



M(7) – 25 JUNE 2024

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **25 June 2024** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Simon Kelley - Deputy Mayor

Cr Katarina Hughes*

Cr Ron Janas

Cr Tony Keeble

Cr Sarah Nicholas

Cr Kelli Prime

** attendance via electronic means*

OFFICERS

Will Jeremy - Chief Executive Officer

Helen Havercroft - Director Customer and Community

Alan Rees - Director Assets

APOLOGIES

Nil

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1. Recording and livestreaming of Council meetings

The CEO will read the following statement:

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

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

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

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

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

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

All to stand, the Mayor will read the following statement:

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

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

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(6) – (28 MAY 2024)

Cr Nicholas

Cr Janas

That the minutes of Ordinary Council Meeting M(6) held on (28 May 2024) as circulated be confirmed.

Carried Unanimously

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

Nil

7. Public questions

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

G5 Public Question Time

GS3. Questions submitted to Council may be:

- Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or
- During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.

GS4. No person may submit or ask more than two questions at any one meeting.

GS7. A question may be disallowed by the Chairperson if the Chairperson determines that it:

- is not related to an item on the agenda;
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to confidential information as defined in s3 of the Act;
- relates to the personal hardship of any resident or ratepayer; or
- relates to any other matter which the Council considers would prejudice the Council or any person.

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

8. Mayors Report

8.1.1 Chief Executive Officer - Performance Plan

INTRODUCTION

This report relates to the CEO's Annual Performance Plan.

Cr Prime

Cr Kelley

That Council:

- 1. Notes the assessment of the CEO's performance against the KPIs in the Annual Performance Plan 2023/24 carried out by the CEO Employment and Remuneration Committee;*
- 2. Adopts the Chief Executive Officer Annual Performance Plan 2024/25; and*
- 3. Considers recommendations at the June 2025 Ordinary Council Meeting resulting from a review of the CEOs Annual Performance Plan, with this review commencing in May 2025 and being conducted by the CEO Employment and Remuneration Committee.*

Carried Unanimously

BACKGROUND

Council's CEO Employment and Remuneration Policy was adopted at the December 2021 Council Meeting. This Policy states:

That Council will adopt an Annual Performance Plan for the CEO, which will include KPIs. [Key Performance Indicators]. The Performance Plan must be developed collaboratively between the CEO and the Committee.

At the June 2023 Council Meeting the following resolutions were carried:

That Council:

- 1. Notes the assessment of the CEO's performance against the KPIs in the Annual Performance Plan 2022/23 carried out by the CEO Employment and Remuneration Committee;*
- 2. Adopts the Chief Executive Officer Annual Performance Plan 2023/24;*
- 3. Considers recommendations at the June 2024 Ordinary Council Meeting resulting from a review of the CEOs Annual Performance Plan, with this review commencing in May 2024 and being conducted by the CEO Employment and Remuneration Committee.*

The adopted CEOs Annual Performance Plan for the 2024 financial year was published on Council's website in June 2023, in the interests of providing transparency to the public.

The CEO Employment and Remuneration Committee conducted a review of the CEOs performance in May 2024, after the CEO had been working in the role for 23 months.

The CEOs performance against each Key Performance Indicator (KPI) was rated on the following scale:

1. Not met
2. Working towards
3. Meeting
4. Exceeding

The average score in each of the four key performance areas (KPA) was then calculated as follows:

Key Performance Area	Focus	Average Score
KPA 1	Leadership and Culture	2.39
Lead a high-performing organisation with a strong focus on effectiveness, accountability, and continuous improvement.		
KPA 2	Engagement and Communication	2.42
Deliver consistently high-quality engagement and communication with Council, the community and other key stakeholders.		
KPA 3	Governance	2.80
Ensure good governance practices to fulfil legislative obligations, improve decision making and promote community confidence in Council.		
KPA 4	Delivery Performance	2.50
Execute Council resolutions, policies, and plans using resources and managing risks effectively and efficiently.		

ISSUES

Performance Monitoring

Part 4.5 "Performance Monitoring" of Council's CEO Employment and Remuneration Policy states that:

Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed collaboratively between the CEO and the Committee [being the CEO Employment and Remuneration Committee].

Functions of the Chief Executive Officer

In accordance with section 46 of the *Local Government Act 2020*, the CEO is responsible for ensuring the effective and efficient management of the day-to-day operations of the Council, ensuring that decisions of the Council are implemented without delay, and that Council receives timely and reliable advice, and is responsible for all staffing matters including appointing, directing, and managing members of Council staff.

Key Performance Indicators

Key Performance Indicators in the CEO Annual Performance Plan are linked closely to the Council Plan 2021-2025.

POLICY IMPLICATIONS

Employment of the Chief Executive Officer is governed by Part 3, Division 7 of the *Local Government Act 2020*, and further by Council's CEO Employment and Remuneration Policy.

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

- 5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications associated with the recommendations contained within this report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Poor performance by the CEO in delivering for Council in accordance with section 46 of the Local Government Act.	Unlikely	Major	<ul style="list-style-type: none"> • Adoption of the CEO Employment and Remuneration Policy • Establishment of an Annual Performance Plan and periodic assessment and reporting against this Plan.

CONSULTATION

The CEO Employment and Remuneration Committee is responsible for ensuring that the CEO Annual Performance Plan and KPIs are in place in accordance with the CEO Employment and Remuneration Policy.

The CEO Employment and Remuneration Committee is required to submit an Annual Review Report to Council, following a meeting with the CEO to discuss the Committee's proposed recommendations.

CONCLUSION

The CEOs performance through the period June 2023 to May 2024 has been reviewed in accordance with section 4.6 of the CEO Employment and Remuneration Policy, and the results of the review are summarised in this report for noting.

The CEO Annual Performance Plan 2024/25 sets out the Key Performance Indicators for the period 1 July 2024 to 30 June 2025. The Plan should be adopted, which will enable performance monitoring to occur in accordance with Council's CEO Employment and Remuneration Policy.

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.

- Mayor

ATTACHMENT(S)

8.1.1. CEO Annual Performance Plan 2024/25

9. Presentation of reports by officers

9.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

9.1.1 Contracts approved under delegation by CEO

Cr Keeble

Cr Prime

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

<i>Contract No:</i>	<i>CQ23059</i>	<i>Process:</i>	<i>RFQ</i>
<i>Title:</i>	<i>Drainage Audit Investigation</i>		
<i>Tenderer:</i>	<i>Malkin Consulting Pty Ltd</i>		
<i>\$ (excl. GST):</i>	<i>\$123,750</i>		

Carried Unanimously

9.2 DIRECTOR ASSETS – ALAN REES

9.2.1 Funding Applications

INTRODUCTION

This report relates to available funding opportunities and seeks Council's endorsement for projects to be prioritised for funding.

Cr Janas

Cr Prime

That Council endorses the nomination of the following projects for delivery with funding allocated under the Australian Government's Local Roads and Community Infrastructure Phase 4 Fund:

- 1. Myrtleford Memorial Hall Upgrade: \$565,758*
- 2. Tawonga Memorial Hall Upgrade: \$144,525*
- 3. Roads Resealing Program 24/25: \$200,000*
- 4. Gravel Road Reconstruction and Re sheeting Program 24/25: \$209,717*

Carried Unanimously

BACKGROUND

Local Roads and Community Infrastructure Phase 4 Fund (LRCI)

The Local Roads and Community Infrastructure (LRCI) Program supports all Australian councils to deliver priority local road and community infrastructure projects in their region, creating jobs and long-lasting benefits for communities.

The Australian Government has committed \$3.25 billion to the LRCI Program over four phases. Every local government authority, in all 150 electorates across Australia, is allocated and able to nominate projects for LRCI Program funding.

Council has been allocated \$1,120,017 of Funding from the LRCI Phase 4 Fund split across the following:

- Part A \$710,300 - construction, maintenance and/or improvements to council-owned assets (including natural assets) for the benefit of the local community.
- Part B \$409,717 - construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

Following an assessment of projects in Council's Project Pipeline and Roads Renewal and Upgrade Program the projects in the table below were nominated based on meeting the grant funding criteria and being sufficiently well developed to be deliverable within the nominated project timeframes.

Project	LRCI Phase 4 (\$ '000)	Council (\$ '000)	Other (\$ '000)	Total (\$ '000)	Council Contribution
Myrtleford Memorial Hall Upgrade	\$565,758	253,000	\$795,000	\$1,613,758	16%
Tawonga Memorial Hall Upgrade	\$144,525	\$0	\$850,000	\$994,525	0%
Roads Resealing Program 24/25	\$200,000	355,000	\$0	\$555,000	64%
Gravel Road Reconstruction and Re sheeting Program 24/25	\$209,717	\$240,283	\$0	\$450,000	53%
Total	\$1,120,000				

ISSUES

Council has experienced escalated construction costs across numerous major building upgrade projects with tender costs significantly higher than original budgets. This has impacted the original scope of both the Myrtleford Memorial Hall and Tawonga Memorial Hall. The allocation of funding from the LRCI Program Phase 4 Part A would enable Council to achieve more of the original scope across both Hall projects.

The funding for Phase 4 Part B will progress Council's Roads Program across the Resealing and Gravel Road Reconstruction and Re sheeting in the 2024/25 financial year to enable Council to advance its prioritised works for improved road condition and road safety.

POLICY IMPLICATIONS

The recommendations are 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 current budget allocation is sufficient to deliver the highest priority components of the project scope for both the Myrtleford Memorial Hall and Tawonga Memorial Hall projects. Allocating a further \$710,283 towards the Hall projects from the LRCI Phase 4 funding presents an opportunity to deliver more components of the original scope.

A total allocation of \$409,717 will be dedicated towards Council's Roads program which will expand Council's Resealing and Gravel Road Reconstruction and Re sheeting Programs in the 2024/25 financial year.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Delivery of Projects is not achieved by the end of the funding agreement	Possible	Major	<ul style="list-style-type: none"> Continue to progress designs and staged tenders to ensure delivery is on time.

CONSULTATION

The projects that have been nominated are identified as high priorities on Council's Project Pipeline. Consultation has been undertaken to ensure that the community and referral agencies are supportive of the projects which have been nominated. The projects that have been nominated have been selected based on their alignment with the funding eligibility and evaluation criteria.

CONCLUSION

Significant opportunities exist to secure grant funding to support Council's commitment to deliver upgraded and renewed infrastructure. There is strong community support and alignment with the grant fund criteria for the projects which have been proposed, and it is recommended that Council endorses the nomination of projects for the LRCI Phase 4 Fund.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Engineering and Assets

ATTACHMENT(S)

Nil

9.2.2 Offsetting Residual Corporate Greenhouse Gas Emissions for 2022/2023

INTRODUCTION

This report relates to offsetting Council's residual corporate Greenhouse Gas (GHG) emissions for Financial Year (FY) 2022/2023 in order to achieve net zero from Council's corporate operations by July 2023 per the commitment in the Climate Action Plan 2021 - 2024.

Cr Nicholas

Cr Kelley

That Council:

- 1. Commits to purchase Greenfleet offsets for the 2022/23 residual emissions; and*
- 2. Notes the continued investigations into a combination of initiatives for insetting 2023/24 residual emissions including planting and community renewable energy projects.*

Carried Unanimously

BACKGROUND

At the Ordinary Council Meeting (OCM) held in June 2023, a hierarchy for the offsetting of residual emissions was accepted by Council, from most to least favourable this included:

- Insets - offsetting emissions through carbon reduction or removal projects within the shire boundary directly funded by Council e.g., planting indigenous vegetation locally to sequester carbon or funding community renewable energy projects.
- Directly funding projects that create offsets - offsetting emissions through participating in carbon reduction or removal projects within Australia.
- Australian Carbon Credit Units (ACCU) - offsetting emissions through investing in carbon reduction projects reviewed and approved by Climate Active Australia.

Council has reduced its residual carbon emission from approximately 2384 tonnes in 2018/19, the baseline year for the Climate Action Plan 2021-2024, to 569 tonnes in 2022/23. This has been achieved through a range of initiatives, including:

- Joining the Victorian Energy Collaboration renewable Power Purchase Agreement (VECO PPA);
- Installation of solar PV and batteries at a number of Council buildings;
- Upgrading streetlights to LEDs;
- Electrifying aging gas infrastructure at Council facilities; and
- Purchasing three Electric Vehicles for the pool car fleet.

Offsetting Council's residual carbon emissions for 2022/23 through the procurement of Greenfleet offsets provides an ethical and financially responsible approach and allows procurement of the offsets within 12 months of the end of the financial year in which the

GHG emissions were generated. Greenfleet offsets are used to directly fund forest planting projects across Australia so provide the co-benefits of funding ecosystem restoration and mitigating biodiversity loss.

Council will continue its investigations into of the most suitable initiatives to offset residual emissions for 2023/24 and beyond including insetting through native vegetation planting and community solar projects. Insetting planting projects provide the co-benefits of local ecosystem restoration and myriad community benefits. Ongoing investigations will include a complete assessment of proposed landscape assets to determine suitable sequestration sites for 2023/24.

The Climate Action Plan 2021-2024 is to be refreshed during 2024. This creates an opportunity to further interrogate long term GHG emissions abatement and offsetting recommendations within the Alpine Shire Council context.

ISSUES

Through the Climate Action Plan 2021-2024, Council has committed to offsetting all residual GHG emissions from and including 2022/23. The residual emissions for 2022/23 have been calculated at 569 tonnes of CO₂-e. The majority of these emissions are from Council's fleet (326 tonnes CO₂-e) and closed landfills (234 tonnes CO₂-e), further reductions in emissions are constrained by cost and locally available technology.

The hierarchy for the offsetting agreed at the June 2023 OCM of prioritising local insetting or investment, while more resource intensive, addresses concerns about the credibility of the international carbon market as well as providing co-benefits to local communities and biodiversity.

The details of any organisation implemented projects, such as local insetting, require further development regarding site selection, capacity to deliver, design and delivery workflow, and settling on a carbon accounting model that can be implemented and used to audit any internal projects.

These issues are being addressed through Council's ongoing investigations into options for insetting residual GHG emissions for 2023/2024 and beyond.

POLICY IMPLICATIONS

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

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

Local Government Act 2020

Under the *Local Government Act 2020*, section 9(2)(c), 'Councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks'.

Victorian Climate Change Act 2017

The *Victorian Climate Change Act 2017* sets a long-term GHG emissions reduction target for the State of net zero emissions by 2050.

Alpine Shire Council Climate Action Plan 2021-2024

Council's Climate Action Plan 2021-2024 committed to a target of net zero GHG emissions from Council corporate operations by July 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

The purchase of Greenfleet offsets to offset 2022/23 residual GHG emissions of 570 tonnes CO₂-e will cost approximately \$10,260, depending on the prices at the time of purchase. A budget of \$35,000 for offsetting 2022/23 residual emissions exists in Council's 2023/24 budget and resource requirements will be minimal to purchase the Greenfleet offsets.

The approach for offsetting residual emissions for future years will be informed by Council's ongoing investigations into insetting opportunities, which will form part of a future report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
There is a risk that emissions increase in future years due to uncontrollable emissions from closed landfills	Possible	Moderate	<ul style="list-style-type: none"> Two measurements to date have shown a downward trend Ongoing yearly recording will inform further trends Landfill capping is being conducted to show the emissions Future technologies may provide more economical options to abate these emissions

CONSULTATION

A consultant with extensive experience in corporate GHG emissions offsetting and insetting has been engaged to provide guidance and recommendations for offsetting Councils residual emissions for 2022/23 and ongoing investigation into insetting future years' emissions.

CONCLUSION

Purchasing Greenfleet offsets for 2022/23 residual emissions will allow Council to meet the net zero target with the emissions offset within the year after the emissions were generated. The longer-term plan to achieve net zero for 2023/24 and beyond will be informed by Council's ongoing investigations.

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 Growth and Future
- Sustainability Coordinator

ATTACHMENT(S)

Nil

9.3 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

9.3.1 Submissions to the Draft 2024/25 Budget

INTRODUCTION

The purpose of this report is to respond to the submissions received that relate to the draft 2024/25 Budget.

Cr Kelley

Cr Janas

That Council:

1. *Considers written submissions received pursuant to Council's Community Engagement Policy, in relation to the Alpine Shire Council Draft 2024/25 Budget;*
2. *Makes the following amendments to the Draft 2024/25 Budget:*
 - a. *Capital Expenditure*

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>Playgrounds maintenance</i>	<i>\$142,000</i>	<i>\$142,000</i>
<i>b</i>	<i>Dinner Plain Snowmaking</i>	<i>\$897,000</i>	<i>\$1,635,000</i>
<i>c</i>	<i>Myrtleford Splashpark</i>	<i>\$1,725,000</i>	<i>\$1,974,000</i>
<i>d</i>	<i>Dinner Plain Activation</i>	<i>\$386,000</i>	<i>\$2,290,000</i>
<i>e</i>	<i>Tip Shop</i>	<i>\$256,000</i>	<i>\$256,000</i>
<i>f</i>	<i>Various Other</i>	<i>\$135,000</i>	<i>\$135,000</i>

b. Operational Expenditure

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>Dinner Plain Entry Billboards</i>	<i>\$30,000</i>	<i>\$30,000</i>
<i>b</i>	<i>Asset Management Condition Assessment Program</i>	<i>\$150,000</i>	<i>\$363,000</i>
<i>c</i>	<i>Playgrounds maintenance</i>	<i>\$(142,000)</i>	<i>\$0</i>

c. Income

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>Rates Valuations</i>	<i>\$(20,000)</i>	<i>\$17,520,000</i>
<i>b</i>	<i>Dinner Plain Special Rate</i>	<i>\$7,000</i>	<i>\$167,000</i>
<i>c</i>	<i>Waste Charge Amendment</i>	<i>\$2,000</i>	<i>\$4,514,000</i>
<i>d</i>	<i>Dinner Plain Rates and Charges</i>	<i>\$26,000</i>	<i>\$929,000</i>

d. Wages (Operating Expenditure)

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>General Wages</i>	<i>\$500,000</i>	<i>\$500,000</i>

3. Notes the following community submissions that do not result in changes to the Alpine Shire Council Budget 2024/25:

<i>Submission</i>	<i>\$ Request</i>	<i>Rationale and Approach</i>
<i>Concern related to the increase in venue hire at the Myrtleford Senior Citizens Hall from \$18- per hour to \$24- per hour</i>	<i>N/A</i>	<i>The pricing better reflects cost recovery for the provision and maintenance of Council community facilities.</i>
<i>Dinner Plain - concern regarding costs associated with the Special Rate and impact on tourism.</i>	<i>N/A</i>	<i>Explanation provided to submitter who subsequently withdrew submission.</i>
<i>Number of queries and concerns regarding fees and charges</i>	<i>N/A</i>	<i>Proposal to remove the introduction of a fee for cat trap hire.</i>
<i>Number of queries and concerns regarding fees and charges</i>	<i>N/A</i>	<i>Proposal to remove the introduction of a fee for cat trap hire.</i>
<i>Comment regarding parks and a splash park in Myrtleford</i>	<i>N/A</i>	<i>The capital works program for 2024/25 includes upgrades to Cundy Park playground and completion of the Myrtleford splash park.</i>

<i>Submission</i>	<i>\$ Request</i>	<i>Rationale and Approach</i>
<i>Concerns regarding the use of the rate cap (2.75%) considering the increase in property value increases</i>	<i>N/A</i>	<i>Comments are noted but no changes to the recommended rate applied is proposed.</i>

4. *Notifies in writing each person or persons who made a submission to the Draft 2024/25 Budget setting out the decision and the reasons for that decision.*

Carried Unanimously

BACKGROUND

Council has prepared a draft Budget for 2024/25 which is aligned to the vision in the Council Plan 2021-2025.

Through continued strong cost management, the proposed Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects as market conditions evolve.

Key budget information is provided in the Budget 2024/25 including details of the rate increase, the strategic objectives of the Council, the operating result, ongoing service provision, capital works projects and the Council's financial position.

ISSUES

Previous Community Budget submissions

Council undertook a Community Budget process from 13 November 2023 to 28 January 2024, with 28 submissions received. Submissions were presented to the Ordinary meeting of Council in April 2024. One project was nominated for inclusion in the draft Budget, and seven were noted as being assessed or to be progressed without specific budget in 2024/25.

Draft Budget submissions

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

Council elected to mirror the public submissions process for the Budget to that required for the Dinner Plain Special Rate, under s223 of the *Local Government Act 1989*. This included a minimum 28-day public submissions process, with the draft 2024/25 Budget available for inspection at the Council office and accessible through Council's Engage Alpine.

Council Officers have also made internal submissions. The purpose of an internal submission is to ensure that relevant information arising after the draft Budget has been placed on exhibition for public comment is considered by Council for inclusion in the final Budget.

Recommendation 3 details submissions received from the public. Six submissions were received and were treated in accordance with Section 223 requirements and Council's Community Engagement Policy.

POLICY IMPLICATIONS

The Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. Submissions have been governed by Council's Community Engagement Policy, effectively mirroring the s223 *Local Government Act 1989* process.

The recommendations are 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

The net impact of the submissions which are recommended for incorporation into the Budget 2024/25 is as follows:

Income

- Income amendments Increase \$ 15,000
- Expenditure
- Capital Expenditure Increase \$3,541,000
- Operational Expenditure Increase \$ 38,000
- Wages amendments Increase \$ 500,000

Overall, the projected budget surplus is increased to \$8,590,000.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Budget adopted without community engagement	Rare	Minor	<ul style="list-style-type: none"> • Ensure participation through wide advertising campaign.

CONSULTATION

Council was required to provide an opportunity for the public to make submissions regarding any proposal contained within the draft Budget. This was conducted through a formal process in accordance with Council's Community Engagement Policy and mirroring s223 of the *Local Government Act 1989*, which included a 28-day period where the public could provide Budget submissions and request to be heard by a committee of Councillors in support of their submission.

The draft 2024/25 Budget was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Wednesday 5 June 2024.

None of the six submitters sought to present to council.

CONCLUSION

All submissions have been considered by Council. This report reflects the Officers' recommendations to Council following a review of the cost and scope of each submission.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Corporate
- Financial Accountant

ATTACHMENT(S)

Nil

9.3.2 Declaration of the Dinner Plain Special Rate (2024/25)

INTRODUCTION

The purpose of this report is to declare a special rate for the Dinner Plain village (the "Dinner Plain Special Rate") applicable to Commercial / Industrial land only for the period 1 July 2024 to 30 June 2025.

Cr Nicholas

Cr Janas

That Council:

- 1. Notes that one submission was received regarding the proposed declaration of the Dinner Plain Special Rate (2024/25), which was withdrawn by the submitter;*
- 2. Declares the Dinner Plain Special Rate (2024/25) for the period 1 July 2024 to 30 June 2025 as follows:*
 - a. a special rate (the Dinner Plain Special Rate) be declared for the purpose of defraying any expenses in relation to the provision of services of special benefit to the owners of Commercial / Industrial land within the Dinner Plain village;*
 - b. the Dinner Plain Special Rate will apply to Commercial / Industrial land within the Dinner Plain village as defined in attachment 9.3.2;*
 - c. the definition of Commercial / Industrial land is the definition provided in the Alpine Shire Council Revenue and Rating Plan;*
 - d. the amount of the Dinner Plain Special Rate to be levied is determined as 43% of the general rate as provided in the Alpine Shire Council Budget Report for the financial year 2024/2025;*
 - e. the amount of the Dinner Plain Special Rate to be levied for the period 1 July 2024 to 30 June 2025 is estimated to be \$167,000, or such other amount as is lawfully raised as a consequence of this Resolution;*
 - f. the amount of the Special Rate will be the amount shown as due and payable in any notice sent to a person required to pay the Dinner Plain Special Rate;*
 - g. each person liable to pay the Dinner Plain Special Rate is to pay by instalments in line with Council's general rate payment requirements each year; and*
 - h. the total cost of the performance of this function is estimated to be \$170,000 over one year and will support the Dinner Plain to Hotham winter bus service.*

Carried Unanimously

BACKGROUND

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

The Dinner Plain village has for some time been subject to a Special Rate to defray the expenses associated with services of special benefit to Dinner Plain Commercial / Industrial ratepayers.

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

This approach continues. In the Alpine Shire Council's 2024/25 Budget, income of an estimated \$167,000 will be received and this will be allocated to defray the cost of operating the Dinner Plain to Hotham winter bus service (\$170,000).

ISSUES

Proposed Rating Approach

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

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

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

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

This is inclusive of all relevant income and costs, including, for example, the general rates paid by Dinner Plain ratepayers; an apportionment of general Council grants; Council services relevant to Dinner Plain (including roadways snow clearing and cross-country snow grooming); an apportionment of Council overheads; all Special Rate costs; and all capital works expenditure in Dinner Plain.

Based on current forecasts, Dinner Plain expenditure will continue to exceed income in 2024/2025.

On 30 June 2025, the Dinner Plain Reserve is estimated to be \$1,278k.

Submissions Received

At the April 2024 Ordinary Council Meeting, Council resolved to give notice of its intention to declare a special rate for the provision of services of special benefit to the Dinner Plain village for the period 1 July 2024 to 30 June 2025.

One submission was received through the public exhibition period, however, was withdrawn after consultation with the applicant.

POLICY IMPLICATIONS

The preparation of the Dinner Plain Special Rate 2024/25 is in accordance with the:

- Special Rates and Charges, Ministerial Guidelines, September 2004
- *Local Government Act 1989*
- Council's Revenue and Rating Plan.

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Based on current property valuations across the Alpine Shire, the Dinner Plain Special Rate for 2024/25 is estimated to raise \$167,000 over the 12-month period. The estimated Council contribution to the cost of delivering the Dinner Plain to Mt Hotham winter bus service is \$170,000.

RISK MANAGEMENT

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

CONSULTATION

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

Under Section 223 of the *Local Government Act 1989* a person has a right to make a submission on the proposed Dinner Plain Special Rate for 2024/2025 and any submission must be considered before adoption of the budget by Council.

The Dinner Plain Special Rate 2024/25 was released for public comment following the April 2024 Ordinary Council Meeting. A copy of the public notice was issued to each person liable to pay the special rate on 9 May 2024. Public submissions formally closed on Wednesday 5 June 2024. One submission was received and withdrawn.

CONCLUSION

Council can now declare the Dinner Plain Special Rate (2024/25) in line with the requirements of the *Local Government Act 1989*.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

9.3.2 Dinner Plain Village Rate Map

9.3.3 Adoption of 2024/25 Rates and Charges

INTRODUCTION

The purpose of this report is to declare the rates and charges of Alpine Shire Council for the 2024/25 financial year for the period 1 July 2024 to 30 June 2025.

Cr Nicholas

Cr Prime

That Council:

1. *Declares rates and charges of \$22,764,000 be raised in the 2024/25 financial year and featuring a 2.75% rate increase, for the purpose of section 94(1) of the Local Government Act 2020, based on setting the 'rate in the dollar' and 'charges' as follows:*
 - a. General (residential) rate (0.002292)*
 - b. General (residential) rate Dinner Plain (0.002292)*
 - c. Commercial/Industrial differential rate (0.003279)*
 - d. Farm differential rate (0.001674)*
 - e. Dinner Plain Special rate (0.000986)*
 - f. Waste – 80 litre bin (weekly) \$130.35*
 - g. Waste – 240 litre bin (weekly) \$391.04*
 - h. Waste - 80 litre bin (fortnightly) \$65.17*
 - i. Waste – 240 litre bin (fortnightly) \$195.52*
 - j. Waste - 240 litre bin (fortnightly) Special Consideration \$65.17*
 - k. Recycling – 140 litre bin (fortnightly) \$59.45*
 - l. Recycling – 240 litre bin (fortnightly) \$76.98*
 - m. Recycling – 360 litre bin (fortnightly) \$98.02*
 - n. Recycling – 240 litre bin (weekly) \$153.97*
 - o. Recycling – 360 litre bin (weekly) \$196.04*
 - p. Food Organics Green Organics 240 litre bin (weekly) \$109.68*
 - q. Dinner Plain standard waste service \$688.48*
 - r. Dinner Plain commercial waste service \$1553.31*
 - s. Waste Management Charge \$281.54*
2. *Declares that rates and charges must be paid by four instalments on or before 30 September 2024, 30 November 2024, 28 February 2025 and 31 May 2025 in accordance with Section 167 of the Local Government Act 1989.*

Carried Unanimously

BACKGROUND

Based on ongoing community consultation, Council has prepared a Budget for 2024/25 which is aligned to the Community Vision 2040 and the Council Plan 2021-2025.

Through continued strong cost management, the rates and charges to be levied and which form part of the 2024/25 Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects as conditions evolve.

ISSUES

The Budget 2024/25 projects a surplus of \$8.59m which is influenced by:

- a. A Rate increase of 2.75%, in line with the Fair Go Rates System which caps Victorian Council rate increases;
- b. Capital works expenditure totalling \$19.0m, a significant Capital Works Program reflecting a steady pipeline of asset renewal and increased development activity from successful grant applications totalling \$12.2m;
- c. An increased material and services budget reflecting inflationary impact on costs such as insurance; and
- d. A modest increase in staff cost resulting from the implementation of the 2023 Enterprise Agreement.

In accordance with Section 94(1) of the *Local Government Act 2020*, Council is required to declare rates and charges it intends to raise by 30 June for the following financial year.

The total quantum of rates and charges raised complies with the State Government rate cap which limits the total increase in the average rates assessment revenue to 2.75%.

Council will continue to raise, collect, and pass on the Fire Services Property Levy to the State Government in accordance with the *Fire Services Property Levy Act 2012*. This process is an outcome from the 2009 Bushfires Royal Commission recommendations. In 2024 this Levy has increased.

The Annual Rate Notice will be issued to all rateable and non-rateable properties in early August 2024, together with the annual Council Rates and Valuations information (including registration for electronic notices).

The adoption of the 2024/25 Budget will be considered as a separate report in the current Ordinary Council Meeting.

POLICY IMPLICATIONS

The 2024/25 Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Budget covers a four-year period, including the budget year 2024/25, and the subsequent three financial years.

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

The 2024/25 Budget is aligned to the five Strategic Drivers and 22 Strategic Objectives identified in the Council Plan 2021-2025. Major Initiatives are identified that will contribute to the delivery of the Strategic Objectives.

Council's progress in the delivery of these major initiatives will be reported in the corresponding Annual Report.

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council prepares its Budget with the objective of balancing long term financial sustainability and prioritised delivery against community needs. The Alpine Shire Council 2024/2025 Budget forecasts an operating surplus of \$8.59 million and a working capital ratio of 2.55.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Breach of Rate Cap	Unlikely	Moderate	<ul style="list-style-type: none"> • Accurate rates modelling.

