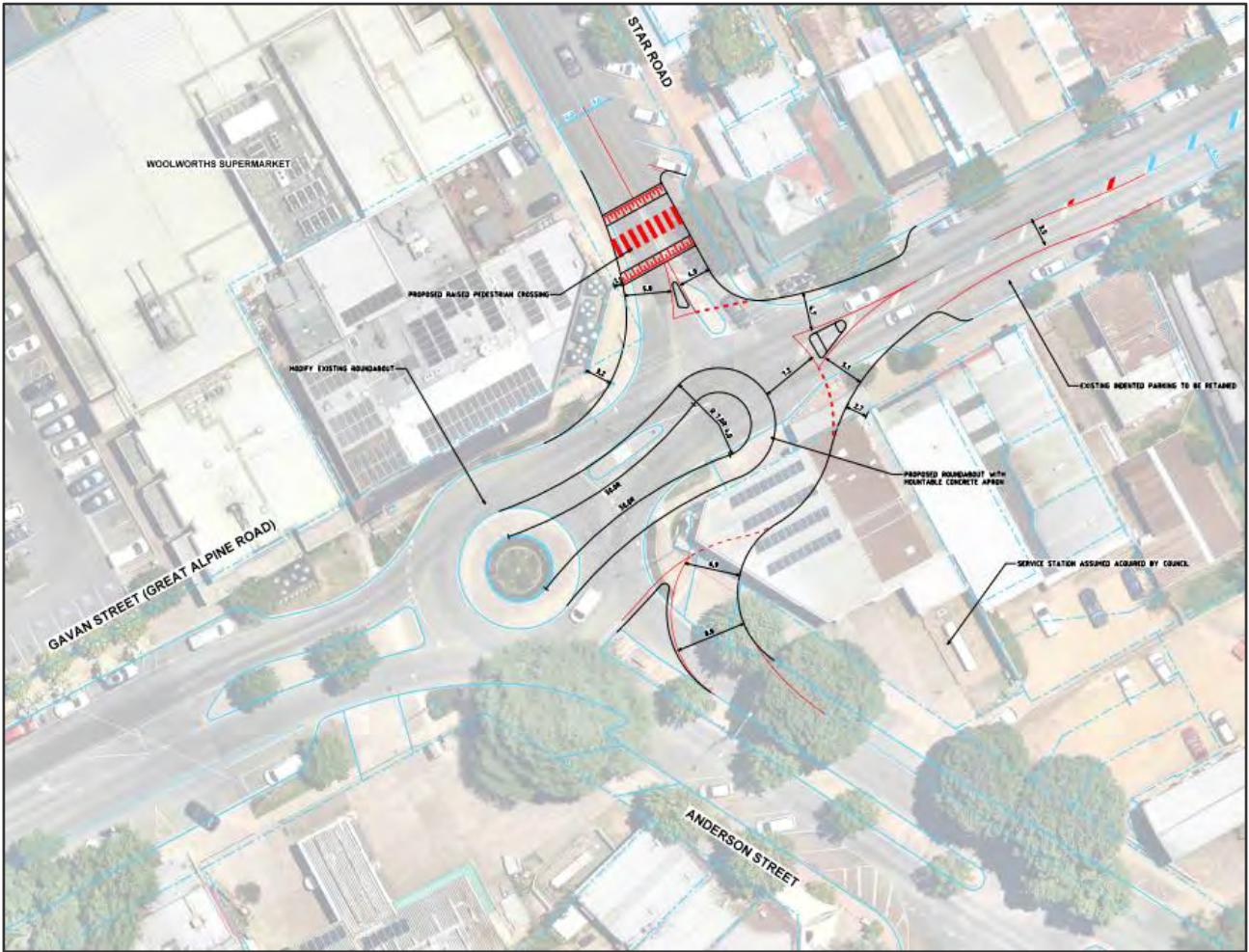


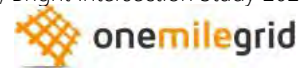
Option 4

The fourth option includes the realignment of the departure side of Anderson Street and the Gavan Street approach on the east leg, with raised pedestrian crossings on Star Road as shown below in Figure 10. The outer diameter of the roundabout island is trafficable, to accommodate movements for larger vehicles.

It is noted that the purchase of land occupied by the Shell Service Station would still be required as part of this option.

Figure 10 Option 4 – Oblong Roundabout





Intersection Capacity Assessment

Option 1

The roundabout is demonstrated to operate under 'Excellent' conditions on both days, with modest queues and delays on each approach.

Table 6 Option 1 – 4-Way Roundabout – Existing Volumes

Approach	DoS	Avg. Delay (sec)	Queue (m)
Thursday			
Anderson Street (S)	0.321	7.0	14.6
Gavan Street (E)	0.375	4.1	18.6
Star Road (N)	0.179	6.0	7.4
Gavan Street (W)	0.326	5.4	15.2
Saturday			
Anderson Street (S)	0.301	7.4	13.7
Gavan Street (E)	0.423	4.4	21.8
Star Road (N)	0.240	6.2	10.3
Gavan Street (W)	0.359	5.4	17.2

When compared with the existing intersection performance, we expect to see small increases to DoS, and minor increases to queues and delays.

It is noted that while Option 1 and Option 4 differ in the shape and alignment, they are both analysed in SIDRA as a 4-leg roundabout with one circulation lane, and therefore the analysis produces identical results. Therefore, the results of the above analysis are considered applicable to represent the operating conditions for both Option 1 and Option 4.

Option 2

The signalised intersection option is shown to operate under 'Excellent' conditions on both days. It is noted that the delays are considerably higher than the roundabout design, and the queues are shown to extend up to 82 m on the Gavan Street east approach.

Table 7 Option 2 – Signalised Intersection – Existing Volumes

Approach	DoS	Avg. Delay (sec)	Queue (m)
Thursday			
Anderson Street (S)	0.429	22.9	62.4
Gavan Street (E)	0.428	21.0	78.4
Star Road (N)	0.219	21.1	31.3
Gavan Street (W)	0.355	23.1	41.9
Saturday			
Anderson Street (S)	0.428	25.6	58.0
Gavan Street (E)	0.431	19.1	82.0
Star Road (N)	0.308	23.9	45.1
Gavan Street (W)	0.380	21.2	44.7

This increase to queues and delays is a natural by-product of intersection signalisation. Where traffic was previously free-flowing through the intersection, there are now mandatory requirements to wait while other phases run.

Delays and queueing are also correlated to signal cycle times, with longer cycle times trading off improvement capacity with increased delays to all movements.



Option 3

The staggered signalised intersection option is shown to operate under 'Excellent' conditions on the Thursday and 'Very Good' conditions on the Saturday. It is noted that the queues and delays are slightly higher than the 4-way signalised intersection analysed in Option 2, with a queue of up to 99.4 m resulting on the Gavan Street east approach.

Table80 Option 3 – Staggered Signalised Intersection – Existing Volumes

Approach	DoS	Avg. Delay (sec)	Queue (m)
Thursday			
Anderson Street (S)	0.553	34.5	74.9
Gavan Street (E)	0.560	29.4	92.1
Star Road (N)	0.550	42.7	47.3
Gavan Street (W)	0.525	31.0	48.7
Saturday			
Anderson Street (S)	0.602	38.8	70.3
Gavan Street (E)	0.583	29.7	99.4
Star Road (N)	0.592	40.5	61.0
Gavan Street (W)	0.584	30.4	53.4

This option exhibits poorer performance than Option 2, as the Star Road and Anderson Street phases cannot run concurrently resulting in inefficiencies in operation.

Traffic Volume Growth

To determine the operating efficiency of each intersection option in the future, an assessment has been undertaken to include future traffic volume growth.

For the purposes of this analysis, a growth rate of 2% per year (compound) has been applied to the existing traffic volumes over a 10-year period, equivalent to a 22% increase in all traffic volumes.

Future Traffic Volumes

Existing Configuration

The existing configuration of the Gavan Street / Anderson Street roundabout continues to operate under 'Excellent' conditions in the future, and the Star Road / Gavan Street intersection continues to operate under 'Very Good' conditions with a LoS rating of 'B' on the Star Road approach.

Queues and delays have marginally increased on each approach, however the impact is considered to be negligible to drivers.

Table 8 Gavan Street / Anderson Street – Future Volumes

Approach	LoS	DoS	Avg. Delay (sec)	Queue (m)
Thursday				
Anderson Street (S)	A	0.372	7.0	17.9
Gavan Street (E)	A	0.379	2.4	19.5
Gavan Street (W)	A	0.381	4.9	19.4
Saturday				
Anderson Street (S)	A	0.328	6.9	15.3
Gavan Street (E)	A	0.377	2.6	19.2
Gavan Street (W)	A	0.412	4.8	21.7

Table 9 Gavan Street / Star Road – Future Volumes

Approach	LoS	DoS	Avg. Delay (sec)	Queue (m)
Thursday				
Gavan Street (E)	A	0.309	1.8	6.8
Star Road (N)	B	0.324	12.1	10.4
Gavan Street (W)	A	0.237	0.7	1.4
Saturday				
Gavan Street (E)	A	0.346	1.9	8.1
Star Road (N)	B	0.461	14.4	18.4
Gavan Street (W)	A	0.245	0.7	1.6

Option 1

The roundabout is shown to continue to **operate under 'Excellent'** conditions on both days. Queues and delays have increased slightly, with queues extending up to 31.4 m on the Gavan Street east approach, which is approximately equivalent to a queue of 5 vehicles.

The intersection design is considered to improve safety for vehicles and pedestrians, by creating a standard 4-way roundabout to minimise driver confusion, and providing pedestrian priority crossings on Star Road and Anderson Street which are offset approximately 6 m from the circulating lane.

Table 10 Option 1 – 4-Way Roundabout – Future Volumes

Approach	DoS	Avg. Delay (sec)	Queue (m)
Thursday			
Anderson Street (S)	0.433	8.1	21.9
Gavan Street (E)	0.476	4.6	26.2
Star Road (N)	0.242	6.9	10.6
Gavan Street (W)	0.422	6.0	24.4
Saturday			
Anderson Street (S)	0.415	8.7	21.0
Gavan Street (E)	0.541	5.1	31.4
Star Road (N)	0.328	7.3	15.2
Gavan Street (W)	0.464	6.0	24.5

Option 2

The signalised intersection option is shown to operate under **'Excellent'** conditions on both days.

Delays are increased relative to the roundabout option, but remain within objectively appropriate levels. Queueing is naturally increased relative to the existing arrangement and roundabout options.

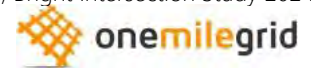


Table 11 Option 2 – Signalised Intersection – Future Volumes

<i>Approach</i>	<i>DoS</i>	<i>Avg. Delay (sec)</i>	<i>Queue (m)</i>
Thursday			
Anderson Street (S)	0.539	24.8	81.7
Gavan Street (E)	0.548	24.9	102.0
Star Road (N)	0.275	22.2	39.9
Gavan Street (W)	0.531	25.3	52.6
Saturday			
Anderson Street (S)	0.562	28.5	77.1
Gavan Street (E)	0.545	22.5	105.6
Star Road (N)	0.399	26.2	59.0
Gavan Street (W)	0.556	22.9	55.1

Option 3

The staggered signalised intersection is shown to operate under 'Good' conditions on the Thursday and 'Fair' conditions on the Saturday.

Queues and delays are higher to the standard signalised intersection in Option 2 on each approach.

Table 12 Option 3 – Staggered Signalised Intersection – Future Volumes

<i>Approach</i>	<i>DoS</i>	<i>Avg. Delay (sec)</i>	<i>Queue (m)</i>
Thursday			
Anderson Street (S)	0.747	40.9	104.6
Gavan Street (E)	0.683	34.1	116.5
Star Road (N)	0.719	46.4	61.7
Gavan Street (W)	0.777	33.6	59.0
Saturday			
Anderson Street (S)	0.835	49.6	103.0
Gavan Street (E)	0.689	32.7	124.2
Star Road (N)	0.816	48.5	85.3
Gavan Street (W)	0.833	33.4	63.6

Conclusion

A review has been undertaken for the future option of the intersection between Gavan Street / Star Road / Anderson Street in Bright, to determine a preferred future configuration of the intersection. A summary of key findings are provided in Table 13 below.



Table 13 Performance Summary

Intersection Arrangement	Performance 2024 Volumes	Performance Future Volumes	Pros	Cons
Existing	Thurs – Excellent Sat – Very Good	Thurs – Excellent Sat – Very Good	<ul style="list-style-type: none"> ➤ No costs or acquisition ➤ No casualty crash history 	<ul style="list-style-type: none"> ➤ Poor pedestrian connection and priority ➤ Conflict points at Star Road intersection
Option 1	Thurs – Excellent Sat – Excellent	Thurs – Excellent Sat – Excellent	<ul style="list-style-type: none"> ➤ Eliminates conflicts at Star Road / Service Station access ➤ Incorporates pedestrian priority east-west along Gavan Street ➤ Roundabout intersection aligns with Safe System, reducing speeds and crash severity ➤ Low delays and queues 	<ul style="list-style-type: none"> ➤ Requires acquisition of service station site ➤ Constrained footpath widths at key locations ➤ Potential impacts to Anderson Street trees ➤ Modifications to access on south-west corner
Option 2	Thurs – Excellent Sat – Excellent	Thurs – Excellent Sat – Excellent	<ul style="list-style-type: none"> ➤ Fully controlled movements from side roads ➤ Increased capacity for growth in traffic 	<ul style="list-style-type: none"> ➤ Increased delays and queues relative to existing ➤ Potential impacts to Anderson Street trees ➤ Modifications to access on south-west corner ➤ Signalised control does not align with Safe System. Potential for higher speed, high-angle conflicts
Option 3	Thurs – Excellent Sat – Very Good	Thurs – Good Sat – Fair	<ul style="list-style-type: none"> ➤ Fully controlled movements from side roads ➤ Increased capacity for growth in traffic ➤ Utilise existing road reserve and carriageway 	<ul style="list-style-type: none"> ➤ Increased delays and queues relative to existing ➤ Inefficient signal operation due to stagger ➤ Signalised control does not align with Safe System. Potential for higher speed, high-angle conflicts
Option 4	Thurs – Excellent Sat – Excellent	Thurs – Excellent Sat – Excellent	<ul style="list-style-type: none"> ➤ Eliminates conflicts at Star Road / Service Station access ➤ Roundabout intersection aligns with Safe System, reducing speeds and crash severity ➤ Low delays and queues 	<ul style="list-style-type: none"> ➤ Requires acquisition of service station site ➤ Constrained footpath widths at key locations ➤ Limited pedestrian improvements



The SIDRA analysis indicates that upgrades to the intersection are not warranted on the grounds of traffic capacity, with the existing intersection geometry expected to operate well into the future.

Upgrades to the intersection will however allow for improvements to other aspects including pedestrian access and safety and reduction of crash risks. It is noted however, that there is no recent risk of casualty crash history at this site.

Regardless, should an upgrade be desirable, we would recommend the Option 1 roundabout. This offers generally better intersection performance (delays and queues), is aligned with Safe System principles of harm reduction, and will allow for considerable improvements to pedestrian and cyclist safety and priority.

Please do not hesitate to contact the undersigned, or [REDACTED] on [REDACTED] or at [REDACTED]@onemilegrid.com.au, should you wish to discuss the above.

Yours sincerely

[REDACTED]

[REDACTED]

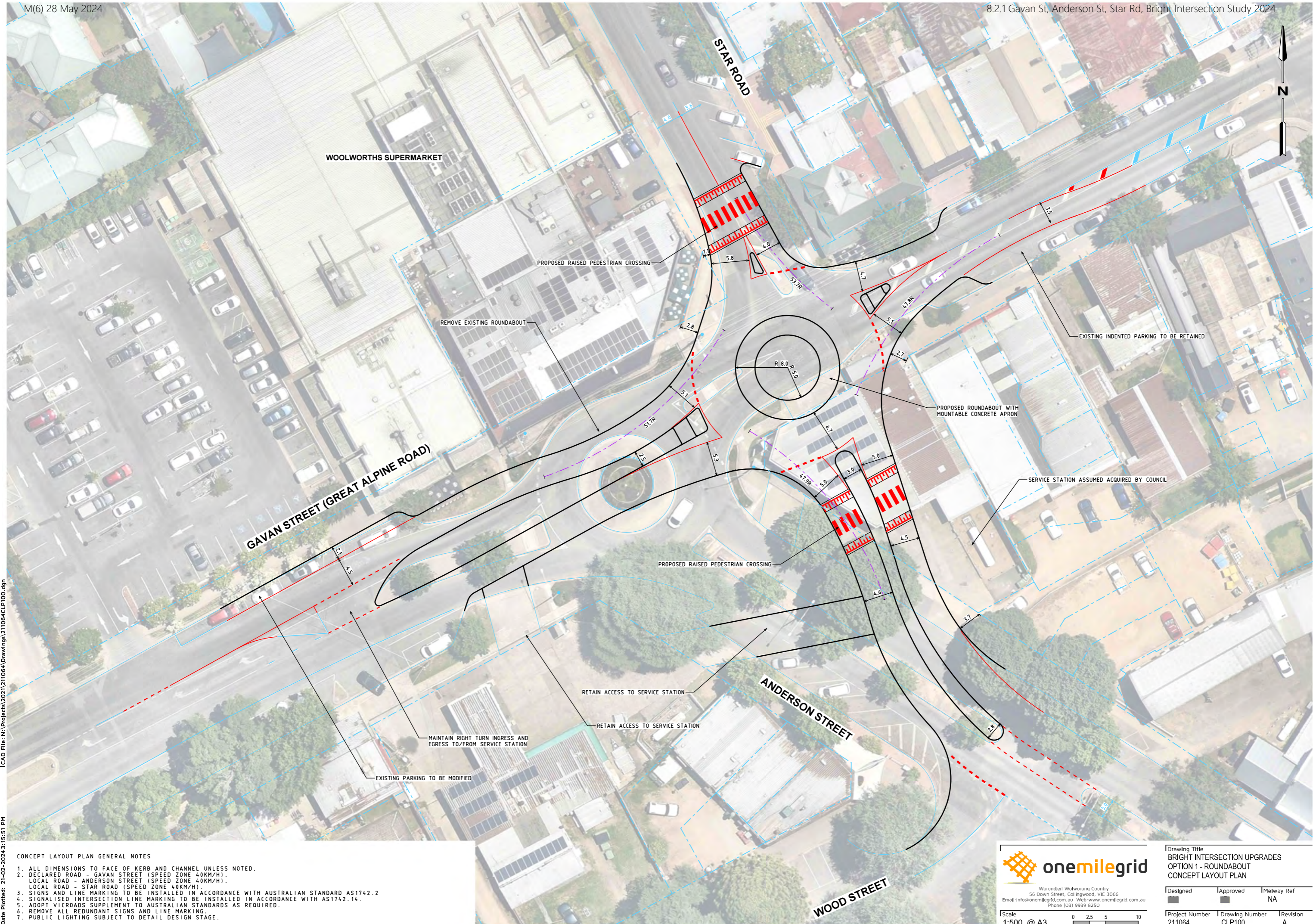
[REDACTED]

onemilegrid

m: [REDACTED]
d: [REDACTED]
e: [REDACTED]@onemilegrid.com.au

P/R: [REDACTED]

att: Concept Layout Plans
Swept Path Diagrams



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CONCEPT LAYOUT PLAN GENERAL NOTES

1. ALL DIMENSIONS TO FACE OF KERB AND CHANNEL UNLESS NOTED.
2. DECLARED ROAD - GAVAN STREET (SPEED ZONE 40KM/H); LOCAL ROAD - ANDERSON STREET (SPEED ZONE 40KM/H); LOCAL ROAD - STAR ROAD (SPEED ZONE 40KM/H).
3. SIGNS AND LINE MARKING TO BE INSTALLED IN ACCORDANCE WITH AUSTRALIAN STANDARD AS1742.2
4. SIGNALISED INTERSECTION LINE MARKING TO BE INSTALLED IN ACCORDANCE WITH AS1742.14.
5. ADOPT VICROADS SUPPLEMENT TO AUSTRALIAN STANDARDS AS REQUIRED.
6. REMOVE ALL REDUNDANT SIGNS AND LINE MARKING.
7. PUBLIC LIGHTING SUBJECT TO DETAIL DESIGN STAGE.

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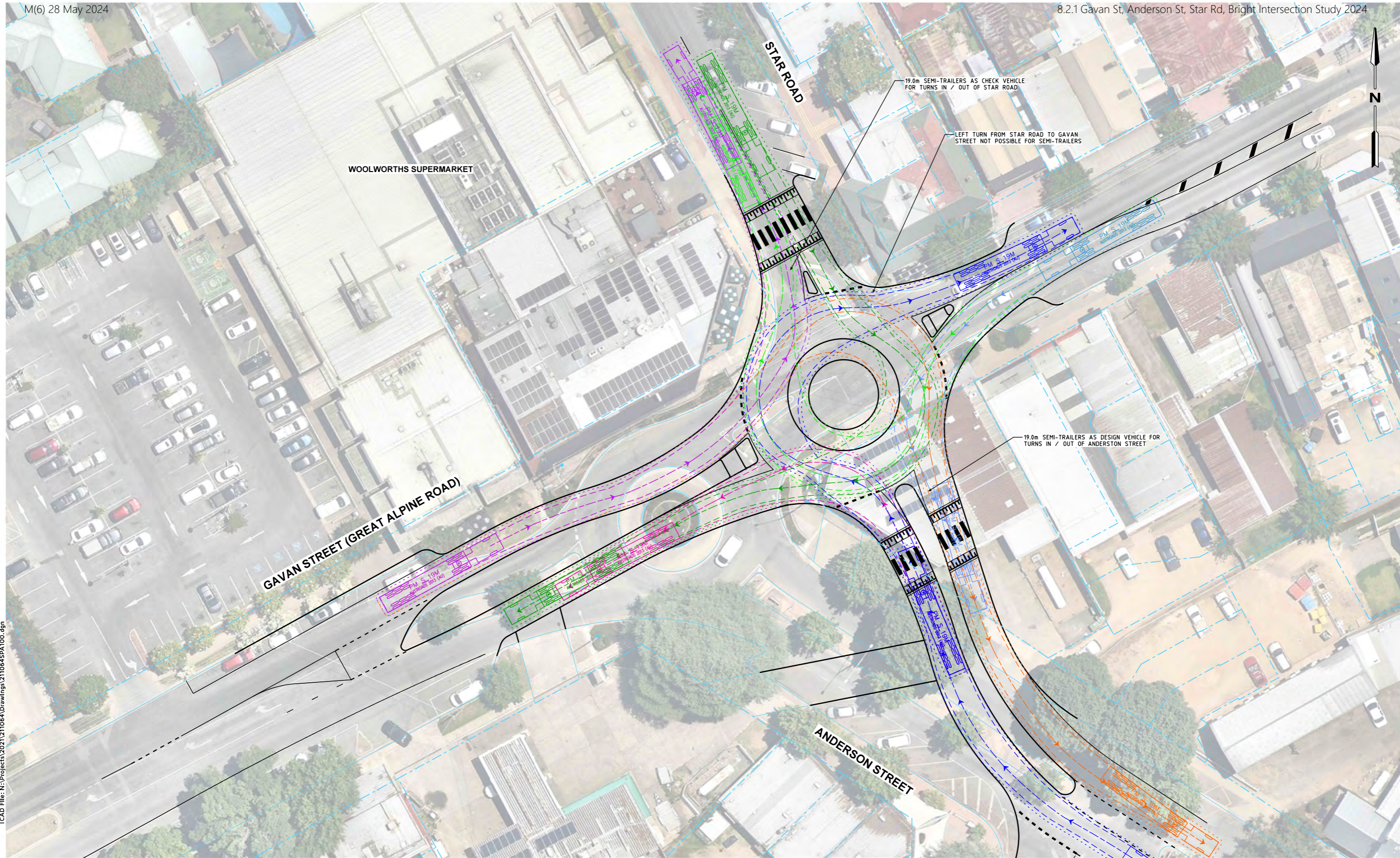
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Aerial Photography
Aerial photography provided by Nearmap

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Drawing Title BRIGHT INTERSECTION UPGRADES OPTION 1 - ROUNDABOUT CONCEPT LAYOUT PLAN		
Designed	Approved	Melway Ref
		NA
Project Number 211064	Drawing Number CLP100	Revision A

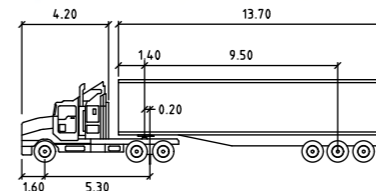


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- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



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 Articulating Angle : 70.0

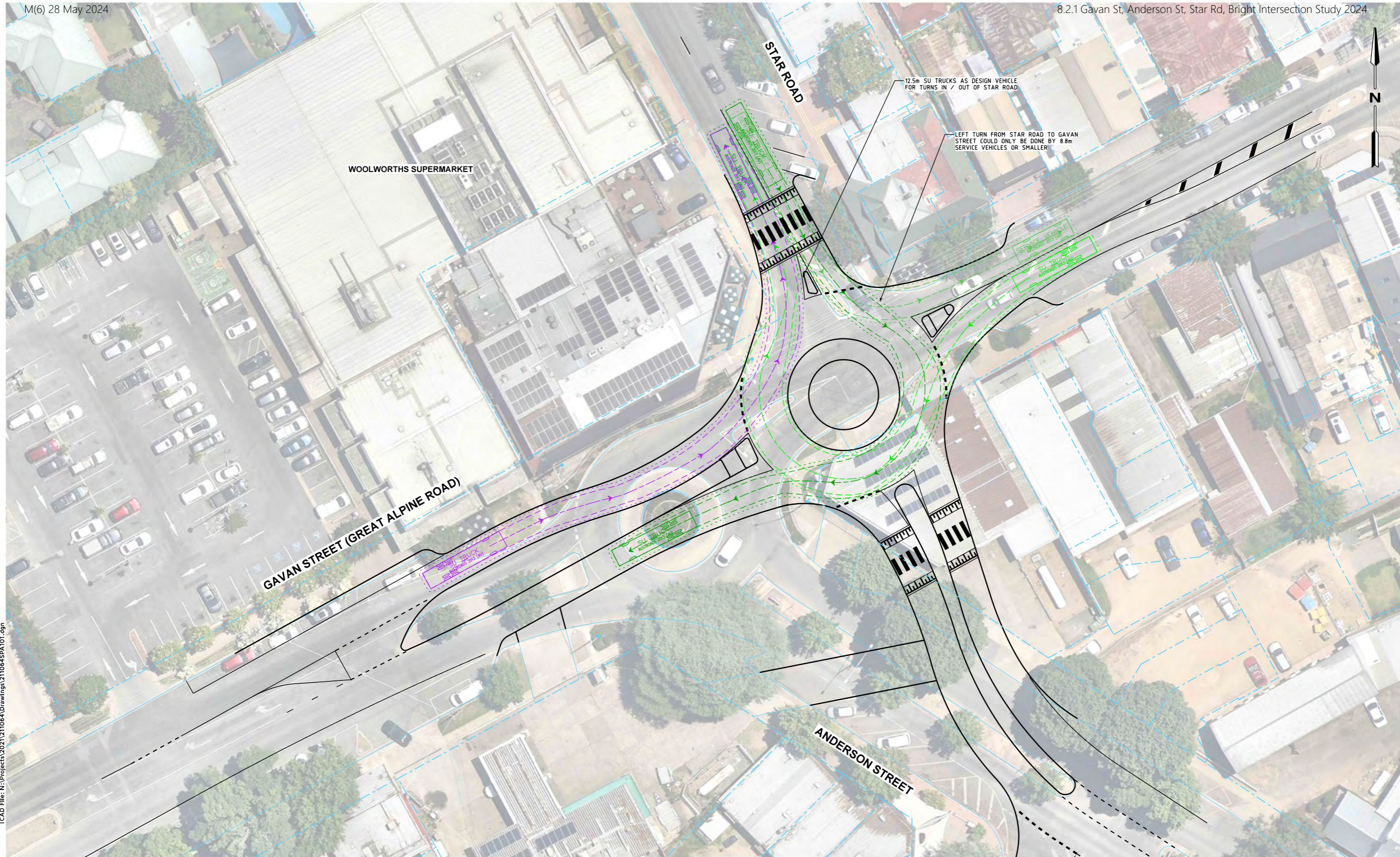


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Drawing Title
**BRIGHT INTERSECTION UPGRADES
 OPTION 1 - ROUNDABOUT
 SWEEP PATH ANALYSIS**

Designed	Approved	Melway Ref
		NA
Project Number 211064	Drawing Number SPA100	Revision A

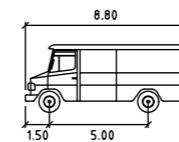


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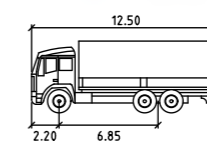
SWEPT PATH LEGEND

