



M(8) – 2 AUGUST 2022

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **2 August 2022** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr Sarah Nicholas - Mayor
Cr Katarina Hughes - Deputy Mayor
Cr John Forsyth
Cr Ron Janas
Cr Tony Keeble
Cr Simon Kelley
Cr Kelli Prime

OFFICERS

Will Jeremy - Chief Executive Officer
Elaine Burrridge - A/Director Assets
Helen Havercroft - Director Corporate Performance

APOLOGIES

Agenda

1. Recording and livestreaming of Council meetings	3
2. Acknowledgement of traditional custodians, and recognition of all people	3
3. Confirmation of minutes	3
3.1 Ordinary Council Meeting – M(6) – 5 July 2022 and Special Council Meeting - SPM(7) - 15 July 2022	3
4. Apologies	4
5. Obituaries / congratulations.....	4
6. Declarations by Councillors of conflict of interest.....	4
7. Public questions.....	5
8. Presentation of reports by officers	6
8.1 Chief Executive Officer – Will Jeremy	6
8.1.1 Contracts approved by Acting CEO.....	6
8.2 A/Director Assets – Elaine Burridge	7
8.2.1 Draft Alpine Shire Youth Strategy.....	7
8.2.2 Event Funding Program 2022-23	9
8.2.3 Community Grants Program 2022-23	17
8.2.4 Dargo High Plains Road Upgrade.....	25
8.2.5 Dinner Plain Contracted Services	27
8.2.6 Funding Applications	30
8.3 Director Corporate Performance - Helen Havercroft	34
8.3.1 Governance Rules	34
8.3.2 Revenue and Debtors Management Policy.....	38
8.3.3 Instruments of Delegation	41
8.3.4 Planning Application P.2021.206 - 24 Toorak Road, Bright.....	44
8.3.5 Planning Application P.2021.136 - 5 Westons Lane Eurobin	72
9. Informal meetings of Councillors	82
10. Presentation of reports by delegates.....	83
11. General business	83
12. Motions for which notice has previously been given.....	83
13. Reception and reading of petitions.....	83
14. Documents for sealing.....	84

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.

Question time will still be held, however it is requested that questions be submitted in writing prior to the meeting. By submitting a question, you consent to your question being read aloud at the meeting.

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 of course to hold us more accountable and improve transparency of council's decision making to our community.

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

2. Acknowledgement of traditional custodians, and recognition of all people

The Mayor read the following statement:

The Alpine Shire Council acknowledges the Taungurung Traditional Owners and their ancestors as the Traditional Owners of the land we are now on, we pay our respect to Elders, past and present.

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(6) – 5 JULY 2022 AND SPECIAL COUNCIL MEETING - SPM(7) - 15 JULY 2022

*Cr Forsyth
Cr Hughes*

That Council adopts:

- 1. The minutes of Ordinary Council Meeting M(6) held on 5 July 2022; and*
- 2. The minutes of Special Council Meeting SPM(7) held on 15 July 2022 as circulated be confirmed.*

Carried

4. Apologies

Nil

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Item 8.2.2 Events Funding

Deputy Mayor Cr Katarina Hughes declared a material conflict of interest for two event applications being "Bright Make it, Bake it, Grow it Market" and Porepunkah Primary School's 150th Celebration applications and was not present while this items were considered.

Cr Tony Keeble declared a general conflict of interest with the funding application for Porepunkah Primary School's 150th Celebration and was not present while this item was considered.

Cr Kelli Prime declared a general conflict of interest with the funding application for Dederang Picnic Races as she is a member of the club.

Cr Simon Kelley declared a general conflict of interest with the funding application for Shifty Fifty Mount Beauty & True Beauty Flow Duro as his employer is providing in kind support for this event.

Item 8.2.3 Community Grants

Cr Ron Janas declared a general conflict of interest as he is a member of the Myrtleford and District Landcare, and his wife is the secretary of the same group and was not present while this item was being considered.

Cr Kelli Prime declared a general conflict of interest with the application for Alpine Children's Services as her child attends Lake View Children's Centre in Mount Beauty and was not present while this item was being considered.

Cr Kelli Prime declared a material conflict of interest with the application for the Bright Food Co-Op as a family member provided a quote for this grant and was not present while this item was being considered.

Cr Katarina Hughes has declared a general conflict of interest with this report as she is a board member for Alpine Children's Services and a family member is a board member of Happy Valley Hall.

7. Public questions

Questions on Notice will be limited to two questions per person.

Questions on Notice can be written or from the floor.

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

8. Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

8.1.1 Contracts approved by Acting CEO

Cr Janas

Cr Forsyth

That the Contract approved by Acting CEO be noted.

<i>Contract No:</i>	<i>State Purchasing Contract</i>	<i>Process: VicFleet</i>	<i>RFQ</i>
<i>Title:</i>	<i>Supply and delivery of two new dual cab chassis fitted with tray and one single cab chassis fitted with tray,</i>		
<i>Tenderer:</i>	<i>Wangaratta Mitsubishi - purchase two Mitsubishi Triton MY22 Single Cab CC 4x4 (\$82,579.30) and Ovens Ford for \$46,301.09 - purchase of one Ranger XL Dual Cab C/C 4x4</i>		
<i>\$ (excl. GST):</i>	<i>\$128,880.39</i>		

Carried

8.2 A/DIRECTOR ASSETS – ELAINE BURRIDGE

8.2.1 Draft Alpine Shire Youth Strategy

INTRODUCTION

This report relates to the public exhibition of the Draft Alpine Shire Youth Strategy.

Cr Prime

Cr Kelley

That Council:

- 1. Endorses the Draft Alpine Shire Youth Strategy to be placed on public exhibition for a period of 28 days;*
- 2. Invites public submissions regarding the Draft Alpine Shire Youth Strategy;*
- 3. Reviews and considers any submissions received; and*
- 4. Considers a recommendation to adopt the Draft Alpine Shire Youth Strategy at a future meeting.*

Carried

BACKGROUND

Young people are central to a vibrant and healthy community. When given opportunities, young people bring passion, energy, and creativity to the whole community.

This inaugural Alpine Shire Youth Strategy 2022-2024 (The Strategy) sets the direction for the next three years, guiding Alpine Shire Council and its Communities that Care Alpine (CTCA) partners' efforts to cultivate resilience, wellbeing and opportunities for young people and their families in the Alpine Shire region.

The Youth Strategy was developed in collaboration with CTCA partners and through extensive engagement with young people.

The Youth Strategy establishes a clear focus for Alpine Shire Council and its CTCA partners, identifying roles, priorities, and initiatives to create the greatest positive impact for young people in Alpine Shire.

ISSUES

Council is not aware of any issues at this time.

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

There are no financial or resource implications associated with the public exhibition of the Draft Alpine Shire Youth Strategy.

CONSULTATION

201 young people aged 12-25 from Alpine Shire communities have been engaged throughout the development of the draft Strategy through:

- Online surveys
- Face to face engagement
- Online forums with young people
- Online forums with other stakeholders (schools and support agencies)

In addition, data has been drawn from:

- 2020 Mission Australia Youth Survey
- 2019 Communities That Care Alpine Youth Survey

CONCLUSION

It is recommended that Council endorses the Draft Alpine Shire Youth Strategy for public exhibition. Feedback from the public exhibition period will be considered for inclusion in the final Strategy, prior to the Strategy being presented to Council for adoption at a future Council 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
- Acting Manager Community Development

ATTACHMENT(S)

8.2.1 Draft Alpine Shire Youth Strategy

8.2.2 Event Funding Program 2022-23

INTRODUCTION

This report relates to the allocation of funding through Council's 2022-23 Event Funding Program.

Cr Hughes and Cr Keeble left Council Chambers at 5.25pm.

*Cr Forsyth
Cr Janas*

That Council:

- 1. Allocates funding as follows, with the funding amounts being the combined total of financial sponsorship and logistics support:*

<i>Event Name</i>	<i>Applicant</i>	<i>Grant Recommended</i>
<i>Bright Make it Bake it Grow It Market</i>	<i>Bright and district chamber of commerce</i>	<i>\$2,000</i>
<i>Porepukah Primary School Celebrating 150 Years**</i>	<i>Porepukah Primary School</i>	<i>\$2,000</i>

Carried

*Cr Hughes and Cr Keeble returned to Council Chambers at 5.26pm.
Cr Prime and Cr Kelley left Council Chambers at 5.26pm.*

*Cr Forsyth
Cr Hughes*

That Council:

- 1. Allocates funding as follows, with the funding amounts being the combined total of financial sponsorship and logistics support:*

<i>Event Name</i>	<i>Applicant</i>	<i>Grant Recommended</i>
<i>Dederang Picnic Races</i>	<i>Dederang Picnic Race Club</i>	<i>\$5,000</i>
<i>Shifty Fifty Mount Beauty & True Beauty Flow Duro**</i>	<i>Big Hill Events</i>	<i>\$5,000</i>

Carried

Cr Prime and Cr Kelley returned to Council Chambers at 5.27pm.

*Cr Janas
Cr Forsyth*

That Council:

- 1. Allocates funding as follows, with the funding amounts being the combined total of financial sponsorship and logistics support:*

<i>Event Name</i>	<i>Applicant</i>	<i>Grant Recommended</i>
<i>Alpine Classic</i>	<i>O2 Events</i>	<i>\$10,000</i>
<i>Alpe de Buffalo</i>	<i>Alpine Cycling Club</i>	<i>\$2,000</i>
<i>Alpine Cutting 2023</i>	<i>Alpine Regional Horseman's Association</i>	<i>\$2,000</i>
<i>Alpine Cycling Club - Gravity Enduro</i>	<i>Alpine Cycling Club</i>	<i>\$5,000</i>
<i>Alpine MANE Event</i>	<i>Alpine Regional Horseman's Association</i>	<i>\$2,000</i>
<i>Alpine Super Sorting**</i>	<i>Alpine Regional Horseman's Association</i>	<i>\$2,000</i>
<i>Bright Alpine Climb - 4 Peaks</i>	<i>Bright Alpine 4 Peaks - Thought Sports</i>	<i>\$2,000</i>
<i>Bright Autumn Festival</i>	<i>Bright Autumn Festival</i>	<i>\$10,000</i>
<i>Bright Open 2023</i>	<i>Northeast Victoria Hang Gliding Club</i>	<i>\$2,000</i>
<i>Bright Rotary Markets</i>	<i>Rotary of Bright</i>	<i>\$5,000</i>
<i>Bright Centenary 2023 Celebrations**</i>	<i>Bright RSL Subbranch</i>	<i>\$5,000</i>
<i>Bright Spring Festival Drive-in</i>	<i>Bright Spring Festival</i>	<i>\$2,000</i>
<i>Brighter Days Festival 2023</i>	<i>Brighter Days Foundation</i>	<i>\$10,000</i>

<i>Event Name</i>	<i>Applicant</i>	<i>Grant Recommended</i>
<i>Buffalo Stampede</i>	<i>SingleTrack Events</i>	<i>\$5,000</i>
<i>Christmas Market</i>	<i>Community Christmas Lights</i>	<i>\$2,000</i>
<i>Get A Grip of the Grind Festival</i>	<i>Get A Grip of the Grind</i>	<i>\$2,000</i>
<i>Great Southern Endurance Run</i>	<i>Ultra-Endurance</i>	<i>\$2,000</i>
<i>High Country Charity Ride</i>	<i>Bright Velo Events</i>	<i>\$2,000</i>
<i>La Fiera Italian Festival Myrtleford</i>	<i>Myrtleford Chamber of Commerce & Industry Inc</i>	<i>\$10,000</i>
<i>Mount Beauty Music Festival 2023</i>	<i>Mount Beauty Music Festival</i>	<i>\$5,000</i>
<i>Mount Beauty Writers Festival**</i>	<i>Upper Kiewa Valley Regional Arts Inc</i>	<i>\$5,000</i>
<i>Myrtleford Bush Market</i>	<i>Myrtleford Chamber of Commerce & Industry Inc</i>	<i>\$5,000</i>
<i>Myrtleford Lawn Tennis Club Easter Tournament</i>	<i>Myrtleford lawn Tennis Club</i>	<i>\$2,000</i>
<i>Shifty Fifty Mount Beauty & True Beauty Flow Duro**</i>	<i>Big Hill Events</i>	<i>\$5,000</i>
<i>The Bright Fun Run</i>	<i>Bright Fun Run</i>	<i>\$5,000</i>
<i>The Myrtleford Farmers Market</i>	<i>Myrtleford Farmers Market</i>	<i>\$2,000</i>
<i>Voices of the Valley</i>	<i>Freeburgh Hall and Recreation Reserve</i>	<i>\$2,000</i>
<i>Wandi Cross</i>	<i>Wandi Trail Runners Inc.</i>	<i>\$5,000</i>
<i>Wandiligong Nut Festival</i>	<i>Wandiligong Nut Festival</i>	<i>\$5,000</i>
<i>Total</i>		<i>\$132,000</i>

*New Events ***

2. *Provides feedback and assistance to unsuccessful applicants.*
3. *Release funding to support the following events, which were unable to be delivered during the 2020-21 and 2021-22 financial years as a result of the COVID19 pandemic. These amounts are as previously endorsed by Council through the 2020-21 and 2021-22 event funding programs:*

<i>Event Name</i>	<i>Applicant</i>	<i>Total \$ Allocated</i>
<i>5Zero</i>	<i>Bright Brewery Australia Pty Ltd</i>	<i>\$1,500</i>
<i>Alpine Cycling Club Cyclocross</i>	<i>Alpine Cycling Club</i>	<i>\$1,500</i>
<i>Alpine Cycling Club Gravity Enduro</i>	<i>Alpine Cycling Club</i>	<i>\$3,500</i>
<i>Bright Cabaret & Comedy Festival</i>	<i>Bright Cabaret & Comedy Festival Inc.</i>	<i>\$1,500</i>
<i>Bright Festival of Photography</i>	<i>Bright Festival of Photography Ltd</i>	<i>\$2,000</i>
<i>Bright Running Festival 2021</i>	<i>Perseverance Events Pty Ltd</i>	<i>\$1,500</i>
<i>Bright Spring Festival Carnival and Fireworks</i>	<i>Bright Spring Festival - part of the Bright and District Chamber of Commerce</i>	<i>\$2,500</i>
<i>Bright's Iconic Rod Run</i>	<i>Bright's Rod & Kustom Club Inc</i>	<i>\$32,500</i>
<i>Carols & Music in the Park</i>	<i>Rotary Club of Bright</i>	<i>\$1,500</i>
<i>Harrietville Half (HH)</i>	<i>No data</i>	<i>\$1,750</i>
<i>High Country Women's Cycling Festival</i>	<i>High Country Women's Cycling Pty Ltd</i>	<i>\$2,000</i>
<i>Myrtleford 67th Golden Spurs Rodeo</i>	<i>Myrtleford Golden Spurs Rodeo Inc</i>	<i>\$2,600</i>
<i>Myrtleford Alpine Rally</i>	<i>No data</i>	<i>\$2,500</i>
<i>Myrtleford Rotary Annual Show'n'Shine and Swap Meet</i>	<i>The Rotary Club of Myrtleford</i>	<i>\$1,000</i>

<i>Event Name</i>	<i>Applicant</i>	<i>Total \$ Allocated</i>
<i>Porepunkah Community Christmas Party</i>	<i>No data</i>	<i>\$1,200</i>
<i>RACV Alpine Trial Centenary**</i>	<i>The Vintage Drivers' Club/RACV</i>	<i>\$1,500</i>
<i>The Myrtleford Festival</i>	<i>The Myrtleford Festival</i>	<i>\$32,500</i>
<i>The Myrtleford Show</i>	<i>Myrtleford & District Agricultural and Pastoral Show Society</i>	<i>\$5,000</i>
<i>Tour of Bright</i>	<i>Alpine Cycling Club Inc</i>	<i>\$7,300</i>
<i>Women's Gravity Enduro**</i>	<i>Alpine Cycling Club</i>	<i>\$1,000</i>
<i>Total</i>		<i>\$106,350</i>

4. *Delegates authority to the Chief Executive Officer to distribute residual or unspent funds of \$66,650 to events that may apply for funding outside of the Event Funding round.*
5. *Investigates options for new town entry signage to promote events in Bright, Myrtleford and Mount Beauty, replacing the existing over-the-road banner infrastructure; and*
6. *Carries forward unspent 2022-23 funding into the event funding budget for 2023-24.*

Carried

BACKGROUND

Alpine Shire Council's 2022-23 Event Funding Program was open for applications between 16 May and 30 June 2022. 36 applications were received with a cumulative request of \$169,974 in financial sponsorship.

At the November 2021 Council meeting, Council adopted the Alpine Shire Events Strategy, including the new Events Permitting and Funding Framework. The Events Permitting and Funding Framework came into effect on 1 July 2022.

Council Officers carried out preliminary scoring of each application against the event eligibility criteria listed in the framework, including consideration of the anticipated social, environmental, and economic impact of the event.

Guided by the preliminary scoring and eligibility, the applications and Council Officer preliminary assessments were then reviewed by an assessment panel comprising:

- One member of the Bright and District Chamber of Commerce;
- One member of the Myrtleford Chamber of Commerce;
- Three Councillors (Cr Tony Keeble, Cr John Forsyth and Cr Katarina Hughes);
- Council's Director Assets; and
- Council's Manager Economic Development

The panel recommends that 32 applicants receive support through the Event Funding Program totalling \$102,250 in financial sponsorship and an estimated value of \$29,750 in logistical support, totalling \$132,000.

ISSUES

1. The four events in the table below have not been recommended for funding through the Event Funding Program, for the reasons as outlined.

Event Name	Applicant	Amount Requested	Reason
Inside Out Ecstatic Dance**	Inside Out Experience	\$2,000	This application seeks to start up a business venture.
Picnic in the Paddock 2023	Bright Brewery	\$2,000	Event planned to take place on business premises.
Peaks Challenge Falls Creek 2023	Bicycle Network	\$2,000	This event takes place outside of Alpine Shire.
Darker Days	Bright Brewery	\$10,000	Event planned to take place on business premises.

2. Over the road banner infrastructure is currently located at the town entries of Bright and Myrtleford. This infrastructure is available to event organisers to promote their events, however, is limited to promoting one event at any time. Installation and removal of the banners pre and post events draws on Council resources and has become a costly and time-consuming activity. It is recommended that Council officers investigate an alternative solution:
- To be located at the town entries of Bright, Myrtleford and Mount Beauty;
 - That is capable of promoting multiple events simultaneously; and
 - Where the signage can be installed and removed by event organisers, with the approval of Council officers.
3. Under the requirements of the Event Permitting and Funding Framework, the Alpine Classic will not be permitted to be delivered from Howitt Park for future events. Funding for the 2023 event has been recommended on the basis that Council Officers work with the event organiser to achieve the following
- The event may be delivered from Howitt Park, Bright on a date other than the Australia Day long weekend and Victorian school holidays, or

- b. The event may be delivered over the Australia Day long weekend, however, at an alternative location to Howitt Park, Bright.

POLICY IMPLICATIONS

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

- 2.1 Diverse reasons to visit

FINANCIAL AND RESOURCE IMPLICATIONS

Council's 2022-23 budget includes provision of \$305,000 to support the annual Event Funding program and funding to support events unable to proceed during the 2020-21 and 2021-22 financial years as a result of COVID19 restrictions, totalling \$106,350.

A total of \$132,000 is recommended to support the delivery of events through the 2022-23 Event Funding Program. This amount plus the amount of \$106,350 to support events from the 2020-21 and 2021-22 event funding programs equates to \$238,350 which is within the available budget of \$305,000.

CONSULTATION

The Event Funding Program was advertised in the local media, on Council's website and Facebook page and details were emailed directly to all existing event organisers. Event organisers were engaged by Council's events team through the application period.

An assessment panel including three Councillors, two senior Council Officers and two representatives from the community assessed the applications received under the Event Funding Program, and provided the recommendations contained in the report.

Attempts were made to engage a community representative from the Kiewa Valley on the assessment panel, however, were unsuccessful.

CONCLUSION

Events are important to the Alpine Shire, providing economic injection and cultural enrichment.

The recommendations put forward by the funding assessment panel support events that align with the regional brand, align with Council's Events Strategy, encourage repeat visitation, contribute to the events calendar, have a positive economic impact for the community and may be sustainable over a long period of time.

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 Economic Development

- Development Officer (Event Operations)
- Development Officer (Event Development)

Declarations of Conflict of Interest were made by assessment panel members. Panel members removed themselves from assessment of the relevant event funding applications and any panel discussions relevant to the applications.

Deputy Mayor, Katarina Hughes declared a general conflict of interest with two event funding applications being:

- Bright Make it Bake it Grow it Market, and
- Porepunkah Primary School Celebrating 150 Years.

Cr Tony Keeble declared a general conflict of interest with respect to the event funding application for Porepunkah Primary School Celebrating 150 Years.

A Member of the Bright and District Chamber of Commerce declared a general conflict of interest in relation to

- Spring Festival Drive In,
- Bright Make It Bake It Grow It markets, and
- Bright Autumn Festival.

A Member of the Myrtleford and District Chamber of Commerce declared a general conflict of interest in relation to:

- La Fiera Italian Festival Myrtleford,
- Myrtleford Bush Market, and
- Myrtleford Farmers Market.

ATTACHMENT(S)

Nil

8.2.3 Community Grants Program 2022-23

INTRODUCTION

This report relates to the allocation of funding through Council's 2022-23 Community Grants Program.

Cr Prime, Cr Janas and Cr Hughes left Council Chambers at 5.35pm

Cr Forsyth

Cr Keeble

That Council:

1. Allocates funding as follows:

<i>Name of Applicant</i>	<i>Project Title</i>	<i>Total Cost of Project</i>	<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Alpine Children's Services</i>	<i>Lake View Children's Centre playground</i>	<i>\$8,365</i>	<i>\$4,095</i>	<i>\$4,095</i>
<i>Bright Food Coop Ltd</i>	<i>Raising the community profile of Bright Food Coop</i>	<i>\$13,489</i>	<i>\$9,064</i>	<i>\$3,800</i>
<i>Myrtleford & District Landcare</i>	<i>More to Explore on Reform Hill</i>	<i>\$2,680</i>	<i>\$1,675</i>	<i>\$1,675</i>

Carried

Cr Prime and Cr Janas returned to Council Chambers at 5.36pm.

Cr Kelley left Council Chambers at 5.36pm.

Cr Janas

Cr Prime

That Council:

1. Allocates funding as follows:

<i>Name of Applicant</i>	<i>Project Title</i>	<i>Total Cost of Project</i>	<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Happy Valley Hall Committee</i>	<i>Improving Assets & Making Our Volunteers' Job Easier</i>	<i>\$1,380</i>	<i>\$1,025</i>	<i>\$1,025</i>
<i>Kangaroo Hoppet</i>	<i>Traffic Management Equipment</i>	<i>\$8,135</i>	<i>\$5,635</i>	<i>\$5,635</i>

Carried

Cr Hughes and Cr Kelley returned to Council Chambers at 5.38pm.

Cr Prime

Cr Forsyth

That Council:

1. Allocates funding as follows:

<i>Name of Applicant</i>	<i>Project Title</i>	<i>Total Cost of Project</i>	<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Alpine Cycling Club</i>	<i>Purchase of Timing Equipment for training and events</i>	<i>\$7,189</i>	<i>\$5,149</i>	<i>\$2,574</i>
<i>Alpine Move Group</i>	<i>Training of Group Leaders and replacement of equipment</i>	<i>\$2,000</i>	<i>\$1,600</i>	<i>\$1,500</i>
<i>Alpine Park Committee</i>	<i>Installation of AFL Goal Posts</i>	<i>\$7,823</i>	<i>\$5,823</i>	<i>\$5,823</i>
<i>Bright Croquet Club</i>	<i>Recarpeting the club house</i>	<i>\$4,500</i>	<i>\$3,375</i>	<i>\$3,375</i>

<i>Name of Applicant</i>	<i>Project Title</i>	<i>Total Cost of Project</i>	<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Kiewa Valley Historical Society Inc</i>	<i>Upgrade display cabinet in Mt Beauty VIC</i>	<i>\$2,125</i>	<i>\$1,575</i>	<i>\$1,575</i>
<i>Kiewa Valley Modellers</i>	<i>Airport line marker</i>	<i>\$1,753</i>	<i>\$1,315</i>	<i>\$1,315</i>
<i>Mount Beauty Clay Target Club Inc</i>	<i>Clay Target Trap Upgrade</i>	<i>\$11,105</i>	<i>\$8,329</i>	<i>\$5,000</i>
<i>Mount Beauty Neighbourhood Centre Inc</i>	<i>Steps to Help</i>	<i>\$8,678</i>	<i>\$5,978</i>	<i>\$5,978</i>
<i>Myrtleford & District Historical Society</i>	<i>Replacement of Laptop</i>	<i>\$1,457</i>	<i>\$557</i>	<i>\$557</i>
<i>Myrtleford Bowls Club Inc.</i>	<i>Unisex Disabled Toilet</i>	<i>\$29,315</i>	<i>\$21,940</i>	<i>\$10,000</i>
<i>Myrtleford Community Garden</i>	<i>Greenhouse Supply and Installation</i>	<i>\$7,324</i>	<i>\$4,900</i>	<i>\$2,450</i>
<i>North East Canoe Club</i>	<i>Beginner Whitewater Kayaking Skills Development Program</i>	<i>\$6,173</i>	<i>\$1,850</i>	<i>\$1,850</i>
<i>North East Victoria Hang Gliding Club</i>	<i>Tawonga Gap Paraglider Launch Site Upgrade</i>	<i>\$61,749</i>	<i>\$10,000</i>	<i>\$5,000</i>
<i>Ovens Valley Horse Riders Association</i>	<i>Operation Chuck Wagon</i>	<i>\$4,957</i>	<i>\$2,477</i>	<i>\$2,477</i>
<i>Sustainable Upper Ovens</i>	<i>Composting event food waste and weeds</i>	<i>\$789</i>	<i>\$592</i>	<i>\$591</i>
<i>Upper Kiewa Valley Regional Arts Inc</i>	<i>Mount Beauty Writers Festival</i>	<i>\$31,100</i>	<i>\$10,000</i>	<i>\$4,980</i>
<i>Total</i>		<i>\$222,086</i>	<i>\$106,954</i>	<i>\$71,275</i>

2. Provides delegation to the Chief Executive Officer to distribute residual or unspent funds of \$8,725; and

3. Provides feedback and assistance to unsuccessful applicants in highlighting other potential funding opportunities that may be available for their projects.

Carried

BACKGROUND

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

The 2022-23 Community Grants Program was open for applications between 13 May and 30 June 2022. 40 eligible applications were received, with a cumulative funding request of \$292,363.

The Applications were reviewed by an eight member assessment panel comprising four community members, Director Assets, Manager Economic Development, Councillor Janas and Councillor Prime.

Council's Acting Manager Community Development was also present to support the assessment panel.

Applications were assessed against the following criteria:

- the degree of benefit to the community;
- the contribution and support from the community toward the project;
- the degree to which projects can be maintained and are sustainable;
- the impact on environmental, economic, social, built, recreational and wellbeing criteria; and
- the geographical spread of funding allocation across the Shire.

Applications were also assessed for their alignment to Council Plan and Municipal Public Health and Wellbeing Plan.

The assessment panel has recommended that 21 applicants receive funding, with 12 to receive the full amount of funding requested and nine to receive funding at a reduced level.

Community Bank Bright have committed to contribute \$37,253 towards 11 projects submitted as part of the Alpine Shire Council Community Grants Program as follows:

Name of Applicant	Project Title	Community Bank Bright Contribution
1st Bright Scout Group	Bright Scouts, Abseiling Equipment	\$4,734
Alpine Cycling Club	Purchase of Timing Equipment for training and events	\$2,574
Bright Bowls Club	Improved playing surface on bowling greens	\$1,989

Name of Applicant	Project Title	Community Bank Bright Contribution
Bright Courthouse	Outdoor Power Supply to 152 year old Dutch Elm tree.	\$6,457
Bright Food Coop Ltd	Raising the community profile of Bright Food Coop	\$3,800
Community Christmas Lights	Christmas Lights	\$3,400
Myrtleford & District Landcare	Look, Listen and Learn. Engaging our community in our landscape.	\$1,400
Myrtleford Bowls Club Inc.	Unisex Disabled Toilet	\$2,500
Myrtleford Community Garden	Greenhouse Supply and Installation	\$2,450
North East Victoria Hang Gliding Club	Tawonga Gap Paraglider Launch Site Upgrade	\$5,000
Sustainable Upper Ovens	Sustainable Upper Ovens Inc communication upgrade and additional promotional resources	\$2,949

ISSUES

19 applications have not been recommended for funding through the Community Grants Program, for the reasons outlined below:

Name of Applicant	Project Title	Grant Request	
1st Bright Scout Group	Bright Scouts, Abseiling Equipment	\$4,734	Fully funded by Community Bank Bright
Alpine Cycling Club	Alpine Cycling Club Master Plan - Pioneer Park	\$12,116	Duplication of Project undertaken by Council
Alpine Park Committee	Installation of picnic Shelter near play equipment	\$11,706	Outstanding maintenance on existing infrastructure
Alpine Park Committee	Installation of Outdoor Exercise Equipment	\$38,541	Outside scope of funding program
Alpine Radio	Carpet Replacement Project	\$5,000	Limited benefits to broader community

Name of Applicant	Project Title	Grant Request	
Birkebeiner Nordic Ski Club	Hybrid meeting room in Mt Beauty	\$4,934	Hybrid meeting room recently established at Mount Beauty Community Centre
Bright Bowls Club	Improved playing surface on bowling greens	\$1,990	Fully funded by Community Bank Bright
Bright Country Golf Club Inc	Extension of electrical cabling in cart shed	\$2,625	Limited benefits to broader community
Bright Courthouse	Outdoor Power Supply to 152 year old Dutch Elm tree	\$6,457	Fully funded by Community Bank Bright
Community Christmas Lights	Christmas Lights	\$3,400	Fully funded by Community Bank Bright
Mount Beauty Airport Management Association Inc	Upgrade of Tractor and Mower	\$10,000	Council will work with applicant on a solution to this project.
Mount Beauty Dragon Boat Club Inc	Mount Beauty Dragon Boat Club Boat Shed	\$30,491	Site for project not identified
Myrtleford & District Landcare	Look, Listen and Learn. Engaging our community in our landscape.	\$1,910	Fully funded by Community Bank Bright
Myrtleford Football Netball Club	Chairs to cater for increase in participation	\$5,000	Encourage applicant to include this project in upgrade of facility
Myrtleford Golf Club	Replacing our old drainage system for safer facilities	\$8,951	Limited benefit to broader community
Myrtleford Public Cemetery	Memorial Garden Beautification	\$8,202	Limited benefit to broader community
Porepunkah Airfield Association	Porepunkah Airfield Entrance Project	\$24,900	Outside scope of funding program

Name of Applicant	Project Title	Grant Request	
Sustainable Upper Ovens	Communication upgrade and additional promotional resources	\$2,949	Fully funded by Community Bank Bright
Upper Kiewa Valley Regional Arts Inc	Single Performance from the Melbourne Chamber Orchestra	\$1,505	Transferred to Events Funding Program

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

Council's 2022/23 budget includes provision of \$80,000 to support community projects through the Community Grants Program.

The recommended allocation of \$71,275 through community grants fits within the allocated budget.

Any unspent grants may be considered for distribution to other community initiatives, programs or projects arising throughout the financial year.

CONSULTATION

The Community Grants Program was advertised through local media, on Council's website and Facebook page and emailed directly to community groups.

Applications were reviewed by an assessment panel comprising: one member of the Kiewa Valley community; one member of the Myrtleford Chamber of Commerce; one member of the Bright and District Chamber of Commerce; one young person; Director Assets, Manager Economic Development and two Councillors.

CONCLUSION

The recommendations put forward by the assessment panel support strategic objectives of the Council Plan 2021-25 incorporating Municipal Public Health and Wellbeing Plan, community participation, contribute to the building of healthy and strong communities and represent a diversity of projects from across the Shire.

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 Economic Development
- Acting Manager Community Development

Acting Manager Community Development declared a general conflict of interest with respect to the two Alpine Cycling Club Community Grant applications and removed herself from any panel discussion relevant to these two applications.

Declarations of Conflict of Interest were made by two independent assessment panel members. Panel members removed themselves from the relevant community funding applications and any panel discussions relevant to the applications.

Cr Ron Janas declared a general conflict of interest with on the Myrtleford & District Landcare funding application.

Cr Kelli Prime declared a general conflict of interest with respect to the community funding application for the Alpine Children's Services Lake View Children's Centre in Mount Beauty.

Cr Kelli Prime declared a material conflict of interest with respect to the community funding application for the Bright Food Coop.

ATTACHMENT(S)

Nil

8.2.4 Dargo High Plains Road Upgrade

File Number: CT21153

INTRODUCTION

This report relates to the award of a contract for the Dargo High Plains Road Upgrade.

Cr Janas

Cr Kelley

That Council awards Contract No. 2115301 for "Dargo High Plains Road Upgrade" to North East Civil Construction based on the tendered lump sum price and schedule of rates and subject to an agreed maximum cost of \$2,090,070 (GST Exclusive).

Carried

BACKGROUND

In June 2021, Council was awarded grant funding of \$2,600,000 from Regional Development Victoria for the upgrading of the Dargo High Plains Road between the Great Alpine Road, Hotham Heights and the Alpine Shire Council municipal boundary.

Phase 1 - Preliminary Site Establishment was carried out in 2021-22 and included the initial opening and clearing of the road, grading and road formation works.

Phase 2 - Security Access Control gates are currently under construction and will be installed in Spring 2022. Security cameras and signage to be procured prior to opening 2022.

Phase 3 - Dargo High Plains Road Upgrade will include the initial clearing and grading of the road, importation of rock to raise the road level to allow for drainage, gravel re-sheeting and the installation of culverts along the length of the road.

The Tender was advertised in the Herald Sun on 18 March 2021, as well as on tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded by 19 prospective tenderers and six responses were received by the closing date.

EVALUATION

The evaluation panel consisted of the Manager Asset Development and Project Officer.

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

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

Through this evaluation process it was determined that the tender from North East Civil Construction best met the selection criteria.

POLICY IMPLICATIONS

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

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 total budget for the Dargo High Plains Road project is \$2,600,000, with no financial commitment from Council.

There is sufficient allocation within the project budget to deliver the works through award of this Contract.

CONSULTATION

Extensive consultation has been conducted with a wide range of stakeholders who all support the project, including: Department of Environment Land, Water and Planning (DELWP), Parks Victoria, Wellington Shire Council, Mount Hotham Resort Management Board, Bushfire Recovery Victoria, Regional Roads Victoria, Federal and State Government representatives, Alpine Community Recovery Committee, Bright and District Chamber of Commerce, Four Wheel Drive Victoria and businesses in Dargo (The Dargo River Inn, Dargo Hotel and Dargo General Store).

CONCLUSION

Following a comprehensive assessment, the Tender from North East Civil Construction is considered to present the best value option for 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 Asset Development
- Project Officer

ATTACHMENT(S)

Nil

8.2.5 Dinner Plain Contracted Services

File Number: 01821.00

INTRODUCTION

This report relates to the extension of two existing contracts for the provision of maintenance, waste management, snow grooming and snow clearing services at Dinner Plain Village.

Cr Janas

Cr Kelley

That Council:

- 1. Exercises its option to extend Contract No. 1707401 "Provision of Contracted Services at Dinner Plain Village" to GF and AM Peterson for maintenance, waste management and snow grooming services for a five year term with a year one lump sum price of \$391,734.37 (GST Exclusive);*
- 2. Exercises its option to extend Contract No. 1707402 "Provision of Contracted Services at Dinner Plain Village" to GF and AM Peterson for snow clearing services for a five year term with a year one lump sum price of \$177,309.18 (GST Exclusive); and*
- 3. Signs and seals Contract Nos. 1707401 and 1707402 at a future Council Meeting.*

Carried

BACKGROUND

At the October 2017 Ordinary Council meeting, Council awarded Contract 1707401 for the provision of maintenance, waste management and snow grooming services at Dinner Plain to GF and AM Peterson. The contract was awarded for an initial five-year term through to 30 November 2022 with an option for one five-year extension and a year one lump sum price of \$334,620.

Council accepted an annual peppercorn lease payment of \$4,320 for the use of Council's Office and storage shed at Scrubbers End.

At the December 2017 Ordinary Council meeting, Council awarded Contract 1707402 for the provision of snow clearing services at Dinner Plain to GF and AM Peterson. The contract was awarded for an initial five-year term through to 30 November 2022 with an option for one five-year extension and a year one lump sum price of \$149,500.

Both contracts incorporate a CPI adjustment which has been applied annually on the anniversary of the contracts.

In May 2022 Council staff conducted a contract review meeting with GF and AM Peterson and discussed the position of the contractors to take up the five-year extension.

ISSUES

Over the initial five year period of these two contracts the following changes have been implemented to the contract scope of works:

Snow Grooming

Additional snow grooming works of 384 lineal meters of trail are being delivered in the following locations:

- At the entrance and exit to Dinner Plain Village.
- At Scrubbers End providing skiing and walking access to the ski lift and the toboggan run.

Snowmobile grooming allows for grooming to occur at minimal snow depths, therefore providing the opportunity for cross country trails to open when the snow cover is minimal and providing earlier access to snow facilities.

The annual lump-sum cost of 'maintenance services - snow grooming' has increased by \$6,000 per annum to cover this additional scope.

Waste Management

Visitation to Dinner Plain has increased over the initial five year term of the contract, resulting in an increase in the volumes of materials for collecting, sorting and disposal. The annual lump-sum cost of waste management under the contract has increased by \$10,480 per annum.

Snow Clearing

Additional snow clearing works are being undertaken due to the increase of parking spaces in Cattlepen Drive, Scrubbers End and Horseyard Carpark (formally Tsubo / Onsen). Additional snow clearing is also required for the new bus stop and bus standing area. The annual lump-sum cost of snow clearing has increased by \$9,574.40 per annum.

POLICY IMPLICATIONS

The recommendations in this report have been assessed against the requirements of Council's Procurement Policy.

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

- 3.3 Responsible management of waste

FINANCIAL AND RESOURCE IMPLICATIONS

Increased contract scope across these two contracts translates into an increased year one cost of \$26,054.40 per annum compared to the current contract prices.

There is sufficient allocation within the applicable 2022/2023 budgets to deliver the planned scope through execution of the two optional contract extensions.

These contracts incorporate a CPI adjustment to be applied annually on the anniversary of the contracts.

CONSULTATION

The standards of service to be delivered through this contract have been established considering feedback received from the Dinner Plain community throughout the period in which the current contracted services have been delivered. Extensive engagement has taken place with the existing provider of these services in Dinner Plain to ensure that the current method of delivering these services is understood, and that opportunities to either improve service delivery or reduce the cost of the service have been explored and captured appropriately within the contract documentation.

Consultation with internal staff was undertaken to collect and analyse data arising from delivery of the current services under the existing contract, to determine the capabilities of potential alternative suppliers.

CONCLUSION

Following a comprehensive evaluation, executing the optional five year extensions in the two existing contracts with GF and AM Peterson for the provision of maintenance, waste management, snow clearing and snow grooming is considered to present the best value for 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
- Director Corporate Performance
- Manager Asset Maintenance
- Manager Facilities
- Waste Officer

ATTACHMENT(S)

Nil

8.2.6 Funding Applications

INTRODUCTION

An opportunity exists for Council to seek funding from various State Government grant funding programs. This report outlines the projects, provides details of the proposed funding applications and seeks Council's financial commitment to the nominated projects. All financial values in the report are GST Exclusive.

Cr Forsyth
Cr Prime

That Council authorises applications to State Government grant funding programs as follows:

- 1. Investment Fast-Track Fund:*
 - a. Development of a Shire-wide tracks and trails masterplan with a Council commitment of no more than \$125,000;*
 - b. Development of a masterplan for public facilities within the Dederang Recreation Reserve with a Council commitment of no more than \$15,000;*
- 2. Regional Infrastructure Fund:*
 - a. Construction of an extension to the Kiewa River Trail with a Council commitment of no more than \$212,500 to the capital project, and an estimated \$30,000 increase to the annual maintenance budget; and*
- 3. Universal Design - Small Grants Fund*
 - a. Accessibility upgrades to the Myrtleford Memorial Hall, with no requirement for a Council commitment of funds.*

Carried

BACKGROUND

The State Government has recently announced new grant funding programs which provide an opportunity for Council to accelerate the delivery of projects listed in the Project Pipeline, supported by external funding. Following an assessment of projects in Council's Project Pipeline which meet the grant funding criteria and discussions with Regional Development Victoria, it is recommended that applications are made for funding to deliver these projects as follows.

Investment Fast-Track Fund

The objective of the Investment Fast-Track Fund program is to accelerate and expand investment in projects of importance for rural and regional communities. This will boost employment, improve liveability, and drive economic growth and prosperity.

The Alpine Shire Tracks and Trails Masterplan project will:

- Identify and prioritise for delivery the missing strategic elements in our tracks and trails offering, including missing links in the existing network, opportunities to expand the network, improved access to amenities for users of the network, and opportunities to leverage increased business activation.
- Develop the design, scope, consents required and cost estimates that will enable funding applications for the delivery of these missing components.

This project will deliver a masterplan for an integrated and connected network of tracks and trails and associated amenities. Delivery of this masterplan will place Council in a position to enable funding applications to be submitted for construction when funding opportunities are identified.

1. The Dederang Recreational Reserve Masterplan project will develop a masterplan for a specific area of the Dederang Recreation Reserve, incorporating public amenities, parking, and picnic facilities. It will also deliver cost estimates that can be used to source funding for construction.

Regional Infrastructure Fund

The Regional Infrastructure Fund will support enabling and transformative infrastructure projects that are strategic and align with the relevant Regional Economic Development Strategy.

The Kiewa River Trail Extension project will deliver shared trail from the current end point of the Kiewa River Trail back to Embankment Drive via Damms Road. The scoping and design works were completed last financial year and this project is ready for construction.

The Universal Design Grants Program:

The objective of this grant is to improve access to existing buildings.

The Myrtleford Memorial Hall Accessibility Upgrade project will deliver new ramps and accessibility upgrades, including accessible amenities. This will ensure the hall provides universal access and complies with the relevant building standards.

ISSUES

The timeframe for preparing and submitting funding applications is relatively short, and an additional consideration in determining how to respond to these funding opportunities has been the maturity of the documentation available to support robust applications.

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 Investment Fast Track Fund:

A requirement of the fund is that Council commits to a co-contribution to the projects at a ratio of 4:1.

1. The Alpine Shire Tracks and Trails Masterplan project is estimated to be \$625,000, with \$500,000 to be sought from grant funding, and the remaining project costs of \$125,000 being met by Council. It is anticipated that the expenditure would be incurred over the 2022/23 financial year.
2. The Dederang Recreation Reserve Masterplan project is estimated to be \$75,000, with \$60,000 to be sought from grant funding, and the remaining project costs of \$15,000 being met by Council. It is anticipated that the expenditure would be incurred over the 2022/23 financial year.

The Regional Infrastructure Fund:

A requirement of the funds is that Council commits to a co-contribution to the project at a ratio of 4:1.

The Kiewa River Trail Extension project is estimated to be \$1,062,500 with \$850,000 to be sought from grant funding, and the remaining project costs of \$212,500 being met by Council.

The ongoing annual cost to Council for the maintenance of this trail is estimated to be \$30,000 which includes 0.2 FTE Council resource.

The Universal Design Grants Fund:

The Myrtleford Memorial Hall Accessibility and Inclusion Upgrade project is estimated to cost \$100,000 and there is no co-contribution required of Council.

The capital works program budgeted for delivery in 2022/23 is significant, and success with one or more of these funding applications would increase pressure on the delivery team. Council Officers are assessing the projects committed in the 2022/23 budget and preparing to flag opportunities to defer projects which are fully funded by Council and are not considered time-critical, in order to free up capacity to take advantage of these external funding opportunities.

CONSULTATION

The projects have been assessed in accordance with projects currently on Council's Project Pipeline for delivery in future years and against the grant funding criteria in consultation with representatives of Regional Development Victoria.

There is strong community support for each of the projects for which a funding application is proposed. In the event that funding is successfully secured, an early activity in the delivery of each project would be the development of a community engagement plan, outlining the methods and timeframes at which engagement will be carried out to ensure alignment between project outcomes and community expectations.

CONCLUSION

Significant opportunities exist to secure grant funding to support Council's commitment to deliver new and upgraded infrastructure for those who live in and visit the region. There is strong community support for all projects proposed. It is recommended that Council approves nominated project applications as recommended.

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.

- Acting Director Assets
- Manager Asset Development

ATTACHMENT(S)

Nil

8.3 DIRECTOR CORPORATE PERFORMANCE - HELEN HAVERCROFT

8.3.1 Governance Rules

INTRODUCTION

In May 2020, temporary measures were introduced into the *Local Government Act 2020* to allow electronic attendance at Council meetings, as a way of dealing with the COVID-19 pandemic restrictions. However, those temporary measures will be repealed on 2 September 2022, after which, each Council must amend its Governance Rules to allow Council to hold meetings by electronic means.

This report presents the proposed amendments to Council's Governance Rules for the purposes of public consultation.

Cr Hughes

Cr Prime

That Council:

- 1. Endorses the draft amendments to the Governance Rules (version 2);*
- 2. Releases the draft amendments to the Governance Rules (version 2) for a period of public consultation, with submissions closing on 19 August 2022; and*
- 3. Presents the Governance Rules (version 2) and the results of any submissions to Council for adoption at the Ordinary Council Meeting on 6 September 2022.*

Carried

BACKGROUND

Council adopted its Governance Rules in August 2020, in accordance with section 60 of the *Local Government Act 2020* (LGA 2020). The Governance rules set out the requirements for not only the conduct of Council meetings, but many other processes including the Election of Mayor and Deputy Mayor, declarations of conflict of interest, and an election period policy.