CONSULTATION

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

Special Rates remain governed by the requirements of the *Local Government Act 1989* and must include a statutory public consultation process, including the ability for a submitter to request to be heard in person. It was considered prudent that Council mirrors this process for public consultation and submissions regarding the draft 2024/25 Budget, as the draft 2024/25 Budget contains assumptions based on the inclusion of a Dinner Plain Special Rate.

Council officers undertake community engagement processes throughout the year to assist with the development of the budget. The final step is for Council to adopt the budget after receiving and considering all submissions from interested parties. The budget is required to be adopted by 30 June 2024.

CONCLUSION

Council Officers recommend the adoption of the proposed rates and charges noting their alignment with Council's 2024/25 Budget and Council's Revenue and Rating Plan 2021.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Corporate

ATTACHMENT(S)

Nil

9.3.4 Adoption of 2024/25 Budget

INTRODUCTION

The purpose of this report is to recommend adoption of the Budget for the 2024/25 financial year.

Cr Janas

Cr Kelley

That Council:

- 1. Adopts the Alpine Shire Council 2024/25 Budget incorporating the amendments adopted by Council in the budget submissions report (agenda item 9.3.1 of this Council Meeting) incorporating rates and charges;*
- 2. Authorises the Chief Executive Officer to give public notice of adoption of the Budget 2024/25; and*
- 3. Delegates authority to the Chief Executive Officer to reflect any changes made by Council at this meeting, which are not reflected in the Budget document as attachment 9.3.4 and to make minor typographical corrections.*

Carried Unanimously

BACKGROUND

Alpine Shire Council endorsed the draft budget 2024/25 for public exhibition at its April 2024 Ordinary Council Meeting. Following a period of public exhibition and internal submissions amendments and refinements have been made to produce the Alpine Shire Council Budget 2024/25.

ISSUES

Council has completed preparation of the Alpine Shire 2024/25 Budget. It is aligned to the Community Vision 2040 in the Alpine Shire Council Plan 2021-2025.

Through continued strong cost management, the Budget provides a prudent financial position which enables Council to continue to deliver services and projects as conditions evolve.

This Budget projects a surplus of \$8.590m which is influenced by:

- A Rate increase of 2.75%, in line with the Fair Go Rates System which caps Victorian Council rate increases;
- Timing of recognition of capital grants revenue against the period when the capital expenditure is incurred;
- Capital works expenditure totalling \$18.986m, a significant Capital Works Program reflecting a steady pipeline of asset renewal and increased development activity;
- An increased material and services budget reflecting inflationary impact on costs such as insurance; and

- e. A modest increase in staff cost resulting from the implementation of the 2023 Enterprise Agreement.

A review of Council set fees and charges has been conducted. Fees and charges have been increased in line with movements in the actual costs to provide various services and to reflect a general increase in cost of materials and services. There is a series of new fees and charges scheduled to be introduced in 2024/25 that formed part of the documentation placed on public exhibition. Over the last few years Council has maintained increases generally in line with CPI, however cost increases have far exceeded CPI and Council is gradually increasing costs in line with actual costs and what nearby councils are charging.

Further detail on the operating result, strategic objectives, services, cash position and investments, capital works, financial sustainability, and rates, charges and fees can be viewed in attachment 9.3.4 Alpine Shire Council Budget 2024/25.

BUDGET HIGHLIGHTS

As part of the 2024/25 Budget, Council will deliver another significant capital expenditure program totalling \$18.986m, supported by Government grant funding of over \$12m.

Major projects include:

- Tawonga Memorial Hall Upgrade (\$739k)
- Myrtleford Memorial Hall Upgrade (\$796k)
- Ablett Pavilion Upgrade (\$1,533k)
- Dinner Plain Activation (\$2,290k)
- Nimmo Pedestrian Bridge (\$600k)
- Myrtleford Splashpark (\$1,974k)
- Tronoh Dredegehole Precinct Upgrade (\$1,065k)

Many of the projects listed above are being delivered across multiple financial years, and the figures listed above are for the budgeted expenditure in the 2024/25 financial year only, and not the total project budget.

POLICY IMPLICATIONS

The Alpine Shire Council 2024/25 Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Budget covers a four-year period, including the budget year 2024/25, and the subsequent three financial years.

Rating provisions remain in the *Local Government Act 1989*.

The Budget is aligned to the Strategic Objectives identified in the Alpine Shire Council Plan 2021-2025. Major Initiatives are identified that will contribute to the delivery of the

Strategic Objective. Council's progress in the delivery of these major initiatives will be reported in the corresponding Annual Report.

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council prepares its Budget with the objective of balancing long term financial sustainability and prioritised delivery against community needs. The Alpine Shire Council 2024/25 Budget forecasts an operating surplus of \$8.590 million and a working capital ratio of 2.55.

Materials and services expenditure has increased reflecting inflationary impact on costs. Departmental budgets reflect the range of service deliverables in 2024/25.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Financial Instability	Unlikely	Major	<ul style="list-style-type: none"> • Scrutiny of each account. • Quarterly reporting. • Maintenance of Long-Term Financial Plan.
Inability to fund services in rising cost environment	Unlikely	Major	<ul style="list-style-type: none"> • Adaptability to refine project scope to maintain budgetary constraint.

CONSULTATION

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

Special Rates remain governed by the requirements of the *Local Government Act 1989* and must include a statutory public consultation process, including the ability for a submitter to request to be heard in person. It was considered prudent that Council mirrors this process for public consultation and submissions.

Council commenced a Community Budget consultation process on the budget for 2024/25 in November 2023. A further period of public consultation commenced for the draft Budget 2024/25 in May 2024, resulting in the submissions received in agenda item 9.3.1 of this meeting.

CONCLUSION

All submissions received have been considered by Council.

The Alpine Shire Council Budget 2024/25 reflects the Officers' recommendations to Council following a review of the cost and scope of each submission.

The budget sets out the projects and services to be delivered presenting a surplus of \$8.590m with capital expenditure totalling \$18.986m, partly funded by Grants.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Corporate
- Financial Accountant

ATTACHMENT(S)

9.3.4 Alpine Shire Council Budget 2024/25

9.3.5 Bright Rod Run 2024 - Designation of restriction

INTRODUCTION

This report details the proposed alcohol restrictions designated under Alpine Shire Community Local Law 2019 Clause 2.2.1 from 10pm Thursday 7 November to 7am Monday 11 November 2024 during the operation of the Bright Rod Run event (formerly Bright's Iconic Rod Run).

Cr Nicholas

Cr Prime

That Council:

1. *Approves the implementation of alcohol restrictions in Bright town centre and Pioneer Park from 10pm Thursday, 7 November 2024 to 7am Monday, 11 November 2024 under Clause 2.2.1 of the Community Local Law 2019, as per the attached alcohol restriction maps (attachments 9.3.5a and 9.3.5b).*
2. *Notes that:*
 - a. *Bright Rod and Kustom Club Inc. hold a ticketed event in Pioneer Park which is yet to be permitted by Council.*
 - b. *The Alpine Hotel must apply for a separate event permit to extend the red line to the front of the Hotel.*
 - c. *Council will work with licensed operators in the restricted area to support them to operate within their red line area in line with event permit requirements.*

Carried Unanimously

BACKGROUND

Council first introduced restrictions on the consumption of liquor on Council land for the 2019 event. These restrictions were based on the recommendation of the Event Risk Assessment Panel consisting of Council officers, Victoria Police, Ambulance Victoria, Alpine Health and other emergency service agencies.

In planning for the 2021 event, the Bright Rod and Kustom Club made a request for the footprint of the consumption of alcohol restricted area to be reduced to a smaller area. This was endorsed by Council. The same restricted area was also endorsed by Council for the 2022 and 2023 event, under Clause 2.2.1 of the Community Local Law.

ISSUES

Alcohol Restriction area:

In planning for the 2024 event, the Bright Rod and Kustom Club has not requested any further change to the alcohol consumption restricted area in 2024.

Bright town centre event management:

In preparing for the 2024 event, Council is preparing management of road closures and traffic detours in the Bright Town Centre like the 2023 arrangements.

This approach has assisted in separating the formal Bright Rod Run event organised by the Bright Rod and Kustom Club from the informal attendance of car enthusiasts to the Bright CBD. Due to the influx of traffic and visitors to the town of Bright during this event, significant traffic management is required to assist with the safe operation of the centre of town.

This year Council is proposing a budget for the coordination of the town centre-based aspects of the weekend, recognising that the unofficial attendees of the event are often not connected to the ticketed Bright Rod and Kustom Club Event in Pioneer Park.

POLICY IMPLICATIONS

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

- 1.2 Services and resources that enhance health and wellbeing

FINANCIAL AND RESOURCE IMPLICATIONS

Prominent temporary signage and advertising will be used to ensure that the alcohol restrictions designation is well communicated to event attendees. Local Law Officers will be utilised to monitor the Bright town centre during the restriction period and take necessary enforcement action.

Traffic management, facilities cleaning, waste management and staffing costs are anticipated to be approximately \$60,000.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Increased incidence of public misdemeanours	Possible	Minor	<ul style="list-style-type: none"> • Designated alcohol restrictions for Bright town centre • Victoria Police in attendance • Local Laws Officers on Duty
Vehicle/ Pedestrian accidents	Possible	Minor	<ul style="list-style-type: none"> • Encourage use of designated road crossings.

CONSULTATION

Pre-planning for the 2024 event between Council Officers and members of the Bright Rod and Kustom Club has commenced to discuss plans for the event that organically occurs in the Bright town centre and the official event hosted at Pioneer Park. This includes the delineation of the event, who is managing each section of the event, and the declaration of consumption of alcohol restrictions for 2024.

As in previous years, Council will offer exemptions to the restrictions to licensed premises affected by the declaration of consumption of alcohol restrictions for 2024.

The Event Risk Assessment Panel has been consulted on the plans for the 2024 event, including the proposed alcohol restrictions and the designation of Council land in front of the Alpine Hotel over the duration of the event.

The Risk Panel, consisting of Council officers, Victoria Police, Ambulance Victoria, Country Fire Authority, State Emergency Services and Alpine Health, have also been consulted to determine if new or different recommendations are required in 2024.

CONCLUSION

The proposed restrictions will help support safe management for patrons, the public and emergency services.

The Bright Rod and Kustom Club will continue to plan their event, including activities to be held at Pioneer Park and other ancillary activities.

Council will fund the delivery of traffic, facility cleaning and waste management within the Bright town centre over the course of the weekend and coordinate the delivery of the 'informal' event in and around the town centre.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Customer Experience
- Events Coordinator

ATTACHMENT(S)

- 9.3.5a Alcohol Restrictions Town Centre Map (7-11 November 2024)
- 9.3.5b Alcohol Restrictions Pioneer Park Map (7-11 November 2024)

9.3.6 Community Engagement Policy

INTRODUCTION

This report provides for the adoption of Council's Community Engagement Policy, following its release for public submissions during May 2024. The Community Engagement Policy is a requirement of the *Local Government Act 2020* and an important document to guide how Council engages with the community.

Cr Nicholas

Cr Prime

That Council:

1. *Notes that following release of the draft Community Engagement Policy for the purpose of seeking public submissions, the following were received:*
 - a. *Three formal external submissions;*
 - b. *One internal submission.*
2. *Notes the following amendments made to the Community Engagement Policy:*
 - a. *Grammatical and formatting corrections;*
 - b. *Addition of section 3.2.2: Who will Council engage with?*
 - c. *Addition of section 8: Gender Impact Assessment.*
3. *Adopts the Community Engagement Policy No. 118 (version 2)*
4. *Signs and seals the Community Engagement Policy No. 118 (version 2) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

The Alpine Shire Council Community Engagement Policy was originally adopted in February 2021. It was due for review in early 2024.

This review was carried out by Council staff, and the draft Policy placed on public exhibition at the April 2024 Ordinary Council Meeting.

After a five-week period of public exhibition, feedback was collated and used to inform the final draft Policy for adoption by Council.

A Community Engagement Policy is a requirement of the *Local Government Act 2020* (LGA 2020) and must be developed in consultation with the municipal community.

The Policy describes the type and form of community engagement proposed and includes deliberative engagement processes for long-term plans such as the Council Plan and Financial Plan.

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

ISSUES

The Community Engagement Policy was due for review in early 2024. The Policy was reviewed and remains fit for purpose, with no need for major change.

Minor changes were made before the draft Policy was placed on public exhibition at the April Ordinary Council Meeting.

POLICY IMPLICATIONS

The development of a community engagement policy in conjunction with the municipal community is a requirement of the LGA 2020.

A Gender Impact Assessment was completed during the review process to assess the Community Engagement Policy through a gender and intersectional lens.

Gender Impact Assessments are a requirement under the *Gender Equality Act 2020* and are an important way for Council to ensure all people have equal access to opportunities and resources.

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

- 5.1 Effective communication and engagement

FINANCIAL AND RESOURCE IMPLICATIONS

The costs of ongoing community engagement activities have been included in the 2024/25 Budget.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The Community Engagement Policy does not meet the needs of the community when put into practice.	Possible	Minor	<ul style="list-style-type: none"> • Ensure practical application of the Policy is supported by a Community Engagement Toolkit, that outlines best-practice community engagement practices while taking into consideration resource constraints.

CONSULTATION

The draft Community Engagement Policy was available for public comment for a period of five weeks, from Wednesday, 1 May to Wednesday, 5 June online via Council's Engage Alpine platform.

Hard copies were also available for community members to view at Bright, Myrtleford and Mount Beauty libraries.

A total of three external submission and one internal submission were received.

These submissions were assessed by Council staff. They informed one minor change, with the addition of a section detailing who Council will engage with.

CONCLUSION

The development of a community engagement policy in conjunction with the municipal community is a requirement of the LGA 2020. The Policy originally adopted in 2021 was due for review. It is recommended that Council adopts the Community Engagement Policy and signs and seals the Policy at the appropriate time at the 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 Customer and Community
- Manager Customer Experience
- Engagement and Communications Coordinator

ATTACHMENT(S)

9.3.6 Alpine Shire Council Community Engagement Policy No. 118 (version 2)

9.3.7 Audit and Risk Committee Meeting Minutes - May 2024

INTRODUCTION

The purpose of the report is to present the (unconfirmed) minutes of the Audit and Risk Committee meeting No.2023/24-5 held on 17 May 2024.

The key items presented to and considered by the Audit and Risk Committee (Committee) at this meeting were meeting the new external auditors and reports on Health and Safety, Asset Class revaluations, an Information Management status report and an Internal Audit proposal.

Cr Janas

Cr Kelley

That Council receives and notes the unconfirmed minutes of the Audit and Risk Committee meeting No.2023/24-05 held on Friday 17 May 2024.

Carried Unanimously

REPORT

External Auditors

A timeline of proposed activity to guide us through the financial year end process in preparation for the completion of the financial statements.

Asset Class Valuations report

The Committee was provided with an update on the asset class valuations that had been undertaken by council in preparations for the 2023/24 annual financial statements. Council as part of its cyclical work program has had land, land under roads and buildings revalued by qualified valuers. Preliminary figures show a marked increase in values across two of the asset classes, with further work to be undertaken by council officer's and external auditors to agree on a position for the financial statements. The reports were tabled for the Committee's input.

Information Management Status Report

Over the last three years, the Victorian Auditor General's Office has highlighted a number of areas in council where ICT controls could be improved. A report was presented to the Committee to provide an update on progress against these recommendations and to highlight some of the current work being undertaken by the ICT team. The report will be a regular report to the committee.

Internal Audit Proposal

The Committee was provided with a number of options for how Council could undertake its internal audit program. Council currently interacts with the market every time it wants to undertake an internal audit. The Committee supported a proposal to Council to offer Council's internal audit program to the market for a set time period, acknowledging that engaging with an external organisation to manage the internal audit program would be beneficial to Council.

Audit and Risk Committee Charter - review

Council undertakes regular reviews of its key documents such as policies and charters. The Audit and Risk Committee Charter is currently due for review however due to the amount of work required to undertake this review and consult with relevant stakeholders, it was proposed to continue to work on the review however not present the review to Council until 2025, once a new Council is sworn in.

POLICY IMPLICATIONS

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

- 5.2 A responsible, transparent and responsive organisation

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The oversight function of the Audit and Risk Committee are not adequately presented to council meeting.	Unlikely	Minor	Minutes prepared within two weeks after the Audit and Risk Committee meeting and taken to the next available Ordinary Council Meeting.

CONCLUSION

The Committee, being satisfied with the detail provided in its agenda and the officer reports, submits the unconfirmed minutes of its meeting No.2023/24-05 held on 17 May 2024 to Council for noting.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Corporate

ATTACHMENT(S)

- 9.3.7 Minutes (unconfirmed) of Audit and Risk Committee Meeting No.2023/24-05, 17 May 2024

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

INTRODUCTION

Instruments of appointment and authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers. This report provides for an interim position in Council's Executive Team.

Cr Nicholas

Cr Prime

That Council exercises the powers conferred by section 147(4) of the Planning and Environment Act 1987, so that:

- 1. The following member of Council staff referred to in attachment 9.3.8 "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the Instrument) be appointed and authorised as set out in the Instrument;*
 - a. Director Customer and Community*
- 2. The Instrument comes into force on 13 July 2024, and remains in force until Council determines to vary or revoke it;*
- 3. The Instrument be signed and sealed at the appropriate stage of this meeting.*
- 4. On the coming into force of the Instrument, the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following member of Council staff, as dated, be revoked;*
 - a. Director Customer and Community, dated 31 January 2023*

Carried Unanimously

BACKGROUND

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has appointed an interim Director Customer and Community, who requires authorisation under the *Planning and Environment Act 1987*.

ISSUES

Authorised Officers

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

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

Planning and Environment Act 1987

Section 188(1)(b) of the *Planning and Environment Act 1987* specifies that “a planning authority ... may by instrument delegate any of its powers, discretions or functions under this Act to an officer of the authority”. However Section 188(2)(c) specifically prevents an officer from further sub-delegating any duty, function or power. Therefore, as the responsible authority, Council must authorise staff directly using the “S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987”, rather than via the Chief Executive Officer.

Maddocks Delegations and Authorisations Service

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

POLICY IMPLICATIONS

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

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

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

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Authorisations are not in place or are out of date	Possible	Moderate	<ul style="list-style-type: none"> • Ensure that all Council officers have up-to-date authorisations to ensure that they can undertake their duties.

CONSULTATION

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

CONCLUSION

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

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer
- Governance Officer

ATTACHMENT(S)

9.3.8 S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Director Customer and Community

10. 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 Prime

Cr Hughes

That the summary of informal meetings of Councillors for May / June 2024 be received.

Carried Unanimously

BACKGROUND

The written records of the informal meetings of Councillors held during the previous month are summarised below. Detailed records can be found in Attachment 10.0 to this report.

Date	Meeting
28 May 2024	Briefing Session
11 June 2024	Briefing Session
18 June 2024	Briefing Session

ATTACHMENT(S)

10.0 Informal meetings of Councillors – May / June 2024

11. Presentation of reports by delegates

Nil

12. 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

13. Motions for which notice has previously been given

Nil

14. Reception and reading of petitions

Nil

15. Documents for sealing

Cr Nicholas

Cr Kelley

That the following documents be signed and sealed.

- 1. Community Engagement Policy No. 118 (version 2)*
- 2. S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987 – Director Customer and Community*

Carried Unanimously

There being no further business the Chairperson declared the meeting closed at 7:16 p.m.

.....

Chairperson



ALPINE SHIRE COUNCIL

Chief Executive Officer Performance Plan for the financial year 2025 June 2024

The Chief Executive Officer (CEO) of the Alpine Shire Council is appointed for a maximum term of five years. During this time, performance is monitored by the Council with support from the CEO Employment and Remuneration Committee (CEO E&RC) established in accordance with s45 of the *Local Government Act, 2020*.

Other relevant documents:

- CEO Employment & Remuneration Policy
- CEO Contract (current)

Key Performance Indicators (KPIs) will be developed collaboratively with the CEO on an annual basis and form part of this Plan.

There will be three performance reviews for the financial year (FY) 2025 to enable alignment with Local Government reporting and planning cycles. These will be undertaken in November, February and May. The February review will be undertaken by Councillors and the November and May reviews with the support of the CEO E&RC.

To support the annual planning cycle, a KPI review will be part of the performance review in May 2024 and this review will generate the Annual Performance Review Report.

An annual review which will generate the Annual Performance Review Report and include the forward KPIs, will be undertaken in a timely manner to be presented at the June Ordinary Council Meeting.

The Annual Performance Review Report will be prepared, discussed with the CEO and submitted to Council in accordance with the CEO E&RC policy.

COUNCILLOR REVIEW:

Not less than one week before a briefing session, the CEO will submit a self-assessment progress report to all Councillors. It is desirable to gain input from all Councillors into the review and appraisal process and this may be written or in person.

The briefing session agenda will include a performance appraisal session and feedback discussion and will be undertaken with the CEO in that briefing session.

For 2025 FY, a Councillor led performance appraisal will be held in February.

If further feedback is requested by either the Council or the CEO, the Mayor will provide an opportunity for response and discussion with the CEO as required.

CEO E&RC REVIEW:

A CEO E&RC review will include CEO self-assessment and Councillor assessment, collated for a meeting of the CEO E&RC.

Not less than two weeks before the CEO E&RC meeting scheduled for development of the Annual Performance Review Report, the CEO will submit a self-assessment progress report to the CEO Employment and Remuneration Committee and all Councillors.

Not less than one week before the scheduled CEO E&RC meeting, Councillors will submit individual written scoring and comments on CEO Performance.

The CEO E&RC meeting for performance appraisal and development of the Annual Performance Review Report will be scheduled in early May, 2024.

This meeting will provide recommendations to Council, but the E&RC will discuss the review report with the CEO before submitting recommendations to Council, as required by clause 4.6 of the CEO Employment and Remuneration Policy.

The Mayor and Independent Chair, on behalf of the Council, will provide feedback to the CEO regarding the final ratings for performance against the KPIs and will also provide an opportunity for discussion and response, as required, by the CEO.

KEY PERFORMANCE INDICATOR DEVELOPMENT

Key Performance Indicators (KPIs) will be developed collaboratively with the CEO.

Planning for the following year's KPIs will commence at the last review of each financial year. KPI's will be aligned with performance expectations and performance measures.

The meeting of the CEO E&RC in May 2024 will commence that planning, considering current progress against delivery of the Council Plan.

INTERIM CEO E&RC PERFORMANCE REVIEW

In the event that Council has concerns about the performance of the CEO, the Mayor will, at the request of a majority of Council, ask the CEO E&RC to undertake an interim performance review.

The Mayor must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.

The Mayor must allow the CEO a minimum of one week's notice prior to the commencement of an interim performance review.

KEY PERFORMANCE INDICATORS FOR 2024/25

ALPINE SHIRE COUNCIL CEO – KEY PERFORMANCE AREAS, DESIRED OUTCOMES AND PERFORMANCE INDICATORS

The following table summarises the four Key Performance Areas (KPAs):

<p style="text-align: center;">KPA 1 Leadership & Culture</p>	<p style="text-align: center;">KPA 2 Engagement & Communication</p>	<p style="text-align: center;">KPA 3 Governance</p>	<p style="text-align: center;">KPA 4 Delivery Performance</p>
<p>Lead a high-performing organisation with a strong focus on effectiveness, accountability, and continuous improvement.</p>	<p>Deliver consistently high-quality engagement and communication with Council, the community and other key stakeholders.</p>	<p>Ensure good governance practices to fulfil legislative obligations, improve decision making and promote community confidence in Council.</p>	<p>Execute Council resolutions, policies, and plans using resources and managing risks effectively and efficiently.</p>

Assessment needs to be undertaken against factors that are within the CEO's reasonable control.

Ratings to be used by Councillors and by the CEO in his self-assessment against achievement of the desired outcomes are:

1. Achieved
2. Not Achieved (with mitigation)
3. Not Achieved
4. Unable to Rate

Ratings for the overall assessment in the role will be:

- Exceeds Performance Requirements
- Meets Performance Requirements
- Does Not Meet Performance Requirements
- Unable to Rate

KPA 1: Leadership & Culture

Desired Outcomes	Key Performance Indicators (2023/24)
1.1 Zero harm to our staff.	1.1.1 Leadership focus on physical and psychological safety with appropriate systems and processes in place to minimise risk to our staff. 1.1.2 Increase in hazard and incident reporting from across the organisation, reflecting an increased focus on health and safety. 1.1.3 12 month rolling average staff engagement of the Employee Assistance Program.
1.2 Improvement in organisational efficiency and effectiveness.	1.2.1 Increased role clarity through improvements in business planning for teams and in annual setting and periodic monitoring of tasks and targets for individual staff. 1.2.2 Key workflows are optimised to increase productivity and are better documented to improve consistency in application across the organisation. 1.2.3 Digital systems are aligned to business needs and staff are appropriately trained in the use of these systems.
1.3 Improved culture across a reinvigorated organisation.	1.3.1 Empowered leaders have increased decision-making clarity and autonomy across the organisation. 1.3.2 Investment made into building leadership capability in Director, Manager and the coordinator cohorts. 1.3.3 Improved staff satisfaction as measured through staff survey . 1.3.4 Improved staff retention assessed on a rolling 12-month basis.
1.4 A CEO with the skills, knowledge and networks to deliver effective leadership of the organisation.	1.4.1 Personal and professional development plan in place to maintain and enhance skills and experience and to build strong and effective networks.

KPA 2: Engagement & Communication

Desired Outcomes	Key Performance Indicators (2022/23)
2.1 Improvement in the quality of Council's deliberative engagement processes delivering improved alignment with community needs and aspirations.	2.1.1 Community feedback trending in a positive direction and an improving perception of Council within the community. 2.1.2 Continuous improvement processes in place to build on engagement successes and learn from shortcomings.
2.2 Improvement in the quality of customer service provision.	2.2.1 Key customer service performance metrics established and reported. 2.2.2 More consistent and positive customer experience achieved.
2.3 Beneficial community outcomes achieved through the advocacy efforts of Council and Council staff.	2.3.1 Establish an agreed advocacy approach with Council to inform development of the new Council Plan, including establishing a clear, shared understanding of what advocacy means for Council, what the current advocacy priorities are and the desired outcomes from this advocacy. 2.3.2 New relationships established and opportunities explored for collaboration across the region in areas aligned with Council's advocacy priorities. 2.3.3 Leverage potential benefit of conferences and other opportunities for engagement across the State to increase breadth and depth of network.
2.4 A Council which is well informed and able to effectively deliver for the community.	2.4.1 An effective and professional working relationship is maintained between the CEO and Council, supporting the effective development and evolution of policy, strategy and administration.

KPA 3: Governance

Desired Outcomes	Key Performance Indicators (2022/23)
3.1 Council's strong financial position is maintained.	3.1.1 Advice is provided to Council for the responsible management of Council's financial and physical assets and workforce. 3.1.2 Opportunities are explored to strengthen Council's financial position.
3.2 Risks are identified and appropriate managed.	3.2.1 An effective and professional working relationship is maintained with the Audit and Risk Committee, and feedback from the Committee is positive. 3.2.2 Risk Register is reviewed and revised with input from across the organisation, applying a consistent understanding and approach to use of key risk terminology and improving relevance of the register to the operational teams.
3.3 Council decisions are implemented in a timely, accurate and efficient way.	3.3.1 Implementation of Council resolutions and actions arising from adopted plans and strategies is tracked and reported effectively.
3.4 The organisation is responsive to strategic opportunities and challenges.	3.4.1 Emerging issues and opportunities are identified, communicated, and addressed in a way which maximises benefit for our community.

KPA 4: Delivery Performance

Desired Outcomes	Key Performance Indicators
4.1 The community is led and supported on a journey towards a low emission economy.	4.1.1 A plan is agreed and delivered to offset residual emissions in support of achieving and maintaining the net zero target. 4.1.2 A Community Climate Action Roadmap is developed with the community and a clear plan is agreed with Council to progress implementation of the agreed actions.
4.2 A contemporary Planning Scheme is established, with key gaps addressed.	4.1.3 Amendments resulting from review of the Alpine Planning Scheme are gazetted.
4.3 Our towns are well planned to accommodate the forecast growth in population, including infrastructure and community facilities.	4.2.1 The Land Development Strategy is adopted by Council and associated amendments to the Alpine Planning Scheme are progressed towards gazettal. 4.2.2 Key building blocks of the strategic planning workplan are clearly communicated, appropriately resourced, and progressed in accordance with the plan.
4.4 Value for the community is delivered through Council's capital works program.	4.4.1 The capital works team is appropriately resourced to deliver the budgeted program and flexible to adapt to the changing external environment. 4.4.2 Council is kept well briefed on capital works delivery progress and challenges and engaged early in all decisions with potential to impact on the overall outcomes for the community.