- DESIGN VEHICLE SWEEP PATHS SHOWN DASHED
- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



SERVICE VEHICLE

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 Track : 2.50
 Lock to Lock Time : 6.0
 Steering Angle : 38.7



SU TRUCK

Width : 2.50
 Track : 2.50
 Lock to Lock Time : 6.0
 Steering Angle : 36.6

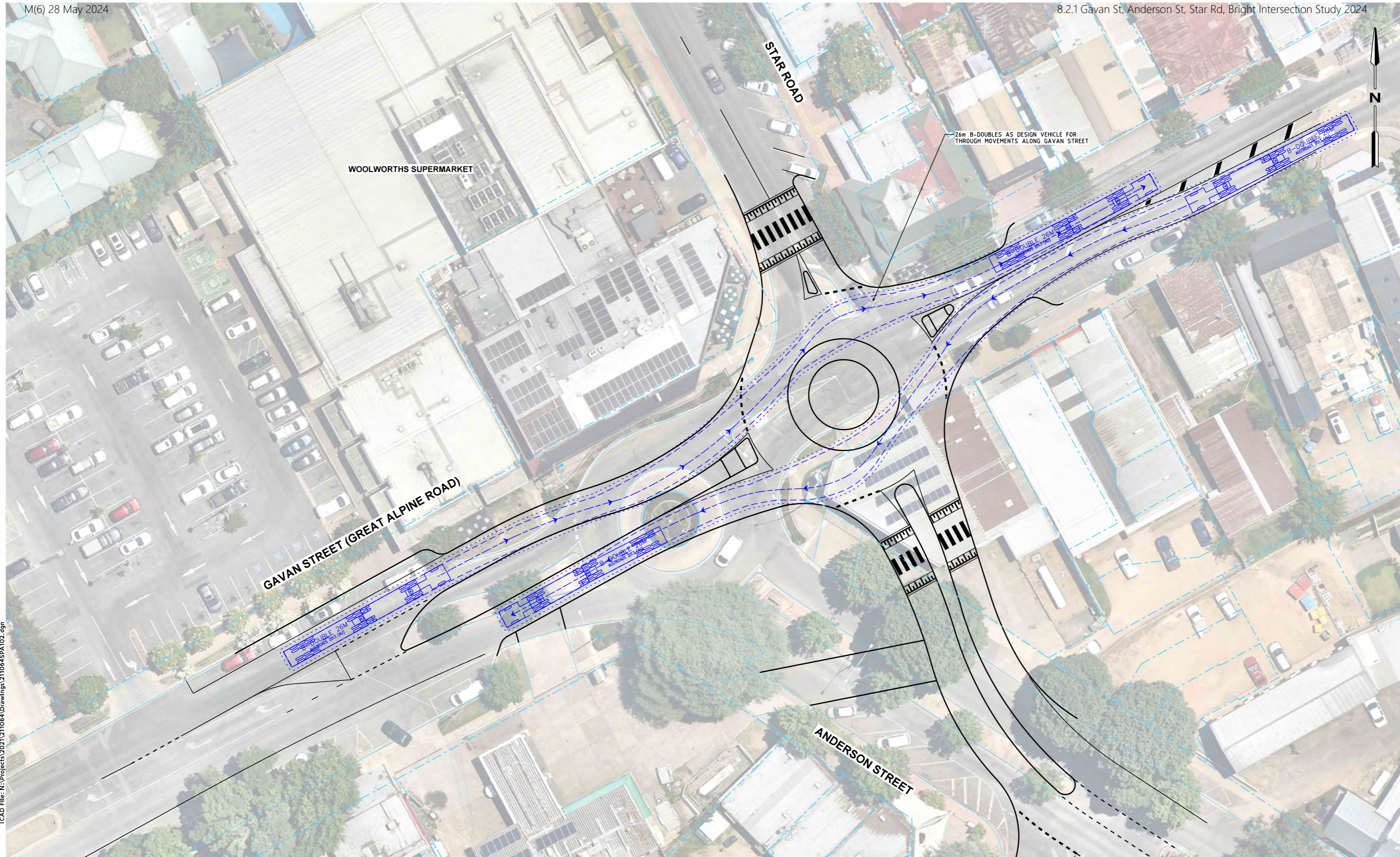


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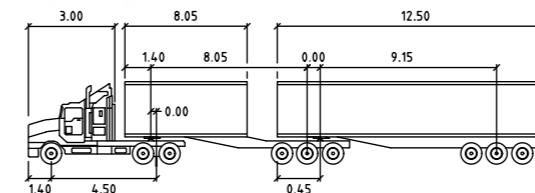
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 OPTION 1 - ROUNDABOUT
 SWEEP PATH ANALYSIS**

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Project Number	Drawing Number	Revision
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1.40	4.50	0.45			

B-DOUBLE 26M		Tractor Width	Trailer Width	Tractor Track	Trailer Track
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6.0	23.4	70.0			



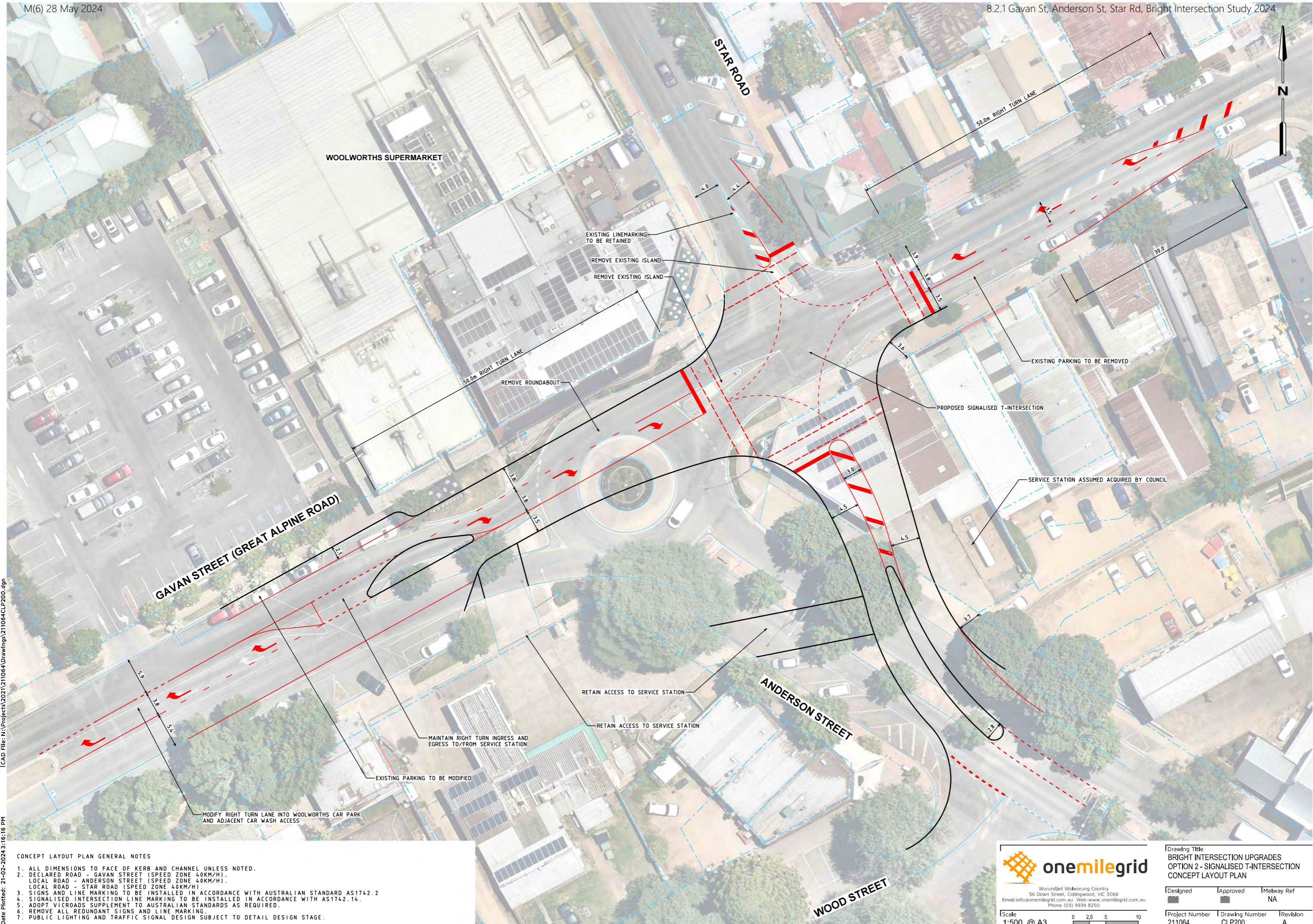
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Drawing Title
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 OPTION 1 - ROUNDABOUT
 SWEEP PATH ANALYSIS**

Designed	Approved	Melway Ref
		NA


Project Number	Drawing Number	Revision
211064	SPA102	A



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- CONCEPT LAYOUT PLAN GENERAL NOTES**
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 2. DECLARED ROAD - GAVAN STREET (SPEED ZONE 40KM/H); LOCAL ROAD - ANDERSON STREET (SPEED ZONE 40KM/H); LOCAL ROAD - STAR ROAD (SPEED ZONE 40KM/H).
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 5. ADOPT VICROADS SUPPLEMENT TO AUSTRALIAN STANDARDS AS REQUIRED.
 6. REMOVE ALL REDUNDANT SIGNS AND LINE MARKING.
 7. PUBLIC LIGHTING AND TRAFFIC SIGNAL DESIGN SUBJECT TO DETAIL DESIGN STAGE.



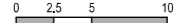
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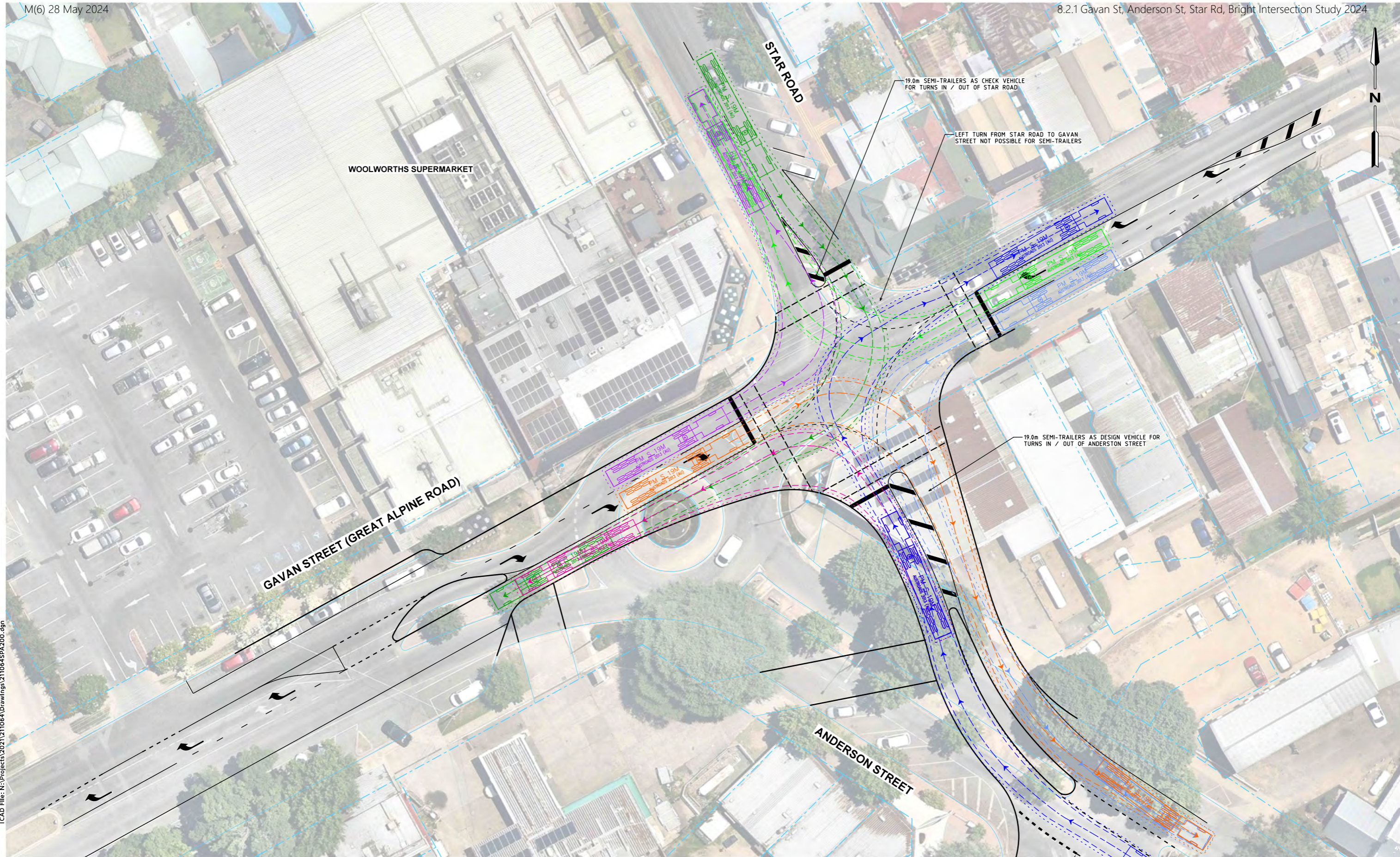
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OPTION 2 - SIGNALISED T-INTERSECTION
CONCEPT LAYOUT PLAN**

Designed	Approved	Melway Ref
		NA

Project Number	Drawing Number	Revision
211064	CLP200	A

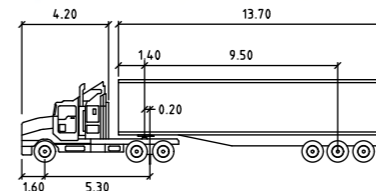
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- 500mm CLEARANCE ENVELOPE SHOWN DOTTED

PM S 19M
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 Trailer Width : 2.50
 Tractor Track : 2.50
 Trailer Track : 2.50

Lock to Lock Time : 6.0
 Steering Angle : 27.8
 Articulating Angle : 70.0

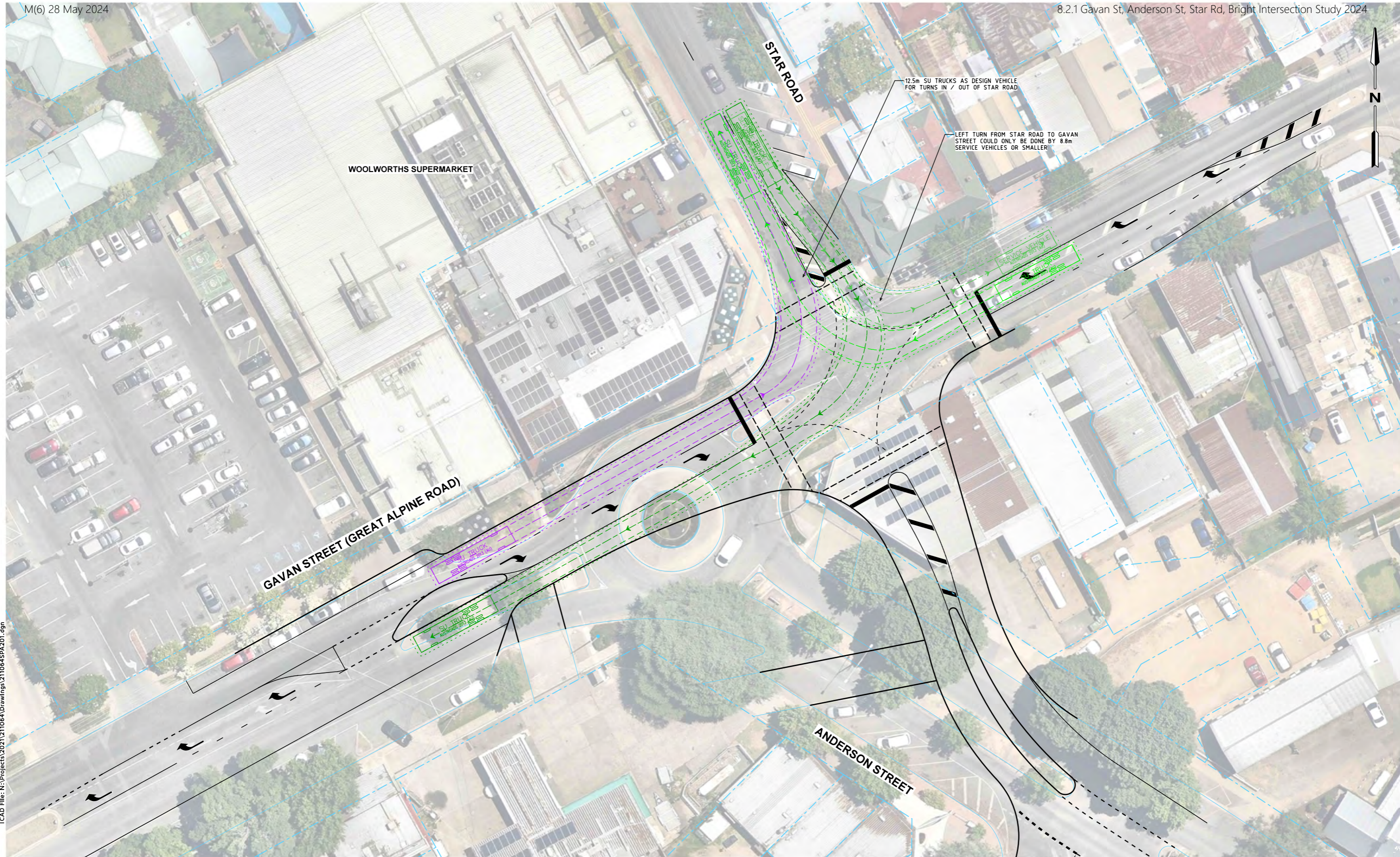


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Drawing Title
**BRIGHT INTERSECTION UPGRADES
 OPTION 2 - SIGNALISED T-INTERSECTION
 SWEEP PATH ANALYSIS**

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		NA
Project Number 211064	Drawing Number SPA200	Revision A

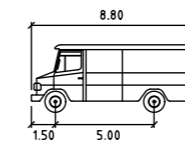


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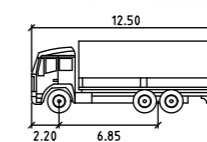
SWEPT PATH LEGEND

- DESIGN VEHICLE SWEEP PATHS SHOWN DASHED
- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



SERVICE VEHICLE

Width : 2.50
 Track : 2.50
 Lock to Lock Time : 6.0
 Steering Angle : 38.7



SU TRUCK

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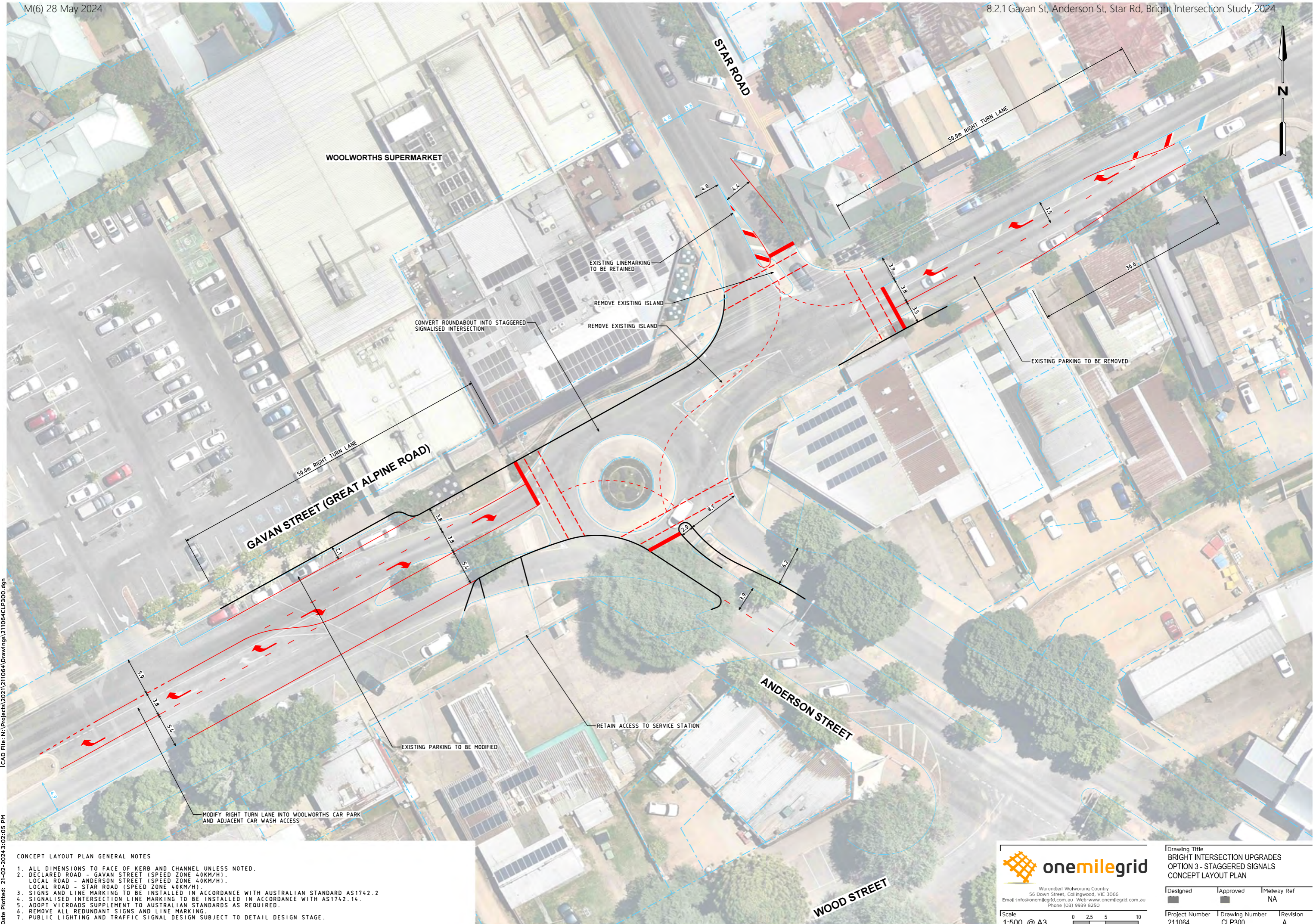


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Scale: 1:500 @ A3

Drawing Title
**BRIGHT INTERSECTION UPGRADES
 OPTION 2 - SIGNALISED T-INTERSECTION
 SWEEP PATH ANALYSIS**


Designed	Approved	Melway Ref
		NA
Project Number	Drawing Number	Revision
211064	SPA201	A



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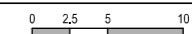
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1. ALL DIMENSIONS TO FACE OF KERB AND CHANNEL UNLESS NOTED.
 2. DECLARED ROAD - GAVAN STREET (SPEED ZONE 40KM/H); LOCAL ROAD - ANDERSON STREET (SPEED ZONE 40KM/H); LOCAL ROAD - STAR ROAD (SPEED ZONE 40KM/H)
 3. SIGNS AND LINE MARKING TO BE INSTALLED IN ACCORDANCE WITH AUSTRALIAN STANDARD AS1742.2
 4. SIGNALISED INTERSECTION LINE MARKING TO BE INSTALLED IN ACCORDANCE WITH AS1742.14.
 5. ADOPT VICROADS SUPPLEMENT TO AUSTRALIAN STANDARDS AS REQUIRED.
 6. REMOVE ALL REDUNDANT SIGNS AND LINE MARKING.
 7. PUBLIC LIGHTING AND TRAFFIC SIGNAL DESIGN SUBJECT TO DETAIL DESIGN STAGE.



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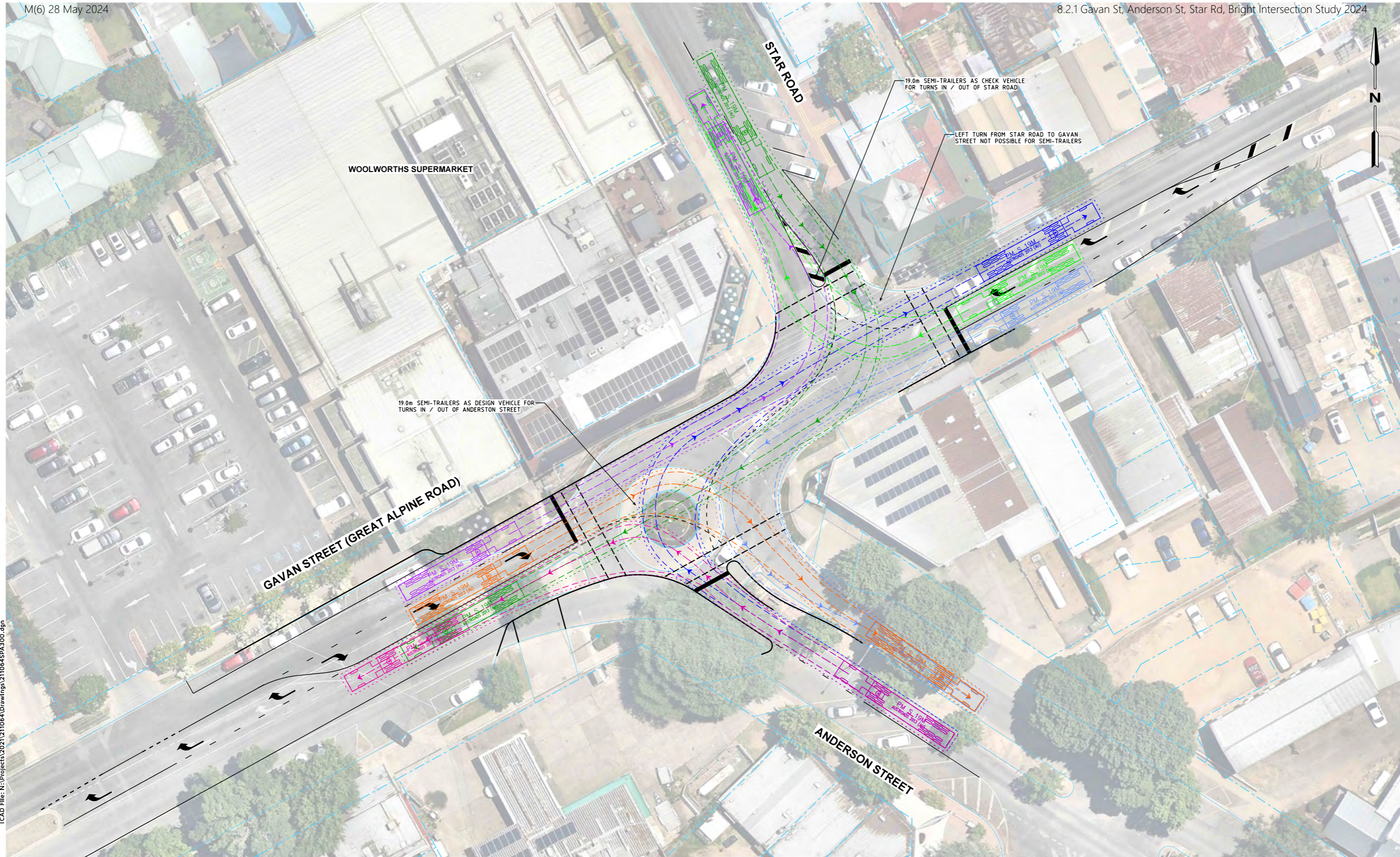
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Drawing Title
BRIGHT INTERSECTION UPGRADES
OPTION 3 - STAGGERED SIGNALS
CONCEPT LAYOUT PLAN

Designed	Approved	Melway Ref
		NA

Project Number	Drawing Number	Revision
211064	CLP300	A



CAD File: N:\Projects\2021\211064\Drawings\211064SPA300.dgn

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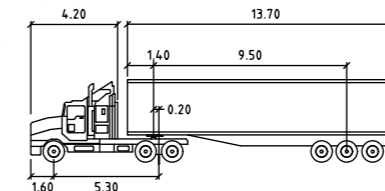
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Aerial Photography
Aerial photography provided by Nearmap

SWEPT PATH LEGEND

- DESIGN VEHICLE SWEEP PATHS SHOWN DASHED
- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