COVID-19 temporary measures

At the time that the Governance Rules were developed, the LGA 2020 required attendance at council meetings to be 'in person'. Temporary measures were introduced into the LGA 2020 (sections 392-396) in May 2020 to allow council meeting attendance to occur by 'electronic means of communication'. This allowed councils to meet the requirements of the COVID-19 restrictions, while keeping council meetings operating. These provisions allowed councils to close the meeting to an in-person public gallery as long as the meeting was being livestreamed on the Council's website.

The provisions were originally due to be repealed in April 2021, but were extended to April 2022, and further to 1 September 2022. However, councils were advised that the provisions would not be extended past 1 September 2022.

ISSUES

Legislative change

The *Regulatory Legislation Amendment (Reform) Act 2022* will amend sections 60, 61, and 66 of the LGA 2020 to include attendance at council meetings by electronic means of communication, and also note that council meetings will be considered to be 'open to the public' as long as they are being livestreamed on council's website. These amendments will commence on 2 September 2022.

Amendment of Governance Rules

Council's Governance Rules have been reviewed in accordance with guidance from both Local Government Victoria (LGV) and from templates developed by Maddocks.

The proposed amendments are shown in attachment 8.3.1 as tracked changes. Changes are detailed below.

Election of Mayor

Section 25 of the LGA 2020 specifies that the Mayor must be elected by an absolute majority of Councillors. Chapter 2 "Procedure for the election of Mayor and Deputy Mayor" has been updated to make this requirement clear, and to provide further clarification for occasions where more than two nominees for the position of Mayor or Deputy Mayor occur.

Electronic Attendance

Chapter 3 "Meeting procedure for Council meetings" has been updated to allow for attendance by electronic means of communication. This includes clarifying the means of voting so that it can be in a manner either visible or audible to the Chairperson, and providing for a Councillor to request attendance by electronic means.

Mode of attendance at Council meetings will be amended to:

- Wholly in person;
- Wholly by electronic means; or
- Partially in person and partially by electronic means.

Council does not currently have capacity to hold partial (hybrid) meetings, however the ability to hold Council meetings in this manner has been included so that once Council's systems allow this in the future, a further change in Governance Rules is not required.

Conflict of Interest

Chapter 7 "Disclosure of Conflicts of Interest" has been updated to require declarations to include whether they are 'general' or 'material' in accordance with definitions in the LGA 2020.

Petitions

Petitions have been amended to include the ability for electronic / online petitions to be lodged. Previously, Council required petitions to be in hard copy.

Question time

Where Council meetings are advertised as being held electronically, questions on notice must be submitted ahead of the meeting and will be read out by the Chairperson.

Miscellaneous

Several miscellaneous amendments have been made to Chapter 3 "Meeting procedure for Council meetings", including clarification when the Mayor is speaking to a motion, and clarification for minutes of confidential Council Meetings.

Impact on September Council meeting

The temporary COVID-19 measures in the *Local Government Act 2020* are in force until 1 September 2022 and will be formally repealed on 2 September 2022.

Council's Ordinary Council meeting is scheduled for 6 September 2022, meaning that the COVID-19 temporary measures will no longer be in operation. This means that the September Council meeting must be held in person. Once the Governance Rules are adopted, electronic meetings will be able to resume.

Council has been livestreaming its Council meetings since February 2016, so the change in legislation and amendments to Governance Rules do not impact on Council being able to provide access to the Council meetings via livestream in September.

POLICY IMPLICATIONS

Once the amendments to Governance Rules are adopted, they will provide guidance for the conduct of Council meetings, including attendance by electronic means.

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 purchased the Maddocks template for the Governance Rules, with officers incorporating amendments to Council's Governance Rules. Costs of template purchase were provided for within Council's budget.

CONSULTATION

Officers have consulted with the Executive in the development of the draft Governance Rules. Councillors have also been briefed to ensure that any new provisions are understood.

Section 60(4) of the LGA 2020 requires that Council must ensure that a process of community engagement is followed in developing or amending the Governance Rules.

Council will seek public comment on the amendments to the Governance Rules (tracked changes), rather than the entire document. Submissions will close on Friday 19 August 2022. These submissions will be taken into account prior to the adoption of the Governance Rules at the Ordinary Council Meeting on 6 September 2022.

CONCLUSION

Amendment of the Governance Rules is necessary following changes to the *Local Government Act 2020*. Amendments will clarify the process for election of the Mayor and Deputy Mayor, and importantly, allow for Council meetings to be held electronically into the future. Public submissions will be sought on the proposed amendments and considered prior to adoption of the Governance Rules at the September Ordinary Council 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 Corporate Performance
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

8.3.1 Draft amendments to Alpine Shire Council Governance Rules (version 2)

8.3.2 Revenue and Debtors Management Policy

INTRODUCTION

In 2021 the Victorian Ombudsman released a report following her investigation into the approaches taken by Victorian Councils in dealing with Financial Hardship experienced by Ratepayers.

The report found that there was much room for improvement and consistency in how Councils dealt with community members in these stressful situations.

Cr Janas
Cr Kelley

That Council:

- 1. Notes that a review of the Revenue and Debtors Management Policy has been completed in accordance with a change in the Local Government Legislation Amendment Bill 2022;*
- 2. Revokes Revenue and Debtors Management Policy No. 102 version 2;*
- 3. Adopts Revenue and Debtors Management Policy No. 102 version 3; and*
- 4. Signs and seals Policy No. 102 - Revenue and Debtors Management Policy at the appropriate stage of this meeting.*

Carried

BACKGROUND

The Victorian Government recently introduced the Local Government Legislation Amendment (Rating and Other Matters) Bill 2022. The Bill delivers the first phase of reforms arising from the 2020 Local Government Rating System Review and recommendations of the Victorian Ombudsman's report.

The Bill will amongst other measures:

- Prescribe payment plans as a means by which councils can recover unpaid rates and charges in addition to the four instalments for payment currently mandated.
- Require the Minister for Local Government to set the maximum interest rate that may be levied by councils on unpaid rates and charges.
- Empower the Minister for Local Government to make Ministerial Guidelines on unpaid rates and charges and hardship to ensure greater consistency across councils in how they deal with ratepayers experiencing financial hardship.

This report presents the amended Policy reviewed in the context of the recent legislative change and the Ombudsman report into Financial Hardship practices.

It is expected that further prescription from the State Government in this domain is likely in the future.

Council last updated this policy in February 2019.

Council relies on income from rates, grants, leases, fees, and charges to fund its operations. Good revenue and debtor management practises are essential in enabling Council's income to be collected effectively.

The collection of debts should be undertaken equitably (that is, fairly and impartially), consistently, efficiently, effectively and in accordance with good governance.

ISSUES

Legislative change

The Victorian Government recently introduced the Local Government Legislation Amendment (Rating and Other Matters) Bill 2022. The Bill delivers the first phase of reforms arising from the 2020 Local Government Rating System Review and recommendations of the Victorian Ombudsman's report.

While most of the Bill will take effect as soon as the Bill receives Royal Assent through Parliament, the proposed changes to the *Local Government Act 1989* (ie impact on rates and charges) are likely to come into effect in June 2023.

Ombudsman Report

In May 2021 the Ombudsman released a report on the investigation carried out into how councils respond to ratepayers in financial hardship.

A key finding notwithstanding many Councils performing adequately in this area was that "As a whole council hardship practices compare poorly with sectors such as energy and water. Councils have fallen behind best practice."

It is expected that the State Government will continue to consult with councils in further implementing many of the recommendations in the Ombudsman's report.

Financial Hardship Options

The options available to ratepayers experiencing financial hardship include payment plans, deferral of rates and waiver of rates.

The latter two options are only provided to ratepayers experiencing financial hardship regarding the rates on their primary residence.

POLICY IMPLICATIONS

Once the Policy is adopted, it will provide guidance to Officers and the community on the support available to those ratepayers experiencing financial hardship.

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 does not envisage any additional impact on its financial position or the need for additional resources in the application of the processes detailed in the Policy.

CONSULTATION

Officers have consulted with the Executive in the development of the amended Policy. Councillors have also been briefed to ensure that any material changes are understood.

CONCLUSION

The Policy has been reviewed as per cycle and in the context of recent legislative change and the recommendations contained within the Ombudsman report.

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 Corporate Performance
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

- 8.3.2.a Alpine Shire Council Revenue and Debtors Management Policy No.102 version 3.
8.3.2.b Ombudsman Report [Investigation into how local councils respond to ratepayers \(ombudsman.vic.gov.au\)](https://www.ombudsman.vic.gov.au)

8.3.3 Instruments of Delegation

File Number: Delegations Register

INTRODUCTION

Instruments of Delegation are an important means of Council ensuring its officers hold the appropriate legislative powers for the various Acts and Regulations that Council administers. This report refreshes the delegation to the member of Council staff holding, acting in or performing the position of Chief Executive Officer (CEO), following the formal appointment of the CEO.

Cr Hughes

Cr Forsyth

That Council exercises the powers conferred by section 11(1)(b) of the Local Government Act 2020, so that:

- a. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in attachment 8.3.3a "S5 - Instrument of Delegation from Council to the Chief Executive Officer" (instrument S5), subject to the conditions and limitations specified in that instrument;*
- b. Instrument S5 be signed and sealed at the appropriate stage of this meeting;*
- c. Instrument S5 comes into force immediately the common seal of Council is affixed to the instrument;*
- d. On the coming into force of instrument S5, all previous delegations to the Chief Executive Officer are revoked;*
- e. The duties and functions set out in instrument S5 must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

Carried

BACKGROUND

Many legislative Acts and Regulations provide Council with specific powers, duties or functions. To enable Council as an organisation to run smoothly, many of these powers, duties and functions are delegated to the Chief Executive Officer (CEO), who can then further sub-delegate these duties to Staff. This ensures that decisions are made on a timely basis, without the need for every legislative decision being presented to a Council meeting.

Council's S5 Instrument of Delegation to the CEO passes on Council's powers directly to the CEO. For instances where decisions are required that are not within the CEO's delegation, these must be presented directly to Council - for example, where a purchase exceeds the CEO's financial delegation.

Where legislation allows it, the CEO then sub-delegates specific legislative duties to staff, via a separate Instrument.

The S5 Instrument of Delegation to the CEO was most recently updated in June 2022, following Council's appointment of an Acting CEO.

ISSUES

Commencement of Chief Executive Officer

Following Council's formal appointment of the Chief Executive Officer at the Special Council Meeting on 15 July 2022, an update to the delegated powers to the Chief Executive Officer (CEO) is considered prudent.

S5 Legislative updates

By updating the S5 Instrument of Delegation to CEO at this time, this ensures that the CEO or any person holding, acting, or performing the position, can delegate the relevant powers, duties and functions available at the time of signing. This ensures that any legislative changes that have occurred since the S5 Instrument was last signed in June 2022, are now able to be passed on to the CEO. No changes to the content of the Instrument of Delegation to the CEO has been made since it was last adopted.

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

Council has an annual subscription for Maddocks delegations and authorisations service that is allowed for in Council's annual budget. Appropriate delegations and authorisations allow Council and Council staff to operate effectively within legislative frameworks.

CONSULTATION

No external consultation is required. Council to CEO delegations have been discussed with the relevant Manager, Director and CEO.

CONCLUSION

A review and update of the S5 Instrument of Delegation to the CEO and S6 Instrument of Delegation to Members of Council Staff will ensure that the delegations include all relevant legislative updates since the delegation was last updated in June 2022.

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 Corporate Performance
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

8.3.3 S5 - Instrument of Delegation from Council to the Chief Executive Officer

8.3.4 Planning Application P.2021.206 - 24 Toorak Road, Bright

<i>Application number:</i>	<i>P.2021.206</i>
<i>Proposal:</i>	<i>Buildings and Works for the construction of Two (2) Dwellings and a Two (2) Lot Subdivision with Common Property</i>
<i>Applicant's name:</i>	<i>Mr Nick Vlahandreas (Mountain Planning)</i>
<i>Owner's name:</i>	<i>C & D Turner</i>
<i>Address:</i>	<i>24 Toorak Road, VIC 3741 (Lot 1 PS083862)</i>
<i>Land size:</i>	<i>651sqm</i>
<i>Current use and development:</i>	<i>Single Dwelling</i>
<i>Site features:</i>	<i>The site is of an irregular rectangular shape and slopes down from north to south. The site has a single storey single dwelling and an associated outbuilding sited towards to the rear of the site.</i>
<i>Why is a permit required?</i>	<i>Clause 32.08-3 Subdivision (GRZ) Clause 32.08-6 Construction of Two Dwellings (GRZ) Clause 44.06-2 Subdivision and Buildings and Works (BMO)</i>
<i>Zoning:</i>	<i>General Residential Zone (GRZ)</i>
<i>Overlays:</i>	<i>Bushfire Management Overlay - Schedule 1 (BMO1)</i>
<i>Restrictive covenants on the title?</i>	<i>None</i>
<i>Date received:</i>	<i>14 July 2022 (amended plans)</i>
<i>Statutory days:</i>	<i>19 days</i>
<i>Planner:</i>	<i>James Trimble</i>

*Cr Forsyth**Cr Janas*

That a Notice of Decision to grant a planning permit be issued for Buildings and Works for the construction of Two (2) Dwellings and a Two (2) Lot Subdivision with Common Property in accordance with the conditions outlined in Appendix 8.3.4 and the following summarised reasons:

1. The proposal generally meets the relevant provisions of the:

- i. Planning Policy Framework;*
- ii. General Residential Zone;*
- iii. Bushfire Management Overlay*
- iv. Particular provisions including clause 52.06 Car Parking, 53.02 Bushfire Planning, 55 Two or more Dwellings on a lot and Residential Buildings and 56 Residential Subdivision;*
- v. Decision Guidelines at Clauses 65.01.*

2. The proposal provides an appropriate design and respects the neighbourhood character.

Carried

PROPOSAL

The proposal involves Buildings and Works for the construction of Two (2) Dwellings and Two (2) Lot Subdivision with common property.

The proposed Two (2) Dwellings includes the following:

- Minimum setbacks of 5 metres from Toorak Road, 2.1 metres from the side (eastern) lot boundary (excluding proposed outbuildings), less than 1 metre from the rear (southern) lot boundary, and a nil setback to the side (western) lot boundary.
- Two (2) storeys with a maximum height of 9 metres.
- Dwelling 1 (unit 1) contains a front porch, 3 bedrooms, 2 bathrooms and separate laundry on the lower storey and 2 decks, games room, and open plan kitchen/living room on the upper storey. 1 car space is proposed at the rear of dwelling 1 underneath the upper storey deck and 1 car space is proposed in front of dwelling 1.
- Dwelling 2 (unit 2) contains a front porch, double garage, 3 bedrooms, and 2 bathrooms on the lower storey and 2 decks, games rooms, and open plan kitchen/living room on the upper storey.
- A 6sqm outbuilding is proposed for each dwelling, sited in the middle of the site near the eastern lot boundary.
- A 2,500-litre water tank is proposed for each dwelling.
- Vehicle access is proposed via an existing crossover from Toorak Road.
- External materials and colours for each dwelling include Colorbond Monument colour roofing, Colorbond Basalt and Monument colour wall cladding, Scyon Linea Weatherboards colour Shale Grey wall cladding, and natural stone as feature elements.

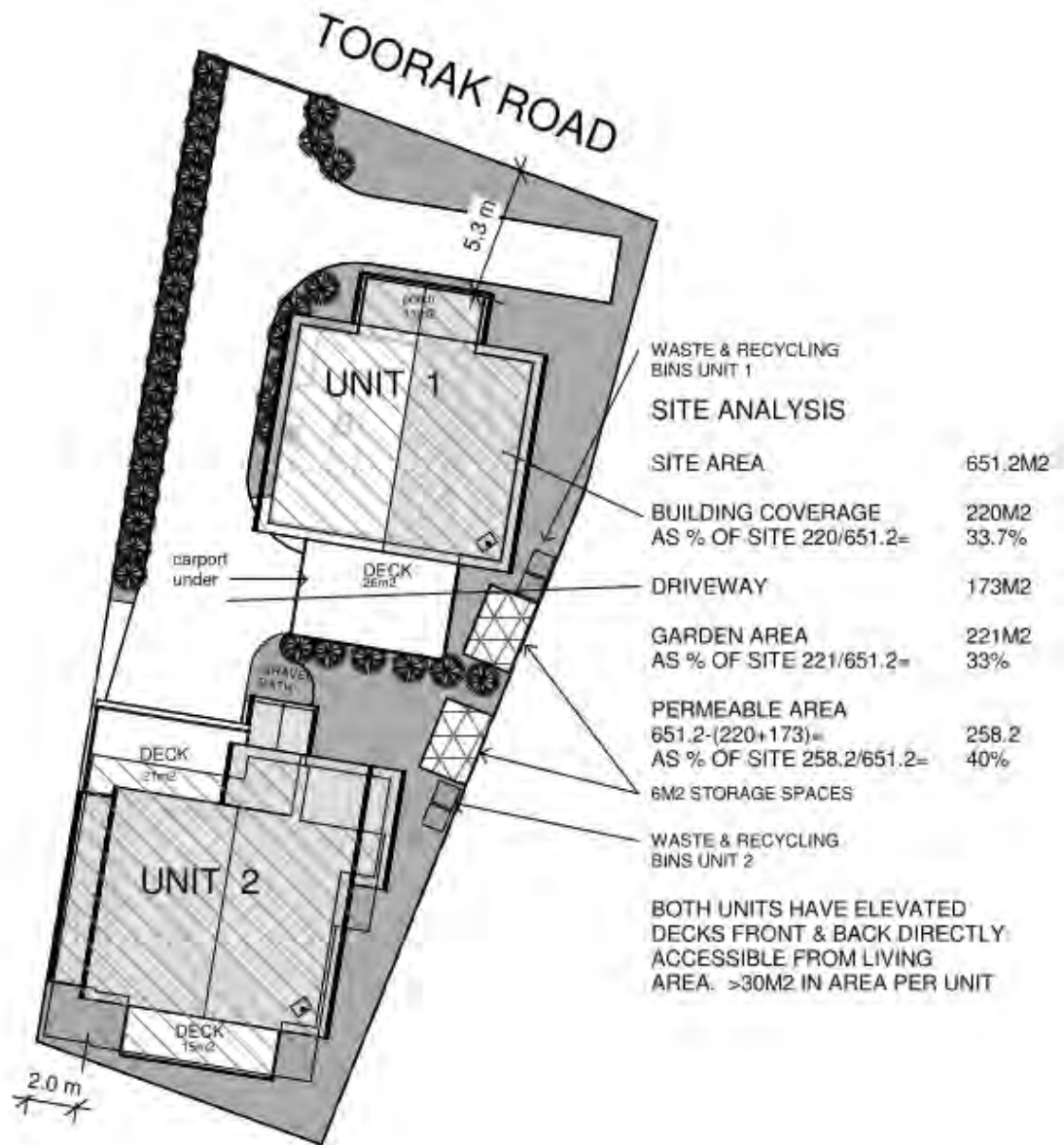


Figure 1: Shows the development layout on site including garden area, site coverage and permeability area figures.



Figure 2: Shows the development layout on site including setbacks and overlooking arcs.

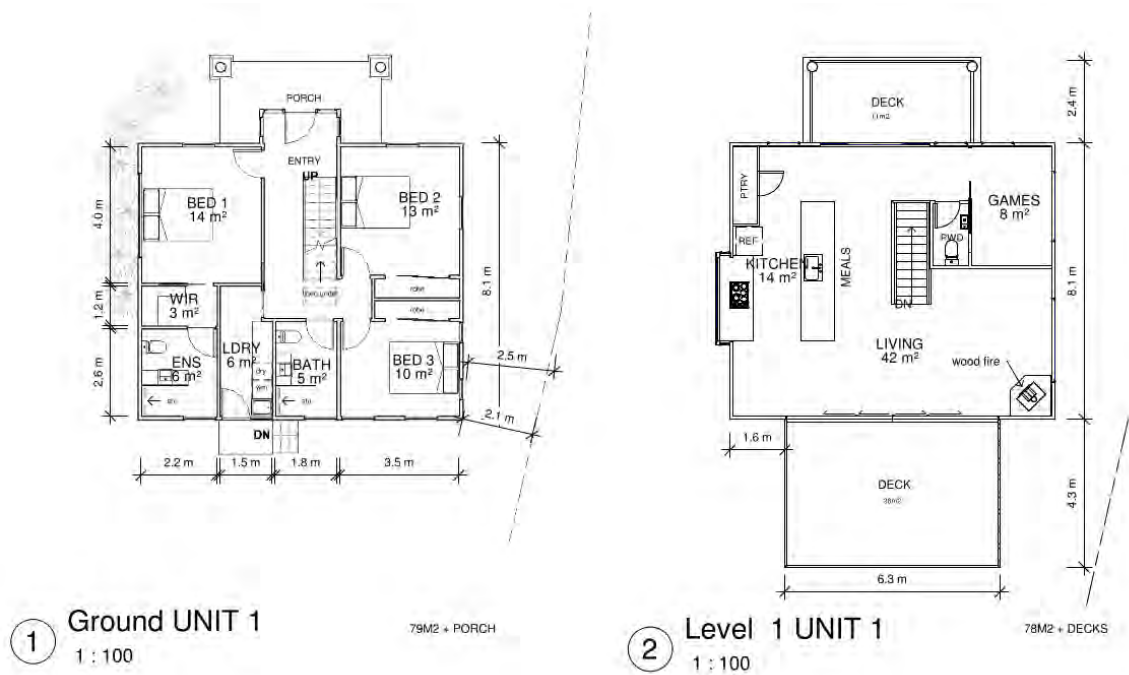


Figure 3: Shows the dwelling 1 (unit 1) floor plans.



Figure 4: Shows the dwelling 1 (unit 1) elevations.

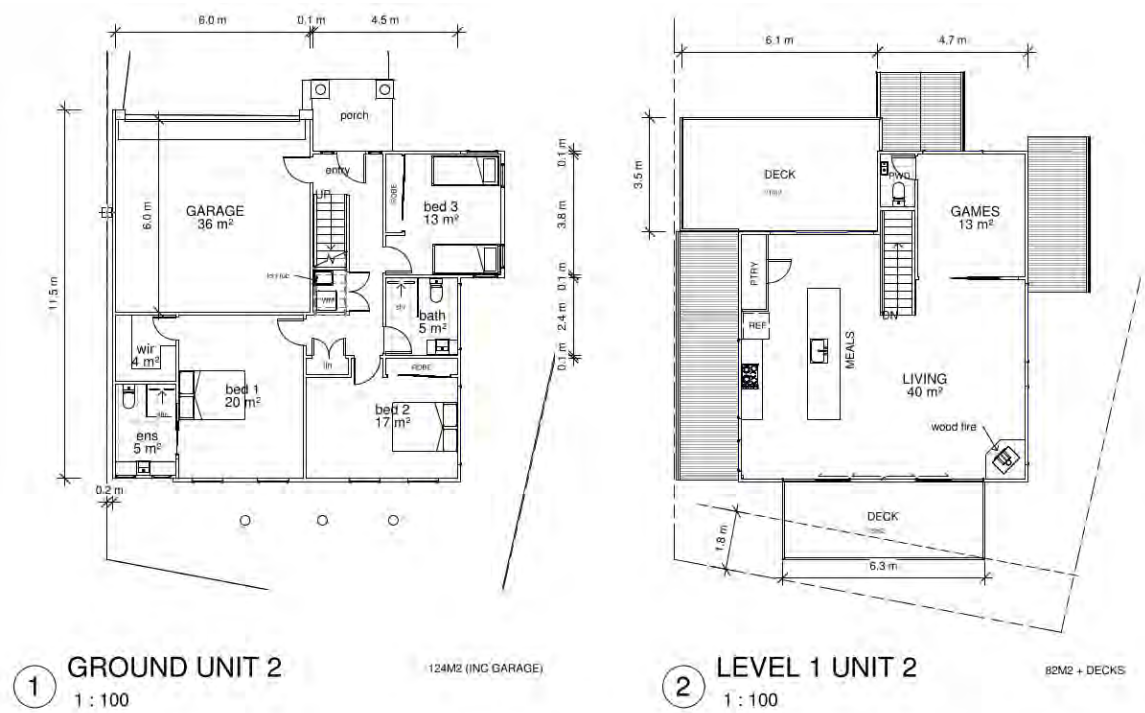


Figure 5: Shows the dwelling 2 (unit 2) floor plans.

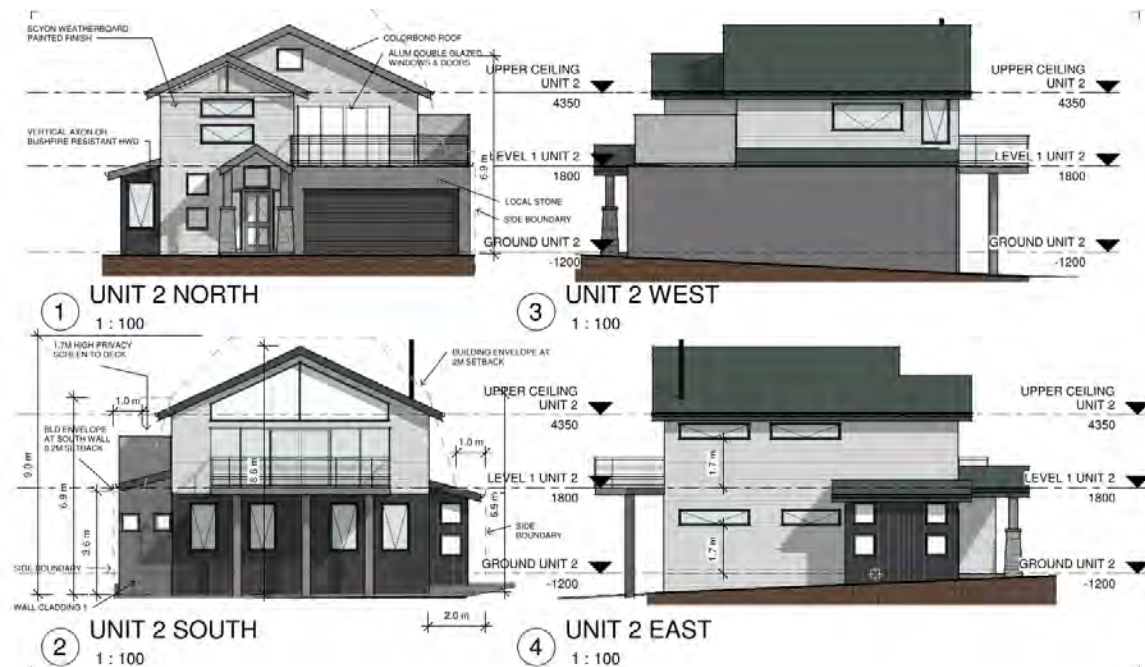


Figure 6: Shows the dwelling 2 (unit 2) elevations.

COLOURS & MATERIALS			
ITEM	MATERIAL	COLOUR/FINISH	EXAMPLE
ROOFING	CORRUGATED (CUSTOM ORB) COLORBOND	MONUMENT	
ROOF CAPPING/FASCIAS	COLORBOND	MONUMENT	
WALL CLADDING 1	VERTICAL COLORBOND CUSTOM ORB	BASALT	
WALL CLADDING 2	VERTICAL COLORBOND ENSEAM	MONUMENT	
WALL CLADDING 3	HORIZONTAL SCYON LINEA WEATHERBOARDS	SHALE GREY	
STONE WALLING	RANDOM LOCAL (BENAMBRA OR GLENROWAN) STONE	NATURAL	
ROLLER DOORS	COLORBOND	SHALE GREY	
VERANDAH POSTS	BUSHFIRE RESISTANT HARDWOOD	WEATHERED NATURAL GREY	

Figure 7: Shows the external materials and colours.

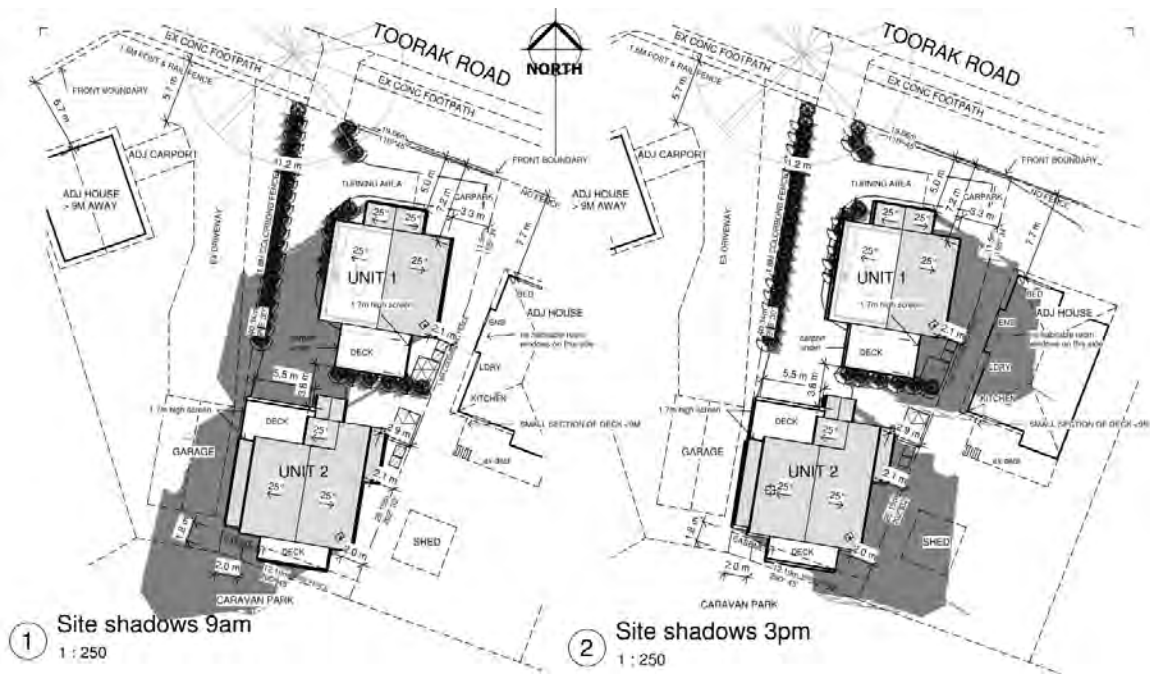


Figure 8: Shows the extent of overshadowing at 9am and 3pm based on clause 55 provisions.



Figure 9: Shows the Bushfire Management Plan.

The proposed Two (2) lot subdivision with common property includes the following.

- Lot 1 has an area of 243.6sqm and will contain the proposed forward dwelling, including its associated car parking spaces, private open space and secluded private open space. Lot 1 is proposed to have a frontage of 14.3 metres to Toorak Road.
- Lot 2 has an area of 270.4sqm and will contain the proposed rear dwelling including its associated car parking spaces, private open space and secluded private open space. Lot 2 is proposed to have a minimum lot boundary dimension of 12.19 metres.
- Common property with an area of 137.2sqm and will contain the proposed vehicle access to service both proposed dwelling and includes space for vehicle manoeuvring. The common property is proposed to have a minimum width of 5.3 metres.

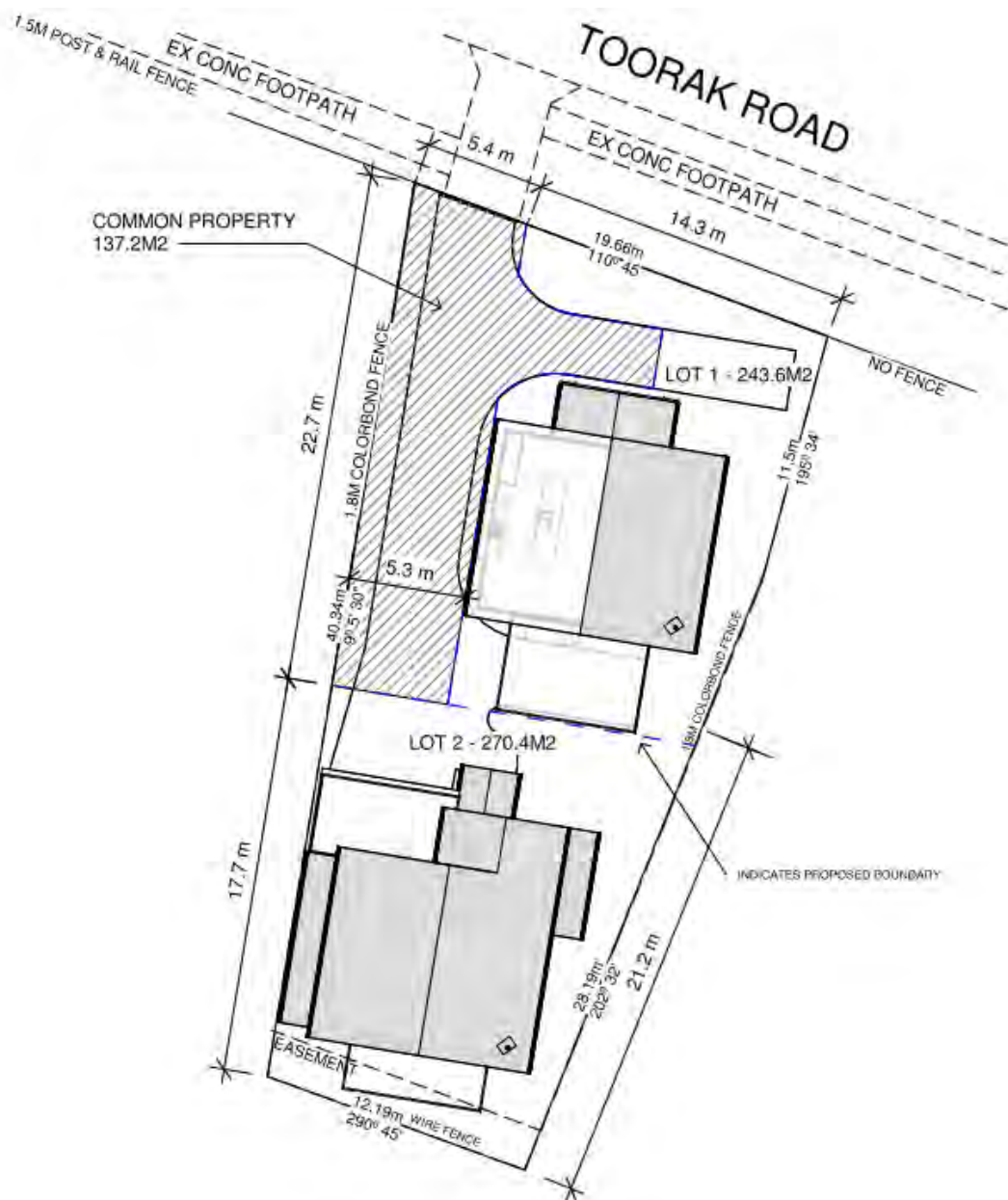


Figure 10: Shows the subdivision layout on site.

SUBJECT LAND AND SURROUNDS

The site has a total area of approximately 651sqm, is an irregular rectangular shape and slopes down from the north to south. The site contains a single storey single dwelling and associated outbuilding at the rear of the dwelling. Non-native vegetation exists along portion of the western lot boundary. There is a constructed footpath and large street tree in the verge abutting the site.

Land to the North, East, West is zoned General Residential Zone and is affected by the same overlays as the subject site. This land predominantly consists of parcels containing a single dwelling with heights ranging from single to double storey.

Land to the south of the site is zoned General Residential Zone and is affected by the same overlays as the subject site. This land contains a Caravan Park.



Figure 11: Subject land.

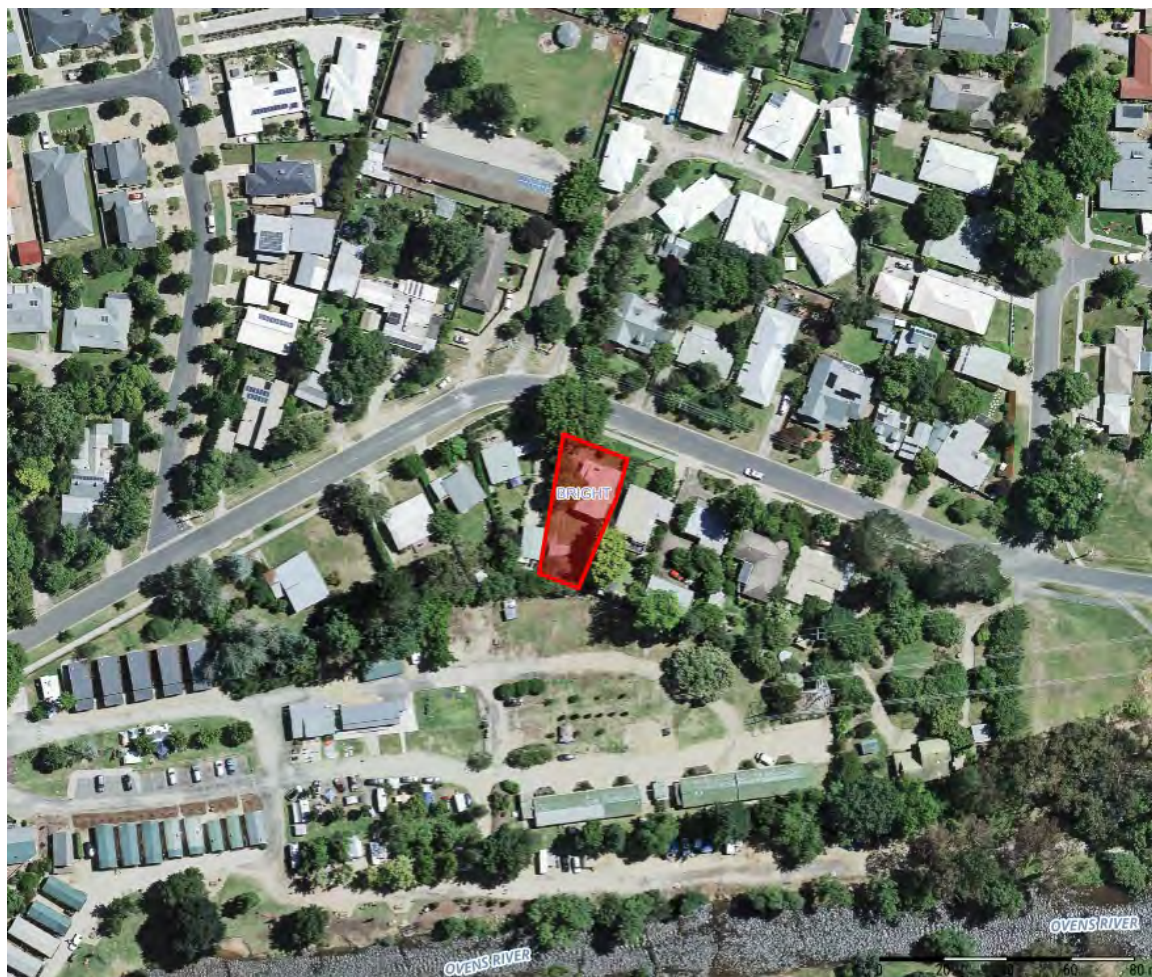


Figure 12: Subject land and surrounds.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to surrounding landholders and occupiers. A sign was displayed on the site. Two (2) objections were received and maintained. The matters raised in the objections have been summarised as follows:

1. Inappropriate overshadowing
2. Negative overlooking impacts
3. Onsite car parking is inadequate
4. Noise impact concerns
5. Concerns with the removal of established onsite vegetation
6. The proposed two (2) storey dwellings do not meet the neighbourhood character of the area.
7. Negative impact on views

The applicant provided a response which is summarised below.

1. Overshadowing - The proposal will not detrimentally overshadow 26 Toorak Ave and the extent of overshadowing is permissible under Clause 55. The proposed buildings will be located to the east of 22 Toorak Ave and the overshadowing will be minimal in the mornings and within the limits of Clause 55.
2. Overlooking - The Unit 1 deck has a screen preventing overlooking to 26 Toorak Ave. The Unit 2 deck is located at the rear and the overlooking into the very rear part of 26 Toorak Avenue is not secluded private open space. Windows and decks are setback more than 9m from habitable room windows and secluded private open on 22 Toorak Ave.
3. Car parking - The development meets the car parking requirements.
4. Noise - The development is residential and we not envisage any noise greater than the surrounding residential area. Any additional noise would be the subject of compliance by VicPol.
5. Removal of established onsite vegetation - Exotic trees are proposed to be removed, however, there are no planning controls on these trees
6. Height and neighbourhood character - There is a no prescribed neighbourhood character for Bright. The proposed building respect the character of the area by being detached, using materials consistent with other buildings, broken up built form and articulated roof form
7. Views - No response

The assessing officer's response is provided as follows:

1. Overshadowing - The proposal does not result in the overshadowing of any existing north facing window habitable room window for the purposes of clause 55.04-4 North-facing windows within the Alpine Planning Scheme. Clause 55.04-5 Overshadowing open space within the Alpine Planning scheme includes an objective, standard and decision guidelines. A standard contains the requirements to meet the objective. A standard should normally be met. However, if the responsible authority is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered. The abovementioned standard states:
'Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September. If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.'
The proposal complies with the abovementioned standard.
2. Overlooking - Clause 55.04-6 Overlooking within the Alpine Planning scheme includes an objective, standard and decision guidelines. The abovementioned standard states:
'A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing

dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.

A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:

Offset a minimum of 1.5 metres from the edge of one window to the edge of the other.

Have sill heights of at least 1.7 metres above floor level.

Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level.

Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.

Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.

Screens used to obscure a view should be:

Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels.

Permanent, fixed and durable.

Designed and coloured to blend in with the development.

This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.'

The proposal complies with the abovementioned standard, subject to conditions if approved.

3. Car parking - Clause 52.06 Car parking within the Alpine Planning scheme includes provisions relating to car parking. In accordance with the requirements of table 1 within clause 52.06 each dwelling is required to be provided with two (2) car spaces onsite. The proposal complies with this requirement. In accordance with the requirements of clause 52.06 the accessway must be design so that cars can enter and exit the site in a forward direction. The proposal complies with this requirement subject to condition if approved.
4. Noise - Noise is controlled by legislation outside of the *Planning and Environment act 1987*. Noise controls exist under the *Environment Protection Act 2017*. The proposal is not considered to result in a situation which would breach this legislation
5. Removal of established onsite vegetation - There are no specific planning controls that apply to the site in relation to non-native vegetation. In regard to native vegetation the site has an area of less than 0.4ha and there is an exemption for the removal of native vegetation from the site (if any) pursuant to clause 52.17 Native Vegetation within the Alpine Planning Scheme. It is also important to note that the site is covered entirely by the Bushfire Management Overlay.

6. Height and neighbourhood character - The area considered to form the existing neighbourhood character was all lots with the same zoning, within 5 sites to the North, East and West of the site. There is an existing two (2) storey dwelling at 29 Toorak Road, 35 Toorak Road, 37 Toorak Road and 4 Mountain Mist Drive. Respecting character does not mean preventing change. The neighbourhood character standard is not intended to result in the replication of existing building stock or stop change. In simple terms, respect for the character of a neighbourhood means that the development should try to 'fit in'. The proposal is not considered to result in change in the neighbourhood characteristics.
7. Views - There are no specific planning controls that apply to the site and surrounding sites in relation to views.

An online planning forum was held on 14 July 2022.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals	Country Fire Authority - No objection, subject to conditions. Ausnet - No objection, subject to conditions.
Internal referrals:	Alpine Shire Council Arborist Team - No response within the required timeframe. Alpine Shire Council Engineering Team - No objection, subject to conditions.

PLANNING ASSESSMENT

All applicable policy and decision guidelines can be found in Appendix 8.3.4.b.

Planning Policy Framework

The following Planning Policy Framework (PPF) gives support to the proposal.

Policy 11.01-1S - Settlement as the proposal limits urban sprawl and directs growth into existing settlements.

Policy 11.01-1L-01 - Settlement as the proposal avoids the negative impacts of a dispersed population base.

Policy 11.01-1L-02 - Bright as the proposal avoids development outside the township boundary.

Policy 15.01-3S - Subdivision design as the proposal assists in providing a range of lot sizes to suit a variety of dwelling and household types to meet the needs and aspirations of different groups of people

Policy 15.01-5S - Neighbourhood character as the proposed respects the existing neighbourhood character.

Policy 16.01-1S - Housing supply as the proposal increases the proportion of housing in an established urban area, that is well located in relation to jobs and services and it facilities diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types.

Zoning

The subject land is zoned General Residential Zone. The proposal is consistent with the purposes and decision guidelines of the General Residential Zone as it respects the neighbourhood character of the area and encourages a diversity of housing types and housing growth particularly in a location offering good access to services

Within the general Residential Zone there is a maximum prescribed height limit of 11 metres and limit of 3 storeys that apply to the site.

Bushfire Management Overlay

The land is covered entirely by the Bushfire Management Overlay. There is a planning permit trigger for the proposal at clause 44.06-2. The application was referred to the Country Fire Association (CFA) for comment. Conditional consent was provided. The application is considered to meet the relevant requirements of the Bushfire Management Overlay.

Particular Provisions

Clause 52.06 – Car Parking

Clause 52.06 of the Alpine Planning Scheme contains the state-wide car parking and access provisions. In accordance with the requirements of this clause at least two (2) car parking spaces are required on the site for each dwelling. The proposal complies with this requirement. Cars must be able to enter and exit the site in a forward gear. The proposal complies with this requirement subject to conditions A detailed assessment of the proposal against the provisions of Clause 52.06 is contained on the planning file – reference no. P.2021.206. The proposal is considered to be generally in accordance with the decision guidelines subject to conditions.

Clause 53.02 – Bushfire Planning

The application was referred to the Country Fire Association (CFA) for comment. Conditional consent was provided. The application is considered to meet the relevant requirements of this clause subject to conditions.

Clause 55 Two or more Dwellings on a lot and Residential Buildings

Clause 55 of the Alpine Planning Scheme contains the state-wide provisions which apply to two or more Dwelling on a lot and Residential Buildings on particular zones. The proposal is considered to be generally in accordance with the provisions of clause 55 subject to conditions. A detailed assessment of the proposal against the provisions of Clause 55 is contained on the planning file – reference no. P.2021.206.