2024 Local Government Community Satisfaction Survey

Alpine Shire Council

Coordinated by the Department of
Government Services on behalf of
Victorian councils



Contents

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<u>Key findings and recommendations</u>	<u>6</u>
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<u>Customer service</u>	<u>23</u>
<u>Council direction</u>	<u>29</u>
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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-fifth 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 25 years

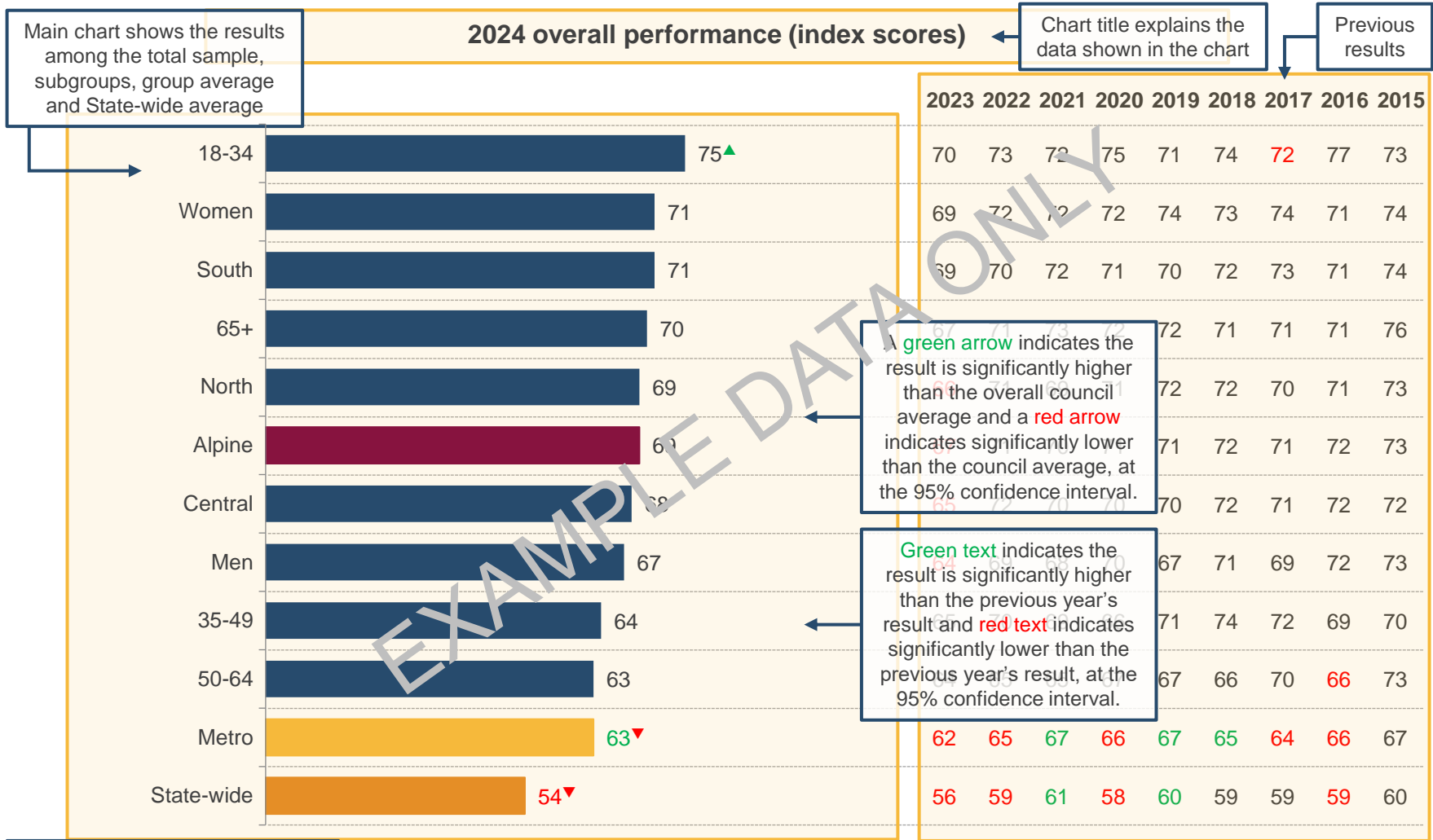
Each year the CSS data is used to develop this State-wide report which contains all of the aggregated results, analysis and data. Moreover, with 25 years of results, the CSS offers councils a long-term measure of how they are performing – essential for councils that work over the long term to provide 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.



How to read index score charts in this report

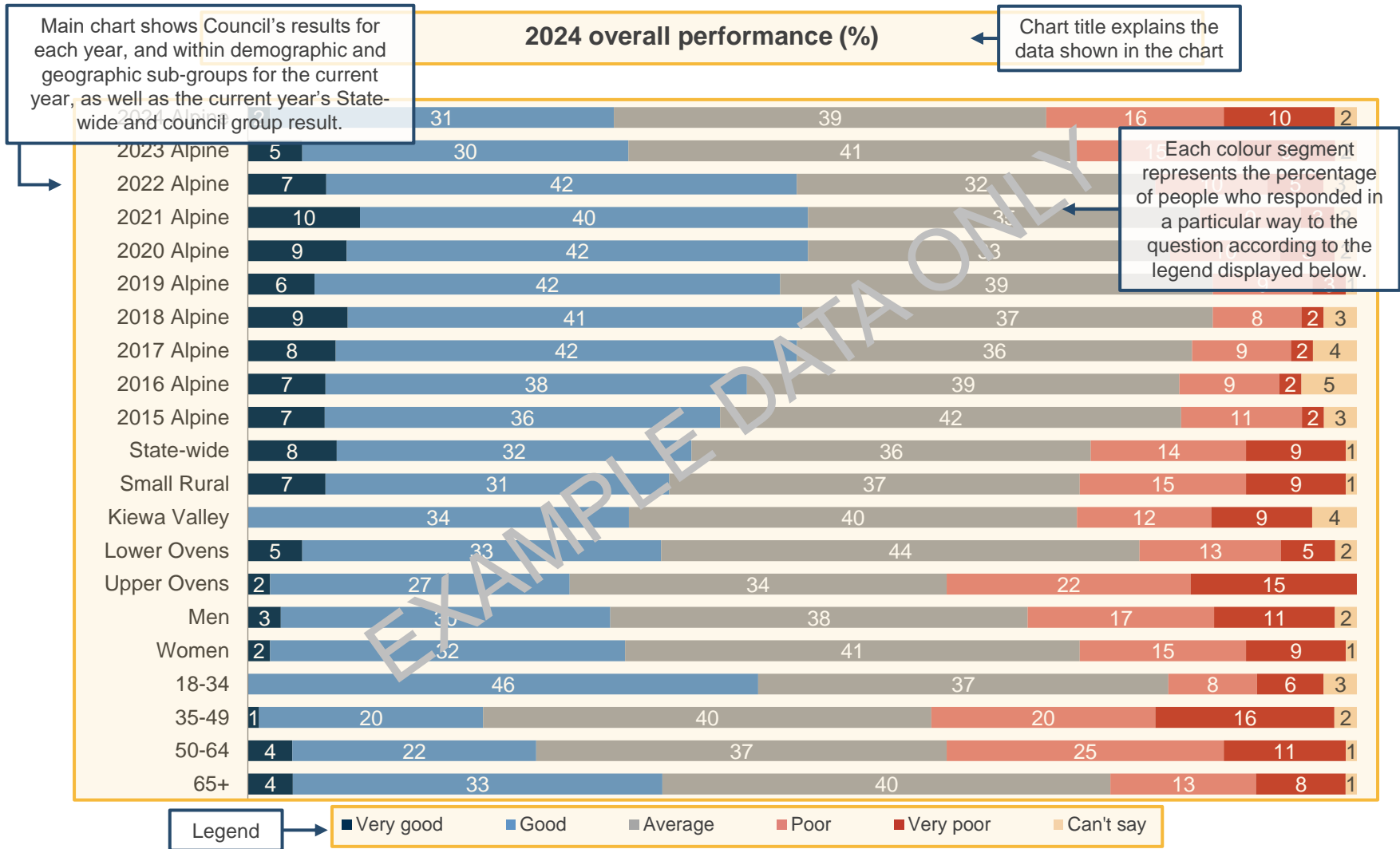


Question asked and base size(s)

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: 62 Councils asked group: 19
 Note: Please see Appendix A for explanation of significant differences.



How to read stacked bar charts in this report



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: 62 Councils asked group: 19

Key findings and recommendations



Alpine Shire Council – at a glance

Overall council performance

Results shown are index scores out of 100.



Alpine 50



Small Rural 53



State-wide 54

Council performance compared to group average

Top performing area		
	Waste management	▼ lower
Lowest performing areas		
	Consultation & engagement	▼ lower
	Community decisions	▼ lower
	Sealed local roads	= on par
	Customer service	▼ lower



Summary of core measures

Index scores

Overall Performance

Value for money

Community Consultation

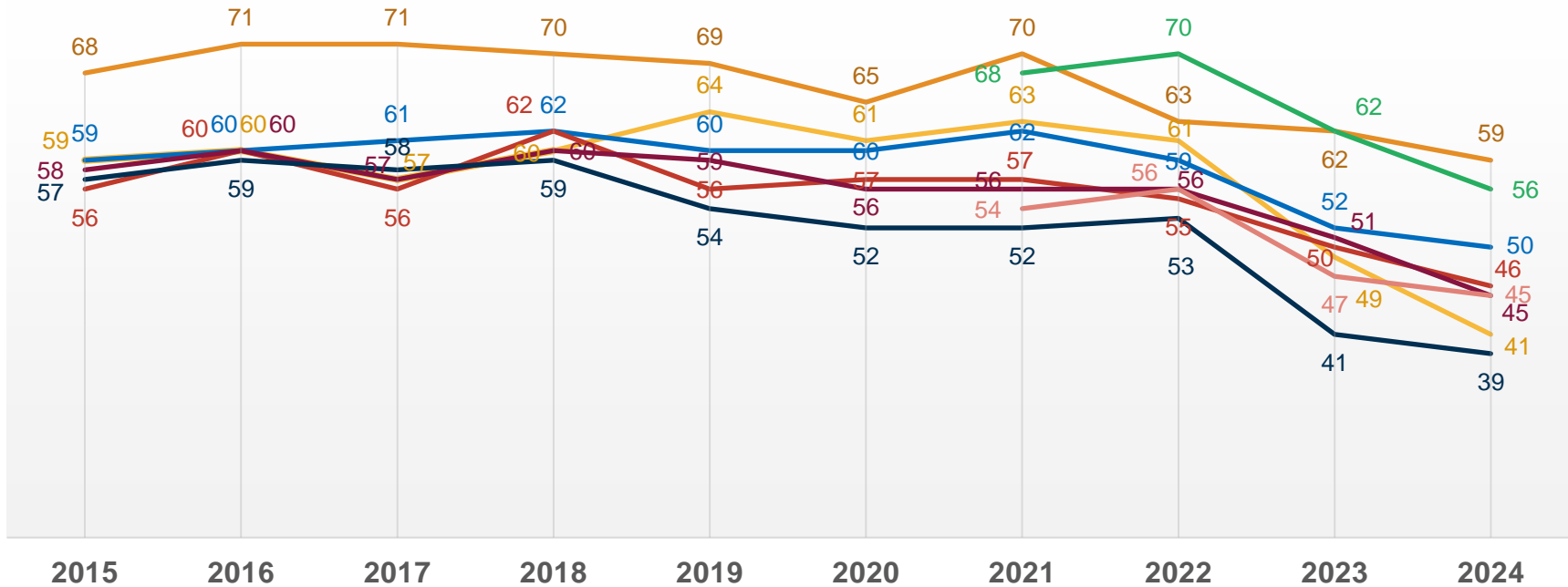
Making Community Decisions

Sealed Local Roads

Waste management

Customer Service

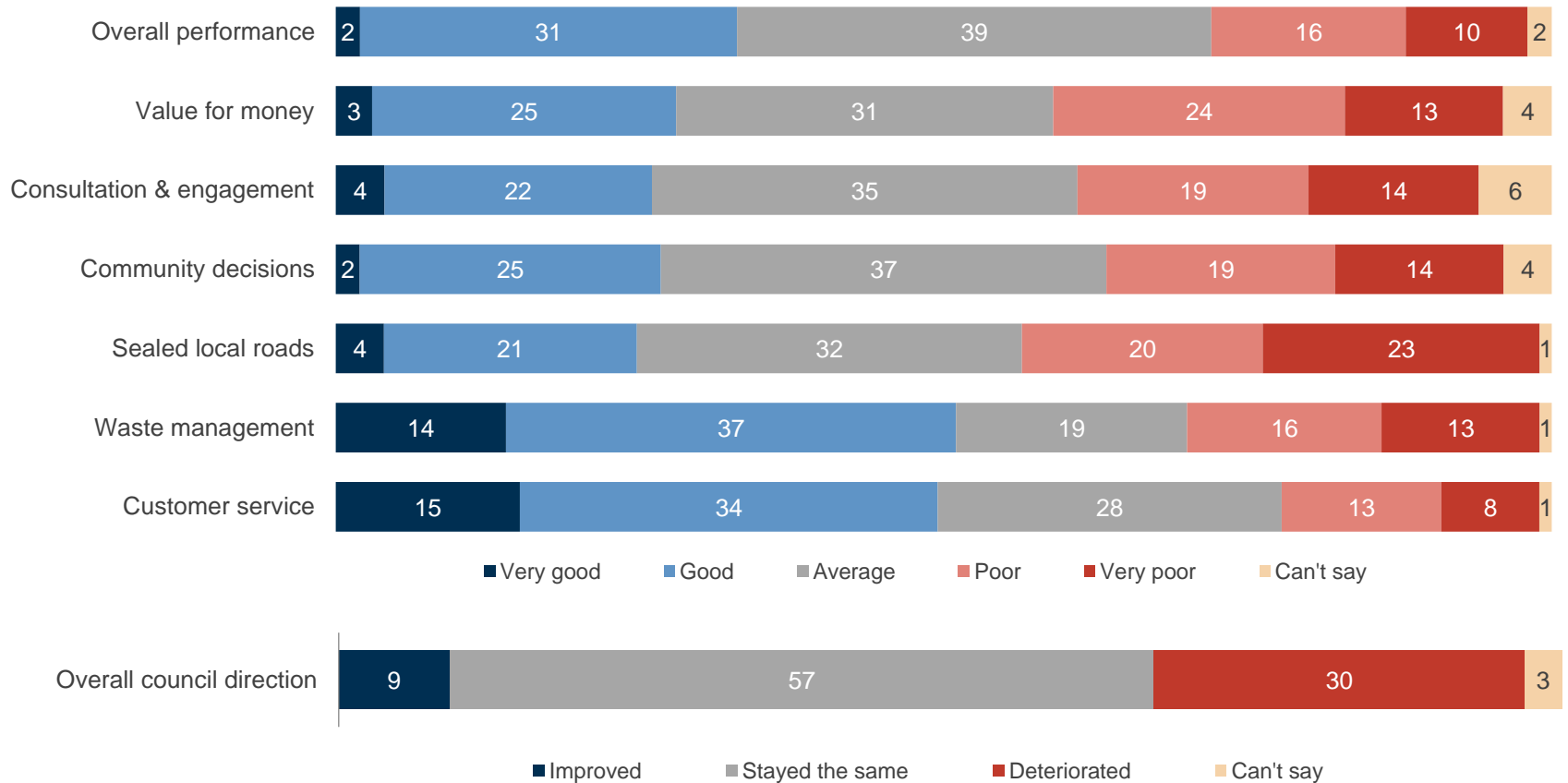
Overall Council Direction













Summary of core measures

Core measures summary results (%)





Summary of Alpine Shire Council performance

Services	Alpine 2024	Alpine 2023	Small Rural 2024	State-wide 2024	Highest score	Lowest score
 Overall performance	50	52	53	54	18-34 years	35-49 years
 Value for money	45	47	47	48	Lower Ovens residents	35-49 years
 Overall council direction	39	41	44	45	65+ years, Kiewa Valley residents	Upper Ovens residents
 Customer service	59	62	66	67	18-34 years, Women	50-64 years
 Waste management	56	62	67	67	65+ years	35-49 years
 Consultation & engagement	46	50	51	51	Kiewa Valley residents	Upper Ovens residents
 Community decisions	45	51	50	50	Lower Ovens residents	Upper Ovens residents
 Sealed local roads	41	49	41	45	Upper Ovens residents	Kiewa Valley residents



Focus areas for the next 12 months

Overview

Alpine Shire Council's overall performance had fluctuated over time, but in recent years a steady decline has occurred, with ratings now at the lowest level for ten years. This pattern is reflected across most individual service areas, where perceptions have declined significantly and are at the lowest levels recorded. Indeed, more than three times as many residents feel that the direction of Council's overall performance has deteriorated than improved in the last 12 months.

Focus areas

Decisions made in the interest of the community, and consultation and engagement, remain areas that warrant attention in the year ahead, most notably among Upper Ovens residents. Communication and transparency with residents in Council decision making is important to ensure residents feel heard on key local issues. Information provision will be important to ensure the community are aware of the actions Council is undertaking.

Comparison to state and area grouping

Council is currently rated significantly lower than the State-wide average in all performance metrics. Council rates on par with the Small Rural group on the area of sealed local roads (noting perceptions are at all time low), but rates significantly below the group average on all other individual service areas.

A need to rebuild

Over the last 12 months, perceptions of Council's performance have deteriorated. Residents 35 to 49 years and those in Upper Ovens continue to rate Council lower than average on most metrics and the lowest to date, so improving perceptions among these residents will be important to bolstering overall performance perceptions. Residents aged 50 to 64 years are also more critical of Council's performance in most areas, particularly customer service, so extra attention should be paid to interactions with this cohort.

DETAILED FINDINGS

Overall performance



Overall performance

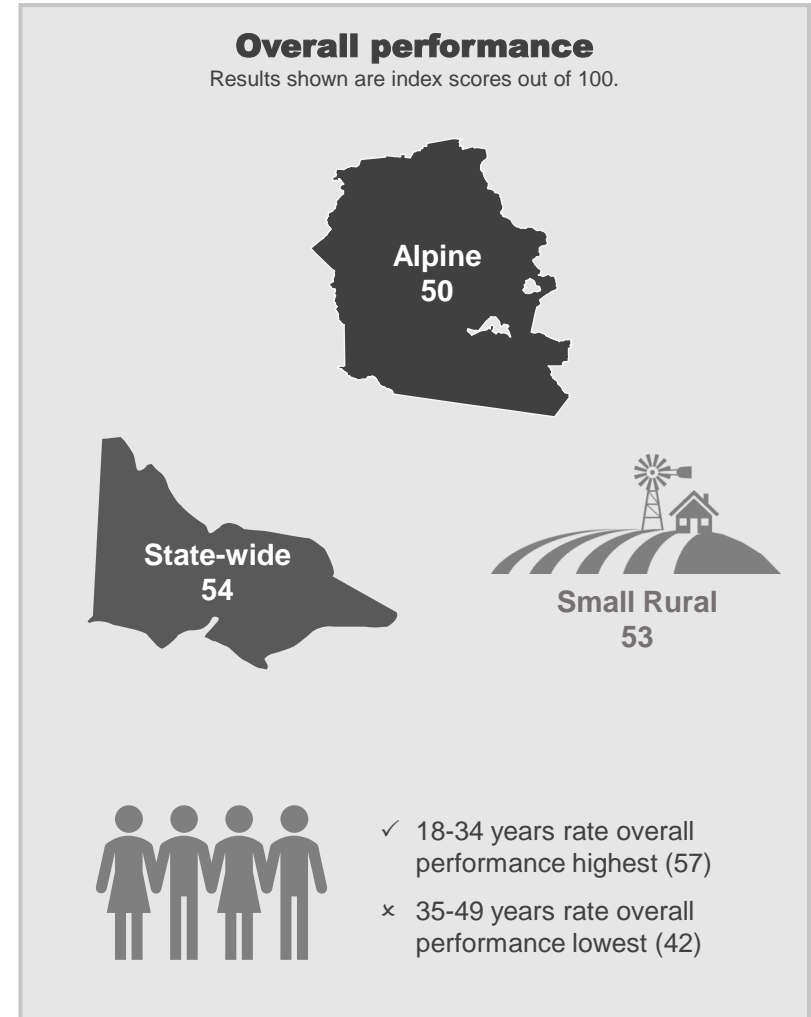
The overall performance index score of 50 for Alpine Shire Council represents a (not significant) two-point decline on the 2023 result, continuing a multi-year trend of decline from 2021.

- Overall performance is at its lowest level in 10 years.

Council's overall performance is rated statistically significantly lower (at the 95% confidence interval) than both the Small Rural group and the State-wide average for councils (index scores of 53 and 54 respectively).

- Ratings are significantly higher than average among residents aged 18 to 34 years (index score of 57) and those in Lower Ovens (55).
- Ratings are significantly lower among residents aged 35 to 49 years (42 – a six-point decline on the 2023 result and a series-low) and those in Upper Ovens (45).

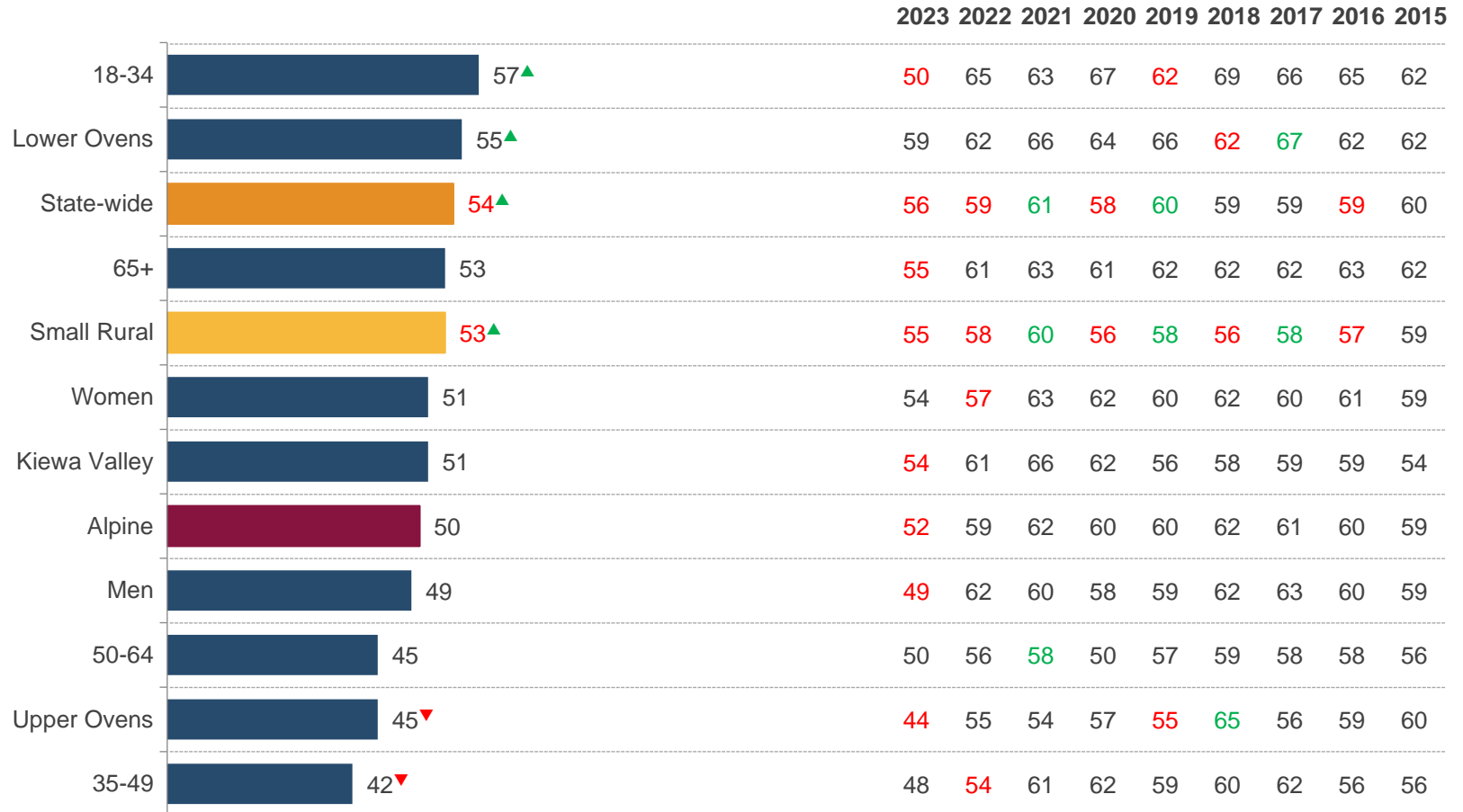
Just under three in ten residents (28%) rate the value for money they receive from Council in infrastructure and services provided to their community as 'very good' or 'good'. However, this is less than those who rate Council as 'very poor' or 'poor' (37%). A further 31% rate Council as 'average' in terms of providing value for money.





Overall performance

2024 overall performance (index scores)

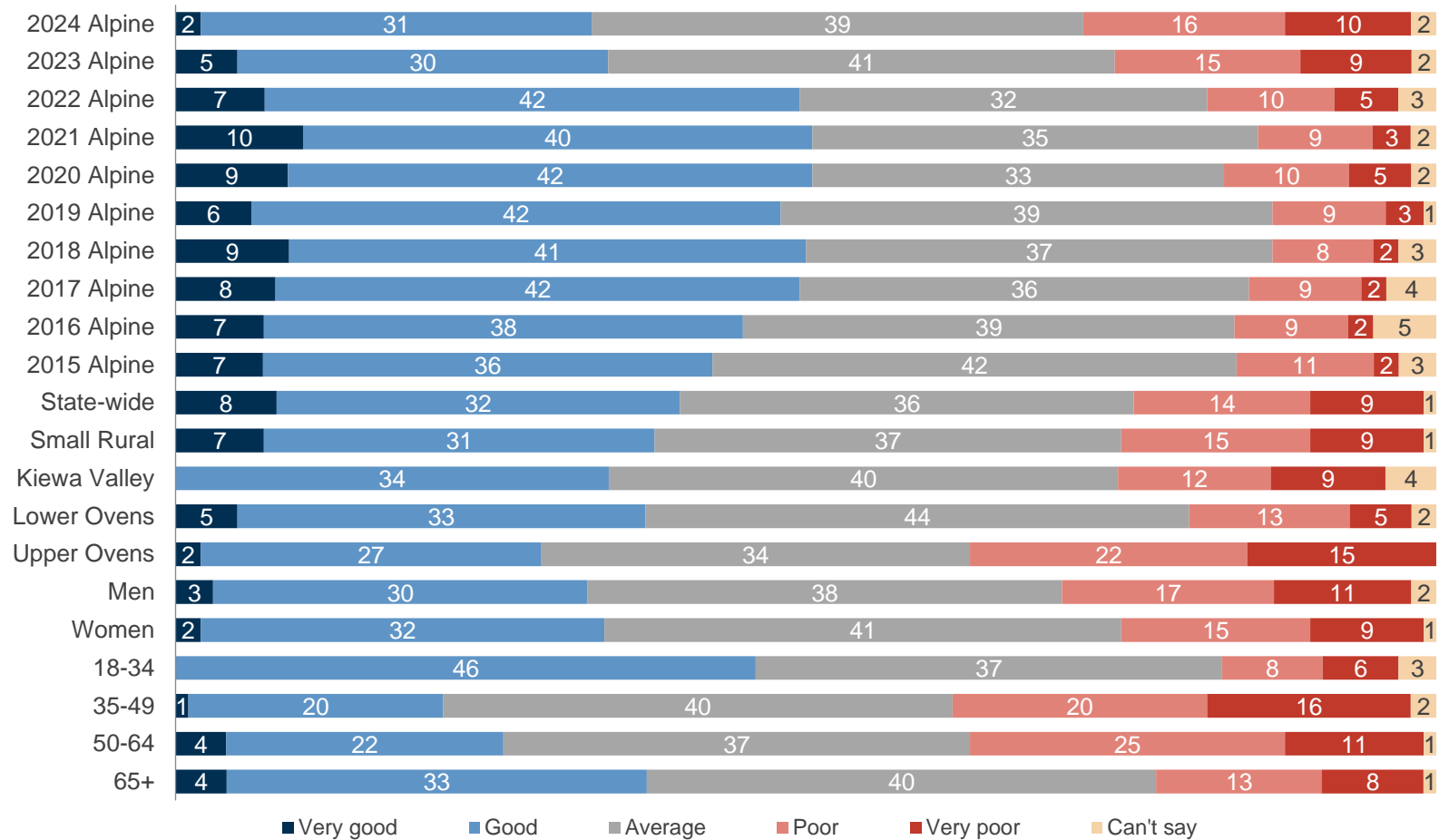


Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Alpine Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?
 Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19
 Note: Please see Appendix A for explanation of significant differences.



Overall performance

2024 overall performance (%)

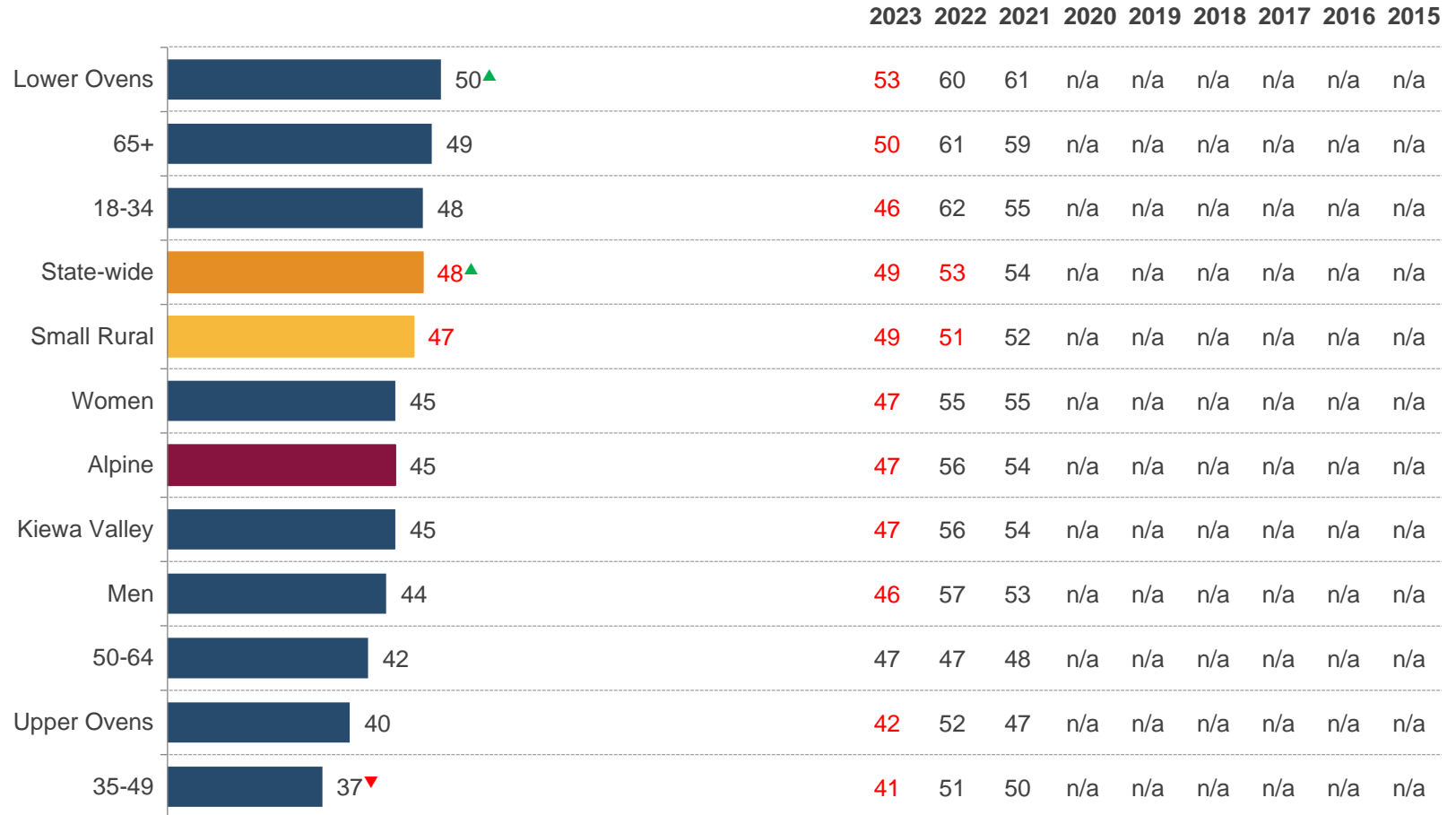


Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Alpine Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?
 Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19



Value for money in services and infrastructure

2024 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?