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Trailer Track	: 2.50		

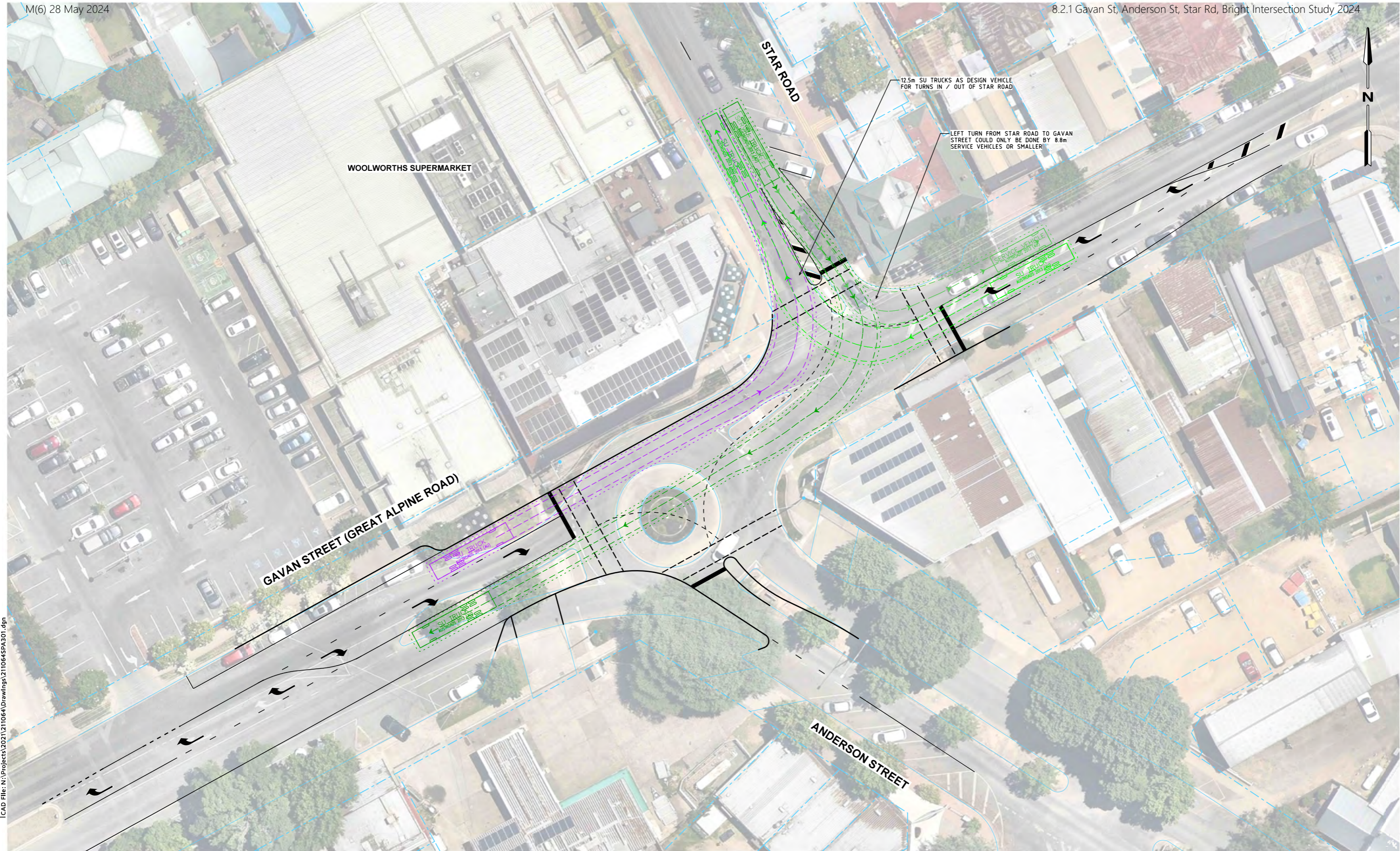


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Scale: 1:500 @ A3
0 2.5 5 10

Drawing Title
**BRIGHT INTERSECTION UPGRADES
OPTION 3 - STAGGERED SIGNALS
SWEPT PATH ANALYSIS**

Designed	Approved	Melway Ref
		NA
Project Number	Drawing Number	Revision
211064	SPA300	A

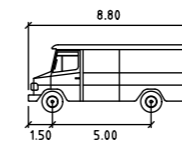


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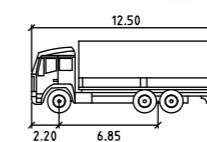
SWEPT PATH LEGEND

- DESIGN VEHICLE SWEEP PATHS SHOWN DASHED
- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



SERVICE VEHICLE

Width : 2.50
 Track : 2.50
 Lock to Lock Time : 6.0
 Steering Angle : 38.7



SU TRUCK

Width : 2.50
 Track : 2.50
 Lock to Lock Time : 6.0
 Steering Angle : 36.6

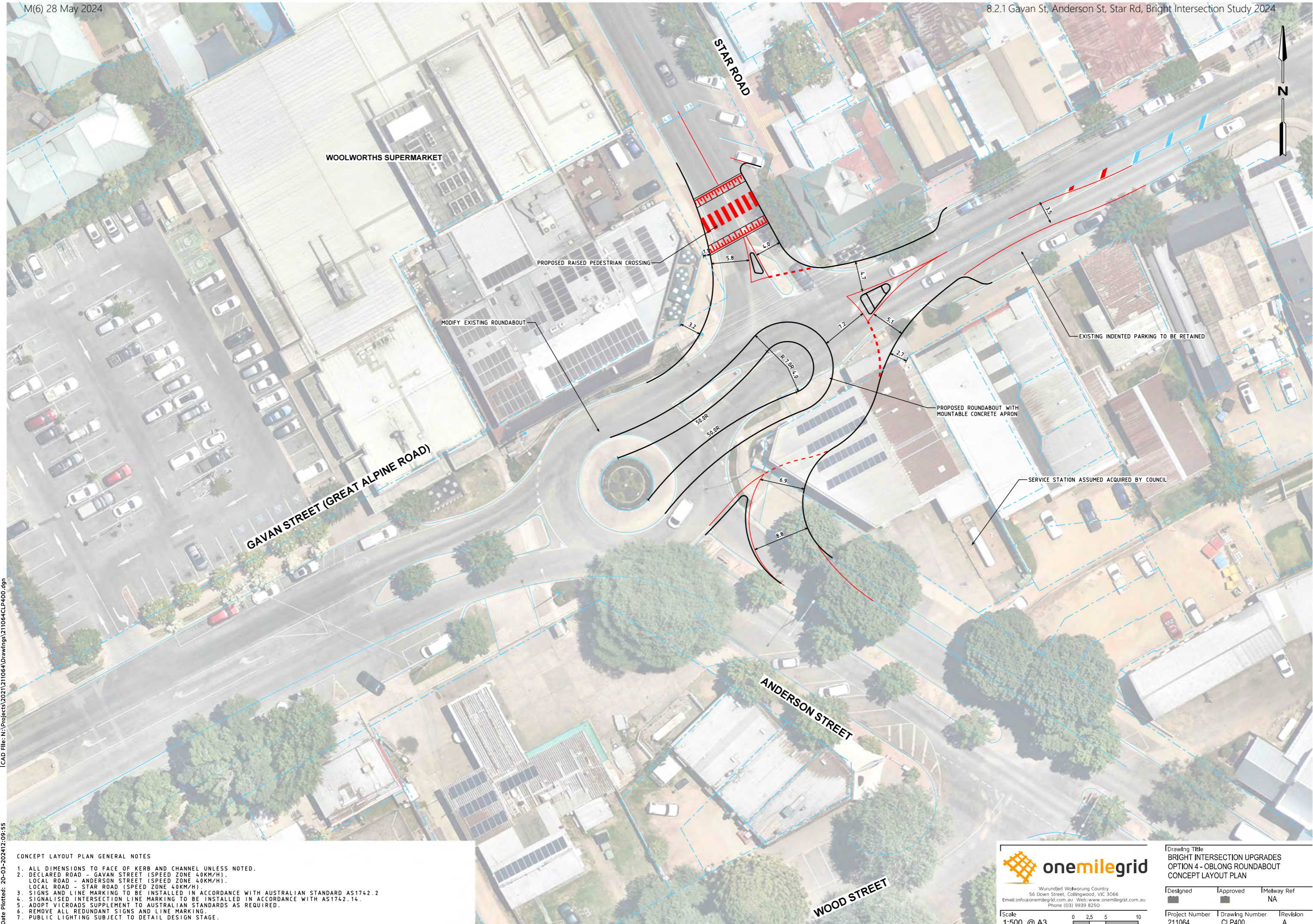


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Drawing Title
**BRIGHT INTERSECTION UPGRADES
 OPTION 3 - STAGGERED SIGNALS
 SWEEP PATH ANALYSIS**

Designed	Approved	Melway Ref
		NA
Project Number	Drawing Number	Revision
211064	SPA301	A



CAD File: N:\Projects\2021\211064\Drawings\211064-CLP400.dgn

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CONCEPT LAYOUT PLAN GENERAL NOTES

1. ALL DIMENSIONS TO FACE OF KERB AND CHANNEL UNLESS NOTED.
2. DECLARED ROAD - GAVAN STREET (SPEED ZONE 40KM/H); LOCAL ROAD - ANDERSON STREET (SPEED ZONE 40KM/H); LOCAL ROAD - STAR ROAD (SPEED ZONE 40KM/H).
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7. PUBLIC LIGHTING SUBJECT TO DETAIL DESIGN STAGE.

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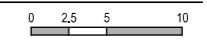
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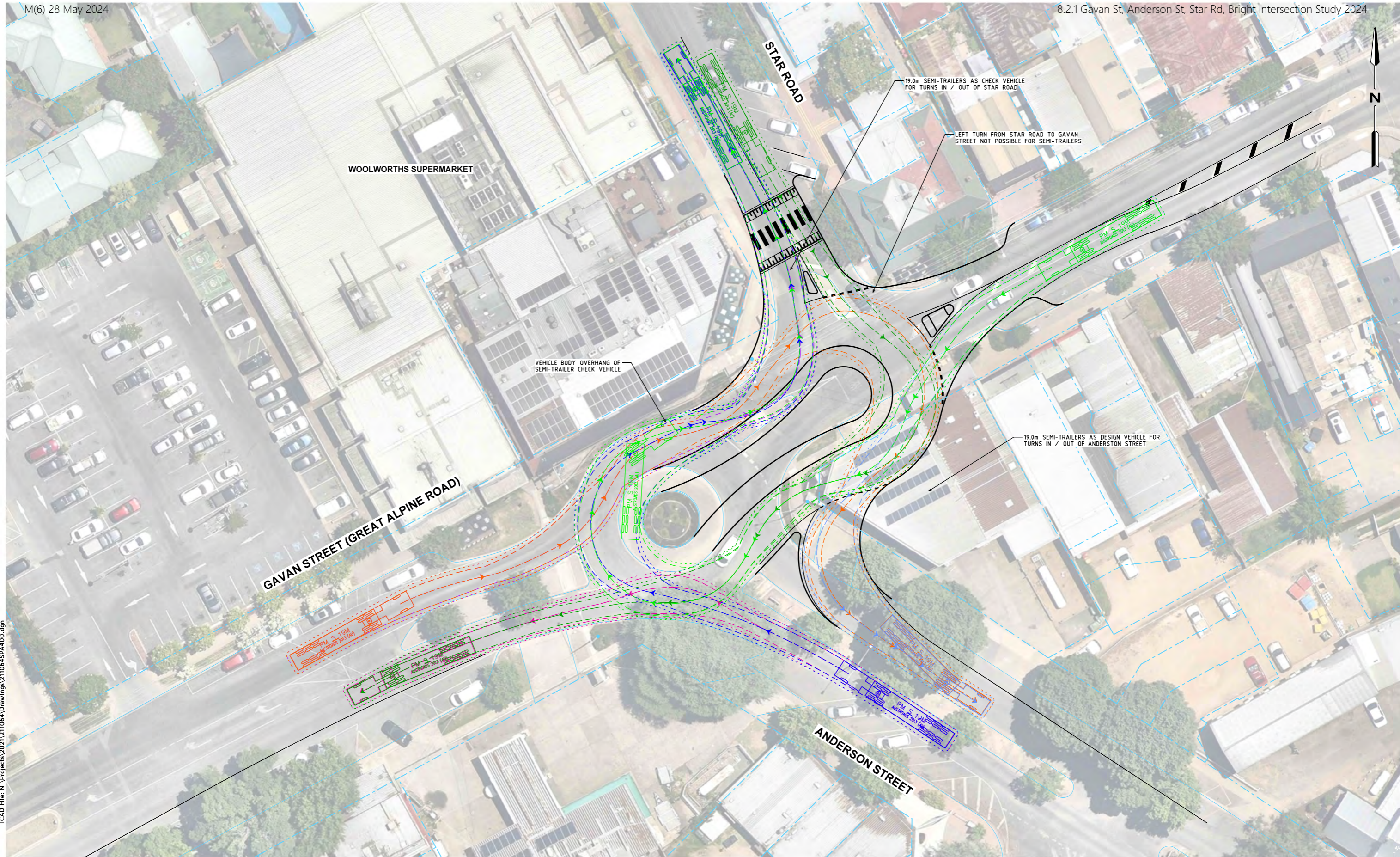
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Drawing Title
BRIGHT INTERSECTION UPGRADES
OPTION 4 - OBLONG ROUNDABOUT
CONCEPT LAYOUT PLAN

Designed	Approved	Melway Ref
		NA

Project Number	Drawing Number	Revision
211064	CLP400	A

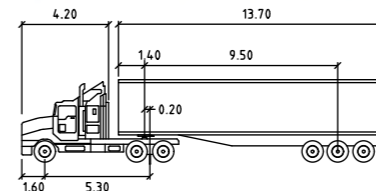


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SWEPT PATH LEGEND

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- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



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	Trailer Width	13.70	Trailer Track	5.30
	Tractor Track	1.60		
	Trailer Track	5.30		



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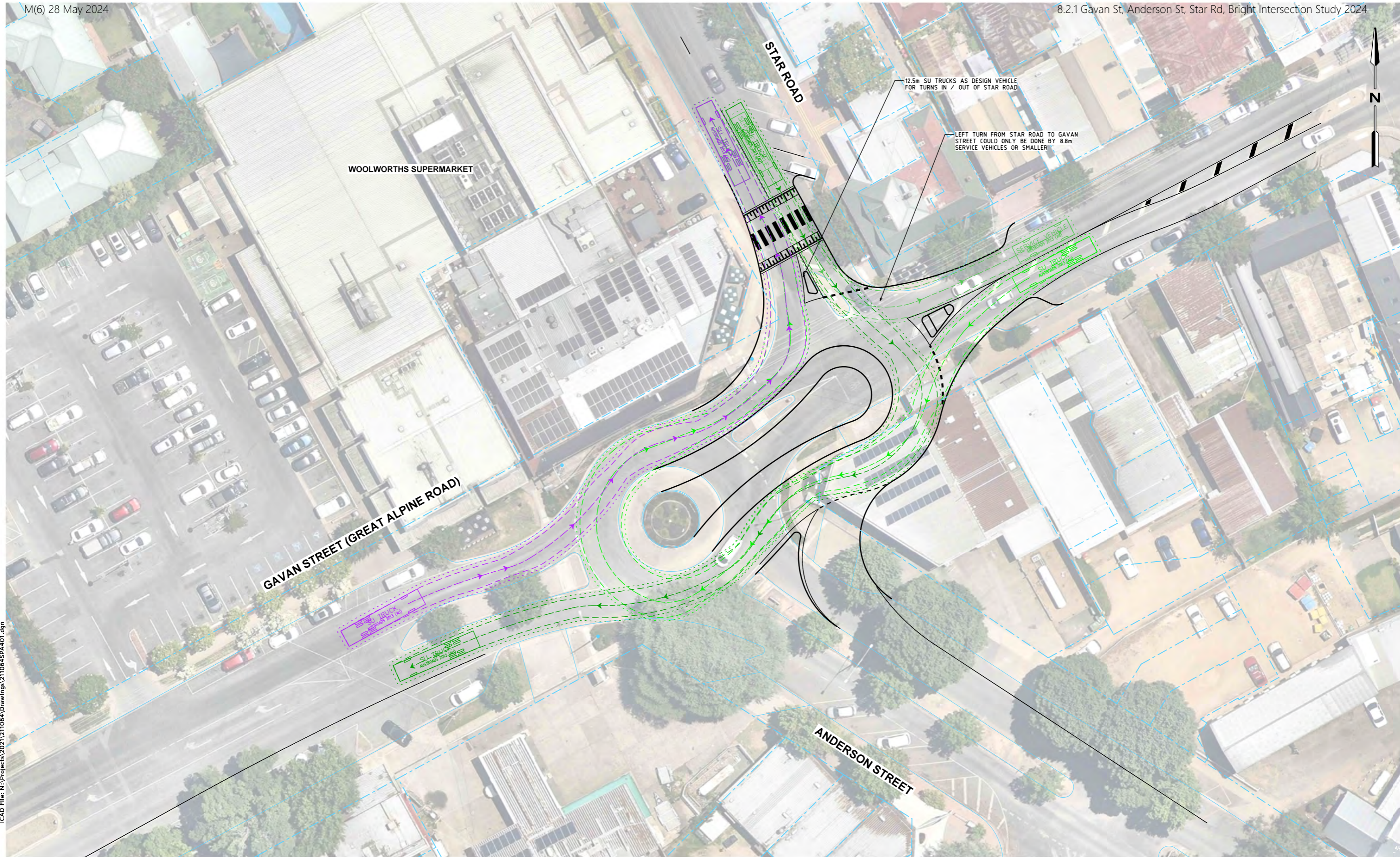
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**BRIGHT INTERSECTION UPGRADES
 OPTION 4 - OBLONG ROUNDABOUT
 SWEEP PATH ANALYSIS**

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211064	SPA400	A

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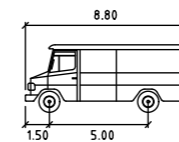


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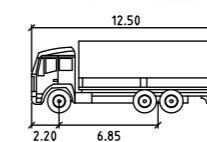
SWEPT PATH LEGEND

- - - - - DESIGN VEHICLE SWEEP PATHS SHOWN DASHED
- 500mm CLEARANCE ENVELOPE SHOWN DOTTED



SERVICE VEHICLE

Width : 2.50
Track : 2.50
Lock to Lock Time : 6.0
Steering Angle : 38.7



SU TRUCK

Width : 2.50
Track : 2.50
Lock to Lock Time : 6.0
Steering Angle : 36.6

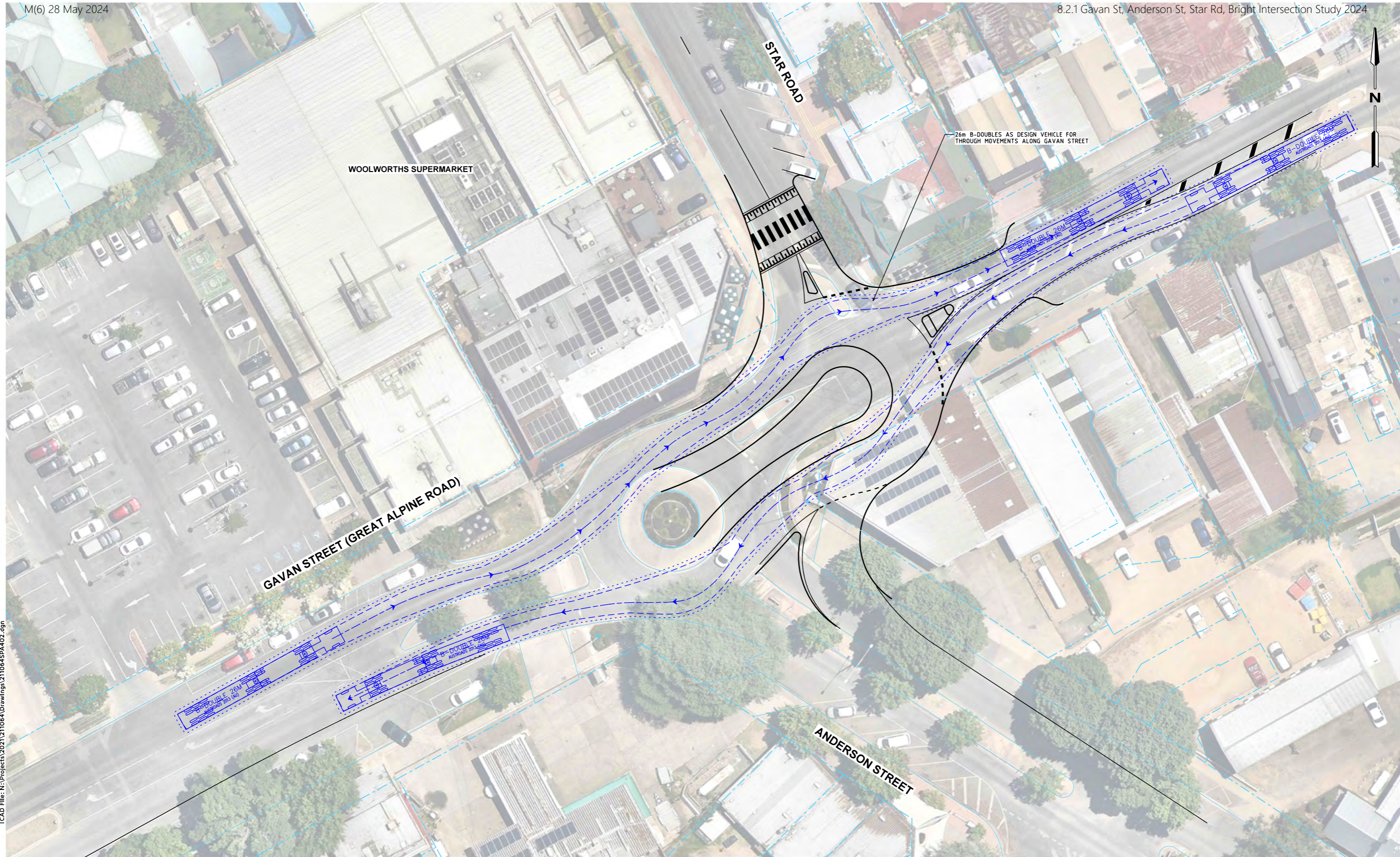


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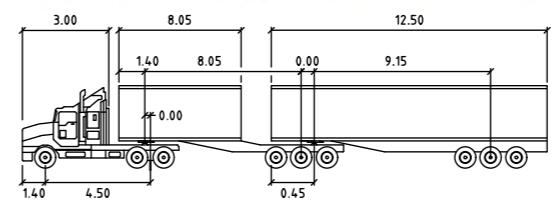
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**BRIGHT INTERSECTION UPGRADES
OPTION 4 - OBLONG ROUNDABOUT
SWEPT PATH ANALYSIS**

Designed	Approved	Melway Ref
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Project Number	Drawing Number	Revision
211064	SPA401	A



CAD File: N:\Projects\2021\211064\Drawings\211064SPA402.dgn

Date Plotted: 20-03-2024 12:03:29 PM



SWEPT PATH LEGEND

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- 500mm CLEARANCE ENVELOPE SHOWN DOTTED

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12.50	0.00	0.00	9.15	0.45	2.50
		Lock to Lock Time	Steering Angle	Articulating Angle	
		2.50	23.4	70.0	

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Drawing Title BRIGHT INTERSECTION UPGRADES OPTION 4 - OBLONG ROUNDABOUT SWEPT PATH ANALYSIS		
Designed	Approved	Melway Ref
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Project Number 211064	Drawing Number SPA402	Revision A



COUNCIL POLICY

Asset Management

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DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 049	Status For approval	To be approved by Council
Date presented for approval 05/05/2024	Next review date May 2028	
Directorate Assets	Department Engineering & Assets	Internal / External External

REVISION RECORD

Date	Version	Revision description
05/11/2003	1.0	Adopted
05/05/2020	2.0	Version 2.0 adopted by council
23/05/2024	3.0	Version 3.0 presented for adoption by Council

1. Purpose

This policy outlines Alpine Shire Council's approach to the management of those assets for which it is the custodian. The policy provides clear objectives, defines key principles and lists responsibilities that underpin asset management.

This policy supports the development and implementation of an Asset Management Framework which includes an Asset Management Strategy, Asset Management Strategic Action Plan and individual Asset Management Plans for each asset class.

This will ensure the sustainable and effective management of Council's Infrastructure Assets, in line with community expectations of service levels, affordability and efficiency.

2. Scope

This policy applies to all physical assets owned and managed by Council except for those exclusions listed below.

- Furniture
- IT Equipment
- Library books
- Financial & Human resources
- Information Assets (including intellectual property)

3. Policy details

3.1 ASSET MANAGEMENT FRAMEWORK

Council's Asset Management Policy supports a Framework that:

- Describes a clear direction and ownership of Asset Management.
- Guides improved decision making by all stakeholders.
- Identifies the community's needs and expectations and seeks to match these with the sustainable provision of those assets required to deliver Council services.
- Integrates the resources and knowledge within Council and the community with the ability to plan for present and future needs.
- Better manages Council's risk.

3.2 ASSET MANAGEMENT PRINCIPLES

The framework will be based on the following principles:

- That councillors are informed on the long-term sustainability of our assets, the links to our strategic direction and future service delivery options.
- An environment will be created where employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout Council by training and development.
- Service planning will be central to informing our Asset Management practices and decisions.

- Community consultation will inform Asset Management and Service Planning outcomes. We will actively engage with all stakeholders, especially the community, in determining the levels of service and driving asset performance. We will monitor and report on customer satisfaction on the services provided.
- All projects, including capital works will be assessed against our long-term objectives and will include whole of lifecycle costs as part of project evaluation.
- Financial and Asset Management reporting is to be categorised in terms of maintenance, renewal, upgrade, new and disposal expenditure classifications to enable informed and sustainable Asset Management decisions.
- The Asset Renewal schedule will inform the 10-year Long Term Financial Planning.

4. Roles and responsibilities

The following positions are responsible for

Responsibility	Role / Position
<ul style="list-style-type: none"> • Endorse the Asset Management Policy. • Act as stewards for all Council assets on behalf of the community. • Ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management into the corporate governance framework. 	Council
<ul style="list-style-type: none"> • Ensure that the Asset Management Policy, Strategy and Plans are integrated into the corporate governance framework. • Continually embed and promote Asset Management across the organisation. • Foster, support and actively participate in a cross-functional Asset Management Steering Group. • Ensure the organisation has the appropriate Asset Management capability to deliver the Asset Management Framework. • Endorse the Asset Management Strategy and Asset Management Framework. • Ensure that the financial requirements and projections for Renewal, Upgrade, New and Disposal of assets are incorporated into the Strategic Resource Plan and Long-Term Financial Plan consistent with Asset Management Plans. • Accountable for overall organisational Asset Management and Service Planning performance. 	Executive Leadership Team
<ul style="list-style-type: none"> • Oversees the development and implementation of the Asset Management Framework. 	Asset Management Steering Committee

Responsibility	Role / Position
<ul style="list-style-type: none"> • Works towards advancing the organisation’s asset management practices to achieve Core Maturity in accordance with the International Infrastructure Management Manual. • Monitors performance against the Asset Management Strategy – Strategic Action Plan • Reviews and endorses the asset renewal program and develops options to meet the renewal gap. 	

5. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

6. Gender Impact Assessment

This policy has been assessed as being compatible with the *Gender Equality Act 2020 [Vic]*.

7. 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

- *Local Government Act 2020 [Vic]*
- *Local Government (Planning and Reporting) Regulations 2020 [Vic]*
- *Road Management Act 2004 [Vic]*

Related Guidelines, Operational Directives or Policies

- Council Plan
- Asset Management Strategy
- Asset Management Plans
- Municipal Road Management Plan
- Long Term Financial Plan

Related Procedures

- Asset Management Framework
- Asset Management Governance Framework
- Asset Management Steering Group Terms of Reference

8. Definitions and abbreviations

Term	Meaning
Physical asset	<p>Includes:</p> <ul style="list-style-type: none"> • Road network, including pathways, bridge structures and car parks • Drainage network, including flood protection and water sensitive urban design assets • Parks and recreation facilities • Buildings • Plant and equipment • Information and communication technology equipment • Land including open space and environment • Trees • Landfill and Transfer Stations • Arts and cultural collections
Asset Management	The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.
Asset Management Framework	The overarching Asset Management hierarchy including policy, strategy and plans guiding the whole of lifecycle Asset Management.
Asset Management Strategy	A high-level action plan that gives effect to the Asset Management Framework by documenting the approach to delivering on objectives and plans with supporting systems.
Asset Management Plan	Long-term plan documenting information that specifies the activities, resources and timescales required for a defined level of service for an individual asset category or a group of assets, to achieve Council's asset management objectives.
Renewal Gap	The difference between the organisation's current renewal funding and the required renewal demand.
Service Planning	A comprehensive review and planning of a particular area of Council service delivery. The focus of Service Planning is on quality, efficiency and ability to sustainably meet the needs of the community informing provision of current and future assets.

9. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 26 day of May
2024 in the presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER



Governance Rules

DRAFT

DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
	Status Draft for public exhibition	To be approved by Council
Date approved	Next review date	
Directorate Customer and Community	Department Corporate	External

REVISION RECORD

Date	Version	Revision description
28/5/2020	1.0	Adopted by Council
6/9/2022	2.0	Adopted by Council
28/05/2024	2.1	Draft for public exhibition

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Chapter 1 Introduction

A1 Overview

These are the Governance Rules of the **Alpine Shire Council**, made in accordance with s60 of the *Local Government Act 2020* (the "Act"). These Rules should be read in conjunction with the Alpine Shire Council Councillor Code of Conduct.