Clause 56 Residential Subdivision

Clause 56 of the Alpine Planning Scheme contains the state-wide provisions which apply to Residential Subdivision on particular zones. The proposal is considered to be generally in accordance with the provisions of clause 56 subject to conditions. A detailed assessment of the proposal against the provisions of Clauses 56 is contained on the planning file – reference no. P.2021.206.

General Provisions

Clause 65.01 of the Alpine Planning Scheme provides the general decision guidelines that must be considered before deciding on an application. A detailed assessment of the proposal against the provisions of Clauses 65.01 is contained on the planning file – reference no. P.2021.206. The proposal is considered to be generally in accordance with the decision guidelines.

CONCLUSION

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

1. The proposal generally meets the relevant provisions of the:
 - i. Planning Policy Framework;
 - ii. General Residential Zone;
 - iii. Bushfire Management Overlay
 - iv. Particular provisions including 52.06 Car Parking; 53.02 Bushfire Planning; 55 Two or more Dwellings on a lot and Residential Buildings and 56 Residential Subdivision;
 - v. Decision Guidelines at Clause 65.01.
2. The proposal provides an appropriate design and respects the neighbourhood character.

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 Corporate Performance
- A/Manager Planning and Amenity
- Senior Planning Officer

APPENDICIES

- 8.3.4.a. Conditions
- 8.3.4.b. Policy and decision guidelines

8.3.4.a. Conditions

Additional Plan(s) Required

1. Before the plan of subdivision is certified under the Subdivision Act 1988, or the commencement of any buildings and works (whichever occurs first), additional plan(s) must be submitted to and approved by the responsible authority. When approved, the plan(s) will be endorsed and will then form part of the permit. The plan(s) must be drawn to scale with dimensions. The additional plan(s) must show
 - a. Landscaping:
 - i. A survey (including botanical names) of all existing vegetation to be retained and/or removed;
 - ii. Landscaping within all proposed permeable areas on the site. All species selected must be to the satisfaction of the responsible authority;
 - iii. A landscaping and planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
 - iv. Details of weed and invasive plant species management;
 - v. Landscaping consistent with the vegetation management requirements of clause 53.02 Bushfire Planning within the Alpine Planning Scheme;
 - vi. The means of watering/irrigation proposed to be used

Amended Plans

2. Before the plan of subdivision is certified under the Subdivision Act 1988, or the commencement of any buildings and works (whichever occurs first), amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. An updated Bushfire Management Plan which is consistent with the Carter Perspective: Subdivision Plan: A311: Dated 10/05/2022.
 - b. That all proposed new fencing complies with the requirements of condition 17. within this permit.
 - c. No new fencing higher than 1.5 metres within 3 metres of the Toorak Road lot boundary.
 - d. B85 vehicle swept paths demonstrating that all vehicles can enter and exit the site in a forward gear.

Endorsed Plans

3. The layout of the site and the size of the proposed buildings and works must be generally in accordance with the endorsed plans which form part of this permit. The endorsed plans must not be altered or modified (whether or not to comply with any statute statutory rule or local law or for any other reason) without the consent of the responsible authority.

4. The layout of the subdivision as shown on the endorsed plan must not be altered or modified (whether or not in order to comply with any statute, statutory rule or Local Law, or for any other reason) without the prior written consent of the Responsible Authority.

Overlooking conditions

5. Prior to occupation of dwelling 1 (unit 1) authorised by this permit, the dwelling 1 (unit 1) rear upper-level deck privacy screen as indicated on the endorsed plans must be installed and permanently fixed to the satisfaction of the responsible authority. This privacy screen must be of colours that blend in with the development to the satisfaction of the responsible authority.

Boundary fencing

6. Prior to the occupation of any dwelling hereby approved boundary fences along the lot boundaries behind the front walls of the dwellings must be a minimum of 1.8 metres high above the finished ground level(s) within the site within the 9 metre cone of vision of any approved ground floor habitable room window which overlooks any existing habitable room window or secluded private open space.

External Materials and Colours

7. The external materials of the building(s) including the roof must be constructed in materials of muted colours, to the satisfaction of the responsible authority. No materials having a highly reflective surface shall be used. For the purposes of this condition 'highly reflective' includes but is not limited to unpainted zincalume.

Landscaping Works

8. Before the occupation of the dwellings commence or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be completed to the satisfaction of the responsible authority.
9. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

Construction Requirements

10. The owner/developer must ensure that all construction activity complies with the following.
 - a. Construction hours are limited to between 7am to 5pm Monday to Friday and 8am to 1pm on Saturdays. No construction activities are to be undertaken on public holidays or Sundays
 - b. The site must always be maintained in a neat and tidy condition. Any excavated material not required must be immediately disposed of off-site.
 - c. At the completion of the works all excess materials must be removed.
 - d. Parking must be contained within the construction site and designated on street parking.

- e. The construction site must be securely fenced at all times during the works.
- f. Residents must be advised of any possible disruption to utility services or access with at least 48hrs notice to be given.
- g. Unobstructed pedestrian access must be maintained along verge in front of the site at all times.
- h. Top soil from the subdivision works is to be stockpiled in a location where it will not be eroded from the site, is not on the road reserve and where no adverse amenity affects would arise all to the satisfaction of the responsible authority.

All to the satisfaction of the responsible authority.

Street trees

- 11. Before the buildings and works starts, tree protection zone fencing must be erected around the existing street trees in the verge abutting the site, from the base of the trunk to define a Tree Protection Zone. The fence must be constructed of (star pickets and chain mesh or similar) to the satisfaction of the responsible authority. The tree protection fence must remain in place until construction is completed. The tree protection zone fencing is to be installed in accordance with Australian Standard AS 4970.
- 12. No vehicular or pedestrian access, trenching or soil excavation is to occur within the Tree Protection Zone without the written consent of the responsible authority. No storage or dumping of tools, equipment or waste is to occur within the Tree Protection Zone.
- 13. Any pruning that is required to be done to the canopy and/or root system of the street tree is to be done by a qualified arborist to Australian Standard – Pruning of Amenity Trees AS4373-1996.
- 14. The existing street tree(s) must not be removed or damaged without the prior written consent of the responsible authority.

Boundary Walls

- 15. Any walls on the boundary of an adjoining property shall be cleaned and finished to the satisfaction of the responsible authority.

Construction Site Storage Area

- 16. An area for the storage of construction materials must be designated prior to the arrival of equipment and materials onsite.

Truncation areas

- 17. A corner splay or area at least 50 per cent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the frontage road must be provided to the satisfaction of the responsible authority. The area clear of visual obstructions may include an adjacent entry or exit lane where more than one lane is provided, or adjacent landscaped areas, provided the landscaping in those areas is less than 900mm in height.

Mandatory Bushfire Condition

18. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Mailboxes

19. Mailboxes must be provided and located for convenient access as required by Australia Post. All mailboxes must be constructed of external material/s similar to the external walls of the dwellings authorised by this permit.

Garbage Storage

20. Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be screened from public view to the satisfaction of the responsible authority.

Disturbed Surfaces

21. All disturbed surfaces on the land resulting from the development must be stabilised to the satisfaction of the responsible authority.

Construction of Car Parking

22. Prior to occupation of any dwelling authorised by this permit the car parking spaces, access lanes, driveways and associated works and landscaping as shown on the endorsed plans must be:
- a. constructed and available for use in accordance with the plans approved by the responsible authority;
 - b. formed to such levels and drained so that they can be used in accordance with the plans;
 - c. treated with an all-weather seal or some other durable surface;

all to the satisfaction of the responsible authority.

Line Marking and Signage for onsite vehicle manoeuvring

23. Prior to the commencement of use of any dwelling authorised by this permit appropriate signage and line marking must be clearly displayed on the site to discourage the parking of vehicles in the areas indicated on the endorsed plans as being provided for the manoeuvring of vehicles directly behind all onsite car parking spaces, to the satisfaction of the responsible authority.

Subdivision Conditions**Common Property**

24. Prior to the issue of a statement of compliance, the submission and approval of a to scale and dimensioned plan and report identifying:

- a. The common area to be owned by the body corporate, including any streets and open space;
- b. The reasons why the area should be commonly held;
- c. Lots participating in the body corporate;
- d. The proposed management arrangements including maintenance standards for streets and open spaces to be commonly held.

Existing Structures

25. Prior to issue of a statement of compliance, existing buildings and works on all proposed lots must be demolished and removed from site to the satisfaction of the Responsible Authority.

Bushfire Management Overlay Condition

26. Before the statement of compliance is issued under *the Subdivision Act 1988* the owner must enter into an agreement with the responsible authority under Section 173 of the *Planning and Environment Act 1987*. The agreement must:
- a. State that it has been prepared for the purpose of an exemption from a planning permit under Clause 44.06-2 of the Alpine Planning Scheme.
 - b. Incorporate the plan prepared in accordance with Clause 53.02-4.4 of this planning scheme and approved under this permit.
 - c. State that if a dwelling is constructed on the land without a planning permit that the bushfire protection measures set out in the plan incorporated into the agreement must be implemented and maintained to the satisfaction of the responsible authority on a continuing basis.

The land owner must pay the reasonable costs of the preparation, execution and registration of the Section 173 Agreement.

Covenant Condition

27. Covenants that relate to the use of the land or development must not be included in any contracts of sale or on titles of any lots without the written approval of the responsible authority.

Telecommunications

28. The owner of the land must enter into an agreement with:
- a. a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b. a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

29. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
- a. a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b. a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

General

30. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunications services to each lot shown on the endorsed plan in accordance with that authority's requirements and relevant legislation at the time.
31. All existing and proposed easements and sites for existing or required utility services and road on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created
32. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.

- Country Fire Association Conditions -

Endorsement of Bushfire Management Plan

33. Before the development starts, the Bushfire Management Plan prepared by Mountain Planning, Drawing ref. 24 Toorak Road, Bright, Rev: 0, dated 25/10/2021 be endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.

- Ausnet Conditions –

34. The plan of subdivision submitted for certification must be referred to AusNet Electricity Services Pty Ltd in accordance with Section 8 of the subdivision Act 1988.
35. The applicant must –
- a. Enter into an agreement with AusNet Electricity Services Pty Ltd for the extension, upgrading or rearrangement of the electricity supply to lots on the plan of subdivision. A payment to cover the cost of such work will be required.
 - b. Provide electricity easements internal and external to the subdivision in favour of AusNet Electricity Services Pty Ltd to service the lots on the plan of subdivision and/or abutting lands as required by AusNet Electricity Services Pty Ltd. The provision of reserves for electricity substations may also be required.

- Alpine Shire Council Engineering Team Conditions –

Detailed Construction Plans

36. Before the plan of subdivision is certified under the Subdivision Act 1988, or the commencement of any buildings and works (whichever occurs first), detailed construction plans must be submitted to and approved by the Alpine Shire Council. Construction detail shall be generally in accordance with Council's Infrastructure Design Manual (www.designmanual.com.au). When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions, and shall include proposed construction detail, further information or modifications to:
- a. Common Property including pavement, drainage and turning template
 - b. Underground drainage system, with supporting computations
 - c. vehicular crossings

Defect identification - Council's Assets

37. Prior to commencement of construction, the owner or developer must submit to the Alpine Shire Council a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb and channel, footpath, seal, streetlights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to Alpine Shire Council's assets/public infrastructure caused as a result of the development or use permitted by this permit.

Urban Drainage Works

38. Prior to the issue of Statement of Compliance under the Subdivision Act 1988, or the commencement of use of any of buildings and works authorised by this permit (whichever occurs first), all stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge by underground pipe to the satisfaction of the Alpine Shire Council. No effluent or polluted water of any type may be allowed to enter the Council's stormwater drainage system. The legal point of discharge for this site is SEP on Toorak Road across the lot. A provision of pump system may be required. All roof water from buildings and surface water from paved areas must be collected and discharged to the legal point of discharge (LPOD) to avoid any nuisance discharge to adjacent land, to the satisfaction of the responsible authority.

Drainage Discharge Plan

39. Before the plan of subdivision is certified under the Subdivision Act 1988, or the commencement of any buildings and works (whichever occurs first), a properly prepared drainage discharge plan with computations must be submitted to, and approved by, Alpine Shire Council. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The information submitted must show the details listed in Council's Infrastructure

Design Manual and be designed in accordance with the requirements of that manual. The information and plan must include:

- a. details of how the works on the land are to be drained and retarded.
- b. connection points for drainage for each lot
- c. underground pipe drains conveying stormwater to the legal point of discharge for each allotment
- d. a maximum discharge rate from the site is to be determined by computation to the satisfaction of Council to 37 lit/sec/ha.
- e. the details of the incorporation of water sensitive urban design designed in accordance either "Urban Stormwater Best Practice Environmental Management Guidelines" 1999.

Prior to the issue of Statement of Compliance under the *Subdivision Act 1988*, or the commencement of use of any of buildings and works authorised by this permit (whichever occurs first), all works constructed and carried out must be in accordance with the endorsed plans to the satisfaction of Alpine Shire Council.

Urban Vehicle Crossing Requirements

40. Prior to the issue of Statement of Compliance under the Subdivision Act 1988, or the commencement of use of any of buildings and works authorised by this permit (whichever occurs first), vehicular crossings shall be constructed in accordance with the endorsed plan(s) to the satisfaction of the Alpine Shire Council, and shall comply with the following:
- a. standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed and replaced with concrete kerb and channel and landscaping to match into the surrounding profile. The vehicle crossing must be constructed of plain grey concrete.
 - b. Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, and street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense;
 - c. crossings shall be constructed of concrete and be generally in accordance with IDM drawing SD240

Vehicle Turning

41. All car parking spaces and driveways must be designed to allow all vehicles to drive forwards both when entering and leaving the property

Driveway Construction Requirements

42. Prior to the issue of Statement of Compliance under the Subdivision Act 1988, or the commencement of use of any of buildings and works authorised by this permit (whichever occurs first), the driveway as shown on the approved plans must be:
- a. constructed of concrete or surfaced with an all-weather seal coat;

- b. drained in accordance with an approved drainage plan;
- to the satisfaction of the responsibility authority.

Prior to Commencement of Construction

43. Before any road/drainage works associated with the development start, the following items must be satisfied:
- a. Approval of the construction plans
 - b. An on-site meeting with officers of the municipality, the contractor and the developer or the developer's consultant to discuss matters such as roadside management, construction techniques, sedimentation controls, vegetation clearing controls and vegetated areas to be barricaded off prior to and during construction

Construction Management

44. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Alpine Shire Council.

No Mud on Roads

45. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads and footpaths from the subject land, to the satisfaction of the Alpine Shire Council.

Expiry

46. This permit will expire if one of the following circumstances applies:
- a. The development is not started within two (2) years of the date of this permit.
 - b. The development is not completed within four (4) years of the date of this permit.
 - c. The plan of subdivision is not certified within two (2) years of the date of this permit.
 - d. The registration of the subdivision is not completed within five (5) years of the date of certification of the plan of subdivision.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within six (6) months afterwards.

- End of Conditions -**Planning Notes:**

1. This permit does not authorise approval under the Building Act. It is the responsibility of the applicant to determine if a building permit is required for the proposed buildings and works.
2. A road opening/crossing permit must be obtained from the responsible authority prior to working in or occupying the road reserve with construction equipment or materials. Applications may be accessed from the Alpine Shire Council website.
3. It is recommended that, at an early date the applicant commences negotiations with AusNet Services for a supply of electricity in order that supply arrangements can be

worked out in detail, so prescribed information can be issued without delay (the release to the municipality enabling a Statement of Compliance with the conditions to be issued). Arrangements for the supply will be subject to obtaining the agreement of other Authorities and any landowners affected by routes of the electric power lines required to supply the lots and for any tree clearing. Prospective purchasers of lots on this plan should contact this office to determine the availability of a supply of electricity. Financial contributions may be required. For all enquiries please email: subdivisions@ausnetservices.com.au

8.3.4.b. POLICY AND DECISION GUIDELINES

All of the below mentioned relevant planning considerations from the Alpine Planning Scheme may be viewed at the following link: <https://planning-schemes.delwp.vic.gov.au/schemes/alpine>.

Planning Policy Framework

The Planning Policy Framework (SPPF) provides relevant direction to the proposal at the following clauses:

- 11.01-1S - Settlement
- 11.01-1R - Settlement - Hume
- 11.01-1L-01 - Settlement
- 11.01-1L-02 - Bright
- 11.02-1S - Supply of urban land
- 13.02-1S – Bushfire Planning
- 13.02-1L - Bushfire
- 13.05-1S - Noise management
- 14.02-1S – Catchment Planning and Management
- 14.02-1L - Catchment Planning and Management
- 14.02-2S – Water Quality
- 14.02-2L - Water Quality
- 15.01-1S - Urban Design
- 15.01-1L - Urban Design
- 15.01-2S – Building Design
- 15.01-3S - Subdivision design
- 15.01-3L - Battle axe development
- 15.01-5S – Neighbourhood Character
- 16.01-1S - Housing supply
- 19.03-2S – Infrastructure Design and Provision

Zone

The land is zoned General Residential Zone.

Overlays

The land is covered by the Bushfire Management Overlay - Schedule 2.

Particular Provisions

52.06 Car Parking

53.02 Bushfire Planning

55 Two or more Dwellings on a lot and Residential Buildings

56 Residential Subdivision

General Provisions

Clauses 65.01 within the Alpine Planning Scheme provides the general decision guidelines.

8.3.5 Planning Application P.2021.136 - 5 Westons Lane Eurobin

<i>Application number:</i>	<i>P.2021.136</i>
<i>Proposal:</i>	<i>Three (3) lot subdivision</i>
<i>Applicant's name:</i>	<i>Oxley and Company Pty Ltd</i>
<i>Owner's name:</i>	<i>Lot 1 - H Weston and P Hemsworth Lot 2 - H Weston</i>
<i>Address:</i>	<i>5 Westons Lane, Eurobin (Lots 1 and 2 on Plan of Subdivision 419136P)</i>
<i>Land size:</i>	<i>140.555 hectares</i>
<i>Current use and development:</i>	<i>Lot 1 contains a dwelling and associated outbuildings Lot 2 contains a dwelling and associated outbuildings The occupier uses both sites for agricultural purposes - nut cultivation.</i>
<i>Site features:</i>	<i>The subject sites are located at 5 Westons Lane Eurobin on the eastern side of the Great Alpine Road and the south of Monshings Lane and the north of Westons Lane. The site is located to the south of the village of Eurobin and is abounded by Farming Zone to the north, south and west of the site and Department of Environment, Land Water and Planning (DELWP) to the east. The sites are currently used for nut production throughout with a dwelling located abutting the north-western boundary (lot 1) and another dwelling located on the southern boundary abutting Westons Lane (lot 2) with access being afforded by access to the Great Alpine Road. The site contains remanent vegetation along the eastern boundary abutting the DELWP.</i>
<i>Why is a permit required?</i>	<i>A permit is required to subdivide land by virtue of: Clause 35.07-3 (Farming Zone), and Clause 44.06 (Bushfire Management Overlay)</i>
<i>Zoning:</i>	<i>Farming Zone (FZ)</i>
<i>Overlays:</i>	<i>Bushfire Management Overlay (BMO)</i>
<i>Restrictive covenants on the title?</i>	<i>None</i>
<i>Date received:</i>	<i>29 July 2021</i>
<i>Statutory days:</i>	<i>323 days</i>

<i>Planner:</i>	<i>James Trimble</i>
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Cr Janas

Cr Prime

That a Notice of Decision to Refuse a planning permit be issued for Three (3) lot subdivision in accordance with the Grounds for Refusal outlined in Appendix 8.3.4.a. and the following summarised reasons:

- 1. The proposal does not meet the relevant provisions of the:

 - a. Planning Policy Framework;*
 - b. Farming Zone;*
 - c. Decision Guidelines of Clause 65.01 and 65.02.**
- 2. The proposal does not provide for the orderly planning of the area.*

Carried

PROPOSAL

The proposal is for a re-subdivision of two (2) existing lots in to three (3) lots with details of each lot as follows:

- Lot 1 will be located on the southern end of the lots abutting Westons Lane to the south and the Great Alpine Road to the west. It will be irregular in shape, have a maximum road frontage of 533.43 metres abutting the Great Alpine Road and 429.69 metres abutting Westons Lane. The site will have a total area of 45.32 hectares and will contain the existing dwelling and two (2) mobile phone towers.
- Lot 2 will be located between Lots 1 and 3, will have a total area of 41.65 hectares, will be irregular in shape, have a maximum road frontage of 569.87 metres abutting the Great Alpine Road. This proposed lot includes building envelope of 40 x 44 metres a defendable space of 35 meters defendable space and is located within an area currently used for cultivation.
- Lot 3 will be located on the northern end of the lots abutting Monshings Lane to the north and the Great Alpine Road to the west. It will be irregular in shape, contain existing dwelling and have a total area of 53.1 hectares. Access is afforded via the Great Alpine Road.

All sites are currently used for the production of chestnuts, hazelnuts and walnuts by the tenant.

No native vegetation is proposed to be removed as part of this application.



Figure 1: Proposed subdivision layout



Figure 2: Bushfire Management Plan showing proposed lot 2

SUBJECT LAND AND SURROUNDS

The subject site, made up of 2 adjoining allotments (Lot 1 on Plan of Subdivision 419136P and Lot 2 on Plan of Subdivision 419136P) located at 5 Westons Lane Eurobin on the eastern side of the Great Alpine Road, the south of Monshing Lane and the north of Westons Lane. The settlement of Eurobin is located to the north of the site with Farming Zone to the north, south and west of the site and Department of Environment, Land, Water and Planning (DELWP) to the east. The sites are currently used for nut production throughout with a dwelling located abutting the north-western boundary (current lot 1) and another dwelling located on the southern boundary abutting Westons Lane (current lot 2) with access being afforded by access to the Great Alpine Road. The site contains remanent vegetation along the eastern boundary abutting DELWP land.



Figure 3: Aerial image of the subject site and surrounds.

The immediate locality around the site is zoned Farming Zone and majority of the adjoining and surrounding lots are also located within this zone. The surrounding area is used mainly for horticulture, viticulture, cropping and some grazing activities throughout the valley floor. The area contains detached dwellings and associated outbuildings scattered throughout but typically associated with an agricultural activity.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to surrounding landholders and occupiers. No sign was placed on the site. One (1) objection was received and maintained. The matters raised in the objection have been summarised as follows:

- Land Productivity
 - The site is highly productive, and the agricultural use occurs throughout both lots.
 - Lot 2 will decrease the occupier's ability to cultivate and increase production of the nut farm due to the building envelope detailed on the BMP resulting in a net loss of agricultural activity.
 - If Lot 2 is on sold not only will it impact the viable agricultural activity, it will be a net loss in land that is highly productive.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals	Department of Transport – Consent subject to conditions AusNet Services – Consent subject to conditions Country Fire Authority – Consent with No Conditions. Goulbourn Murray Water - Consent with No Condition
Internal referrals:	Alpine Shire Council Engineering Department - Consent subject to conditions

PLANNING ASSESSMENT

Zoning

The subject site is located within the Farming Zone in which pursuant to Clause 35.07-3 a permit is required for the subdivision of land. The applicant has proposed the subdivision of active viable productive agricultural land which would create the potential of a dwelling to be constructed within proposed Lot 2. This dwelling would be an as of use right due to the proposed lot exceeding the 40 hectares required by Clause 35.07-1.

An assessment was undertaken against the purpose and decision guidelines of the zone.

The proposal is inconsistent with the purposes and decision guidelines of the zone for the following reasons:

- The site is located within the Farming Zone and the purpose of the zone is to provide for agricultural activities. The proposal would lead to the fragmentation of productive agricultural land.
- The subdivision does not support or enhance the existing agricultural activity.
- The proposal would lead to the fragmentation of productive agricultural land.
- The subdivision would allow the proliferation of dwellings on viable productive agricultural land.

The proposed subdivision would allow for a further dwelling on the middle lot. The Farming Zone seeks to ensure that new dwellings are only approved in instances where they are considered to support or enhance agriculture. In making such a determination, consideration should be given to why there is a need to live on site and how that would

support or enhance agricultural use/production, whether agriculture would remain the primary land use, whether it is likely that the land would remain in agricultural use into the future following development of the dwelling, and so on.

Planning Policy Framework

The following Planning Policy Framework does not provide support for the proposal.

Clause 11.01-1S – Settlement - the proposal does not limit urban sprawl and direct growth into existing settlements.

Clause 11.01-1L-01 - Settlement - the proposal does not:

- direct the majority of urban growth to the large townships
- avoid the negative impacts of a dispersed population base

Clause 14.01-1S - Protection of agricultural land - the proposal does not protect the states agricultural base by preserving productive farmland, as it does not:

- avoid permanent removal of productive agricultural land from the states agricultural base
- prevent inappropriately dispersed urban activities in the rural areas
- limit new housing in rural areas
- avoid the subdivision of productive agricultural land from diminishing the long term productive capacity of the land

Clause 14.01-1L - Protection of agricultural land - the proposal does not:

- avoid conversion of land away from soil based use and development
- encourage the consolidation of rural lots
- minimise the loss of broad acre commercial farming through subdivision
- ensure that dwellings are linked to and necessary to enable to the daily management of agricultural activity conducted on the land
- prevent the further fragmentation of productive agricultural land

Clause 16.01-3S - Rural residential development - the proposal does not encourage the consolidation of new housing into existing settlements where investment in physical and community infrastructure and services has already been made.

In response to the above policies, it is recognised that rural lifestyle developments poses an ongoing risk to agricultural land with Planning Schemes in rural municipalities usually seeking to address these challenges through directing 'rural lifestyle' development to appropriately zoned land.

It is evident that the overall aim of the planning policy framework seeks to ensure that agricultural land is carefully managed in order to prevent adverse impacts on agricultural production, prevent the fragmentation of rural land and to ensure an orderly development of residential development in rural areas so that agricultural production of these areas is not disadvantaged or prejudiced by ad hoc and unplanned residential development.

Council has undertaken Land Capability Assessment of agricultural land within the Shire's boundaries. The mapping indicates that the subject sites are located within an area that has been assessed as an area of medium agricultural capability. The sites are currently used for horticultural purposes and the occupier currently operates a viable nut farm. Removing the land from agricultural production will result in the fragmentation of productive agricultural land which is contrary to the Planning Policy Framework within the Alpine Planning Scheme.

It is noted that the land has consistently been used for agricultural uses and the refusal of this application would ensure that the land would continue to be used for agriculture.

Bushfire Management Overlay

The land is covered entirely by the Bushfire Management Overlay. There is a planning permit trigger for the proposal at clause 44.06-2. The application was referred to the Country Fire Authority (CFA) for comment. Consent was provided. Therefore, the application is considered to meet the relevant requirements of the Bushfire Management Overlay.

Particular Provisions

Clause 53.02 - Bushfire Planning

The application meets the criteria set out in Clause 53.02 and therefore is generally in accordance with the provisions.

General Provisions

Clause 65.01 and 65.02 of the Alpine Planning Scheme provides the general decision guidelines that must be considered before deciding on an application. A detailed assessment of the proposal against the provisions of Clause 65.01 and 65.02 is contained on the planning file – reference no. P.2021.136. The proposal is not generally in accordance with the decision guidelines.

CONCLUSION

The application is considered to be inconsistent with the Alpine Planning Scheme and should be refused for the following summarised reasons:

- The proposal does not present an acceptable planning outcome with regards to the purposes of the Farming Zone and the relevant planning policy for the protection and enhancement of viable agricultural land.
- The subdivision does not support or enhance the existing viable agricultural activity.
- The subdivision would cause the fragmentation of viable agricultural land.
- The subdivision will allow further proliferation of dwellings on viable productive agricultural land.

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 Corporate Performance
- Acting Manager Planning and Amenity
- Senior Planning Officer

APPENDICIES

- 8.3.5.a Grounds for refusal
- 8.3.5.b Policy and decision guidelines

8.3.5.a Grounds for Refusal

1. The proposal does not comply with policy 11.01-1S – Settlement - as the proposal does not limit urban sprawl and direct growth into existing settlements.
2. The proposal does not comply with policy 11.01-1L-01 - Settlement - as the proposal does not:
 - a. direct the majority of urban growth to the large townships
 - b. avoid the negative impacts of a dispersed population base
3. The proposal does not comply with policy 14.01-1S - Protection of agricultural land - as the proposal does not protect the states agricultural base by preserving productive farmland, as it does not:
 - c. avoid permanent removal of productive agricultural land from the states agricultural base
 - d. prevent inappropriately dispersed urban activities in the rural areas
 - e. limit new housing in rural areas
 - f. avoid the subdivision of productive agricultural land from diminishing the long term productive capacity of the land
4. The proposal does not comply with policy 14.01-1L - Protection of agricultural land - as the proposal does not:
 - g. avoid conversion of land away from soil based use and development
 - h. encourage the consolidation of rural lots
 - i. minimise the loss of broad acre commercial farming through subdivision
 - j. ensure that dwellings are linked to and necessary to enable to the daily management of agricultural activity conducted on the land
 - k. prevent the further fragmentation of productive agricultural land
5. The proposal does not comply with policy 16.01-3S - Rural residential development - as the proposal does not encourage the consolidation of new housing into existing settlements where investment in physical and community infrastructure and services has already been made.
6. The proposal is inconsistent with the purposes and decision guidelines of the Farming Zone for the following reasons:
 - l. The proposal would lead to the fragmentation of productive agricultural land.
 - m. The subdivision does not support or enhance the existing agricultural activity.
 - n. The subdivision would allow the proliferation of dwellings on viable productive agricultural land.
7. The proposal does not provide for the orderly planning of the area.

8.3.5.b Policy and Decision Guidelines

All of the below mentioned relevant planning considerations from the Alpine Planning Scheme may be viewed at the following link: <https://planning-schemes.delwp.vic.gov.au/schemes/alpine>.

Planning Policy Framework

The Planning Policy Framework (PPF) provides relevant direction to the proposal at the following clauses:

Clause 11.01-1S – Settlement
Clause 11.01-1L-01 - Settlement
Clause 12.05-2S - landscapes
Clause 12.05-2L - Landscapes
Clause 13.01-1S - Natural Hazards and Climate change
Clause 13.02-1S - Bushfire Planning
Clause 13.02-1L - Bushfire
Clause 13.07-1S - Land use compatibility
Clause 14.01-1S - Protection of agricultural land
Clause 14.01-1L - Protection of agricultural land
Clause 14.01-2S - Sustainable agricultural land use
Clause 14.01-2L - Sustainable agricultural land use
Clause 15.01-3S - Subdivision Design
Clause 16.01-3S - Rural residential development
Clause 17.1-1S and 1R (Hume) – Diversified Economy
Clause 18.02-4S - Roads
Clause 18.02-4L - Roads
Clause 19.03-2S - Infrastructure design and provision
Clause 19.03-2L - Infrastructure design and provision

Zone

The land is zoned Farming Zone.

Overlays

The land is covered by the Bushfire Management Overlay.

Particular Provisions

Clause 53.02 Bushfire Planning

General Provisions

Clause 65.01 and 65.02 within the Alpine Planning Scheme provides the general decision guidelines

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 Hughes

Cr Keeble

That the summary of informal meetings of Councillors for June / July 2022 be received.

Carried

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
28 June	Briefing Session
5 July	Briefing Session
12 July	Community Assessment Panel Meeting
12 July	Events Funding Assessment Panel Meeting
14 July	Planning Forum
19 July	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – June / July 2022

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.

12. Motions for which notice has previously been given

Nil

13. Reception and reading of petitions

Nil

14. Documents for sealing

Cr Hughes

Cr Keeble

That the following documents be signed and sealed.

- 1. Section 173 Agreement – N Mirt Pty Ltd. The Deed of Variation of a Section 173 Agreement is in relation to amend the Section 173 Agreement (AQ357446E) to remove a Covenant for Crown Allotment 5, Section N Volume 9396 Folio 318. The Covenant relates to Planning Permit 2017.7 (Lot 1 on Title Plan 320780W; Volume 8499 Folio 106). Condition 8 of Planning Permit 2017.7 for a two-lot re-subdivision and creation of easement at 245-263 Myrtle Street, Myrtleford. The Covenant to be removed: – Lot 2 must not be developed for a dwelling or any other buildings that have a human habitation component.*
- 2. Revenue and Debtors Management Policy No 102 version 3*
- 3. Instrument S5 Instrument of Delegation from Council to the Chief Executive Officer.*
- 4. Contract No CT22015 in favour of Schreder Australia Pty Ltd for Energy Efficient Street Lighting Hardware.*

Carried

There being no further business the Chairperson declared the meeting closed at 6.44pm p.m.

.....

Chairperson

A. TAWONGA COMMUNITY FEEDBACK:

Summary of key feedback received during the second round community consultation in February 2021 (not including all detailed comments received):

- 01.** Resolve whether a pedestrian splitter island on KVH is appropriate to balance pedestrian safety, vehicle turning movements and parking needs (mixed responses received, generally not in support of island),
- 02.** Resolve entry signage locations to town approaches and ascertain where township 'proper' should begin. White signage colour proposed was seen as being too harsh and should be subdued / toned down,
- 03.** Provide continuous and connected all-access footpath circuits to Charles Street, Cooper Street, KWH and parklands, and
- 04.** Retain open grassed areas in Pioneer Park (minimise new tree plantings).

(Nominated project study area in colour)

B. RESPONSES AND CHANGES:

Items updated directly as a result of community feedback received and design evolution process:

- 01.** KVH pedestrian crossing:
 - . Refuge splitter island removed,
 - . Kerb outstands in town centre added, supported by traffic count data,
 - . Additional outstands added to Cooper and Charles Streets, and
 - . Retention of carparking spaces and Australia Post access to Tawonga Store.
- 02.** Entry signage:
 - . Additional smaller entry sign added from southern approach (to replace existing),
 - . Sign colour changed from bright white to muted taupe/beige.
- 03.** Paths:
 - . Circuit pathway around Pioneer Park added to complete loop,
 - . Infill path network added to Charles Street,
 - . Bridge crossing balustrade added at Charles Street end, and
 - . Fitness Station added in Pioneer Park.
- 04.** Trees:
 - . Fewer tree plantings proposed to retain open character and views.

05. Toilets and shelters:

- . Roof colour adjustment to match more muted signage colours,
- . Resolution of cladding construction methodology and identifying ongoing timber maintenance regime (staining or weathering approach), and
- . Adding universal M/F signage symbols to toilet entries.

06. Playground:

- . Rocks removed within playground and planting thinned (snakes prevalent), and
- . Addition of basket swing play element.

07. Other items / design progression:

- . Resolution of furniture detailing repeating existing elements where appropriate,
- . Signage / indigenous interpretive information added to central area (exact content TBC during detailed design),
- . Materials and finishes proposed (page 5),
- . Lighting strategy proposed (page 5),
- . Planting strategy proposed (page 6),
- . Likely construction costs determined (page 7), and
- . Potential staging / delivery sequence strategy added (page 8).

Items not changed:

- . Addition of footpath KVH west side (very steep embankment and services issues)

C. SURVEY RESULTS

June 2022 online survey seeking preferences for proposed reuse of Scout Hall site, noting that all Options assumed inclusion of additional carparking.

14.3% Option 1: Parkland

15.4% Option 2A: Community building
16.8% Option 2B: Museum building
 (above sub-options determined from comments received)

3.9% Option 3: Relocated courts



LEGEND

Existing trees To be protected and retained	P1 Coloured insitu concrete paving to match existing	FS Fitness Station	P2s Insitu concrete steps to match P2 paving	BR Bike racks	S1 Entry / signage element
Proposed trees Refer planting species list	P2 Non-coloured insitu concrete paving pathways	W1 Stacked site stone retaining wall to match existing	PT Custom timber picnic tables to match existing	RB Recycling + litter bins	S2 Secondary wayfinding signage element
Garden bed planting Refer planting species list	P3 Sports playing surfacing (relaid over existing surface)	W2 Insitu concrete retaining wall (seating-height terraces)	ST Custom timber backed seat to match existing	SH Customised and modified shelter structures	L1 Uplighting
Open grassed area	P4 Organic playground soft-fall mulch surfacing	W3 Custom timber-clad seating wall	DF Drinking fountain	TR Pump Track	L2 Pole lighting



LEGEND

Existing trees To be protected and retained	Coloured insitu concrete paving to match existing	Fitness Station	Insitu concrete steps to match P2 paving	Bike racks	Entry / signage element
Proposed trees Refer planting species list	Non-coloured insitu concrete paving pathways	Stacked site stone retaining wall to match existing	Custom timber picnic tables to match existing	Recycling + litter bins	Secondary wayfinding signage element
Garden bed planting Refer planting species list	Sports playing surfacing (re-laid over existing surface)	Insitu concrete retaining wall (seating-height terraces)	Custom timber backed seat to match existing	Customised and modified shelter structures	Uplighting
Open grassed area	Organic playground soft-fall mulch surfacing	Custom timber-clad seating wall	Drinking fountain	Pump Track	Pole lighting

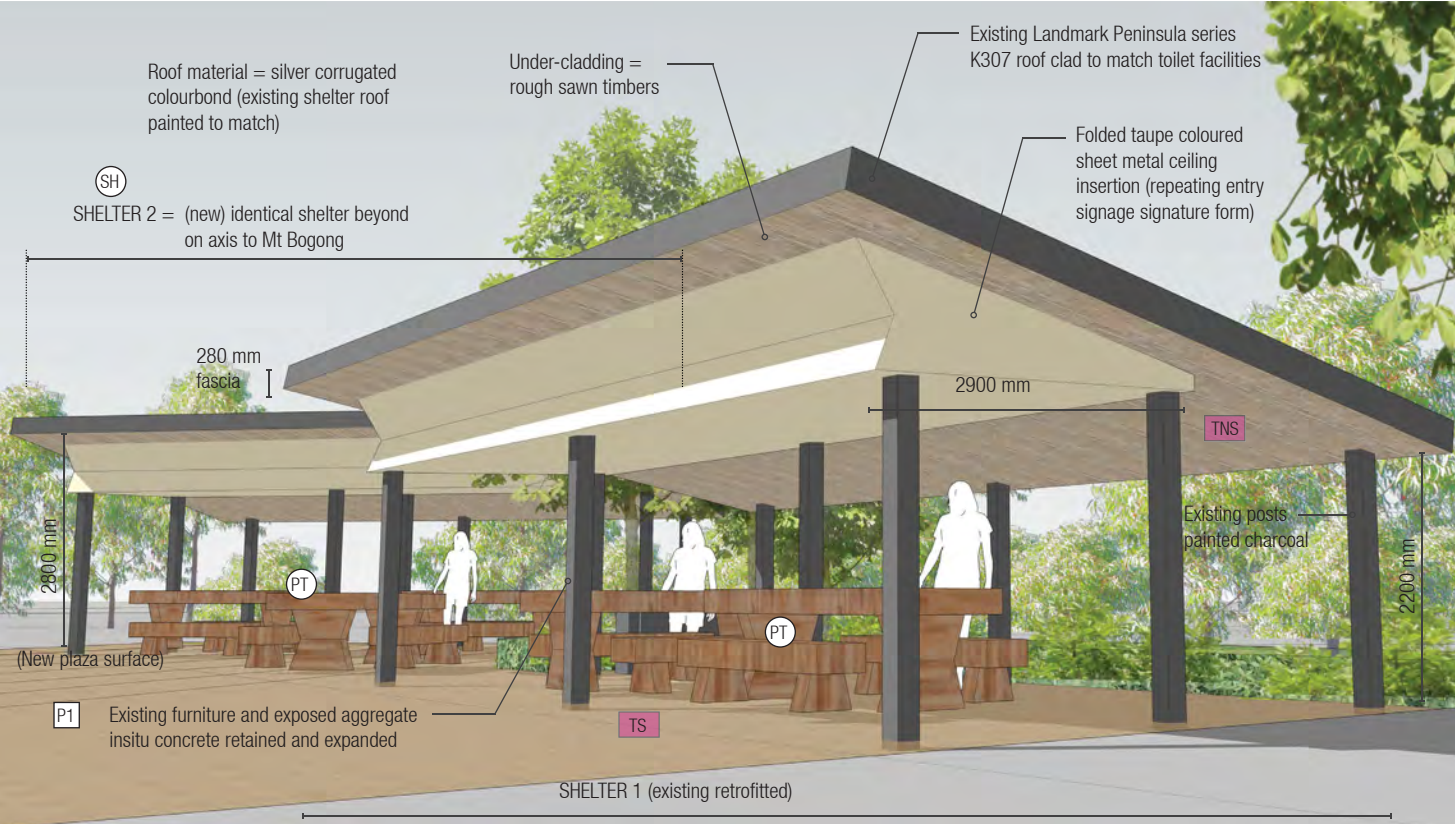
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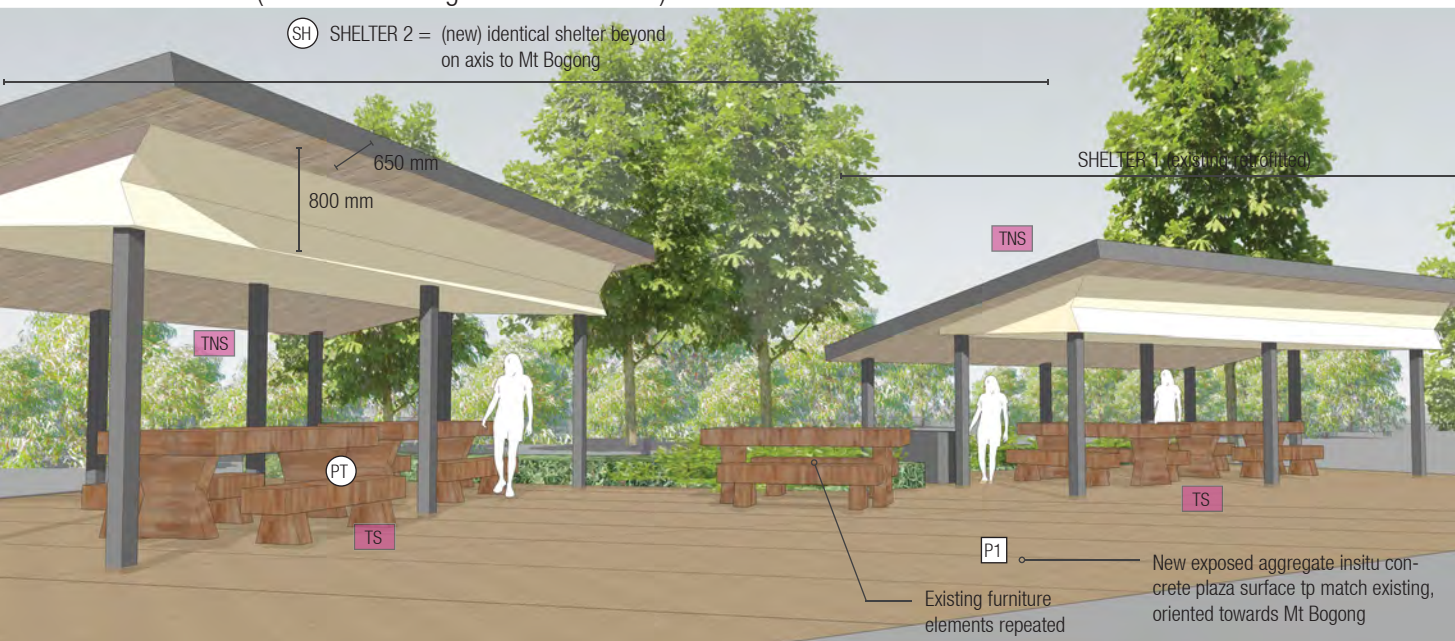
ALPINE BETTER PLACES
DETAILED LANDSCAPE CONCEPT

Scale 1:250 @ A1 or 1:500 @ A3
Issue [E] updated 16.06.2021. Issue [F] final 24.08.2021. Issue [G] updated 14.07.2022. Issue [H] updated 27.07.2022
J:\2002 Alpine Shire Harrierville Tawonga\5. Design\Drawings\InDesign\2002C Tw FINAL concept plan [G].indd



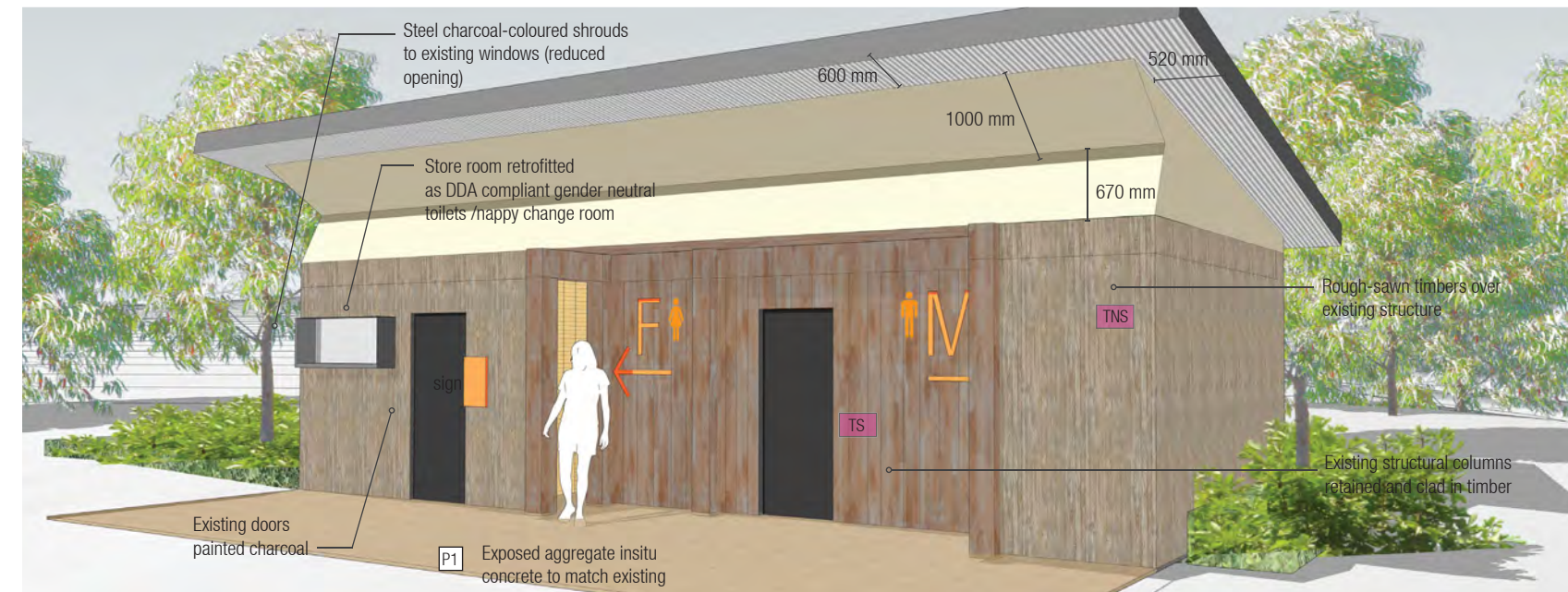
Shelter structures (retrofit to existing and new addition) view 1