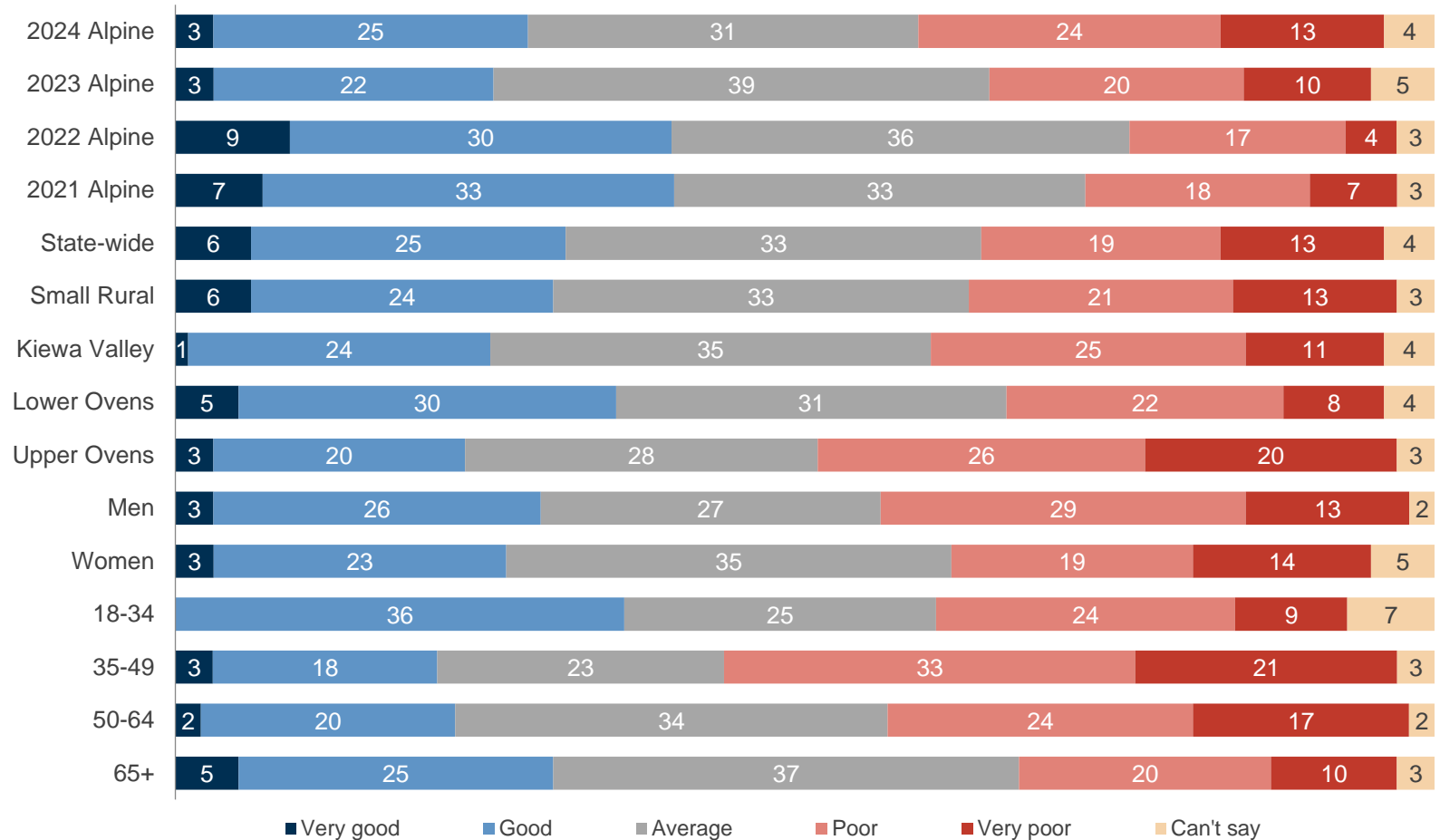
Base: All respondents. Councils asked State-wide: 61 Councils asked group: 19

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



Value for money in services and infrastructure

2024 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: 61 Councils asked group: 19



Top performing service areas

Waste management (index score of 56) is the area where Council performs best in 2024, of the service areas evaluated. However, following the significant decline in the previous evaluation, perceptions of this service area have declined further (down a significant six index points on 2023).

- Performance ratings of this service area are at their lowest level recorded since evaluation commenced in 2021.

Council performs significantly lower than the Small Rural group and State-wide averages in this service area (both with an index score of 67).

- Performance ratings of waste management are highest among among residents aged 65 years and over (62 – significantly higher than average), and remain lowest among residents aged 35 to 49 years (49).
- In the last 12 months, perceptions of Council's performance in this service area declined among most demographic cohorts, significantly so among men (down 11 index points), 18 to 34 years olds (down 10 index points) and Kiewa Valley residents (down nine index points).



Waste management (index score of 56) is the area where Council performed best in 2024.



Low performing service areas



Council rates lowest – relative to its performance in other areas – in the area of sealed local roads (index score of 41).

Council continues to rate lowest in the area of sealed local roads (index score of 41).

- Kiewa Valley residents are most critical of Council's performance in this service area (37 – down a significant 13 points on 2023).

Decisions made in the interest of the community is Council's next lowest-rated service area, followed by the related area of consultation and engagement (index scores of 45 and 46 respectively). In both of these service areas:

- Council now rates significantly lower than the Small Rural group average.
- Perceptions among Upper Ovens residents are significantly lower than average.

Alpine Shire Council experienced significant declines in performance ratings in all service areas evaluated in 2024, with each now at the lowest level to-date.

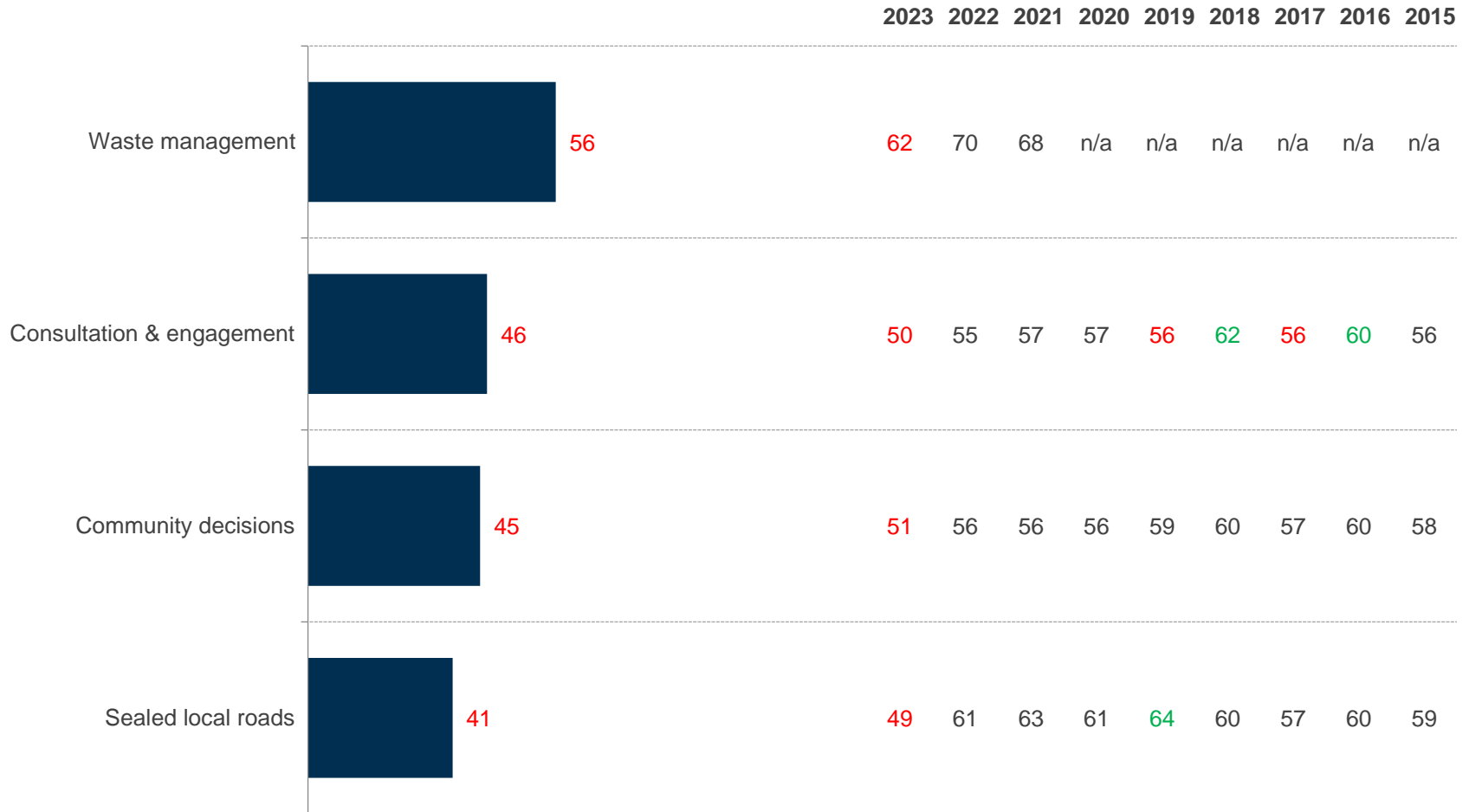
Contributing to Council's declined performance rating in each of the aforementioned service areas are significant declines in perceptions among Kiewa Valley residents.

The declined rating in the area of community decisions can also be attributed to declines in perceptions among men and residents aged 65 years and over.



Individual service area performance

2024 individual service area performance (index scores)

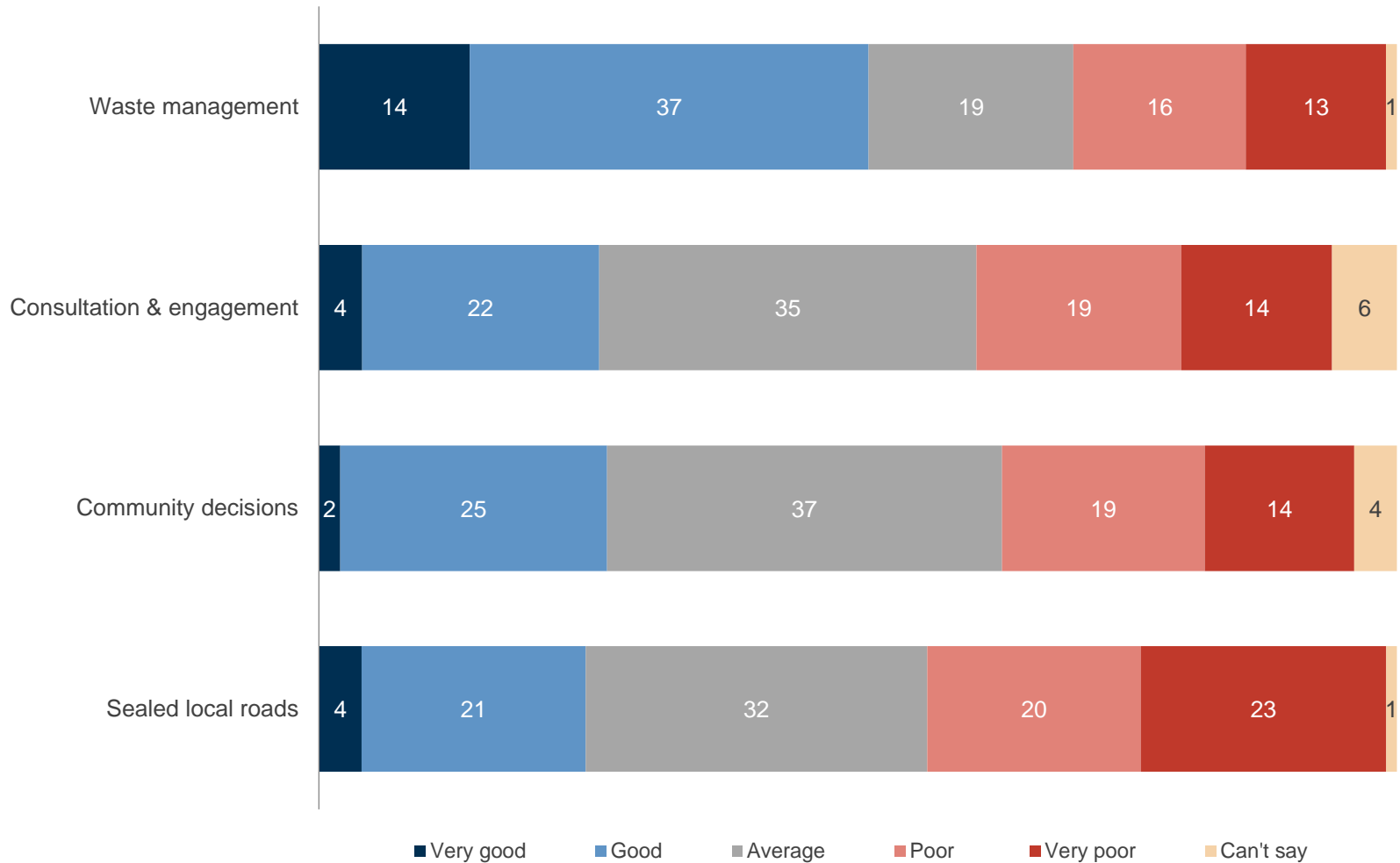


Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?
 Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19
 Note: Please see Appendix A for explanation of significant differences.



Individual service area performance

2024 individual service area performance (%)



Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?
 Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19

Customer service



Contact with council and customer service

Contact with council

Close to two thirds of households (65%) have had contact with Alpine Shire Council in the last 12 months – unchanged from 2023.

Rate of contact remains highest among residents aged 18 to 34 years and significantly lower among those aged 65 years and over (56%).



Among those residents who have had contact with Council, 49% provide a positive customer service rating of 'very good' or 'good', including 15% of residents who rate Council's customer service as 'very good'.

Customer service

Council's customer service index of 59 represents a three-point (not significant) decline on the previous result, and the lowest rating on this measure to date. Customer service is now rated significantly lower than both the State-wide and Small Rural group averages (index scores of 67 and 66 respectively).

Positively, residents who have had contact with Council are more than twice as likely to provide a 'very good' or 'good' customer service rating (49%) than a 'very poor' or 'poor' rating (21%).

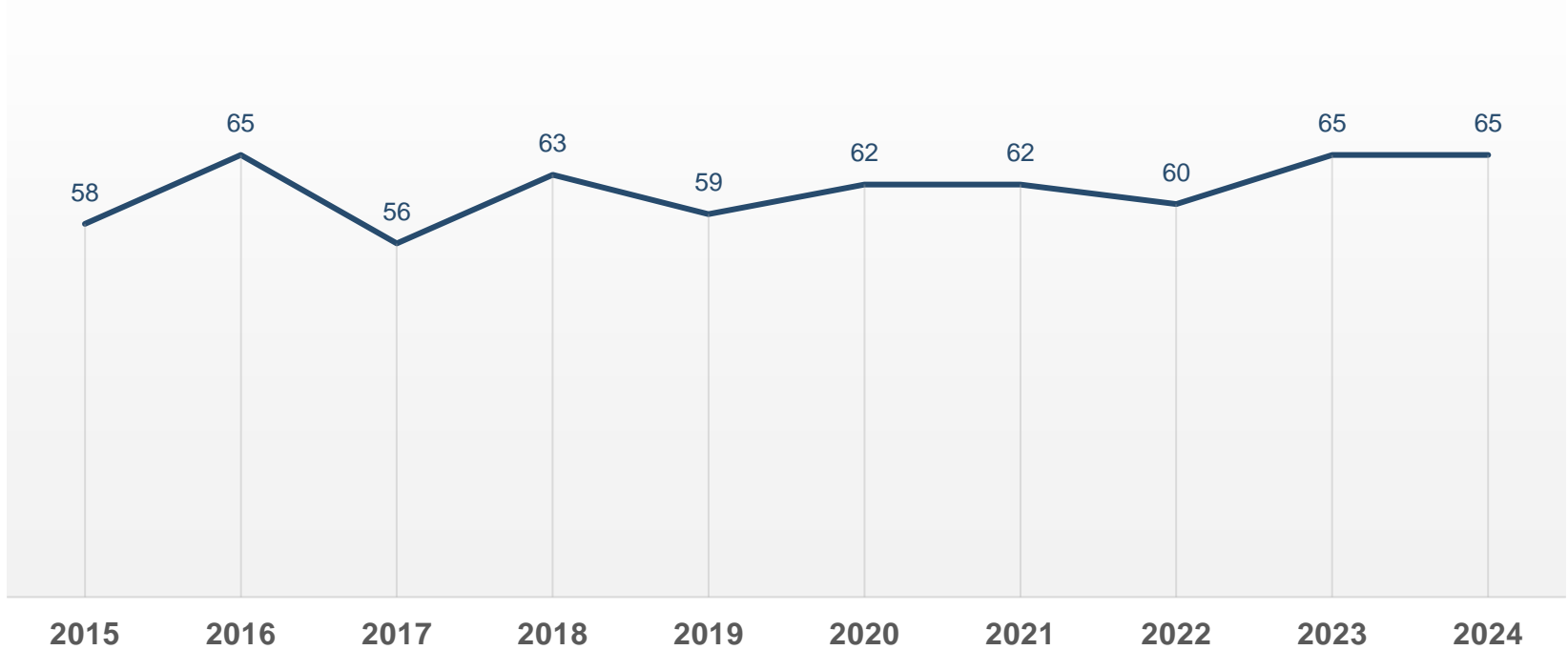
- Customer service is rated highest among residents aged 18 to 34 years (index score of 62) who also have the highest rate of contact with Council (73%). Since the last evaluation, however, customer service ratings saw a significant nine-point decline among this cohort.
- Customer service is rated lowest among residents aged 50 to 64 years. Residents in this demographic cohort also have an above-average rate of contact with council (72%) yet their rating of customer service is currently at an all-time low.

There is opportunity to engage with these residents and improve their perceptions moving forward.



Contact with council

2024 contact with council (%)
Have had contact



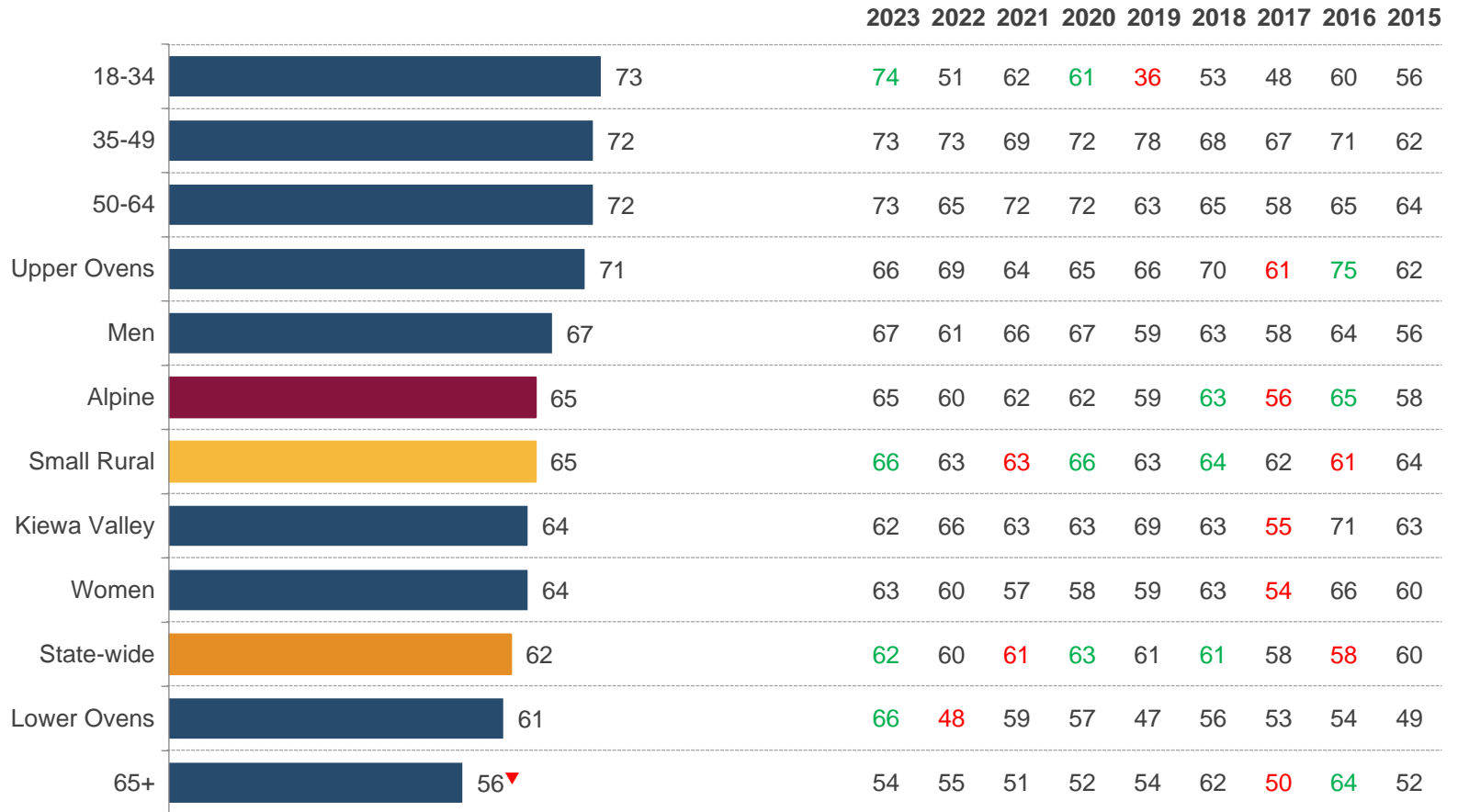
Q5. Over the last 12 months, have you or any member of your household had any contact with Alpine Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked State-wide: 36 Councils asked group: 15



Contact with council

2024 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: 36 Councils asked group: 15

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



Customer service rating

2024 customer service rating (index scores)

		2023	2022	2021	2020	2019	2018	2017	2016	2015
State-wide	67▲	67	68	70	70	71	70	69	69	70
Small Rural	66▲	65	67	69	70	70	69	69	69	70
18-34	62	71	61	83	65	75	56	73	77	62
Women	62	63	61	71	67	72	69	71	69	72
65+	61	63	67	72	66	70	72	76	74	70
Kiewa Valley	60	64	63	67	66	65	73	63	72	64
Alpine	59	62	63	70	65	69	70	71	71	68
Upper Ovens	59	58	61	68	63	69	75	71	72	71
Lower Ovens	58	65	67	73	67	71	62	77	69	68
35-49	57	56	60	65	71	68	74	73	70	66
Men	56	60	66	68	63	65	71	70	73	63
50-64	54	57	63	62	57	65	70	64	64	71

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.

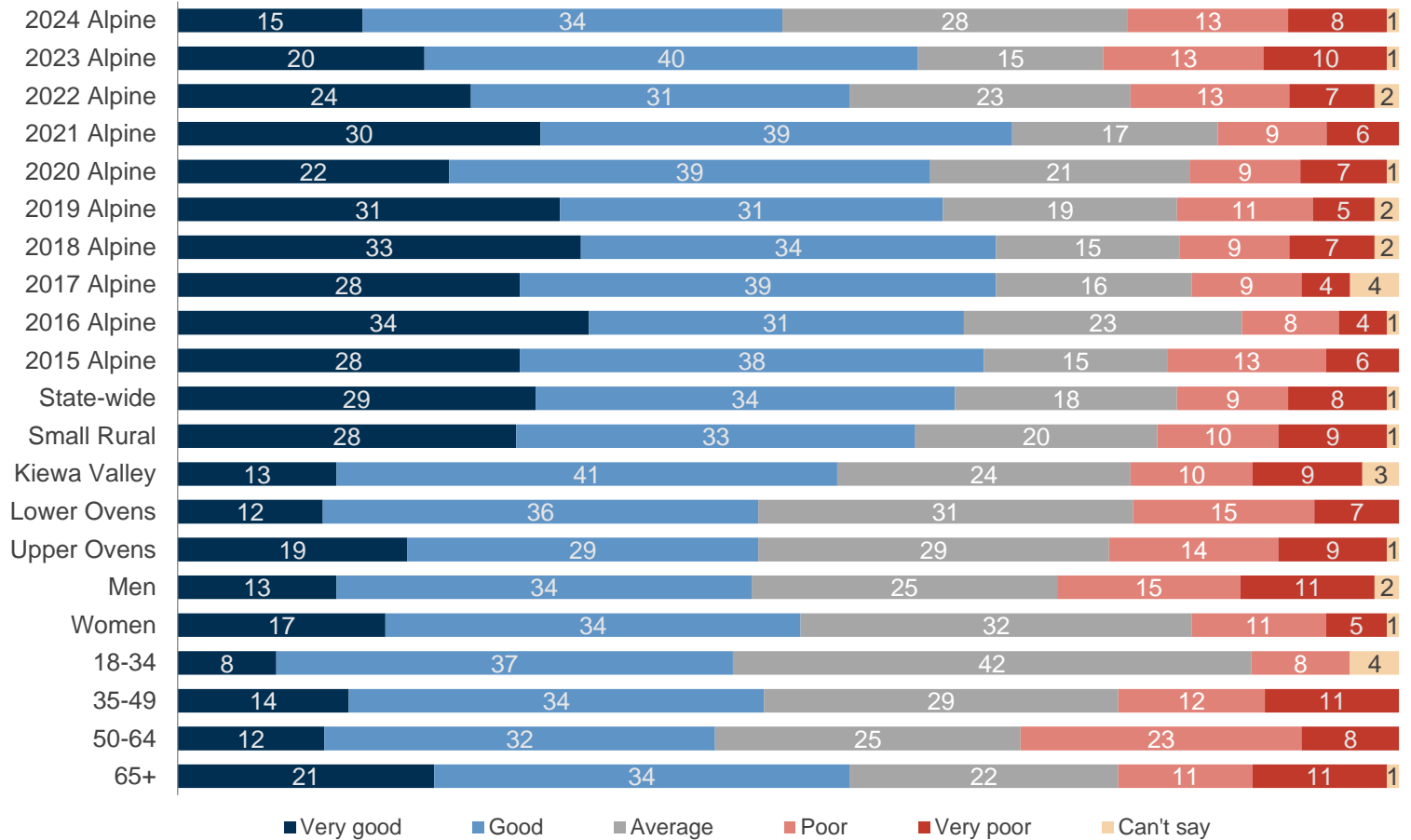
Councils asked State-wide: 62 Councils asked group: 19

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



Customer service rating

2024 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: 62 Councils asked group: 19

Council direction



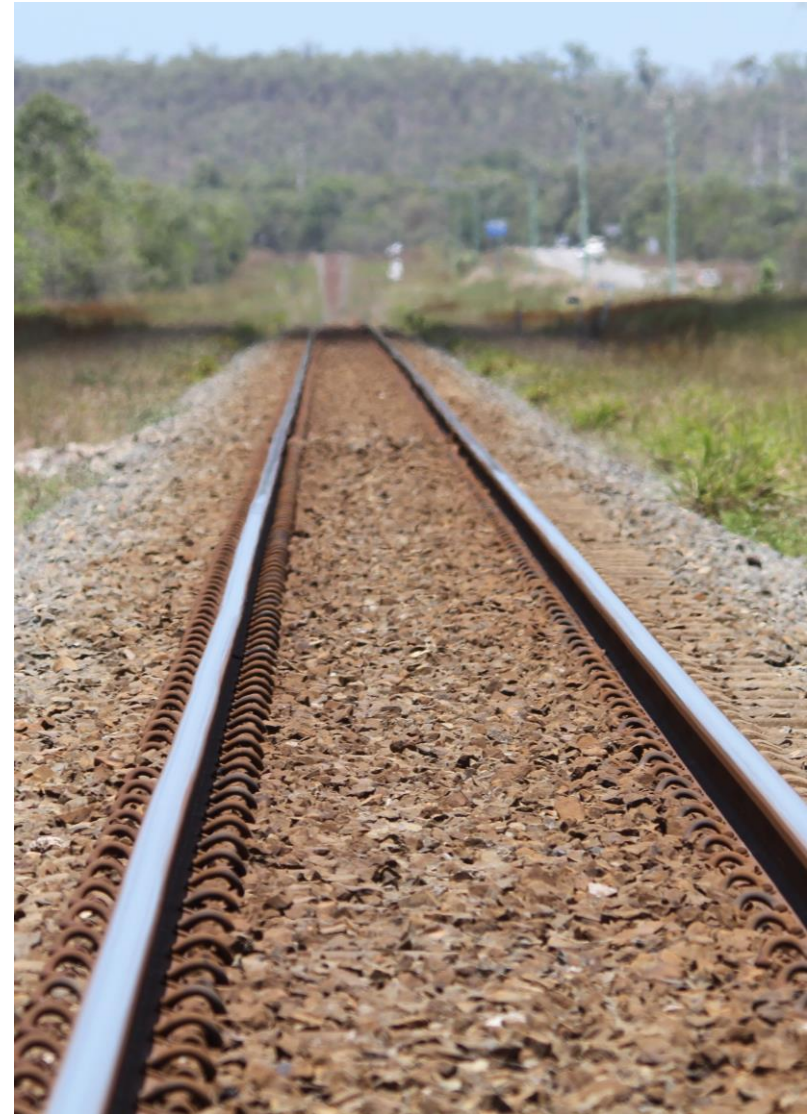
Council direction

Perceptions of the direction of Council's overall performance have declined by two index points to a record-low index score of 38. This is significantly lower than both the State-wide and Small Rural group averages.

Over the last 12 months, 9% of residents believe the direction of Council's overall performance has improved (consistent with 2023).

A decreased majority of residents (57%, down three percentage points) think it has stayed the same, and 30% think it has deteriorated (up three percentage points).