A2 Purpose

Council recognises that integrity, transparency and accountability to the community are of fundamental importance in all of its undertakings. In accordance with s60(2) of the Act, the purpose of these Rules is to ensure that Council's governance practices:

- Are undertaken in a fair, transparent, orderly and consistent manner
- Are conducted in accordance with relevant laws
- Withstand scrutiny
- Provide means for inappropriate behaviours to be identified and addressed
- Promote good community engagement
- Promote adherence to the overarching governance principles of the LGA 2020.

A3 Principles

In accordance with s60(2) of the Act, Council decisions will be:

- Considered and made fairly, by giving consideration in a balanced, ethical and impartial manner
- Made on the merits, free from favouritism or self interest
- Made in adherence to the principles of natural justice, including that any person whose rights are directly affected by a decision is entitled to communicate their views and have their interests considered.

Council must, in the performance of its role, give effect to the overarching governance principles outlined in the Act. These principles are:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- The municipal community is to be engaged in strategic planning and strategic decision making;
- Innovation and continuous improvement is to be pursued;

- Collaboration with other Councils and Governments and statutory bodies is to be sought;
- The ongoing financial viability of the Council is to be ensured;
- Regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- The transparency of Council decisions, actions and information is to be ensured.

A4 Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

<i>Act</i>	means the <i>Local Government Act 2020</i>
<i>Advisory committee</i>	means a committee established by the Council, that provides advice to: <ul style="list-style-type: none"> a) the Council; or b) a member of Council staff who has been delegated a power, duty or function of the Council; that is not a Delegated Committee or a Community Asset Committee.
<i>Agenda</i>	means a document containing the date, time, and place of a meeting, and a list of business to be transacted at the meeting
<i>attend, attending and in attendance</i>	include attend, attending or in attendance by electronic means
<i>Audit and Risk Committee</i>	means the Audit and Risk Committee established by a Council under s53 of the Act
<i>Chairperson</i>	means the person who chairs a meeting of the Council, Delegated Committee, Community Asset Committee, or Advisory Committee, and includes an acting, temporary or substitute Chairperson
<i>Chamber</i>	means any room where the Council holds a Council meeting
<i>Chief Executive Officer</i>	means the person occupying the office of Chief Executive Officer of Council, or any person acting in that position during their absence
<i>Code of Conduct</i>	has the same meaning as in the Act
<i>Community Asset Committee</i>	means a Community Asset Committee established under s65 of the Act
<i>Council</i>	means the Alpine Shire Council
<i>Councillor</i>	means a person who is an elected member of the Council
<i>Council meeting</i>	means a meeting of the Council, comprised entirely of Councillors, held in accordance with s61(1) of the Act and held in accordance

	with these Governance Rules, and includes both Ordinary (scheduled) and Special (unscheduled) meetings whether held as face-to-face attendance in a set location or via electronic means or in a hybrid format that mixes in-person and electronic attendance.
<i>Delegate</i>	means a member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation
<i>Delegated Committee</i>	has the same meaning as established under s63 of the Act
<i>Delegated Committee meeting</i>	means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes both Ordinary (scheduled) and Special (unscheduled) meetings whether held as face-to-face attendance in a set location or via electronic means or a hybrid format that mixes in-person and electronic attendance.
<i>Deputy Mayor</i>	means the Deputy Mayor of the Council, or any person appointed by Council to act as Deputy Mayor
<i>Disorder</i>	means any disorderly conduct of a member of the Gallery or a Councillor and includes: <ul style="list-style-type: none"> • interjecting when another person is speaking, except in the case of where a Councillor is raising a Point of Order; • making comments that are defamatory, malicious, abusive or offensive; • refusing to leave the meeting when requested, ordered or directed to do so by the Chairperson in accordance with the Act and the Governance Rules; and • engaging in any other conduct which prevents the orderly conduct of the meeting.
<i>Division</i>	means a formal count and record taken of those for and against a motion
<i>Foreshadowed Item</i>	means a matter raised in the relevant section of the Council meeting that a Councillor intends to submit a Notice of Motion for the next Council meeting
<i>Lot</i>	means a decision or choice made by drawing a card from a container
<i>Mayor</i>	means the Mayor of Council, or any person acting in that position during their absence
<i>Minister</i>	means the Minister responsible for administering the Act (Minister for Local Government)
<i>Minutes</i>	means the official record of the proceedings and decisions of a meeting

<i>Motion</i>	means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted
<i>Municipal district</i>	means the municipal district of Council
<i>Notice of Motion</i>	means a notice setting out the text of a Motion which a Councillor proposes to move at a Council meeting
<i>Notice of Rescission</i>	means a Notice of Motion to rescind a resolution made by Council
<i>Offence</i>	means an act or default contrary to the Governance Rules
<i>On Notice</i>	means held or deferred to enable preparation of a response
<i>Ordinary meeting</i>	means any meeting of Council which is not a Special meeting
<i>Penalty unit</i>	has the meaning ascribed to it by s110(2) of the <i>Sentencing Act 1991</i>
<i>Point of Order</i>	means a procedural point about how the meeting is being conducted, not involving the substance of a matter before a meeting
<i>Preside</i>	means to act as Chairperson of the Council meeting
<i>Procedural Motion</i>	means a Motion that relates to a procedural matter only and which is not designed to produce any substantive decision
<i>Public notice</i>	means a notice published in one or more of the following locations: <ul style="list-style-type: none"> a. Council's website; b. in a newspaper generally circulating in the municipal district of the Council
<i>Resolution</i>	means a motion moved, seconded and carried by a vote of the meeting
<i>Special meeting</i>	means an extra-Ordinary meeting of Council convened for a particular purpose that cannot be effectively dealt with in the schedule of Ordinary Council meetings set by Council
<i>Suspension of standing orders</i>	means the suspension of the provisions of these Governance Rules to facilitate full discussion of an issue without formal constraints
<i>s# or s#(#)</i>	Reference to a section in the Act
<i>Urgent Business</i>	means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next meeting

Chapter 2 Procedure for Election of Mayor and Deputy Mayor

PART A BACKGROUND

A1 Overview

The role and functions of the Mayor are provided in the Act. The holder of this significant office is the Chairperson at Council meetings, is the leader of the Councillors, acts as the principal spokesperson for Council and carries out civic and ceremonial duties.

This section describes how the Mayor and Deputy Mayor are to be elected in accordance with s25-s27 of the Act.

A2 Timing

Election of a Councillor to the office of Mayor must occur no later than one month after the date of a general election. In following years, the next election of the Mayor must be held on a day that is as close to the end of the term of Mayor as possible.

At all other times after a vacancy in the office of the Mayor, an election must be held within one month of the vacancy occurring.

A3 Meeting Format

The election of the Mayor must take place at a meeting of the Council that is open to the public. The Chief Executive Officer will preside at the election of a Councillor to the office of Mayor noting that the Chief Executive Officer has no voting rights.

The elected Mayor will then preside over the election of Deputy Mayor.

A4 Term of Office

Prior to the election of the Mayor, the Council must resolve to elect a Councillor to the office of Mayor for a term of one year or two years.

A5 Nominations

Subject to s167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor. Candidates must be nominated by another Councillor.

A nomination must be seconded to be eligible to be put to a vote. A Councillor nominated may accept or refuse the nomination. Only accepted nominations will be put to a vote.

A nominator may only nominate one Councillor and a seconder may only second one nomination.

A6 Sole Candidate Must be Elected

If only one nomination (seconded and accepted) is received, a vote is not taken and the Councillor nominated will be declared elected.

A7 Voting

Councillors in attendance at the time of voting must vote. There must be a quorum (4 or more Councillors) in attendance at the meeting to enable a vote to be taken.

Voting for the election of Mayor and Deputy Mayor is by a show of hands or such other visual or audible means as the Chief Executive Officer determines.

A8 Absolute Majority Requirement

Except where Rule A6 applies, an absolute majority of votes is required to be elected, meaning at least half the total number of Councillors of the Council. There are no casting votes. If an absolute majority of the Councillors cannot be obtained, the Council may resolve to conduct a new election at a later specified time and date.

A9 Deputy Mayor

A council may establish an office of Deputy Mayor in accordance with s20A of the Act.

Where a council chooses not to elect a Deputy Mayor, it must follow the provisions of s20B of the Act and appoint an Acting Mayor in accordance with that section if:

- (a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- (b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- (c) the office of Mayor is vacant.

Council has historically:

- appointed a Councillor to the office of Deputy Mayor to fulfil the requirements of s20A of the Act, that is a Councillor to act on behalf of the Mayor; and
- aligned the length of the term of the Deputy Mayor to that of the office of the Mayor.

It is assumed for the purpose of this procedure that the historical precedence will be maintained.

PART B DETAILED STEPS, PROCEDURES AND ACTIONS

B1 Term of office of the Mayor

- B1.1 The Chief Executive Officer will request a motion on the term of the office of the Mayor.
- B1.2 The term must be either one year or two years.

B2 Nominations

- B2.1 The Chief Executive Officer will invite nominations for the office of Mayor.
- B2.2 The Chief Executive Officer will ask for a seconder for each nomination.
 - B2.2.1 If a seconder is not forthcoming the nomination lapses.
 - B2.2.2 If a nomination is seconded, the Chief Executive Officer will ask the nominated Councillor if they accept the nomination.
 - (a) If the nominated Councillor refuses the nomination the nomination lapses.
 - (b) If the nominated Councillor accepts the nomination, the nomination is put to the vote.

B3 Voting: when only one nomination is received

- B3.1 If only one nomination (seconded and accepted) is received, a vote is not taken and the Councillor nominated will be declared elected to the office of Mayor.

B4 Voting: when two nominations are received

- B4.1 The Chief Executive Officer will invite each Councillor nominated (in the order that the nominations were received) to address the Council for no more than five minutes.
- B4.2 The Chief Executive Officer will put each nomination to the vote in the order that the nominations were received.
 - B4.2.1 If one of the nominees receives the votes of an absolute majority of Councillors, they will be declared elected to the office of Mayor.
 - B4.2.2 In the event that the vote results in an equality of votes (for example a 3-3 vote outcome), the Councillors in attendance at the meeting may resolve to conduct a new election at a later specified time and date.
 - B4.2.3 If it is not resolved to conduct a new election at a later time and date, Councillors must continue to vote until one of the nominees receives the votes of an absolute majority of Councillors, at which point that nominee will be declared duly elected.
 - B4.2.4 If, after two or more further votes are taken, neither nominee receives the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting must resolve to conduct a new election at a later specified time and date.

B5 Voting: when more than two nominations are received

- B5.1 The Chief Executive Officer will invite each Councillor nominated (in the order that the nominations were received) to address the Council for no more than five minutes.
- B5.2 The Chief Executive Officer will put each nomination to the vote in the order that the nominations were received.
- B5.2.1 If one of the nominees receives the votes of an absolute majority of Councillors, they will be declared elected to the office of Mayor.
- B5.2.2 In the event that the vote results in no nominee receiving an absolute majority of Councillors, the Councillors in attendance at the meeting may resolve to conduct a new election at a later specified time and date.
- B5.2.3 If it is not resolved to conduct a new election at a later time and date, the following will apply:
- a. where one nominee clearly has the lowest number of votes (for example a 3-3-1 vote outcome) the Chief Executive Officer will:
 - Eliminate the nominee with the lowest number of votes from the election.
 - Put each of the remaining nominations to the vote in accordance with sub-Rule B4.2.
 - a. where two or more nominees have the equal lowest number of votes (for example a 3-2-2 vote outcome), the Chief Executive Officer will:
 - Conduct a Lot in accordance with Rule B6 to determine which nominee is eliminated.
 - Put each of the remaining nominations to the vote in accordance with sub-Rule B4.2.
 - b. where three nominees have an equal number of votes (for example a 2-2-2 vote outcome), the Chief Executive Officer will:
 - Conduct a Lot in accordance with Rule B6 to determine which nominee is eliminated.
 - Put each of the remaining nominations to the vote in accordance with sub-Rule 4.2.

B6 Determination by Lot

- B6.1 In the event that two or more nominees have an equal number of votes and a determination by Lot is required, the Chief Executive Officer will conduct the Lot to declare the nominee eliminated.
- B6.2 The following process for conducting the Lot will apply:
- B6.2.1 For every nominee who receives an equal number of votes, and is therefore subject to the Lot, an identical card will be placed in a container.
 - B6.2.2 Each nominee will draw one card from the container in the order that the nominations were received;
- B6.3 Where the Lot is being conducted to determine who is an eliminated nominee:
- B6.3.1 the word 'eliminated' will be imprinted on one of the cards; and
 - B6.3.2 the nominee who draws the card with the word 'eliminated' on it will be declared as an eliminated nominee.

B7 Statement by outgoing Mayor

The Chief Executive Officer will invite the outgoing Mayor to address the Council.

B8 Statement by incoming Mayor

The Chief Executive Officer will invite the incoming Mayor to address the Council.

B9 Mayor to take Chair

The Mayor must take the Chair of the meeting immediately after being elected and preside over the balance of the business to be transacted at the meeting including the matters relating to the office of Deputy Mayor.

B10 Office of Deputy Mayor

The Mayor will conduct an election for the office of Deputy Mayor using the procedures detailed under Rules B1-B6 (replacing the words Mayor with Deputy Mayor and Chief Executive Officer with Mayor as required).

Chapter 3 Meeting Procedure for Council meetings

PART A INTRODUCTION

A1 Purpose of Council meetings

- A1.1 Council holds Ordinary (scheduled) and when required, Special (unscheduled) meetings to conduct the business of Council.
- A1.2 Council is committed to transparency in decision making, and in accordance with s66 of the Act, Council meetings are open to the public and the community are able to attend.
- A1.3 Meetings will only be closed to members of the public if:
- There are clear reasons for particular matters to remain confidential; or
 - A meeting is required to be closed for security reasons; or
 - It is necessary to enable the meeting to proceed in an orderly manner.

PART B MEETING ROLES

B1 Chairperson and Councillors

- B1.1 The Chairperson and Councillors will ensure good Council decision-making by endeavouring to ensure:
- Decision making is transparent to members and observers;
 - Meeting members have sufficient information to make good decisions;
 - Every Councillor is able to contribute to decision making;
 - Any person whose rights are affected has their interests considered;
 - Debate and discussion is focussed on the issues at hand;
 - Meetings are conducted in an orderly manner;
 - Decisions are made on the merits of the matter.

B2 Mayor to take the Chair

- B2.1 In accordance with s61 and s63 of the Act, the Mayor must take the Chair at all Council meetings at which the Mayor is in attendance.
- B2.2 If the Mayor is not in attendance at a Council meeting, the Deputy Mayor must take the Chair.
- B2.3 If the Mayor and Deputy Mayor are not in attendance at a Council meeting, Council must appoint one of the Councillors as Chairperson of the meeting by resolution.

B3 Chairperson's Duties and Discretions

B3.1 In addition to the specific duties and discretions provided in these Governance Rules, the Chairperson:

- Must not accept any Motion, question or statement which is:
 - Vague or ambiguous;
 - Defamatory, malicious, abusive or objectionable in language or substance; or
 - Outside the powers of Council.
- Must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
- Must call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council;
- May direct that a vote be recounted to be satisfied of the result; and
- Must decide on all points of order.

PART C NOTICES OF MEETINGS AND AGENDA

C1 Scheduling of Ordinary Council meetings

C1.1 The date, time and locations of Ordinary Council meetings will be fixed by Council from time to time.

C1.2 Notwithstanding sub-clause (C1.1) the date, time and location of a Council meeting may be altered by:

- Council resolution, or
- the Chief Executive Officer may change the date, time and place of, or cancel, any Council meeting which has been fixed.

Public notice of any change of schedule must be made in accordance with sub-sections (C1.3) and (C1.4).

C1.3 A schedule of Council meetings fixed in accordance with sub-Rule C1.1 must be prepared and published on Council's website, and updated with such frequency as the Chief Executive Officer determines.

C1.4 Public notice of upcoming Ordinary Council meetings must be given in accordance with Rule C3.

C2 Special Council meetings

- C2.1 A Special Council meeting, outside the Schedule set in Rule C1, may be called in the following manner:
- By resolution of the Council; or
 - By written notice from the Mayor; or
 - By written notice from at least three Councillors; or
 - By the Chief Executive Officer immediately following a general election to allow:
 - i. Councillors to take their oath or affirmation of office, or
 - ii. An Election of Mayor or Deputy Mayor.
- C2.2 The resolution or written notice must specify:
- The date and time of the Special Council meeting; and
 - The business to be transacted.
- C2.3 The resolution or written notice in sub-section C2.2 must be provided to the Chief Executive Officer to allow sufficient time for public notice and preparation of the agenda.
- C2.4 Public notice, containing the items specified in the resolution or written notice, should be given in accordance with Rule C3.
- C2.5 The Chief Executive Officer must convene the Special Council meeting in accordance with the resolution or written notice.
- C2.6 Unless all Councillors in attendance at the meeting unanimously agree ~~either at the meeting or in writing prior to the meeting~~ to deal with any other matter, only the business specified in the resolution or written notice is to be transacted.

C3 Public notice of Council meetings

- C3.1 Unless urgent or extraordinary circumstances apply, Council must at least six days before the holding or any type of Council meeting, give public notice, which includes the mode of attendance in accordance with Rule G2.
- C3.2 If urgent or extraordinary circumstances prevent Council from complying with sub-section C3.1 the Council must:
- Give such public notice as is practicable; and
 - Specify the urgent or extraordinary circumstances which prevented the Council from complying with sub-section C3.1.

C4 Order of business

- C4.1 The Chief Executive Officer is responsible for determining the order and content of business of any Council meeting.
- C4.2 A notice of a meeting, incorporating or accompanied by an agenda and the business to be dealt with, must state:
- the date, time and place of the meeting; and
 - the business to be dealt with.

No business may be conducted at an Ordinary meeting of Council unless it is business notice of which has been given either by:

- inclusion in the agenda, or
- any report accompanying the agenda, or
- in a notice of motion,

provided that the Council may resolve to admit (without such notice) an item considered to be urgent business, not being a matter which required that notice shall be given.

C5 Agenda distribution

- C5.1 This clause applies to both Ordinary and Special Council meetings.
- C5.2 At least 48 hours before a meeting is scheduled to occur, an agenda incorporating the business to be dealt with must be:
- Delivered to each Councillor by electronic means; and
 - Published on Council's website.
- C5.3 If it is not possible to comply with sub-rule C5.2 for any reason, the Chief Executive Officer must ensure delivery and publication of the agenda as soon as reasonably possible.

PART D APOLOGIES AND ABSENCES

D1 Apologies

D1.1 Councillors who are unable to attend a meeting may submit an apology:

- To the Chairperson, who will advise the meeting; or
- By seeking another Councillor to submit it at the meeting on their behalf.

D1.2 An apology submitted to a meeting will be recorded in the minutes.

D2 Leave of absence

D2.1 A Councillor intending to take a leave of absence should formally advise the Mayor and Chief Executive Officer.

D2.2 The Chief Executive Officer will include any leave of absence request received in the agenda of the next Council meeting.

D2.3 A leave of absence not included in a Council meeting agenda may still be considered by Council if a formal request has been received by the Mayor and Chief Executive Officer prior to the meeting.

D2.4 Council will not unreasonably withhold its approval of a leave of absence request.

D2.5 A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council meeting will be recorded as absent.

PART E QUORUMS

E1 Quorum to be in attendance

E1.1 No business may be conducted at any Council meeting unless a quorum is in attendance.

E1.2 Quorum means presence by a majority of Councillors. For the avoidance of doubt, where there are seven (7) Councillors elected, a quorum is four (4) Councillors in attendance at the meeting.

E1.3 In accordance with s61(6A) of the Act, a Councillor present by electronic means is deemed present for the purposes of a quorum. Councillors present by electronic means must follow the mode of attendance requirements in Rule G2.

E2 Inability to achieve or maintain a quorum

E2.1 If no quorum can be obtained or maintained within 45 minutes of the Council meeting commencing or the quorum being lost, the Chief Executive Officer must adjourn the meeting to another date and time.

E2.2 Unless the meeting is adjourned to a later time on the same day, the Chief Executive Officer or delegate, must give notice of the adjourned meeting in accordance with Rule C3 and C5.

E3 Inability to achieve or maintain a quorum due to Conflicts of Interest

- E3.1 The Chairperson may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost, and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting. The Chief Executive Officer must give notice of the adjourned meeting in accordance with Rule C3 and C5.
- E3.2 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interest by the majority of Councillors, Council will:
- Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
 - Determine to make decisions on separate parts of the matter at a meeting where a quorum can be maintained, before making a decision on the whole matter at a meeting for which a quorum can be maintained.

PART F DURING A COUNCIL MEETING

F1 Confirmation of Minutes

- F1.1 At every Ordinary meeting of the Council the minutes of the previous meetings must be dealt with as follows:
- if the minutes have been delivered to each Councillor at least 48 hours before the meeting a motion must be passed for confirmation of the minutes; or
 - if the minutes have not been so delivered the minutes must be read and a motion must be passed for confirmation of the minutes.
- F1.2 No discussion is permitted on the minutes except as to their accuracy as a record of proceedings.

F2 Motions

- F2.1 Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.
- F2.2 The Chairperson may require motions to be put in writing.

F2.3 Where a motion contains more than one part, the Chairperson may put the motion to the vote in separate parts.

F2.4 Council must not consider agenda items *en bloc*. Each agenda item must be considered individually and must have a mover and a seconder.

F3 Procedure for Moving a Motion

- F3.1 The mover must state the nature of the motion.
- F3.2 The Chairperson must call for a seconder unless the motion is a call to enforce a point of order.

- F3.3 If there is no seconder the motion lapses.
- F3.4 If there is a seconder then the Chairperson must call the mover to address the meeting.
- F3.5 After the mover has addressed the meeting the seconder may address the meeting.
- F3.6 After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting) the Chairperson must call upon any Councillor who wishes to speak against the motion.
- F3.7 If no Councillor speaks against the motion then the Chairperson may put the motion to the vote, or call any other member to speak.

F4 Procedure for moving an Amendment

- F4.1 Any Councillor may move or second an amendment.
- F4.2 A Councillor may speak once on the motion and once on any amendment, except for the mover of an original motion which has not been amended (but not of an amendment) who has a right of reply after which the motion must be put to the meeting for decision.
- F4.3 A Councillor may be permitted by the Chairperson or by resolution to speak more than once to explain that the Councillor has been misrepresented or misunderstood.
- F4.4 A Councillor calling the attention of the Chairperson to a point of order is not regarded as speaking to the motion or the amendment.
- F4.5 No motion or amendment may be withdrawn without the consent of the meeting.
- F4.6 Amendments must be dealt with one at a time.
- F4.7 An amendment must not be considered until any previous amendment is decided upon.

F5 Conduct of Debate

- F5.1 A Councillor must address the Chairperson to move a motion, amendment or take part in the debate.
- F5.2 Councillors and members of Staff must designate each other by their official titles.
- F5.3 Once acknowledged by the Chairperson the Councillor has the floor and must not be interrupted unless called to order or time has expired.
- F5.4 Debate must be relevant to the motion, and if not, the Chairperson must request the speaker to confine debate to the motion.
- F5.5 If the Chairperson wishes to speak to the debate other than to clarify a point or ask other Councillors a question, they must make it clear to the meeting that they are speaking as a Councillor, and not in their official spokesperson role as Mayor.
- F5.6 Where the Mayor wishes to actively participate in a detailed or contentious debate the Mayor may temporarily vacate the Chair. In this circumstance the Deputy Mayor will temporarily assume the Chair. Where the Deputy Mayor also wishes to participate in the debate, the Chief Executive Officer will temporarily assume the Chair. Once agenda item, motion or amendment has been determined the Mayor will resume the Chair.

F6 Points of Order

- F6.1 The Chairperson is the final arbiter of all Points of Order.
- F6.2 The Point of Order may be taken on the grounds that the matter is:
- contrary to this local law;
 - defamatory;
 - irrelevant;
 - outside Council's power; or
 - improper.

F7 Time Limits

- F7.1 No Councillor may speak longer than the time set out below unless granted an extension by the meeting:
- The mover of a motion 5 minutes
 - Any other member 3 minutes
 - The mover of a motion exercising a right of reply 2 minutes

F8 Voting

- F8.1 All voting on matters is by show of hands or such other visible or audible means as the Chairperson determines.
- F8.2 Where a Councillor intends to abstain from voting on a matter the Councillor must indicate to the Chairperson that they are abstaining from voting.
- F8.3 If there is an equal division of votes upon any matter, other than the election of the Mayor or Deputy Mayor, the Chairperson at such meeting shall in addition to a vote as a Councillor have a second or casting vote.
- F8.4 A Councillor may, after a vote on a motion or amendment has been taken, request that their opposition or support of the motion or amendment be recorded in the minutes of the meeting.

F9 Divisions

- F9.1 Immediately after any question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- F9.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- F9.3 When a division is called by a Councillor, the Chairperson must:
- F9.3.1 Ask each Councillor wishing to vote in the affirmative to raise a hand or otherwise signify their support in a manner recognised by the Chairperson (see sub-Rule F8.1). The Chairperson must state the names of each Councillor voting in the affirmative; and
 - F9.3.2 Ask each Councillor wishing to vote in the negative to raise a hand or otherwise signify their support in a manner recognised by the Chairperson (see sub-Rule F8.1). The Chairperson must state the names of each Councillor voting in the negative.
 - F9.3.3
- F9.4 The Chief Executive Officer must record in the minutes the names of Councillors and whether they voted in the affirmative or negative.

F10 No Discussion Once Declared

- F10.1 Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:
- a Councillor requesting, before the next item of business is considered, that their opposition to a resolution be recorded in the minutes; or
 - foreshadowing a notice of rescission (see rule F12) where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

For example, Rule F10 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, Rule F10 would permit discussion about a matter which would otherwise be left in limbo because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left in limbo. Hence the reference to discussion about a positive motion where a resolution has just been rescinded.

F11 Notice of Motion

F11.1 A notice of motion must:

- Identify two supporting Councillors who are not obliged to move, second or vote in favour of the motion but are of the opinion that the proposed motion relates to a matter sufficiently important that it warrants formal consideration by Council;
- Briefly explain the rationale for the proposed motion, with any supporting documentation being not more than 500 words;
- Be lodged either electronically or in writing, with the Chief Executive Officer by 5pm on the 10th working day prior to the date of the meeting to allow sufficient time for the notice of motion to be included in the Agenda for the next Council meeting;
- Call for a Council report to be presented to the following Ordinary Council meeting if proposing any action that:
 - Impacts on the levels of Council service
 - Proposes to establish, amend or extend council policy
 - Proposes to impact the rights of any person who has not had the opportunity to contribute their views
 - Commits Council to any contractual arrangement
 - Concerns any litigation in respect of which Council is a party.

F11.2 The Chief Executive Officer may reject any notice of motion which:

- is the same as, or similar intent to, a notice of motion or other motion (including lost and lapsed motions) that has been considered by Council in the preceding six (6) months;
- is vague or unclear in intention;
- is defamatory;
- may be prejudicial to any person or Council;
- is objectionable in language or nature;
- is outside the powers of Council;
- is submitted during an Election Period; or
- if passed would result in Council otherwise acting invalidly,

but must give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so.

F11.3 Except by resolution of Council, notice of motion before any Council meeting must be considered in the order in which they were submitted.

F11.4 If both Councillors who have given a notice of motion:

- a. Are absent from the Council meeting; or
 - b. Fail to move the motion when called upon by the Chairperson;
- any other Councillor may move the notice of motion.

F11.5 If a notice of motion is not moved and seconded at the Council meeting for which it was included in the agenda, it lapses.

F11.6 Before the notice of motion is put to the vote, it may be withdrawn by the two supporting Councillors.

F12 Revocation or Alteration of Previous Resolution (Notice of Rescission)

F12.1 A notice of motion to revoke or alter a previous resolution:

- Must be signed by two Councillors;
- Must be lodged either electronically or in writing, with the Chief Executive Officer by 5pm on the 10th working day prior to the date of the meeting to allow sufficient time for the notice of motion to be included in the Agenda for the next Council meeting;
- must be deemed withdrawn if not moved at the next meeting at which such business may be transacted;
- if it is a second or subsequent notice to revoke or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of one calendar month has elapsed after the date of the meeting at which the first or last motion of revocation or alteration was dealt with;
- is not valid if the resolution of Council has been acted upon, including if its details have been formally communicated to persons affected by or reliant on the resolution, or where a statutory procedure has commenced.

F12.2 A revocation or alteration of a previous resolution must be passed by an absolute majority of the whole of the Councillors.

F13 Foreshadowed motions

F13.1 At any time during debate a Councillor may foreshadow a motion, so as to inform Council of their intention to move a motion at a later stage in the meeting.

F13.2 Foreshadowing a motion does not extend any special right to the motion.

F13.3 The Chairperson is not obliged to accept foreshadowed motions.