Shelter structures (retrofit to existing and new addition) view 2



Toilet retrofit view 1



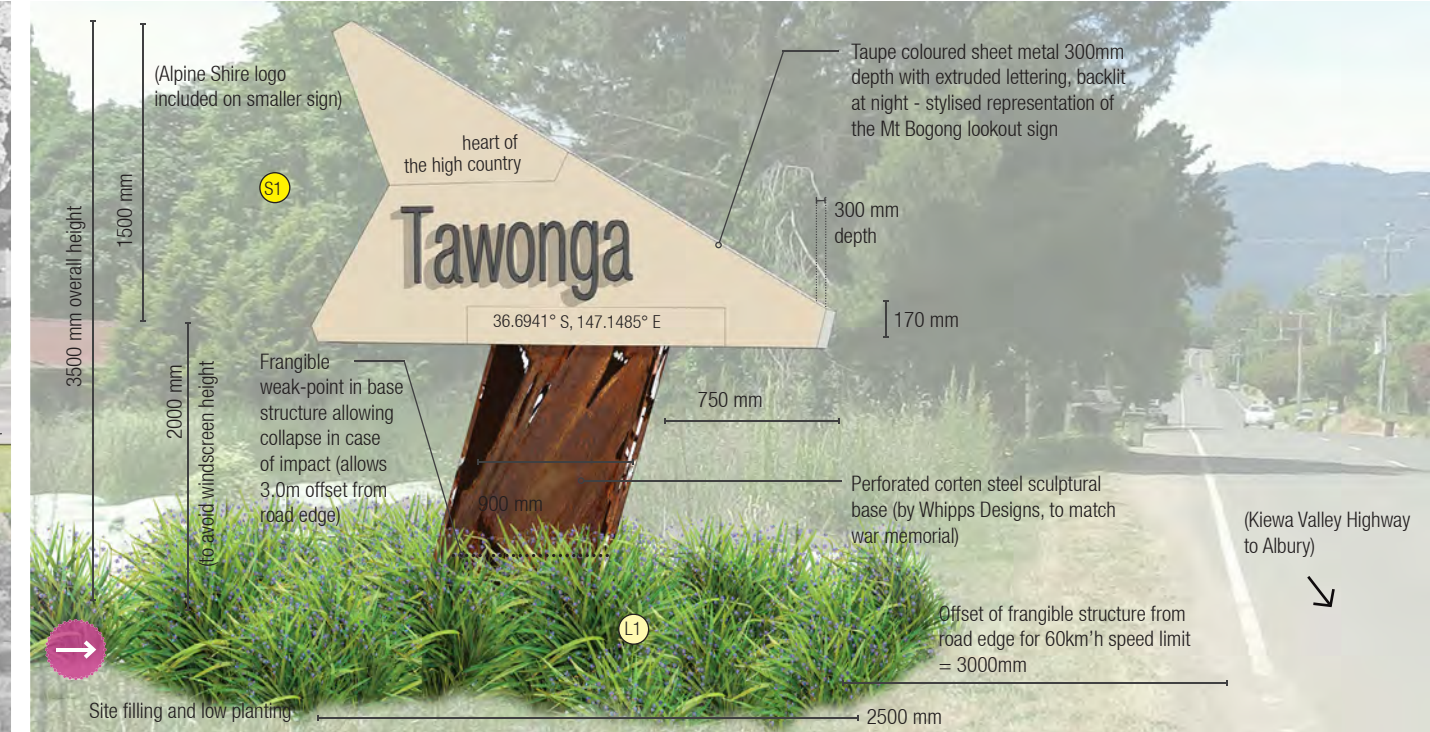
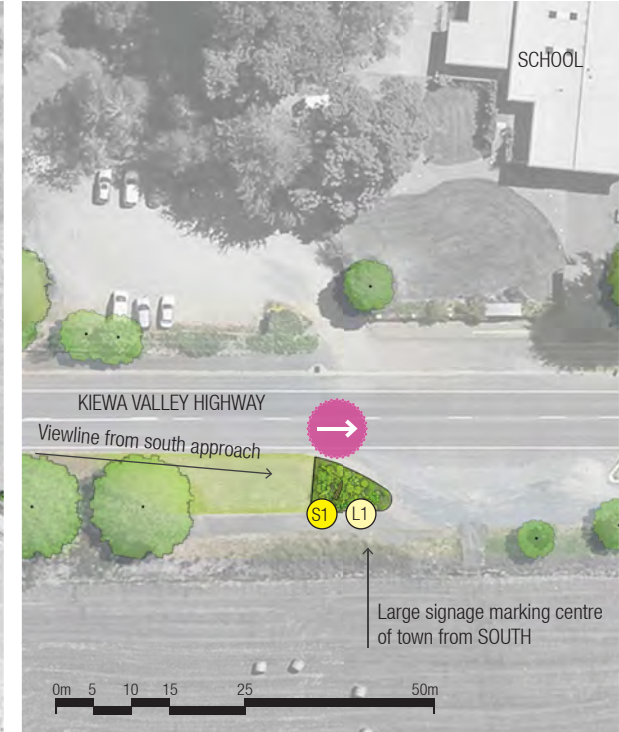
Toilet retrofit view 2



Park design intent imagery: integrating multipurpose playing surfaces into parklands, terraced amphitheatre allowing community gatherings and events

Ongoing timber maintenance schedule:

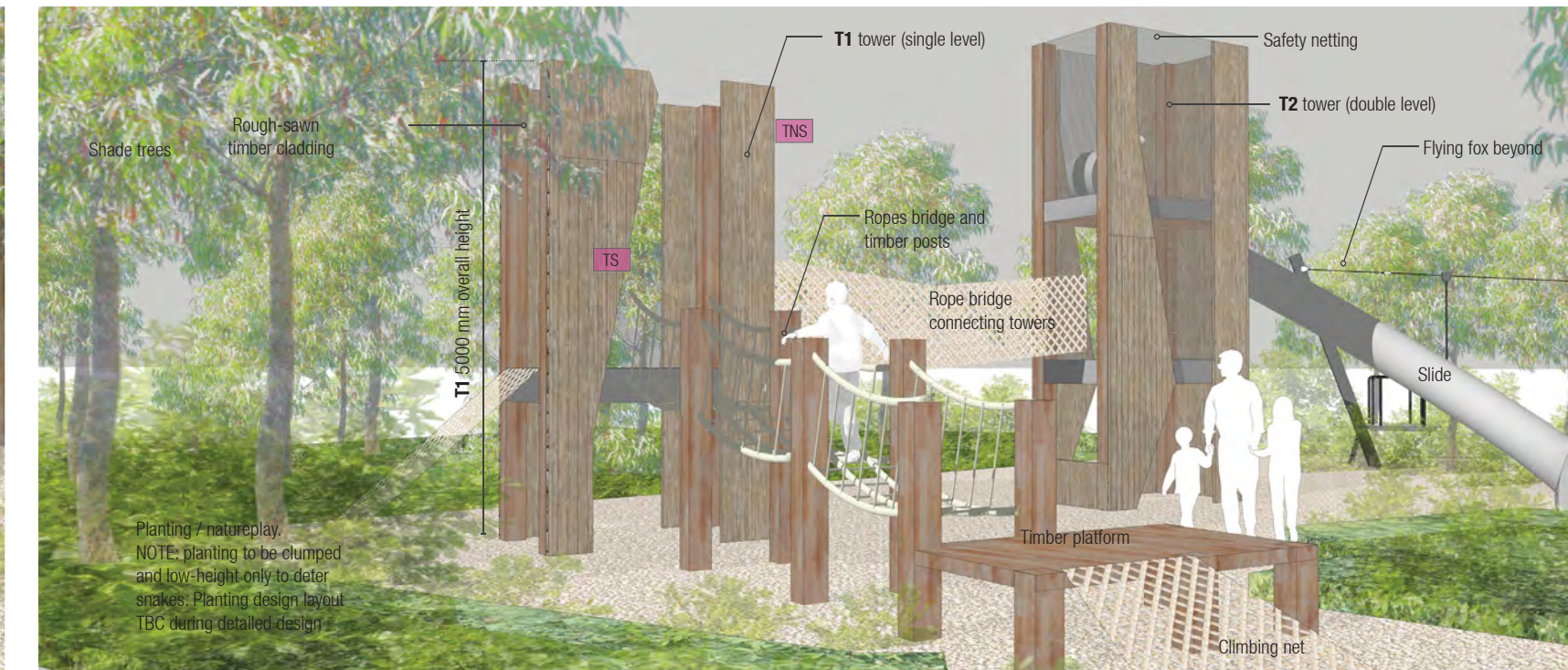
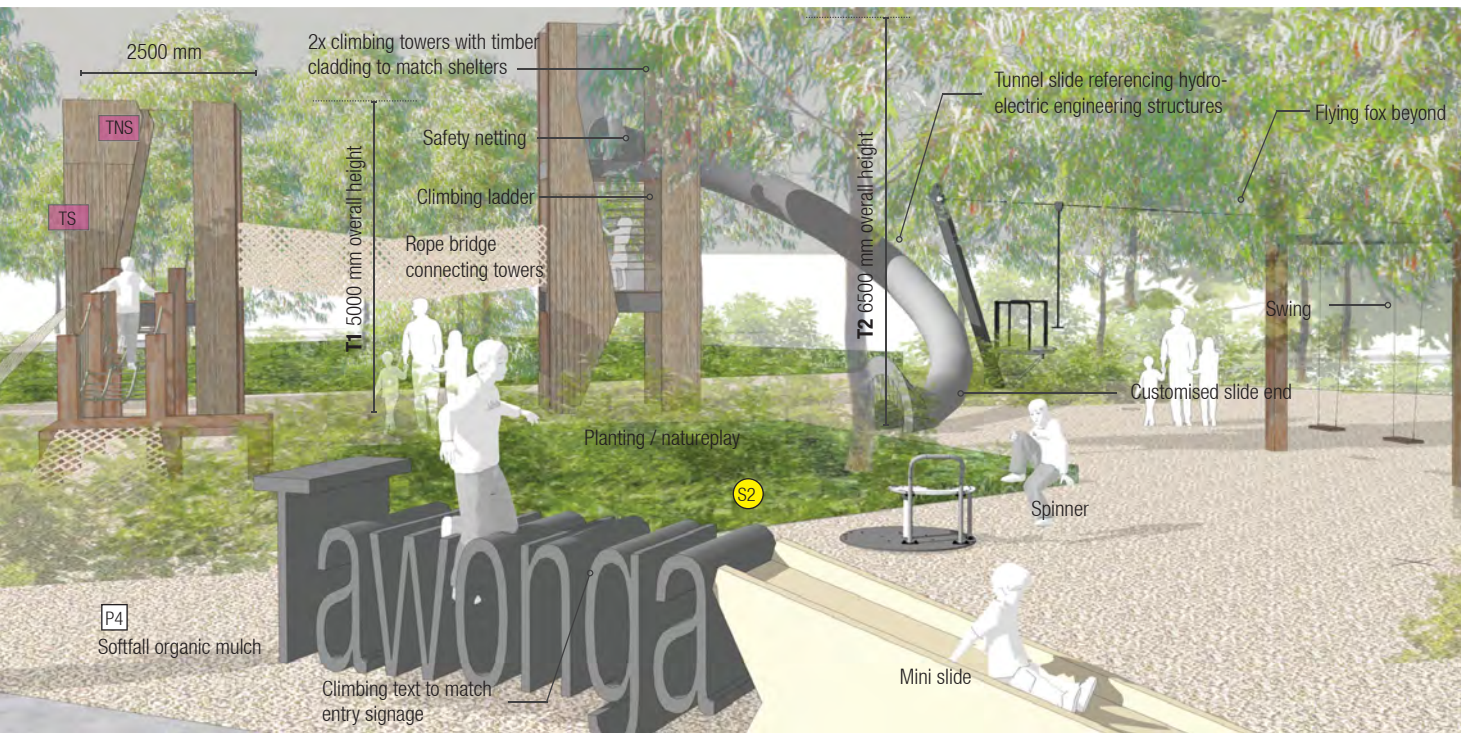
- TS Timbers stained to specified treatment
- TNS Timbers not stained and allowed to silver



Entry signage locations - SOUTH

NORTH

Large entry signage view from northern approach (small signage to southern outskirts = half size)



Playspace view 1

Playspace view 2



Park and playspace design inspiration imagery: rugged timber vertical play elements, natureplay, slide referencing clover power station equipment

Entry design inspiration, local references and existing artistic elements

Ongoing timber maintenance schedule:

- TS Timbers stained to specified treatment
- TNS Timbers not stained and allowed to silver



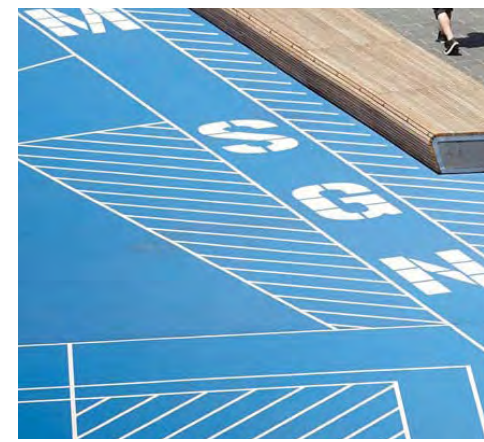
P1 Exposed aggregate insitu concrete (orange / sandy-coloured with rounded river pebble) with sawcut joints to match existing



P2 Non-coloured in-situ plain grey concrete paving with ruled joints



P2s Non-coloured in-situ plain grey concrete steps to match P2 paving



P3 Insitu concrete playing surface with plexipave surfacing and linemarking graphic



P4 Organic playground soft-fall mulch surfacing with areas of rubberised surfacing (high impact areas)



PT Timber custom picnic tables to match existing



W1 Site stone retaining walls to match existing (seat height typically) retained or newly constructed



W2 Non-coloured in-situ plain concrete amphitheatre terracing (seat height) 600mm width



W3 Seat wall / linear bench - large timbers to match existing furniture 800mm width



BR Bike racks
Supplier: Commercial Systems
Product code: BR7102, manhattan bike leaning rail, charcoal powdercoated



RB Bin enclosure (rubbish & recycling)
Supplier: Draffin, charcoal powdercoat infills.
Product codes : 88597-140-MS-ALPINE-RUB and 88597-140-MS-ALPINE-REC



DF Drinking fountain
Supplier: Botton + Gardiner
Product code: Prospect drinking fountain, marine grade 316 stainless steel



SH Rough-sawn weathered timbers to toilets, shelter structure and playground



TR Pump track circuit with gentle undulation, aimed at young children on scooters and balance bikes



L1 Uplighting to entry signage elements



L2 Pole lighting to park - Supplier: BEGA
Product Code: 77844



S2 Example of secondary wayfinding / interpretive signage (content to be determined)

Ongoing timber maintenance schedule:

- TS Timbers stained to specified treatment
- TNS Timbers not stained and allowed to silver



ALPINE BETTER PLACES MATERIALS AND LIGHTING

Scale 1:200 @ A1 or 1:400 @ A3

Issue [E] updated 16.06.2021. Issue [F] final 24.08.2021. Issue [G] updated 14.07.2022. Issue [H] updated 27.07.2022
J:\2002 Alpine Shire Harrietville Tawonga\5. Design\Drawings\InDesign\2002C Tw FINAL concept plan [G].indd

Tawonga Tw5





INDICATIVE PLANT SCHEDULE

Code	Botanical Name	Common Name	Mature Size (h x w)	Install Size	Evergreen / Deciduous
Street Trees					
CFL	Cornus florida	Dogwood	6 x 4m	3.0-3.5m / 100L	D
CON	Continuation of Cooper Street tree species	TBC	10 x 5m	3.0-3.5m / 100L	D
Park Exotic / Specimen Trees					
FRX	Fraxinus pennsylvanica 'Urbanite'	Urbanite Green Ash	11 x 8m	3.0-3.5m / 100L	D
LIN	Lagerstroemia indica 'Natchez'	Crepe Myrtle	6 x 4m	3.0-3.5m / 100L	D
Park Native Trees					
ELS	Eucalyptus mannifera 'Little Spotty'	Dwarf Eucalypt	8 x 4m	3.0-3.5m / 100L	E
ERD	Eucalyptus radiata	Narrow Leaved Peppermint Gum	15 x 8m	3.0-3.5m / 100L	E
Shrubs					
	Bursaria spinosa	Sweet Bursaria	3.0 x 2.0m	200mm pot	E
	Callistemon 'Slim'	Upright Callistemon	3.0 x 1.0m	200mm pot	E
	Correa baeuerlenii	Chef's Cap Correa	2.0 x 1.0m	200mm pot	E
	Correa 'Dusky Bells'	Correa 'Dusky Bells'	2.0 x 1.0m	150mm pot	E
	Grevillea 'Scarlet Sprite'	Scarlet Grevillea	1.5 x 1.5m	150mm pot	E
	Indigofera australis	Astral Indigo	2.0 x 1.0m	200mm pot	E
	Leucadendron 'Safari Sunset'	Safari Sunset	2.0 x 1.0m	150mm pot	E
	Westringia longifolia	Westringia	2.0 x 1.0m	150mm pot	E
	Viburnum japonicum	Japanese Viburnum	3.0 x 2.0m	150mm pot	E
Ground Cover / Climber					
	Carpobrotus rossii	Pigface	spreading	150mm pot	E
	Myoporum parvifolium 'Broad Leaf Form'	Broad leaf Creeping Boobialla	spreading	150mm pot	E
Native / Tufting					
	Austrodanthonia caespitosa	Common Wallaby-grass	1.0 x 0.5m	150mm pot	E
	Dianella longifolia	Flax lily	1.0 x 1.0m	150mm pot	E
	Lomandra longifolia 'Tanika'	Matrush	0.6 x 0.6m	150mm pot	E
	Lomandra 'Hystrix'	Hystrix Mat-Rush	1.0 x 1.0m	150mm pot	E
	Microlaena stipoides	Weeping Grass	0.5 x 0.5m	150mm pot	E
	Poa sieberiana	Snow Grass	0.5 x 0.5m	150mm pot	E
	Stylidium graminifolium	Grass Trigger Plant	0.5 x 0.5m	150mm pot	E
	Themeda triandra	Kangaroo Grass	0.6 x 0.6m	150mm pot	E

Street Trees



CFL - Cornus Florida

Park Exotic/Specimen Trees



LIN - Lagerstroemia indica 'Natchez'



FRX - Fraxinus pennsylvanica 'Urbanite'

Park Native Trees



ERD - Eucalyptus radiata



ELS - Eucalyptus mannifera 'Little Spotty'

Shrubs, Groundcovers & Tussock Planting



Callistemon 'Slim'



Bursaria spinosa



Correa baeuerlenii



Correa 'Dusky Bells'



Grevillea 'Scarlet Sprite'



Indigofera australis



Leucadendron 'Safari Sunset'



Westringia longifolia



Viburnum japonicum



Myoporum parvifolium 'Broad Leaf Form'



Dianella longifolia



Lomandra longifolia 'Tanika'



INDICATIVE CONSTRUCTION STAGING

STAGE 1

. 1A
Entry signs (including second sign to southern approach), KVH street tree planting, pedestrian outstands and footpath connections to Charles and Cooper Streets.

. 1B
Pioneer Park landscape works including grading, pathways, multi-purpose playing surface, shelter, adjustments and new shelter structure, furniture, pathways, walls, signage and toilet facility upgrades

. 1C
Playground and associated area upgrades, planting, pathways + bridge balustrade

STAGE 2

Pioneer Park circuit path and tree plantings

STAGE 3

Pump Track circuit and car park

NOTE: if budget permits, construction of the works in a single stage would be the most cost effective way of completing the works.



ALPINE BETTER PLACES
INDICATIVE STAGING PLAN

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PRELIMINARY COST ESTIMATES

TAWONGA Description	Unit	Rate	STAGE 1A: KVA, ENTRIES & FOOTPATH CONNECTIONS		STAGE 1B: PIONEER PARK & TOILETS		STAGE 1C: PLAYGROUND & BRIDGE BALLSTRADE		STAGE 2: PIONEER PARK CIRCUIT		STAGE 3: PUMP TRACK & CAR PARK	
			Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
02110 ENVIRONMENTAL MANAGEMENT												
Allowance for environmental protection and management, including staging of works, coordination with residents, establishment, survey, setout, traffic management, location of services etc. (5%)	Item	5%	5%	\$14,868.75	5%	\$50,893.85	5%	\$21,215.95	5%	\$4,480.00	5%	\$7,897.00
02120 DEMOLITION												
Allowance for demolition required to achieve landscape works including removal of existing paving from Kiewa Valley Highway, existing basketball paving, footpaths etc. incl. disposal off site.	m2	\$40.00	250	\$10,000.00	551	\$22,040.00						
Allowance for demolition required to achieve landscape works including removal of existing kerb & channel and disposal off site	lin.m	\$25.00	65	\$1,625.00							8	\$200.00
Allowance for reinstatement required to achieve landscape works (excluding removal of existing Scout Hall building structure)	allow	\$10,000.00									1	\$10,000.00
Remove existing walls along Kiewa Valley Highway and stockpile rockwork to reinstall walls at lower height	lin.m	\$150.00			40	\$6,000.00						
Tree removal works to achieve landscape works	no.	\$5,000.00			2	\$10,000.00		\$0.00				
Allowance for adjustments to existing services	allow	\$5,000.00	0.5	\$2,500.00	0.5	\$2,500.00						
02200 GROUNDWORKS												
Bulk earthworks as necessary to achieve design grades.	allow	\$15,000.00	0.1	\$1,500.00	0.7	\$10,500.00	0.2	\$3,000.00				
General excavation, fine grading and trimming to all areas to achieve landscape works.	m2	\$5.00	1110	\$5,550.00	2889	\$14,445.00	1176	\$5,880.00	648	\$3,240.00	1316	\$6,580.00
02500 PAVING												
Supply and install paving Type P1 - in situ coloured concrete paving.	m2	\$170.00	83	\$14,110.00	400	\$68,000.00	74	\$12,580.00				
Supply and install paving Type P2 - in situ plain concrete paving.	m2	\$120.00	1027	\$123,240.00	281	\$33,720.00	278	\$33,360.00	648	\$77,760.00	18	\$2,160.00
Supply and install paving Type P3 - basketball grip paving including concrete subbase and linemarking.	m2	\$160.00			551	\$88,160.00						
Supply and install paving Type P3 - asphalt paving (carparking)	m2	\$120.00								558	\$66,960.00	
Supply and install kerb and channel	lin.m	\$150.00	65	\$9,750.00							8	\$1,200.00
Supply and install pram crossings in accordance with Council Standards.	each	\$2,000.00	6	\$12,000.00								
Supply and install linemarking in accordance with Australian Standards.	allow	\$5,000.00	1	\$5,000.00								
Supply and install in situ concrete steps.	lin.m	\$450.00			78	\$35,100.00					1	\$2,000.00
Supply and install in situ concrete edge to edge of playground.	lin.m	\$120.00					66	\$7,920.00				
02700 DRAINAGE												
Allow to modify existing drainage and install new drainage as necessary.	allow	\$5,000.00	0.5	\$2,500.00	0.25	\$1,250.00	0.25	\$1,250.00				
02800 IRRIGATION												
Supply and install irrigation system including all required authority fees.	item	\$5,000.00			0.5	\$2,500.00	0.5	\$2,500.00				
Supply and install irrigation to garden bed areas	m2	\$32.00			887	\$28,384.00	345	\$11,040.00				
Supply and install irrigation to grass areas.	m2	\$40.00			770	\$30,800.00						
02900 SOIL & PREPARATION												
Prepare and install garden bed, including weed eradication, sub-base preparation, 250mm depth imported topsoil.	m2	\$25.00			887	\$22,175.00	345	\$8,625.00				
Supply and install organic mulch.	m2	\$9.00			887	\$7,983.00	345	\$3,105.00				
Prepare grass areas, including weed eradication, sub-base preparation, 100mm depth imported topsoil	m2	\$10.00			770	\$7,700.00	479	\$4,790.00				
Supply and install steel edge (SE) as detailed & specified.	lin.m	\$32.00			160	\$5,120.00	8	\$256.00				
02910 TURF & GRASS												
Supply and install pre-grown turf as detailed and specified, including allowance to make good all areas disturbed during the works	m2	\$12.00			770	\$9,240.00	479	\$5,748.00			740	\$8,880.00
02920 PLANTING												
Supply and install advanced tree in 100L pot size, 3.0 m height with nursery standard caliper, including mulching.	no.	\$380.00	45	\$17,100.00	16	\$6,080.00	12	\$4,560.00	20	\$7,600.00	7	\$2,660.00
Supply and install shrubs in 150 mm pots	no.	\$10.00			3548	\$35,480.00	1380	\$13,800.00				
02930 LANDSCAPE ESTABLISHMENT												
Allow for all maintenance (including watering) of all areas within extent of works as specified.	weeks	\$500.00	13	\$2,500.00	13	\$6,500.00	13	\$4,000.00	13	\$1,000.00		
04100 WALLS												
Supply and install W1 granite edge walls adjacent to pathways and Kiewa Valley Highway (north).	lin.m	\$1,200.00			89	\$106,800.00						
Supply and install W2 concrete seating walls adjacent to basketball court.	lin.m	\$750.00			60	\$45,000.00						
Supply and install W3 timber seating wall adjacent to basketball court.	lin.m	\$750.00			27	\$20,250.00						
Supply and install rebound wall to basketball court.	lin.m	\$2,000.00			22	\$44,000.00						

(continued from left columns)

TAWONGA Description	Unit	Rate	STAGE 1A: KVA, ENTRIES & FOOTPATH CONNECTIONS		STAGE 1B: PIONEER PARK & TOILETS		STAGE 1C: PLAYGROUND & BRIDGE BALLSTRADE		STAGE 2: PIONEER PARK CIRCUIT		STAGE 3: PUMP TRACK & CAR PARK		
			Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
05500 METALWORK & FURNITURE													
Renovate existing toilet structure including conversion of clubrooms into disabled / baby-change toilet.	item	\$150,000.00			1	\$150,000.00							
Supply and install Landmark Shelter (to match existing).	item	\$30,000.00			1	\$30,000.00							
Supply and install feature ceiling to new and existing shelters	item	\$15,000.00			2	\$30,000.00							
Supply and install picnic tables (to match existing)	item	\$5,000.00			5	\$25,000.00							
Supply and install timber seating	lin.m	\$750.00			11	\$7,950.00					2	\$1,500.00	
Relocate existing rubbish & recycling bin	item	\$500.00			1	\$500.00							
Relocate existing drinking fountain	item	\$2,500.00			1	\$2,500.00							
Supply and install stainless steel bike racks - long rail	item	\$500.00			2	\$1,000.00							
Supply and install Entry Signage including concrete footings and finishes as specified	item	\$30,000.00	2	\$60,000.00									
Supply and install Small Entry Signage at southern town outskirts including concrete footings and finishes as specified	item	\$15,000.00	1	\$15,000.00									
Supply and install Park Interpretive Signage including finishes as specified	item	\$5,000.00			1	\$5,000.00							
Supply and install stainless steel handrail to 1-14 ramps and steps including steel members, connections and finishes	lin.m	\$600.00			77	\$46,200.00							
11480 PLAYGROUND													
Supply and install Play Towers including connecting rope tunnels + slides.	allow	\$150,000.00									1	\$150,000.00	
Supply and install Flying Fox	item	\$22,000.00									1	\$22,000.00	
Supply and install Carousel	item	\$12,000.00									1	\$12,000.00	
Supply and install Swing Set (incl basket swing)	item	\$12,000.00									1	\$12,000.00	
Supply and install Diggers to sand pit areas.	item	\$3,500.00									2	\$7,000.00	
Supply and install Tawonga letters and slide including reuse of logs and other materials salvaged from site.	allow	\$15,000.00									1	\$15,000.00	
Supply and install Nature play elements	allow	\$5,000.00									1	\$5,000.00	
Supply and install P4 softfall mulch (assumes reuse where possible)	m2	\$15.00									733	\$10,995.00	
Supply and install softfall sand	m2	\$45.00									58	\$2,610.00	
Supply and install fitness station	item	\$8,000.00									2	\$16,000.00	
Supply and install balustrade to bridge	lin.m	\$600.00									28	\$16,800.00	
Supply and install Basketball Ring	item	\$5,000.00									1	\$5,000.00	
Supply and install Pump Track including minor site grading	m2	\$450.00										124	\$55,800.00
16000 LIGHTING & ELECTRICAL													
Allowance for feature lighting within park (including toilet)	allow	\$5,000.00									1	\$5,000.00	
Allowance for feature lighting to main entry signs	allow	\$5,000.00	2	\$10,000.00									
Allowance for feature pole lighting	allow	\$15,000.00			2	\$30,000.00	2	\$30,000.00					
Allowance for services connections	allow	\$10,000.00	0.5	\$5,000.00	1	\$10,000.00	0.25	\$2,500.00					
PROVISIONAL SUM / COST ESCALATION / PRELIMINARIES (25%)	Item	25%	25%	\$74,343.75	25%	\$254,469.25	25%	\$106,079.75	25%	\$22,400.00	25%	\$39,485.00	
TOTAL (excl. GST)				\$386,587.50		\$1,323,240.10		\$551,614.70		\$116,480.00		\$205,322.00	
GRAND TOTAL (excl. GST)				\$2,583,244.30									

- Exclusions:**
- GST
 - Street pole lighting & services works
 - Civil estimates for road and kerb works guide only - subject to civil detailed design.
 - Extended maintenance period
 - Project management fees
 - Consultant fees
 - Public art and murals
 - Irrigation

Tawonga
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ALPINE BETTER PLACES
STAGED INDICATIVE COSTINGS

ALPINE
SHIRE COUNCIL

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NO.2022/23-1 – 22 JULY 2022

Audit and Risk Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Gerard Moore, Chair

Craig Covich

Jason Young

Julie Guest

Cr Sarah Nicholas, Mayor

Cr Simon Kelley

OFFICERS

Alan Clark, Acting Chief Executive Officer

Will Jeremy, Director Assets

Dennis O’Keeffe, Manager Corporate

Kirsten McDonald, Health, Safety and Risk Officer

EXTERNAL AUDITORS

RSD Audit, Bendigo, for item 6

Phil Delahunty, Partner

Contents

In Attendance	1
External Auditors	1
1. Acknowledgement of traditional custodians, and recognition of all people	3
2. Apologies	3
3. Declarations by Committee members of conflict of interest	3
4. Confirmation of minutes	3
4.1 Audit and Risk Committee Meeting No. 2021/22-5, 20 May 2022.....	3
4.2 Business Arising from Previous Meeting Minutes	3
5. Standing items	4
5.1 Progress of Audit and Risk Committee Actions	4
6. Report by External Auditor.....	4
7. Reports by officers.....	5
7.1 Playground maintenance	5
7.2 Climate Action Plan and Climate Risks	8
8. For information only	11
8.1 2021/22 Quarter 4 Purchasing Audit.....	11
8.2 2021/22 Quarter 4 CEO and Mayor Credit Card Report	11
8.3 2021/22 Quarter 4 Health and Safety Report	11
8.4 Approved Policy Register – Review Status Update	11
8.5 Asset Management Document Tracker Report	12
8.6 Insurance Update.....	12
8.7 Road Management Framework.....	13
8.8 VAGO Annual Plan 2022-23.....	13
9. General business	14
9.1 interest Returns	14
9.2 Climate Risks.....	14
9.3 Chief Executive Officer	14
10. Next meeting	14

1. Acknowledgement of traditional custodians, and recognition of all people

2. Apologies

Helen Havercroft, Director Corporate Performance

Blessing Mendoza, Chartered Accountant, RSD Audit, Bendigo

3. Declarations by Committee members of conflict of interest

Dennis O'Keeffe, Manager Corporate, declared, in relation to item 7.1, that he is Council's appointed representative on the Alpine Children's Services board.

4. Confirmation of minutes

4.1 AUDIT AND RISK COMMITTEE MEETING NO. 2021/22-5, 20 MAY 2022

C Covich

J Guest

The Audit and Risk Committee confirmed the minutes of its Meeting No.2021/22-5 held on 20 May 2022.

Carried

4.2 BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

5. Standing items

5.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

Introduction

The Audit and Risk Committee action sheet is a register of all Audit and Risk Committee resolutions and requests that require a subsequent action to be implemented. Each meeting an update on the progress and status of the actions is provided to the Committee.

The Audit and Risk Committee noted the progress of outstanding actions.

6. Report by External Auditor

Introduction

External Auditor, Phil Delahunty, Partner, of RSD Audit, Bendigo attended the meeting via video conferencing at 9.15am and discussed the VAGO audit year ending 30 June 2022, including:

- Audit Strategy Memorandum
- Interim Management Letter.

7. Reports by officers

7.1 PLAYGROUND MAINTENANCE

Introduction

The purpose of this report is to update the Committee on the maintenance of Council's playground assets.

The Audit and Risk Committee noted the information contained in this report in relation to the management of council's playground assets.

ACTIONS:

- *Confirm replacement valuation of playground assets*
- *Confirm frequency of inspection of playground assets at Dinner Plain*

Background

- Council's asset register includes 328 discrete playground 'components' across 18 playgrounds. At 31 March 2022, the replacement value of Council's playground assets was estimated to be \$1.74 million. This is a small asset class compared for example to our road assets, which have an estimated replacement value of \$150 million.
- Council has an obligation under the Occupational Health and Safety Act 2004 as follows:

An employer must ensure, so far as is reasonably practicable, that persons other than employees of the employer are not exposed to risks to their health or safety arising from the conduct of the undertaking of the employer.

Council chooses to fulfil this obligation through following the guidelines in Australian Standard AS 4685.0:2017 'Playground equipment and surfacing, Part 0: Development, installation, inspection, maintenance and operation'. This approach is considered to be best practice in the local government sector.

- Council inspects its playground assets every 12 months as a minimum, consistent with the recommendation in the Australian Standard. In addition to the 18 playgrounds on Council's asset register, over the last 4 years Council officers have also included in the annual inspection program an additional 5 playgrounds which are the responsibility of other organisations, as follows:
 - Alpine Park, Wandiligong (responsibility of DELWP Committee of Management)
 - Dederang Recreation Reserve Playground (responsibility of DELWP Committee of Management)
 - Alpine View Children's Centre (responsibility of Alpine Children's Services)
 - Mountain View Children's Centre (responsibility of Alpine Children's Services)
 - Lake View Children's Centre (responsibility of Alpine View Children's Centre)
- Council contracts the playground inspection service to a qualified consultant. For the 2022 playground inspection program, Council changed to a new supplier, having used the same supplier over the previous 3 years.

- The most recent annual inspection was completed in late March 2022, with the inspection report being received by Council in early April.

Report

- 786 defects were identified through the inspection program, with these defects being ranked as very high risk, high risk, medium risk, low risk or very low risk.
- A large number of the listed defects related to the Tawonga Caravan Park Playground, which recently became Council's responsibility following appointment of Council as the Committee of Management. Following an assessment of the age of the equipment and the cost associated with rectifying these defects, and decision has been taken to decommission and remove the playground from the Tawonga Caravan Park.
- The split of responsibility for addressing each of the remaining defects has been agreed with the key stakeholders. Of the remaining defects which were identified, 348 defects were agreed to fall within Council's responsibility to address. The majority of these 348 defects relate to the 17 playgrounds which are recognised as Council assets, when the Tawonga Caravan Park is removed from the list. A small number of actions for Council to address relate to Council's role as lessor of the children's centres.
- 92 of the defects which have been identified in the low and very low risk category require ongoing monitoring with no immediate action recommended.
- Council officers have focussed on addressing very high and high risk defects. To date, 31 very high and high risk defects have been addressed. 1 very high risk and 39 high risk defects remain outstanding to be addressed by Council.
- The remaining very-high risk defect relates to the condition of the timber elements in the Centenary Park Playground in Bright. An independent structural assessment of the wooden playground equipment was completed on 17 June, prioritising components for replacement. Risk to users of the equipment is considered to be low, and the risk flagged through the playground inspection is to the integrity of the asset.
- The remaining defects to be actioned, and the anticipated timeframes for completing these outstanding actions are summarised as follows:

Financial and resource implications

The allocation to playground maintenance within Council's adopted 2022/23 Annual Budget has been increased compared to previous years in order to address the defects which have been flagged through the 2021/22 annual playground inspection program.

Sufficient funds have been budgeted to address all remaining defects, with the exception of timber component replacement in both Centenary Park, Bright and Cundy Park, Myrtleford, and the installation of rubber matting around a number of playground equipment items. Scoping/costing of this work is ongoing and depending on a further assessment of the risk to playground users, these works will either be delivered as an unbudgeted project in 2022/23 or nominated in the draft 2023/23 capital works budget.

Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Injury caused by defects which have been identified through the playground inspections but not yet addressed	Possible	Moderate	C3	<ul style="list-style-type: none"> Defect Rectification works undertaken prioritised by risk rating with priority given to play surface / head impact.

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

Conclusion

Council is up to date with its playground inspections, having completed the 2021/22 annual inspection program in March 2022. Through this inspection, 348 defects were identified for Council to address, and of these, 225 remain outstanding at the time of this report.

Council officers continue to work on addressing the identified defects, prioritising their efforts on the highest risk defects.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Assets Maintenance
- Open Spaces Coordinator

7.2 CLIMATE ACTION PLAN AND CLIMATE RISKS

Introduction

Council adopted its Climate Action Plan in September 2021 and declared a Climate Emergency in November 2021. As a result, Council has acknowledged climate change being a real risk and committed Council to act on climate change mitigation and climate adaptation and risk resilience. The success of this commitment requires financial and resource investment across various areas of the business.

The Audit and Risk Committee noted the report and deferred its consideration until its November 2022 meeting.

ACTIONS:

- *Clarify program to progressively phase in electric vehicles including potential to pre-order due to delays in supply*
- *Confirm reporting framework including forum and frequency*

Background

The [Climate Action Plan](#) adopted by Council in September 2021 commits Council to a target of net zero Greenhouse Gas (GHG) emissions by July 2023; this commitment results in a number of resource risks. While most baseline emissions are addressed through the Victorian Energy Collaboration renewable Power Purchase Agreement (VECO PPA) rendering zero emissions from electricity use, offsetting of residual emissions will be subject to volatile carbon credit market.

Despite GHG emissions abatement efforts, a changing climate is still a reality that poses risks to Council assets and community assets and livelihoods through increased likelihood of fires, droughts, floods as well as shorter snow seasons.

Report

The Climate Action Plan explicitly commits Council to mitigate GHG emissions through a target of net zero GHG emissions from corporate operations by July 2023. Council has already reduced its operational GHG emissions by 60% compared to the baseline year of 2018/2019 through signing onto the Victorian Energy Collaboration renewable Power Purchase Agreement (VECO PPA); which ensures all of Council's electricity usage contributes zero GHG emissions. While we are still awaiting final bills for FY 21/22, YTD data indicates that the VECO PPA arrangement has reduced our electricity cost for facilities and streetlights by approximately 15%. Other capital projects are dedicated in the FY22/23 budget to reduce electricity use and thus reduce this cost even further, including streetlight upgrade to LED and Solar PV on Council buildings.

Another commitment in the pathway to net zero identified in the Climate Action Plan is the phase in of Electric Vehicles (EV's) to replace the car fleet over the next 10 years. The first car has been included in the 2022/2023 budget and will be ordered in July 2022; the budget also includes a bank of 8 EV chargers at the Bright Council Office this FY to charge the first and subsequent cars. Any residual emissions will, at this stage, be captured by the purchase of offsets from FY 2023/2024.

Commitments to climate adaptation and risk resilience are not explicitly made in the Climate Action Plan, but the Climate Emergency declaration implies the need to invest further in this space. Actions planned to date include:

- Inclusion of Climate Risk elements in the scope of Council's Community Resilience team's disaster risk reduction work
- The Goulburn Murray Climate Alliance (GMCA) recently submitted a joint application for a Risk and Resilience grant for the development of a risk assessment tool to understand how Council assets – from buildings to roads, drainage and airfields – will be impacted by climate change.
- Regardless of the outcome of the grant, the Climate Action Plans commits to a future Climate Adaptation and Resilience Plan; a risk assessment is an essential element of the development of this plan to inform future risk management of Council assets.

Council has also committed to developing a Roadmap for a Community Climate Action Plan this financial year which will begin to examine climate risks across the broader municipality.

Financial and resource implications

The requirement to purchase offsets against residual GHG emissions from July 2023 is the main financial implication. Offsets are a volatile market; the investment pathway in the Climate Action Plan assumed these were at \$15 per tonne CO₂ equivalent (t CO₂-e) while in April 2022 Australian Carbon Credit Units averaged \$17.35 (Australian Clean Energy Regulator Quarterly Carbon Market Report March quarter 2022) – an increasing trend that is likely to continue. Opportunities to reduce the offset requirement are cost prohibitive at this stage; however, as the cost of offsets rises, and the cost of emissions abatement opportunities decreases, these will need to be re-visited to ascertain viability.

The Roadmap for the Community Climate Action Plan will require external consultants and resources within the sustainability team and the cost associated with this consultant has been included in the FY22/23 budget.

Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Carbon offset price increases to a level beyond budgeted predictions (FY 23/24)	Possible	Minor	D3	<ul style="list-style-type: none"> • Keep across carbon market to allow budget adaptation • Annual review of opportunities and cost for emissions reduction to reduce offset requirements

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Council cannot achieve investment pathway outlined in the Climate Action Plan due to market availability of EVs	Likely	Insignificant	E2	<ul style="list-style-type: none"> Order EVs at the beginning of the financial year Include lead time of models in the decision process for type of EV
Consultant cannot be secured to deliver the Community Climate Action Roadmap within the allocated budget allowance	Likely	Minor	D2	<ul style="list-style-type: none"> Allow flexibility and remote working so applicants do not need to live in the region Advertise early to allow time for a wide reach

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 3.1 Decisive leadership to address the impacts and causes of climate change

Conclusion

Climate change mitigation actions require commitment of Council resources in a rapidly expanding and changing market; budgeted predictions of cost and resourcing implications are estimates made at the time of the allocation and are subject to volatile carbon markets, supply issues with EV's in Australia and shortages of sustainability consultants.

Climate change itself inherently presents risks to Council corporate assets, wider municipal assets and the livelihood of community members. Climate resilience through assessing risks and adapting assets and practices to accommodate these risks is essential to ensure the region continues to thrive into the future.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate Performance
- Manager Facilities
- Environment Officer

8. For information only

8.1 2021/22 QUARTER 4 PURCHASING AUDIT

Quarterly purchasing audits are undertaken and reported to the Audit and Risk Committee in response to the findings of a 2014 internal audit review and to provide continuing assurance that Council's purchasing controls are effective and complied with.

The random sample testing is based on an even spread of purchases across all departments (15 in total) and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$1,000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

2021/22 Q3 Purchasing Audit - Update

The 2021/22 Q3 Purchasing Audit identified that the purchasing method used for transaction #4 did not comply with the Procurement Policy requirements. The Committee requested that this transaction be reviewed. The value of the purchase, the number of quotes sought, and the supporting documentation have all been reviewed for compliance with the Procurement Policy. The value of the transaction, \$20,757.00, required 2 written quotes and a purchase order (PO) under the policy at the time. A PO was raised but only one quote was provided in support of the PO. The review confirmed that two quotes were received but a Quotation Recommendation Report assessing the two quotes was not completed and attached as supporting documentation to the PO. Staff involved have been briefed on the procurement requirements and templates supplied.

8.2 2021/22 QUARTER 4 CEO AND MAYOR CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommends that credit card expenditure be reviewed and reported to the Audit and Risk Committee for periodic review.

8.3 2021/22 QUARTER 4 HEALTH AND SAFETY REPORT

Quarterly health and safety reports are prepared in accordance with Council's Health and Safety Management System (HSMS) and reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring its health and safety obligations and staff are complying with the requirements of the HSMS.

ACTIONS:

- *Provide a summary of recent environmental incidents*

8.4 APPROVED POLICY REGISTER – REVIEW STATUS UPDATE

VAGO in its 2015 Interim Management Letter recommended that Council review the appropriateness and currency of all policies.

The Approved Policy Register is reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring and maintaining the currency of its policies.

COMMENT:

- ***Ensure new and reviewed policies establish the guiding principles of the matter and detailed instructions are included in supporting process and/or procedures***

8.5 ASSET MANAGEMENT DOCUMENT TRACKER REPORT

The Asset Management Document Tracker is reported to the Audit and Risk Committee to provide continuing assurance that Council is progressing the review of key asset management actions.