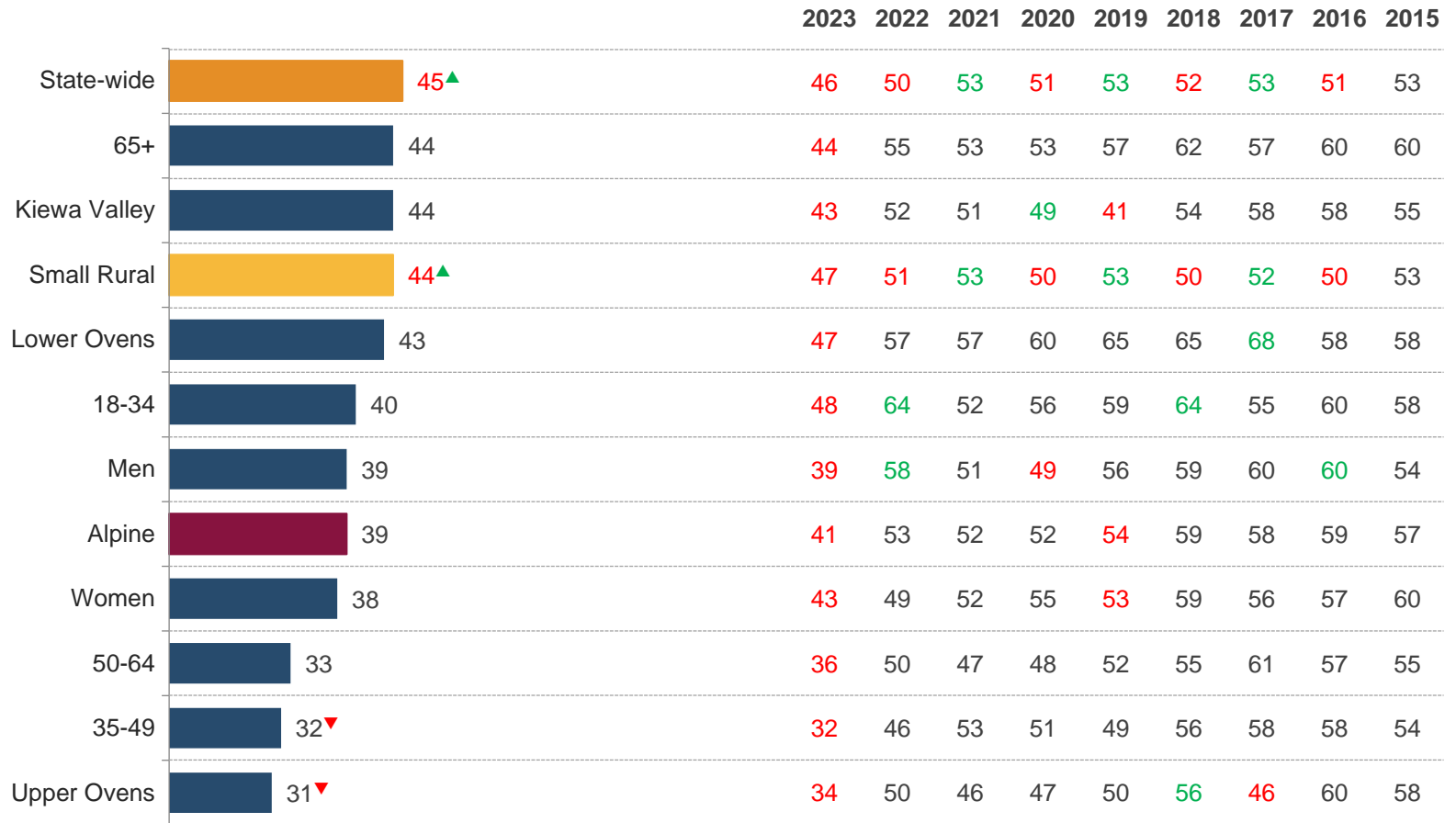
- The most satisfied with council direction are residents aged 65 years and over and those in Kiewa Valley.
- The least satisfied with council direction are Upper Ovens residents and those aged 35 to 49 years. Among these residents, more than seven times as many think Council's overall performance has deteriorated than improved.





Overall council direction last 12 months

2024 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?

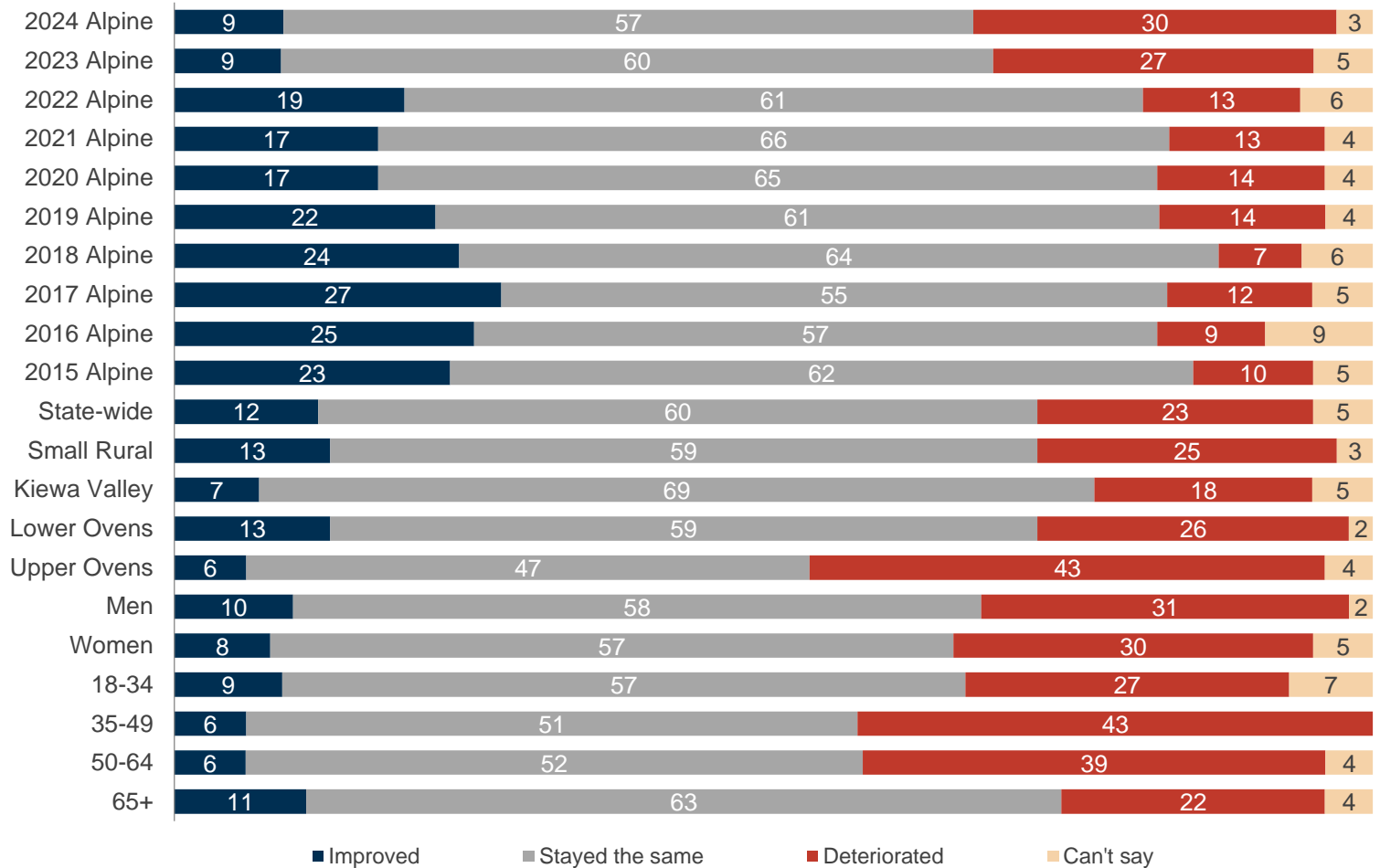
Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19

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



Overall council direction last 12 months

2024 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: 62 Councils asked group: 19

Individual service areas



Community consultation and engagement performance



2024 consultation and engagement performance (index scores)

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Small Rural	51▲	53	54	56	54	56	54	55	56
State-wide	51▲	52	54	56	55	56	55	55	56
Kiewa Valley	50	57	57	63	59	56	57	54	57
Lower Ovens	49	52	59	62	62	62	64	62	63
18-34	49	55	58	63	64	56	69	55	66
65+	48	51	57	56	56	56	60	58	60
Women	47	51	50	56	58	56	61	57	59
Alpine	46	50	55	57	57	56	62	56	60
Men	45	49	61	58	57	55	63	56	61
50-64	44	46	56	52	48	51	56	57	56
35-49	41	49	49	59	62	60	65	53	61
Upper Ovens	40▼	45	51	48	52	49	63	50	60

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

Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19

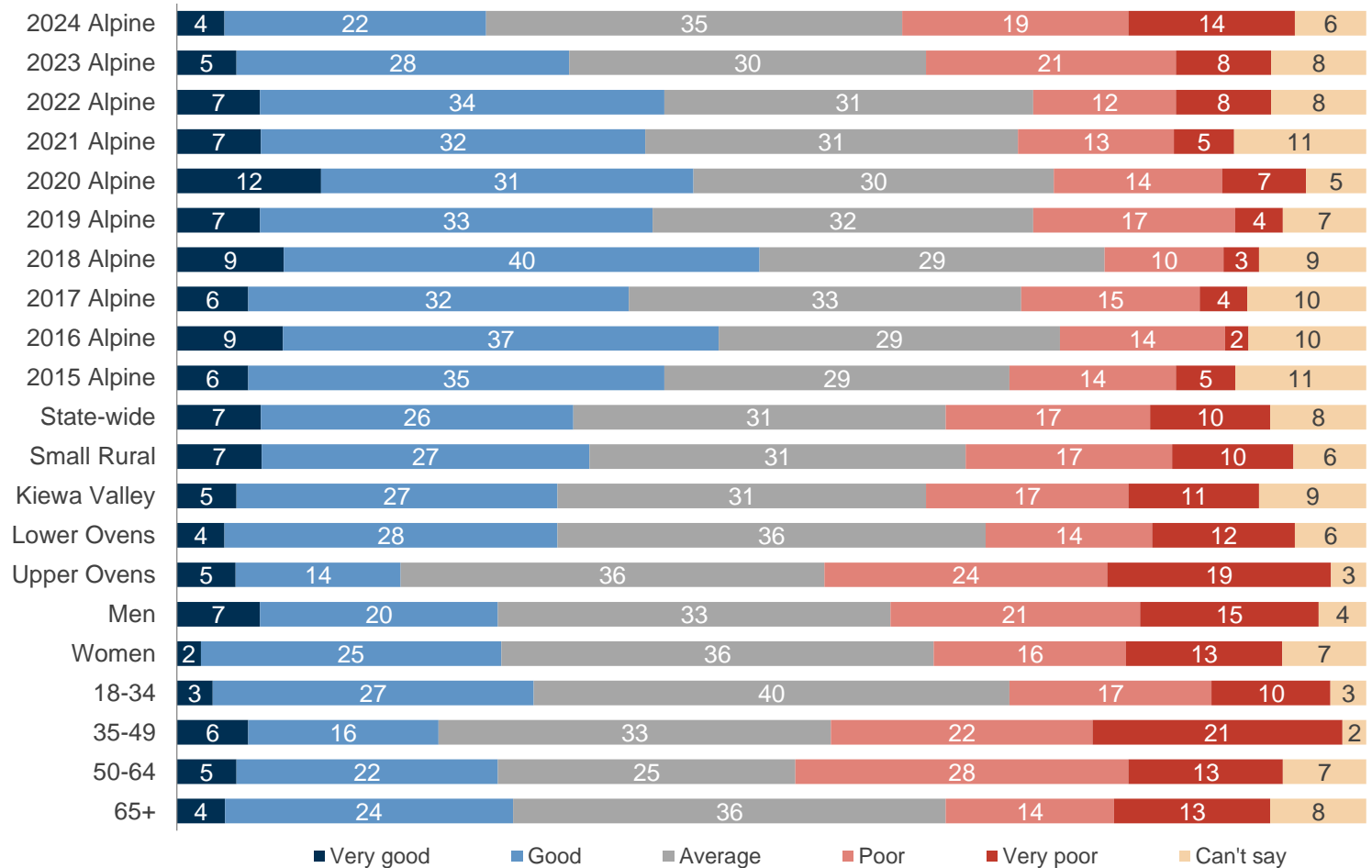
Note: Please see Appendix A for explanation of significant differences.



Community consultation and engagement performance



2024 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: 62 Councils asked group: 19

18/30 July 2024

9.1.1 2024 Local Government Community Satisfaction Survey ASC

Decisions made in the interest of the community performance



2024 community decisions made performance (index scores)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	
Lower Ovens	52▲	58	62	61	58	65	60	61	60	62
State-wide	50▲	51	54	56	53	55	54	54	54	55
Small Rural	50▲	52	54	56	53	55	52	55	53	56
65+	48	54	59	59	58	59	57	59	62	60
18-34	47	54	60	59	57	62	64	54	63	61
Women	47	51	52	55	59	58	59	57	58	57
Kiewa Valley	46	58	57	62	58	58	55	57	59	53
Alpine	45	51	56	56	56	59	60	57	60	58
Men	44	51	59	57	54	60	61	57	61	58
50-64	42	47	51	52	48	57	57	57	55	55
35-49	40	45	52	53	60	58	63	57	59	55
Upper Ovens	38▼	41	47	48	54	52	63	51	60	57

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: 62 Councils asked group: 19

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

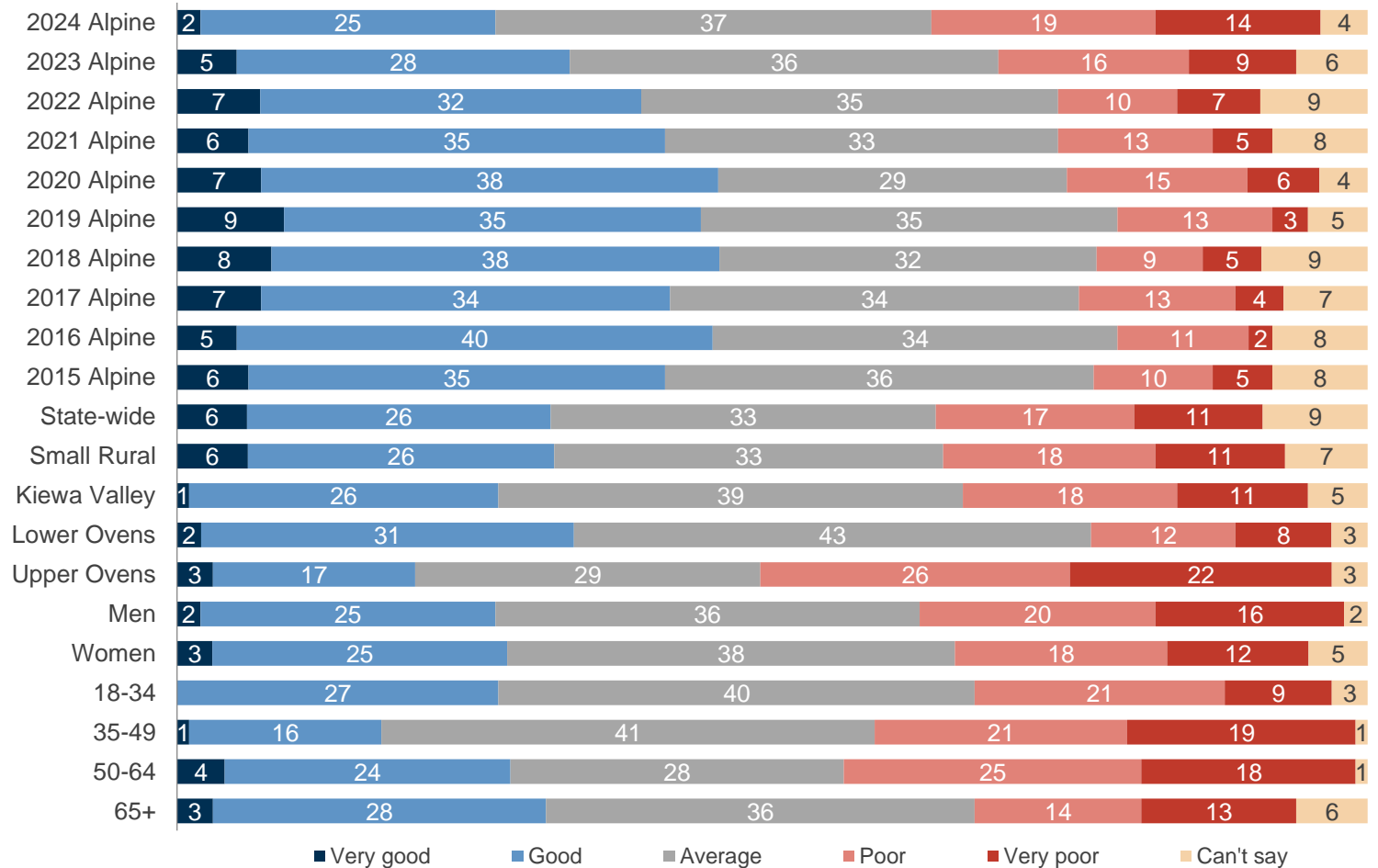
18/30 July 2024

9.1.1 2024 Local Government Community Satisfaction Survey ASC

Decisions made in the interest of the community performance



2024 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: 62 Councils asked group: 19

11:00 30 July 2024

The condition of sealed local roads in your area performance

9.1.1 2024 local Government Community Satisfaction Survey ASC



2024 sealed local roads performance (index scores)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	
State-wide	45▲	48	53	57	54	56	53	53	54	55
Upper Ovens	45	48	61	59	63	63	65	57	59	64
18-34	43	45	63	66	62	67	60	59	64	60
Small Rural	41	44	50	53	51	53	49	50	52	52
50-64	41	45	61	61	61	59	58	59	59	55
65+	41	53	62	64	63	63	60	56	61	60
Women	41	50	58	66	63	65	59	58	58	57
Alpine	41	49	61	63	61	64	60	57	60	59
Men	41	49	63	60	59	62	61	57	61	61
Lower Ovens	39	51	63	68	62	67	62	61	62	58
35-49	38	49	57	62	66	64	62	57	55	61
Kiewa Valley	37	50	56	61	58	58	51	53	58	55

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

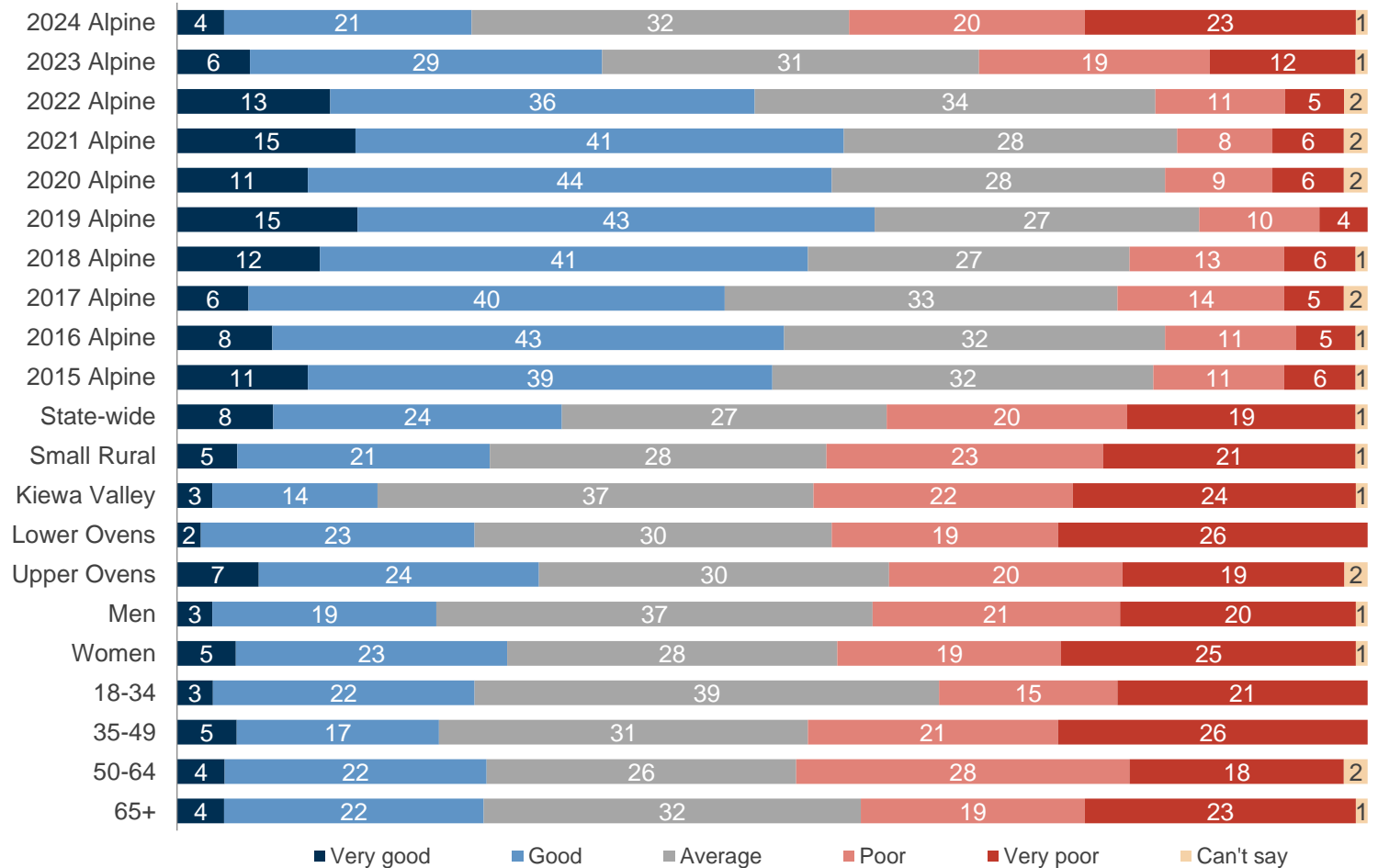
Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19

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

The condition of sealed local roads in your area performance



2024 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: 62 Councils asked group: 19



Waste management performance



2024 waste management performance (index scores)

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Small Rural	66	68	68▲	64	66	69	70	69	71
State-wide	66	68	69	65	68	70	71	70	72
65+	63	72	70	n/a	n/a	n/a	n/a	n/a	n/a
Women	59	65	69	n/a	n/a	n/a	n/a	n/a	n/a
Lower Ovens	65	72	70	n/a	n/a	n/a	n/a	n/a	n/a
Kiewa Valley	65	70	69	n/a	n/a	n/a	n/a	n/a	n/a
Alpine	62	70	68	n/a	n/a	n/a	n/a	n/a	n/a
18-34	65	72	75	n/a	n/a	n/a	n/a	n/a	n/a
Upper Ovens	57	67	67	n/a	n/a	n/a	n/a	n/a	n/a
Men	64	74	67	n/a	n/a	n/a	n/a	n/a	n/a
50-64	60	68	67	n/a	n/a	n/a	n/a	n/a	n/a
35-49	57	65	61	n/a	n/a	n/a	n/a	n/a	n/a

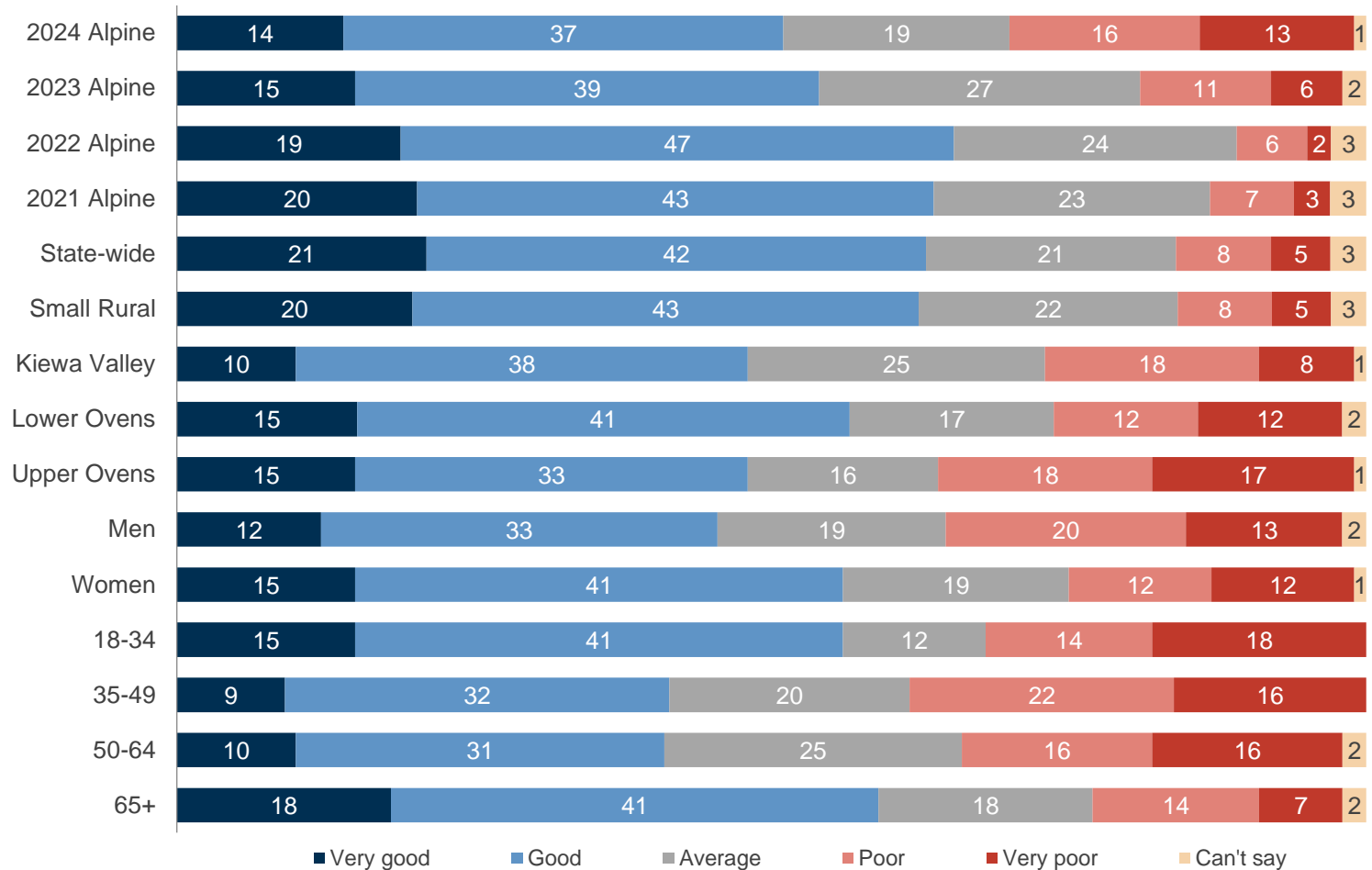
Q2. How has Council performed on 'Waste management' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19
 Note: Please see Appendix A for explanation of significant differences.



Waste management performance



2024 waste management performance (%)



Q2. How has Council performed on 'Waste management' over the last 12 months?
 Base: All respondents. Councils asked State-wide: 62 Councils asked group: 19

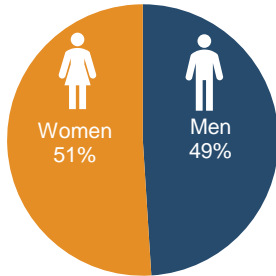
Detailed demographics



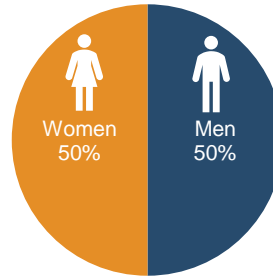
Gender and age profile

2024 gender

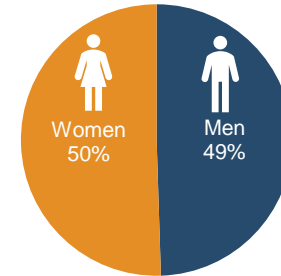
Alpine



Small Rural

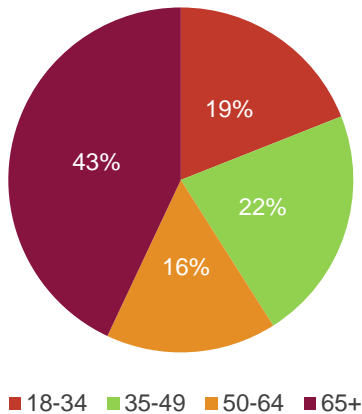


State-wide

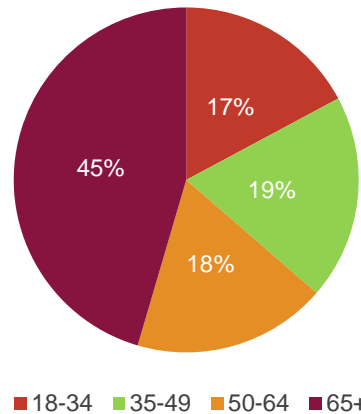


2024 age

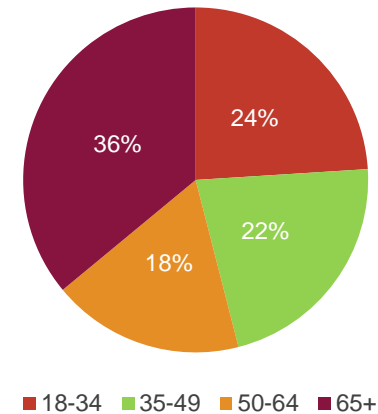
Alpine



Small Rural



State-wide



S3. [Record gender] / S4. To which of the following age groups do you belong?
 Base: All respondents. Councils asked State-wide: 62 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. Councils interviewing residents on an annual basis included an "Other" option for gender, hence the State-wide and Small Rural gender results may not add to 100%.

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

M/8) 30 July 2024

Appendix A: Index Scores

9.1.1 2024 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

Please note that the horizontal (x) axis of the index score bar charts in this report is displayed on a scale from 20 to 100.

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Appendix A: Margins of error

9.1.1 2024 local Government Community Satisfaction Survey



The sample size for the 2024 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 10,800 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	199	197	+/-6.9
Women	201	203	+/-6.9
Kiewa Valley	100	106	+/-9.8
Lower Ovens (Myrtleford - Eurobin)	149	145	+/-8.0
Upper Ovens (Porepunkah - Dinner Plain)	151	149	+/-7.9
18-34 years	33	75	+/-17.3
35-49 years	68	89	+/-11.9
50-64 years	83	65	+/-10.8
65+ years	216	171	+/-6.6



M/8/30 July 2024

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

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 2024 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 2024 results are compared with previous years, as detailed below:

- 2023, n=400 completed interviews, conducted in the period of 27th January – 19th March.
- 2022, n=400 completed interviews, conducted in the period of 27th January – 24th March.
- 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=403 completed interviews, conducted in the period of 1st February – 30th March.
- 2015, n=400 completed interviews, conducted in the period of 1st February – 30th March.

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 across four quarters from 1st June 2023 – 18th March 2024.

Appendix B: Analysis and reporting



All participating councils are listed in the State-wide report published on the DGS website. In 2024, 62 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 2012-2024 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 2024 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 cannot be made within the reported charts.



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 2024 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 2024 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.



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Appendix B: Analysis and reporting

Reporting

Every council that participated in the 2024 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.