F14 Behaviour

F14.1 Suspension

- F14.1.1 Council may suspend from a meeting and for the balance of the meeting any Councillor, or member of the public gallery, whose actions have disrupted the business of the Council and impeded its orderly conduct.

F14.2 Removal from Chamber

- F14.2.1 The Chairperson, or the Council in the case of a suspension, may ask a senior member of Staff or a member of the police force to remove from the chamber any person whose behaviour disrupts any meeting or fails to comply with a direction from the Chairperson.

F14.3 Chairperson may close a meeting to the public gallery

- F14.3.1 In accordance with s66(2)(b) and s66(2)(c) of the Act, the Chairperson may close a meeting to the public gallery where there are security reasons, or to enable the meeting to proceed in an orderly manner.
- F14.3.2 Where a meeting is closed as such, the meeting must be or continue to be livestreamed and continue to be recorded, in accordance with s66(3) of the Act.

F14.4 Chairperson may adjourn disorderly meeting

- F14.4.1 If the Chairperson is of the opinion that disorder at the Council table or in the public gallery makes it desirable to adjourn the Council meeting, they may adjourn the meeting to a later time on the same day, or to some later day as they think proper.
- F14.4.2 In the event that a meeting is adjourned, the Chief Executive Officer must provide notice to each Councillor and provide public notice of the date, time and place of the meeting, and the business remaining to be transacted.

PART G OTHER MATTERS

G1 Recording of council meetings

- G1.1 Council meetings that are open to the public will be audio-visually recorded by Council, and made available to the public via its website: www.alpineshire.vic.gov.au.
- G1.2 Where a meeting or part of a meeting is closed to the public to consider confidential information, the meeting or part of a meeting will not be livestreamed or recorded.
- G1.3 Where a public gallery is removed from a Council meeting for either security reasons, or to enable the meeting to proceed in an orderly manner, the meeting will continue to be livestreamed.
- G1.4 Where there are any issues that cause a delay to livestreaming, such as inability to obtain a quorum, or technology issues preventing broadcast, the Chief Executive Officer will attempt to advise the general public through the appropriate channels, including but not limited to Council's social media platforms.
- G1.5 Except where Council conducts the recording, no video or audio recording of proceedings of Council meetings shall be permitted without specific approval by resolution of the meeting.

G2 Mode of attendance

- G2.1 Each notice of meeting must indicate whether the relevant Council meeting is to be conducted:
- wholly in person;
 - wholly by electronic means;
 - partially in person and partially by electronic means.
- G2.2 The indication in the notice of meeting must be consistent with any resolution of Council that has expressed a preference for, or otherwise specified, when Council meetings are to be conducted:
- wholly in person;
 - wholly by electronic means;
 - partially in person and partially by electronic means.
- G2.3 Council must endeavour to meet wholly in person where possible before electronic attendance is considered.
- G2.4 Where Council's technology allows, if a Council meeting is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.

- G2.5 Any request under G2.3-4 must:
- be in writing;
 - be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council meeting; and
 - specify the reasons why the Councillor is unable or does not wish to attend the Council meeting in person.
- G2.6 The Chief Executive Officer must ensure that any request received in accordance with G2.4 and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council meeting.
- G2.7 Council ~~may approve and~~ must not unreasonably refuse any request.
- G2.8 A Councillor who is attending a Council meeting by electronic means is responsible for ensuring that they are able to access such equipment and are present in such an environment that facilitates participation in the Council meeting.
- G2.9 Without detracting from anything in sub-Rule G2.5, a Councillor who is attending a meeting by electronic means must be able to:
- hear the proceedings;
 - see all Councillors and members of Council staff who are also attending the Council meeting, at least while a Councillor or member of Council staff is speaking;
 - be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council meeting; and
 - be heard when they speak.
- G2.10 If the conditions of sub-Rule G2.8 cannot be met by one or more Councillors attending a Council meeting, whether because of technical difficulties or otherwise:
- the Council meeting will nonetheless proceed as long as a quorum is present; and
 - the relevant Councillor (or Councillors) will be treated as being absent from the Council meeting or that part of the Council meeting;
- unless the Council meeting has been adjourned in accordance with these Governance Rules.
- G2.11 When determining whether a meeting must be adjourned in sub-Rule G2.9, Council must consider Rule E2 "Inability to achieve or maintain a quorum".
- G2.12 For any Councillor who is present at the commencement of a Council meeting, but becomes absent in accordance with sub-Rule G2.9, the period of absence must be noted in the Council meeting minutes.
- G2.13 Where the Chairperson of the Council meeting is attending by electronic means, and the conditions of sub-Rule G2.8 cannot be met, whether because of technical difficulties or otherwise, the Deputy Mayor will temporarily Chair the meeting. Where the Deputy Mayor is unavailable, the Chief Executive Officer will temporarily Chair the meeting.

- G2.14 Nothing in G2 prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with G2.8 even if the Council meeting has already commenced or has continued in their absence.

G3 Meetings conducted remotely

If a Council meeting is conducted wholly or partially by electronic means, the Chairperson may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

G4 Petitions

- G4.1 No petition shall be considered until the next ordinary meeting of the Council after that at which it was presented unless otherwise resolved by the Council.
- G4.2 Every petition presented to Council must:
- be clear, and on each signatory page contain a statement which outlines the matter and action sought from Council;
 - not be derogatory, defamatory, or objectionable in language or nature;
 - not relate to matters outside the functions and powers of Council; and
 - contain the names, addresses and original signatures of at least ten (10) people.
- G4.3 Any signature appearing on a page which does not bear the text of the whole of the petition or request as outlined in sub-Rule G4.2 may not be considered by Council.
- G4.4 Every page of a hard copy petition must be a single piece of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition.
- G4.5 Electronic or online petitions must contain the name and email address of each petitioner or signatory, which for the purposes of sub-Rule G4.2, will qualify as the address and signature of such petitioner or signatory.
- G4.6 Where a petition has been signed by less than ten (10) people, it may be treated as a joint letter, and forwarded directly to the appropriate member of Council staff for action as an operational item.
- G4.7 If a petition or joint letter relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

G5 Public Question Time

- G5.1 There must be a public question time at every Ordinary Council meeting fixed under Rule C1 to enable members of the public to submit questions to Council, with the exception of ~~the any~~ Council meetings held during the Election Period, held immediately before a general election.
- G5.2 Sub-Rule G5.1 does not apply during any period when a meeting is closed to members of the public in accordance with s66(2) of the Act.
- G5.3 Questions submitted to Council may be:
- Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or
 - During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.
- G5.4 No person may submit or ask more than two questions at any one meeting.
- G5.5 The Chairperson or a member of Council staff nominated by the Chairperson may read to those in attendance at the meeting a question which has been submitted in accordance with this Rule.
- G5.6 Where a Council meeting is held either wholly or partially by electronic means, questions must be submitted on notice in accordance with sub-Rule G5.3, and read out in accordance with sub-Rule G5.5.
- G5.7 Questions should be limited to items of public interest, and are not intended to replace Council's ordinary Customer Request process. A question may be disallowed by the Chairperson if the Chairperson determines that it:
- is not related to an item on the agenda;
 - relates to a matter outside the duties, functions and powers of Council;
 - is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - deals with a subject matter already answered;
 - is aimed at embarrassing a Councillor or a member of Council staff;
 - relates to confidential information as defined in s3 of the Act;
 - relates to the personal hardship of any resident or ratepayer; or
 - relates to any other matter which the Council considers would prejudice the Council or any person.
- G5.8 A Councillor, the Chief Executive Officer, or a member of staff may require a question to be put on notice. If a question is put on notice, an answer will be provided in writing to the person who asked the question as soon as practical after the meeting. The question and response will also be read out by the Mayor at the next Ordinary Council meeting.

G6 Form and Availability of Minutes

- G6.1 The Chief Executive Officer (or other person ~~authorised~~ approved by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council meeting, and those minutes must record:
- The date, place, time and nature of the meeting;
 - The names of the Councillors in attendance and the names of any Councillors who apologised in advance for their non-attendance;
 - The names of the members of Council staff in attendance;
 - Any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 7, and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
 - Any period of absence during an electronic meeting, in accordance with sub-Rules G2.9 and G2.11.
 - Each motion and amendment moved, along with the mover and seconder of each motion and amendment;
 - Each motion that receives a unanimous vote as being Carried Unanimously;
 - The vote cast by each Councillor upon a division, and any abstention from voting;
 - The vote cast by any Councillor who has requested that their vote be recorded in the minutes;
 - Questions upon notice;
 - The failure of a quorum;
 - The adjournment of the meeting and the reasons for that adjournment;
 - The time at which standing orders were suspended and resumed.
- G6.2 The Chief Executive Officer must ensure that the minutes of any Council meeting are published on Council's website and are available for inspection at Council's office during normal business hours.
- G6.3 In accordance with s66 of the Act, if a meeting is closed to the public to consider confidential information, the minutes must record the grounds for determining to close the meeting.
- G6.4 Nothing in sub-Rule G6.2 requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with s66 of the Act.

Chapter 4 Joint Council meetings

Regional collaboration can provide substantial benefits through activities such as joint procurement, joint projects, shared services, and combined advocacy. While on some collaborative matters it is possible for the participating Councils to make their own decisions and determinations, in some circumstances, it may be beneficial to hold Joint Council meetings as provided for in the Act.

- A1.1 Council may resolve to participate in a Joint Council meeting with one or more other Councils, in accordance with s62 of the Act.
- A1.2 Procedures for the holding of Joint Council meetings must be agreed on by the participating Councils prior to the meeting. The Chief Executive Officer may seek the agreement of the other Councils prior to the meeting.
- A1.3 Councils must elect to follow the Governance Rules of one nominated Council while holding Joint Council meetings.
- A1.4 Where Alpine Shire Council is the lead Council calling the Joint Council meeting, the Alpine Shire Council Mayor will be Chairperson of the Joint meeting.
- A1.5 All Alpine Shire Councillors must be invited to the Joint Council meeting. All Councillors from all participating councils must receive consistent information through pre-meeting briefings and agenda papers.
- A1.6 A joint briefing may be organised between Councils prior to the Joint Council meeting. This joint briefing may be held electronically.

Chapter 5 Meeting Procedure for Delegated Committees

A1 Meeting Procedure Generally

A1.1 If Council establishes a Delegated Committee:

A1.1.1 all of the provisions of Chapter 3 apply to meetings of the Delegated Committee; and

A1.1.2 any reference in Chapter 3 to:

- a. a Council meeting is to be read as a reference to a Delegated Committee meeting;
- b. a Councillor is to be read as a reference to a member of the Delegated Committee; and
- c. the Mayor is to be read as a reference to the Chairperson of the Delegated Committee.

A2 Meeting Procedure Can Be Varied

A2.1 Notwithstanding Rule 1, if Council establishes a Delegated Committee that is not composed solely of Councillors:

- Council may, or
- the Delegated Committee may, with the approval of Council

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the Delegated Committee, in which case the provision or those provisions will not apply until Council resolves, or the Delegated Committee with the approval of Council resolves, otherwise.

A3 Delegated Committee Chairperson

A3.1 At the meeting at which Council establishes a delegated committee it must also appoint a Chairperson.

A3.2 The Chairperson of a delegated committee must be a Councillor.

A3.3 For the avoidance of doubt, sub-rule (1) does not intend to limit the powers of the Mayor provided in the Act. The Act provides for the Mayor to appoint a Councillor as Chairperson of a Delegated Committee and any such appointment prevails over any appointment made by Council.

Chapter 6 Meeting Procedure for Community Asset Committees and other committees under the auspices of Council

A1 Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the Chief Executive Officer under s47(1)(b) of the Act.

A2 Meeting Procedure for Community Asset Committees

Unless anything in the Instrument of Delegation provides otherwise, the conduct of a meeting of a Community Asset Committee is in the discretion of the Community Asset Committee.

A Community Asset Committee must report the minutes of all committee meetings to the Chief Executive Officer.

A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation, and any Terms of Reference adopted by Council.

A3 Meeting Procedure for other committees under the auspices of Council

A “meeting conducted under the auspices of Council” means a meeting of the kind described in s131(1) of the Act, and includes:

- Councillor briefing sessions;
- Advisory committees formed by Council; and
- Reference groups formed by Council.

Unless anything in the Terms of Reference provide otherwise, the conduct of a meeting of a committee under the auspices of Council, is in the discretion of that committee.

A4 Meeting Procedure for Council’s Audit and Risk Committee

The Governance Rules do not apply to the Audit and Risk Committee.

The Audit and Risk Committee must comply with its own Charter.

Chapter 7 Disclosure of Conflicts of Interest

A1 Definition

In this Chapter:

- A1.1 "attend" and "in attendance" include attend or in attendance by electronic means;
- A1.2 "meeting conducted under the auspices of Council" means a meeting of the kind described in s131(1) of the Act, and includes a meeting referred to in Rule A3 of Chapter 6 (whether such a meeting is known as a 'Councillor Briefing Session' or by some other name); and
- A1.3 a member of a Delegated Committee includes a Councillor.

A2 Obligations with regards to conflict of interest

Councillors, members of Delegated Committee, and Council staff are required to:

- Avoid all situations which may give rise to conflicts of interest;
- Identify any conflicts of interest; and
- Disclose or declare all conflicts of interest.

A3 Disclosure of a Conflict of Interest at a Council meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which they:

- A3.1 are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the Council meeting immediately before the matter is considered and indicating whether it is a general conflict of interest or a material conflict of interest; or
- A3.2 intends to be in attendance must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:
- A3.2.1 advising of the conflict of interest;
- A3.2.2 explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest; and
- A3.2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
- a. name of the other person;
- b. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- c. nature of that other person's interest in the matter,
- and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and

~~explaining the nature of the conflict of interest to those in attendance at the Council meeting, that a written notice has been given to the Chief Executive Officer under this sub-Rule.~~

The Councillor must, ~~in either event,~~ leave the Council meeting immediately after giving the explanation ~~or making the announcement (as the case may be)~~ and not return to the meeting until after the matter has been disposed of.

A4 Disclosure of Conflict of Interest at a Delegated Committee meeting

A4.1 A member of a Delegated Committee who has a conflict of interest in a matter being considered at a Delegated Committee meeting must follow the procedure outlined in A3, where a reference to:

- a Council meeting is to be read as a reference to a Delegated Committee meeting;
- a Councillor is to be read as a reference to a member of the Delegated Committee; and
- the Chief Executive Officer is to be read as a reference to the Chairperson of the Delegated Committee.

A4.2 The Chairperson of the Delegated Committee meeting must ensure that any Conflicts of Interest are included in the minutes of the meeting and forwarded to the Chief Executive Officer.

A5 Disclosure of a Conflict of Interest by a Councillor attending a Community Asset Committee meeting, or any other meeting under the auspices of Council

A Councillor who has a conflict of interest in a matter being considered at a Community Asset Committee meeting, or any other meeting under the auspices of Council, at which they are in attendance must follow the procedure outlined in A3 where a reference to a Council meeting is to be read as a reference to a Community Asset Committee meeting, or the relevant committee meeting at which the Councillor is in attendance.

A6 Disclosure by Members of Council Staff Preparing Reports for meetings

A6.1 A member of Council staff who, in their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a Report for the consideration of a:

- Council meeting;
- Delegated Committee meeting;
- Community Asset Committee meeting; or
- Any other meeting under the auspices of Council

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer disclosing the conflict of interest and explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

- A6.2 The Chief Executive Officer must ensure that the Report referred to in sub-Rule 6.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.
- A6.3 If the member of Council staff referred to in sub-Rule A6.1 is the Chief Executive Officer:
- A6.3.1 the written notice referred to in sub-Rule A6.1 must be given to the Mayor; and
 - A6.3.2 the obligation imposed by sub-Rule A6.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

A7 Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

- A7.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.
- A7.2 If the member of Council staff referred to in sub-Rule 7.1 is the Chief Executive Officer the written notice must be given to the Mayor.

A8 Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

- A8.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.
- A8.2 If the member of Council staff referred to in sub-Rule 9.1 is the Chief Executive Officer the written notice must be given to the Mayor.

A9 Advice provided by a Member of Council Staff with a disclosed conflict of interest

A member of Council staff who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation or authorisation if:

- The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
- The staff member's Director determines that the conflict of interest has not influenced the advice provided; and
- The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

Where the staff member is a Director, the Chief Executive Officer must determine that the conflict of interest has not influenced the advice provided. Where the staff member is the Chief Executive Officer, this determination is to be made by the Mayor.

A10 Retention of Written Notices

The Chief Executive Officer must retain all written notices received under this Chapter for a period of three years.

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Chapter 8 Miscellaneous

A1 Informal meetings of Councillors

A1.1 If there is a meeting attended by three or more ~~of~~ Councillors that:

A1.1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;

A1.1.2 is attended by at least one member of Council staff; and

A1.1.3 is not a Council meeting, Delegated Committee meeting, ~~or~~ Community Asset Committee meeting, or Audit and Risk Committee meeting,

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient Council meeting; and
- recorded in the minutes of that Council meeting.

A2 Confidential Information

A2.1 If the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.

A2.2 Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

A2.3 Nothing in sub-Rule A2.2 will, without more, mean that information designated by the Chief Executive Officer under sub-Rule A2.1 satisfies the definition of "confidential information" contained in s3(1) of the Act.

Chapter 9 Election Period Policy

PART A PURPOSE

The purpose of this policy is to ensure that Alpine Shire Council:

- Demonstrates compliance with the election period provisions of the *Local Government Act 2020* (the Act);
- Demonstrates that public resources are not used for election campaigning;
- Is aware of what can and cannot be done during the election period; and
- Continues to provide high standards of service to the community.

PART B SCOPE

This policy defines the practices and behaviours of Councillors, members of special committees, and Council staff during the election period.

Councillors must comply with this policy, regardless of whether they intend to nominate, or have already nominated, as candidates for the election.

In accordance with s34(2)(d) of the Act, Council staff members who are candidates for election must comply with this policy and in addition:

- Take leave from their duties for the duration of the election period;
- Return any council equipment, including vehicles, telephones, computers, and documents or information which is not available to the public for the duration of the election period; and
- Immediately resign from their position upon election.

Other candidates for election are expected to comply with the obligations of this policy where they apply.

PART C POLICY DETAILS

C1 Election period

The 'election period' is defined by the Act as starting at the time that nominations close on nomination day, and ending at 6pm on election day.

The Chief Executive Officer will ensure that all employees are informed of and understand the requirements of this policy.

C2 Misuse of position

S123(1) of the Act prohibits a person that is, or has been, a Councillor or a member of a delegated committee from using their position to gain advantage for themselves or another person, or to cause detriment to Council or another person.

Significant penalty units apply to this provision.

For the purposes of s123(3) of the Act and this policy, misuse of position includes the following circumstances:

- Making improper use of information acquired as a result of the position the person held or holds; or
- Disclosing information that is confidential information within the meaning of the Act; or
- Directing or improperly influencing, or seeking to directly or improperly influence, a member of Council staff; or
- Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
- Using public funds or resources in a manner that is improper or unauthorised; or
- Participating in a decision on a matter in which the person has a conflict of interest.

S124 further specifies that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in the exercise of any power or in the performance of any duty or function.

C3 Decision making

It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. Council therefore commits to this principle in that it will make every endeavour to avoid making decisions that inappropriately bind the incoming Council.

This includes a commitment to not only comply with the requirements of s69 of the Act, but to apply restrictions to the making of 'major policy decisions', 'inappropriate decisions', and 'significant decisions' as defined within this policy.

Council may hold ~~a~~-scheduled Council meetings during the election period, however no decisions specified in this policy may be made.

Scope exists for Council to hold an unscheduled Council meeting but only in the most urgent or extraordinary circumstances or for any statutory processes that may arise.

Prohibition on decisions

In accordance with s69(2) of the Act, Council is prohibited from making a decision during the election period for a general election, which:

- relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- commits the Council to expenditure exceeding one percent (1%) of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- the Council considers could be reasonably deferred until the next Council is in place; or
- the Council considers should not be made during an election period.

In accordance with s69(3) of the Act, Council is prohibited from making a decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

Decisions made in contravention of this policy

In accordance with s69(4) of the Act, any Council decision made in contravention of these specified prohibitions is invalid.

Decisions that Council considers could be reasonably deferred or should not be made during an election period

To provide context, Council will avoid making decisions during the election period that are of a significant nature and which would unnecessarily bind an incoming Council, or would use resources inappropriately during the election period. These include:

- Irrevocable decisions that commit the Council to substantial expenditure or major actions;
- Irrevocable decisions that will have a major impact on the municipality or the community;
- Decisions that would affect voting in an election; and
- Decisions that could reasonably be made after the election.

Examples of decisions that should not be made during an election period are:

- Approval of contracts that require significant funding in future financial years or are regarded as politically sensitive;
- Decisions that have significant impacts on Council's income or expenditure that relate to expenditure on politically sensitive matters;
- Awarding of community grants funded by Council;

- Decisions of a politically sensitive nature;
- Policy or strategy decisions; and
- Planning scheme amendments.

C4 Council and Committee meetings

Council meetings

Council will hold its ~~ordinary~~ Ordinary Council meetings scheduled ~~in the month leading up to the election~~ during the election period. The meetings will be live-streamed on Council's website, as per Council's current practice.

In accordance with s100 of the Act, the Council meeting held to consider the annual report must be held on a day not later than the day before election day.

All items for consideration must be scrutinised for compliance with this policy, and be approved by the Chief Executive Officer before being included in the agenda. Each agenda item must include the electoral period statement.

Councillors must limit their discussion during debate to the topic under consideration and avoid raising electoral matters.

Delegated Committees and Community Asset Committees

Delegated Committees are required to include Councillors as committee members, and are bound by Council's Governance Rules, and misuse of position requirements. Delegated Committees will not be permitted to hold Committee meetings during the election period.

Community Asset Committees are not required to include Councillors as committee members, and will be permitted to hold Committee meetings during the election period.

Advisory Committees will be permitted to hold Committee meetings during the election period.

Question Time, Notices of Motion, General Business and Reports by Delegates

Question Time will not be held during the election period. Notices of Motion, General Business and Reports by Delegates will not be presented during the ~~October meeting~~ during the election period.

Election Period Statement – Council meeting Reports

In order to facilitate compliance with its commitment to ensuring appropriate decision making during elections, the Chief Executive Officer will ensure that an 'Election Period Statement' is included in every report submitted to a Council meeting for a decision.

The 'Election Period Statement' will specify:

"The recommendation is not a prohibited decision as defined by s69(2) or s69(3) of the *Local Government Act 2020*, nor is it a decision that could be reasonably deferred, or should not be made in accordance with Council's Election Period Policy."

During the election period, the Council will not make a decision on any matter or report that does not include the Election Statement.

C5 Council Resources

It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. Council therefore commits that it will ensure Council resources are not used inappropriately during a Council election.

C6 Council resources including staff

Council resources, including offices, staff, hospitality services, vehicles, IT equipment (phones and computers) and stationery will be used exclusively for normal Council business during the election period, and shall not be used in connection with any election campaign activity.

The Chief Executive Officer or any staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign.

Council will ensure other Alpine Shire Council resources are not used inappropriately in ways that may influence voting in an election or provide an undue advantage for a candidate. This includes financial, human and material resources:

- Council staff will not undertake an activity that may affect voting in the election;
- Council staff will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election; and

Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate, shall advise both their Manager and Director before authorising, using or allocating the resource. The Manager and Director may seek advice from the Manager Corporate to determine if the use of Council resources is appropriate or not.

C7 Council branding and stationery

No Council events, logos, letterheads or other Alpine Shire Council branding should be used for, or linked in any way to, a candidate's election campaign.

Photos or images taken by or provided by Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied.

C8 Councillor support

Councillors will not request staff to undertake any tasks connected directly or indirectly with an election campaign.

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day-to-day activities.

C9 Councillor expenses

Reimbursements of Councillors out of pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.

C10 Councillor resources

Equipment and facilities provided to Councillors for the purpose for conducting normal Council business should not be used for election campaign purposes.

Where Councillors have Council funded services, such as mobile phones, tablets / computers and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, Councillors will reimburse the Council for excess usage of those services during the election period. Standard allowances for communication equipment are defined in Council Policy No. 76 – Councillor Reimbursement of Expenses.

Councillors who are standing as candidates must not use council email addresses as part of their election campaign.

C11 Council Events

Public events run by Council will only be organised and run if it is totally unavoidable to conduct such events during the election period and then only with the express permission of the Chief Executive Officer.

However, Councillors may attend community meetings, events and functions during the election period which are relevant to Council and the community.

When attending events as part of their official Council duties, Councillors must not use the event to promote their individual election campaign.

Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be circulated or available for publication. Official speaking engagements will be limited to a brief welcome and will not contain any electoral matters or references to the election. Councillors who are not standing as candidates in the election or the Chief Executive Officer will be given preference to speaking at public events.

No election material or active campaigning is to be conducted at a Council sponsored event or be displayed in any Council building. This does not apply to Victorian Electoral Commission material.

Speeches will be subject to the publication certification process as outlined in.

C12 Public Consultation

Council will limit public consultation and scheduling of Council events during the election period.

Public consultation means a process that involves inviting individuals, groups or organisations or the community general to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.

Public consultations include inviting the community to express opinions through social media.

If public consultation is required, the representative / spokesperson will be the Chief Executive Officer and not a Councillor.

Public consultations are best avoided during the election period where possible.

C13 Statutory process consultations

The public consultation required under the *Planning and Environment Act 1987* and matters subject to s223 of the *Local Government Act 1989* are not subject to the restrictions of this policy. These consultations may be undertaken during the election period to facilitate the day-to-day business of Council and to ensure matters continue to be proactively managed. Consultations will avoid any express or implied links to the election.

Consultations under statutory provisions shall only proceed after express agreement of the Chief Executive Officer and only if they relate solely to the normal day-to-day business of the Council.

Where at all possible, statutory process consultations should conclude before the election period commences, or be delayed until after the general election has been held. Any outcomes of the consultation should be delayed until after the election, where possible.

C14 Media and Communications

Council's communications and media will not be used in any way that might influence the outcome of a Council election.

Media outlets and the community will be advised that during the election period, communications will be restricted according to the following principles.

Media requests

Council contact with local media (newspapers, television, radio) will be restricted to the communication of normal Council activities and responding to questions not involving the election or possible election outcomes.

In response to media inquiries the response will be provided by the Chief Executive Officer or Directors only, and such information should relate to current services and operations.

Media releases / statements

During the election period, Council initiated communications shall be restricted to the communication of normal Council activities.

In the election period no media releases will be issued quoting or featuring any Councillor.

Publicity of Council events (if any during the election period) will be restricted to the communication of factual material and will not mention or quote any Councillor.

During the election period, no employee will initiate any public statement that relates to an election issue. Public statements are not only formal press releases but also verbal comments at meetings, functions and events where attending as part of their role.

Issuing of written media releases / statements will be subject to the publication approval processes outlined within C15.

Councillors

No media advice or assistance will be provided to Councillors in relation to election campaign matters.

No publicity will be provided that involves specific Councillors.

Councillors must not use their position as an elected representative of their access to Council staff and other Council resources or information in support of an elections campaign. This includes photos or images provided by Council for past Council activities.

Councillor participation at Council sponsored events (if any during the election period) should not be used to gain attention of an election campaign. Council sponsored events includes launches, events and any other public forum outside of the normal Council meeting cycle.

Social media

Social media is a key means of Council communicating and interacting with its community.

The nature of social media means that Councils should be monitoring and moderating the content on any pages that Council has ownership / control over.

Any publication on social media sites that are under the auspices of Council will also require certification by the Chief Executive Officer as described within C15.

Social media communications will be restricted in the same manner as restrictions on communications / media in this policy.

In addition, the following processes will be implemented on Council's social media pages during the election period:

- Any social media pages maintained by Council will be routinely monitored (including periodically during the weekend) during the election period.
- Posts by others on the page will be moderated by Council, and any electioneering, offensive or inappropriate matter will be removed by Council.
- At the completion of each day, Council will ensure that a copy of the page is taken for records of the Council.
- Before any posts may be removed or moderated by Council, a snapshot of the page must be recorded.

The above processes will be communicated on Council's social media pages prior to the election period commencing.

C15 Council Publications

Council must not print, publish or distribute publications containing specified electoral matter during the election period, unless it is electoral material provided by the Victorian Electoral Commission about the election process. This is to ensure that Council does not utilise public funds that may influence or be seen to influence people's voting intentions.

Council must not print, publish or distribute a publication during the election period unless it has been certified in writing by the Chief Executive Officer.

What is 'electoral matter'?

Electoral matter is any matter that is intended or likely to affect voting in an election. Material is definitely electoral matter if it:

- Publicises the strength or weaknesses of a candidate
- Advocates the policies of the Council or of a candidate
- Responds to claims made by a candidate
- Publicises the achievements of the elected Council
- Publicises matters that have already been the subject of public debate

- Is about matters that are known to be contentious in the community and likely to be the subject of election debate
- Deals with Election Candidates statements
- Refers to Councillors or candidates by name or by implicit reference

What is considered a 'publication'?