8.6 INSURANCE UPDATE

Council's 2022/23 insurance premium summary:

Class of Insurance	Premium 2021/22*	Premium 2022/23*	% Change
Public/Products Liability and Professional Indemnity	\$249,087.62	\$261,542.00	4.76%
Commercial Crime	\$3,540.49	\$4,043.24	12.43%
Community Liability - PPL	\$1,766.60	\$1,676.30	-5.39%
Councillors and Officers Liability	\$17,002.49	\$18,460.19	7.90%
Motor Vehicle [^]	\$48,336.46	\$60,052.80	19.51%
Airport Owners & Operators Liability	\$3,750.00	\$3,750.00	0%
Personal Accident	\$1,057.98	\$1,110.88	4.76%
Corporate Travel	\$130.16	\$136.67	4.76%
Assets ⁺	\$149,837.81	\$188,046.91	20.32%
WorkCover [#]	\$115,188.01	\$166,532.58	30.83%

Notes:

* excludes GST, fees and stamp duty

[^] number of vehicles insured increased from 92 to 112 and value of heavy vehicles increased with purchase of street sweeper

⁺ declared value of assets increased from \$91M to \$112M based on valuation

[#] estimated remuneration increased from \$11.44M to \$12.72 and statistical case estimates (based on age, gender, nature/location/severity of injury, etc) increased from \$32K to \$176K

8.7 ROAD MANAGEMENT FRAMEWORK

An overarching road management framework outlining all components of managing Council's road assets, including the Road Management Plan, Road Register, road classifications, and road design standards, was presented to the Committee.

COMMENT:

- *Director Assets thanked member C Covich for guidance in the development of this framework*

8.8 VAGO ANNUAL PLAN 2022-23

The Victorian Auditor-General's Annual Plan 2022–23 was prepared pursuant to the requirements of section 73 of the *Audit Act 1994* and tabled in the Parliament of Victoria on 9 June 2022. The plan is available here: [VAGO-Annual Plan 2022–23](#)

VAGO's programmed audits for local government are:

Regulating food safety

This assurance performance audit will examine whether councils effectively fulfil their legislated roles as food safety regulators.

Under the *Food Act 1984 (Vic)*, councils are responsible for regulating most food businesses in the state. Councils also monitor, register and enforce food safety practices under the *Public Health and Wellbeing Act 2008 (Vic)* and the Food Act. Each council decides its own processes and resourcing levels, so regulatory approaches to food safety vary.

A parliamentary inquiry involving Dandenong Council found that council staff were not meeting their responsibilities to inspect food premises and recommended that VAGO complete an audit of food safety regulation.

Local Government Victoria collects and publishes performance data on food safety that gives insights into the effectiveness of councils' regulation and reasons for differences between councils and VAGO plan to focus on this food safety regulation data from 2018–2022 to compare performance over time and the impact of COVID on regulatory activity.

Regulating private pool and spa safety

This assurance performance audit will examine how well councils undertake their building regulation responsibilities, with a specific focus on private pool and spa safety.

In 2019, amendments to the *Building Act 1993* and the *Building Regulations 2018* gave councils new responsibilities for enforcing private pool and spa safety. All pool and spa owners must register with their local council and organise a building inspection to determine if their safety barrier is compliant. Councils are responsible for administering the new scheme and have powers to take enforcement action.

Councils were required to establish a register of swimming pools and spas by 1 November 2020. VAGO plan to focus this engagement on completion of the oldest category of pools and spas based on its expected completion date of 1 June 2022.

9. General business

9.1 INTEREST RETURNS

The Committee sought clarification on whether there was a requirement for members of the Committee to make declarations of interest under the *Local Government Act 2020*.

Actions:

- ***Clarify requirement for Committee members to lodge interest returns***

9.2 CLIMATE RISKS

Following on from item 7.2, the issue of risks associated with climate change were discussed including the need for Council to consider how it was responding including in its decision making

Actions:

- ***Review climate change risks in risk register***
- ***Provide a summary of the climate related plans and actions over time and how Council takes account of climate risks in its decision making***
- ***Investigate local off-set scheme***

9.3 CHIEF EXECUTIVE OFFICER

The Committee acknowledged Acting Chief Executive Officer Alan Clark's contribution to Council and the Committee over the last couple of months and congratulated and welcomed Will Jeremy as Council's new CEO.

10. Next meeting

The next meeting of the Audit and Risk Committee is scheduled to be held on Tuesday 6 September 2022 at 9.00am for members and 9.15am for management.

There being no further business, the chair declared the meeting closed at 11.24am.

2022 Local Government Community Satisfaction Survey

Alpine Shire Council

Coordinated by the Department of Jobs,
Precincts and Regions on behalf of
Victorian councils



Contents

<u>Background and objectives</u>	<u>3</u>
<u>Key findings and recommendations</u>	<u>4</u>
<u>Detailed findings</u>	<u>10</u>
<u>Overall performance</u>	<u>11</u>
<u>Customer service</u>	<u>22</u>
<u>Council direction</u>	<u>28</u>
<u>Individual service areas</u>	<u>32</u>
<u>Community consultation and engagement</u>	<u>33</u>
<u>Decisions made in the interest of the community</u>	<u>35</u>
<u>Condition of sealed local roads</u>	<u>37</u>
<u>Waste management</u>	<u>39</u>
<u>Detailed demographics</u>	<u>41</u>
<u>Appendix A: Index scores, margins of error and significant differences</u>	<u>43</u>
<u>Appendix B: Further project information</u>	<u>48</u>



Background and objectives

The Victorian Community Satisfaction Survey (CSS) creates a vital interface between the council and their community.

Held annually, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.

Now in its twenty-third year, this survey provides insight into the community's views on:

- councils' overall performance, with benchmarking against State-wide and council group results
- value for money in services and infrastructure
- community consultation and engagement
- decisions made in the interest of the community
- customer service, local infrastructure, facilities, services and
- overall council direction.

When coupled with previous data, the survey provides a reliable historical source of the community's views since 1998. A selection of results from the last ten years shows that councils in Victoria continue to provide services that meet the public's expectations.

Serving Victoria for 23 years

Each year the CSS data is used to develop this State-wide report which contains all of the aggregated results, analysis and data. Moreover, with 23 years of results, the CSS offers councils a consistent, long-term measure of how they are performing – essential for councils that work over the long term to provide valuable services and infrastructure to their communities.

Participation in the State-wide Local Government Community Satisfaction Survey is optional. Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.

Key findings and recommendations



Alpine Shire Council – at a glance

Overall council performance

Results shown are index scores out of 100.



Alpine 59





State-wide 59



Small Rural 58

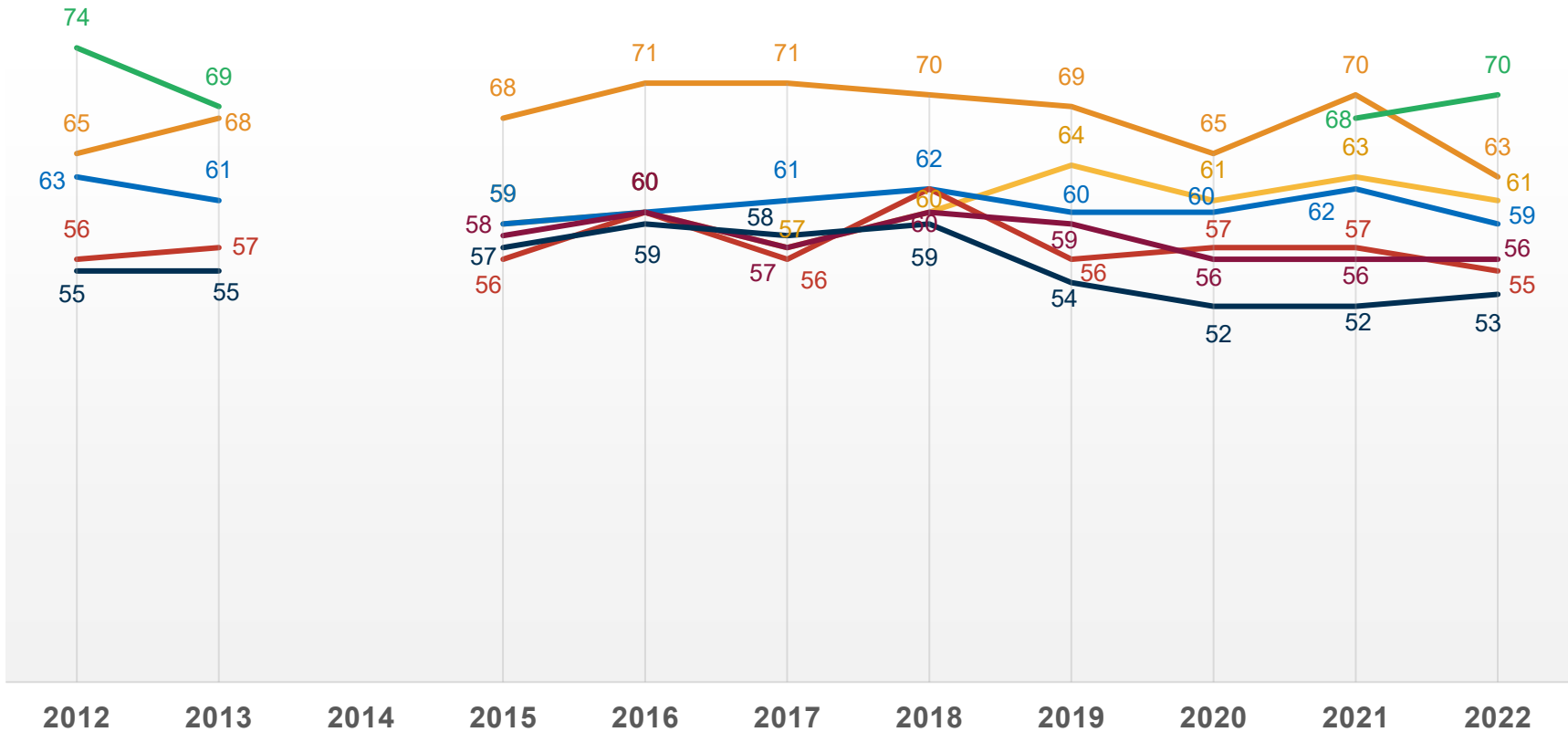
Council performance compared to State-wide and group averages

	Areas where Council performance is significantly higher	Areas where Council performance is significantly lower
Compared to State-wide average	 Sealed local roads	None
Compared to group average	 Sealed local roads	None



Summary of core measures

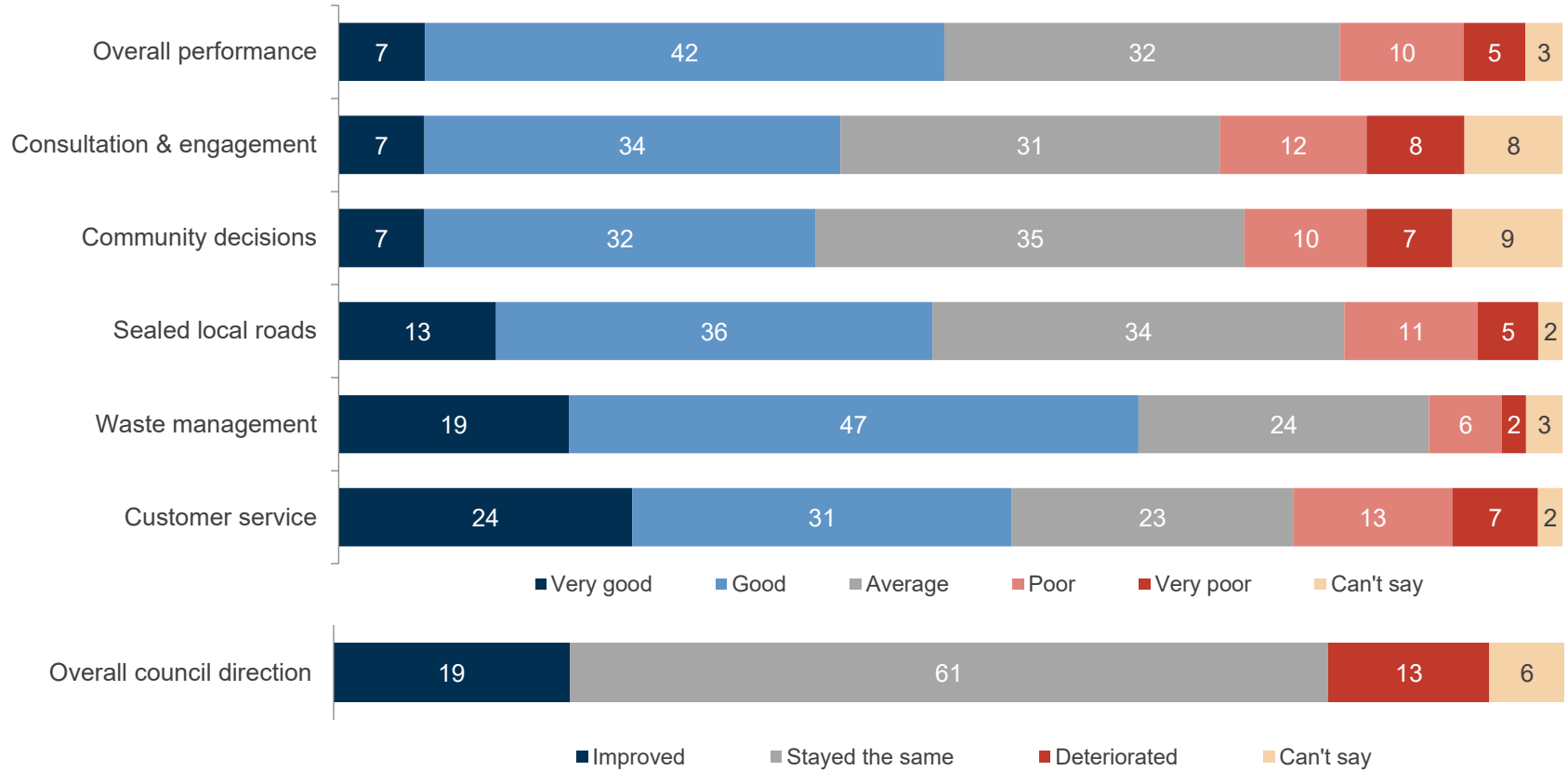
Index scores











Summary of core measures

Core measures summary results (%)





Summary of Alpine Shire Council performance

Services	Alpine 2022	Alpine 2021	Small Rural 2022	State-wide 2022	Highest score	Lowest score
 Overall performance	59	62	58	59	Aged 18-34 years	Aged 35-49 years
 Value for money	56	54	51	53	Aged 18-34 years	Aged 50-64 years
 Overall council direction	53	52	51	50	Aged 18-34 years	Aged 35-49 years
 Customer service	63	70	67	68	Lower Ovens residents Aged 65+ years	Aged 35-49 years
 Waste management	70	68	68	68	Men	Aged 35-49 years, Women
 Sealed local roads	61	63	50	53	Men, Lower Ovens residents, Aged 18-34 years	Kiewa Valley residents
 Community decisions	56	56	54	54	Lower Ovens residents	Upper Ovens residents
 Consultation & engagement	55	57	54	54	Men	Aged 35-49 years



Focus areas for the next 12 months

Overview

Perceptions of Alpine Shire Council's overall performance have slipped over the past 12 months and are now at its lowest recorded level (index score of 59), last seen in 2015. This can be largely attributed to a significant decline in perceptions of customer service. Despite this, on all other service areas evaluated, Council's performance is not significantly different to last year.

Focus areas

Improving perceptions of customer service should be a priority for Council; ratings fell significantly by seven index points over the past year and are now at their lowest level since tracking commenced. Community decisions and consultation and engagement also warrant attention over the coming year, as ratings in both areas have been steadily declining since 2018 and are now, similarly, at their lowest levels.

Comparison to state and area grouping

Council performs in line with the State-wide and Small Rural group averages on most services areas in 2022. On customer service however, Council rates significantly lower than the State-wide and Small Rural group averages. On sealed roads, Council rates significantly higher than both groups. When interpreting these results, it is important to note that State-wide and Small Rural groups experienced significant declines in perception across most service areas in 2021.

Maintain gains achieved and focus attention on key cohorts

Council should look to consolidate its strong performance in waste management over the coming year. Ratings among women and those aged 35 to 49 years have declined significantly across many service areas, and alongside Upper Ovens residents, are consistently the cohorts most critical of Council in 2022. Efforts should be made to improve sentiment among these groups in the coming year.

DETAILED FINDINGS

Overall performance



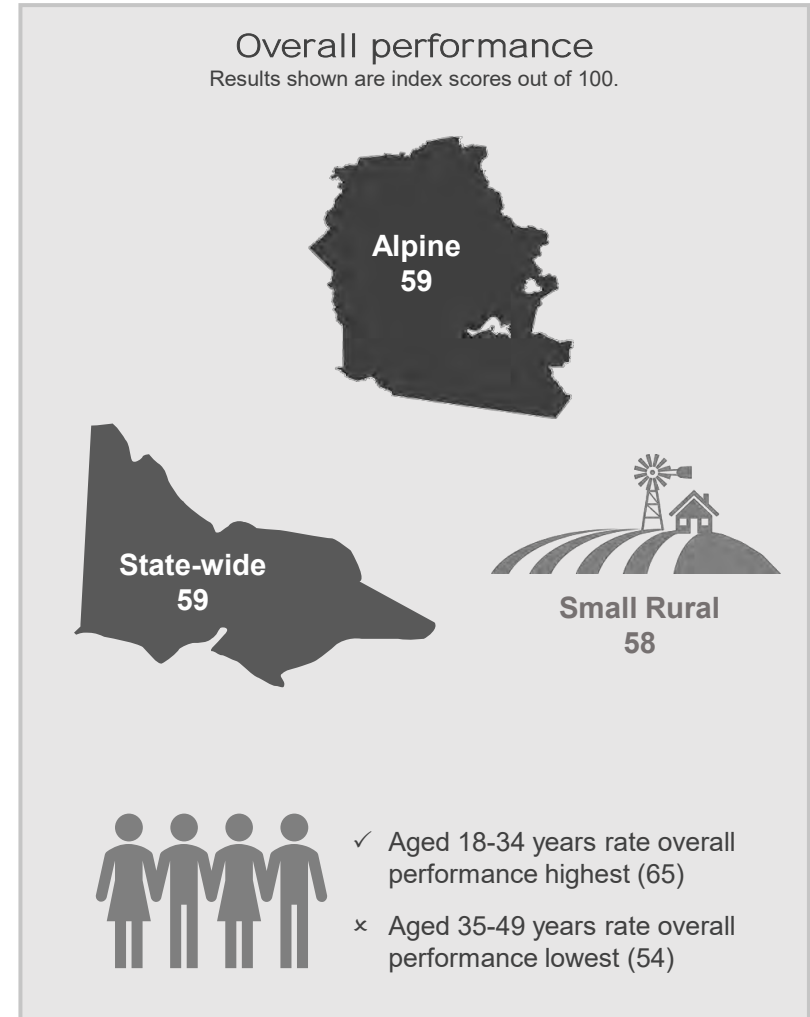
Overall performance

The overall performance index score of 59 for Alpine Shire Council represents a three-point (not significant) decline on the 2021 result. Overall performance has fallen to its lowest recorded level, last seen in 2015.

Alpine Shire Council's overall performance is rated in line with both the average rating for councils in the Small Rural group and at the State-wide level (index scores of 58 and 59 respectively).

- Perceptions among residents aged 18 to 35 years are significantly higher than the Council average (index score of 65).
- Ratings among Lower Ovens and Kiewa Valley residents remain high (index scores of 62 and 61 respectively) compared to lower ratings among Upper Ovens residents (index score of 55).
- Ratings among women and residents aged 35 to 49 years declined significantly.

Two in five residents (39%) rate the value for money they receive from Council in infrastructure and services provided to their community as 'very good' or 'good'. This is higher than the 21% of residents rating it as 'very poor' or 'poor'. More than a third (36%) rate Council as 'average' in terms of providing value for money.





Overall performance

2022 overall performance (index scores)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	
18-34	65▲	63	67	62	69	66	65	62	n/a	61	67
Men	62	60	58	59	62	63	60	59	n/a	64	60
Lower Ovens	62	66	64	66	62	67	62	62	n/a	61	67
65+	61	63	61	62	62	63	62	n/a	66	66	
Kiewa Valley	61	66	62	56	58	59	59	54	n/a	59	60
Alpine	59	62	60	60	62	61	60	59	n/a	61	63
State-wide	59	61	58	60	59	59	59	60	61	60	60
Small Rural	58	60	56	58	56	58	57	59	n/a	n/a	n/a
Women	57	63	62	60	62	60	61	59	n/a	58	66
50-64	56	58	50	57	59	58	58	56	n/a	57	61
Upper Ovens	55	54	57	55	65	56	59	60	n/a	63	62
35-49	54	61	62	59	60	62	56	56	n/a	59	59

Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Alpine Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

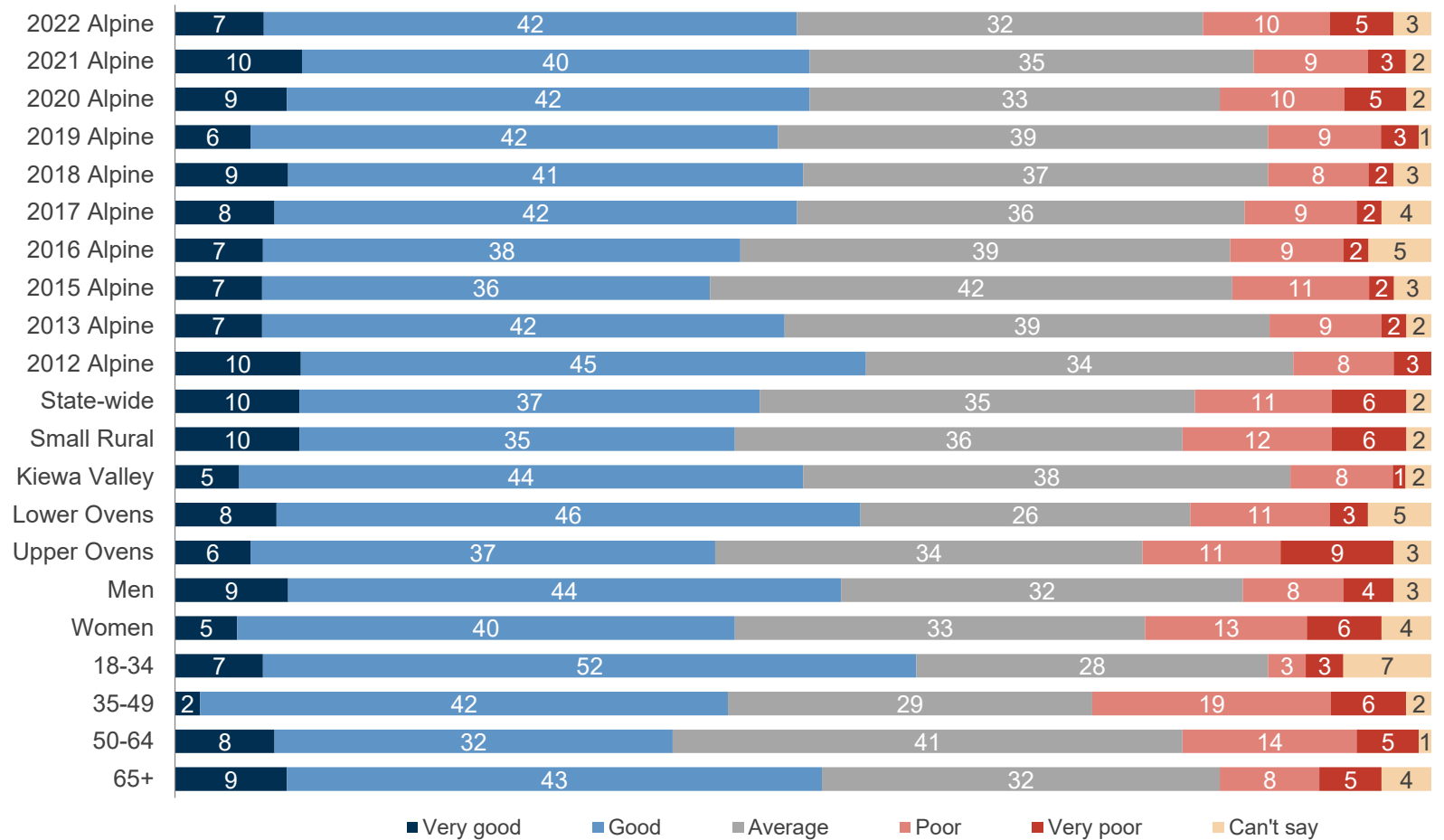
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.



Overall performance

2022 overall performance (%)

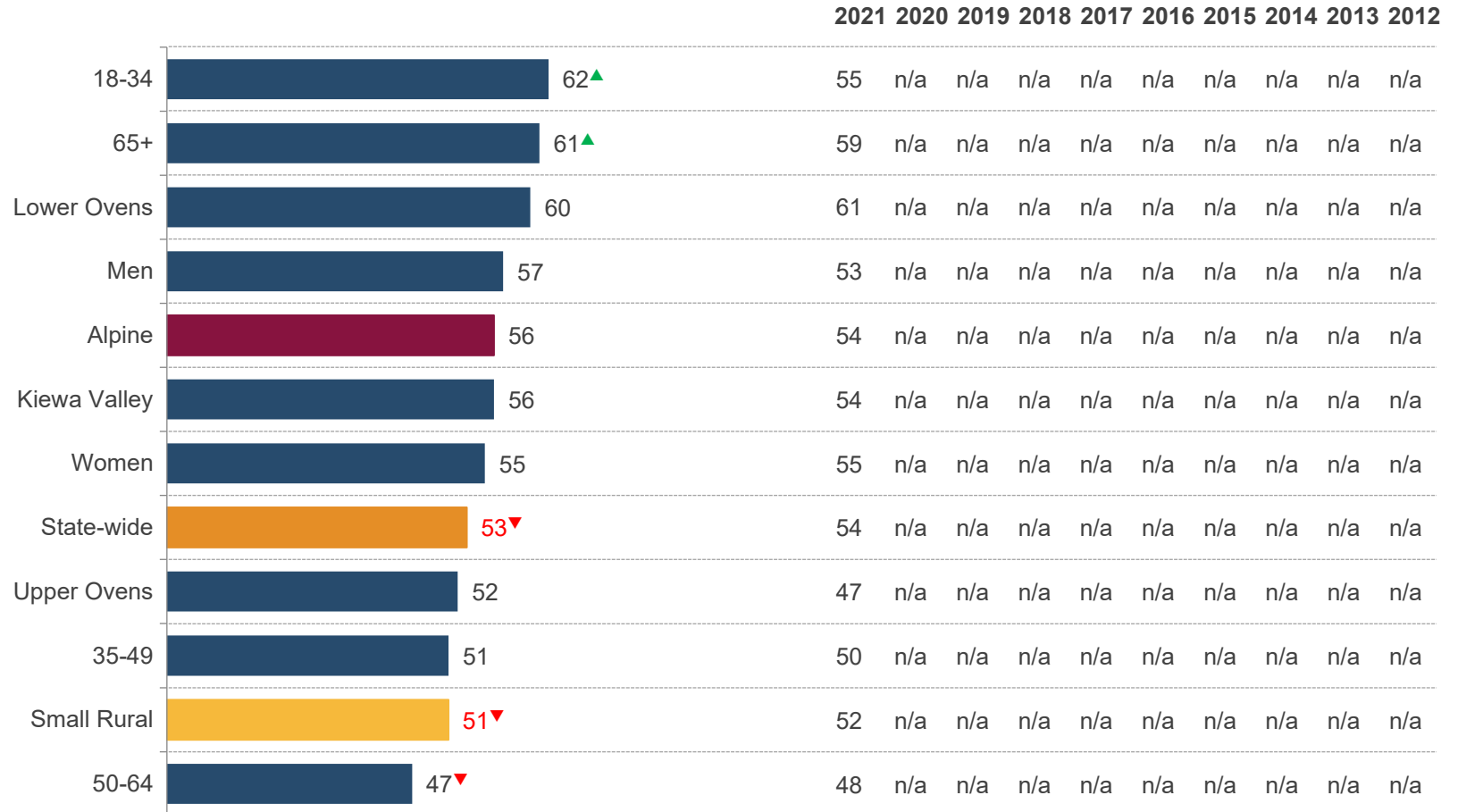


Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Alpine Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19



Value for money in services and infrastructure

2022 value for money (index scores)



Q3b. How would you rate Alpine Shire Council at providing good value for money in infrastructure and services provided to your community?

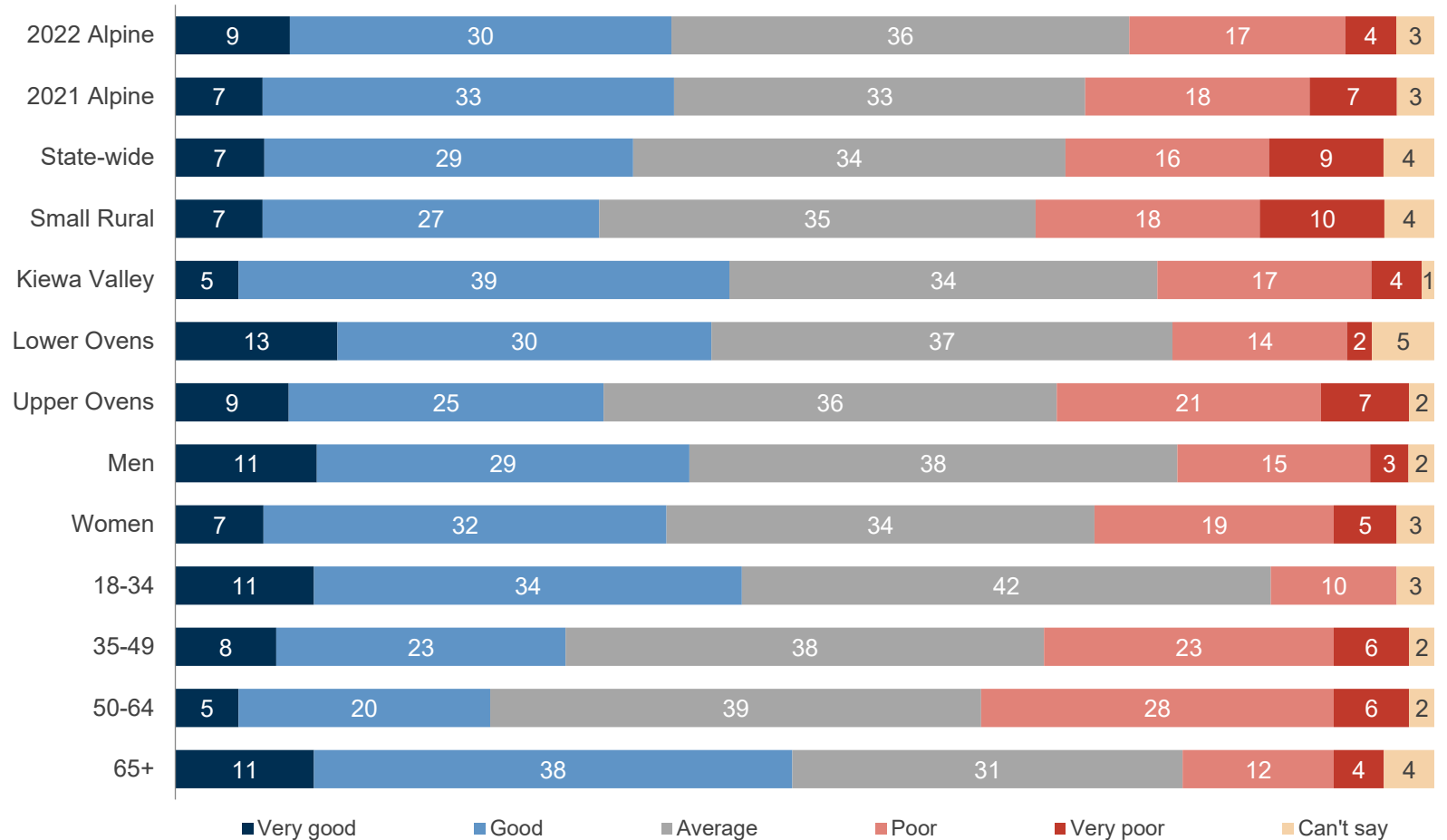
Base: All respondents. Councils asked State-wide: 66 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.



Value for money in services and infrastructure

2022 value for money (%)



Q3b. How would you rate Alpine Shire Council at providing good value for money in infrastructure and services provided to your community?

Base: All respondents. Councils asked State-wide: 66 Councils asked group: 19



Top performing service areas

Waste management (index score of 70) is the area where Council performed best in 2022, improving by two index points from 2021.

Council performs in line with the Small Rural and State-wide group averages on waste management.

- Perceptions of performance here among men improved significantly over the past year. Their opinion is also significantly higher compared to average.
- In contrast, women are significantly less satisfied compared to average.

Sealed local roads is Council's next highest rated service (61). Council's performance here is rated significantly higher than the Small Rural and State-wide group averages.

- Perceptions of performance have held relatively steady across most geographic and demographic groups in 2022.
- However, ratings among women have declined significantly over the past year (down eight points to 58).

Road/street maintenance continues to be nominated by residents as one of the best things about Alpine Shire Council.



Waste management (index score of 70) is the area where Council performed best in 2022.



Low performing service areas



Council rates lowest – relative to its performance in other areas – in the areas of consultation and engagement (index score of 55) and community decisions (index score of 56).

Council rates lowest on consultation and engagement and community decisions (index scores of 55 and 56 respectively). Council rates in line with State-wide and Small Rural group averages for both services.

Perceptions of performance in both areas have steadily declined since 2018. Ratings on community decisions are unchanged and remain at their lowest level (56). Perceptions of consultation and engagement are likewise now at their lowest level (down two points to 55).

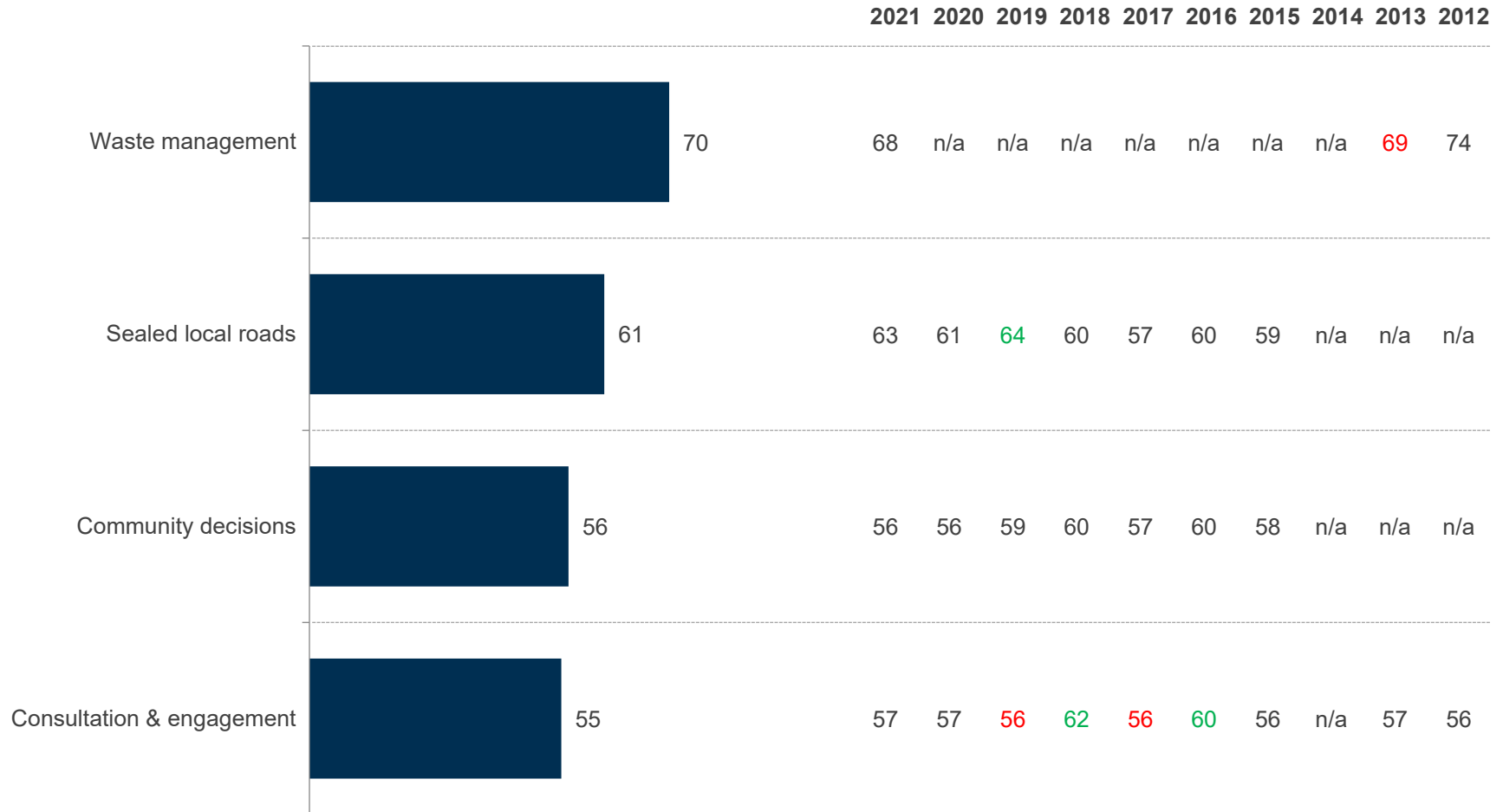
- Ratings of community decisions among Lower Ovens residents are significantly higher than the Council average. In contrast, ratings among Upper Ovens residents are significantly lower.
- Ratings of consultation and engagement among residents aged 35 to 49 years declined significantly and are now at their lowest point to date.
- While perceptions of consultation and engagement performance are highest among men, they have declined significantly among women over the past year.

In 2022, community consultation is the area where residents feel Council needs to improve the most (14%).



Individual service area performance

2022 individual service area performance (index scores)



Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?

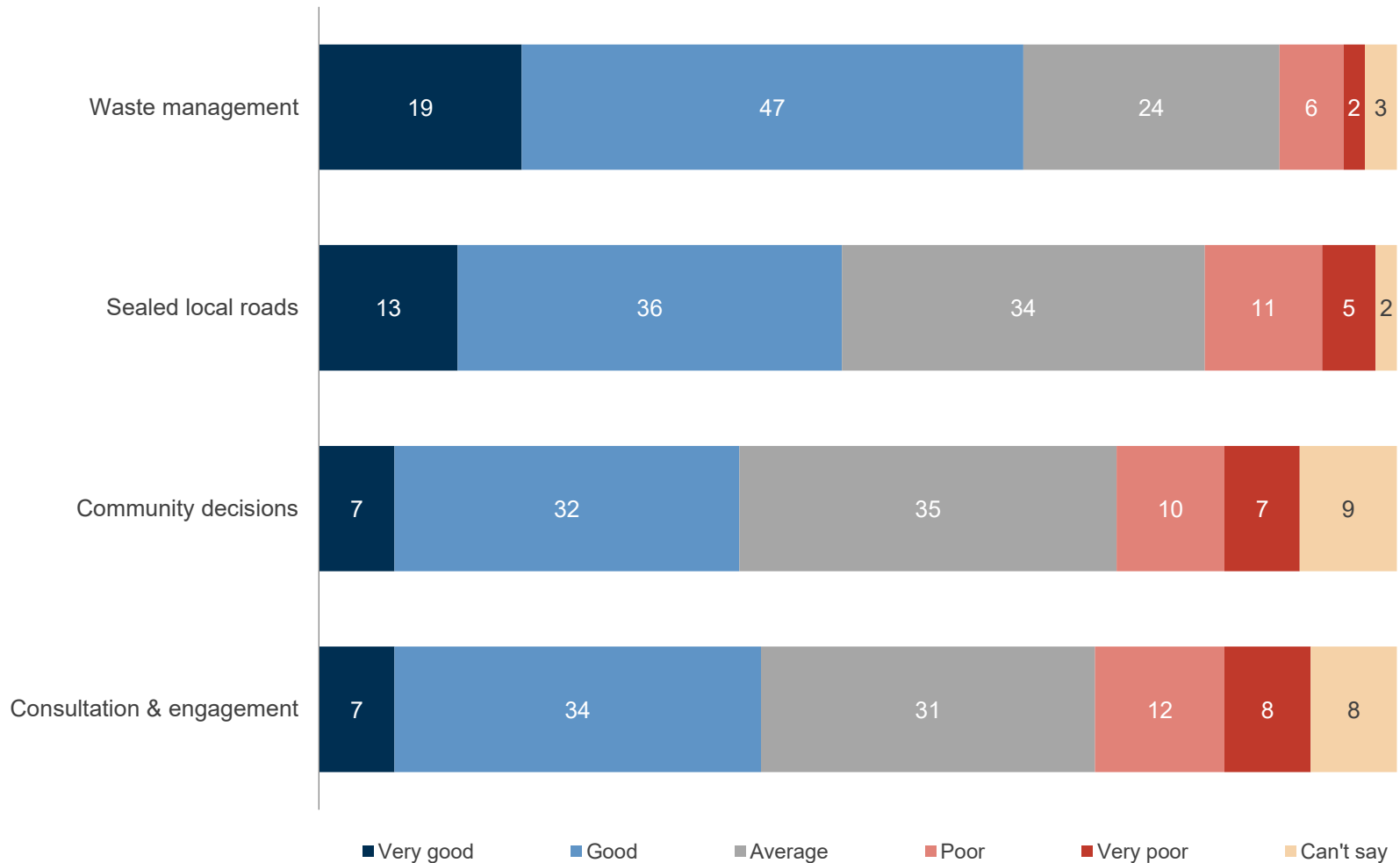
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.



Individual service area performance

2022 individual service area performance (%)



Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

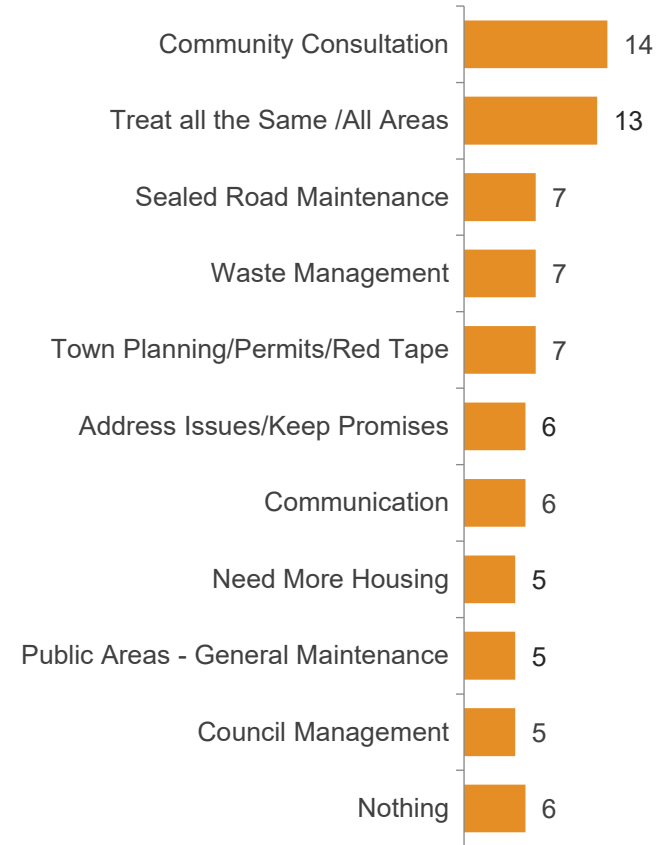


Best things about Council and areas for improvement

2022 best things about Council (%)
- Top mentions only -



2022 areas for improvement (%)
- Top mentions only -



Q16. Please tell me what is the ONE BEST thing about Alpine Shire Council? It could be about any of the issues or services we have covered in this survey or it could be about something else altogether?

Base: All respondents. Councils asked State-wide: 30 Councils asked group: 9

Q17. What does Alpine Shire Council MOST need to do to improve its performance?

Base: All respondents. Councils asked State-wide: 47 Councils asked group: 12

A verbatim listing of responses to these questions can be found in the accompanying dashboard.

Customer service



Contact with council and customer service

Contact with council

Three in five Council residents (60%) have had contact with Council in the last 12 months, consistent with the past two years. Level of contact is in line with the Small Rural group and State-wide averages.

Contact by Lower Ovens residents has declined and is significantly lower than Council average (48%). Residents aged 35 to 49 years have significantly higher contact with Council (73%) compared to the average.



Among those residents who have had contact with Council, 55% provide a positive customer service rating of 'very good' or 'good', including 24% of residents who rate Council's customer service as 'very good'.

Customer service

Council's customer service index of 63 represents a significant seven-point decline on the 2021 result.

- Customer service ratings are now at their lowest recorded level.

Customer service is now rated significantly lower than the State-wide and Small Rural group averages (index scores of 68 and 67 respectively).