Appendix B: Glossary of terms



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

CSS: 2024 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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Katrina Cox
Director of Client Services
kcox@jwsresearch.com

Great Alpine Road (western gateway), Bright

Landscape and Heritage Preliminary Assessment Report

Prepared for Alpine Shire Council
October 2023



Acknowledgement of Country

We respect and acknowledge the Taungurung people, their lands and waterways, their rich cultural heritage and their deep connection to Country, and we acknowledge their Elders past and present. We are committed to truth-telling and to engaging with the Taungurung Land and Waters Council Aboriginal Corporation to support the protection of their culture and heritage. We strongly advocate social and cultural justice and support the Uluru Statement from the Heart.

Report register

The following report register documents the development of this report, in accordance with GML's Quality Management System.

Job No.	Issue No.	Notes/Description	Issue Date
3321	1	Draft Report	14 July 2023
3321	2	Final Report	13 October 2023

Quality management

The report has been reviewed and approved for issue in accordance with the GML quality management policy and procedures.

It aligns with best-practice heritage conservation and management, *The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance, 2013* and heritage and environmental legislation and guidelines relevant to the subject place.

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Cover image

Dutch Elms and Pin Oaks on the Great Alpine Road (western gateway) entry into Bright, early June 2023. (Source: GML Heritage 2023)

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1 Introduction

1.1 Background

Alpine Shire Council commissioned GML Heritage Victoria Pty Ltd (GML) to carry out a preliminary landscape and heritage assessment of the avenue of trees along the Great Alpine Road (Bright Western Gateway), also known as GAR West, Bright. From hereon in the avenue of trees under investigation will be referred to as GAR West.

The purpose of the preliminary assessment is to identify whether the GAR West avenue of trees has the potential to reach the threshold for local significance, and therefore warrant further detailed assessment and application of planning scheme controls, and if warranted, recommend appropriate controls for protection.

The preliminary assessment has been undertaken in advance of a possible broader suite of work to assess the heritage and landscape significance (individually and collectively) of a further six avenues of street trees in Bright and make recommendations about their future protection and management.

1.2 Location

A large part of the Bright township and surrounds, including GAR West, occupies the traditional Country of the Taungurung people.

The study area is located on the Great Alpine Road (Bright Western Gateway), or GAR West, within the township of Bright in northeast Victoria. GAR West is located east of the Murray to Mountains Rail Trail and is part of the 339 kilometre long Great Alpine Road (Visit Melbourne, 2023).



Figure 1.1 The study area in the Ovens Valley on the western side of Bright township, surrounded by a backdrop of forested hills and mountains. (Source: Nearmap with GML overlay)

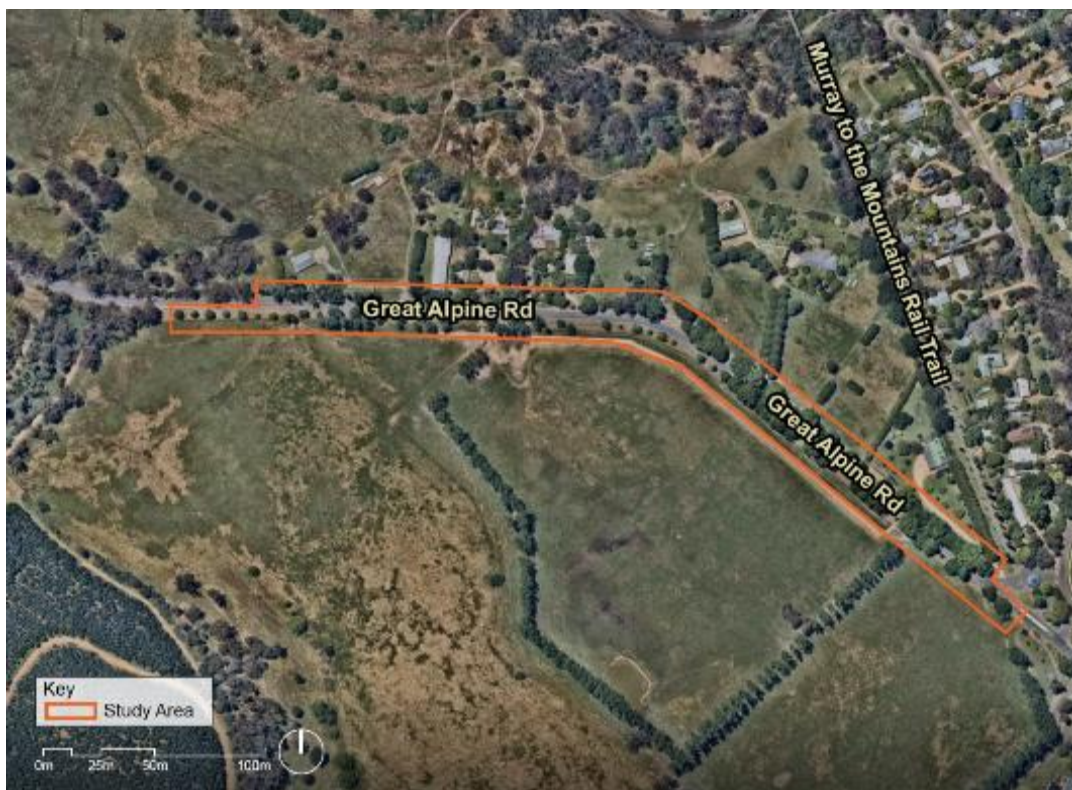


Figure 1.2 Aerial view of the study area enclosed in orange outline. (Source: Nearmap 2022 with GML overlay 2023)

1.3 Methodology

The project methodology is informed by accepted and best-practice definitions, principles, guidelines, and standards for cultural heritage, arboricultural and planning practice, including:

- *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance 2013*, and its associated practice notes, including the recently completed Practice Note: Cultural Landscapes (December 2022).
- Landscapes of Cultural Heritage Significance: assessment guidelines, Heritage Council of Victoria (2015).
- Victorian Heritage Register Criteria and Threshold Guidelines, Heritage Council of Victoria (revised and updated, December 2022), in particular Criterion G (social significance) as there are no equivalent guidelines at the local level.
- Planning Practice Note 1: Applying the Heritage Overlay (DELWP, August 2018).
- Planning Practice Note 7: Vegetation Protection in Urban Areas (August 1999).
- Planning Practice Note 46: Strategic Assessment Guidelines (DELWP, May 2017).
- Standards Australia AS 4970-2009 Protection of trees on development sites.
- Standards Australia, AS 4373-2007 Pruning of amenity trees.

1.4 Planning context

GAR West is not currently included in the Schedule to Clause 43.01 (Heritage Overlay) of the Alpine Planning Scheme.

GAR West is not currently included in a Significant Landscape Overlay under Clause 42.03 of the Alpine Planning Scheme.

The northwest and southeast parts of the GAR West avenue of trees are within identified areas of Aboriginal cultural heritage sensitivity, as defined under the Aboriginal Heritage Regulations 2018 (see Figure 1.3).

While the subject site is currently not under any heritage controls, as one of the key Alpine touring routes, GAR West is included under the Alpine Planning Scheme for Landscapes (Clause 12.05-2L Landscapes), of which the objective is:

To protect the Shire's significant valley and alpine landscapes by minimising visual impacts landscapes, especially from major viewing areas.

The farming zones on the southwest side of the GAR West is in a Development Plan Overlay (DPO3) (see Figure 1.4).

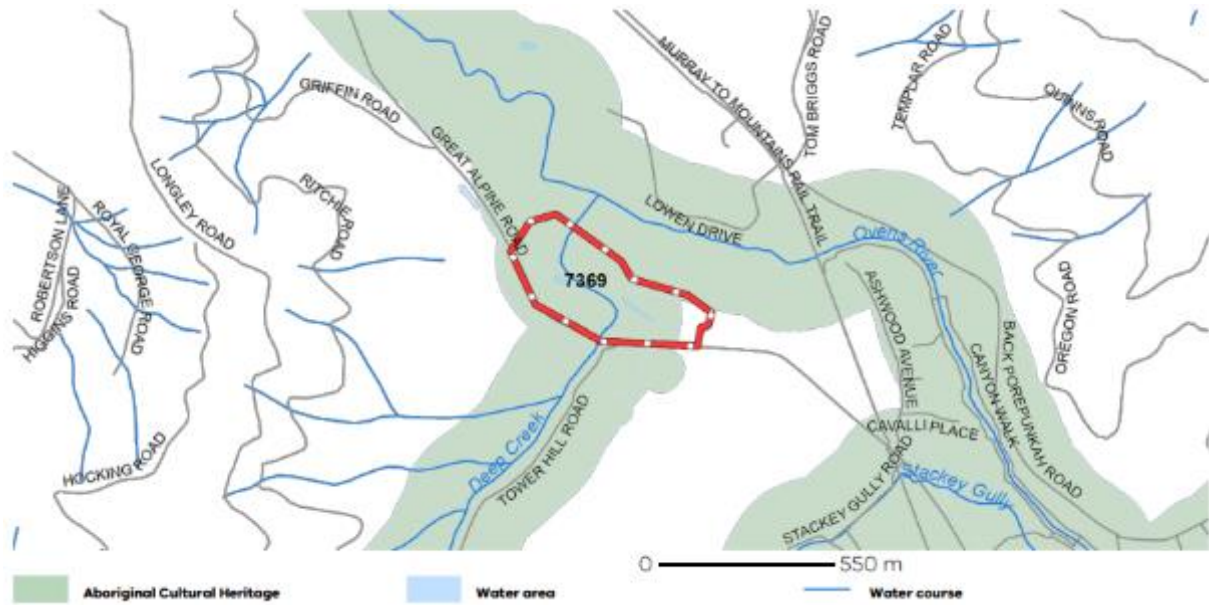


Figure 1.3 Defined area of Aboriginal cultural sensitivity, with the approximate location of the study area indicated in red. (Source: VicPlan)



Figure 1.4 Aerial view of GAR West showing Development Plan Overlay (DPO3) in blue and the study area enclosed in orange outline. (Source: Nearmap 2022 with GML overlay).

GAR West is not included in the Victorian Heritage Register (VHR). The VHR lists and provides legal protection for places and objects that are significance to the history and development of Victoria.

Bright Street Trees are recognised in the Register of the National Estate (RNE), which is now a non-statutory archive (Place ID 103279). The RNE is a list of natural, indigenous and historic heritage places throughout Australia. From 2007, the RNE has been frozen, meaning that no places can be added or removed.

1.5 Limitations

The time and budget for the Part One Task A study was limited to a preliminary assessment. Historical research was limited to desktop research and existing secondary sources.

The preliminary assessment is limited by the consideration of one avenue of trees in isolation of other street trees and other avenue/gateway plantings in Bright.

Developing historical and comparative understanding of the GAR West avenue with a view to understanding significance will require additional place specific historical research and consideration of the place in context of the broader suite of avenues in Bright (which is outside the scope of the present assessment, but which Council intends to assess in future). Preliminary comparative analysis has been able to draw on HO7, HO5 and HO13.

1.6 Authorship

This report has been prepared by Christina Dyson, Helen Doyle and Jannelli Campana of GML, Stephen Frank and Manori Senanayake of Treelogic, and Annabel Neylon of Plan Heritage.

1.7 Abbreviations

CRB	Country Roads Board
DELWP	Department of Land Water and Planning (now Department of Transport and Planning)
DPO	Development Plan Overlay
FCV	Forests Commission of Victoria
GAR	Great Alpine Road



HO	Heritage Overlay
RNE	Register of the National Estate
SLO	Significant Landscape Overlay
sp.	species
STR	Significant Tree Register

2 History

2.1 Bright township history

The town of Bright occupies the traditional Country of the Taungurung People.

Bright is situated approximately 200 kilometres northeast of Melbourne and is nestled in the mountain valleys of the Australian Alps, close to Mount Buffalo and Falls Creek. The area attracted pastoralists from the 1840s.

The township of Bright developed from the 1850s due to the growing population in the wider area drawn by the goldrushes in the Ovens Valley, including at Morse's Creek (Bright) and nearby Beechworth. Goldmining had limited potential as a viable industry at Morse's Creek, but the township of Bright emerged in this period. The town was named in 1856 after local gold prospector W. Morse.¹

Due to the mountainous nature of the area, it was slower than other parts of the state to develop reliable transport connections. The area was also subject to occasional snowfalls.

Some areas around Bright were opened up for land selection in the 1860s.

Early industries in the area included cattle-farming, along with tobacco and hops, and other crops. Production of fruit and nuts was also an important to the local economy.

From the late 1880s, commercial interests in Bright sought to promote the attractions of the town and the wider alpine area. The Bright Alpine Club issued a tourist guide to the alpine area in 1890. Bushwalking was popular during much of the year. From the early 1920s, with the formation of the Ski Club of Victoria, skiing became more popular. This drew increased numbers of tourists to Bright, as it was a convenient base from which to visit the mountains, particularly Mount Buffalo.

The Forestry Commission of Victoria, established in 1918, developed pine plantations in the Bright in the 1920s and 1930s, intended for softwood production.

Bright has long been a popular destination for visitors, particularly in autumn, when the deciduous trees produce a spectacle of colour and in the winter months. In the postwar

¹ Les Blake 1977, *Place Names of Victoria*, p. 47.

period, the town was a stopover for the growing number of visitors who were skiing in the nearby alpine areas. In more recent years, Bright has become a popular location for cycling and road running events.²



Figure 2.1 Panoramic view of Bright, Victoria, 1870-1875. (Source: American & Australasian Photographic Company, State Library of New South Wales ON 4/Box 69/no.1013))

² Anna Kaminski et al 2021, *Lonely Planet Best Day Walks Australia*, Lonely Planet, Melbourne; Murray to Mountains Rail Trail <https://www.ridehighcountry.com.au/rail-trails/murray-to-mountains/>

2.2 History of street trees in Bright

This account draws on the citation prepared in 1997 by Graeme Butler and Helen Doyle as part of the Regional Forest Agreement: North East Region. This work was the basis for the RNE citation (see Section 4.1.2 below).

Following the declaration of the Shire of Bright in 1866, improvements recommended for the town included an extensive street tree planting scheme. This was most likely in response to a desire to develop more attractive surroundings and a more pleasant setting for the town in the wake of the gold-mining period of the 1850s. During this period of activity the landscape suffered extensive damage and erosion as a result of mining practices. The local council planted a wide range of exotic deciduous species, including oaks, elms, poplars, maples, dogwoods and chestnuts. It is thought that Ferdinand Mueller, the Government Botanist from 1859, was involved in the provision or suggestion of appropriate tree species. While there is a record of Mueller providing trees for planting at the Bright Cemetery in 1873,³, no evidence has been found of his direct involvement in selecting or providing the tree stock for the streets of Bright. Mueller carried out a large-scale disbursement of seeds and plants from the Melbourne Botanic Gardens during the period 1859–73.

The street trees of Bright are regularly mentioned in contemporary articles and in publications from the early 1880s. They are frequently referred to as 'English trees'. A description of Bright in 1881 described it as 'a picturesque little town ... with tree-lined streets'.⁴ When the Vagabond visited Bright in 1884 he noted the 'poplar lined and English looking streets of Bright'.⁵ A photograph dated c1870-1875 shows the presence of mature Poplars in the township, although these appear to be not planted as street trees (see Figure 2.1).

The Bright Alpine Club was formed in 1887, which promoted the town for tourists. The club published its first guidebook to the district that year, which provided the following description:

³ John Nuttall to Ferdinand von Mueller, 21 April 1873, in R.W. Home et al (eds), *Correspondence of Ferdinand von Mueller*, <https://vmcp.rbg.vic.gov.au/text/letters/1870-9/1873/73-04-21-final>

⁴ *Leader*, 5 February 1881, p. 1.

⁵ *Ovens and Murray Advertiser*, 26 August 1884, p. 3.

Bright is a beautiful little township, surrounded on all sides by hills, which rise to a height of 2500 feet close to the town and afford splendid views from their summits. The streets have been profusely planted with English trees, which give a cool and pleasant appearance even in the hottest weather, and in the autumn, with their beautiful tints, serve to revive memories of old England in a way that probably no other town in the colonies can do. Bright is seen at its best in the spring and autumn months, especially the latter.⁶

In 1889 Bright's street trees were noted by a visiting journalist, 'Telemachus' (alias Francis Myers), who observed that the elms and poplars 'already overtop the one-storey houses'.⁷ His description of the trees being relatively substantial in height would suggest that the first plantings probably dated to the 1870s.

When the Vagabond made a return visit to Bright in 1889 he failed to comment on the trees and did not provide a particularly favourable view of the town in general, which drew criticism from a member of the Alpine club who complain that he missed seeing the town 'with the halo of Easter thrown over it'.⁸ Some years later, in 1897, a visitor to Bright noted that the 'wide and well-formed streets, planted on either sides with elms, which have thriven amazingly'.⁹

The Bright Progress Association proposed extending the street tree planting in the early 1900s. Paralleling the opening of the road to Mount Buffalo in 1908, the association's tree-planting plans advanced with the belief that further planting would improve the experience for tourists visiting the town and would reduce the amount of dust on the roads. This was also a period when concern about soil conservation of the denuded mining slopes around Bright and Myrtleford inspired the establishment of plantations of exotic forest trees.

A photograph by Nicholas Caire taken c.1920 shows medium-height oak trees in Ireland Street.¹⁰ Further planting reputedly took place in the late 1920s and 1930s, presumably as part of a scheme to further beautify the town.¹¹ This was complemented from 1916 by

⁶ Bright Alpine Club 1890, *Illustrated Guide to the Australian Alps & Buffalo Ranges*, p. 27.

⁷ Telemachus, 'To the Big Mountains', *Argus*, 9 November 1889, p. 4.

⁸ *Age*, 29 April 1889, p. 6.

⁹ *Shepparton Advertiser*, 19 January 1897, p. 4.

¹⁰ Picture collection, State Library Victoria.

¹¹ Victorian Places, 'Bright', <https://www.victorianplaces.com.au/bright>

the large-scale planting of 'Pinus insignia' (later *Pinus radiata*, Monterey Pine) by the Forestry Department on the former mining sites surrounding the township. Although principally a measure to combat soil erosion, this also benefitted tourism by keeping down the dust from old mines and by generally beautifying the area.



Figure 2.2 Anderson Street, Bright (conifers?), 1950. (Source: Bob Patula website)



Figure 2.3 Main Street, Bright, 1955 (conifers and other species). (Source: Bob Patula website)

Bright experienced development in the postwar period through the growth of tourism, including alpine sports in the winter months, and broader economic development of the broader Ovens Valley. There was new street tree planting of deciduous trees in Bright from the early 1950s. This included the naming and planting of Coronation Avenue in 1953, which was named in honour of the coronation the previous year of Queen Elizabeth II.¹²

During the postwar period of the 1950s and 1960s, there was a strong preference for deciduous trees in both public and private settings. This was associated with a new enthusiasm for colour in the wake of the sombre years of the Second World War. Local councils planted garden beds in public parks and gardens that featured massed planting in bright colours. Fashionable domestic gardens were a blaze of colour.

¹² *Myrtleford Times and Ovens Valley Advertiser*, 3 June 1953, p. 5.

An annual Autumn Festival was first held in Bright in 1963, as a means of promoting the town to tourists.¹³ Vistas of autumnal trees against the backdrop of picturesque mountain scenery was the highlight of the event. The brochure for the festival in 1977 invited visitors to:

Come to Bright and enjoy the glorious Autumn Colours of our Pin Oak, Cedar, Poplar, Elms and Maple Trees, blending with the softer tone of Native Gums, backed up with a rich green of Pine Forests and dark blues of the Victorian Alps.



Figure 2.4 Cover of the 1977 Bright Autumn Festival brochure with stylised leaves of various deciduous trees. (Source: Bright Autumn Festival website)

The Bright Autumn Festival relied on the striking backdrop provided by the diverse array of exotic trees. The spectacle of colour was also a drawcard for a comparable local festival, the Ballarat Begonia Festival, which was first held in 1953.

In the 1980s a tree walk was developed for visitors to the town and the Forests Commission published a guide titled *The Street Trees of Bright*. A Victorian tourism publication from 1979 noted that Bright

¹³ News article, 1963.

...nestles amongst pines and eucalypt forests and some of the more colourful European trees recommended by Baron von Mueller during the years he spent listing plant life in the Alps. The pinoaks, maples and liquidambar are a memorial to this great botanist.¹⁴

2.3 Great Alpine Road, western gateway (GAR West)

The Great Alpine Road was known as the Ovens Highway from the c1920s and is the main approach to Bright from the northwest, which is the also approach into Bright from Melbourne and hence this was and continues to be the entry point for the majority of tourists. The Ovens Highway commenced at Wangaratta and passed through Myrtleford before arriving at Bright. The road became a highway under the Country Roads Board (CRB), established in 1913, which was responsible for its maintenance. Prior to that, from the 1850s and through the nineteenth and early twentieth century it was known simply as the Bright Road. It connected with Gavan Street at the western approach to the Bright township.

The following historical notes for the trees in the study area are drawn from the desktop research and fieldwork observations carried out for the preliminary assessment:

- The aerial photograph and observations made on site indicate a c1930s to 1950s planting date for the White Poplars (Section 3) and the Dutch Elm and Pin Oak (Section 1) avenue trees.
- By 1949, the Delany Avenue (HO7) is quite established (but canopies not yet meeting), and the extension of that planting to the east has been recently planted. No aerial photograph of the GAR West section is available.
- In 1953, the trees at the east end of GAR West (Section 1) may have just been planted, or were not yet planted (refer photographic evidence, see Figure 2.5).
- By 1963, the GAR West section with Dutch Elms and Pin Oaks has been planted.
- By 1968, the GAR West sections with Dutch Elms and Pin Oaks (Section 1) and White Poplars (Section 3) were well established. The canopies of what would be the White Poplars appear larger than the section planted with Dutch Elms and Pin Oaks, which may be indicative of the faster growth rate of the poplars.

¹⁴ Bob Moors 1979, *Discover Victoria*, p. 43.

- The two sections with alternating Cedars and Pin Oaks (Sections 2 and 4) were planted in the c1990s.
- In 1982, the stretch of road was named the Ovens Highway, later renamed the Great Alpine Road.



Figure 2.5 1949 aerial photograph showing the Bright township. The GAR West avenue is excluded from the image – approximate location circled. (Source: supplied by Treelogic)

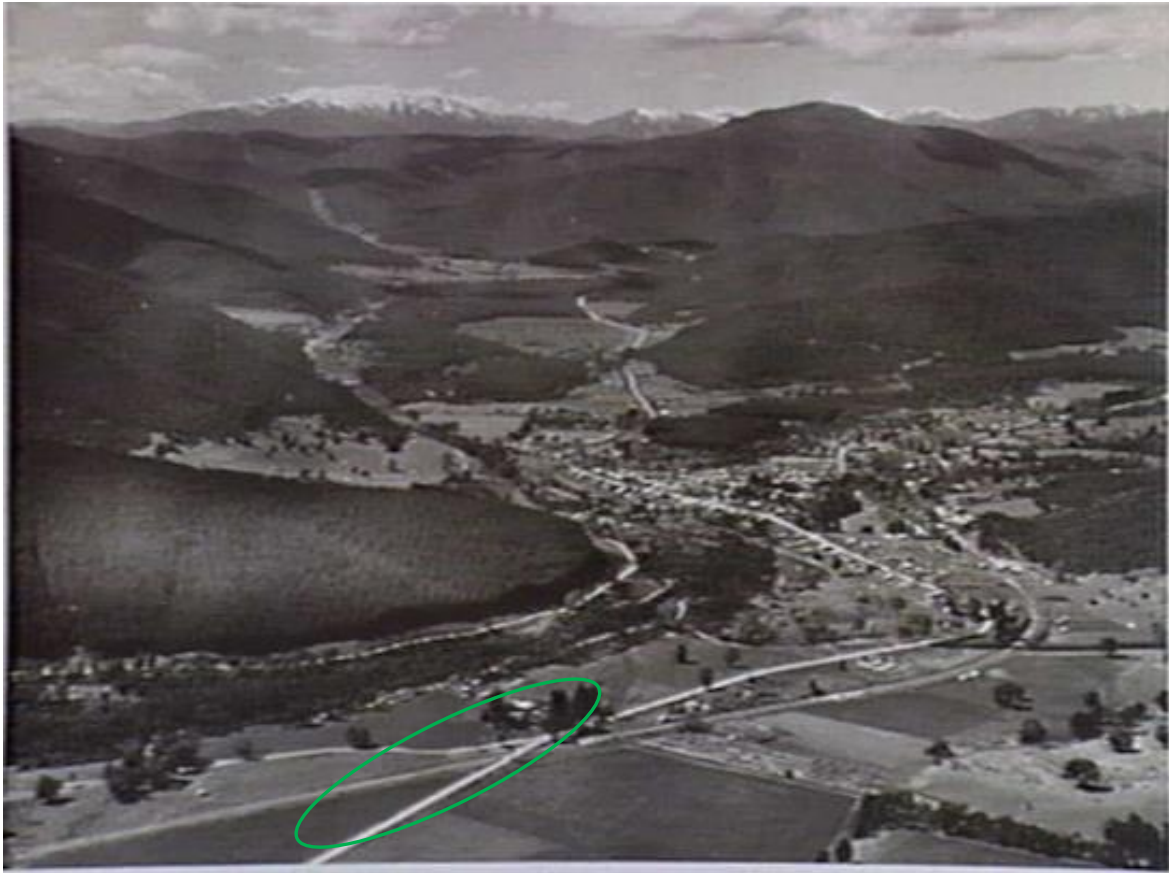


Figure 2.6 View of Bright from Tower Hill Lookout in 1953, showing (in the foreground) where the railway line crossed the entry road into Bright which is at the end of GAR West study area. It is thought the GAR West study area avenue (green circle indicates approximate location) is partially in the frame. This view shows that the trees may have been recently planted (and very small) or not yet planted. (Source: *Walkabout* 1953, State Library Victoria)



Figure 2.7 1963 aerial photograph showing that the section with Dutch Elms and Pin Oaks of GAR West avenue had been planted by this time. (Source: supplied by Treelogic)



Figure 2.8 1966 aerial photograph showing the Bright township with planting visible along the full length of the GAR West avenue. (Source: supplied by Treelogic)



Figure 2.9 Aerial photography of the subject area in 1968. (Source: Historical Aerial Photography and Nearmap with GML overlay 2023)

The approach into the Bright township from the west, via Gavan Street, was strongly tied to tourism and also motor car and road improvements in the 1920s and 1930s to accommodate traffic and make roads safer.

The strong local drive to develop tourism as part of the economic development of the area in the 1920s and 1930s, and in the c1960s including in association with the town's annual Autumn Festival commenced in 1963, saw tree planting of exotic species (deciduous and evergreens) to enhance the natural beauty of the surrounding landscape.

Archival research (including of council records) should be able to clarify a precise planting date for the GAR West trees, and the local council's intent for the planting.

Further research may also clarify any historic association (or design intent) between the GAR West entry planting and the other avenues of trees that contribute to the sense of arrival into Bright and the departure experience. The avenue plantings referred to in this context are:

- the Gavan Street avenue of trees (Lombardy Poplars and Elms) at the immediate southeast end of GAR West (Section 1), and
- the avenues of trees east of Morses Creek (Delany Avenue and its continuation as Great Alpine Road at the eastern gateway to the township).

Further research as part of a future detailed assessment may also be able to clarify:

- the source of the trees, here were the trees provided from – possibilities include local nurseries, State Nursery at Mount Macedon, or the Forest Commission of Victoria.

Early trees (c1870s) planted in Bright, so not the GAR West trees, were possibly contributed from then Director of the Melbourne Botanic Gardens, Ferdinand von Mueller.

- the factors influencing the species selection (which could also have been a case of what was available at the time) and their arrangement/planting patterns.



Figure 2.10 Nicholas Caire, Gavan Street, Bright, 1900. The Bright Road (GAR West) led into Gavan Street which formed the western entry point into the township. (Source: National Library of Australia)

2.4 Avenues of trees in the township and entry roads—historical images

The following historical images are historic postcards and other materials promoting the town, largely from the postwar period into 1980s. They demonstrate the role of the street trees in promoting and fashioning an identity for the town.