A publication refers to documents produced for the purpose of communicating with the community, including but not limited to:

- Council newsletters
- Advertisements and notices (for example job advertisements, public notices of contracts)
- Media releases
- Leaflets and brochures
- Mailouts (including emails) to multiple addresses
- Internet-based sources including Council's website and social media pages.

All the publication types listed above require certification by the Chief Executive Officer.

The recommended practice is where possible to avoid all publication activity during the election period except where it is essential for the conduct of Council operations.

Certification of documents by Chief Executive Officer

All documents fitting the descriptions above must be presented to the Chief Executive Officer prior to publication or distribution during the election period.

The Chief Executive Officer must not certify a publication that contains electoral matter, unless that material is only about the election process. It is an offence for the Chief Executive Officer to contravene this requirement.

The certification by the Chief Executive Officer must be in writing and cannot be delegated.

Council must develop a procedure for approval and monitoring of publications within the organisation to support this policy.

Council's website

The requirement for Chief Executive Officer certification of publications during the election period also applies to the publication of material on Council's website. This applies to all websites under the auspices of Council.

New pages or new material on the website will require certification and approval by the Chief Executive Officer.

Councillor details

Profiles and photographs of current Mayor and Councillors will be removed from Council's website during the election period but retain their contact details for their day to day role as Councillor (for example names and mobile numbers).

Recordings of Council meetings

The Council meetings held during the election period will be live-streamed on the internet, as per Council's current practice. Audio-visual recordings of Council meetings will remain on Council's website for the duration of the election period.

New material on website

Any new material published on Council's website during the election period that may be an advertisement, handbill, pamphlet or notice must also be subject to the certification process.

Council agendas, minutes and the annual report are considered exempt from certification.

Annual Report

The annual report adopted during the election period will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors but will fulfil its statutory obligations on reporting matters.

C16 Assistance to Candidates

The Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

All election-related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or the election period contact officer designated within C17.

C17 Access to Information by Candidates

The Council recognises that all election candidates have rights to information from the Council administration.

Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

Election Period point of contact

The Manager Corporate will be the point of contact for both candidates and Councillors seeking information from Council during the election period.

All questions relating to the conduct of the election will be referred to the Victorian Electoral Commission's Returning Officer.

Information provided to Councillors

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting their elected roles.

Information request register

The Manager Corporate will be assigned as the point of reference for all candidate enquiries.

The Manager Corporate will maintain an Information Request Register commencing from the opening of nominations. This register will be available for inspection and will record all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests.

Responses to candidate requests will be provided by Managers, Directors or the Chief Executive Officer. Managers will be required to discuss the request and the proposed response with their Director and the Manager Corporate (as the election period contact) prior to the response being issued. Only information that can be reasonably accessed will be released.

All candidates will be referred to the Victorian Electoral Commission Returning Officer for any election process enquiries.

Improper use of position

[Section 123](#) of the Act prescribes serious penalties for any Councillor or member of a Delegated Committee who inappropriately makes use of the position or information obtained in their role.

Freedom of Information

Any Freedom of Information (FoI) applications lodged during the election period regarding potential 'electoral matters' will be dealt with where possible outside of the election period. [Section 21](#) of the *Freedom of Information Act 1982* requires a notice of decision to be supplied to the applicant within a specified number of days.

PART D ROLES AND RESPONSIBILITIES

Responsibility	Role / Position
Implementation	Chief Executive Officer All staff Councillors Candidates Members of special committees
Compliance	Manager Corporate
Development / Review	Governance Officer / Manager Corporate
Interpretation / Advice	Manager Corporate

PART E BREACHES

This policy is issued with the authority of Council. Compliance with this policy is mandatory. Any breach of or failure to comply with this policy should be immediately reported to the Chief Executive Officer.

PART F HUMAN RIGHTS CHARTER COMPATIBILITY

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* [Vic].

PART G GENDER IMPACT ASSESSMENT

The implications of this policy were assessed in accordance with the requirements of the Gender Equality Act 2020. As a result of the assessment, gender and intersectional issues are not seen to either limit or change the way in which all persons are affected by the Election Period Policy. No further gender or intersectional analysis was deemed to be required.

~~PART G~~ PART H 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

- [Local Government Act 2020 \[Vic\]](#)
- ~~[Local Government \(Electoral\) Regulations 2020 \[Vic\]](#)~~

Related Procedures

- Nil

~~PART H~~ PART I DEFINITIONS AND ABBREVIATIONS

<i>Act</i>	means the <i>Local Government Act 2020</i>
<i>Council staff</i>	includes full time, part-time, casual and temporary council employees
<i>Election</i>	is defined by s3(3) of the Act, and unless expressly provided, means a reference to the following: <ul style="list-style-type: none"> • A general election conducted under s257 of the Act; • A by-election conducted under s260 of the Act; • A countback conducted under s261 of the Act.
<i>General election</i>	is defined by s257 of the Act, and means a general election of Councillors for all Councils, which must be held: <ul style="list-style-type: none"> • On the fourth Saturday in October 2020; and • Thereafter on the fourth Saturday in October in the fourth year after the last general election of Councillors for all Councils was held.
<i>Election day</i>	is defined by s3(1) of the Act, and means the day of an election determined under s257 or s260 the Act
<i>Election period</i>	is defined by s3(1) of the Act, and means the period that: <ul style="list-style-type: none"> • Starts at the time that nominations close on nomination day; and • Ends at 6pm on election day
<i>Electoral material</i>	means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting

- Electoral matter* is defined by s3(4) and s3(5) of the Act, and means matter which is intended or likely to affect voting in an election, but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election.
- It is matter to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:
- The election; or
 - A candidate in the election; or
 - An issue submitted to, or otherwise before, the voters in connection with the election.
- Nomination day* is defined by s3(1) of the Act, and means the last day on which nominations to be a candidate at a Council election may be received in accordance with the Act, and the Local Government (Electoral) Regulations as made.
- Publish* is defined by s3(1) of the Act, and means publish by any means including by publication on the Internet.

Approval of Governance Rules (incorporating the Election Period Policy)



THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this XX day of XX 20XX in the presence of:

.....
COUNCILLOR NAME

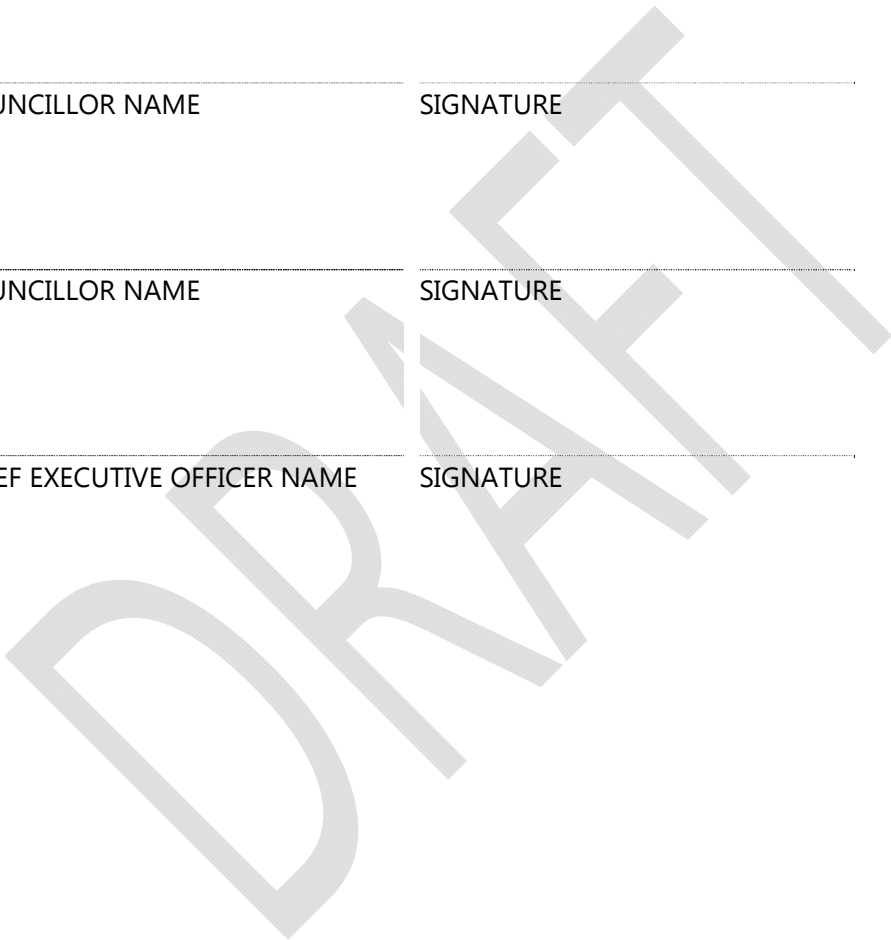
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SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE





COUNCIL POLICY

Councillor Expenses and Support

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Policy number 076	Status Draft	To be Approved by Council
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REVISION RECORD

Date	Version	Revision description
01/09/2009	1.0	Adopted Version 1
06/08/2013	2.0	Version2 Reviewed and revised after Council general election 27/10/2012 Tabled and adopted with amendments at Ordinary Council Meeting M10 06/08/13
05/06/2018	3.0	Adopted Version 3.0 Included amendments to mayor and Councillor vehicles and reporting requirements. Signed and sealed by council 05/06/2018
4/6/2019	4.0	Adopted Version 4.0 Typographical amendments. Extension of next review date.
25/8/2020	5.0	Adopted Version 5.0 Update to align with requirements of <i>Local Government Act 2020</i> .
28/06/2024	6.0	Draft Version 6.0 for public exhibition Following benchmarking of other Hume Region Councils, more detailed information regarding allowances and support provided to Councillors has been added.

1. Purpose

The purpose of this policy is to:

- define the parameters for the reimbursement of necessary and bona fide out of pocket expenses incurred while performing duties as a Councillor or member of a delegated committee, as provided for by section 40 of the *Local Government Act 2020*; and
- establish the resources, facilities and support to be provided to Councillors.

2. Scope

This policy applies to all Alpine Shire Councillors and members of Council's delegated committees where specified.

3. Policy details

Councillors and members of delegated committees are entitled, under s40 of the *Local Government Act 2020* (the Act), to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Councillors and members of delegated committees will be reimbursed for out of pocket expenses that are:

- Bona fide expenses; AND
- Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; AND
- Are reasonably necessary for the Councillor or member of a delegated committee to perform their role.

In the year of a Council general election, this policy must be read in conjunction with the Election Period Policy contained within Council's Governance Rules.

3.1 OFFICIAL COUNCIL DUTIES

Official Council duties are those duties performed by a Councillor as a necessary part of their role, in achieving the objectives of council.

In this policy, official Council duties include but are not limited to:

- Meetings of the Council or its committees.
- Meetings, briefing sessions and civic or ceremonial functions convened by Council.
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as a Council representative.

- A meeting, function, inspection, event or other official role as a representative of the Mayor or the Council.
- Meetings with Council officers on any matter relating to the Council, including committee responsibilities or the general duties of a Councillor.
- Conferences, training sessions and functions in capacity as Councillor.

Members of delegated committees exercise powers of Council, under delegation. The above description of official Council duties applies to members of delegated committees in the same way that it applies to Councillors.

3.2 ANNUAL ALLOWANCE

3.2.1 Setting of annual allowance

Section 39 of the *Local Government Act 2020* provides the framework for the payment of annual allowances to the Mayor, Deputy Mayor, and Councillors. Annual allowances are set by a Determination of the Victorian Independent Remuneration Tribunal, and are subject to annual adjustments as set by the Tribunal.

Superannuation entitlements will be in accordance with the Determination of the Victorian Independent Remuneration Tribunal.

Annual allowances are taxable income, however tax is not deducted by Council. Any personal taxation implications from the receipt of annual allowances are the responsibility of individual Councillors. Council Officers are not able to provide personal financial advice.

3.2.2 Eligibility for annual allowance

Councillors must meet the eligibility requirements specified in the *Local Government Act 2020* with regards to receiving the annual allowance.

Payment to Councillors will commence once eligibility criteria are met. Payments will be calculated based on the official start and finish dates of the term of the individual Mayor, Deputy Mayor, or Councillor.

The *Local Government Act 2020* makes provision for annual allowances to be suspended for specific offences.

3.2.3 Payment of annual allowance

Commencing from the 2024 Council general election, annual allowances will be paid monthly in advance, on a pro-rata basis – ie payment for the month of April will be paid in the last fortnight of March. Payment will be made via Electronic Funds Transfer (EFT) into an account authorised in writing by the Councillor.

Councillors may elect to receive all, part, or none of the annual allowance, in accordance with the *Local Government Act 2020*. Councillors will be asked to nominate their preference each year following the Mayoral election.

An annual statement of the annual allowances will be provided to each Councillor following the completion of each Financial Year.

The *Local Government Act 2020* makes provision for Councillor annual allowances to be suspended in specific circumstances.

3.2.4 Leave of absence

Requests for a leave of absence must be made in accordance with Council's Governance Rules.

3.3 RESOURCES AND FACILITIES FOR MAYOR AND COUNCILLORS

Council will make available to the Mayor and Councillors, the resources and facilities reasonably necessary to enable them to effectively perform their roles (see s42(1) of the Act). The following support is provided as a minimum:

- Mayoral office located at the Bright Council office (see item 3.3.1);
- Communications equipment (see item 3.3.4); and
- Mayoral vehicle and use of fleet vehicles for Councillors (see item 3.6).

Where an elected Councillor requires additional support due to a disability, or because they are a carer in a care relationship (as defined by s4 of the *Carers Recognition Act 2012*), Council will work with the elected Councillor to determine how best to support their needs (see s42(2) of the *Local Government Act 2020*).

3.3.1 Office facilities

A Mayoral Office will be available for use by all Councillors (Mayor, Deputy Mayor, and Councillors) at the Bright Council Office during normal business hours. The office will be suitable for office work, reading, research, and small meetings.

Visitors to the Mayoral Office must be accompanied by a Councillor or member of Council staff, and report to reception on arrival.

3.3.2 Office access

Councillors must enter and exit the Bright Council Office through the public entry front door during normal business hours, and report to reception on their arrival. Councillors will not be provided with door access key cards.

3.3.3 Meals and refreshments

Where possible, Briefing Sessions, Ordinary Council Meetings, and Special Council Meetings will be scheduled outside of regular meal times. Light snacks and refreshments may be made available as required.

3.3.4 Communication equipment

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

- Mobile computer device with standard Council applications and data allowance
- @alpineshire.vic.gov.au e-mail address
- Mobile phone or soft phone capability

Data allowance on mobile computer device should be utilised for conducting Council related business only. Reasonable personal use of a mobile device is allowed subject to all additional and personal purchases not being met by Council.

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

Loss or theft of equipment must be reported immediately to the Chief Executive Officer. Lost items are to be replaced at the Councillor's expense. Stolen devices must be reported to Victoria Police, and will be replaced by Council.

Use of Council-supplied equipment is governed by the Election Period Policy in the year of a Council general election. Where Councillor term of office expires or is due to expire, Council-supplied equipment must be returned as soon as possible, but not more than 2 days after expiration of the term of office.

3.3.5 Communication equipment supplied by individual Councillor

Councillors may choose not to utilise Council-supplied communication equipment, and supply their own communication equipment instead. For those Councillors who choose this option, the following allowances are available:

- Council will pay an allowance of \$20/month if councillors have a home Wi-Fi internet connection and mobile devices are connected to it.
- Council will pay an allowance of \$20/month if councillors use their personal mobile phone instead of a Council provided mobile phone.

No further claims for ICT may be made other than the ICT allowances outlined above.

Councillors will be asked to nominate their claim for ICT allowances each year following the Mayoral election. Where a Councillor wishes to use their personal mobile phone and phone number for official Council duties, they will be asked to consent to these details being made public on Council's website.

3.3.6 Payment of allowances for communication equipment

Payment of allowances for communication equipment will be made on the same schedule as payment of Councillor allowances.

The *Local Government Act 2020* makes provision for Councillor annual allowances to be suspended in specific circumstances. The allowance for communication equipment will also be suspended in these instances.

3.3.7 Health and wellbeing

Councillors will be invited to participate in free annual influenza vaccinations, in line with the program offered to Council staff in the relevant year.

Councillors may utilise the Employee Assistance Program for access to free, independent and confidential counselling and support to address personal concerns.

3.4 ADMINISTRATIVE SUPPORT

3.4.1 Administrative support

Councillors must follow the proposed Councillor and Staff Interaction Policy when seeking administrative support.

Limited support is available through the Chief Executive Officer's office. This is restricted to:

- Management of the central Councillor Calendar, where invitations will be offered to official Council events including Briefing Sessions, Council Meetings, and other events where Councillor attendance has been requested.
- Where there is official correspondence requiring the Mayor's signature, this will be drafted by the Chief Executive Officer's office, and sent to the Mayor for comment prior to signature. This does not include regular informal correspondence addressed to the Mayor.
- On the occasion where a Councillor is requested to make a speech at an event, speech notes will be prepared by Council's Engagement and Communications team, and distributed to the Councillor prior to the event.
- Media releases will be prepared by the Engagement and Communications team, with the spokesperson for Council determined in accordance with the Councillor Code of Conduct, and the Media and Marketing Policy.

Councillors must not use Council stationery or Council email addresses to publish information that purports to be on behalf of Council.

3.4.2 Office supplies

As identified in section 3.3.4, Councillors are required to supply their own stationery and consumables such as printer ink. Council letterhead is not available for Council use, and is restricted to official business coordinated via the Chief Executive Officer's office only.

3.4.3 Mail

The majority of mail for Councillors will be sent electronically to their Council email address. In the case of hard copy mail, this will be provided to Councillors at regular Briefing Sessions.

3.4.4 Supply of Council information

Information relating to official Council duties will be provided via official Councillor email addresses, and also via an online Councillor portal.

3.4.5 Identification

Council branded name tags and business cards will be made available to Councillors during their term with Council. Business cards will only provide official Council contact methods.

Official Council photographs will be taken at the commencement of the new Council term, which must be used only for official Council duties. A biography will also be developed, in conjunction with the individual Councillor and the Engagement and Communications team. Both the photograph and biography may be updated during the Council term on request.

Each Councillor will be identified on Council's website, including photograph, biography, email address, and phone number.

Councillors and Mayors will be listed on the Alpine Shire Council Honour Board, viewable in the Bright Council Offices.

3.5 CHILDCARE AND CARER EXPENSES

3.5.1 Childcare

Council will provide reimbursement of costs where the provision of childcare is reasonably required for a Councillor or member of a delegated committee to perform their role (refer to s41(2)(c) of the Act).

This applies to care of a dependent while the Councillor or delegated committee member is undertaking their official duties, and may include expenses such as hourly fees and booking fees, if applicable.

3.5.2 Carers

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a Councillor or delegated committee member who is a carer (as defined by s4 of the *Carers Recognition Act 2012*) incurs reasonable expenses in the performance of their duties (refer to s42(2)(d) of the Act).

3.5.3 Reimbursements for childcare and carers

Reimbursement of childcare and / or carer expenses is subject to the following conditions:

1. Where government subsidised childcare and carer services are available, Councillors are to take advantage of these forms of care in the first instance. Where government subsidised care is not available, other forms of care will be considered on a case-by-case basis, and in accordance with this policy.
2. Where government subsidies for childcare and / or carers apply, Council will not reimburse costs met by those government subsidies. Council will only cover costs for the gap after government subsidies are applied.
3. Payments for childcare and carer services will not be made to a person who resides with the Councillor or delegated committee member; has any financial or pecuniary interest with the Councillor or delegated committee member; or has a relationship with the Councillor, delegated committee member or their partner (eg partner, mother / father, grandparent, sister / brother or sister / brother in law).
4. The maximum amount per month that an individual Councillor or member of a delegated committee will be reimbursed for childcare and / or carer expenses is \$450.

Each childcare or carer expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided and accompanied by a written statement from the Councillor or member of a delegated committee explaining why the care was needed on each occasion.

Claims for reimbursement of childcare and / or carer expenses must be submitted within three months of the date from which they are incurred.

3.6 PROFESSIONAL DEVELOPMENT, CONFERENCES AND FUNCTIONS

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

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

Separate from optional professional development, Council will implement the mandatory Councillor induction and training program required by the *Local Government Act 2020* (LGA 2020). The induction and training will be provided to all Councillors, will include all requirements as specified by the LGA 2020, and will be delivered within statutory timeframes.

3.6.1 Authorisation and expenses

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

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

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

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

Expenditure per individual Councillor will be reported in Council's annual report, as required by the *Local Government (Planning and Reporting) Regulations 2020*

3.6.2 Accompanying partners/guests

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

3.6.3 Reporting requirements

Attendance at any professional development event will be conditional upon the Councillor communicating key findings to other Councillors at a Briefing Session on their return.

3.6.4 Accommodation/meals/refreshments

Accommodation will be organised at:

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

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

Councillors attending conferences / professional development workshops / training sessions, where overnight accommodation is required, will be reimbursed for expenses for meals and refreshments.

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

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

3.6.5 Professional Development Budget

A Professional Development Budget is allocated to the Mayor, Deputy Mayor, and Councillors individually as part of Council's annual Budget process.

If an individual proposes to attend Professional Development that incurs a cost greater than the annual Budget allocated to them, additional approval must be sought from the Mayor and CEO. In the case of the Mayor wishing to exceed their own Budget, this may only be approved by the CEO after the matter is raised at a Briefing Session.

Unexpended Budget cannot be carried forward to the next financial year.

3.6.6 Timing of Professional Development

Delivery of Professional Development must be completed prior to the end of a Councillor's term of office.

3.7 TRANSPORT

3.7.1 Mayoral and Councillor vehicles

Council will provide the Mayor with a fully maintained vehicle. The Mayor will have access to the vehicle for official use and full private use during the Mayoral term.

The Deputy Mayor and Councillors will have access to the fleet vehicles which may be accessed via the fleet booking system (and booked by individual Councillors). Fleet vehicles can only be used for eligible Council business purposes.

Councillors must stipulate the purpose of use and destination in the subject line of the fleet vehicle booking. For example: *"Travel to MAV annual conference, Torquay"*, or *"Travel to Harrierville to inspect planning application site"*. Councillors must ensure that when booking a fleet vehicle, that there is a matching appointment in the Councillor calendar to verify the purpose of travel.

3.7.2 Use of private vehicles

Councillors must utilise allocated fleet vehicles for Council duties in the first instance before utilising private vehicles. Should a special circumstance arise that necessitates the use of a private vehicle, approval of the CEO is required.

Where private vehicles are used by Councillors on Council duties:

- The vehicle must be comprehensively insured by the owner of the vehicle.
- The vehicle must be roadworthy.
- The owner of the vehicle must be able to prove the vehicle is registered, comprehensively insured and roadworthy.

Within the limits of the budget approved by Council for this purpose through the annual budgeting process, costs relating to private vehicle use will be reimbursed where there are no vehicles available in the fleet booking system at the time of use, or CEO approval has been given, and it is a necessary Council expense incurred while performing eligible Council duties.

3.7.2.1 Travel that is eligible for reimbursement is attendance at:

- Ordinary and Special Council Meetings;
- Briefing Sessions of Council and Committee Meetings of Council;
- Meetings arising as a result of a Councillor being appointed by Council to an external group;
- Training or conferences the Councillor is attending which Council has paid for; and
- Other meetings, events or occasions as approved by the Chief Executive Officer from time to time, or by a resolution of Council.

3.7.2.2 Travel that is not eligible for reimbursement includes:

- Informal meetings with residents or stakeholders.
- Travel to attend optional social events.

3.7.2.3 Reimbursement Rate for travel within Alpine Shire

Councillors undertaking travel that meets the requirements of part 3.7.2.1 will be reimbursed at the annual "cents per kilometre" rate as set by the Australian Taxation Office for the relevant fuel / electric charging rate each financial year, and will be calculated according to the most direct route.

This payment covers all costs associated with the use of the Councillors private vehicle including (but not limited to) fuel, maintenance, repair, insurance and registration. Parking and tolls do not form part of this reimbursement and can be claimed separately by Councillors in accordance with parts 3.7.4 and 3.7.5 of this policy.

3.7.2.4 Reimbursement Rate for travel outside of Alpine Shire

Councillors undertaking travel that meets the requirements of part 3.7.2.1 where the destination is outside the Alpine Shire municipal boundary must first seek the use of a Council fleet vehicle (including the Mayor's vehicle). Reimbursement of private vehicle use for travel outside of the Alpine Shire will only be made where a Council vehicle is unavailable and prior authorisation from the CEO has been given. Where a Councillor elects to take their own vehicle, but a Council vehicle was available, they will be reimbursed either:

- the equivalent of the cost of public transport where it exists to the destination; or
- upon provision of fuel receipts for destinations that do not have public transport options, and will not be able to claim a cents per kilometre rate.

Where travel is required to be authorised and the CEO is unavailable, a Council Director may provide authorisation.

3.7.3 Remote area travel allowance

Where Councillors meet the requirements set out in the relevant Determination by the Victorian Independent Remuneration Tribunal, the Remote Area Travel Allowance may be claimed.

Relevant details regarding the purpose, date and time of the Council meeting, committee meeting, or community function, including detail of the applicable Council resolution must accompany the claim for the Remote Area Travel Allowance

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

3.7.4 Car parking fees

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

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

3.7.5 Public transport tickets and E-Tags

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

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

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

3.7.6 Use of taxis

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

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

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

3.8 ACCOMMODATION AND INCIDENTALS

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

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

3.9 TRAVEL EXPENSES

3.9.1 Reconciliation of travel expenses

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

All claims must be supported by tax invoices and receipts.

3.9.2 Receipts

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

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

3.9.3 Other expenses

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

3.10 INSURANCE AND LEGAL ADVICE

3.10.1 Insurance

The Chief Executive Officer will ensure that policies of insurance are maintained in accordance with the *Local Government Act 2020*, and any other relevant legislation, to provide the relevant indemnifications to Councillors while performing the official Council duties as outlined in section 3.1 of this policy.

3.10.2 Legal advice

Legal advice for Councillors must be sought in accordance with any limitations imposed by the *Local Government Act 2020*.

3.10.3 WorkCover

The Chief Executive Officer will ensure that Councillors are included in WorkCover policies as required by the *Local Government Act 2020* and the *Workplace Injury Rehabilitation and Compensation Act 2013*.

3.11 PROCEDURE FOR REIMBURSEMENT

3.11.1 Making a claim for reimbursement

All claims must be made on the approved Councillors' Expenses Claim Form.

Original receipts must be attached for all claims (credit card receipts will not be accepted). Where receipts have been lost or were not issued, the Councillor must provide a statutory declaration.

Where the provider of the goods or service is registered for GST, a tax invoice must be obtained and provided (without this the GST component of the cost cannot be reimbursed).

Claims must be lodged with the Executive Assistant to the CEO within 30 days of the expense occurring.

3.11.2 Approval of claims for reimbursement

Claims for reimbursement must be approved by the CEO. Payment of reimbursements will be provided quarterly by EFT.

3.12 REPORTING

Quarterly reports of all Councillor and delegated committee member expenses will be provided to Council's Audit and Risk Committee, in accordance with section 40 of the *Local Government Act 2020*.

Councillor and delegated committee member expenses will be reported in the Annual Report, in accordance with regulation 10(g) of the *Local Government (Planning and Reporting) Regulations 2020*.

The reports will include both expenses and reimbursements made to individual Councillors during the quarter.

3.13 EXCLUSIONS

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

4. Roles and responsibilities

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

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

5. Breaches

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

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Gender Impact Assessment

The implications of this policy have been assessed in accordance with the requirements of the *Gender Equality Act 2020*. In this instance, no Gender Impact Assessment was required, as the policy does not have a direct or significant impact on the public.

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

- *Carers Recognition Act 2012 [Vic]*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020 [Vic]*
- *Local Government Act 2020 [Vic]*
- *Local Government (General) Regulations 2015 [Vic]*
- *Local Government (Planning and Reporting) Regulations 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Councillor Code of Conduct Policy No.080
- Digital Information Security Policy No.111
- Fraud and Corruption Control Policy No.091
- Councillor Gift Policy No.119
- Mobile Phone Policy No.066
- Procurement Policy No.089
- Public Interest Disclosure Policy No.092

9. Definitions and abbreviations

Term	Meaning
Act	<i>Local Government Act 2020</i>
ATO	Australian Taxation Office
Carer	defined by s4 of the <i>Carers Recognition Act 2012</i>
CEO	Chief Executive Officer
Child	Aged 13 or younger, or aged 14 to 18 with a disability.
Childcare	Includes centre-based day care, family day care, outside school hours care, and in-home care.

Term	Meaning
Delegated Committee	Established by Council in accordance with s63 of the <i>Local Government Act 2020</i>
Disability	Must meet the definition as used by the Commonwealth Government on the "List of Recognised Disabilities".

10. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this **XX** day of **<Month>** 20**XX** in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE



POLICY

Dealing with Difficult Customers Policy

Draft

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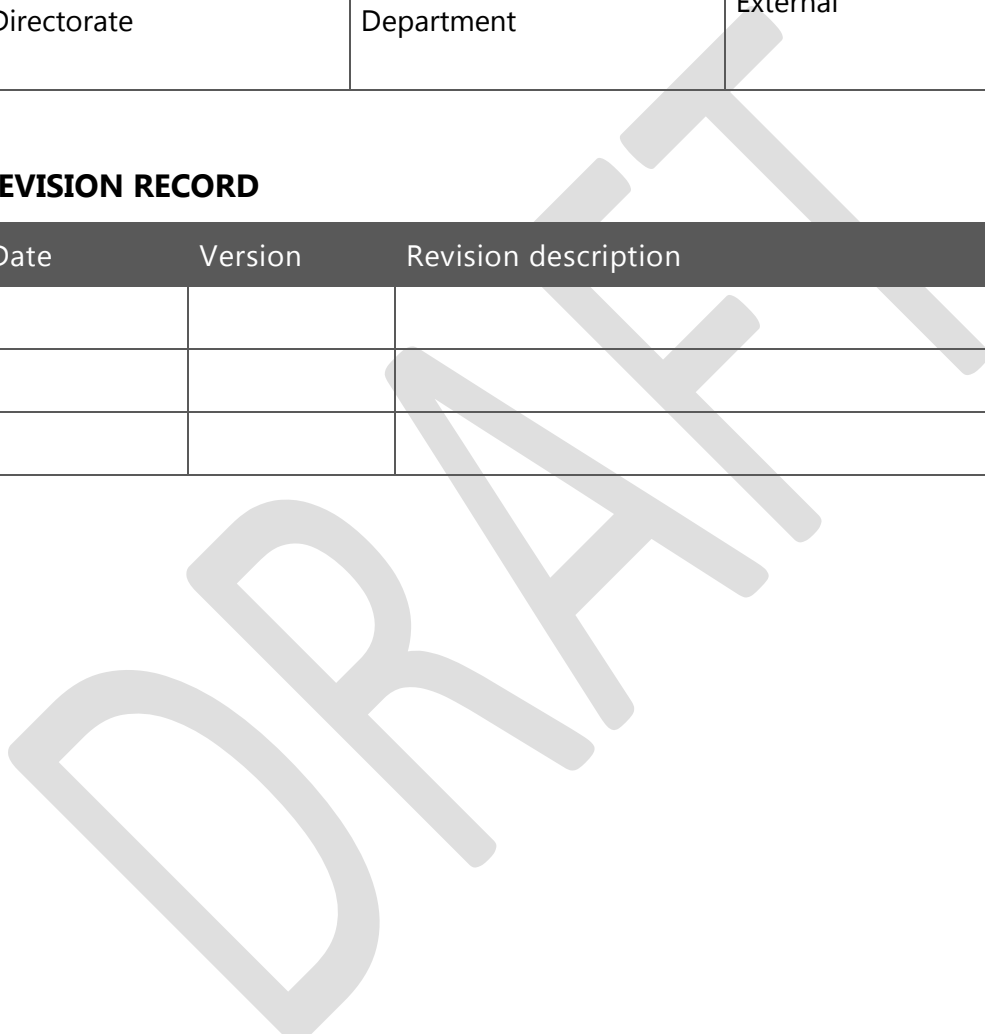
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DOCUMENT UNCONTROLLED WHEN PRINTED

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Policy number	Status Draft	Approved by
Date approved	Next review date	
Customer and Community Directorate	Customer Experience Department	External

REVISION RECORD

Date	Version	Revision description



1. Purpose

This policy aims to assist Alpine Shire Council (Council) employees with the management of complainants who respond to Council in a manner which can be considered threatening, intimidating or extreme and which can have occupational health and safety risks for Council employees, volunteers, contractors or Councillors.

It intends to maintain a balance between the needs and rights of customers, the organisation and the public, while ensuring the safety and wellbeing of staff members, volunteers, contractors and Councillors.

2. Scope

This policy applies to all customers, Council employees, volunteers, contractors and Councillors of Council.

3. Policy details

3.1 OBJECTIVE

This policy aims to:

- Ensure Council services are delivered and resources deployed in a way which is fair and equitable for all Council customers;
- Ensure the health and safety of Council staff, volunteers, contractors and Councillors is not impacted in the workplace;
- Provide definitions of unreasonable behaviour and conduct;
- Provide guidance for Council customers, staff, volunteers, contractors and Councillors for the assessment and determination of complaints considered in accordance with this policy;
- Ensure that staff and Councillors are aware of their roles and responsibilities in relation to the management of unreasonable customer conduct and how these procedures will be used; and
- Ensure that staff and Councillors feel confident and supported in taking appropriate action to manage unreasonable customer conduct.

3.2 DEALING WITH COMPLEX BEHAVIOUR

Council encounters a range of complex customer behaviours, ranging from slightly challenging to clearly unreasonable.

Our responses will be graduated as follows:

- Prevent where possible.
- Respond to complex behaviour.
- Manage behaviour that is or becomes unreasonable.
- Limit access as a last resort.

This framework is based on the Victorian Ombudsman's 'Good Practice Guide: Managing Complex Complainant Behaviour'.

'Complex behaviour' is any behaviour that officers find challenging. Officers can deal with most types of behaviour using prevention and responding strategies.

Behaviour becomes 'unreasonable' when, because of its nature or frequency, it raises health, safety, resource or equity issues for employees, volunteers, contractors or Councillors and other people who use our services.

Officers can deal with this behaviour using management strategies or recommending limits on the person's access to our services. These strategies are detailed in the Dealing with Difficult Customers Procedure.

Unreasonable behaviour includes verbal abuse, threats to turn up at an officer's residence, threats to harm officers or other people, and violence.

This behaviour is never acceptable. If officers are unsure about whether a person's behaviour has moved from complex to unreasonable, they should consult a manager or experienced colleague.

3.3 PREVENTION

Preventing complex customer behaviour is the essential first step to keep behaviour from escalating.

In the first instance, high quality customer service, including reasonable response times, regular customer communication and customer expectation management is essential to prevent escalation of customer behaviour.

Should customer service be lacking, or customer expectations not be met by staff (reasonably or otherwise), effective complaints handling aims to prevent complex customer behaviour from becoming problematic.

Our Complaints Policy outlines how we respond to complaints.

3.4 RESPONSE

Officers will initially respond to angry or emotional behaviour by attempting to defuse the situation using the following sequence of actions:

- Taking control of their own response, which may include taking a break or arranging to speak with the person at another time if the matter is not urgent.
- Reconnecting after a break if needed once the customer has had a chance to calm down.
- Giving the person a reasonable opportunity to express themselves and acknowledging their feelings.
- Refocusing the discussion onto the complaint when the person's feelings are under control enough to discuss the matter.
- Problem solving using good complaint handling techniques.

Behaviour associated with possible disabilities

Where complex behaviour may be a symptom or manifestation of a disability, officers must consider Council's obligations under the Equal Opportunity Act 2010 (Vic).

The Alpine Shire Access and Inclusion Plan provides guidance on avoiding discrimination and making reasonable adjustments for people to access our services.

The procedure for responding to someone with possible disabilities is detailed in the Dealing with Difficult Customers Procedure.

Responding to threats of suicide

Council does not expect officers to provide crisis support or counselling to people who talk about suicide. Our role is to connect them with people or services that can help.

The procedure for responding to someone who is threatening suicide is detailed in the Dealing with Difficult Customers Procedure.

Managers will check on the welfare of impacted officers following a threat of suicide and ensure support is available.

3.5 MANAGING UNREASONABLE BEHAVIOUR

If an individual's behaviour is or becomes unreasonable, officers can employ appropriate and proportionate strategies to manage the behaviour.

The strategies will depend on the type of behaviour involved. These strategies are detailed in the Dealing with Difficult Customers Procedure.

Unreasonable behaviour includes:

- Abusive or threatening behaviour such as:
 - verbal abuse
 - aggressive behaviour
 - harassment
 - threats
- Unreasonable persistence such as:
 - bombarding officers with calls or visits
 - engaging in persistent aggressive or verbally abusive behaviour
 - contacting different officers seeking a different answer when the question has already been addressed
- Unreasonable demands such as:
 - insisting on an immediate response or priority that is not warranted
 - insisting on a response to every point, no matter how minor

- Unreasonable lack of cooperation such as:
 - sending voluminous amounts of information
 - providing little or no information
- Unreasonable arguments such as:
 - insisting on the importance of minor issues
 - making unsubstantiated allegations e.g., bias or corruption

3.6 IMPLEMENTING RESTRICTIONS ON ACCESS

Council may consider limiting access to our services if other strategies have not proven effective and the person persists in engaging in unreasonable behaviour.

Depending on the type of behaviour, we may consider limiting:

- Who the person can contact e.g., limiting contact to a named officer.
- What issues we will respond to e.g., not responding to issues that have already been the subject of an assessment and explanation, unless the person raises new issues that warrant attention.
- When a person can have contact.
- Where the person can contact us e.g., limiting locations for face-to-face meetings to secure areas.
- How the person can contact us e.g., confining contact to writing where the person has been verbally abusive.

Decisions about limiting access to services will only be made by a member of Executive (Chief Executive Officer, Director Customer and Community or Director Assets).

In most cases, the member of Executive will warn the person of the action we propose to take in writing and give the person an opportunity to stop, prior to limiting access.

Before approving any limits, the decision maker must be satisfied that:

- The behaviour is unreasonable i.e., poses a risk to the health, safety, equity, or resources of one of the parties involved.
- All alternative strategies have been, or are likely to be, ineffective in managing the risk.
- All relevant factors have been considered including the person's history, the nature of the conduct, the person's personal circumstances and the impact of limiting access on the welfare of the person and their dependants.
- The limits are proportionate to the level of risk posed by the behaviour.
- There is sound evidence to support the decision.
- If the behaviour may be a symptom or manifestation of a disability, the limits are consistent with the Equal Opportunity Act 2010 (Vic).

- The limits are consistent with the Charter of Human Rights and Responsibilities Act 2006 (Vic), and we have documented:
 - which, if any, human rights will be affected; and
 - why we are satisfied that the limits are reasonable and demonstrably justified under section 7 of the Charter.

Informing the Parties

The Executive will inform:

- affected officers about the decision; and
- the person.

This will be in writing (unless another form of communication is more appropriate) and will explain the decision and the reasons for the decision. It will set a timeframe for reviewing the limits and explain the person's options for complaining about the decision.

Reviewing Limits

The Executive will ensure that any limits on a person's access are reviewed within the named timeframe, and at least once every 12 months, to determine if they are effective and still warranted.

The Executive will document the review and inform affected officers and the person of any decision to remove or vary the limits on access.

This process, along with Council's process for seeking an internal review is detailed in the Dealing with Difficult Customers Procedure.

Where limiting access is not appropriate – alternative dispute resolution

The Executive may decide it is not appropriate to limit a person's access e.g., because it would breach legal obligations or unduly affect the welfare of the person.

In these cases, we can consider arranging alternative dispute resolution using an independent third party. The Executive will consider whether alternative dispute resolution is likely to be effective in the circumstances, including the person's willingness to engage genuinely in the process.

3.7 SECURITY

- If staff feel threatened during a face-to face encounter with a customer in the Bright office, Alpine Shire Libraries, Visitor Information Centres or during home visits a duress alarm is available.
- If staff feel threatened during a face-to-face encounter in the field i.e., outdoor staff during mowing, maintenance, on a work site, someone's private property, etc., they are required to remove themselves from the situation and report the incident to their manager. They are also required to complete an OH&S incident report.

- Any employee who is the victim of aggressive behaviour may at their own discretion report the matter to police for further action.
- If any staff member feels that they are at risk of physical harm, they are strongly encouraged to contact 000 immediately for assistance in addition to taking the above actions.

3.8 SOCIAL MEDIA

In the case that a Council employee or Councillor is being harassed on social media (including but not limited to Facebook, Instagram, YouTube and LinkedIn) by a member of the public, Council will contact the moderator or owner of the page and request the posts be immediately removed.

Employees are reminded not to comment on any post where the subject is related to Council activities, however well-intentioned the comment may be.

If the page owner or moderator does not remove the comments within 48 hours, Council will use its discretion and may refer the matter to Victoria Police.

3.9 SUPPORT FOR STAFF

Dealing with complex or unreasonable behaviour can be upsetting and stressful. We are committed to supporting our employees, contractors, volunteers and Councillors.

Managers will speak with officers who handle complaints regularly to check their welfare, in addition to any other supervision arrangements.

Officers are encouraged to monitor the impact of complex behaviour on their wellbeing, draw on available supports and maintain a healthy approach to managing stress.

An Employee Assistance Program is available to support staff in managing the impact of complex customer behaviour, as well as the impact of workplace and day-to-day stressors on their mental health.

Officers who are injured at work must report this in accordance with Council's Health and Safety Policy.

Further information on the support available to staff is detailed in our Dealing with Difficult Customers Procedure.

4. Roles and responsibilities

All officers are authorised to apply the strategies in this policy relating to prevent, respond to, and manage complex behaviours.

Officers must consult a manager if:

- a person threatens suicide; or
- a person makes threats to harm a staff member or another person.

Decisions to limit access to services may only be made by a member of Executive (Chief Executive Officer, Director Customer and Community or Director Assets).

5. Breaches

Breaches of this policy by members of the public may result in limitations on accessing services or other appropriate measures, as determined by the Executive.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]* ensuring the protection of human rights and dignity.

7. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the Gender Equality Act 2020. The Gender Impact Assessment showed that staff training on customer management must take into account the limitations to access and varied communication styles of a diverse community, while also ensuring gender bias does not impact the way difficult customers are managed.

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

- *Local Government Act 1989 [Vic]*
- *Local Government Act 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Complaints Policy
- Equal Opportunity, Discrimination and Harassment Policy
- Health and Safety Policy
- Alpine Shire Access and Inclusion Plan
- Victorian Ombudsman 'Good Practice Guide: Managing Complex Complainant Behaviour'.

Related Procedures

- Dealing with Difficult Customers Procedure

Definitions and abbreviations

Term	Meaning
Unreasonable behaviour	Behaviour that poses risks to health, safety, equity, or resources, as outlined in this policy.
Complex behaviour	Any behaviour that officers find challenging. Officers can deal with most types of behaviour using prevention and responding strategies.
Manager	The senior officer responsible for recommending limitations on service access for ultimate decision by a member of Executive.

10. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this XX day of <Month> 20XX in the presence of:

.....
 COUNCILLOR SIGNATURE

.....
 COUNCILLOR SIGNATURE

.....
 CHIEF EXECUTIVE OFFICER SIGNATURE



COUNCIL POLICY

Public Transparency

DRAFT

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REVISION RECORD

Date	Version	Revision description
23/06/2020	0.1	Draft for internal review
25/8/2020	1.0	Adopted
<u>28/05/2024</u>	<u>2.0</u>	<u>Draft presented to Council for public exhibition</u>

1. Purpose

Alpine Shire Council (Council) is committed to sound democratic governance and recognises the importance of providing transparency to the community in its various undertakings. The purpose of this policy is to describe how Council will make its information and decision-making processes publicly available in order to:

- increase community confidence through greater understanding and awareness
- better enable the community to participate in decision making
- promote accountability in decision making, service delivery and performance
- ensure compliance to the requirements of the *Local Government Act 2020* (LGA 2020).

In particular this policy gives effect to the Public Transparency Principles of the LGA 2020 by seeking to:

- recognise Council information as an asset for public access and use
- apply a presumption of openness except where confidential by legislation
- facilitate public awareness of the availability of Council information
- adopt a proactive approach where beneficial to community engagement
- ensure that Council information is current, accessible and understandable
- allow access to information promptly and free of charge or at low cost.

2. Scope

This policy applies to a person who is:

- a Councillor
- a member of a Council committee
- a Council employee, volunteer or contractor.

3. Policy details

3.1 INFORMATION AVAILABLE TO THE PUBLIC

Council will at minimum publish the following information for access by the public, except where the information is confidential in accordance with legislation:

- Plans, strategies, reports, policies and documents required by LGA 2020
- Plans, strategies and policies otherwise adopted by Council
- Local Laws
- Council meeting agendas, minutes, and meeting recordings
- Terms of reference or charters for Council committees
- Application processes for approvals, permits, grants, and access to services

Council will at minimum make the following information available to the public upon request, except where confidential in accordance with legislation:

- Plans, strategies, reports and documents required by any Act or which have been adopted by Council
- Project and service plans which have been adopted by Council
- Guidelines, manuals, policies and procedures
- Technical reports and / or research used to inform decision making
- Registers required by LGA 2020 or any other legislation
- Newsletters, handbooks and promotional materials
- Building approval registers as required by the *Building Act 1993*
- Planning permit registers and documentation as required by the *Planning and Environment Act 1987*

Council may require that a formal Freedom of Information request is submitted where the information requested is not listed above.

3.2 INFORMATION NOT AVAILABLE TO THE PUBLIC

3.2.1 Confidential information

Council is not required to make publicly available information that is confidential information. Confidential information is defined in section 3 of LGA 2020 and includes information relating to:

Type	Description
Council business	Information that would prejudice the Council's position in commercial negotiations if prematurely released
Security	Information that is likely to endanger the security of Council property or the safety of any person if released
Land use planning	Information that is likely to encourage speculation in land values if prematurely released
Law enforcement	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released
Legal privilege	Information to which legal professional privilege or client legal privilege applies
Personal details	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released
Private commercial details	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released
Confidential meetings	Records of Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration	Confidential information relating to internal arbitration about an alleged breach of the Councillor Code of Conduct
Councillor Conduct Panels	Confidential information relating to a Councillor Conduct Panel matter

Information may also be confidential information where prescribed as such by the regulations.

Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989 [Vic]* remains confidential information under LGA 2020.

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act provided the release of the information is:

- not contrary to any law;
- not in breach of contractual requirements;
- not likely to cause harm to any person; and
- it is in the public interest to do so.

3.2.2 Public interest test

Council is not required to make information publicly available if the release of the information would be contrary to the public interest, in accordance with section 58(b)(ii) of LGA 2020.

When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982 [Vic]* (FOI Act). Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, Council will only concern itself with harm to the community or members of the community. Potential harm to Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents Council from performing its functions.

3.2.3 Privacy and data protection

Council is not required to make information publicly available that if released would contravene the *Privacy and Data Protection Act 2014 [Vic]*, the *Health Records Act 2001 [Vic]* or any other legislation governing personal information collected, held, managed, used, disclosed or transferred by Council.

3.3 MEANS OF ACCESS TO INFORMATION

3.3.1 Council website

All Council information published for access by the community will be available on Council's website, which will be maintained for use on desktop computers, mobile phones and other devices, and which will be tested to work with most commonly used browsers and operating systems.

3.3.2 Inspection at Council Office

All Council information published for access by the community will also be available for inspection upon request at Council's Office, 2 Churchill Avenue, Bright.

3.3.3 Application to access information

Council will consider all requests for access to Council information made outside the Freedom of Information process, in accordance with privacy principles [as set out in part 3.2.3 of this policy](#). Information will be provided for free or at low cost, commensurate to the effort to provide it or in accordance with any relevant legislation.

3.3.4 Freedom of information (FOI)

The FOI Act provides the public with a general right to access documents in the possession of Council relating to their personal affairs or the activities of Council, except where those documents are deemed confidential under legislation.

Council may request that a formal Freedom of Information request is submitted in order to access certain documents. In assessing a Freedom of Information request, Council may consult with third parties where documents contain related information that may be exempt from release under the FOI Act.

3.3.5 Social media

Council will, where beneficial to community engagement, make information publicly available through its social media platforms.

3.3.6 Content accessibility

The *Disability Discrimination Act 1992 [Cth]* requires Council to ensure people with a disability have the same access to information and services as others in the community.

Council recognises the diverse range of needs in its community and commits to making its written information accessible to everyone.

Council's information will:

- be written with the audience in mind
- use simple, clear, every day and inclusive language
- avoid jargon and acronyms
- be ordered so that it is easy to understand and follow
- be accurate and complete
- use a simple and clear font, format and layout.

To assist with accessibility of digital information, Council's website design and content follows the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines.

3.4 TRANSPARENCY OF COUNCIL DECISIONS

Council is empowered by various legislation to make decisions on a broad range of matters on behalf of the local community. Council's decisions are either made by the Council at a formally constituted meeting, or by Council officers under delegated authority of the Council.

The Mayor and councillors do not have the legal authority to individually act or make decisions on behalf of the Council.

3.4.1 Decisions at Council meetings

Decisions made at Council meetings are generally informed by Council reports that are prepared by officers and included in the agendas. Council meeting agendas are made available to the community in advance of each meeting in accordance with Council's Governance Rules, excluding reports that contain confidential information.

In accordance with section 66, of LGA 2020, Council and delegated committee meetings will be open to the public unless it is considered necessary to close the meeting:

- to consider confidential information
- for security reasons
- to enable the meeting to proceed in an orderly manner.

Council will, where practicable, live stream its Council meetings to engage a broader audience. [Recordings of all Council meetings that were open to the public will be made available on Council's website.](#)

Meetings will be conducted in accordance with the provisions of the LGA 2020 and Council's Governance Rules and will provide opportunity for public participation.

All decisions will be recorded in minutes of the meeting.

3.4.2 Delegated decisions

Council may delegate specific powers, duties and functions, including decision-making powers, under various legislation to the Chief Executive Officer and nominated Council employees.

Council will maintain a register of delegations in accordance with sections 11 and 47 of the LGA 2020.

Delegates are making decisions as if they were the Council and decision-making processes must be made transparent except where involving information that is confidential.

3.5 DISPUTES

3.5.1 General requests

If access to Council information is denied, the person making the request has the right to question the decision. A review of the decision will be undertaken in accordance with Council's complaints handling processes.

The person making the request has the right to seek further review of Council's decision by the Victorian Ombudsman.

[The Victorian Ombudsman's office can be contacted at www.ombudsman.vic.gov.au or by telephone on 1800 806 314.](http://www.ombudsman.vic.gov.au)

3.5.2 Freedom of Information requests

Under the FOI Act Council decides which documents and information are released.

The person making a Freedom of Information request has the right to seek a review of Council's decision by the Victorian Information Commissioner.

[The Victorian Information Commissioner's office can be contacted at www.ovic.vic.gov.au](http://www.ovic.vic.gov.au) or by telephone on 1300 006 842.

4. Roles and responsibilities

Responsibility	Role / Position
Champion the commitment and principles for public transparency through leadership and decision-making	Council
Champion behaviours that foster transparency and lead the implementation of this policy	Chief Executive Officer Directors Managers
Adhere to public transparency principles, this policy and associated requirements as appropriate to role and function	Councillors Committee members All employees
Respond to requests for information and facilitate provision of information in consultation with relevant manager and in alignment with the Policy	All employees
Freedom of Information applications	Governance Officer Officers authorised under the FOI Act
Monitor implementation and adherence to this policy	Manager Corporate

5. Breaches

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

Disclosure of confidential information by a person who is, or has been, a Councillor, a member of a delegated committee or a Council employee, is an offence under section 125 of LGA 2020.

Further, disclosure of confidential information by a person who is, or has been, a Councillor or a member of a delegated committee is a misuse of position which is an indictable offence under section 123 of LGA 2020.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the Gender Equality Act 2020. As a result of the assessment, gender and intersectional issues are not seen to either limit or change the way in which all persons are affected by the Public Transparency Policy. No further gender or intersectional analysis was deemed to be required.

7.8. 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

This policy gives effect to the Public Transparency Principles of the LGA 2020:

- a. *Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;*
- b. *Council information must be publicly available unless—*
 - i. *the information is confidential by virtue of this Act or any other Act; or*
 - ii. *public availability of the information would be contrary to the public interest;*
- c. *Council information must be understandable and accessible to members of the municipal community;*
- d. *public awareness of the availability of Council information must be facilitated.*

Other related legislation includes:

- *Local Government Act 1989 [Vic]*
- *Equal Opportunity Act 2010 [Vic]*
- *Freedom of Information Act 1982 [Vic]*
- *Privacy and Data Protection Act 2014 [Vic]*
- *Health Records Act 2001 [Vic]*
- *Public Records Act 1973 [Vic]*
- *Disability Discrimination Act 1992 [Cth]*

Related Guidelines, Operational Directives or Policies

- Alpine Shire Council Governance Rules
- Alpine Shire Council Governance and Risk Framework
- Alpine Shire Council Information Privacy Policy No.045
- Alpine Shire Council Digital Information Security Policy No. 111
- Alpine Shire Council Community Engagement Policy No. 118
- Alpine Shire Council Complaints Policy No. 117

Related Procedures

- Nil

8.9. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this **XX** day of **<Month>** 20**XX** in the presence of:

COUNCILLOR NAME

SIGNATURE

COUNCILLOR NAME

SIGNATURE

CHIEF EXECUTIVE OFFICER

SIGNATURE



COUNCIL POLICY
Fair Access

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REVISION RECORD

Date	Version	Revision description
28/5/2024	1.0	To be adopted by Council

1. Purpose

The Fair Access Policy (the Policy) seeks to address known barriers experienced by persons of all genders in accessing and using community sports infrastructure. The Policy aims to progressively build capacity and capabilities of Alpine Shire Council (Council), specifically relating to any recreation facility that is under Council's ownership or delegated management, in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

Council will undertake the necessary and proportionate steps from within available resource towards implementation of the Fair Access Policy.

2. Scope

The Policy enables effective and efficient integration of the requirements of the *Gender Equality Act 2020*, the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008* and other legislative frameworks.

The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and usage of community sports infrastructure. This aligns with Council's *Community Vision 2040 & Council Plan 2021-25*, the *Municipal Public Health & Wellbeing Plan*, and the *Sport and Active Recreation Plan 2022-2033*.

For Council, the Policy applies to all Council owned or managed under delegation community sports facilities and infrastructure. The Policy also applies to any new community sports facilities and infrastructure which Council becomes responsible for during the scope of this Policy.

Council owned or managed under delegation sports and recreation infrastructure:

- Bright Sports Centre and Indoor Pool
- McNamara Reserve and Memorial Park
- Mount Beauty Swimming Pool
- Mount Beauty Recreation Reserve
- Mount Beauty Stadium
- Myrtleford Swimming Pool
- Myrtleford Stadium
- Mystic Park
- Pioneer Park Recreation Reserve

3. Policy framework

Fair Access Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six (6) principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

Council considers that these principles provide clear direction to work towards over the medium to long-term, while also enabling adaption to the specific environment of the Alpine region.



(Image source: Office for Women in Sport and Recreation, Fair Access Policy Roadmap – 2022)

4. Commitment

Council commits to undertake a Gender (or Equity) Impact Assessment (GIA) on all current community sports infrastructure access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles.

The Policy is designed to comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy.

Council acknowledges:

- the disadvantaged position some individuals have had in the sport and recreation sector because of their gender; and
- that achieving gender equality will require diverse approaches for women, men, and gender diverse people to achieve similar outcomes for people of all genders.

Council will strive to:

- a. engage fairly and equitably with all staff, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and
- b. undertake GIAs to assess the implications for women, men, and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences, an integral dimension of the design, implementation, monitoring of policies and programs.

5. Roles and Responsibilities

All Council staff will be responsible for implementing this Fair Access Policy.

Management personnel, staff, volunteers, and stakeholders (for example committees of management, community groups and sporting clubs) within Council also have a shared responsibility to support the policy, as outlined in the “Responsibilities” section.

The following positions are responsible for:

Responsibility	Role / Position
<ul style="list-style-type: none"> • To promote a gender-aware and gender-responsive culture and community and championing the Fair Access Policy. • To promote, encourage and facilitate the achievement of gender equality and improvement in the status of gender diversity in sport and active recreation. 	All Staff
<ul style="list-style-type: none"> • Support the review of sport and recreation policies and processes. 	All Staff

Responsibility	Role / Position
<ul style="list-style-type: none"> To communicate and educate sport and recreation infrastructure user groups and users. 	Manager Operations and Manager Community Development
<ul style="list-style-type: none"> To adhere to and communicate the policy when required. To attend training / awareness programs. To use their initiative to undertake GIA where appropriate. 	All Staff

6. Breaches

Failure to comply with this Policy, supporting procedures or guidelines, will be subject to investigation, which may result in disciplinary action.

7. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

8. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the *Gender Equality Act (2020)*. The Gender Impact Assessment (GIA) showed that it is recommended that Fair Access Policy and Action Plan continue under the guidance of the Women in Sport and Recreation. Additionally, Council should extend upon the Policy and Action Plan to include a more intersectional approach when considering other marginalised community members experiences of sports and recreation within the Alpine Shire.