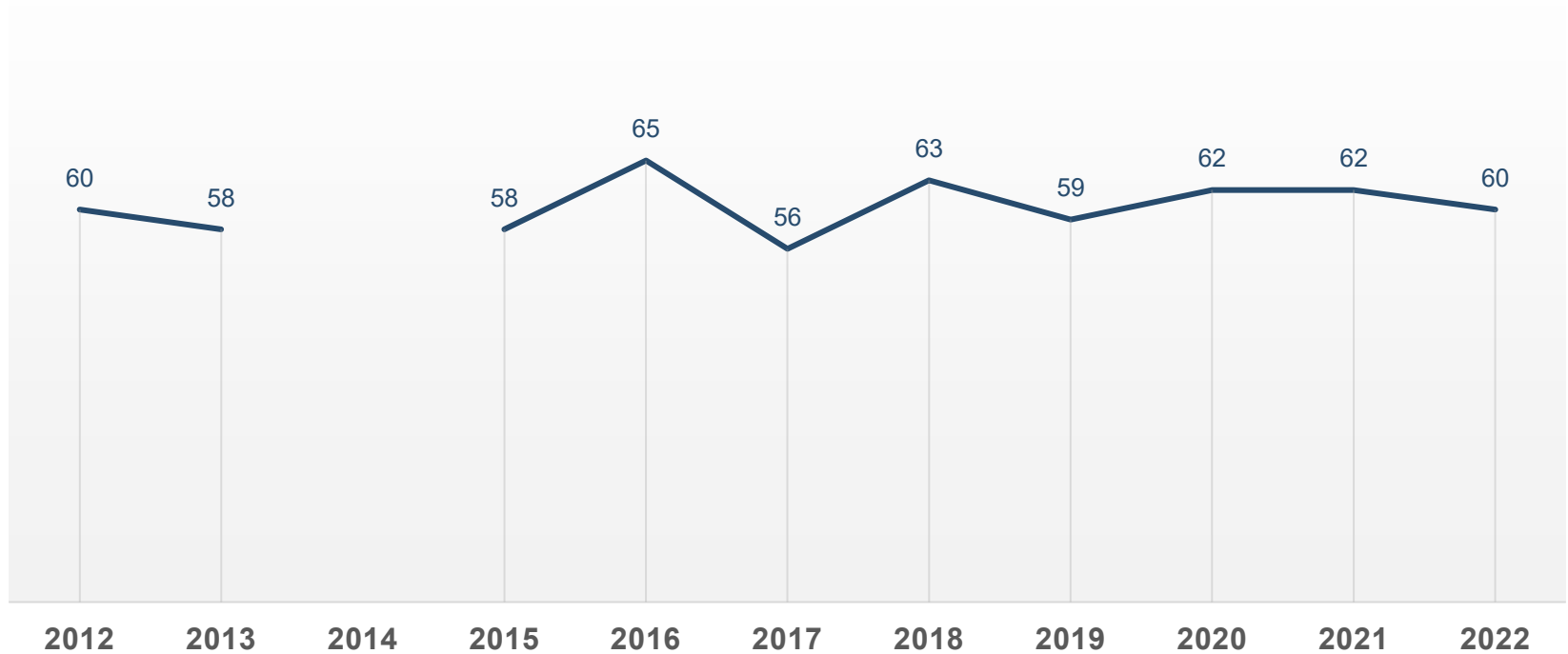
After recording their highest level in 2021, perceptions of customer service among younger residents aged 18 to 34 years have declined significantly (down 22 points to an index score of 61). Ratings among women also fell significantly (down 10 points to an index score of 71).

Perceptions of customer service remained steady across all other demographic and geographic groups.



Contact with council

2022 contact with council (%)
Have had contact



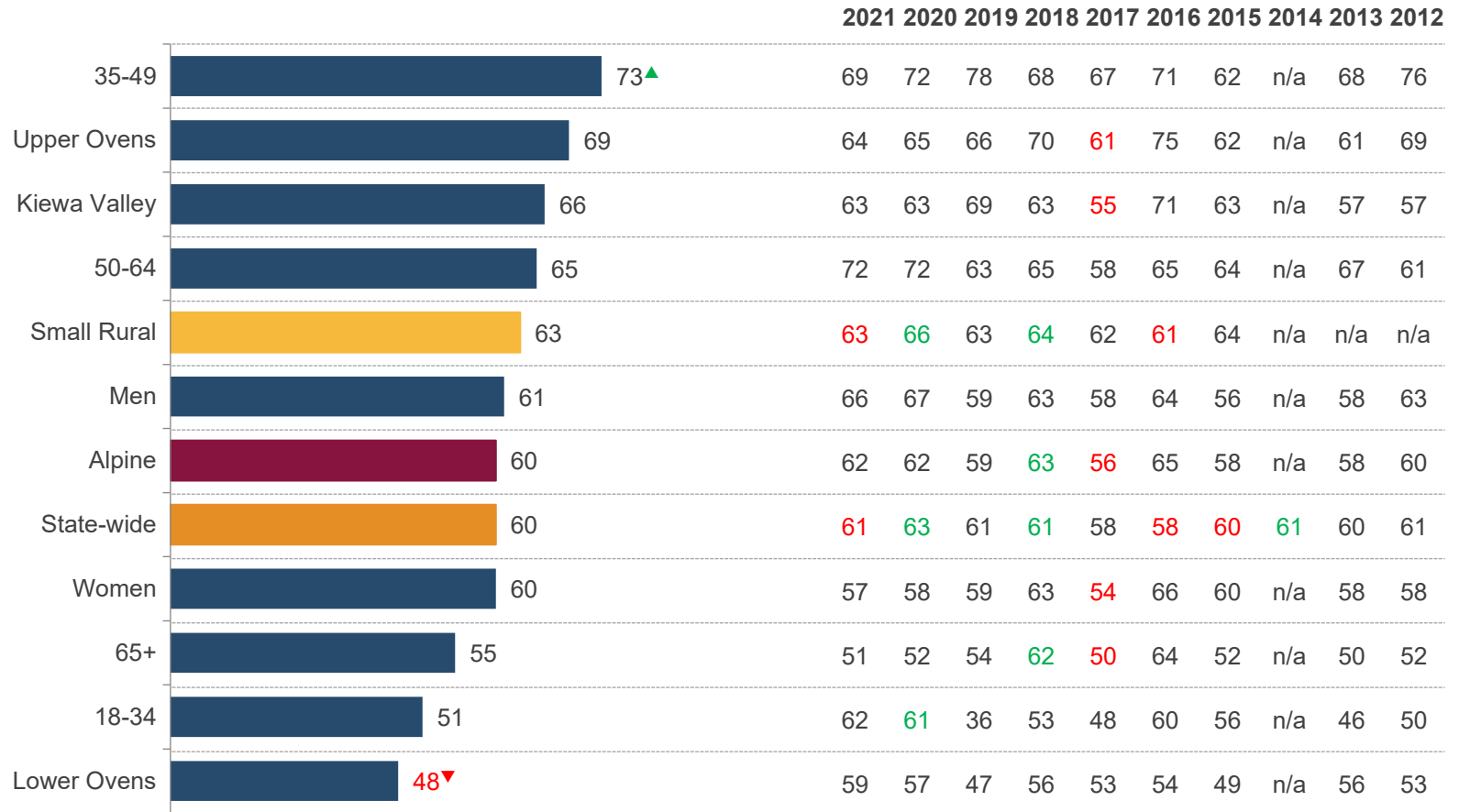
Q5. Over the last 12 months, have you or any member of your household had any contact with Alpine Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked State-wide: 42 Councils asked group: 15



Contact with council

2022 contact with council (%)



Q5. Over the last 12 months, have you or any member of your household had any contact with Alpine Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked State-wide: 42 Councils asked group: 15

Note: Please see Appendix A for explanation of significant differences.



Customer service rating

2022 customer service rating (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
State-wide	68▲	70	70	71	70	69	69	70	72	71	71
Small Rural	67▲	69	70	70	69	69	69	70	n/a	n/a	n/a
Lower Ovens	67	73	67	71	62	77	69	68	n/a	74	66
65+	67	72	66	70	72	76	74	70	n/a	73	70
Men	66	68	63	65	71	70	73	63	n/a	68	62
Alpine	63	70	65	69	70	71	71	68	n/a	68	65
50-64	63	62	57	65	70	64	64	71	n/a	70	68
Kiewa Valley	63	67	66	65	73	63	72	64	n/a	55	61
18-34	61	83	65	75	56	73	77	62	n/a	58	57
Upper Ovens	61	68	63	69	75	71	72	71	n/a	71	67
Women	61	71	67	72	69	71	69	72	n/a	68	69
35-49	60	65	71	68	74	73	70	66	n/a	67	62

Q5c. Thinking of the most recent contact, how would you rate Alpine Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

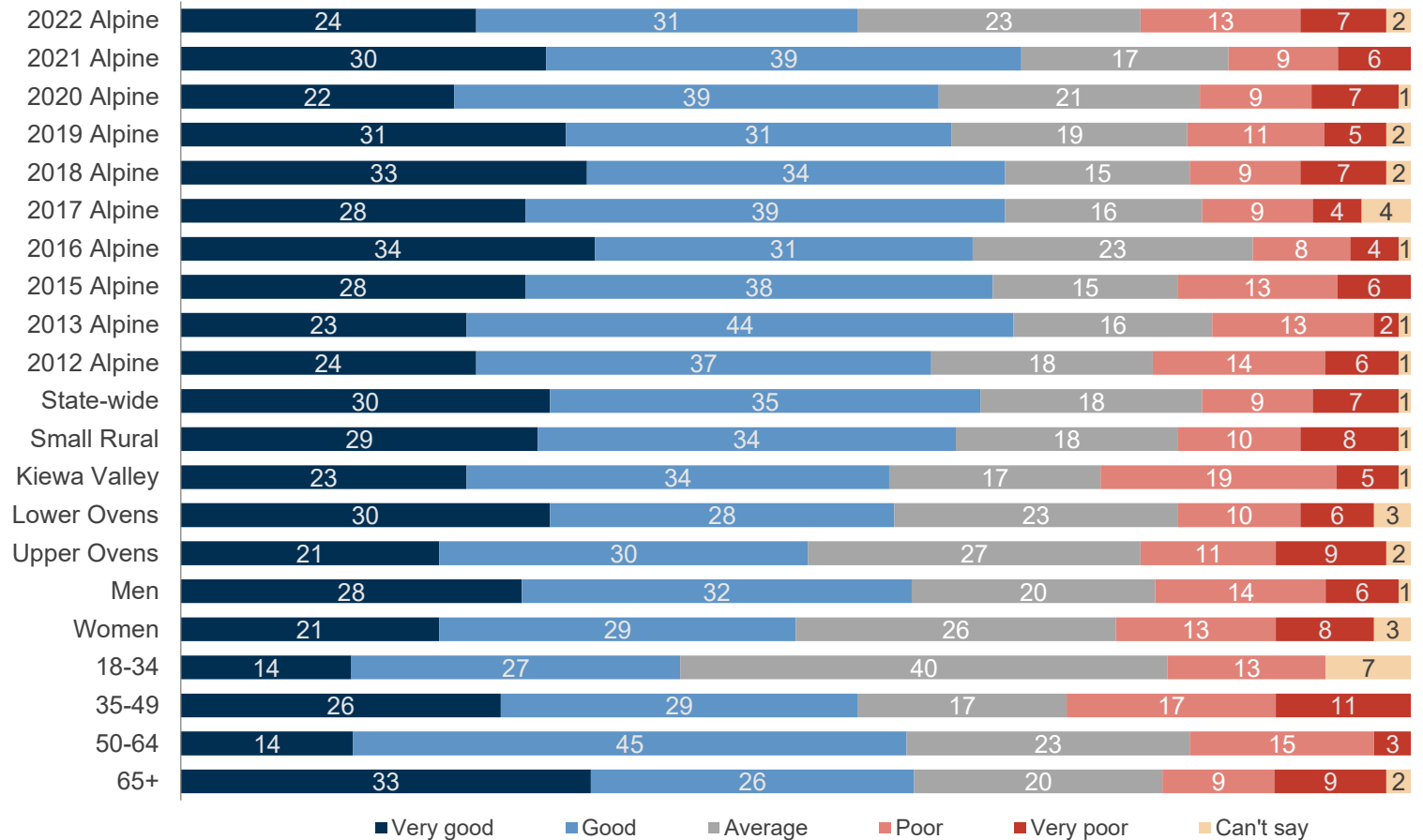
Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.



Customer service rating

2022 customer service rating (%)



Q5c. Thinking of the most recent contact, how would you rate Alpine Shire Council for customer service?
 Please keep in mind we do not mean the actual outcome but rather the actual service that was received.
 Base: All respondents who have had contact with Council in the last 12 months.
 Councils asked State-wide: 67 Councils asked group: 19

Council direction

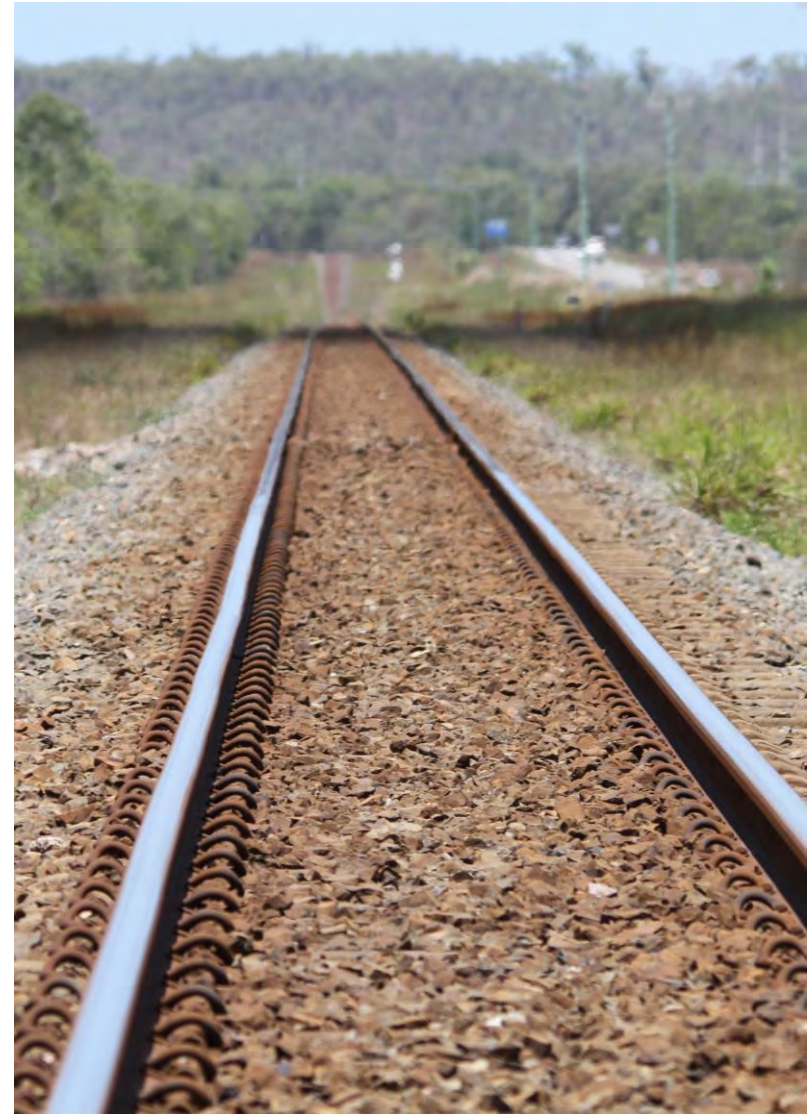


Council direction

Over the last 12 months, 61% of residents believe the direction of Council's overall performance has stayed the same – down five percentage points since 2021.

- 19% believe the direction has improved in the last 12 months (up two points on 2021).
- 13% believe the direction of Council performance has deteriorated (equal points on 2021).
- The most satisfied with Council direction are residents aged 18 to 34 years and men. Perceptions among these groups have improved significantly over the last 12 months, and are significantly higher than the Council average.
- The least satisfied with Council's direction are residents aged 35 to 49 years and women (the former rating significantly lower than the Council average).

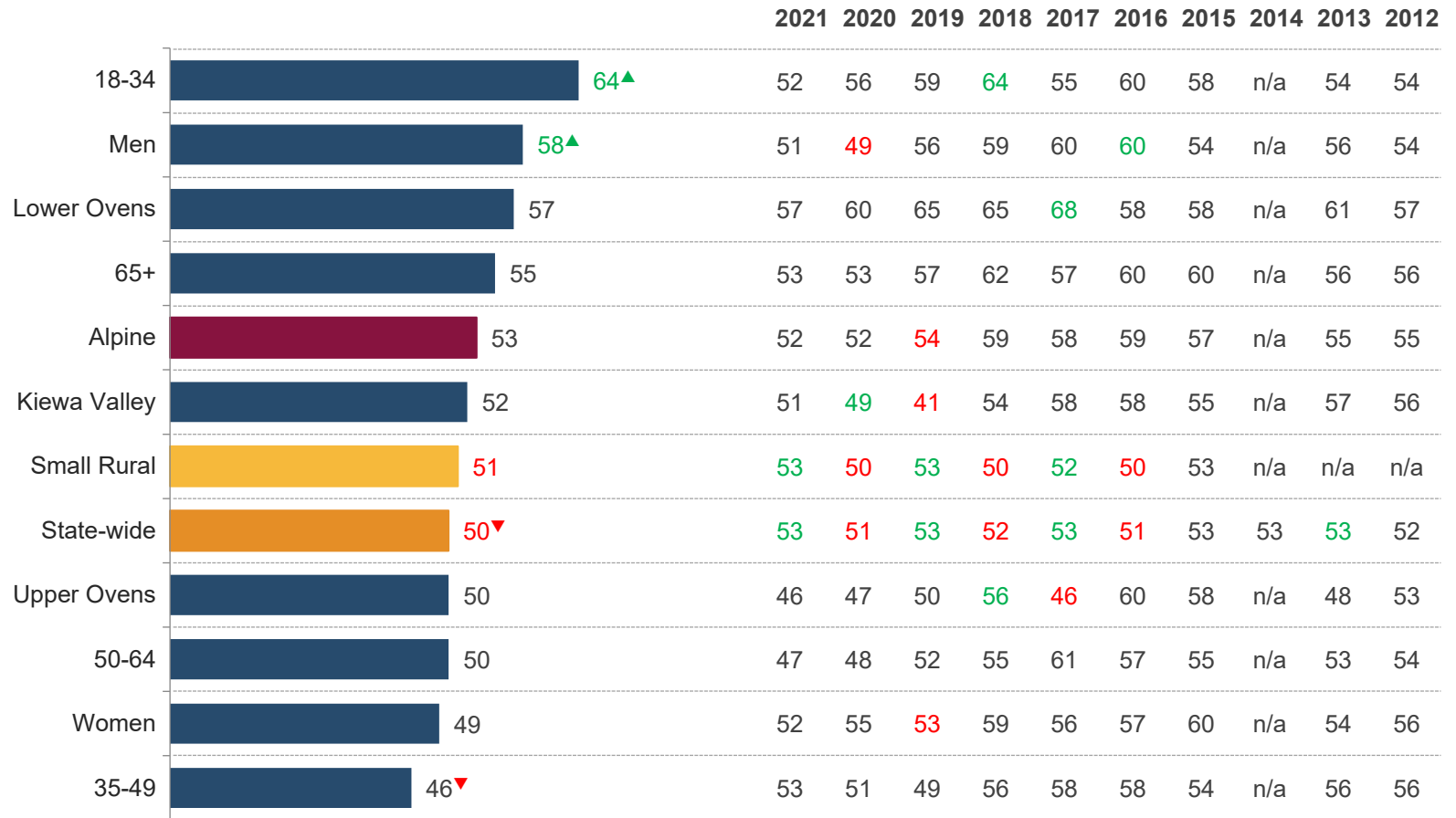
Council's steady rating of 53 (up one point from 2021) on direction of overall performance compares favourably against significant declines in the Small Rural group (51, down two points) and State-wide (50, down three points) averages.





Overall council direction last 12 months

2022 overall council direction (index scores)



Q6. Over the last 12 months, what is your view of the direction of Alpine Shire Council's overall performance?

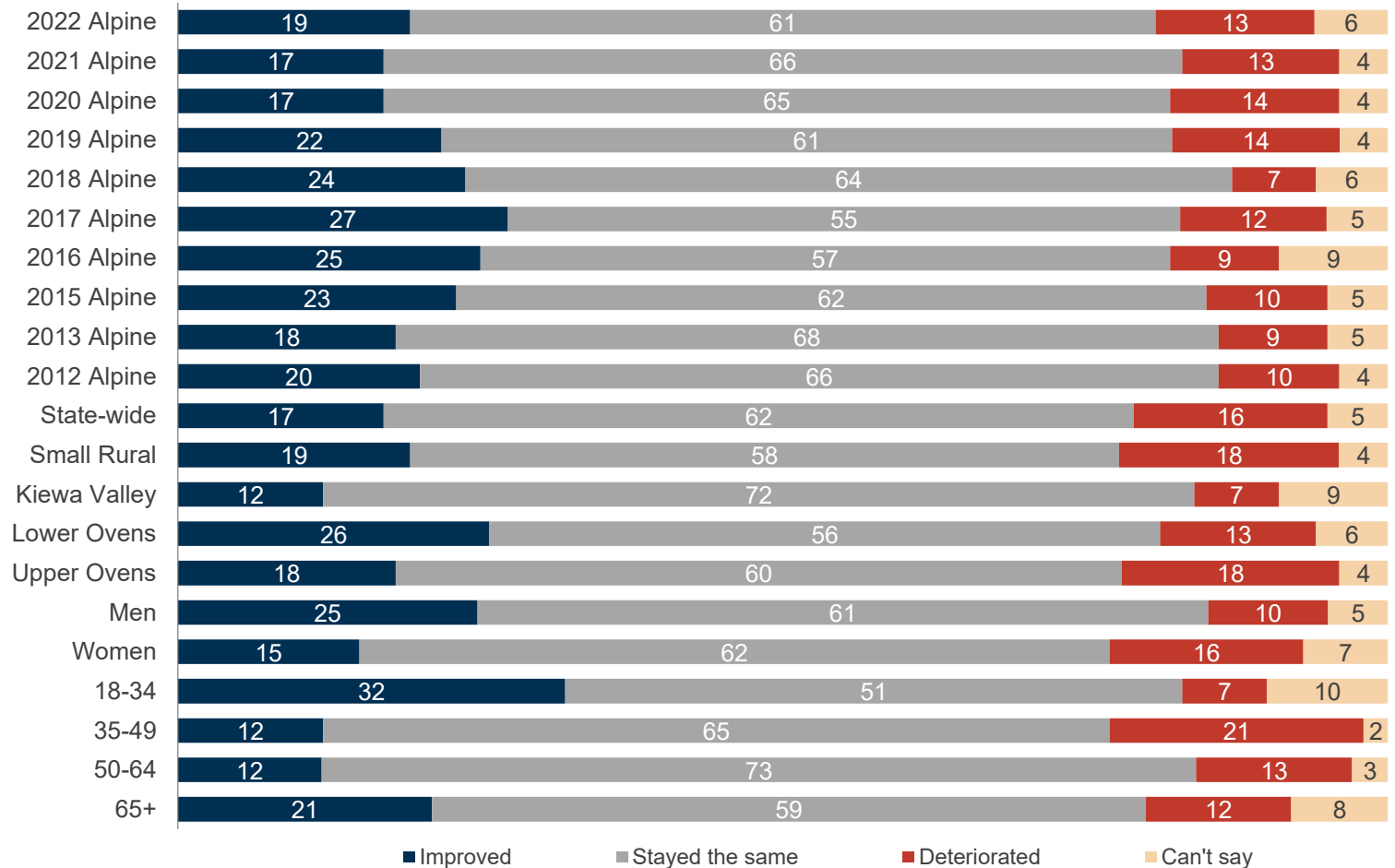
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.



Overall council direction last 12 months

2022 overall council direction (%)



Q6. Over the last 12 months, what is your view of the direction of Alpine Shire Council's overall performance?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Individual service areas



Community consultation and engagement performance



2022 consultation and engagement performance (index scores)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	
Men	61▲	58	57	55	63	56	61	57	n/a	59	53
Lower Ovens	59	62	62	62	64	62	63	58	n/a	59	62
18-34	58	63	64	56	69	55	66	63	n/a	51	64
65+	57	56	56	56	60	58	60	57	n/a	60	56
Kiewa Valley	57	63	59	56	57	54	57	49	n/a	53	51
50-64	56	52	48	51	56	57	56	55	n/a	54	55
Alpine	55	57	57	56	62	56	60	56	n/a	57	56
State-wide	54	56	55	56	55	55	54	56	57	57	57
Small Rural	54	56	54	56	54	55	55	56	n/a	n/a	n/a
Upper Ovens	51	48	52	49	63	50	60	60	n/a	57	55
Women	50▼	56	58	56	61	57	59	56	n/a	54	59
35-49	49	59	62	60	65	53	61	52	n/a	60	53

Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?

Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

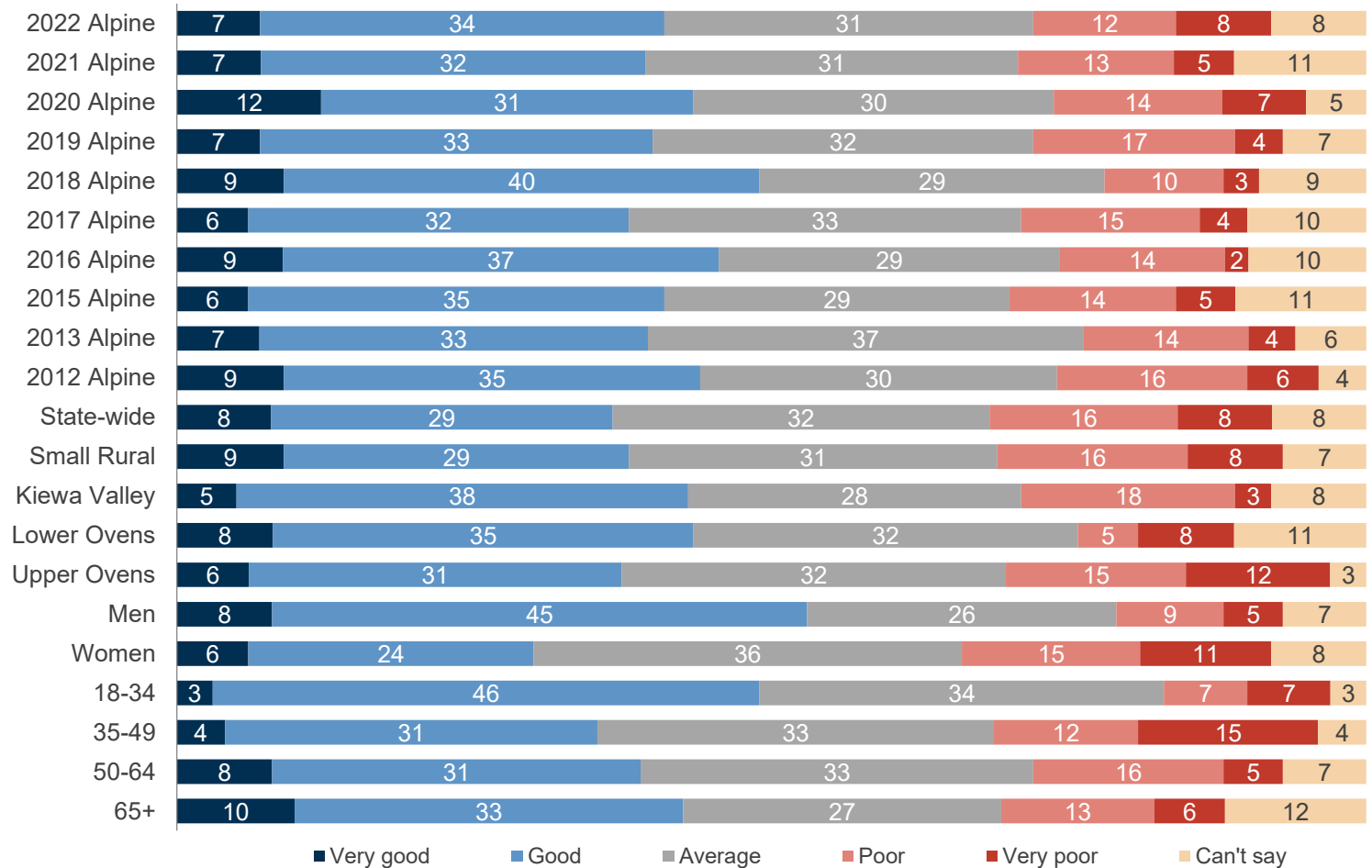
Note: Please see Appendix A for explanation of significant differences.



Community consultation and engagement performance



2022 consultation and engagement performance (%)



Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Decisions made in the interest of the community performance



2022 community decisions made performance (index scores)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	
Lower Ovens	62▲	61	58	65	60	61	60	62	n/a	n/a	n/a
18-34	60	59	57	62	64	54	63	61	n/a	n/a	n/a
Men	59	57	54	60	61	57	61	58	n/a	n/a	n/a
65+	59	59	58	59	57	59	62	60	n/a	n/a	n/a
Kiewa Valley	57	62	58	58	55	57	59	53	n/a	n/a	n/a
Alpine	56	56	56	59	60	57	60	58	n/a	n/a	n/a
State-wide	54	56	53	55	54	54	54	55	57	n/a	n/a
Small Rural	54	56	53	55	52	55	53	56	n/a	n/a	n/a
Women	52	55	59	58	59	57	58	57	n/a	n/a	n/a
35-49	52	53	60	58	63	57	59	55	n/a	n/a	n/a
50-64	51	52	48	57	57	57	55	55	n/a	n/a	n/a
Upper Ovens	47▼	48	54	52	63	51	60	57	n/a	n/a	n/a

Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?

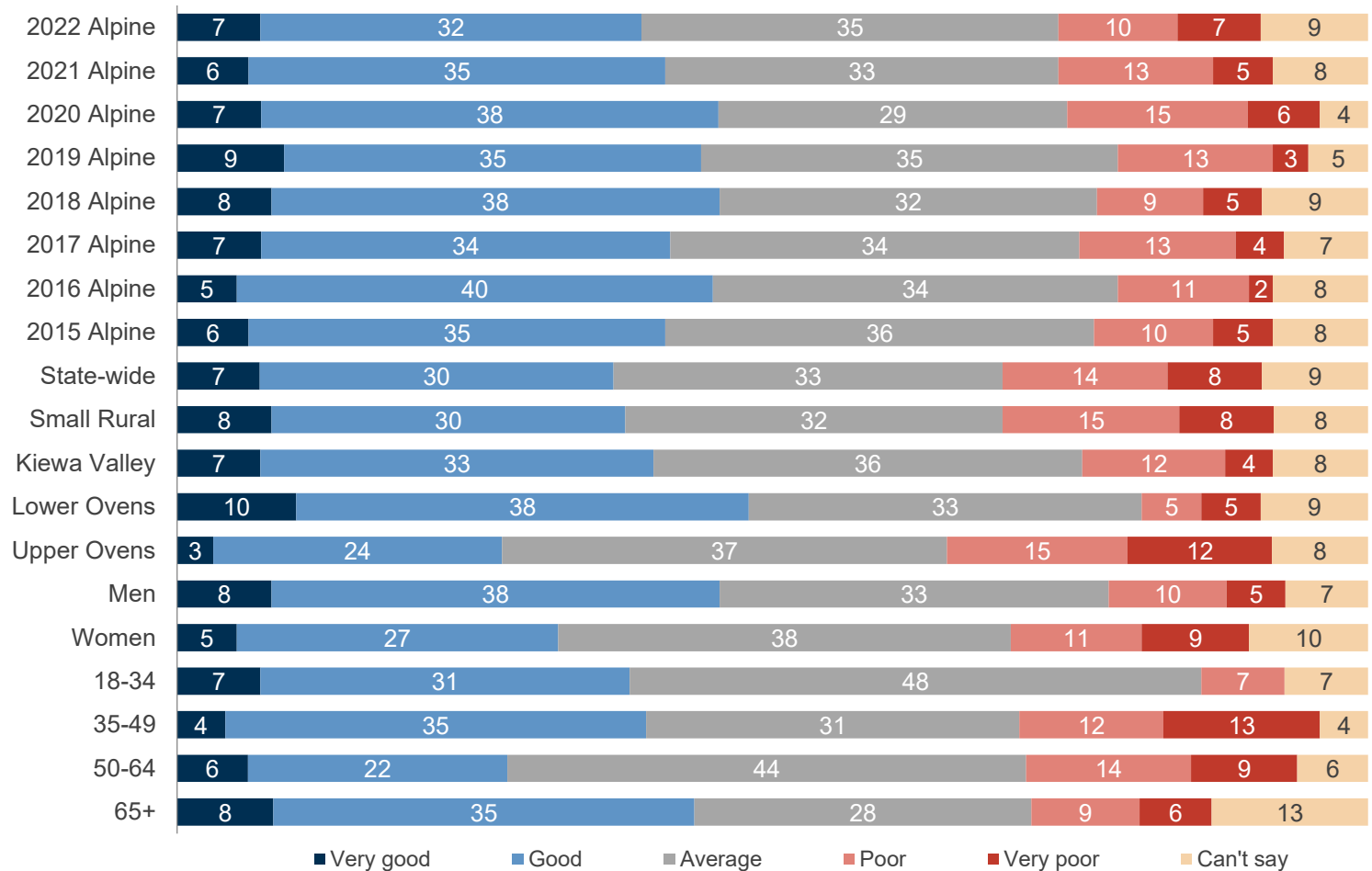
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.

Decisions made in the interest of the community performance



2022 community decisions made performance (%)



Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19



The condition of sealed local roads in your area performance



2022 sealed local roads performance (index scores)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	
Men	63	60	59	62	61	57	61	61	n/a	n/a	n/a
Lower Ovens	63	68	62	67	62	61	62	58	n/a	n/a	n/a
18-34	63	66	62	67	60	59	64	60	n/a	n/a	n/a
65+	62	64	63	63	60	56	61	60	n/a	n/a	n/a
50-64	61	61	51	61	59	58	59	55	n/a	n/a	n/a
Upper Ovens	61	59	63	63	65	57	59	64	n/a	n/a	n/a
Alpine	61	63	61	64	60	57	60	59	n/a	n/a	n/a
Women	58	66	63	65	59	58	58	57	n/a	n/a	n/a
35-49	57	62	66	64	62	57	55	61	n/a	n/a	n/a
Kiewa Valley	56	61	58	58	51	53	58	55	n/a	n/a	n/a
State-wide	53	57	54	56	53	53	54	55	55	n/a	n/a
Small Rural	50	53	51	53	49	50	52	52	n/a	n/a	n/a

Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?

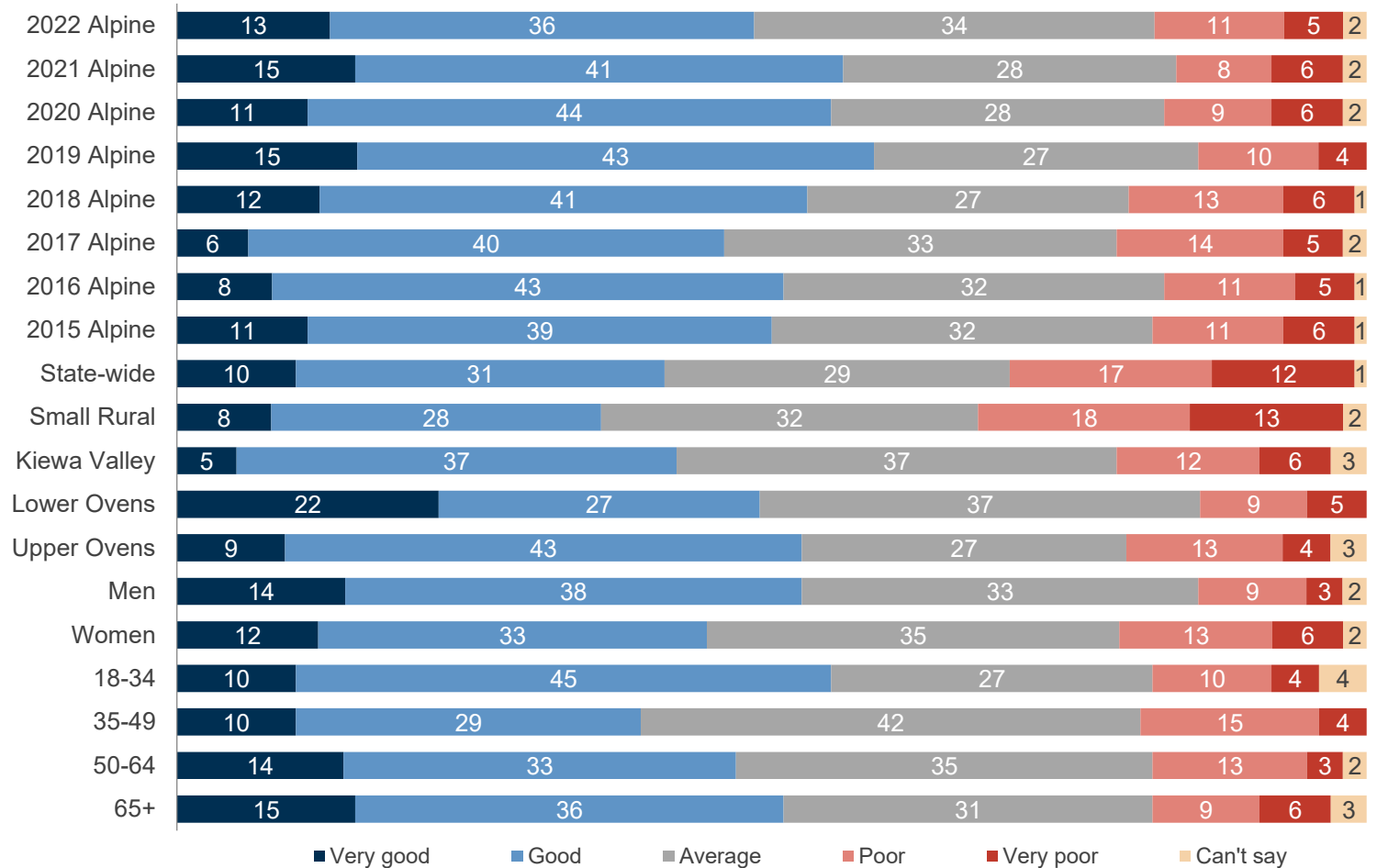
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences.

The condition of sealed local roads in your area performance



2022 sealed local roads performance (%)



Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19



Waste management performance



2022 waste management performance (index scores)

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Men	74▲	67	n/a	n/a	n/a	n/a	n/a	n/a	71	74
18-34	72	75	n/a	n/a	n/a	n/a	n/a	n/a	66	68
65+	72	70	n/a	n/a	n/a	n/a	n/a	n/a	74	79
Lower Ovens	72	70	n/a	n/a	n/a	n/a	n/a	n/a	68	72
Kiewa Valley	70	69	n/a	n/a	n/a	n/a	n/a	n/a	66	73
Alpine	70	68	n/a	n/a	n/a	n/a	n/a	n/a	69	74
Small Rural	68	68	64	66	69	70	69	71	n/a	n/a
State-wide	68	69	65	68	70	71	70	72	73	71
50-64	68	67	n/a	n/a	n/a	n/a	n/a	n/a	68	75
Upper Ovens	67	67	n/a	n/a	n/a	n/a	n/a	n/a	71	76
Women	65▼	69	n/a	n/a	n/a	n/a	n/a	n/a	67	74
35-49	65	61	n/a	n/a	n/a	n/a	n/a	n/a	65	71

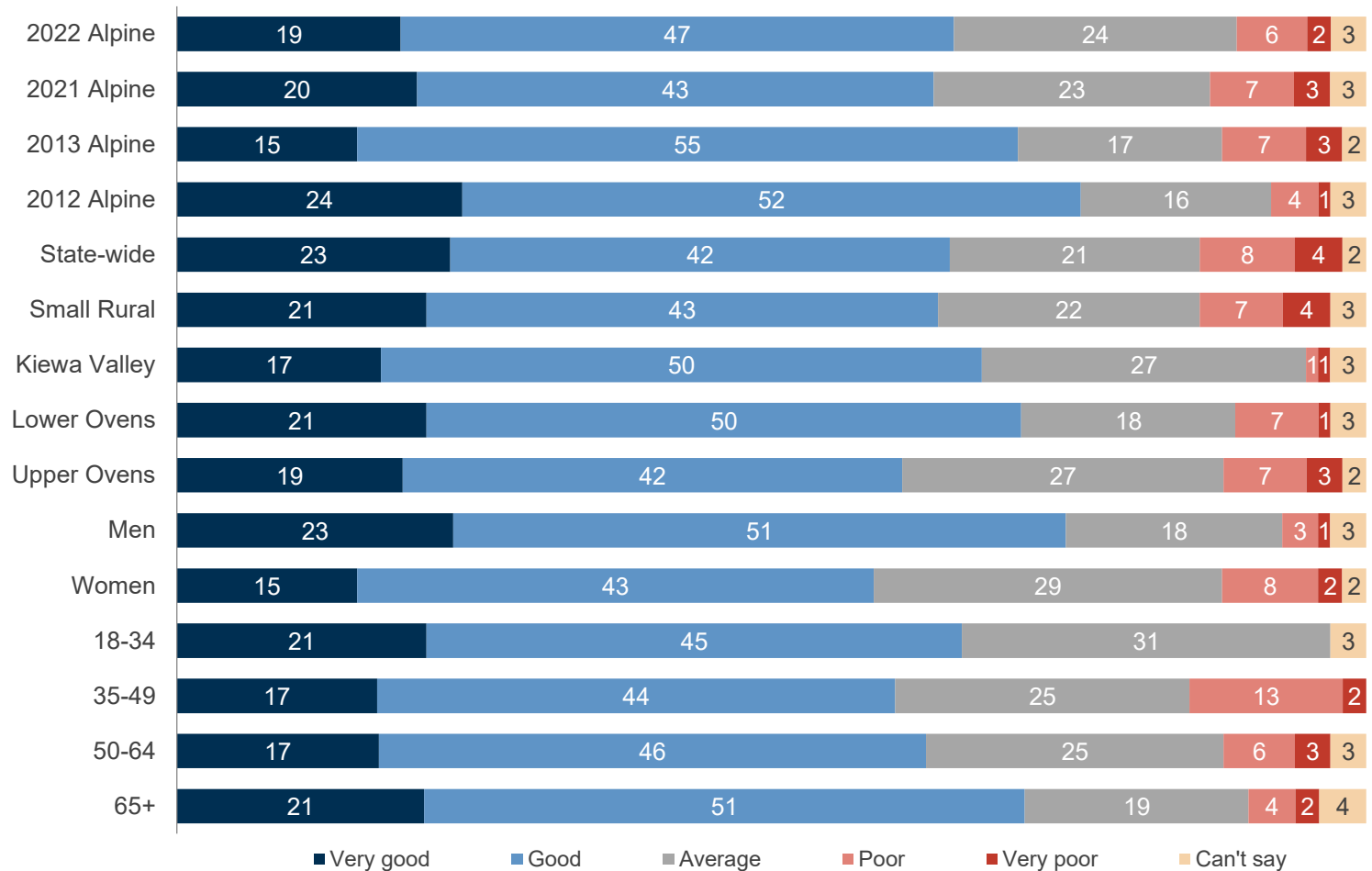
Q2. How has Council performed on 'Waste management' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19
 Note: Please see Appendix A for explanation of significant differences.



Waste management performance



2022 waste management performance (%)



Q2. How has Council performed on 'Waste management' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

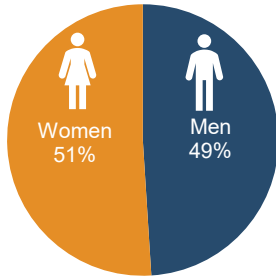
Detailed demographics



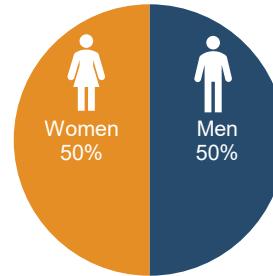
Gender and age profile

2022 gender

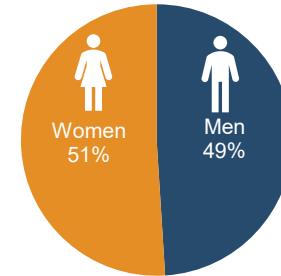
Alpine



Small Rural

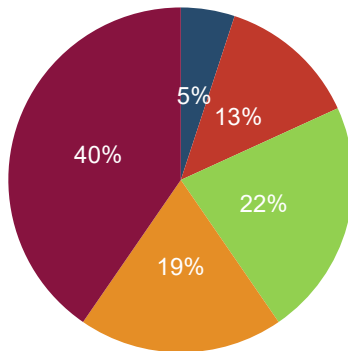


State-wide

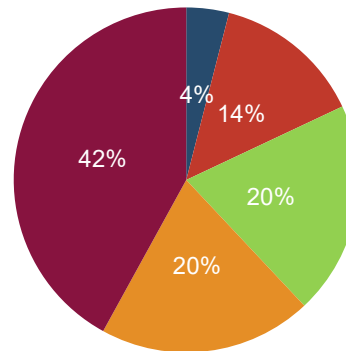


2022 age

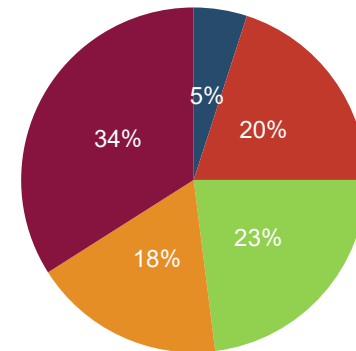
Alpine



Small Rural



State-wide



■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

S3. [Record gender] / S4. To which of the following age groups do you belong?
 Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19
 Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.

Appendix A: Index scores, margins of error and significant differences

Appendix A:

Index Scores

ORDINARY COUNCIL MEETING M(9) - 6 SEPTEMBER 2022

8.3.3 2022 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY



Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from 'very good' to 'very poor', with 'can't say' also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an 'Index Score' has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	INDEX SCORE 60

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	INDEX SCORE 56



Appendix A: Margins of error

ORDINARY COUNCIL MEETING M(9) - 6 SEPTEMBER 2022

The sample size for the 2022 State-wide Local Government Community Satisfaction Survey for Alpine Shire Council was n=400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately n=400 interviews is +/-4.8% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.2% - 54.8%.

Maximum margins of error are listed in the table below, based on a population of 10,500 people aged 18 years or over for Alpine Shire Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
Alpine Shire Council	400	400	+/-4.8
Men	193	196	+/-7.0
Women	207	204	+/-6.8
Kiewa Valley	105	104	+/-9.6
Lower Ovens (Myrtleford - Eurobin)	155	157	+/-7.8
Upper Ovens (Porepunkah - Dinner Plain)	140	140	+/-8.3
18-34 years	29	74	+/-18.5
35-49 years	48	90	+/-14.3
50-64 years	102	75	+/-9.7
65+ years	221	162	+/-6.5



Appendix A: Significant difference reporting notation

Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing green (▲) and downward directing red arrows (▼).

Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

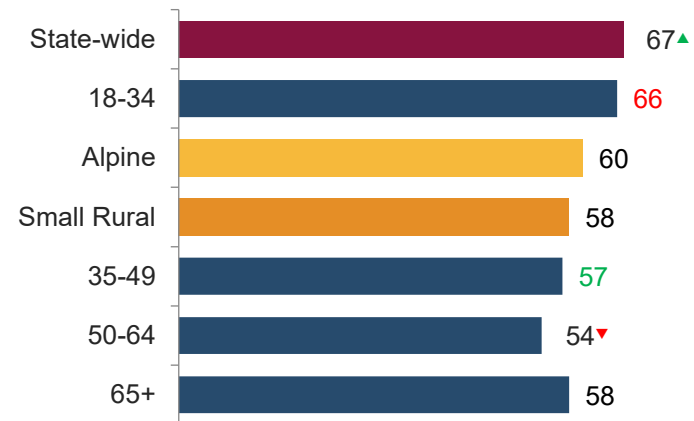
- ▲ The state-wide result is significantly higher than the overall result for the council.
- ▼ The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in green and red indicate significantly higher or lower results than in 2021.

Therefore in the example below:

- The result among 35-49 year olds in the council is **significantly higher** than the result achieved among this group in 2021.
- The result among 18-34 year olds in the council is **significantly lower** than the result achieved among this group in 2021.

**2022 overall performance (index scores)
(example extract only)**





Appendix A:

Index score significant difference calculation

The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$5^2 / \$3) + (\$6^2 / \$4))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 2
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.

Appendix B: Further project information



ORDINARY COUNCIL MEETING M(9) - 6 SEPTEMBER 2022

Appendix B. Further information

Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in this section including:

- Background and objectives
- Analysis and reporting
- Glossary of terms

Detailed survey tabulations

Detailed survey tabulations are available in supplied Excel file.

Contacts

For further queries about the conduct and reporting of the 2022 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on

(03) 8685 8555 or via email:

admin@jwsresearch.com



Appendix B: Survey methodology and sampling

The 2022 results are compared with previous years, as detailed below:

- 2021, n=400 completed interviews, conducted in the period of 28th January – 18th March.
- 2020, n=400 completed interviews, conducted in the period of 30th January – 22nd March.
- 2019, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2018, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2017, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2016, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2015, n=403 completed interviews, conducted in the period of 1st February – 30th March.
- 2013, n=400 completed interviews, conducted in the period of 1st February – 24th March.
- 2012, n=400 completed interviews, conducted in the period of 18th May – 30th June.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Alpine Shire Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, ‘—’ denotes not mentioned and ‘0%’ denotes mentioned by less than 1% of respondents. ‘Net’ scores refer to two or more response categories being combined into one category for simplicity of reporting.

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Alpine Shire Council.

Survey sample matched to the demographic profile of Alpine Shire Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 60% mobile phone numbers to cater to the diversity of residents within Alpine Shire Council, particularly younger people.

A total of n=400 completed interviews were achieved in Alpine Shire Council. Survey fieldwork was conducted in the period of 27th January – 24th March, 2022.

ORDINARY COUNCIL MEETING M(9) - 6 SEPTEMBER 2022

Appendix B: Analysis and reporting

8.3.3 2022 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY



All participating councils are listed in the State-wide report published on the DELWP website. In 2022, 67 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2022 vary slightly.

Council Groups

Alpine Shire Council is classified as a Small Rural council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural.

Councils participating in the Small Rural group are:

- Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliffe, Strathbogie, West Wimmera and Yarriambiack.

Wherever appropriate, results for Alpine Shire Council for this 2022 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Small Rural group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.

ORDINARY COUNCIL MEETING M(9) - 6 SEPTEMBER 2022

Appendix B. 2012 survey revision

8.3.3 2022 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY



The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Alpine Shire Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. Comparisons in the period 2012-2022 have been made throughout this report as appropriate.



Appendix B: Core, optional and tailored questions

Core, optional and tailored questions

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2022 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Value for money in services and infrastructure (Value for money)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Waste management

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2022 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.



Appendix B: Analysis and reporting

Reporting

Every council that participated in the 2022 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the State government is supplied with this State-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed, which is available at:

<https://www.localgovernment.vic.gov.au/our-programs/council-community-satisfaction-survey>

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.

ORDINARY COUNCIL MEETING M(9) - 6 SEPTEMBER 2022

Appendix B. Glossary of terms



Core questions: Compulsory inclusion questions for all councils participating in the CSS.

CSS: 2022 Victorian Local Government Community Satisfaction Survey.

Council group: One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

Council group average: The average result for all participating councils in the council group.

Highest / lowest: The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

Index score: A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

Optional questions: Questions which councils had an option to include or not.

Percentages: Also referred to as ‘detailed results’, meaning the proportion of responses, expressed as a percentage.

Sample: The number of completed interviews, e.g. for a council or within a demographic sub-group.

Significantly higher / lower: The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

State-wide average: The average result for all participating councils in the State.

Tailored questions: Individual questions tailored by and only reported to the commissioning council.

Weighting: Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.

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Governance Rules

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Contents

Chapter 1	Introduction	4
Chapter 2	Procedure for Election of Mayor and Deputy Mayor	8
	PART A Background.....	8
	PART B Detailed steps, procedures and actions.....	10
Chapter 3	Meeting Procedure for Council meetings	13
	PART A Introduction.....	13
	PART B Meeting roles.....	13
	PART C Notices of meetings and agenda	14
	PART D Apologies and absences.....	17
	PART E Quorums.....	17
	PART F During a council meeting.....	18
	PART G Other matters.....	25
Chapter 4	Joint Council meetings	30
Chapter 5	Meeting Procedure for Delegated Committees	31
Chapter 6	Meeting Procedure for Community Asset Committees and other committees under the auspices of Council.....	32
Chapter 7	Disclosure of Conflicts of Interest.....	33
Chapter 8	Miscellaneous.....	37
Chapter 9	Election Period Policy.....	38
	PART A Purpose	38
	PART B Scope.....	38
	PART C Policy details.....	39
	PART D Roles and responsibilities.....	50
	PART E Breaches.....	50
	PART F Human Rights Charter compatibility.....	50
	PART G Supporting documents	51
	PART H Definitions and abbreviations.....	51

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.
- B6.4

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 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.

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 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 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 Council meeting 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 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 to the person who asked the question as soon as practical after the meeting.

G6 Form and Availability of Minutes

- G6.1 The Chief Executive Officer (or other person authorised 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;
 - 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 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.

Chapter 8 Miscellaneous

A1 Informal meetings of Councillors

A1.1 If there is a meeting 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,

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 meeting 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 a making 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 meeting scheduled in the month leading up to the election during the election period. The meeting 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 meeting 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

S123 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. S21 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 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]*

Related Procedures

- Nil

PART H 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 6th day of
September 2022 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE



COUNCIL POLICY

Public Interest Disclosures

Contents

1. Purpose	4
2. Scope	4
3. Policy details	4
3.1 Disclosure handling.....	5
3.1.1 What is a public interest disclosure?.....	5
3.1.2 Who a public interest disclosure can be about?	5
3.1.3 Who can make a disclosure?.....	5
3.1.4 How can a disclosure be made?	5
3.1.5 Misdirected disclosures.....	5
3.2 Implementation	6
4. Roles and responsibilities	7
5. Breaches.....	7
6. Human Rights Charter compatibility.....	8
7. Supporting documents.....	8
8. Definitions and abbreviations	8
9. Approval	12

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Date	Version	Revision description
06/08/2013	1.0	Adopted by Council
05/06/2018	2.0	Adopted by Council
17/12/2019	3.0	Adopted by Council Updated to reflect legislative change.
06/09/2022	4.0	Inclusion of 'disclosure handling' and 'assessing disclosures flowchart' sections, and other minor updates. No legislative change required.

1. Purpose

The Alpine Shire Council (Council) is committed to the aims and objectives of the *Public Interest Disclosures Act 2012 [Vic]* (the Act). It does not tolerate improper conduct by its representatives, nor the taking of reprisals against those who come forward to disclose such conduct.

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

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

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

2. Scope

This policy is made under the *Public Interest Disclosures Act 2012 [Vic]* (the Act).

The Council may receive a Public Interest Disclosure (PID) under the Act and will facilitate and handle public interest disclosures according to guidelines and procedures and manage the welfare of any person making a disclosure from detrimental action.

This policy applies to all Council representatives, including Councillors, members of Council staff, and volunteers.

3. Policy details

Council encourages and facilitates the making of disclosures of improper conduct.

The handling of disclosures is carried out in accordance with the Act ensuring full discretion and confidentiality for all parties. On receipt, Council will notify potential public interest disclosures to IBAC for assessment.

Council will keep a discloser's identity and the content of a disclosure confidential.

Protection against any detrimental actions is provided to any person making a disclosure, whether they are Council representatives, or members of the public, in accordance with the Act.

3.1 DISCLOSURE HANDLING

3.1.1 What is a public interest disclosure?

Public interest disclosures are reports about:

- improper conduct of Council or Council representatives (such as corrupt conduct);
- detrimental action that Council or a Council representative has taken against a person in reprisal for them (or another person) having made a public interest disclosure or cooperated with the investigation of a public interest disclosure.

A disclosure can relate to conduct or action that:

- may have already taken place;
- may be occurring now;
- may happen in the future.

3.1.2 Who can a public interest disclosure be about?

Council or a Council representative.

3.1.3 Who can make a disclosure?

A disclosure may be made by an individual or group of individuals and can be anonymous.

A company or business cannot make a disclosure—but its officers or representatives can.

3.1.4 How can a disclosure be made?

Disclosures relating to Council or Council representatives (excluding Councillors) may be made to Council's Public Interest Disclosure Coordinator, by the means outlined below:

- Verbal disclosure (in private); or
- Written disclosure.

A person making a disclosure may make an anonymous disclosure by either of the means above.

Disclosures relating to Councillors must be made directly to the Independent Broad-Based Anti-Corruption Commission (IBAC) or to the Victorian Ombudsman.

Details regarding the process for making a disclosure are available on Council's website.

3.1.5 Misdirected disclosures

If a person makes a disclosure to Council, but the disclosure is not about Council or a Council representative, and the discloser honestly believes that they have made the disclosure to the correct organisation, Council will assess the disclosure in accordance with the 'assessing disclosures flowchart' in part 9 of this policy.

3.2 IMPLEMENTATION

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

Party / Parties	Responsibilities
Council representatives	<ul style="list-style-type: none"> • Report known or suspected incidences of improper conduct or detrimental action in accordance with this policy. • Refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. • Protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.
Public Interest Disclosure Officer	<ul style="list-style-type: none"> • Be a contact point for general advice about the operation of the Act. • Take all necessary steps to ensure the identity of the person making a public interest disclosure and the identity of the person who is the subject of the disclosure are kept confidential. • Forward any disclosures and supporting evidence to the Public Interest Disclosure Coordinator.
Public Interest Disclosure Coordinator	<ul style="list-style-type: none"> • Receive all disclosures, including any forwarded from the Public Interest Disclosure Officer. • Refer all public interest disclosures to the IBAC. • Be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the Council by the IBAC. • Appoint a welfare manager to support the person making a public interest disclosure and to protect the person from any reprisals. • Take all necessary steps to ensure the identity of the person making a public interest disclosure and the identity of the person who is the subject of the disclosure are kept confidential. • Liaise with the Chief Executive Officer.
Investigator (may be internal or external)	<ul style="list-style-type: none"> • Carry out an internal investigation into a disclosure where the IBAC has referred a matter to Council.

Party / Parties	Responsibilities
Welfare Manager	<ul style="list-style-type: none"> • Look after the general welfare of the person making a protected disclosure. • Advise the person making a protected disclosure of the legislative and administrative protections available to them. • Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure.

4. Roles and responsibilities

The following positions are responsible for

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

5. Breaches

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

Under the terms of the *Public Interest Disclosure Act 2012 [Vic]*, the following penalties apply:

- It is an offence for a person to take detrimental action against a person in reprisal for a public interest disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units or two years imprisonment or both (s.45).
- It is an offence for a person to divulge information obtained as a result of the handling or investigation of a public interest disclosure without legislative authority. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.52).
- It is an offence to divulge information likely to lead to the identification of a person who has made a disclosure. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.53).

- It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.72).
- It is an offence for a person to claim that a matter is the subject of a public interest disclosure knowing that claim to be false. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.73).
- It is an offence for a person to obstruct the IBAC in performing its responsibilities under the *Independent Broad-Based Anti-Corruption Commission Act 2011 [Vic]*, including investigations. This Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.180).

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. 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

- *Independent Broad-Based Anti-Corruption Act 2011 [Vic]*
- *Local Government Act 1989 [Vic]*
- *Local Government Act 2020 [Vic]*
- *Public Interest Disclosures Act 2012 [Vic]*

Related Guidelines, Operational Directives or Policies

- Complaints Policy

Related Procedures

- Public Interest Disclosures Procedures
- Complaints Procedure

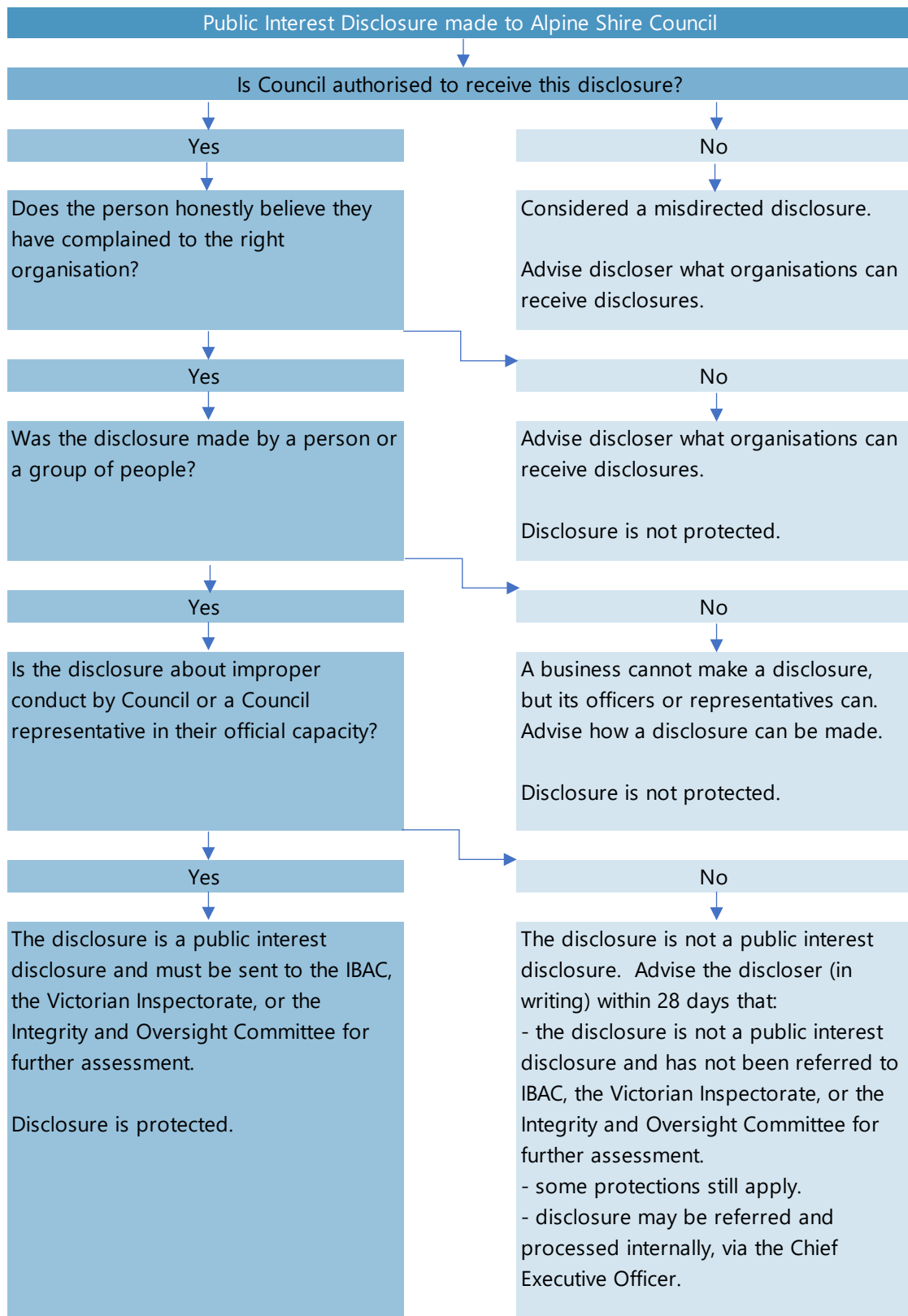
8. Definitions and abbreviations

Term	Meaning
the Act	<i>Public Interest Disclosures Act 2012 [Vic]</i>
ASC	Alpine Shire Council
CEO	Chief Executive Officer

Term	Meaning
Corrupt conduct	<p>Defined in section 3 of the Act to have the same meaning given by section 4 of the <i>Independent Broad-Based Anti-Corruption Commission Act 2011</i>. This includes (but is not limited to) conduct:</p> <ul style="list-style-type: none"> • Of any person that adversely affects the honest performance of Council or a Council representative; or • Of Council or a Council representative that constitutes or involves: <ul style="list-style-type: none"> – the dishonest performance as Council or a Council representative; or – knowingly or recklessly breaching public trust; or – the misuse of information or material acquired in the course of the performance of their function as Council or a Council representative; or • Of a person intended to adversely affect the performance or exercise by Council or a Council representative, that results in them obtaining a benefit that they would not have otherwise received; or • That could constitute a conspiracy or an attempt to engage in any conduct referred to above.
Council	Alpine Shire Council
Council representative	Includes but is not limited to Councillors, members of Council staff, and volunteers.
Detrimental action	<p>Defined in section 3 of the Act, which includes:</p> <ul style="list-style-type: none"> • An action causing injury, loss or damage; • Intimidation or harassment; • Discrimination, disadvantage, or adverse treatment in relation to a person’s employment, career, profession, trade or business, including the taking of disciplinary action.
Disclosure	Public Interest Disclosure
IBAC	Independent Broad-based Anti-Corruption Commission
Misdirected disclosure	Defined in section 18 of the Act, which includes a public interest disclosure made to an organisation, which the person honestly believed that was the appropriate organisation but is not the correct place for the disclosure to be made.

Term	Meaning
Persons permitted to receive public interest disclosure on behalf of Council	The Act provides for disclosures to be made to the following persons: <ul style="list-style-type: none"> • Chief Executive Officer; or • Public Interest Disclosure Coordinator
Public Interest Disclosure (PID)	Disclosure by a natural person of information that shows/tends to show or information that the person reasonable believes shows/tends to show improper conduct or detrimental action.
Public Interest Complaint (PIC)	A public interest disclosure that has been determined by IBAC to be a Public Interest Complaint.
Improper conduct	Defined in section 4 of the Act which includes: <ul style="list-style-type: none"> • Corrupt conduct; or • Conduct of Council or a Council representative that constitutes: <ul style="list-style-type: none"> – A criminal offence; or – Serious professional misconduct; or – Dishonest performance of public functions; or – Intentional or reckless breach of public trust; or – Intentional or reckless misuse of information; or – Substantial mismanaged of public resources; or – Substantial risk to health or safety of a person; or – Substantial risk to the environment; or • Conduct of any person that: <ul style="list-style-type: none"> – adversely affects the honest performance by a Council representative of their functions; or – is intended to adversely affects the effective performance by a Council representative of their functions for the benefit of the other person • Less serious or trivial conduct is excluded from the definition.
Public Interest Disclosure Coordinator	Council officer appointed by the CEO to manage the disclosure process.
Public Interest Disclosure Officer	Council officer appointed by the CEO who assists the Public Interest Disclosure Coordinator in the administration of disclosures.
Welfare Manager	Council officer appointed by the Public Interest Disclosure Coordinator to manage the general welfare of the person making a Public Interest Disclosure.

9. Assessing disclosures flowchart



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

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE



ALPINE

SHIRE COUNCIL

ANNUAL FINANCIAL REPORT For the year ended 30 June 2022

Financial Report	Page
Certification of the Financial Statements	3
Victorian Auditor-General's Office Report.....	4
Comprehensive Income Statement.....	6
Balance Sheet.....	7
Statement of Changes in Equity.....	8
Statement of Cash Flows	9
Statement of Capital Works	10
Note 1 Overview.....	11
Note 2 Performance against budget	12
2.1.1 Income and expenditure.....	13
2.1.2 Capital works	15
2.2 Analysis of Council results by program.....	17
Note 3 Funding for the delivery of our services	19
3.1 Rates and charges	19
3.2 Statutory fees and fines.....	19
3.3 User fees.....	20
3.4 Funding from other levels of government.....	21
3.5 Contributions.....	24
3.6 Other income.....	24
Note 4 Cost of delivering services	25
4.1 Employee costs.....	25
4.2 Materials and services	25
4.3 Depreciation	26
4.4 Amortisation – Intangible assets	26
4.5 Bad and doubtful debts.....	26
4.6 Other expenses.....	26
4.7 Net loss on disposal of property, infrastructure, plant and equipment	27
4.8 Landfill rehabilitation expenses.....	27
Note 5 Our financial position.....	28
5.1 Financial assets.....	28
5.2 Non-financial assets.....	30
5.3 Payables, trust funds and deposits and unearned income/revenue	31
5.4 Provisions.....	32
5.5 Commitments.....	34
5.6 Financing arrangements	35
Note 6 Assets we manage	36
6.1 Property, infrastructure, plant and equipment.....	36
6.2 Investments in associates.....	43
6.3 Investment property	44
Note 7 People and relationships.....	45
7.1 Council and key management remuneration	45
7.2 Related party disclosure.....	47
Note 8 Managing uncertainties.....	48
8.1 Contingent assets and liabilities.....	48
8.2 Change in accounting standards	48
8.3 Financial instruments	49
8.4 Fair value measurement.....	51
8.5 Events occurring after the balance date	52
Note 9 Other matters	53
9.1 Reserves	53
9.2 Reconciliation of cash flows from operating activities to surplus.....	55
9.3 Superannuation	55
Note 10 Change in accounting policy.....	58

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, Australian Accounting Standards, and other mandatory professional reporting requirements.

Dennis O’Keeffe
PRINCIPAL ACCOUNTING OFFICER CA

Date:

Location: Bright, Victoria

In our opinion, the accompanying financial statements present fairly the financial transactions of Alpine Shire Council for the year ended 30 June 2022 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Cr Sarah Nicholas
MAYOR

Date:

Location: Bright, Victoria

Cr COUNCILLOR

Date:

Location: Bright, Victoria

William Jeremy
CHIEF EXECUTIVE OFFICER

Date:

Location: Bright, Victoria

Victorian Auditor-General's Office Report

DRAFT

DRAFT

Comprehensive Income Statement

For the year ended 30 June 2022

	Note	2022 \$'000	2021 \$'000
Income			
Rates and charges	3.1	19,766	19,162
Statutory fees and fines	3.2	579	466
User fees	3.3	1,253	1,272
Grants - operating	3.4	8,750	8,040
Grants - capital	3.4	8,525	3,007
Contributions - monetary	3.5	665	774
Contributions - non-monetary	3.5	766	1,224
Other income	3.6	833	846
Share of net profits of associates	6.3	-	21
Fair value adjustments for investment property	6.4	-	515
Total income		41,137	35,327
Expenses			
Employee costs	4.1	(9,959)	(10,051)
Materials and services	4.2	(14,238)	(11,447)
Depreciation	4.3	(5,406)	(5,281)
Amortisation - Intangible assets	4.4	(53)	(53)
Bad and doubtful debts	4.5	2	(2)
Other expenses	4.6	(667)	(571)
Net loss on disposal of property, infrastructure, plant and equipment	4.7	(38)	(3,328)
Landfill rehabilitation expense	4.8	(701)	131
Total expenses		(31,060)	(30,602)
Surplus for the year		10,077	4,725
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation (decrement)/increment	9.1	22,840	6,245
Total comprehensive result		32,917	10,970

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet

As at 30 June 2022

	Note	2022 \$'000	2021 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	8,008	7,286
Other financial assets	5.1	32,000	30,500
Trade and other receivables	5.1	1,585	1,640
Inventories	5.2	102	102
Other assets	5.2	229	187
Total current assets		41,924	39,715
Non-current assets			
Property, infrastructure, plant and equipment	6.2	255,783	222,035
Intangible assets	5.2	188	242
Investments in associates	6.3	-	123
Investment property	6.4	3,775	3,775
Total non-current assets		259,746	226,175
Total assets		301,670	265,890
Liabilities			
Current liabilities			
Trade and other payables	5.3	4,511	4,077
Trust funds and deposits	5.3	300	278
Unearned income	5.3	8,672	6,581
Provisions	5.4	4,355	2,614
Total current liabilities		17,838	13,550
Non-current liabilities			
Unearned income	5.3	386	422
Provisions	5.4	2,113	3,499
Total non-current liabilities		2,499	3,921
Total liabilities		20,334	17,471
Net assets		281,336	248,419
Equity			
Accumulated surplus		127,973	118,844
Reserves	9.1	153,363	129,575
Total equity		281,336	248,419

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the year ended 30 June 2022

2022	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at the beginning of the financial year		248,419	118,844	124,451	5,124
Surplus for the year		10,077	10,077	-	-
Net asset revaluation decrement	6.2	22,840	-	22,840	-
Transfers to other reserves	9.1	-	(948)	-	948
Transfers from other reserves	9.1	-	-	-	-
Balance at the end of the financial year		281,336	127,973	147,291	6,072

2021	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at the beginning of the financial year		237,449	115,119	118,206	4,124
Surplus for the year		4,725	4,725	-	-
Net asset revaluation decrement	6.2	6,245	-	6,245	-
Transfers to other reserves	9.1	-	(1,000)	-	1,000
Transfers from other reserves	9.1	-	-	-	-
Balance at the end of the financial year		248,419	118,844	124,451	5,124

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

For the year ended 30 June 2022

		2022	2021
	Notes	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		19,716	19,128
Statutory fees and fines		579	470
User fees		1,291	1,320
Grants - operating		8,794	8,242
Grants - capital		11,014	7,389
Contributions - monetary		732	851
Interest received		141	262
Rent received		538	560
Trust funds and deposits taken		63	2,972
Other receipts		236	47
Net GST refund		807	1,192
Materials and services		(15,147)	(11,582)
Employee costs		(10,166)	(9,664)
Trust funds and deposits repaid		(35)	(3,122)
Other payments		(712)	(581)
Net cash provided by operating activities	9.2	17,851	17,484
Cash flows from investing activities			
Payments for investments		(1,500)	(6,500)
Payments for property, infrastructure, plant and equipment		(15,573)	(5,526)
Proceeds from sale of assets held for sale		-	515
Proceeds from sale of property, infrastructure, plant and equipment		(56)	36
Net cash used in investing activities		(17,129)	(11,475)
Net increase in cash and cash equivalents		722	6,009
Cash and cash equivalents at the beginning of the financial year		7,286	1,277
Cash and cash equivalents at the end of the financial year	5.1	8,008	7,286
Commitments	5.6	315	315
Restrictions on cash assets	5.1	300	278

The above statement of cash flows should be read in conjunction with the accompanying notes.

Statement of Capital Works

For the year ended 30 June 2022

	Note	2022 \$'000	2021 \$'000
Property			
Land		1,121	-
Buildings		3,637	577
Total property		4,758	577
Plant and equipment			
Plant, machinery and equipment		833	402
Fixtures, fittings and furniture		-	-
Computers and telecommunications		469	115
Library books		67	74
Total plant and equipment		1,369	591
Infrastructure			
Roads		6,469	1,673
Bridges		474	1,509
Footpaths and cycleways		2,095	862
Drainage		192	137
Recreational, leisure and community facilities		131	143
Parks, open space and streetscapes		35	-
Waste		50	34
Total infrastructure		9,446	4,358
Total capital works expenditure		15,573	5,526
Represented by:			
New asset expenditure		3,846	831
Asset renewal expenditure		2,699	3,018
Asset upgrade expenditure		9,028	1,677
Total capital works expenditure		15,573	5,526

The above statement of capital works should be read in conjunction with the accompanying notes.

Notes to the Financial Statements

For the year ended 30 June 2022

Note 1 Overview

Introduction

The Alpine Shire Council (Council) was established by an Order of the Governor in Council on 18 November 1994 and is a body corporate. The Council's main office is located at 2 Churchill Avenue, Bright, Victoria 3741.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*. The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant accounting policies

a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision.

Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2);
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2);
- the determination of employee provisions (refer to Note 5.4);
- the determination of landfill provisions (refer to Note 5.4).
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value.

b) Impact of COVID-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus. A State of Disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2021-22 year, Council has noted the following impacts on its financial operations for the financial year ended 30 June 2022, as a result of the lockdowns imposed throughout 2021-22:

- Council provided fee relief in the form of reduced fees and charges for businesses at an estimated cost of \$112k;
- There was grant funding of \$60k for a Covid 19 Business Concierge for local business
- A grant of \$500k for Covid Safe Outdoor Activation

Notes to the Financial Statements

For the year ended 30 June 2022

Note 2 Performance against budget

The performance against budget note compares Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* require explanation of any material variances. Council has adopted a materiality threshold of greater than \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figure details below are those adopted by Council on 15 June 2021. The budget was based on assumptions that were relevant at the time of adoption of the budget. Council set guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Notes to the Financial Statements

For the year ended 30 June 2022

2.1.1 Income and expenditure

	Budget 2022 \$'000	Actual 2022 \$'000	Variance 2022 \$'000	Variance 2022 %	Ref
Income					
Rates and charges	19,687	19,766	79	0	
Statutory fees and fines	614	579	(35)	(6)	
User fees	1,101	1,253	152	14	1
Grants - Operating	4,939	8,750	3,811	77	2
Grants - Capital	8,905	8,525	(380)	(4)	3
Contributions - monetary	668	665	(3)	(0)	
Contributions – non-monetary	430	766	336	78	4
Other income	720	833	113	16	5
Share of net profits of associates	-	-	-	-	
Fair value adjustments for investment property	-	-	-	-	
Total income	37,064	41,137	4,073	11	
Expenses					
Employee costs	(10,562)	(9,959)	603	(6)	6
Materials and services	(13,974)	(14,238)	(264)	2	7
Bad and doubtful debts	-	2	2	-	
Depreciation	(5,093)	(5,406)	(313)	6	8
Amortisation	(28)	(53)	(25)	-	
Landfill rehabilitation expense	(78)	(701)	(623)	799	9
Other expenses	(714)	(667)	47	(7)	
Net loss on disposal of property, infrastructure, plant and equipment	(8)	(38)	(30)	375	
Total expenses	(30,457)	(31,060)	(603)	2	
Surplus for the year	6,607	10,077	3,411	53	

Notes to the Financial Statements

For the year ended 30 June 2022

2.1.1 Income and expenditure (continued)

Ref	Item	Explanation
1	User fees	Above budget mainly due to greater than anticipated income from waste management activities.
2	Grants – Operating	Higher than budget as a result of additional grants received for <ul style="list-style-type: none"> • 2022/23 Financial Assistance Grants received ahead of schedule \$1,467k • Bushfire recovery \$800k • Outdoor Activation \$500k • Community development initiatives \$203k. • Murray Primary Health Network (Bushfire Recovery) \$188k • Learning and Development \$160k • Flood Study of Myrtleford and the Ovens and Buffalo Rivers \$83k • Maternal Child Health \$61k • Covid-19 Business Concierge \$60k • Fire services levy administration \$52k
3	Grants - Capital	Above budget over a range of capital projects resulting from successful advocacy.
4	Contributions - non-monetary	Higher than budget due to greater than expected assets gifted as a result of subdivision development.
5	Other income	Above budget due to a better rate of return on investments and the disposal of surplus caravans from the Tawonga Caravan Park upgrade project.
6	Employee costs	Lower than budgeted because of significant levels of vacancies carried through the year.
7	Materials and services	Below budget due to the deferral of several large value capital projects and related operational expenses.
8	Depreciation	Higher than budget mainly due to revaluations of Bridges and Building assets in the current year.
9	Landfill rehabilitation expense	Higher than budget as a result of additional provisions and an increase in the discounted factor in provision calculations.

Notes to the Financial Statements

For the year ended 30 June 2022

2.1.2 Capital works

	Budget 2022 \$'000	Actual 2022 \$'000	Variance 2022 \$'000	Variance 2022 %	Ref
Property					
Land	-	1,121	1,121	-	1
Total land	-	1,121	1,121	-	
Buildings	2,652	3,637	985	37	2
Total buildings	2,652	3,637	985	37	
Total property	2,652	4,758	2,106	79	
Plant and equipment					
Plant, machinery and equipment	1,060	833	(227)	(21)	3
Fixtures, fittings and furniture	-	-	-	-	
Computers and telecommunications	363	469	106	29	4
Intangibles	226	-	(226)	(100)	5
Library Books	79	67	(12)	(15)	
Total plant and equipment	1,728	1,369	(359)	(21)	
Infrastructure					
Roads	8,427	6,469	(1,958)	(23)	6
Bridges	496	474	(22)	(4)	
Footpaths and cycleways	1,783	2,095	312	17	7
Drainage	320	192	(128)	(40)	8
Recreational, leisure and community facilities	-	131	131	-	9
Parks, open space and streetscapes	-	35	35	-	
Waste management	70	50	(20)	(29)	
Total infrastructure	11,096	9,446	(1,650)	(15)	
Total capital works expenditure	15,476	15,573	323	2	
Represented by:					
New asset expenditure	3,710	3,846	(1,064)	(29)	
Asset renewal expenditure	5,380	2,699	(1,482)	(28)	
Asset upgrade expenditure	6,386	9,028	2,642	41	
Total capital works expenditure	15,476	15,573	96	1	

Expenditure on uncompleted works in progress has been included in the relevant categories in the above table. For further information refer to Note 6.2 Summary of work in progress - additions.

Notes to the Financial Statements

For the year ended 30 June 2022

Ref	Item	Explanation
1	Land	Higher than budget as the following land acquisitions took place; <ul style="list-style-type: none"> • Nil Gully flood mitigation; and • Land at 43 Kiewa Valley Highway, Tawonga from the Scout Association of Australia, Victorian branch.
2	Buildings	Higher than budget due mainly to work on Tawonga Caravan Park upgrade and Alpine View Children's Centre expansion projects
3	Plant, machinery and equipment	Lower than budget as a result of a delay in the delivery of the woodchipper ordered
4	Computers and telecommunications	Higher than budget as a result of a server infrastructure renewal project completed in early 2022/23
5	Intangible	Lower than budget due to deferred expenditure on software development for CouncilWise applications
6	Roads	Lower than budget due to the deferral of several large value road projects as a result of economic factors involving labour and materials
7	Footpaths and cycleways	Higher than budget due to completion of Great Valley Trail and Toms Road upgrade projects.
8	Drainage	Lower than budget due to delays in McCullough Road drainage design and Dinner Plain activation projects.
9	Recreational, leisure and community facilities	Unbudgeted expenditure on the Dinner Plain Pump Track and Dinner Plain Snowmaking initiatives.

Notes to the Financial Statements

For the year ended 30 June 2022

2.2 Analysis of Council results by program (continued)

Asset Development

Asset Development delivers the critical projects to develop, renew and upgrade our community assets.

Asset Maintenance

Asset Maintenance is responsible for maintaining our vital civil assets in order to underpin the wellbeing of the community. Services include maintenance of local roads, bridges and drainage, footpaths, open spaces and buildings, operations, and emergency management.

Bushfire Recovery

Bushfire Recovery is a new function in place to support communities and businesses to recover from the 2019/2020 bushfires.

Corporate

Corporate manages the supporting functions that help Council to deliver services in a responsible and sustainable manner. Services include financial control and planning, revenue collection, governance, libraries, health and safety and risk management.

It also manages the information technology and customer service functions that underpin the effective operation of Council.

Councillors and Executive

Includes all human resources support, marketing and communications activities, and advocacy activities. This area also includes remuneration for the Council workforce, the Mayor and the Councillors.

Economic and Community Development

Economic and Community Development supports a thriving, connected community and focuses on building economic and community capacity. It plays a role in facilitating festivals, events and tourism, and manages community services such as youth activities, community grants and the Maternal and Child Health service.

Facilities

Council operates a range of facilities and services for the benefit of our residents and visitors. These include airports, waste facilities, swimming pools, community centres, recreation facilities, public amenity facilities, school crossings and visitor information centres.

Planning and Amenity

Planning develops frameworks and plans for the ongoing development of land across the Shire and assesses planning applications submitted by individuals and businesses.

Amenity provides various regulatory services to uphold the amenity and safety of the community such as assessment of building and waste water applications, conduct of fire safety and environmental health inspections, registration of food premises, management of animals and enforcement of local laws.

Notes to the Financial Statements

For the year ended 30 June 2022

Note 3 Funding for the delivery of our services

3.1 Rates and charges

	2022	2021
	\$'000	\$'000
General rates	15,981	15,218
Waste charges	3,129	3,245
Dinner Plain special rate	168	178
Supplementary rates and rate adjustments	101	132
Interest on rates and charges	101	103
Revenue in lieu of rates	286	286
Total rates and charges	19,766	19,162

Council uses capital improved value (CIV) as the basis of valuation of all properties within the shire. The CIV of a property is the total market value of the land plus buildings and other improvements.

The valuation base used to calculate general rates for 2021/2022 was \$3,927 million (\$3,881 million in 2020/2021). The 2021/2022 rate in the dollar was 0.003649 for residential, 0.002664 for farm and 0.005218 for commercial/industrial (2020/21 0.004038 for residential, 0.002947 for farm and 0.005774 for commercial/industrial).

The date of the latest general revaluation of land for rating purposes within the shire was 1 January 2022, and the valuation was first applied in the rating year commencing 1 July 2022.

Annual rates and charges are recognised as revenues when Council issues annual rates notices.

Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

	2022	2021
	\$'000	\$'000
Town planning fees	388	297
Health services	21	20
Animal and roadside trading permits	50	90
Infringements and costs	96	23
Land information certificates	24	28
Election Fines	-	8
Total statutory fees and fines	579	466

Statutory fees and fines are recognised as revenue when the service has been provided where a specific service obligation is required. All other services are recognised when the payment is received.

Notes to the Financial Statements

For the year ended 30 June 2022

3.3 User fees

	2022	2021
	\$'000	\$'000
Building services	320	317
Waste management services	604	491
Engineering works	39	53
Leisure centre and recreation	20	170
Community centres	27	15
Legal costs recovered	12	2
Visitor information centres	220	213
Library income	9	5
Other fees and charges	2	6
Total user fees	1,253	1,272

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

Notes to the Financial Statements

For the year ended 30 June 2022

3.4 Funding from other levels of government

Grants were received in respect of the following:

Summary of grants

Commonwealth funded grants

State funded grants

Total

2022 \$'000	2021 \$'000
6,186	4,487
11,089	6,560
17,275	11,047

(a) Operating recurrent grants

Commonwealth Government

Financial assistance grant

Fuel rebate

State Government

School crossing supervisors

Maternal and child health

Rates administration

Youth services

Senior citizen centres

Library services

Immunisation funding

Weed management

Tobacco activity

Total recurrent operating grants

5,496	3,777
2	30
37	36
346	339
107	286
80	117
31	43
151	156
7	27
24	22
8	4
6,289	4,837

Operating non-recurrent grants

Commonwealth Government

Bushfire Recovery

State Government

Learning and development

Municipal emergency resourcing program

Economic development and tourism

Housing

Community development

COVID-19 Recovery

Working for Victoria

Information and Communication Technology support

Strategic Planning

Wastewater Treatment Cluster Design

Sport and Recreation

Flood/storm incident and recovery

Waste

Bushfire Recovery

Total non-recurrent operating grants

Total operating grants

210	510
160	82
73	133
256	117
83	248
673	317
168	310
-	917
-	100
-	45
-	41
-	37
-	-
38	10
800	336
2,461	3,203
8,750	8,040

Notes to the Financial Statements

For the year ended 30 June 2022

3.4 Funding from other levels of government (continued)

	2022 \$'000	2021 \$'000
(b) Capital grants		
Capital recurrent grants		
<i>Commonwealth Government</i>		
Roads to Recovery	690	710
Total recurrent capital grants	690	710
Capital non-recurrent grants		
<i>Commonwealth Government</i>		
LRCI	1,115	-
Roads	778	-
<i>State Government</i>		
Capital projects	19	-
Roads	1,678	405
Bridges	123	1,173
Recreational, leisure	108	-
Pathways	1,236	399
Buildings	2,778	320
Total non-recurrent capital grants	7,835	2,297
Total capital grants	8,525	3,007
(c) Unspent grants received on condition that they be spent in a specific manner		
Operating		
Balance at start of year	2,412	2,161
Received during the financial year and remained unspent at balance date	433	1,300
Received in prior years and spent during the financial year	(867)	(1,049)
Balance at year end	1,978	2,412

Notes to the Financial Statements

For the year ended 30 June 2022

3.4 Funding from other levels of government (continued)

(d) Recognition of grant income

"Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 Income for Not-for-Profit Entities. "

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

Income recognised under AASB 1058 <i>Income of Not-for-Profit Entities</i>	2022	2021
	\$'000	\$'000
General purpose	5,496	125
Specific purpose grants to acquire non-financial assets	8,526	6,420
Other specific purpose grants	2,460	-
Revenue recognised under AASB 15 <i>Revenue from Contracts with Customers</i>		
Specific purpose grants	793	-
	17,275	6,545

Notes to the Financial Statements

For the year ended 30 June 2022

3.5 Contributions

	2022 \$'000	2021 \$'000
Monetary	665	774
Non-monetary	766	1,224
Total contributions	1,431	1,998
Contributions of non-monetary assets were received in relation to the following services:		
Land	-	-
Roads	461	628
Other infrastructure	305	596
Total non- monetary contributions	766	1,224

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset

3.6 Other income

	2022 \$'000	2021 \$'000
Disposal of caravans from Tawonga Caravan Park update and other assets	46	-
Non-monetary services received	45	43
Interest on investments	181	211
Rent	561	592
Total other income	833	846

Interest is recognised as it is earned. Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Notes to the Financial Statements

For the year ended 30 June 2022

Note 4 Cost of delivering services

4.1 Employee costs

	2022 \$'000	2021 \$'000
a) Employee costs		
Wages and salaries - permanent	7,282	7,648
Workcover	106	110
Wages and salaries - casual	690	671
Annual leave and long service leave	885	817
Superannuation	977	786
Fringe benefits tax	19	19
Total employee costs	9,959	10,051
b) Superannuation		
Council has made contributions to the following funds:		
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	24	27
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	409	319
Employer contributions - other funds	568	467
Total accumulation funds	977	786
Employer contributions payable at reporting date	28	29

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 is \$39,748

Refer to note 9.3 for further information relating to Council's superannuation obligation.

4.2 Materials and services

	2022 \$'000	2021 \$'000
Administration	2,703	2,150
Operational	6,263	5,285
Asset maintenance	3,375	2,516
Non-recurrent projects	1,897	1,496
Total materials and services	14,238	11,447

Expenses are recognised as they are incurred and reported in the financial year to which they relate..

Notes to the Financial Statements

For the year ended 30 June 2022

4.3 Depreciation

	2022 \$'000	2021 \$'000
Property	1,691	1,701
Plant and equipment	597	478
Infrastructure	3,118	3,102
Total Depreciation	5,406	5,281

Refer to note 6 for a more detailed breakdown of depreciation charges

4.4 Amortisation – Intangible assets

	2022 \$'000	2021 \$'000
Software and Implementation costs	53	53
Total Amortisation	53	53

4.5 Bad and doubtful debts

	2022 \$'000	2021 \$'000
Other debtors	(2)	2
Total bad and doubtful debts	(2)	2

Provision for doubtful debts is recognised in accordance with the expected credit loss model, or when there is objective evidence that an impairment loss has occurred. Bad debts are written-off when identified.

Excluding one-off items, year end sundry debtor balances have not altered significantly from 2021 levels. When using the expected credit loss model, in addition to 'base expectations', Council has also applied to other debts greater than 30 days outstanding a factor of 2.29% in consideration of potential economic impacts of prolonged restrictions due to COVID-19.

4.6 Other expenses

	2022 \$'000	2021 \$'000
Auditors remuneration - VAGO - audit of financial statements, performance statement and grant acquittals	26	38
Auditors remuneration - Internal	-	8
Councillors allowances	221	193
Council grants and contributions	375	289
Non-monetary services received	45	43
Total other expenses	667	571

Notes to the Financial Statements

For the year ended 30 June 2022

4.7 Net loss on disposal of property, infrastructure, plant and equipment

	2022 \$'000	2021 \$'000
(a) Property, infrastructure, plant and equipment		
Proceeds of sale	56	(36)
Written down value of assets disposed	(25)	399
Disposal of asset: Land under Roads	-	2,965
Disposal of asset: share in MomentumOne Pty Ltd	(69)	-
Total net loss on disposal of property, infrastructure, plant and equipment and other assets	(38)	3,328

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer. A 2021 review of land under roads by Council's valuers discovered that

the original valuation in June 2018 had erroneously included roads not controlled by Council. These have been removed from Council's asset register.

	2022 \$'000	2021 \$'000
(b) Asset held for sale		
Proceeds of sale	-	(515)
Written down value of assets disposed	-	515
Total net loss on disposal of assets held for sale	-	-

4.8 Landfill rehabilitation expenses

	2022 \$'000	2021 \$'000
Additional provisions	1,110	167
Increase/(Decrease) in discounted amount (due to time and effect of any change in the discount rate)	(409)	(298)
Total landfill rehabilitation expenses	701	(131)

Notes to the Financial Statements

For the year ended 30 June 2022

Note 5 Our financial position

5.1 Financial assets

	2022 \$'000	2021 \$'000
(a) Cash and cash equivalents - current		
Cash on hand	2	2
Cash at bank	8,006	7,284
Total cash and cash equivalents	8,008	7,286
(b) Other financial assets		
Term deposits - current	-	-
Term deposits - non-current	32,000	30,500
Total other financial assets	32,000	30,500
Total financial assets	40,008	37,786
Council's cash and cash equivalents are subject to restrictions that limit amounts available for discretionary use. These include:		
Trust funds and deposits Note 5.3(b)	300	278
Total restricted funds	300	278
Total unrestricted cash, cash equivalents and other financial assets	7,708	7,008
Intended allocations		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
Cash held to fund carried forward capital works	2,116	1,892
Dinner Plain reserve	845	835
Subdivision reserves	374	374
Waste reserve	4,853	3,915
Total funds subject to intended allocations	8,188	7,016

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

Notes to the Financial Statements

For the year ended 30 June 2022

5.1 Financial assets (continued)

(c) Trade and other receivables

Current

Statutory receivables

Rates debtors

Net GST receivable

Non-statutory receivables

Other debtors

Provision for doubtful debts - other debtors

Total current trade and other receivables

	2022 \$'000	2021 \$'000
Rates debtors	923	873
Net GST receivable	355	-
Other debtors	311	773
Provision for doubtful debts - other debtors	(4)	(6)
Total current trade and other receivables	1,585	1,640

Short-term receivables are carried at invoice amount. A provision for doubtful debts is recognised in accordance with the expected credit loss model, or when there is objective evidence that impairment has occurred.