Figure 2.11 Elm trees, Bright. (Source: Murray Views Collection, Victorian Places)



Figure 2.12 Postcard picturing 'Golden Elms' in Ireland Street, Bright c1960. (Source: John Young Collection, Victorian Places)

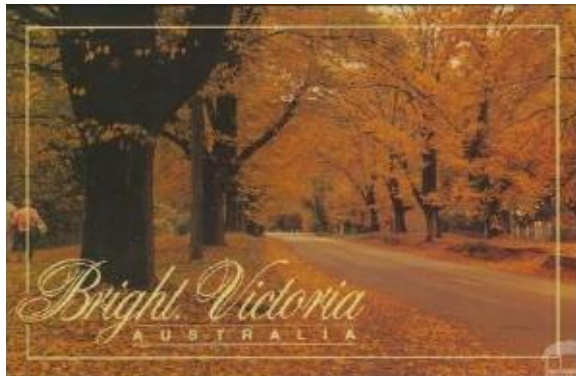


Figure 2.13 Postcard picturing Delany Avenue elms, Bright. (Source: Murray Views Collection, Victorian Places)



Figure 2.14 Postcard picturing Delany Avenue 'Scarlet Oak' and Cedars, Bright. (Source: Murray Views Collection, Victorian Places)



Figure 2.15 Postcard picturing Delany Avenue Scarlet Oak and Cedars, Bright. (Source: Nucolorvue, Victorian Places)

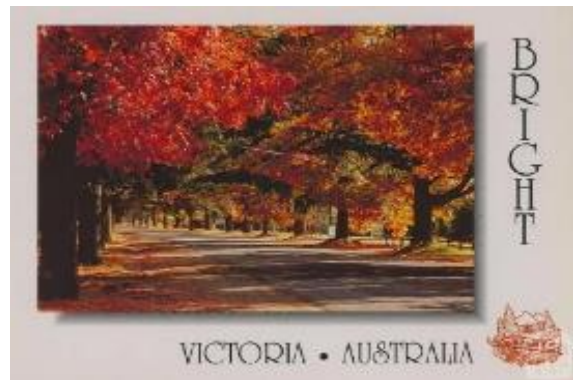


Figure 2.16 Postcard picturing Delany Avenue Scarlet Oak and Cedars, Bright. (Source: Murray Views Collection, Victorian Places)



Figure 2.17 Entering Bright township on the Ovens Valley, postcard, nd. Note poplars, conifers and willow. (Source: Nucolorvue, Victorian Places)

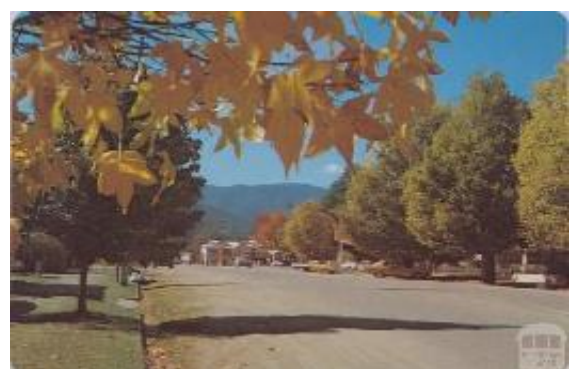


Figure 2.18 Gavan Street, Bright postcard, nd, close to the town centre. (Source: Murray Views, Victorian Places)

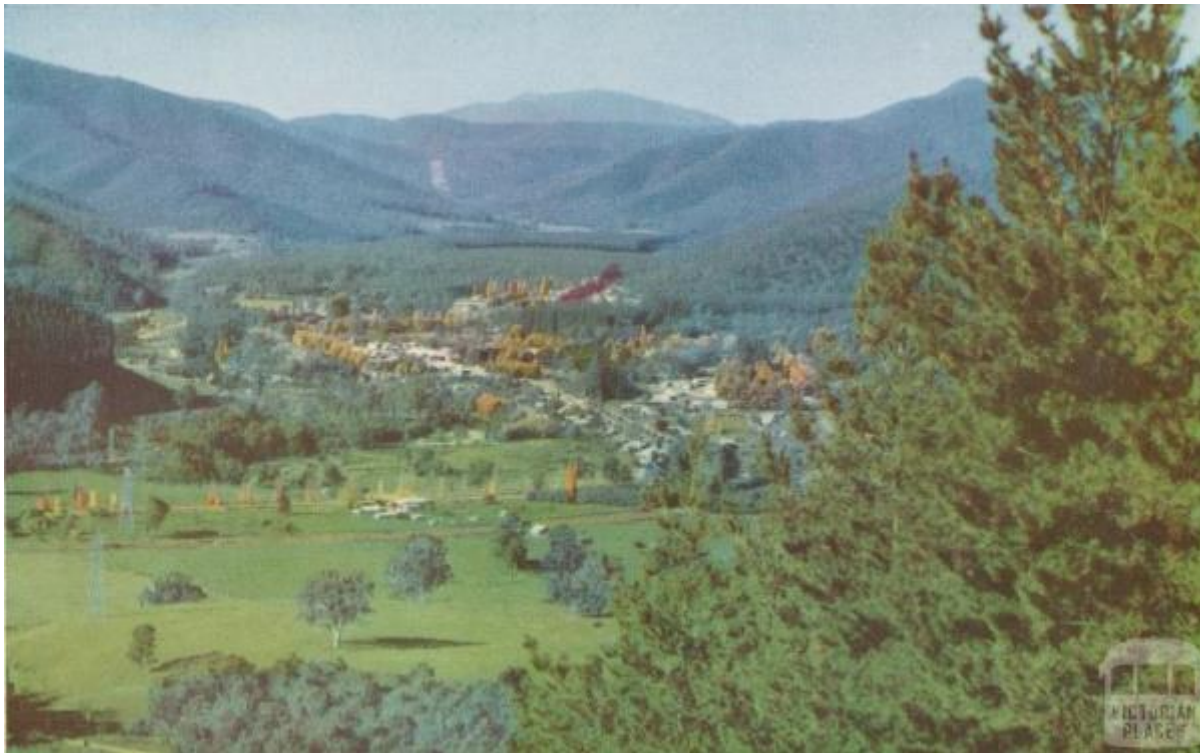


Figure 2.19 View overlooking Bright township with tree colouring enhanced, nd. The GAR West stretch of road would be outside the left-hand edge of the frame. (Source: John Sands booklet, Victorian Places)



Figure 2.20 Cover of brochure, titled *The Street Trees of Bright*, c1982. (Source: Forests Commission Victoria, SLV)



Figure 2.21 Back cover of brochure, titled *The Street Trees of Bright*, c1982. (Source: Forests Commission Victoria, SLV)

3 Site description

3.1 Study area

The following descriptive information and observations were gathered in a survey of the study area and its setting on 8 June 2023.

GAR West forms the main entry into Bright from the west on the Great Alpine Road (formerly the Ovens Highway) which becomes Gavan Street within the township. Gavan Street becomes Delany Avenue after crossing Morses Creek, which then becomes the Great Alpine Road, Eastern Gateway (formerly Harrietville Highway).

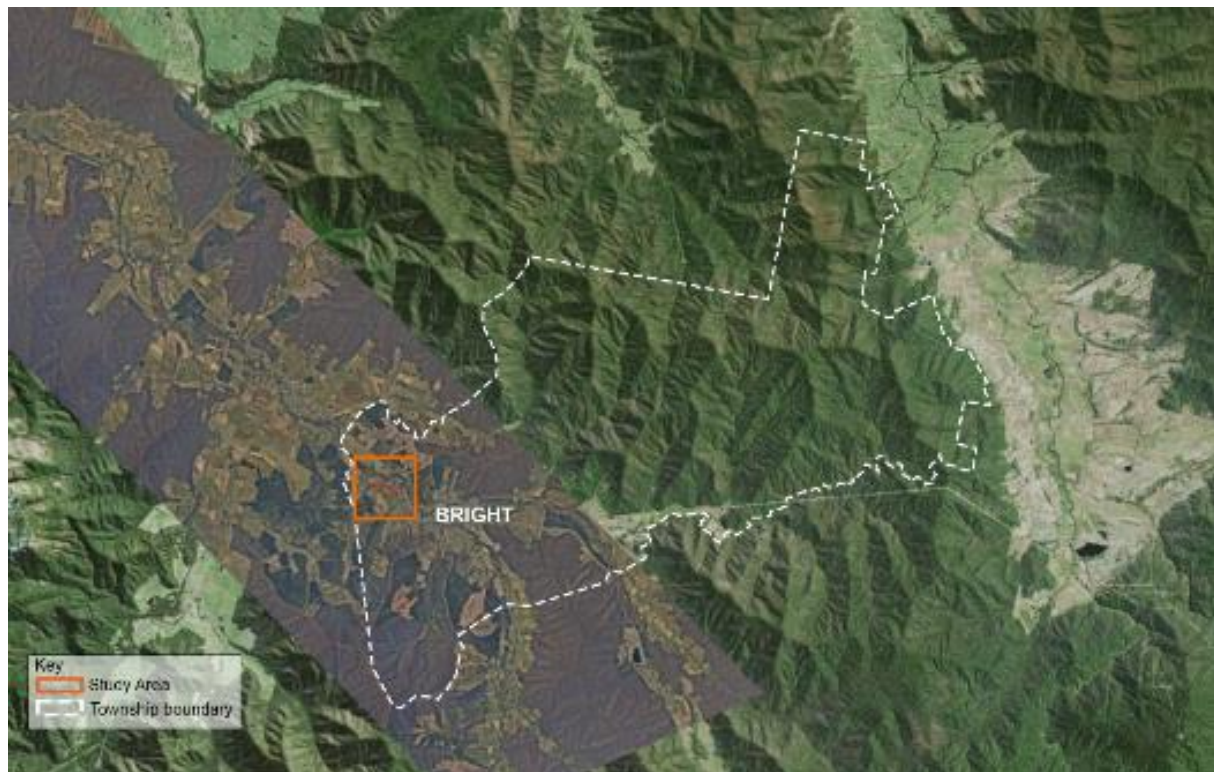


Figure 3.1 Location of the Great Alpine Road, western gateway within Bright, in the Ovens Valley surrounded by forested hills and mountains. (Source: Nearmap with GML overlay 2023)

3.2 Physical description

The study area was inspected by Dr Christina Dyson (GML) and Stephen Frank (Treelogic) on 8 June 2023. The findings from the field survey have been prepared by Treelogic and are presented below.

The site can be divided into four sections based on composition of species (see shown in Figure 3.3 below). The four sections are:

- Section 1: *Quercus palustris* (Pin Oak) and *Ulmus x hollandica*;
- Section 2: *Cedrus deodara* (Deodar Cedar) and *Quercus palustris* (Pin Oak);
- Section 3: *Populus alba* (White Poplar) (poss. cultivar 'Pyramidalis'); and
- Section 4: *Cedrus deodara* (Deodar Cedar) and *Quercus palustris* (Pin Oak).



Figure 3.2 Annotated map of the subject area divided in four section of species. (Source: Nearmap with Treelogic overlay 2023)

3.2.1 GAR West tree species

The table below shows number and other observable data of tree species planted at GAR West identified in four sections as shown in Figure 3.3.

Table 3.1 Dominant tree species at GAR West. (Source: Treelogic 2023)

Section	Dominant species	Other species	Tree count	DBH (cm) (avg.)	Height (m) (avg.)	ULE (avg.)	Electric lines	Comments
1	<i>Quercus palustris</i> (Pin Oak)	<i>Ulmus Xhollandica</i> (Dutch Elm)	47	87	23	21-40 y	N/A	23 trees on south side and 24 trees on north side. Alternate planting of one Dutch Elm, two Pin Oaks. Trees in healthy condition (good vitality) no decline. No major structural defects. Likely 1950s planting, except for more recent infill planting, comprising 5 in all. Pin Oaks more dominant canopies in this section. Trees create tunnel effect.
2	<i>Cedrus deodara</i> (Deodar Cedar)	<i>Quercus palustris</i> (Pin Oak)	12	25	11	>40 y	HV	8 trees on south side. 4 trees on north side. Alternate planting. Estimate 1990s planting. The large elm on north side on the bend and a second elm further to west were on the fenceline and not included, although canopies contribute to avenue. HV electric lines cross section. Planting pattern replicates the theme at GAR East.



Section	Dominant species	Other species	Tree count	DBH (cm) (avg.)	Height (m) (avg.)	ULE (avg.)	Electric lines	Comments
3	<i>Populus alba</i> (White Poplar) (poss. cultivar 'Pyramidalis')		13	98	20	11-20 y	N/A	10 trees on south side and 3 trees on north side. Estimate 1930s to 1950s planting. Many suckers along fencelines and in groups. Original plantings approaching decline phase (most removed).
4	<i>Cedrus deodara</i> (Deodar Cedar)	<i>Quercus palustris</i> (Pin Oak)	10	26	11	>40 y	N/A	5 of each species, alternate planting, on south side only. Trees in good condition (good vitality). Estimate 1990s planting. Planting pattern replicates the theme of GAR East (including Delany Avenue).

3.2.2 Site photographs

The following photographs were taken by Treelogic and GML during the 8 June 2023 site visit.



Figure 3.3 Section 1, view of GAR West eastern extent looking west, with Dutch Elms and Pin Oaks.



Figure 3.4 Section 1, view of the GAR West trees and proposed entrance to the area subject to DPO3.



Figure 3.5 Section 2, more recently planted Cedars and Pin Oaks on the bend.



Figure 3.6 Section 3, facing west with White Poplar row (planted on left) and suckers (on right).



Figure 3.7 Section 4, recently planted Cedars and Pin Oaks on batter at west end.

3.3 Integrity

GAR West Section	Intactness / integrity comments
Section 1	Early section of the avenue (c1950s), highly intact with only a small number of trees replaced. High integrity. Contributes strongly to the landscape and aesthetic value of the avenue as a whole.
Section 2	Recent planting in a section of the avenue that may not originally have been planted (no trees visible at bend in 1968 aerial). Does not read strongly as an avenue, aesthetic potential yet to be fully realised, as trees are still young/small. Contributes in a modest way to integrity of the avenue as a whole. The tree species and their planting pattern is in keeping with historic plantings in other Bright avenues (namely Delany Avenue).
Section 3	Early section of the avenue (c1930s-1950s), with intactness diminished through loss of early trees along one side (replaced with suckers). The mature White Poplars section (Section 3) contributes to the landscape and aesthetic value of the avenue. Reasonable integrity.
Section 4	Recent planting in a section of the avenue that may or may not originally have been planted from early on. Does not read strongly as an avenue, aesthetic potential yet to be fully realised, as trees are still young/small, and is only on one side of the road. Contributes in a modest way to integrity of the avenue as a whole. The tree species and their planting pattern is in keeping with historic plantings in other Bright avenues (namely Delany Avenue).

4 Analysis

4.1 Existing recognition of Bright street trees

4.1.1 Alpine Planning Scheme

As noted in Section 1.4 above, the GAR West trees are not included in a Heritage Overlay or Significant Landscape Overlay in the Alpine Planning Scheme.

There are other street trees including in the Alpine Planning Scheme (All within Bright township), on Delany Avenue (HO7), Burke Street (HO5) and Wood Street (HO13).



Figure 4.1 HO7 Part of the avenue of trees that lines Delany Avenue in Bright is included in the Heritage Overlay. (Source: VicPlan)

The Delany Avenue trees are scheduled as HO7 in the Schedule to the Heritage Overlay of the Alpine Planning Scheme identified as '*Quercus palustris* (Pin Oak) x 88, Delany Ave (between Hawthorn & Tyntynder Lanes), Bright'. (Hermes number: 70902). The physical description included in the HERMES citation (#70902) however describes the planting as a collection of 83 trees comprising a mix of Pin Oak, Scarlet Oak, English Oak and Himalayan Cedar:

Delany Ave trees have been planted alternately to create a spectacular effect in autumn. 27 Quercus Palustris (Pin Oaks), 10 Quercus coccinea (Scarlet Oaks), 2 Quercus robur (English Oak) and 44 Cedrus deodara (Himalayan Oaks) remain from the original planting, some trees have been replaced with the same species.

The statement of significance is:

This is an outstanding avenue in the township of Bright; located between Hawthorn and Tyntynder Lanes. These trees make a contribution to the landscape and are well known

for autumn colouring. The avenue is a mixed planting of alternating *Quercus palustris* and *Cedrus deodara*. Spacing between plantings is 21 metres. A *Quercus robur* is planted outside No 109. (Hermes database number: 70902)



Figure 4.2 HO5 Burke Street trees, and HO13 Wood Street street trees. (Source: VicPlan)

Street trees in Burke Street, Bright are scheduled as HO5 in the Schedule to the Heritage Overlay of the Alpine Planning Scheme identified as 'Araucaria bidwillii (Bunya Bunya Pine) x 14, Burke Street, Bright' (Hermes number: 105315).

HO5 recognises 14 mixed conifers understood to have been planted in the mid-1880s, in Burke Street near the memorial clock. Species are *Cedrus deodara* (x7), *Araucaria bidwillii* (x5) and *Pinus nigra var. maritima* (x2). Assessed in 1987 and again in 2011, the age of the trees provided gives them a planting date of 1917. (Hermes number: 70902; National Trust file: T11402) The statement of significance is:

This is an outstanding planting of conifers which form a very attractive feature and dominate the skyline of the town centre. This planting is possibly the best example of conifer species recommended for street planting in the mid-1880s. (National Trust STR)

Tree plantings in Wood Street, Bright are schedule as HO13 in the Schedule to the Heritage Overlay of the Alpine Planning Scheme, identified as 'Cedrus deodara (Deodara) x 17, Wood Street (between Anderson St and Gully Creek), Bright' (Hermes number: 105362). HO13 recognises the street planting of 17 trees located between Anderson Street and Gully Creek, of mixed conifers. Species include *Cedrus deodara* (x9), *Araucaria bidwillii* (x6) and *Pinus nigra var. maritima* (x2). The statement of significance is:

This planting is one of the few examples of conifers used as street planting in Victoria. Conifers were popularly recommended during the 1860s-1870s but fell out of favour as street plantings in the late 1880s and were replaced by deciduous trees. (National Trust STR)

Discussion

The street trees in Burke Street and Wood Street are distinguished from the GAR West avenue trees as earlier plantings (planted in the 1880s), as street trees within the township as opposed to being designed as an entry gateway to the township, and by the species choice (conifers) which were popular as street trees until the late 1880s, after which deciduous trees tended to be favoured as street trees.

Both the Delany Avenue and GAR West avenues were planted along the main road into Bright that led to the mountains (now named the Great Alpine Road), defining 'gateways' and creating a sense of arrival and departure experience for visitors to the town arriving by motor vehicle. Although planted later, in c1950s, like the Delany Avenue trees, (the HO7 section planted in c1917, with the GAR East extension planted by 1949), the GAR West trees were most likely planted as part of the improvements to the township associated with its promotion for tourism.

4.1.2 Register of the National Estate

The contribution of Bright's street trees to a strong sense of place for Bright is recognised in their inclusion in the Register of the National Estate (RNE), a non-statutory list. Nominated in 1997, the statement of significance for the Bright street trees in the RNE is as follows:

Considered within Victoria, Bright's Street Trees and other trees on public land present an unequalled display of exotic planting styles from the late nineteenth century to the post World War Two period. Coupled with this, is the maturity and health of most of the trees and the associated built elements from some of the periods, including the stone shelter and gates. (Criterion A3)

Each planting era matches a phase in the development of the town for tourism and public amenity, paralleling the town's early role as a tourist destination and the gradual decline of the previous mining economy and the forestation needed to remedy its legacy. (Criterion A4)

The street and public trees of Bright, above all towns in the State, provide substantial evidence of a distinctive and long-term dedication to forestry and tree planting to enhance the tourist potential and amenity of the town. The choice and disposition of trees is also unusual (bunyas, alternating with cedars). (Criterion B2)

Bright's trees have been judged favourably by newspaper correspondents and lauded in tourist publications since the late nineteenth century for their aesthetic merit and the enhancement of the aesthetic experience of the town. The trees have also been the focus of local publications over the years and recently identified and valued in the Bright community workshops. (Criterion E1)

The early cemetery plantings (bunyas, cedars) are linked with notable botanist von Mueller whose name is also linked with early exploration of the area. (Criterion H1)

(RNE Place ID 103579)

How the GAR West avenue of trees demonstrates the aspects of significance articulated in the RNE Statement of Significance is discussed in the table below.

Attributes of significance (RNE)	How is this demonstrated by GAR West avenue of trees?
<p>'an unequalled display of exotic planting styles from the late nineteenth century to the post World War Two period'</p>	<p>The GAR West avenue of trees contributes to the display of exotic planting styles across the Bright township. The trees were largely planted within the period identified (19thC to 1950s); with the majority of trees in Section 1 planted c1950s, and the row of Poplars in Section 3 c1930s-50s.</p> <p>The newer infill planting of alternate Pin Oaks and Cedars (Section 2) replicates a historical planting pattern in Bright from before the 1950s seen on Delany Avenue (a large section remains extant).</p> <p>The recent row of alternate Pin Oaks and Cedars (Section 4) replicates a historic planting pattern in Bright from before the 1950s seen on Delany Avenue (a large section remains extant).</p>
<p>The planting era aligns with an important phase in the development of the town for tourism and public amenity.</p>	<p>The GAR West avenue of trees represents the continuation of the promotion of the township's scenic and aesthetic values, which commenced in the late 1880s; the town is located in a valley surrounded by forested hills and mountains, and the overall scene is enhanced by the introduced deciduous trees with varied showy autumn colour.</p> <p>Historical aerial photographs show different avenue and street tree plantings in Bright at different stages of maturity which suggests there were different schemes and planting phases over time to beautify the town following the early endeavours.</p> <p>An annual Autumn Festival was first held in 1963, as a means of promoting the town to tourists. It relied on the striking backdrop provided by the diverse array of exotic trees.</p> <p>The Elm and Pin Oaks section of GAR West was planted between c1953-1963 suggesting they provide evidence of a phase of planting to enhance the town's tourism potential and appeal.</p> <p>The autumn colours and the exotic trees in Bright's public realm (streets, parks, camping ground) are prominent in the promotion of the</p>

Attributes of significance (RNE)	How is this demonstrated by GAR West avenue of trees?
<p>'The street and public trees of Bright, above all towns in the State, provide substantial evidence of a distinctive and long-term dedication to forestry and tree planting to enhance the tourist potential and amenity of the town. The choice and disposition of the trees is also unusual.'</p>	<p>tourism potential of the town (postcards, brochures from the 1950s, 1960s, 1979, 1980s tree walk, 1982 Forestry Commission brochure to help visitors identify the tree species)</p> <p>The GAR West avenue of trees contributes to the substantial evidence of a distinctive and long-term dedication to tree planting to enhance tourism potential and the amenity of the town, in particular the older trees in Sections 1 and 3.</p> <p>The GAR West avenue includes sections of trees consistent with those especially mentioned in pamphlets about Bright's trees (poplars, elms and scarlet or pin oaks).</p> <p>The Section 1 alternate planting of one Dutch Elm then two Pin Oaks exemplifies the unusual choice and disposition of some of the avenue plantings.</p> <p>The particular species are consistent with those noted as special (major contributors) and mentioned in the 1982 brochure.</p> <p>The alternate planting of Cedars and Scarlet Oaks is another example of this in Sections 2 and 4, although the actual plantings are recent (c1990s).</p>
<p>Bright's trees have been judged favourably by newspaper correspondents and lauded in tourist publications since the late nineteenth century for their aesthetic merit and the enhancement of the aesthetic experience of the town. The trees have also been the focus of local publications over the years and recently identified and valued in the Bright community workshops.</p>	<p>The GAR West avenue trees are not individually prominent in the tourist literature found through the research for this study, in the same way as the different sections of the Delany Avenue trees (Golden Elm section and Cedar and Scarlet Oak sections) or the Golden Elms in Ireland Street.</p> <p>The entry into Bright through the Ovens Valley is featured in one historical postcard identified, though Lombardy Poplars are pictured in this image. The precise location of the postcard image has not been determined but appears to the east end of GAR West.</p> <p>Recent community activity around protecting the Bright Street trees and in particular the GAR West avenue of trees are potential indicators of community or social value. (websites, sign at the entry into Bright, social media)</p>

4.1.3 Alpine Shire Thematic Environmental History 2008

The GAR West trees are not specifically mentioned in the Alpine Shire Thematic Environmental History (2008), however, roadside tree plantings in Bright are mentioned, and the study notes several themes that highlight the significance of trees in Bright in the context of forestry, agriculture, and tourism. A sample of the themes of relevance follow.

Under the broader theme of Governing, sub-themes on 'Conserving fragile environments' and 'Appreciating the natural wonders of Australia' noted the role of the broader Alpine environments to tourism:

National Parks make up a significant percentage of the land area of the Shire, and conserve rare and fragile Alpine environments and spectacular mountain scenery. Their development can be charted from the late 1800s, and they are important drawcards in tourism in the area. Their management has provided employment and other benefits to local communities.¹⁵

The theme on 'Utilising natural resources: making forests into saleable resources' mentions the tree rehabilitation processes carried out in the post-gold eras:

The pine plantings that began with a subsidised, experimental planting on dredged land at Bright in 1916 rapidly expanded, as over the next decade this became the standard rehabilitation method applied. These plantings moved seamlessly into the era of State policy-driven softwood plantings on the hillsides of the Ovens valley, and paved the way for the softwood milling and pulp production that dominates the Alpine Shire's forest industry today.

The theme 'Catering for tourists: Lodging People', mentions roadside tree plantings as early as 1880s:

In Bright, the first planned, roadside tree plantings were undertaken in the mid-late 1880s, and by 1889 neat rows of poplars and elms had reached above roof height. In 1889, a Tourist Club was formed, with Dr Wilkinson as secretary. Telemachus of the *Argus* reported that "the Tourist Club made tracks to inaccessible peaks and helped visitors to pilot their way through 'The Alpine Regions'¹⁶...

¹⁵ Robert Kauffman, LRGM–Servies, Alpine Shire Heritage Study: Thematic Environmental History of the Alpine Shire North East Victoria, prepared for Alpine Shire Council, 2008, p.75 and p.79.

¹⁶ Kauffman, Thematic Environmental History, 2008, p.56.

...Tourism declined during the years of First World War, and in the 1920s Bright embarked on a program of visitor infrastructure construction...Further tree plantings were undertaken...¹⁷

In the 1950s, Bright township appeared 'run down' and community-led renewal programs were entered into...¹⁸

4.1.4 National Trust Significant Tree Register

The following avenue entry and street trees are included in the National Trust Significant Tree Register:

Delany Avenue trees: The listing recognises 88 trees on both sides of Delany Avenue between Hawthorn and Tyntynder lanes. The planting pattern is mixed, of alternating Pin Oaks (*Quercus palustris*) and Cedars (*Cedrus deodara*) with 21 metre spacing. As a designed landscape they create a distinctive and picturesque gateway/entry experience. The avenue of trees is recognised as being of state level significance. Assessed in 1987 and again in 2011, the age of the trees provided gives them a planting date of 1917. (National Trust file: T11402) (See also HO7 above.)

Burke Street trees: the listing recognises 14 mixed conifers understood to have been planted in the mid-1880s in Burke Street near the memorial clock. Species are *Cedrus deodara* (x7), *Araucaria bidwillii* (x5) and *Pinus nigra* var. *maritima* (x2). Assessed in 1987 and again in 2011, the age of the trees provided gives them a planting date of 1917. (Hermes number: 70902; National Trust file: T11402) (See also HO5 above.)

Wood Street trees: the listing recognises the street planting of 17 trees located between Anderson Street and Gully Creek, of mixed conifers. Species include *Cedrus deodara* (x9), *Araucaria bidwillii* (x6) and *Pinus nigra* var. *maritima* (x2). (National Trust STR) (See also HO13 above.)

¹⁷ Kauffman, Thematic Environmental History, 2008, p.57.

¹⁸ Kauffman, Thematic Environmental History, 2008, p.57.

4.1.5 Alpine Shire Tree Avenue Replacement Scoping Study Report

A tree avenue replacement scoping study was carried out by GbLA (2021).¹⁹ The study area was the townships of Bright, Myrtleford, Harrietville, Mount Beauty, Tawonga and the connection between Bright and Wandiligong, which identified similarities of planting palettes across the townships. These include deciduous canopy trees mostly represented by species in the *Quercus* (Oak), *Populus* (Poplars) and *Ulmus* (Elm) genera. The report also highlighted that the location of tree canopies impacts the tourist experience in each township. The report further noted that each township, including Bright, has a distinctive tree palette and mixture of species, with those plantings on the main entry roads contributing to a sense of arrival and the departure experience.

Located on the main entry road into Bright, the GAR West trees contribute the sense of arrive and the departure experience observed in the GbLA report.

4.1.6 Bright neighbourhood character strategy

In 2023, Alpine Shire Council engaged with Mesh Planning to undertake Neighbourhood Character Strategy and Landscape Assessment for the town of Bright.²⁰ The report identified the Great Alpine Road as of the main route into and through Bright and described its defining characteristics as:

The Great Alpine Road is the principal boulevard with large, mature, regularly planted trees with widespread canopies that create a sense of grandeur. Maples, oaks and elms line the entrances into town and a mix of chestnut and pine tree species boarder the exit towards the alpine region.

In the report, the GAR West is identified as a key tourist gateway. The aesthetic qualities of Bright's grand principal and more intimate secondary avenue streets and their setting against the surrounding mountain range are identified as important and defining characteristics.

¹⁹ GbLA, 'Alpine Shire Tree Avenue Replacement Scoping Study Report', 2021.

²⁰ mesh, 'Bright Neighbourhood Character Strategy: Bright Neighbourhood Character and Landscape Assessment and Design Guidelines, April 2023.

4.2 Other avenues of trees in Bright

The following images are of other avenues of trees in Bright, both within the township and at the entries. They were visited and photographed on 8 June 2023.



Figure 4.3 Delany Avenue, just over Morses Creek (Elms). Comparable avenue planting era to GAR West Sections 1 and 3.



Figure 4.4 Established section of Delany Avenue, planted with Scarlet Oak and Deodar Cedar. Comparable avenue planting era to GAR West Sections 1-3.



Figure 4.5 GAR East (extension Delany Avenue), recent plantings of Pin Oak/Cedar.



Figure 4.6 GAR East entry to Bright from Harrietville, looking west.



Figure 4.7 GAR East, looking west to Bright township.



Figure 4.8 Avenue of Elms within the township. These trees appear to date to an earlier era of avenue planting than GAR West.



Figure 4.9 Railway Avenue, from Mill Road intersection. These trees appear to date from earlier planting era.



Figure 4.10 Beginning of Coronation Avenue at its northwest end.



Figure 4.11 Coronation Avenue, looking west. Low intactness and overall integrity.



Figure 4.12 Coronation Avenue, looking west. Low intactness and overall integrity.

4.3 Potential social value

The avenues of trees in Bright are recognised in a community heritage website that documents Bright Pictorial Heritage 1850 to 2011, by Robert J Padula OAM. The site includes a specific page titled Beautiful Trees in Bright.²¹

A google search using the search terms 'Bright trees' yields a first page with three sites (two local and one Melbourne-based radio station) reporting on 'magnificent Bright trees' and efforts to save them, in March 2023.²²



Figure 4.13 Painted cloth banner, with the words 'Save Our Gateway Trees' at the entry into Bright and commencement of Section 1 of the GAR West Avenue.



Figure 4.14 Detail of painted cloth banner, with the words 'Save Our Gateway Trees' at the entry into Bright and commencement of Section 1 of the GAR West Avenue.

This activity in the media, including from local and Melbourne radio stations, and community advocacy in the form of the signage at the GAR West avenue are potential indicators of social value under Criterion G.

²¹ Bob Padula, 'Beautiful Trees in Bright', <https://bpadula.tripod.com/bright/id35.html>

²² 3AW, 9 March 2023, 'Fight underway to save "magnificent" Bright trees' <https://www.3aw.com.au/fight-to-save-magnificent-bright-trees/>; 1494 2AY, 10 March 2023, 'Bright Trees Facing Chop', <https://2ay.com.au/articles/bright-trees/>; Edge FM 'Most Bright trees to stay', 24 March 2023 <https://edge1021.com.au/articles/bright-trees-to-stay/>

Further work and analysis would need to be carried out to ascertain social value for the trees.

Potential for social value could be further explored online, checking social media sites such as Facebook or Pinterest.

Another aspect of potential social value may relate to Bright being a long-established tourist destination, with people returning to Bright who may hold an affection for the place and in particular the autumn trees.

4.4 Discussion

Bright's street trees have long been a core contributor to the town's special character and visual beauty, and have played a key part in the promotion of Bright for tourism, which began in 1887, with the formation of the Bright Alpine Club and the publication of its first guidebook to the district.

Tourists in the period of the late nineteenth and early twentieth century came to Bright in the summer months to take advantage of the cooler mountain climate. With growing interest in alpine sports in the 1920s, particularly at Mount Buffalo, Bright became a popular tourist destination in the winter months. Tourism grew significantly in the 1920s with growing prosperity and increased ownership of motor cars.