9. Supporting documents

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

- *Local Government Act 2020 [Vic]*
- *Gender Equality Act 2020 [Vic]*
- *Equal Opportunity Act 2010 [Vic]*
- *Charter of Human Rights and Responsibilities Act 2006 [Vic]*
- *Community Vision 2040 & Council Plan 2021-25 including Municipal Public Health & Wellbeing Plan*
- *Alpine Shire Council Sport and Active Recreation Plan 2022 – 2033*

10. Definitions and abbreviations

Term/Abbreviation	Definition
Committees of Management	For the purposes of this document, refers to committees appointed by the Department of Energy, Environment and Climate Action under the <i>Crown Land (Reserves) Act 1978</i> to manage recreation reserves where community sport training and games are held.
Community Sports Infrastructure	Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.
Gender	How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.
Gender diverse	An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.

Term/Abbreviation	Definition
Gender equality	The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
Gender (or Equity) Impact Assessment (GIA)	A requirement under the <i>Gender Equality Act 2020</i> to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.
Public land management groups	For the purposes of this document, are the Committees of Management appointed under the <i>Crown Land (Reserves) Act 1978</i> and responsible for the management of recreation reserves where community sport training and games are held.
Transgender, or trans	Someone whose gender does not align with the one assigned at birth. Not all trans people will use this term to describe themselves.

11. Approval

Adopted by Council:

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 28th day of May
2024 in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

12. Addendum: The Fair Access Action Plan

Principle 1: Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.

Action	Timeframe	Responsibility	Indicator of success
Audit Council owned community sports infrastructure to determine suitability for women and girls (e.g., baby change facilities)	12 - 24 months	Property and Contracts Coordinator	All facilities audited within 2 years of policy adoption
Complete a Gender (or Equity) Impact Assessment (GIA) for any new community sports infrastructure	Ongoing	Manager Assets and Engineering	GIAs completed as required, progress reports submitted to Commission for Gender Equality in the Public Sector
Complete a Gender (or Equity) Impact Assessment (GIA) for any new policies, plans or programs	Ongoing	Property and Contracts Coordinator	GIAs completed as required, progress reports submitted to Commission for Gender Equality in the Public Sector

Principle 2: Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.

Action	Timeframe	Responsibility	Indicator of Success
Promote and celebrate clubs with women in non-playing roles (e.g., coach, president)	6 – 12 months	Community Development Coordinator	Share case studies in minimum four council news items (or newsletters from sector partners, e.g., regional sports assembly)

Principle 3: Women and girls will have equitable access to and use of community sport infrastructure:

Action	Timeframe	Responsibility	Indicator of Success
Lease, License and Service Agreement with leagues and club committees will encourage consultation with players on preferred training and playing times prior to the commencement of the sports season to facilitate greater participation by women and girls.	Ongoing	Property and Contracts Coordinator	Evidence of consultation provided to council (e.g., survey results)

Principle 5: Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.

Action	Timeframe	Responsibility	Indicator of Success
Educate all clubs in the Alpine Shire on the importance of welcome and safe environments (e.g., offensive photos and promotional materials are removed)	12 – 24 months	Property and Contracts Coordinator	Education materials distributed to sporting clubs and groups and Committees of Management

Principle 6: Prioritise access, use and support to all user groups who demonstrate an on-going commitment to gender equitable access and use of allocated community sport infrastructure.

Action	Timeframe	Responsibility	Indicator of Success
Community Grant Guidelines amended to include prioritisation of applications by Sports Club that	Immediate and ongoing	Community Development Coordinator	Increased applications for Community Grant for projects that support, enhance, and further women’s participation in community sports.

Alpine Shire Council | FAIR ACCESS POLICY AND FAIR ACCESS ACTION PLAN

Action	Timeframe	Responsibility	Indicator of Success
embrace gender equity, and participation by women, girls & non-binary people in sports and sports leadership.			



Performance Report

1 January - 31 March 2024

Note: Strategies with no actions planned in 2023/24 have been removed from the list to ensure readability of the document.

Strategic Driver: 1. For those who live and visit

Vision: To be connected, supported, and welcomed throughout all stages of life

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
<i>Strategic Objective: 1.1 A community that is active, connected and supported</i>		
1.1.2 Strengthen partnerships with community groups to foster collaboration	Ongoing engagement with community groups	Council launched the Business Hub on Engage Alpine as an online source of information for the local chambers of commerce and businesses. Council also worked closely with community organisations and groups following severe storm events in the Alpine Shire, sharing important emergency messaging with the community through various groups and channels.
1.1.3 Strengthen community organisations and volunteers with community grants	Deliver the annual Community Grants program	Officers continued monitoring the finalisation of projects funded by 2023/24 community grants, and supported groups applying for other grants. Work has commenced on preparing the 2024/25 community grant program.
<i>Strategic Objective: 1.2 Services and resources that enhance health and wellbeing</i>		
1.2.1 Provide contemporary library services	Provide contemporary library services	The libraries supported enhancement of digital literacy with the Digital Literacy for Seniors Program and hosted several author visits all whilst maintaining their regular adult programs. There have also been two Trove Talks at each branch. Libraries continued to provide ongoing activities for babies and children with Rhyme Time and Story Time. In all, there were 18,500 visits to Alpine Shire libraries during the quarter.
	Implement Library Services Plan	Council library branches hosted the Digital Literacy for Seniors program with the assistance of local secondary school students, aimed at supporting community to develop their digital skills. Regular early childhood and school holiday programs continued to support the libraries' commitment to the provision of welcoming and supportive spaces.
1.2.4 Support residents at critical life stages, including early childhood, youth and seniors	Provide services and programs for all life stages	Council continued to support residents in critical life stages through delivery of maternal and child health services; supported playgroups; dad's group; first time parents; breastfeeding support; sleep and settling support; community immunisation program and school immunisation program. Seniors' Festival and Children's Week were delivered, as well as youth programs and events.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
1.2.5 Raise awareness of, and advocate for people of all abilities to improve access and inclusion	Progress implementation of Access and Inclusion Plan	A draft Fair Access Policy was presented to Council in March 2024, and released for public feedback.
1.2.6 Indicators	INDICATOR: Active library borrowers in municipality	By the end of March 2024, 13.7% of Alpine Shire residents were active library borrowers. This is consistent with the prior year result of 13.9%.
	INDICATOR: Cost of library service per population	Reported at the end of the financial year.
	INDICATOR: Participation in the Maternal Child Health Service	80% of all children enrolled in the Maternal and Child Health Service had visited the service in the period 1 July 2023 – 31 March 2024.
	INDICATOR: Aboriginal participation in the MCH service	81% of all First Nations children enrolled in the Maternal and Child Health Service had visited the service in the period 1 July 2023 – 31 March 2024.
	INDICATOR: Participation in supported playgroups	There has been consistent participation in the Maternal and Child Health Service, immunisation service and supported playgroups.
Strategic Objective: 1.3 A caring community		
1.3.1 Strengthen relationship with Traditional Owners	Implementation of actions in Reflect Reconciliation Action Plan	Cultural Awareness training was delivered to key staff in March 2024, which follows up training delivered in November 2023. Officers updated Council's website to better reflect reconciliation goals.
1.3.2 Engage, recognise and support our young people	Deliver Youth services including FreeZa, Youth Awards and Engage!	Council supported the Youth Advisory Group; delivered multiple FReeZA funded events; delivered training and other opportunities through Engage! funding. Future Proof funded initiatives were delivered to young people in the Alpine Shire. A Youth Drop-in centre trial was commenced.
1.3.3 Identify and implement solutions to improve housing availability and affordability	Completion of the Key Worker Housing Pilot Program, and development of the Affordable Housing Analysis Action Plan	Council endorsed the draft Alpine Shire Land Development Strategy for public consultation in October 2023, which identifies land for future residential development. The scoping of a Land and Lease Disposal Policy and Caravan Park Pilot for Key Workers, which are key outcomes from the Affordable Housing Analysis Action Plan 2022, were also progressed.
Strategic Objective: 1.4 Increasing healthy eating and active living		
1.4.1 Advocate for and promote local producers of healthy, fresh food	Implement Alpine Shire Economic Development Strategy	Officers reviewed the action plan from the Alpine Shire Economic Development Strategy 2022 to update the Economic Development Team's work program. Officers attended the ACRE 'Strategic Doing' workshop with local and regional small producers to better understand issues facing the industry.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
1.4.3 Support regional initiatives to strengthen education about healthy foods and food security	Participate in Regional Food Strategy working group	Maternal and Child Health Services delivered the InFANT (healthy eating and active play) program and participated in the Alpine Food Security Working Group.
1.4.5 Support programs that increase participation in physical activity	Support Community groups which increase participation in physical activity	The 2023/24 Community Grants Program supported five community groups to increase participation in physical activity. Council's Youth Team delivered activities that increases participation in physical activity including the Myrtleford Colour Fun Run. A draft Fair Access Policy was presented to Council in March 2024 and released for public feedback.
1.4.6 Provide facilities and infrastructure that give opportunities for physical activity and active living	Implement the Alpine Shire Council Sports and Active Recreation Plan	The draft Sport and Recreation Master Plan was subject to community consultation. Once complete, this important document will identify all infrastructure needed to support the Shire's major sport and active recreation hubs.
1.4.7 Indicators	INDICATOR: Number of visits to aquatic facilities per head of population	By 31 March 2024, there had been 2.66 visits to aquatic facilities for every resident of the Alpine Shire. Visits are counted for the Bright Sports Centre, Mount Beauty Swimming Pool and Myrtleford Swimming Pool.
Strategic Objective: 1.5 Improving mental wellbeing		
1.5.1 Work with partners and the community to raise awareness and understanding of mental health wellbeing and its impacts	Work with partners and the community to raise awareness and understanding of mental health wellbeing and its impacts	Council was an active participant in the Alpine Shire Postvention Group including support for mental health outreach for communities affected by suicide. Council also supported Alpine Shire Mental Health Week.
1.5.3 Increase access to information about the availability of mental health and wellbeing services and how to access them	Provide information for staff and community around access to mental health services	Officers reviewed Council's website to ensure information about services was up-to-date, and provided information via flyers and staff newsletters to staff about access to mental health and wellbeing services and support.
Strategic Objective: 1.6 Preventing all forms of violence		
1.6.1 Work with partners to increase access to information, programs and services for those impacted by family violence	Deliver 16 Days of Activism Campaign; maintain up to date resources on Council's website; delivery of family violence programs through Maternal and Child Health programs.	Family Violence services are available on Council's website. The Maternal and Child Health Service provided family violence screening and support.

Strategic Driver: 2. For a thriving economy

Vision: Ideas and industry thrive through a climate sensitive and diverse economy

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
<i>Strategic Objective: 2.1 Diverse reasons to visit</i>		
2.1.1 Promote and facilitate events across the Alpine Shire	Facilitate events on Council land over the year, and support the annual Event Funding Program	The Event Funding Guidelines are being updated, along with funding application forms and allocation criteria. Event Funding opens in mid-May 2024.
	Implement the Alpine Shire Council Events Strategy	The Events Team is currently developing the methodology and processes to distribute event funding more rigorously. This will assist with the funding allocation process, which is an operational process behind the Alpine Events Strategy.
2.1.3 Increase geographic and seasonal visitor dispersal	Continue to market all destinations within region	Strategic social media campaigns were conducted to disperse visitors from key hubs. Specific campaigns focussed on motorcycle touring, incorporating print, digital and social media.
2.1.4 Effectively manage and maintain tourism infrastructure	Continue to manage and maintain tourism infrastructure	Council has confirmed the Murray to Mountains Project will include an upgrade to the cycle path and Roberts Creek Bridge between Bright and Porepunkah. These works were tendered in March 2024.
2.1.5 Indicators	INDICATOR: Number of permitted festivals and events in the Shire	Council's Events Team permitted a total of 35 events during the quarter with an estimated 37,565 attendees.
	INDICATOR: Number of overnight and day trip visitors	An estimated total of 78,605 persons have attended events throughout the Alpine Shire in the first three quarters of this financial year. Based on an average day rate spend of \$122, it is estimated that day visitors to date have contributed \$9.5 million into the economy, with an output of \$15 million in economic stimulation. The overnight visitor input is currently unavailable until end of the final quarter.
<i>Strategic Objective: 2.2 Innovative and sustainable business development that supports year-round benefit</i>		
2.2.1 Support and encourage a diverse, sustainable and resilient business community	Establish connections with AusTrade, LaunchVIC & SenVIC to boost innovation, Startups & Social Enterprises	Officers made connections with Austrade, Agbiz Assist and the Australian Centre for Rural Entrepreneurship (ACRE).
2.2.2 Support the agricultural sector and promote diversification to improve resilience	Establish connections with Farmer to Founder, AgriFutures, CSU & RMIT	Officers attended Alpine Valleys Dairy AGM, and ACRE 'Strategic Doing' workshop with local and regional small producers. The Business Hub was created on Engage Alpine, and officers made connections with Austrade and Agbiz Assist.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
2.2.3 Protect agricultural land	Prepare the Alpine Shire Rural Directions Strategy	Technical background research and GIS mapping has been undertaken for the preparation of the Alpine Shire Rural Directions Strategy, which will explore issues in rural areas of the shire and ensure that the planning controls are applied appropriately to conserve strategically important agricultural land.
2.2.4 Encourage and support a diverse range of industry and investments that are climate sensitive	Implement the Alpine Shire Council Economic Development Strategy	The action plan from the Alpine Shire Economic Development Strategy 2022 was reviewed to update the Economic Development Team's work program.
2.2.5 Collaborate with industry and partners to support education, skill development and employment opportunities	reConnected with training providers, Startup Shakeup, LaunchVIC, Farmer to Founder, Business Bus.	The Business Bus was postponed this quarter by Business Victoria and rescheduled for quarter four.
<i>Strategic Objective: 2.3 Access to technology that meets our evolving needs</i>		
2.3.1 Advocate for improved digital connectivity	Deliver actions from Telecommunications Strategy	Officers met with NBN and Telstra in early 2024 to review the actions from the Alpine Shire Telecommunications Strategy 2022. A further meeting is scheduled for quarter four.

Strategic Driver: 3. For the bold protection of our future

Vision: Our natural environment is protected and preserved

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
<i>Strategic Objective: 3.1 Decisive leadership to address the impacts and causes of climate change</i>		
3.1.1 Achieve net-zero greenhouse gas emissions from Council activities by 2023	Develop Corporate Climate Action Plan 2024-2028 Progress community Climate Action Plan	The consultant engaged to examine the possibility of offsetting Council's greenhouse gas emissions will provide a final report to Council in the final quarter. Officers will shortly commence work on updating the corporate Climate Action Plan.
	Explore Environmentally Sustainable Design options	A request for quotation has been drafted for an energy efficiency assessment and opportunity analysis of a number Council buildings to use as a scoping document for future funding program 'Community Energy Upgrades Fund'. Target to complete assessment by 30 June 2024.
3.1.2 Increase the capacity of the community to mitigate and adapt to climate change	Community Climate Action Plan Roadmap	The actions from the Community Climate Action Plan Roadmap are being progressed. A consultant was engaged to complete a community Greenhouse Gas emissions baseline, scheduled to be complete by 30 June 2024.
3.1.3 Indicators	INDICATOR: Net Zero Greenhouse Gas Emissions - 2023	A report examining the possibility of offsetting Council's greenhouse gas emissions will be completed shortly.
<i>Strategic Objective: 3.2 Stewardship and care of our natural environment</i>		
3.2.1 Partner with the North East Catchment Management Authority (NECMA) to protect and enhance our waterways	Undertake projects with NECMA	Currently completing weed management with NECMA input on the Bright to Harrierville cycle path. Riverbank repair at Jenvey's Car Park is a joint project with NECMA and Council.
3.2.2 Advocate for the protection of our natural habitats	Review Domestic Animal Management Plan	Pound services have been reviewed, which identified areas of non-compliance. Further works will be considered during 2024/25.
<i>Strategic Objective: 3.3 Responsible management of waste</i>		
3.3.1 Reduce waste and enhance resource recovery	Introduce Food Organics Garden Organics (FOGO) kerbside collection service	The kerbside Food Organics Garden Organics (FOGO) collection service was implemented on 1 July 2023. Results from the first year of operation will be included in Council's Annual Report.
	Implementation of the Event Waste Management Plan	New waste contractors have been engaged - implementation of the Waste Management Plan will continue in the new financial year.
	Finalise capping works at Myrtleford and Porepunkah Landfill sites, and upgrade Transfers Stations for FOGO service.	Capping works at Porepunkah are 80% completed, with final completion due in May 2024. The Transfer Station upgrades began early in 2024 at Porepunkah and are 60% progressed including the extension of a retaining wall and collection pad.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
	Complete landfill monitoring and Rehabilitation Action Plan for residual landfill across the shire (Mount Beauty, Old Myrtleford, Harrietville and Bright).	A landfill monitoring quotation was delayed until April for release. This was due to monitoring requirements changing, following final reports from the hydrological assessments and environmental management plans being completed.
	Myrtleford Landfill Rehabilitation design completed and approved by Environmental Protection Agency.	Myrtleford Landfill Rehabilitation Design was approved by the Environment Protection Authority Victoria.
3.3.2 Indicators	INDICATOR: Community satisfaction with waste management performance - Target 70	Results from the 2023/24 Community Satisfaction Survey are due to be received by Council in May 2024.
	INDICATOR: Kerbside collection waste diverted from landfill	By 31 March 2024, 73% of all general waste, recyclables and green organics collected in kerbside collection bins was being diverted away from landfill.
<i>Strategic Objective: 3.4 A community that is prepared for, can respond to, and recover from emergencies</i>		
3.4.1 Prepare for emergency response and recovery	Support Alpine Shire Municipal Emergency Management Plan - 2021-2025	Ongoing support was provided for the Municipal Emergency Management Planning Committee (MEMPC); the Municipal Emergency Management Plan (MEMP) was reviewed in readiness for assurance; the 72 Hour community education program was delivered; and ongoing training and rostering staff to coordinate Council's emergency response was undertaken.
3.4.2 Value and support the Alpine Resilience Committee and Alpine Shire Community Recovery Committee	Support Alpine Resilience Committee and Community Recovery Committee	Provided secretariat support for Alpine Resilience Partnership and delivered resilience activities. Supported Kiewa Valley Community Recovery Group formed following 2022 Bogong High Plains Road Landslide and floods. Note: Alpine Community Recovery Committee has now transitioned to an independent body.
<i>Strategic Objective: 3.5 Reducing the impact of climate change on health</i>		
3.5.1 Lead community education about the impact of climate change on physical and mental health as well as social wellbeing	Endorsement of Community Climate Action Plan Roadmap	A consultant was engaged to complete the community greenhouse gas emissions baseline, scheduled to be complete by 30 June 2024.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
3.5.3 Work with partners to support local and regional initiatives to adapt to, and mitigate the effects of climate change	Support local and regional initiatives relating to Climate Change	Continued work with Goulburn Murray Climate Alliance (GMCA) on Resilient Public Estate project and Recharging Goulburn Murray project (AKA Solar Savers). Provided a letter of support for Climate Resilient Councils' funding application.

Strategic Driver: 4. For the enjoyment and opportunities of our lifestyle

Vision: The connection between people and place is strengthened

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
<i>Strategic Objective: 4.1 Conservation and promotion of the distinct character across the Shire</i>		
4.1.1 The character and heritage of our townships and settlements are respected and retained	Prepare the Alpine Planning Scheme Review	A Neighbourhood Character Strategy has commenced for all four major service towns. A review of existing places in the Heritage Overlay has commenced.
4.1.2 Our iconic alpine and rural landscapes are protected	Prepare the Alpine Shire Rural Directions Strategy	Technical background research and GIS mapping for the future Alpine Shire Rural Direction Strategy was commenced.
<i>Strategic Objective: 4.2 Planning and development that reflects the aspirations of the community</i>		
4.2.1 The development of our townships, settlements and landscapes is managed sensitively and sustainably	Develop the Alpine Shire Council Land Development Strategy	Council endorsed the draft Alpine Shire Land Development Strategy 2023 with key directions on future growth and development of the four key service towns and other townships. Technical background research and GIS mapping for the future Alpine Shire Rural Direction Strategy has also commenced.
4.2.2 Adequate, inclusive and sustainable housing	Develop the Alpine Shire Council Housing Affordability Strategy	The scoping of a Land and Lease Disposal Policy and Caravan Park Pilot for Key Workers, which are key outcomes from the Affordable Housing Analysis Action Plan 2022, were also progressed.
4.2.3 Provide an efficient and effective planning service	Develop and implement Better Planning Approvals Processes, and Implement Greenlight planning application software and customer portal	Progressed the implementation of Greenlight planning application software.
4.2.4 Maintain a current Planning Scheme that reflects the development aspirations of the community and supports sustainable development	Prepare the Alpine Planning Scheme Review	Finalisation of the draft planning scheme amendment documentation for the Alpine Shire Planning Scheme Review 2023. The amendment is expected to be authorised by the Victorian government shortly.
4.2.5 Indicators	INDICATOR: Time taken to decide planning applications - Target 60 days	Data not available at the time of reporting. Council has had issues with software uploading data to the government Planning Permit Activity Reporting (PPARS) platform.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
	INDICATOR: Planning applications decided within required timeframes - 70%	Data not available at the time of reporting. Council has had issues with software uploading data to the government Planning Permit Activity Reporting (PPARS) platform.
	INDICATOR: Council planning decisions upheld at VCAT	Reported at end of financial year.
<i>Strategic Objective: 4.3 Accessible parks that promote active and passive recreation</i>		
4.3.1 Maintain Council's parks, trees and reserves	Regular maintenance of parks and gardens, and review of Tree Management Plan	Parks, trees and reserves were maintained on a weekly basis by the Open Spaces Team. A review of the Tree Management Plan will commence later in 2024.
4.3.2 Support and facilitate access to affordable activities that all people can participate in	Implement the Alpine Shire Council Sports and Active Recreation Plan See also Strategy 1.4.6	The East Ovens Bridge construction has been completed, which provides access to walking trails in Harrietteville.
<i>Strategic Objective: 4.4 Diverse arts and cultural experience</i>		
4.4.1 Support the evolving cultural needs and aspirations of our community	Tracks and trails initiative for arts and culture.	No activities to report this quarter.
<i>Strategic Objective: 4.5 Assets for our current and future needs</i>		
4.5.1 Ensure our assets are optimised for the benefit of our community	Nimmo Pedestrian Bridge	Tender for works have been awarded and construction due to begin in June 2024.
	Ablett Pavilion Upgrade	Tender for works have been awarded and construction due to begin in May 2024.
4.5.2 Indicators	INDICATOR: Community satisfaction with sealed local roads - Target 60	Results from the 2023/24 Community Satisfaction Survey are due to be received by Council in May 2024.
	INDICATOR: Sealed local roads maintained to condition standards	More than 99% of Council's sealed local roads are being maintained to condition standards.

Strategic Driver: 5. For strong and informed leadership

Vision: Collaborative, bold and evidence-based decision making

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
<i>Strategic Objective: 5.1 Effective communication and engagement</i>		
5.1.1 Improve community engagement participation and access	Improve community engagement participation and access, including launch an online engagement portal	Council ran a number of engagement projects on Engage Alpine, including the proposed purchase of the Shell Service Station in Bright, Cundy Park Concept Designs, Council's Borrowing Policy, and Kiewa Valley and Upper Ovens Storm Impacts. Engagement for the 2024/25 Budget Submissions and the Short Stay Rental Accommodation Local Law was also completed. Participation and member registrations for Engage Alpine grew significantly during this time, reaching 800 members and over 700 submissions.
5.1.2 Strengthen our deliberative engagement process to inform decision-making	Use deliberative engagement methods to engage on specific important projects and initiatives	Council did not use deliberative engagement methods during this period.
5.1.3 Drive excellent customer service with improved systems and processes	Implementation of online Customer Service and engagement application	My Alpine has enabled customers to report their requests directly to Council. This is predominantly used for waste bin upgrade / downgrades and to log issues with public amenities. Fixed on first results are sitting steadily a little above 50%.
	Development of program of work for Enterprise Data Architecture (EDA)	EDA recommendations are being broken down into five key components such as records management policy, process and procedures.
5.1.4 Indicators	INDICATOR: Community satisfaction with Council's community consultation and engagement performance - Target 60	Results from the 2023/24 Community Satisfaction Survey are due to be received by Council in May 2024.
<i>Strategic Objective: 5.2 A responsible, transparent and responsive organisation</i>		
5.2.1 Maintain transparent governance and decision making that meets legislative requirements	Maintain transparent decision making	Council meetings continue to be livestreamed, providing the public immediate access to Council decisions, with recordings made available on Council's website and YouTube channel.
5.2.2 Maintain an effective risk management framework	Refresh Risk Policy, Framework and Register	No activities to report in this quarter.
5.2.3 Maintain a sustainable financial plan	Long Term Financial Plan (LTFP)	The LTFP is being updated as part of the 2024/25 budget process - draft budget will be presented to Council on 30 April 2024.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
5.2.4 Strengthen gender equality practices	Gender Equality Action Plan implementation (note statutory reporting due February 2024)	Enterprise Agreement 2023 included creating a new allowance for employees who deliver enhanced Maternal and Child Health services. Provision of greater flexibility in working hours for employees when working from home to facilitate greater work-life balance. Additionally, updates were made to clauses for flexible working provisions, provision for paid leave for employees support and care to a person experiencing family violence and an increase of unpaid parental leave provisions.
5.2.5 Explore alternative income streams to strengthen financial sustainability	Explore alternative income stream opportunities	Drafting has commenced on a new strategic document on an approach to considering Local Authority alternate revenue streams.
5.2.6 Maintain a skilled organisation with a positive culture	Implement Workforce Plan	Staff voted resoundingly in favour of a new Enterprise Agreement. Approved by the Fair Work Commission on 11 April 2024. The agreed changes will significantly contribute towards maintaining an attractive employee value proposition.
5.2.7 Indicators	INDICATOR: Council decisions made at meetings closed to the public	Not available at the time of reporting. Council continues to consider very few agenda items at Council meetings closed to the public.
	INDICATOR: Councillor attendance at council meetings	Councillor attendance at Council meetings to 31 March 2024 was 91%.
	INDICATOR: Satisfaction with Council decisions	Results from the 2023/24 Community Satisfaction Survey are due to be received by Council in May 2024.
	INDICATOR: Community satisfaction with Council's overall performance - Target 70	Results from the 2023/24 Community Satisfaction Survey are due to be received by Council in May 2024.
	INDICATOR: Working capital (current assets as percentage of current liabilities)	Reported at end of financial year.
<i>Strategic Objective: 5.3 Bold leadership, strong partnerships and effective advocacy</i>		
5.3.1 Strengthen regional partnerships to enhance service delivery, funding opportunities and advocacy	Participate in regional partnerships and groups	Council and the Executive Team continue to participate actively in the Hume Region Local Government Network, the Ovens Murray Regional Partnership, through the Municipal Association of Victoria and Regional Councils Victoria.
5.3.2 Strengthen relationships with Alpine resorts and tourism bodies to enhance our regional offer	Continue strong working relationships with Alpine resorts and regional tourism bodies	Council continues to be represented on the Board of Tourism North East with the CEO as delegated representative.

Strategy	2023/24 Actions	Year to Date Progress (To 31 March 2024)
5.3.3 Strengthen relationships with State and Federal Governments to enhance funding opportunities and advocacy	Engage with State and Federal Governments	Council and the Executive Team continue to engage with the Australian and Victorian governments to build a strong relationship and to advocate on behalf of the community, particularly in relation to external grant funding opportunities. A number of grant applications were submitted to the Victorian Government, seeking funding to support deliver of significant infrastructure projects.
	Develop Advocacy Plan	A workshop has been completed with Councillors to establish a shared understanding of Council's advocacy role and to identify Council's current advocacy priorities.



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 30 April 2024
Location: Senior Citizens Centre, Myrtleford
Start Time: 2.00pm
Finish Time: 4.50pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Ron Janas	Councillor	Tony Cooper	Manager Corporate
Cr Tony Keeble	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Helen Havercroft	Director Customer & Community
Cr Katarina Hughes	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

3. Items

Item
External Presentation – Friends of the Kiewa Valley & Alpine Valleys Incorporated – BESS Proposal
Election Period Policy – incorporated as part of the Governance Rules
Dinner Plain TV Update verbal update
Ordinary Council Meeting agenda review



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 14 May 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth*	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Ron Janas	Councillor	Helen Havercroft	Director Customer & Community

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor
Cr Sarah Nicholas	Councillor
Cr Katarina Hughes	Councillor
Cr Kelli Prime	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

3. Items

Item
External Presentation – Bushfire Planning
Q3 Capital Works Program
Councillor Expenses and Support Policy (Draft)
Governance Rules (Draft)
Community Interest Planning applications
Planning Software update



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 21 May 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth*	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Helen Havercroft	Director Customer & Community
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Sarah Nicholas	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Ron Janas	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

3. Items

Item
External Presentation – Bushfire Planning
Q3 Capital Works Program
Councillor Expenses and Support Policy (Draft)
Governance Rules (Draft)
Community Interest Planning applications
Planning Software update