Long-term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

At balance date other debtors representing financial assets were past due but not impaired. The ageing of the Council's trade and other receivables (excluding statutory receivables) was:

Current (not yet due)

Past due by up to 30 days

Past due between 31 and 180 days

Past due between 181 and 365 days

Past due more than 1 year

Total trade and other receivables

	2022 \$'000	2021 \$'000
Current (not yet due)	210	559
Past due by up to 30 days	25	185
Past due between 31 and 180 days	67	3
Past due between 181 and 365 days	3	3
Past due more than 1 year	6	23
Total trade and other receivables	311	773

(e) Impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$3,255 (2021: \$5,641) were impaired. The amount of the provision raised against these debtors was \$3,255 (2021: \$5,641).

In determining the value of the provision for doubtful debts, an expected credit loss model was used, incorporating a combination of historical trends, knowledge of individual issues and forward-looking expected losses. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Notes to the Financial Statements

For the year ended 30 June 2022

5.2 Non-financial assets

(a) Inventories

Current

Merchandise
Pavement materials

Total inventories

	2022 \$'000	2021 \$'000
Merchandise	72	72
Pavement materials	30	30
Total inventories	102	102

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories are measured at the lower of cost and net realisable value.

Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Prepayments
Accrued income

Total other assets

	2022 \$'000	2021 \$'000
Prepayments	118	102
Accrued income	111	85
Total other assets	229	187

(c) Intangible assets

Software and implementation costs

Total intangible assets

	2022 \$'000	2021 \$'000
Software and implementation costs	188	242
Total intangible assets	188	242

Gross carrying amount

Balance at 1 July 2021
Additions
Work in progress
Balance at 1 July 2022

	\$'000
Balance at 1 July 2021	295
Additions	-
Work in progress	-
Balance at 1 July 2022	295

Accumulated amortisation

Balance at 1 July 2021
Amortisation expense
Balance at 1 July 2022

Balance at 1 July 2021	54
Amortisation expense	53
Balance at 1 July 2022	107

Net book value at 30 June 2021

Net book value at 30 June 2022

Net book value at 30 June 2021	242
Net book value at 30 June 2022	188

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight-line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

Notes to the Financial Statements

For the year ended 30 June 2022

5.3 Payables, trust funds and deposits and unearned income/revenue

	2022 \$'000	2021 \$'000
(a) Trade and other payables		
Trade payables	4,159	2,426
Accrued expenses	347	1,162
Net GST payable	-	202
Grants to be repaid	-	280
Other creditors	5	7
Total trade and other payables	4,511	4,077
(b) Trust funds and deposits		
Fire services levy	87	81
Retention amounts	64	60
Subdivision works	97	85
Other deposits	52	52
Total trust funds and deposits	300	278
(c) Lease income received in advance		
Current	514	36
Non-current	386	422
Total lease income received in advance	900	458
(d) Unearned income		
Grants received in advance - operating	-	-
Grants received in advance - capital	8,158	6,420
Other	-	125
Total unearned income	8,158	6,545

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Other deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Services Levy - Council is the collection agent for the fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Subdivision works - Council receives deposits as a form of surety from property developers until certain works are completed. Once the works are completed the amounts are refunded.

Unearned income

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of grant funding to deliver specified works on behalf of the funding body. Grants received in advance for capital and operating projects are to be recognised when the specific obligations for the grant agreement have been fulfilled.

Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Lease Income Received in Advance

This represents -

- Lease income received in advance for the Bright and Myrtleford Caravan Park leases at the start of the lease to be recognised on a straight line basis over the life of the leases (21 years).
- Other income in advance comprised of fees and contributions with specific obligations to be recognised when they have been fulfilled.

Notes to the Financial Statements

For the year ended 30 June 2022

5.4 Provisions

	Employee provisions \$'000	Landfill restoration \$'000	Total \$'000
2022			
Balance at beginning of the financial year	2,129	3,984	6,113
Additional provisions	961	1,110	2,071
Amounts used	(1,137)	(143)	(1,280)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	(30)	(409)	(439)
Balance at the end of the financial year	1,923	4,542	6,465
2021			
Balance at beginning of the financial year	2,028	4,291	6,319
Additional provisions	1,020	167	1,187
Amounts used	(911)	(176)	(1,087)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	(8)	(298)	(306)
Balance at the end of the financial year	2,129	3,984	6,113

a) Employee provisions

Current provisions expected to be wholly settled within 12 months

	2022 \$'000	2021 \$'000
Annual leave	556	621
Long service leave	145	152
Other accrued and parental leave	127	95
	828	868

Current provisions expected to be wholly settled after 12 months

Annual leave	178	178
Long service leave	743	796
	921	974

Total current provisions

	1,749	1,842
Non-current		
Long service leave	175	287
	175	287
Total aggregate carrying amount of employee provisions	1,923	2,129

The following assumptions were adopted in measuring the present value of employee benefits:

	2022	2021
Weighted average increase in employee costs	3.85%	2.95%
Weighted average discount rates	3.69%	1.49%

Notes to the Financial Statements

For the year ended 30 June 2022

5.4 Provisions (continued)

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

"A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

b) Landfill restoration

Current

Non-current

Total landfill restoration

	2022 \$'000	2021 \$'000
Current	2,606	772
Non-current	1,935	3,212
Total landfill restoration	4,541	3,984
	2022	2021
The following assumptions were adopted in measuring the present value of landfill restoration:		
Weighted average increase in restoration costs	2.59%	2.02%
Weighted average discount rates	3.69%	1.49%

The following assumptions were adopted in measuring the present value of landfill restoration:

Weighted average increase in restoration costs

Weighted average discount rates

Council is obligated to restore former landfill sites at Myrtleford and Porepunkah to a particular standard.

The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken, which has been estimated based on current understanding of work required to reinstate the sites to this standard.

Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Notes to the Financial Statements

For the year ended 30 June 2022

5.5 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2022					
Operating					
Waste management	2,094	1,509	777	-	4,380
Electricity	412	412	1,235	1,647	3,706
Dinner Plain bus	168	-	-	-	168
Cleaning	412	412	107	-	931
Other	198	1,147	70	-	1,415
Total	3,284	3,480	2,189	1,647	10,600
Capital					
Buildings	278	-	-	-	278
Pathways	8	-	-	-	8
Roads	96	-	-	-	96
Other	6	-	-	-	6
Total	388	-	-	-	388

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2021					
Operating					
Waste management	2,143	1,509	777	-	4,429
Electricity	412	412	1,235	1,647	3,706
Dinner Plain bus	243	-	-	-	243
Cleaning	132	132	37	-	301
Consultancy	329	-	-	-	329
Other	359	60	71	-	490
Total	3,618	2,113	2,120	1,647	9,498
Capital					
Buildings	278	-	-	-	278
Pathways	8	-	-	-	8
Roads	96	-	-	-	96
Other	6	-	-	-	6
Total	388	-	-	-	388

Notes to the Financial Statements

For the year ended 30 June 2022

5.5 Commitments (continued)

b) Operating lease receivables

The Council has entered into commercial property leases on some properties, consisting of caravan parks, a community centre and a cafe. These properties held under operating leases have remaining non-cancellable lease terms between 1 and 18 years. All leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

Not later than one year

Later than one year and not later than five years

Later than five years

Total operating lease receivables

	2022 \$'000	2021 \$'000
	438	480
	1,454	1,573
	2,299	2,678
	4,191	4,691

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than recognised in the years in which they are incurred.

5.6 Financing arrangements

Bank overdraft
Credit cards
Bank guarantees

Total facilities

Used facilities
Unused facilities

	2022 \$'000	2021 \$'000
	250	250
	50	50
	15	15
	315	315
	65	65
	250	250

Notes to the Financial Statements

For the year ended 30 June 2022

Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	At fair value 30 June 2021 \$'000	Acquisitions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Transfers \$'000	At fair value 30 June 2022 \$'000
Land	34,351	1,121	-	-	-	-	-	35,472
Buildings	31,335	303	-	3,020	(1,691)	-	-	32,969
Plant and equipment	3,640	1,369	-	-	(597)	(25)	-	4,387
Infrastructure	151,197	4,922	766	19,820	(3,118)	-	-	174,360
Work in progress	1,512	7,858	-	-	-	-	(773)	8,597
Total	222,035	15,573	766	22,840	(5,406)	(25)	(773)	255,783

Summary of work in progress	Opening WIP \$'000	Additions \$'000	Transfers \$'000	Disposal \$'000	Closing WIP \$'000
Buildings	222	3,334	-	-	3,556
Infrastructure	1,290	4,524	(773)	-	5,041
Total	1,512	7,858	(773)	-	8,597

For the year ended 30 June 2022

6.1 Property infrastructure plant and equipment (continued)

	Land	Land under roads	Total land	Buildings	Total buildings	Work in progress	Total property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
a) Property							
Property - at fair value 1 July 2021	29,721	4,630	34,351	75,235	75,235	222	109,808
Property - accumulated depreciation at 30 June 2021	-	-	-	(43,900)	(43,900)	-	(43,900)
	29,721	4,630	34,351	31,335	31,335	222	65,908
Movements in fair value							
Acquisition of assets at fair value	1,121	-	1,121	303	303	3,334	4,758
Revaluation increments	-	-	-	7,625	7,625	-	7,625
Fair value of assets disposed	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
	1,121	-	1,121	7,928	7,930	3,334	12,383
Movements in accumulated depreciation							
Depreciation and amortisation	-	-	-	(1,691)	(1,691)	-	(1,691)
Revaluation increments/(decrements)	-	-	-	(4,605)	(4,605)	-	(4,605)
	-	-	-	(6,296)	(6,296)	-	(6,296)
At fair value 30 June 2022	30,842	4,630	35,472	83,163	83,163	3,556	122,191
Accumulated depreciation at 30 June 2022	-	-	-	(50,196)	(50,196)	-	(50,196)
	30,842	4,630	35,472	32,967	32,967	3,556	71,995

For the year ended 30 June 2022

6.1 Property infrastructure plant and equipment (continued)

	Plant, machinery and equipment	Fixtures, fittings and furniture	Computers and telecomms	Library Books	Work in progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
b) Plant and equipment						
At fair value 1 July 2021	6,197	471	575	872	-	8,115
Accumulated depreciation at 30 June 2021	(3,228)	(285)	(399)	(563)	-	(4,475)
	2,969	186	176	309	-	3,640
Movements in fair value						
Acquisition of assets at fair value	833	-	469	67	-	1,369
Revaluation increments/(decrements)	-	-	-	-	-	-
Fair value of assets disposed	(159)	-	-	-	-	(159)
	674	-	469	67	-	1,210
Movements in accumulated depreciation						
Depreciation and amortisation	(414)	(29)	(77)	(77)	-	(597)
Revaluation increments/(decrements)	-	-	-	-	-	-
Accumulated depreciation of disposals	134	-	-	-	-	134
	(280)	(29)	(77)	(77)	-	(463)
At fair value 30 June 2022	6,871	471	1,044	939	-	9,325
Accumulated depreciation at 30 June 2022	(3,508)	(314)	(476)	(640)	-	(4,938)
	3,363	157	568	299	-	4,387

For the year ended 30 June 2022

6.1 Property, infrastructure, plant and equipment (continued)

	Roads	Bridges	Footpaths and cycleways	Drainage	Waste	Recreational, leisure and community facilities	Parks, open spaces and streetscapes	Work in progress	Total infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
c) Infrastructure									
At fair value 1 July 2021	144,868	27,500	13,270	24,485	996	4,602	2,876	1,290	219,887
Accumulated depreciation at 30 June 2021	(42,406)	(7,668)	(4,022)	(10,013)	(334)	(1,421)	(1,536)	-	(67,400)
	102,462	19,832	9,248	14,472	662	3,181	1,340	1,290	152,487
Movements in fair value									
Acquisition of assets at fair value	2,146	474	2,007	192	50	18	35	4,524	9,446
Contributed assets	461	-	106	199	-	-	-	-	766
Revaluation	-	28,220	-	-	-	-	373	-	28,593
Fair value of assets disposed/written-off	-	-	-	-	-	-	-	-	-
Transfers	7	-	766	-	-	-	-	(773)	-
	2,614	28,694	2,880	391	50	18	408	3,751	38,805
Movements in accumulated depreciation									
Depreciation and amortisation	(1,928)	(273)	(239)	(348)	(62)	(128)	(140)	-	(3,118)
Revaluation	-	(9,056)	-	-	-	-	283	-	(8,773)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-
	(1,928)	(9,329)	(239)	(348)	(62)	(128)	143	-	(11,891)
At fair value 30 June 2022	147,482	56,194	16,149	24,876	1,046	4,620	3,284	5,041	258,692
Accumulated depreciation at 30 June 2022	(44,334)	(16,997)	(4,261)	(10,361)	(396)	(1,549)	(1,393)	-	(79,291)
	103,148	39,197	11,889	14,515	650	3,071	1,892	5,041	179,401

Notes to the Financial Statements

For the year ended 30 June 2022

6.1 Property, infrastructure, plant and equipment (continued)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

Class of Asset	Depreciation period	Threshold limit \$'000
Land	-	-
Land under roads	-	5
Buildings	15 to 100 years	5
Roads	25 to 80 years	5
Bridges	70 years	5
Drainage	50 to 100 years	5
Footpaths and cycleways	22 to 60 years	5
Recreational, leisure and community facilities	15 to 50 years	5
Parks, open space and streetscapes	20 to 50 years	5
Waste management	12 to 20 years	-
Plant, machinery and equipment	3 to 20 years	2
Fixtures, fittings and furniture	5 to 20 years	2
Computers and telecomms	3 to 10 years	2

Land under roads

Council recognises land under roads it controls at fair value.

Depreciation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a

separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Notes to the Financial Statements

For the year ended 30 June 2022

6.1 Property, infrastructure, plant and equipment (continued)

Valuation of land and land under roads

Valuation of land was undertaken by a qualified independent valuer Martin Burns AAPI (Liquid Pacific) in June 2021. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

A revaluation was conducted in the prior year; this valuation was based on the Valuer-General Victoria vacant land indexation factors for the financial year 2021.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Valuation of buildings

Valuation of Council's building assets was performed by a qualified independent valuer Martin Burns AAPI (Liquid Pacific) in June 2019. The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Land	-	16,745	14,097	Jun-2021
Land under roads	-	-	4,630	Jun-2021
Specialised buildings	-	-	23,684	Jun-2019
Non-specialised buildings	-	9,283	-	Jun-2019
Total	-	26,027	42,412	

Valuation of infrastructure

Valuation of Council's infrastructure assets was performed by an asset management consultant Robert Uebergang, Bachelor of Engineering (Civil). The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Infrastructure asset values are not expected to be materially impacted by COVID-19 as at 30 June 2022. Formal revaluations were undertaken for Infrastructure assets during 2021/2 (Bridges, Parks and Open Spaces) which were predominately based on industry standard unit rates (Rawlinson's Construction Cost Guide) and are largely immune to the impacts of COVID-19.

Details of Council's infrastructure and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Roads	-	-	103,148	Jun-2020
Bridges	-	-	39,197	Jun-2022
Footpaths and cycleways	-	-	11,888	Jun-2021
Drainage	-	-	14,515	Jun-2022
Waste management	-	-	650	Jun-2022
Recreational, leisure and community facilities	-	-	3,071	Jun-2021
Parks, open space and streetscapes	-	-	1,891	Jun-2022
Total	-	-	174,360	

Notes to the Financial Statements

For the year ended 30 June 2022

6.1 Property, infrastructure, plant and equipment (continued)

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads are valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 10% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$7.62 and \$679 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement cost is calculated on a square metre basis and ranges from \$200 to \$4000 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 15 years to 100 years.

Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 5 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land

Land under roads
Parks and reserves
Facilities
Office/depots

Total specialised land

	2022	2021
	\$'000	\$'000
	4,630	4,630
	6,488	6,488
	5,056	5,056
	2,553	2,319
	18,727	18,493

Notes to the Financial Statements

For the year ended 30 June 2022

6.2 Investments in associates

Investment in associates accounted for by the equity method are:

MomentumOne Shared Services Pty Ltd

A 50% Interest is held in the MomentumOne Shared Services Pty Ltd.

Fair value of Council's investment in MomentumOne Shared Services Pty Ltd.

Council's share of accumulated surplus

Council's share of accumulated surplus at start of year

Reported profit/(deficit) for year

Council's share of accumulated surplus at end of year

Movement in carrying value of investment in associates

Carrying value of investment at start of year

Distributions for the year

Share of profit/(deficit) for year

Distributions received

Full impairment on Council's interest on dormancy

Carrying value of investment at end of year

Council's share of expenditure commitments

Operating commitments

Capital commitments

Council's share of expenditure commitments

	2022 \$'000	2021 \$'000
Fair value of Council's investment in MomentumOne Shared Services Pty Ltd.	-	123
Council's share of accumulated surplus		
Council's share of accumulated surplus at start of year	88	67
Reported profit/(deficit) for year	-	21
Council's share of accumulated surplus at end of year	88	88
Movement in carrying value of investment in associates		
Carrying value of investment at start of year	123	102
Distributions for the year	-	-
Share of profit/(deficit) for year	(54)	21
Distributions received	-	-
Full impairment on Council's interest on dormancy	(69)	-
Carrying value of investment at end of year	-	123
Council's share of expenditure commitments		
Operating commitments	-	-
Capital commitments	-	-
Council's share of expenditure commitments	-	-

Associates are entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Committees of management

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

Notes to the Financial Statements

For the year ended 30 June 2022

6.3 Investment property

	2022	2021
	\$'000	\$'000
Balance at beginning of financial year	3,775	3,260
Fair value adjustments	-	515
Balance at end of financial year	3,775	3,775

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation by a qualified independent valuer LG Valuation Services Pty Ltd (API Registration no. 62901) who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property as at 4 May 2021.

The COVID-19 restrictions have adversely affected the tourism industry within the Alpine Shire, this may have impacted these property values. As this effect at present is not reliably quantifiable no adjustment has been made.

Notes to the Financial Statements

For the year ended 30 June 2022

Note 7 People and relationships

7.1 Council and key management remuneration

a) Related Parties

Interests in associates are detailed in Note 6.2.

b) Key management personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors

John Forsyth - Mayor (1 Jul 2021 - 8 Nov 2021), Councillor (9 Nov 2021- 30 Jun 2022)

Sarah Nicholas - Deputy Mayor (1 Jul 2021 - 8 Nov 2021), Mayor (9 Nov 2021 – 30 Jun 2022)

Tony Keeble (1 Jul 2021 - 30 Jun 2022)

Ron Janas (1 Jul 2021 - 30 Jun 2022)

Kelli Prime (1 Jul 2021 - 30 Jun 2022)

Charlie Vincent (1 Jul 2021 - 22 Dec 2021)

Katarina Hughes Councillor (1 Jul 2021 – 8 Nov 2021), Deputy Mayor (9 Nov 2021 - 30 Jun 2022)

Simon Kelley (25 Jan 2022 – 30 Jun 2022)

Chief Executive Officer and other key management personnel

Charlie Bird - Chief Executive Officer (1 Jul 2021 - 22 May 2022)

Alan Clark - Acting Chief Executive Officer (23 May 2022 - 30 Jun 2022)

William Jeremy - Director Assets (1 Jul 2021 - 30 Jun 2022)

Helen Havercroft - Director Corporate Performance (4 Oct 2021 - 30 Jun 2022)

Ruth Kneebone – Executive projects (1 Jul 2021 – 21 Dec 2021)

Notes to the Financial Statements

For the year ended 30 June 2022

7.1 Council and key management remuneration (continued)

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2022	2021
	No.	No.
< \$10,000	-	1
\$10,000 - \$19,999	3	4
\$20,000 - \$29,999	3	5
\$30,000 - \$39,999	2	
\$40,000 - \$49,999	1	1
\$50,000 - \$59,999	1	-
\$140,000 - \$149,999	1	2
\$190,000 - \$199,999	1	-
\$270,000 - \$279,999	1	1
	13	14
	2022	2021
	No.	No.
Total Number of Councillors	8	10
Chief Executive Officer and other Key Management Personnel	5	4
Total Key Management Personnel	13	14

(c) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

	2022	2021
	\$'000	\$'000
Short-term benefits	695	787
Long-term benefits	40	14
Termination benefits	-	-
Post-employment benefits	4	54
Total	739	855

(d) Senior officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- has management responsibilities and reports directly to the Chief Executive; or
- whose total annual remuneration exceeds \$151,000.

There were no officers meeting this definition.

Notes to the Financial Statements

For the year ended 30 June 2022

7.2 Related party disclosure

(a) Transactions with related parties

MomentumOne

The CEO is a director of MomentumOne Shared Services Pty Ltd as Council owns 50% of this company. MomentumOne provides a labour hire services mainly for the operating of Council's swimming pool facilities. MomentumOne has also provided recruitment, onboarding and payroll services for Council employees funded under the Working for Victoria program.

Paid to MomentumOne Shared Services Pty Ltd

2022
\$'000

2021
\$'000

65

1,106

Alpine Community Plantations

William Jeremy is a member of the board of management for Alpine Community Plantations. Transactions with Alpine Community Plantations relate to the development of a new masterplan for the mountain bike park, the installation of an electronic boom gate at the entrance to the park and an annual fee towards operational costs.

Paid to Alpine Community Plantations

12

50

Tourism North East

The CEO is a member of the Tourism North East board of directors. Tourism North East provides marketing and advertising services for Council.

Paid to Tourism North East

101

235

Received from Tourism North East

-

-

Partners of key management personnel that are employed by Council

Council employed partners of key management personnel. This is a normal Council employee/contractor relationship.

No.

No.

1

1

(b) Outstanding balances with related parties

The outstanding balances owing to related parties is to

MomentumOne Shared Services Pty Ltd

\$'000

\$'000

-

27

The outstanding balances owing with related parties is to

Tourism North East

-

-

(c) Loans to/from related parties

There were no loans either to or from related parties.

(d) Commitments to/from related parties

Council had contracted with MomentumOne to provide labour hire services for seasonal swimming pools for three years to September 2022. Both parties mutually agreed that this contract would cease prior to the 2021/22 outdoor swimming season. MomentumOne's contract to provide recruitment, onboarding and payroll services for Council employees funded the Working for Victoria program ended 31 August 2021.

Notes to the Financial Statements

For the year ended 30 June 2022

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

Landfill

Council is responsible for three small landfill sites that have been closed for more than twenty years at Myrtleford, Mount Beauty and Harrietville. These sites are being monitored by Council and it may be required to perform rehabilitation works in the future. It is estimated that the works if required are likely to cost \$3,100,000.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme; matters relating to this potential obligation are outlined in note 9.3. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2022 reporting period. Council assesses the impact of these new standards.

As at 30 June 2022 there were no new accounting standards or interpretations issued by the AASB applicable for the year ending 30 June 2022 that are expected to impact Council.

Notes to the Financial Statements

For the year ended 30 June 2022

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls, and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of Council's financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 2020 Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- Council has a policy for establishing credit limits for the entities Council deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

Notes to the Financial Statements

For the year ended 30 June 2022

8.3 Financial instruments (continued)

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at

below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- monitors budget to actual performance on a regular basis; and
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

All financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of 1.75% and 1.25% in market interest rates (AUD) from year end rates of 1.35%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

Notes to the Financial Statements

For the year ended 30 June 2022

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above. In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value

materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 4 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

Notes to the Financial Statements

For the year ended 30 June 2022

8.5 Events occurring after the balance date

Nil to report

Notes to the Financial Statements

For the year ended 30 June 2022

Note 9 Other matters

9.1 Reserves

	Balance at beginning of reporting period \$'000	Increment / (decrement) \$'000	Balance at end of reporting period \$'000
a) Asset revaluation reserve			
2022			
Property			
Land	26,856	-	26,856
Buildings	17,978	3,020	20,998
	44,834	3,020	47,854
Plant, machinery and equipment			
Books	94	-	94
Infrastructure			
Roads	54,740	-	54,740
Bridges	13,744	19,164	32,908
Footpaths and cycleways	1,764	-	1,764
Drainage	353	-	353
Waste	7,983	-	7,983
Recreational, leisure and community Parks, open spaces and streetscapes	510 429	- 656	510 1,085
	79,523	19,820	99,343
Total asset revaluation reserve	124,451	22,840	147,291
2021			
Property			
Land	21,559	5,297	26,856
Buildings	17,978	-	17,978
	39,537	5,297	44,834
Plant, machinery and equipment			
Books	22	72	94
Infrastructure			
Roads	54,740	-	54,740
Bridges	13,744	-	13,744
Footpaths and cycleways	1,239	525	1,764
Waste	7,983	-	7,983
Drainage	353	-	353
Recreational, leisure and community Parks, open spaces and streetscapes	159 429	351 -	510 429
	78,647	876	79,523
Total asset revaluation reserve	118,206	6,245	124,451

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Notes to the Financial Statements

For the year ended 30 June 2022

9.1 Reserves (continued)

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$'000	\$'000	\$'000	\$'000
b) Other reserves				
2022				
Dinner Plain	835	10	-	845
Waste	3,915	938	-	4,853
Subdivision recreation	374	-	-	374
Total other reserves	5,124	948	-	6,072
2021				
Dinner Plain	699	136	-	835
Waste	3,247	668	-	3,915
Subdivision recreation	178	196	-	374
Total other reserves	4,124	1,000	-	5,124

The **Dinner Plain reserve** is maintained to ensure all rates raised from Dinner Plain properties are quarantined and invested back into Dinner Plain.

The **waste reserve** is maintained to fund landfill rehabilitation works. Where budgeted rehabilitation projects are not carried out in the financial year, funds are allocated to the reserve to fund future rehabilitation work.

The **subdivision recreation reserve** is maintained to account for contributions received under the *Subdivision Act 1988*. This reserve funds future recreational projects which meet the definition of the Act.

Notes to the Financial Statements

For the year ended 30 June 2022

9.2 Reconciliation of cash flows from operating activities to surplus

	2022	2021
	\$'000	\$'000
Surplus for the year	10,077	4,725
Depreciation	5,406	5,281
Net loss on disposal of property, infrastructure, plant and equipment	38	3,328
Contributions - non-monetary assets	(766)	(1,224)
Non-cash amortisation	54	(242)
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	55	242
(Increase)/decrease in prepayments	(16)	298
(Increase)/decrease in accrued income	(26)	19
Decrease in inventories	-	20
Increase in investment in associates	123	(21)
Increase/(decrease) in trade and other payables	434	1,653
Increase in trust funds and other deposits	22	(136)
Increase/(decrease) in employee provisions	(205)	101
Increase in unearned income	2,097	4,262
Decrease in landfill restoration provision	557	(307)
Net cash provided by operating activities	17,851	17,484

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper / Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2022, this was 10.0% as required under Superannuation Guarantee legislation – 2021 9.5%).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Notes to the Financial Statements

For the year ended 30 June 2022

9.3 Superannuation (continued)

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

An interim actuarial review for the Defined Benefit category as at 30 June 2022 was being held and is expected to be completed by the due date of 31 October 2022. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 109.8%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

- Net investment returns 5.5% pa
- Salary information 2.5 – 3.5% pa
- Price inflation (CPI) 3.0% pa.

Vision Super has advised that the estimated VBI at 30 June 2022 was 102.20%, Council was notified of this during August 2022

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2021 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the 2021 interim actuarial review conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2022, this rate was 10.0% of members' salaries (9.5% in 2020/2021). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound-up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

Notes to the Financial Statements

For the year ended 30 June 2022

9.3 Superannuation (continued)

The 2021 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following in the defined benefit category of which Council is a contributing employer:

	2021 \$m	2020 \$m
A VBI surplus	\$214.7	\$100.0
A total service liability surplus	\$270.3	\$200.0
A discounted accrued benefits surplus	\$ 285.2	\$217.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2021. Council was notified of the 30 June 2021 VBI during August 2021.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2021..

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2021.

The 2022 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2022 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this investigation will be completed by 31 October 2022.

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2022 are detailed below:

Scheme	Type of Scheme	Rate	2022 \$'000	2021 \$'000
Vision super	Defined benefit	10.00%	36	27
Vision super	Accumulation fund	10.00%	373	319
Other funds	Accumulation fund	10.00%	568	467

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2022.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 is \$36,135.

Notes to the Financial Statements

For the year ended 30 June 2022

Note 10 Change in accounting policy

There have been no changes to accounting policies in the 2021-22 year.

There are no pending accounting standards that are likely to have a material impact on Council.



ALPINE

SHIRE COUNCIL



Alpine Shire Council

Performance Statement

For the year ended 30 June 2022

Performance Statement

For the year ended 30 June 2022

Description of municipality

The Alpine Shire is situated in north-east Victoria, approximately 300km from the Victorian state capital Melbourne, and 70km south of Albury-Wodonga. The area of the Alpine Shire is 4,790 square kilometres consisting of 92% public land.

The Shire extends from mountain ranges to the valley floor, where residents choose to live predominantly around the three main towns of Bright, Myrtleford and Mount Beauty. Other members of the populace live in the smaller towns, villages and surrounding farming communities that are spread throughout the Shire.

The region offers a diverse lifestyle with a mix of culture, history and experiences. The region is a well-known destination for tourists with festivals, markets, exhibitions, sporting and recreational activities held throughout the Alpine Shire; together with a range of cafes, restaurants and wineries.

The estimated resident population of the Shire is 13,069, a number which significantly increases with the seasonal influx of tourists. Population demographics in the 2016 Census and estimated resident population in 2020, show a lower population of 20-39 year olds, but a much higher population of persons aged 55 and over as compared to the Victorian averages. 2021 Census data was not available at the time of writing this report.

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Other Information

For the year ended 30 June 2022

1. Basis of preparation

Council is required to prepare and include a Performance Statement within its Annual Report. The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's Budget. The *Local Government (Planning and Reporting) Regulations 2020* require explanation of any material variations in the results contained in the Performance Statement. Council has utilised materiality thresholds as described in the "Local Government Better Practice Guide - Annual Report Performance Statement 2021/22" relevant to each indicator and measure. Where Council's year on year result varies by more than 10% of the State-wide average (2021/22), Council has reported a material variance. Explanations have not been provided for variations below these materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the Performance Statement are those adopted by Council in its four-year Budget on 7 June 2022. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Budget can be obtained by contacting Council or visiting Council's website www.alpineshire.vic.gov.au.

2. Impact of COVID-19 on Performance Statement

The Alpine Shire, and in turn the Alpine Shire Council, continue to be impacted by the ongoing COVID-19 global pandemic. For much of 2021/22, various measures were in place by all three levels of Government in Australia to reduce the spread of COVID-19.

The ongoing COVID-19 global pandemic and measures taken to mitigate its spread and impact on the Alpine Shire residents and businesses have had a bearing on the performance of some Council operations during 2021/22. For the financial year ended 30 June 2022, these are as follows:

- * An early opening of aquatic facilities during 2021/22 saw a recovery in visitor numbers following a low the previous year.
- * Active library members in the Alpine Shire increased in 2021/22, but the three-year average reduced as the closures of previous years continue to impact performance. Council expects active library members to return to pre-COVID-19 levels in due course.
- * Staff shortages as a result of illness from COVID-19 or related complications have been felt throughout the organisation, particularly after restrictions lifted, which impacted on some service delivery outputs.

Generally the financial indicators show that Council is financially sustainable and that services are being delivered within expected parameters despite the extraordinary ongoing global situation.

Sustainable Capacity Indicators

For the year ended 30 June 2022

<i>Indicator / measure</i>	Results				Material Variations
	2018/19	2019/20	2020/21	2021/22	
Population					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$2,300	\$2,032	\$2,359	\$2,377	
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$14,753	\$14,489	\$14,467	\$16,858	An increase in infrastructure per head of municipal population reflects an increase in capital expenditure and revaluation of some of Council's infrastructure asset classes.
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	22.0	22.4	22.6	22.6	
Own-source revenue					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,635	\$1,655	\$1,718	\$1,716	

Sustainable Capacity Indicators (continued)

For the year ended 30 June 2022

Indicator / measure	Results				Material Variations
	2018/19	2019/20	2020/21	2021/22	
<p>Recurrent grants <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]</p>	\$400.55	\$427.58	\$427.58	\$534.01	Recurrent grants per head of population appears higher in 2021/22, due to receipt of Federal Assistance Grants for 2022/23 in advance.
<p>Disadvantage <i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]</p>	5	5	5	5	
<p>Workforce turnover <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year]x100</p>	14.4 %	11.0 %	19.6 %	21.6 %	Council has experienced higher than expected turnover in the past two years, relating primarily to the impact of COVID-19 and its associated restrictions, reflecting a change across the sector.

Sustainable Capacity Indicators (continued)

For the year ended 30 June 2022

Definitions

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent capital grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*.

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2022

Service / indicator / measure	Results				Material Variations
	2018/19	2019/20	2020/21	2021/22	
Aquatic facilities Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	2.4	2.2	1.9	2.7	Utilisation of Council's aquatic facilities increased by almost 40% across all three pools in 2021/22, recovering after facility closures due to COVID-19 restrictions the previous year.
Animal management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	0	0	0%	No animal management prosecutions were presented to Court in 2021/22.
Food safety Health and safety <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	82.9 %	95.8 %	100.0 %	100.0 %	All non-compliance notifications were followed up.

Service Performance Indicators (continued)

For the year ended 30 June 2022

Service/indicator /measure	Results				Material Variations
	2018/19	2019/20	2020/21	2021/22	
Governance Satisfaction <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	59	56	56	56	Community satisfaction with Council decisions (index score 56) remained steady in 2021/22 compared to the previous year, and was slightly higher than both the Small Rural and State-wide averages (both 54).
Libraries Participation <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	18.8 %	18.4 %	15.8 %	14.3 %	This result is affected by the following factors; * this data reflects a three year average, so despite an increase in active borrowers in the municipality in 2021/22, the overall result remains lower than previous years, and * the Alpine Shire population growth has risen faster than the rise in active borrowers so % borrowers is proportionally lower.

Service Performance Indicators (continued)

For the year ended 30 June 2022

Service/indicator /measure	Results				Material Variations
	2018/19	2019/20	2020/21	2021/22	
Maternal and child health Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	84.5 %	74.4 %	81.8 %	83.4 %	Participation in the MCH service has continued to return to a more usual trend in 2021/22 after a large reduction in 2019/20 due to Bushfires and COVID-19 restrictions. The MCH team continued to support the community, working within COVID-19 restrictions in 2021/22.
Participation <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	79.2 %	58.8 %	85.7 %	64.7 %	Council has a small number of Aboriginal and Torres Strait Island enrolments, so a slight change in participation creates a greater improvement in overall results.

Service Performance Indicators (continued)

For the year ended 30 June 2022

Service/indicator /measure	Results				Material Variations
	2018/19	2019/20	2020/21	2021/22	
Roads Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	64	61	63	61	Community satisfaction with sealed local roads (index score 61) was significantly higher than both the Small Rural and State-wide averages (50 and 53 respectively). Sealed local roads continues to be an area where Council consistently performs well.
Statutory Planning Decision making <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.0 %	0.0 %	100.0 %	66.7 %	Three planning decisions were presented to VCAT during 2021/22. One case was 'set aside', meaning that VCAT granted a permit that had been initially refused by Council. The two other cases were 'not set aside', with Council's decision varied in one case, and Council's decision affirmed in the other.
Waste Collection Waste diversion <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	39.4 %	40.4 %	40.0 %	40.0 %	Kerbside collection waste diverted from landfill remained steady in 2021/22 compared to the previous year.

Service Performance Indicators (continued)

For the year ended 30 June 2022

Retired measures Service/indicator /measure	Results		Comment
	2018/19	2019/20	
Animal Management Health and Safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0	Retired in 2020	This measure was replaced by <i>Animal management prosecutions (%)</i> for 2019/20.

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the *Local Government Act 1989*

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Financial Performance Indicators

For the year ended 30 June 2022

Dimension / indicator / measure	Results					Forecasts			Material Variations
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Efficiency									
Expenditure level									
<i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,361	\$2,955	\$3,423	\$3,451	\$3,476	\$3,247	\$3,353	\$3,424	The expenses per property assessment reflect the ongoing levels of capital expenditure in renewing and upgrading community assets.
Revenue level									
<i>Average rate per property assessment</i> [General rates and Municipal charges / Number of property assessments]	New in 2020	\$1,684	\$1,717	\$1,787	\$1,795	\$1,836	\$1,882	\$1,928	Growth in average rate per property assessment reflects continued compliance with the Victorian Government Fair Go Rates system.

Financial Performance Indicators (continued)

For the year ended 30 June 2022

Dimension / indicator / measure	Results					Forecasts			Material Variations
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Liquidity									
Working capital									
<i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	349.5 %	373.4 %	293.1 %	235.0 %	481.4 %	452.2 %	481.8 %	432.6 %	The value of capital works in progress at the end of the 2021/22 financial year is larger than usual and reflects the significant success in recent years in securing grant funding. The work in progress is offset by an equivalent level of income in advance which reflects grant funding received for projects not yet commenced or fully completed and capitalised as assets.
Unrestricted cash									
<i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	4.8 %	-48.1 %	15.1 %	18.2 %	41.9 %	32.3 %	43.7 %	26.1 %	The 2021/22 year had a higher than normal cash balance due to receipt of grant funding in Quarter 4 which has resulted in a higher than expected ratio of unrestricted cash to current liabilities. Future years forecasts have no carried forward amounts or conditional grants unspent so that the unrestricted cash is higher.

Financial Performance Indicators (continued)

For the year ended 30 June 2022

Dimension / indicator / measure	Results					Forecasts			Material Variations
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Obligations									
Loans and borrowings									
<i>Loans and borrowings compared to [Interest bearing loans and borrowings / Rate revenue] x100</i>	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	Council continues to operate free from borrowings and has no plans to do so in the short to mid term.
<i>Loans and borrowings repayments [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	Council continues to operate free from borrowings and has no plans to do so in the short to mid term.
Indebtedness									
<i>Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100</i>	20.8 %	20.4 %	17.6 %	11.1 %	16.7 %	13.8 %	13.2 %	12.6 %	Non-current liabilities are forecast to be lower in future years as landfill rehabilitation works will be completed.
Asset renewal and upgrade									
<i>Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100</i>	New in 2020	112.3%	93.1%	239.1 %	102.7 %	166.5 %	159.4 %	109.7 %	Significant capital expenditure in 2021/22 has seen this ratio spike but the expectation is to return to more usual levels in future years.

Financial Performance Indicators (continued)

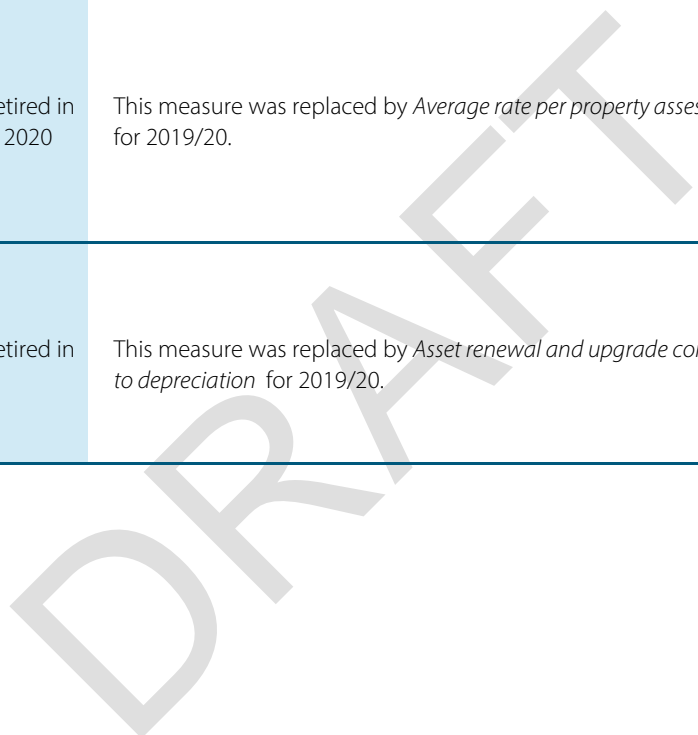
For the year ended 30 June 2022

Dimension / indicator / measure	Results					Forecasts			Material Variations
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Operating position Adjusted underlying result Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	-6.3 %	16.8 %	3.8 %	4.5 %	-11.1 %	1.0 %	0.2 %	0.3 %	Adjusted underlying surplus (or deficit) is quite changeable from year to year depending on amount of non-recurring grant funding (including Bushfire and COVID-19 related funding) which are forecast to return to normal levels in future years.
Stability Rates concentration Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	64.5 %	58.8 %	59.7 %	60.2 %	71.1 %	69.3 %	69.3 %	69.5 %	2021/22 includes higher non-recurrent operating grant funding, primarily related to 2019/20 Bushfire and COVID-19 recovery. Future years income does not forecast non-recurrent operating grant funding at these levels.
Rates effort Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.55 %	0.51 %	0.50 %	0.37 %	0.37 %	0.37 %	0.38 %	0.39 %	A large increase in the Capital Improved Value (CIV) for property valuations across the Alpine Shire in 2021/22 has reduced the rate in the dollar compared to property values in the current year, and into future years.

Financial Performance Indicators (continued)

For the year ended 30 June 2022

Retired measures	Results		Comment
Dimension / indicator / measure	2018/19	2019/20	
Efficiency Revenue level <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,753	Retired in 2020	This measure was replaced by <i>Average rate per property assessment</i> for 2019/20.
Obligations Asset renewal <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x100	92%	Retired in	This measure was replaced by <i>Asset renewal and upgrade compared to depreciation</i> for 2019/20.



Financial Performance Indicators (continued)

For the year ended 30 June 2022

Definitions

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent capital grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Certification of the Performance Statement

For the year ended 30 June 2022

In my opinion, the accompanying Performance Statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Dennis O'Keeffe
Principal Accounting Officer

Date:

In our opinion, the accompanying Performance Statement of the Alpine Shire Council for the year ended 30 June 2022 presents fairly the results of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this Performance Statement in its final form.

Councillor

Date:

Councillor

Date:

William Jeremy
Chief Executive Officer

Date:



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: 26 July 2022
Location: Briefing Session – 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 Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Deputy Mayor	Elaine Burridge	A/Director Assets
Cr John Forsyth	Councillor	Helen Havercroft	Director Corporate Performance
Cr Ron Janas	Councillor		
Cr Simon Kelley	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position

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
Acknowledgement of Traditional Owners
External Alpine Community Recovery Committee
Governance Rules Policy
Revenue and Debtor Management Policy
P.2020.153 – 1 Riverside Avenue and Star Road
P.2021.206 – 24 Toorak Road Bright
Porepunkah Landfill Rehabilitation Caping Stage 2
Funding opportunities update
Mystic Mountain Bike update
Ordinary Council Meeting Agenda review
General Business



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: 2 August 2022
Location: Briefing Session – Bright Committee Room
Start Time: 3.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Deputy Mayor	Elaine Burridge	A/Director Assets
Cr John Forsyth	Councillor	Helen Havercroft	Director Corporate Performance
Cr Ron Janas	Councillor		
Cr Simon Kelley	Councillor		
Cr Tony Keeble	Councillor		

Councillor and staff apologies:

Name	Position
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
Acknowledgement of Traditional Owners
Ordinary Council Meeting Agenda Review
General Business
Citizenship Ceremony
Prepare for August Ordinary Council Meeting
Planning Statistics – June 2022



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: Kiewa Valley Historical Society
Date: 12 August 2022
Location: Kiewa Valley
Start Time: 12.30pm
Finish Time: 1.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		

2. Items

Item

Meeting with Kiewa Valley Historical Society Community Members



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: Tawonga District Community Association

Date: 12 August 2022

Location: Tawonga South Community Hall

Start Time: 1.30pm

Finish Time: 2.45pm

Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		

2. Items

Item
Meeting with Tawonga District Community Association Members



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: 16 August 2022
Location: Briefing Session – 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 Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Deputy Mayor	Elaine Burridge	A/Director Assets
Cr John Forsyth	Councillor	Helen Havercroft	Director Corporate Performance
Cr Ron Janas	Councillor		
Cr Simon Kelley	Councillor		
Cr Tony Keeble	Councillor		

Councillor and staff apologies:

Name	Position
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
Acknowledgement of Traditional Owners
Long Term Lease Tawonga Caravan Park
Cities Power Partnership
Glenbourne Drive Mount Beauty Update
<i>Short recess</i>
Housing (Amenity)
Alpine Better Place – Tawonga
Sport and Recreation Master planning
General Business



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: 23 August 2022
Location: Briefing Session – 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 Sarah Nicholas	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Deputy Mayor	Elaine Burridge	A/Director Assets
Cr John Forsyth	Councillor	Helen Havercroft	Director Corporate Performance
Cr Ron Janas	Councillor		
Cr Simon Kelley	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	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
Acknowledgement of Traditional Owners
Community Satisfaction Survey
Community Interest Planning Applications
P. 2022.001 - 1072 Morses Creek Road Wandiligong
Cleaning Contract verbal update
Myrtleford Memorial Hall update
Dinner Plain Bus
General Business
Close