The avenue plantings and street trees of Bright were integral to the promotion of Bright for tourism in the 1920s and 1930s and in the years following WWII through the Bright Autumn Festival, which commenced in 1963. Postcards, pamphlets and tourism material from the 1950s and 1960s onwards feature the striking form and autumn colours of different avenues of trees in Bright (shown in the figures above (Figures 2.1 to 2.13)). A pamphlet was published by the Forests Commission of Victoria in 1982 to assist visitors in the identification of the trees. The main species highlighted in the text are poplars, scarlet oaks and elms, as providing 'the major show in autumn' as well as 'changing beauty throughout the year' (FCV pamphlet).

Like other historic street trees in Bright, the GAR West avenue of trees comprises introduced deciduous trees planted in an avenue formation, and in striking combinations of species. The Dutch Elm and Pin Oak section (Section 1) was planted in the late 1950s, anticipating new promotion of Bright for tourism in Autumn.

The GAR West avenue of trees is distinguished from some of the other trees planted in streets within the township, planted at one of the two main gateways into the town from the west. In this way it is comparable to eastern sections of the Delany Avenue and the GAR East avenue plantings, also avenue plantings designed with a similar purpose, to create a picturesque scene and entry experience for visitors entering and leaving the town.

The GAR West avenue of trees, in particular the Dutch Elms and Pin Oaks section (Section 1) and the White Poplars on the south side of the road (ie excluding the suckers) (Section 3), provide evidence of one (a third) phase of many in the history of Bright of tree planting motivated by tourism and public amenity. This aspect of significance is embodied in GAR West, particularly strongly in Section 1, in the planting date, species selection and design and arrangement, and in their location at the main motor vehicle entry into the town.

5 Recommendations

5.1 General recommendation

This preliminary assessment suggests that part of the avenue of trees on the Great Alpine Road (western gateway), or GAR West, is likely to meet the threshold for inclusion in the Heritage Overlay.

Application of the Heritage Overlay would provide an appropriate mechanism for ensuring the potential heritage values of the GAR West avenue of trees are properly taken into consideration in any future planning application or development.

The section of alternating mature Dutch Elms and Pin Oaks (Section 1) is a highly intact avenue planting that forms a picturesque and distinctive entry feature on the main road into the township from the west. Planted by 1963, sections of the GAR West avenue are thought likely to have been deliberately designed and planted in association with the promotion of Bright for tourism, likely anticipating the 1960s tourism promotion of the town in association with the inaugural Bright Autumn Festival in 1963. This section of the avenue, aesthetically, is consistent in its location (at the road entry to the town), form (avenue form, canopies meeting to form a 'tunnel'), and striking combination of autumn foliage colours (gold of the Elms and red of the Pin Oaks) with the Delany Avenue and eastern gateway tree plantings.

The section of White Poplars (Section 3), while thought to have been planted at a similar time to Section 1 or earlier (c1930s), is less intact, having lost many of its early trees, in particular on the north side of the road where there are many White Poplar suckers.

The two sections of alternating Cedars and Pin Oaks (Sections 2 and 4), while in keeping with the historic planting theme of the gateway avenue planting on the east side of the township (Delany Avenue and Great Alpine Road eastern gateway), they are both more recent plantings (c1990s) and not considered likely to meet the threshold for inclusion in the HO.

In order to progress, it is recommended that Alpine Shire proceeds with further detailed assessment of the Great Alpine Road (western gateway) avenue of trees, and to preparation of a citation and statement of significance and recommended curtilage in accordance with Planning Practice Note 1: Applying the Heritage Overlay (August 2018).

5.2 Planning recommendations

The Heritage Overlay is recommended, over the Significant Landscape Overlay, because it offers greater protection from and control of development, which will occur in the

future on the southwest side of the GAR West avenue Section 1 (the stretch of Dutch Elms and Pin Oaks). However, further work to determine whether the planting will be able to meet the threshold of local significance will be required to confirm this, and ensure a robust and well justified case is made for their inclusion in the Heritage Overlay.

Key differences provided by the Heritage Overlay and the Significant Landscape Overlay relate to significance and permit triggers which determine the level of protection a control may provide.

The intent of the Significant Landscape Overlay is to protect landscapes or landscape elements which make a strong aesthetic contribution but do not necessarily have significance associated with particular historical events, themes or periods, are not particularly rare or representative as a place type, do not have associative or social value or other values and attributes associated with the application of the Heritage Overlay.

The Significant Landscape Overlay control provides a trigger for a permit for:

- Construction of a building or carry out works (unless specifically exempt from a permit within the Schedule)
- Construct a fence (if specified in the schedule)
- Remove, destroy or lop any vegetation specified in the Schedule unless the works are included in the table of exemptions.

While buildings and works within the SLO require a permit, they can be exempt within the Schedule of the SLO, and the SLO only applies to the vegetation specified in the Schedule.

One of the weaknesses with this control is that certain works are exempt from the permit process, including those associated with:

- emergency works
- extractive industries
- fire protection
- geothermal energy exploration and extraction
- greenhouse gas sequestration and exploration
- Land management and use associated with the *Catchment and Land Protection Act 1994*
- Mineral exploration and extraction
- Noxious weed removal (Poplars may be identified as such)
- Pest animal burrows
- Railways
- Regrowth including suckering and regeneration
- Road Safety
- Stone exploration
- Surveying
- Traditional Owners acting under the *Traditional Owners Settlement Act 2010*

- Transport zone or Public Acquisition.

The Heritage Overlay requires a permit to undertake a much broader range of works, and is triggered by additional works or matters, including erection of signs, demolition of structures, road works and infrastructure works, erecting structures of any sort, subdivision as well as providing the same standard controls as the SLO.

Thus, in the context of likely future works on land neighbouring the GAR West avenue, the SLO is thought not to be the appropriate control.

Clause 12.05-2L, although relevant to the study area, does not provide sufficient weight or strong policy guidance to protect the likely significance of the GAR West avenue trees.

5.3 Interim options

The following section provides information on options for interim protection at the local and state levels.

5.3.1 Interim Heritage Overlay

A Local Government Authority can apply to the Minister of Planning for an **Interim Heritage Overlay** if they can:

Demonstrate that a place has sufficient significance to meet the threshold of **Local Significance** and may be at risk. That is, it has significance to the particular locality (i.e. Bright and district) or municipality (i.e. Alpine Shire).

The Minister usually delegates this authority to the Regional office of DTP, who will then review the citation and determine whether there is merit in the nomination. The purpose of the Interim Heritage Overlay is to provide **temporary protection** to undertake detailed assessment and consideration via the usual PSA channels as to whether the permanent Heritage Overlay is warranted. Therefore, it is often wise to demonstrate that Council is keen to progress the full assessment and PSA process within as short a timeframe as possible.

There is no formal PSA approach of exhibition, panel etc. with the Interim Heritage Overlay.

Discussion of the matter with Alpine Shire's Regional Office of DTP is recommended, as soon as there is a Council resolution to proceed with this course of action (seeking an Interim Heritage Overlay).

5.3.2 Interim Protection Order

An **Interim Protection Order** is applied for when the nominator is able to demonstrate that the place meets two tests:

1. The place is likely to meet the threshold for **State significance**. That is, it has significance to the State of Victoria and demonstrates outstanding values, comparable to other examples on the Victorian Heritage Register; and
 2. There is clear evidence of a Threat to the place which can be demonstrated
- Heritage Victoria then determines whether these two criteria have been met. If they are met, they will undertake an independent assessment of the place from scratch.

5.4 Summary of recommendations

Alpine Shire Council should proceed with further detailed assessment of the Great Alpine Road (western gateway) avenue of trees, to prepare a citation and statement of significance and recommended curtilage in accordance with Planning Practice Note 1: Applying the Heritage Overlay (August 2018).

Should the further detailed assessment determine that the planting meets the threshold of local significance the Heritage Overlay is recommended, over the Significant Landscape Overlay. The Heritage Overlay offers greater protection from and control of development, which will occur in the future on the southwest side of the GAR West avenue Section 1 (the stretch of Dutch Elms and Pin Oaks).

As soon as there is a Council resolution to proceed with an Interim Heritage Overlay, the matter should be discussed Alpine Shire's Regional Office of DTP.

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Great Alpine Road (western gateway), Bright

**Landscape and Heritage Detailed Assessment
Methodology Report**

Prepared for Alpine Shire Council
July 2024

Acknowledgement of Country

We respect and acknowledge the Taungurung people, their lands and waterways, their rich cultural heritage and their deep connection to Country, and we acknowledge their Elders past and present. We are committed to truth-telling and to engaging with the Taungurung Land and Waters Council Aboriginal Corporation to support the protection of their culture and heritage. We strongly advocate social and cultural justice and support the Uluru Statement from the Heart.

Report register

The following report register documents the development of this report, in accordance with GML's Quality Management System.

Job No.	Issue No.	Notes/Description	Issue Date
3321B	1	Draft Report	14 June 2024
3321B	2	Final Report	12 July 2024

Quality management

The report has been reviewed and approved for issue in accordance with the GML quality management policy and procedures.

It aligns with best-practice heritage conservation and management, *The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance, 2013* and heritage and environmental legislation and guidelines relevant to the subject place.

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Cover image

Dutch Elms and Pin Oaks on the Great Alpine Road (western gateway) entry into Bright, in summer 2024. (Source: GML Heritage 2024)



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1 Introduction

This report details the methodology for the heritage assessment of the avenue of trees at the Great Alpine Road (western gateway), Bright.

The heritage assessment commenced in November 2023 with the draft assessment completed in June 2024.

1.1 Purpose

The purpose of the project was to undertake a detailed heritage assessment of the avenue of trees at the Great Alpine Road (western gateway), or GAR West, Bright.

The findings of the Review will support a future Planning Scheme Amendment, administered under the Victorian *Planning and Environment Act (1987)*.

1.2 Project background

In May 2023, Alpine Shire Council commissioned GML Heritage Victoria Pty Ltd (GML) to carry out a preliminary landscape and heritage assessment of the avenue of trees along the Great Alpine Road (Western Gateway), also known as GAR West, Bright.

The purpose of the preliminary assessment was to identify whether the avenue of trees had potential to reach the threshold for local significance, and therefore warrant further detailed assessment with a view to recommending the application of planning scheme controls, such as the Heritage Overlay or other Significant Landscape Overlay, for protection.

Assessment of the Great Alpine Road (western gateway) avenue of trees was undertaken in advance of a possible broader suite of work. The broader suite of work proposes to assess the heritage and landscape significance (individually and collectively) of a further six avenues of street trees in Bright and make recommendations about their future protection and management. This particular avenue was assessed first because of a proposal to develop the land adjoining the Great Alpine Road (western gateway) avenue of trees, on the south side. This area of land is subject to a Development Plan Overlay included in the Alpine Planning Scheme as DPO3.



Figure 1.1 Aerial view of GAR West showing the relationship between the study area and the Development Plan Overlay (DPO3) on the adjoining land to the south. (Source: Nearmap 2022 with GML overlay).

The preliminary assessment determined that part of the avenue of trees on the Great Alpine Road (western gateway) would be likely to meet the local significance threshold for inclusion in the Heritage Overlay. It further determined that application of the Heritage Overlay would provide an appropriate mechanism for ensuring the potential heritage values of the GAR West avenue of trees are properly taken into consideration in any future planning application or development.

The preliminary assessment recommended that Alpine Shire Council should proceed with further detailed assessment of the Great Alpine Road (western gateway) avenue of trees, to prepare a citation and statement of significance and recommended curtilage in accordance with Planning Practice Note 1: Applying the Heritage Overlay (August 2018).

GML was engaged by Alpine Shire Council in November 2023 to carry out the detailed assessment in accordance with the preliminary assessment recommendations. This methodology report detailed the assessment methodology and appends the place citation, statement of significance and recommended curtilage (see Attachment 1).

1.3 Study area

A large part of the Bright township and surrounds, including GAR West, occupies the traditional Country of the Taungurung people.

The study area is located on the Great Alpine Road (Bright Western Gateway), or GAR West, within the township of Bright in northeast Victoria. GAR West is located immediately east of the Murray to Mountains Rail Trail and is part of the 339 kilometre long Great Alpine Road (Visit Melbourne, 2023).

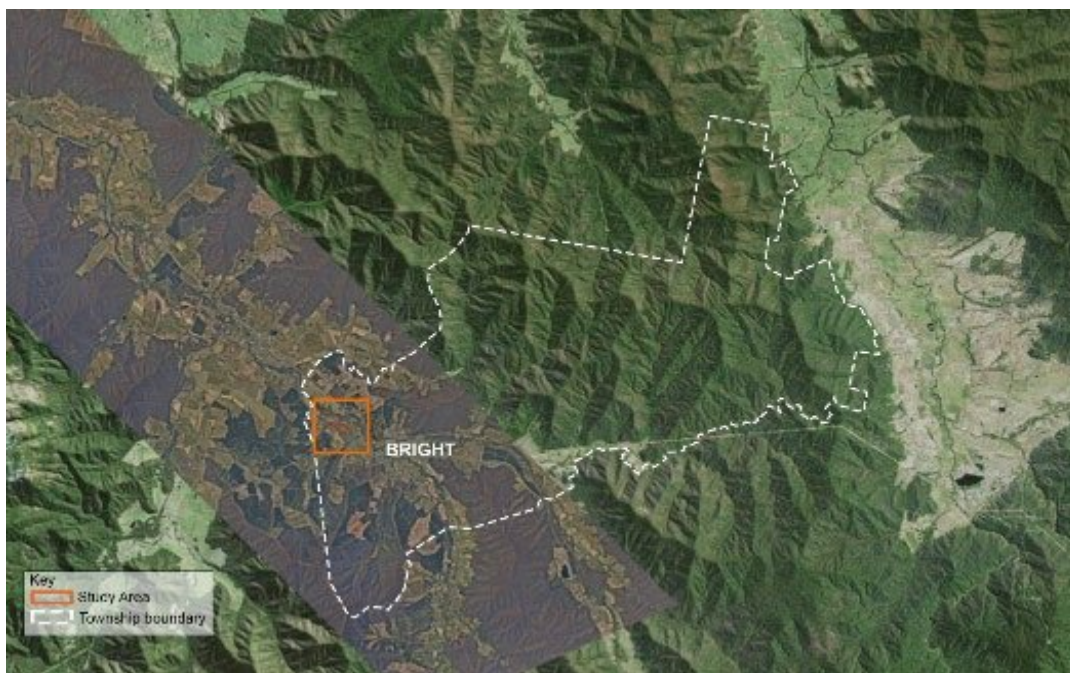


Figure 1.2 The study area in the Ovens Valley on the western side of Bright township, surrounded by a backdrop of forested hills and mountains. (Source: Nearmap with GML overlay)

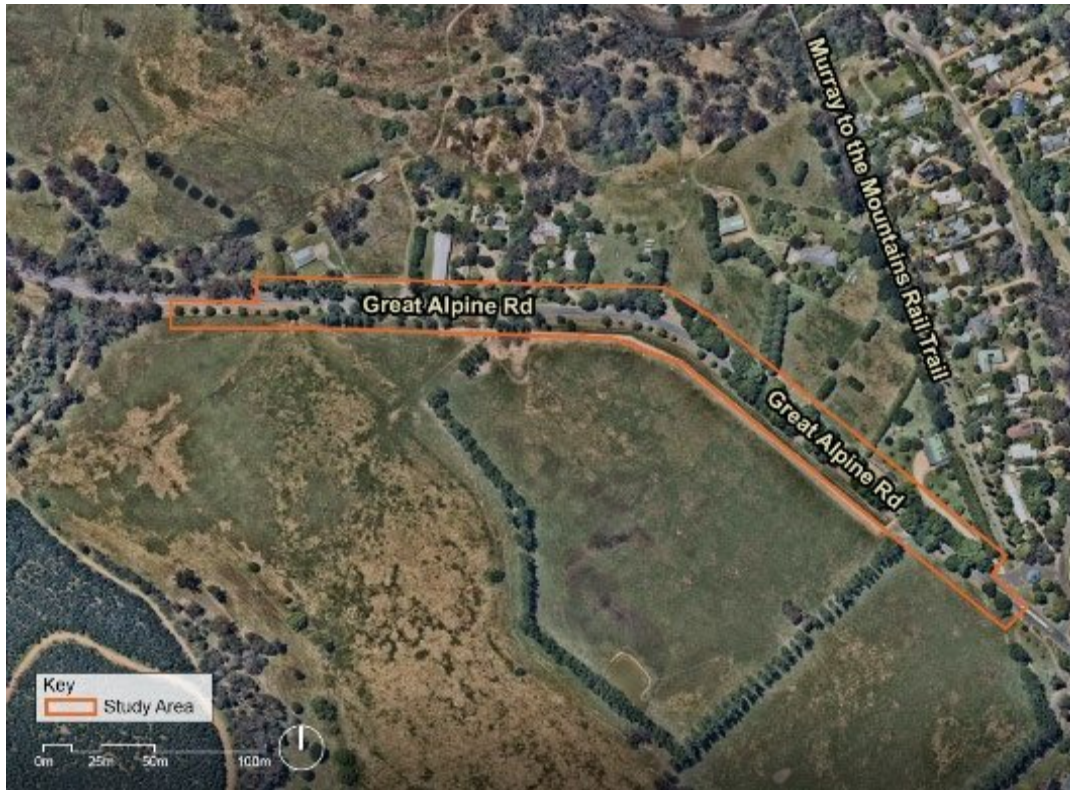


Figure 1.3 Aerial view of the heritage assessment study area enclosed in the orange outline. Note that the study area covers a more extensive area than the recommended curtilage. (Source: Nearmap 2022 with GML overlay 2023)

1.4 Limitations

No records or minutes of the former Bright Shire Council exist for the time when the avenue of trees was planted in the 1960s. These are understood to have been lost in a fire.

Contact was made with former Shire Engineer and Bright Rotary Club member, Ron Sibley via email on 5 June 2024, with details provided by Council. At the time this draft report was prepared, Mr Sibley had not yet responded.

Historical aerial photographs and historic photographs provided important evidence for understanding the history of the avenue of trees and determining a planting date. While there is good coverage for Bright from 1949 (available through State Library Victoria, Geoscience Australia and Nearmap), the imagery did not always include the study area, or only showed a part of the study area.

The rich collection of records held at the Bright & District Historical Society may yield additional materials related to the avenues of street trees in Bright.

Inspection of the trees by the arborists were made from the ground. The trees were not climbed, and no samples of the trees or soil were taken for analysis.

The scope of the heritage assessment did not provide for an assessment of Aboriginal cultural values.

1.5 Authorship

The heritage assessment was prepared by Christina Dyson, Helen Doyle and Jannelli Campana of GML. The arboricultural assessment of the trees was carried out by David Phillips and Stephen Frank of Treelogic. Planning recommendations were prepared by Annabel Neylon of Plan Heritage.

1.6 Acknowledgement

We acknowledge the assistance of the Bright & District Historical Society Inc. and the Myrtleford & District Historical Society Inc. for contributing their local knowledge and providing access their collections.

1.7 Shortened forms

CRB	Country Roads Board
DELWP	Department of Land Water and Planning (now Department of Transport and Planning)
DPO	Development Plan Overlay
FCV	Forests Commission of Victoria
GAR	Great Alpine Road
GAR West	Great Alpine Road (western gateway), Bright
GAR East	Great Alpine Road (eastern gateway), Bright
HO	Heritage Overlay
RNE	Register of the National Estate
SLO	Significant Landscape Overlay
sp.	species
STR	Significant Tree Register

2 Methodology

2.1 Introduction

The heritage assessment has been undertaken in accordance with *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013* (the Burra Charter) and Planning Practice Note 1 'Applying the Heritage Overlay' (DELWP, August 2018) (PPN01).

It has also been informed by other accepted and best-practice definitions, principles, guidelines, and standards for cultural heritage, arboricultural and planning practice, including:

- *The Burra Charter* Practice Note: Cultural Landscapes (December 2022).
- Landscapes of Cultural Heritage Significance: assessment guidelines, Heritage Council of Victoria (2015).
- Victorian Heritage Register Criteria and Threshold Guidelines, Heritage Council of Victoria (revised and updated, December 2022), in particular Criterion G (social significance) as there are no equivalent guidelines at the local level.
- Planning Practice Note 1: Applying the Heritage Overlay (DELWP, August 2018).
- Planning Practice Note 7: Vegetation Protection in Urban Areas (August 1999).
- Planning Practice Note 46: Strategic Assessment Guidelines (DELWP, May 2017).

The arboricultural assessment has been informed by:

- Standards Australia AS 4970-2009 Protection of trees on development sites.
- Standards Australia, AS 4373-2007 Pruning of amenity trees.

Further detail on the methodology for the arboricultural assessment is provided in the separate Arboricultural Assessment and Report (January 2024) prepared by Treelogic Pty Ltd, which is included at Appendix B.

2.2 Scope

The heritage assessment considered the wider study area (as shown in Figure 1.1) and involved the following tasks:

- Historical research, using accessible primary and secondary resources (including, for example, publications, public records, historical aerial photographs, historic photographs, local newspapers in hard copy and online, the *Melbourne Age* newspaper (1854-present), other online digitised sources in Trove and digitised collections including from the State Library Victoria, National Library of Australia,

State Library of New South Wales, Victorian Places, and published sources). The aim of the research was to:

- Determine a planting date for the Great Alpine Road (western gateway) avenue of trees;
 - Determine who was responsible for the planting;
 - Understand the broader context of street tree planting in Bright and the motivation and purpose behind such planting;
 - Determine any significant associations;
 - Clarify the extent of changes; and
 - Determine the historical themes the place is connected to.
- A site inspection of the full study area by the heritage consultants and arborists. This was aimed at identifying and photographing key site features, the layout and aesthetic characteristics of the avenue, and the setting and views. The trees were inspected by the arborists from the ground and observations were made of the growing environment and surrounding area.
 - Comparative analysis of the avenue against key themes identified through the historical research, other similar places in the Alpine Shire Heritage Overlay, and other historic street trees in Bright.
 - Assessment of the heritage value of the place using the recognised heritage criteria included in PPN01.
 - Preparation of a full citation for the place, in accordance with PPN01. The citation includes:
 - Place name and address;
 - A table with key categories required by the Hermes Orion database, for future input;
 - Clear representative images of the place;
 - A locational map with select features noted for orientation purposes;
 - A locality and contextual history
 - A place history with historical images and maps where available;
 - A place description and statement about integrity;
 - A comparative analysis;
 - An assessment against the recognised criteria;
 - Recommendations, including for the Schedule to Clause 43.01;
 - A map showing the recommended curtilage;
 - A statement of significance.

The arboricultural assessment considered the wider study area (as shown in Figure 1.1) and involved the following key tasks:

- Gathering information on the species, origin, dimensions, health and structure of the trees and their appropriateness for retention (arboricultural value).

- Determining the Tree Protection Zones (TPZ) and Structural root zones (SRZ) for trees, in accordance with *AS4970 'Protection of trees on development sites'*.
- Preparation of recommendations regarding the future management of the avenue planting.

2.3 Resources

A wide range of general history sources and local history sources were consulted as part of the heritage assessment. This included published sources (both primary and secondary resources), but also archival material. The chief holdings consulted included the Bright & District Historical Society (newspapers in hardcopy from 1953 to 1963), State Library Victoria (books, maps and plans, historic photographs); Prahran Mechanics Institute Library (local history collection); other digitised records; *Victorian Government Gazette* online; Public Record Office Victoria; digitised newspapers; Landata, Geoscience Australia, and the Foundation Spatial Data website (historic aerial photographs); historic photographs from publicly accessible online collections.

A range of online sources were also utilised for research, including Victorian Places, the Australian Dictionary of Biography, and the Encyclopedia of Melbourne.

2.4 Criteria

Consistent with PPN01, the assessment of the heritage value of the avenue of trees at the Great Alpine Road (western gateway) has used the following recognised heritage criteria:

Criterion A: Importance to the course or pattern of our cultural or natural history (historical significance).

Criterion B: Possession of uncommon, rare or endangered aspects of our cultural or natural history (rarity).

Criterion C: Potential to yield information that will contribute to understanding our cultural or natural history (research potential).

Criterion D: Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).

Criterion E: Importance in exhibiting particular aesthetic characteristics (aesthetic significance).

Criterion F: Importance in demonstrating a high degree of creative or technical achievement at a particular period (technical significance).

Criterion G: Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to

Indigenous peoples as part of their continuing and developing cultural traditions (social significance).

Criterion H: Special association with the life or works of a person, or group of persons, of importance in our history (associative significance) (PPN01, DELWP 2018)

2.5 Heritage assessment components

The heritage assessment of the avenue of trees at the Great Alpine Road (western gateway), Bright, involved the preparation of the full individual place citation and statement of significance for the place, and an arboricultural assessment of all the trees within the original study area.

2.5.1 Citation

The citation for the avenue of trees at the Great Alpine Road (western gateway), Bright, includes the following components.

Locality history, historical context and place history

The locality and contextual histories draw from the Thematic Environmental History of the Alpine Shire, North East Victoria (2008), historical information in the Register of the National Estate place record for Bright Street Trees, and new research carried out for this project. The place history is broadly chronological and links the development of the avenue to the historical development patterns of Bright that are outlined in the contextual history.

Description

This section provides a description of the avenue as a whole, its setting, and its component parts (the individual trees). A site inspection was carried out to inform the description. Planting dates and sequences of development and change were supported by the place history and the arboricultural assessment.

Integrity

This section summarises the evolution of the avenue and changes and relative intactness of the avenue as a whole. It draws from the site inspection and on the findings of the arboricultural assessment prepared by Treelogic to support the assessment. It includes a statement of the extent to which the avenue retains the ability for its landscape and heritage values to be appreciated and understood.

Comparative analysis

Comparative analysis was undertaken to substantiate significance of the place. The comparative analysis draws on other similar places within the Alpine Shire in the Heritage

Overlay. Where directed by the contextual history of the place, the comparative analysis was also expanded to consider other themes such as the cultural landscape of Bright, street trees in Bright, tourism, and the Bright Autumn festival. The main references for comparative analysis were the Hermes Orion and Victorian Heritage databases, Australian Heritage Database, and site visits of the historic avenue street trees plantings in the Bright township

Significance assessment

In accordance with PPN01, heritage places may be identified as meeting either the threshold of 'State Significance' or 'Local Significance'. PPN01 advises that an assessment of whether a place meets the local or State threshold should be determined in relation to recognised heritage criteria, as listed in Section 2.5, and that places of local significance can include 'places that are important to a particular community or locality'.

In the PPN01 criteria, the term 'our cultural or natural history' should be understood as Alpine Shire's or Bright's cultural or natural history.

A discussion was prepared for each of the criteria considered to meet the threshold of local significance, and presented in the Statement of Significance.

The Heritage Council of Victoria's *Guidance on Identifying Places and Objects of State-Level Social Value in Victoria* (2019) was adopted as the best approach in assessing local social significance, noting that no equivalent guidelines exist for assessing social significance at the local level.

Statement of significance

A statement of significance was prepared for the avenue of mature Pik Oaks and Dutch Elms at the Great Alpine Road (western gateway), Bright, because it was found to meet the threshold of the Significant category against at least one criterion.

The statement of significance was prepared in accordance with the Burra Charter using the PPN01 criteria and applying the thresholds of local or state significance. The statement of significance responds to and is structured in the format recommended by PPN01, as follows:

What is significant? – This section should be brief, usually no more than one paragraph or a series of dot points. There should be no doubt about the elements of the place that are under discussion. The paragraph should identify features or elements that are significant about the place, for example, house, outbuildings, garden, plantings, ruins, archaeological sites, interiors as a guide to future decision makers. Clarification could also be made of elements that are not significant. This may guide or provide the basis for an incorporated plan which identifies works that may be exempt from the need for a planning permit.

How is it significant? – Using the heritage criteria above, a sentence should be included to the effect that the place is important. This could be because of its historical significance,

its rarity, its research potential, its representativeness, its aesthetic significance, its technical significance and/or its associative significance. The sentence should indicate the threshold for which the place is considered important.

Why is it significant? – The importance of the place needs to be justified against the heritage criteria listed above. A separate point or paragraph should be used for each criterion satisfied. The relevant criterion should be inserted in brackets after each point or paragraph. Each point or paragraph, for example “(Criterion G)”.

Elements that contribute to the significance of the place are noted in the statement as a series of dot point, in the ‘What is significant?’ section.

2.5.2 Arboricultural assessment

The arboricultural assessment prepared by Treelogic includes the following components:

- Arboricultural Assessment Report, January 2024, which considers the full study area comprising 88 trees, and includes:
 - Reason for the assessment
 - Method
 - Observations
 - Information on tree age, tree health, tree structure, arboricultural ratings, useful life expectancy
 - Selected photographs
 - Tree management recommendations for the 88 trees within the full study area.
- Appendices 1 to 4
 - Appendix 1: Tree assessment data individual trees and tree groups.
 - Appendix 2: Tree locations and protection zones
 - Appendix 3: Vacant sites
 - Appendix 4: Definitions

The full arboricultural assessment report with appendices is attached to this methodology report at Attachment 2.

2.5.3 Mapping and curtilage

PPN01 states the following in regard to the mapping of heritage places:

The Heritage Overlay applies to both the listed heritage item and its associated land. It is usually important to include land surrounding a building, structure, tree or feature of importance to ensure that any development, including subdivision, does not adversely affect the setting, context or significance of the heritage item. The land surrounding the heritage item is known as a ‘curtilage’ and will be shown as a polygon on the Heritage

Overlay map. In many cases, particularly in urban areas and townships, the extent of the curtilage will be the whole of the property (for example, a suburban dwelling and its allotment).

The recommended curtilage is defined according to PPN01. It includes the 48 trees and surrounding land which accommodates the Tree Protection Zones (defined in accordance with Australian Standard for AS4970-2009) and land surrounding the heritage place to ensure that any development, including on adjoining land, does not adversely affect the setting, context and significance of the heritage place.

3 Findings and recommendations

3.1 Integrity

Consistent with the preliminary assessment findings, the detailed assessment of the avenue of trees at the Great Alpine Road (western gateway), Bright, found that the avenue had mixed integrity. The full study area can be understood as comprising four sections:

- Section 1: *Quercus palustris* (Pin Oak) and *Ulmus x hollandica*;
- Section 2: *Cedrus deodara* (Deodar Cedar) and *Quercus palustris* (Pin Oak);
- Section 3: *Populus alba* (White Poplar) (poss. cultivar 'Pyramidalis'); and
- Section 4: *Cedrus deodara* (Deodar Cedar) and *Quercus palustris* (Pin Oak).

The eastern-most section (described as section 1 in the table below) is highly intact, retains a high proportion of original and early trees (75%), and has high integrity.

The other sections are less intact or are more recent plantings and have reasonable to low integrity. As a result, Sections 2-4 were not considered to meet the threshold for significance at the local level.

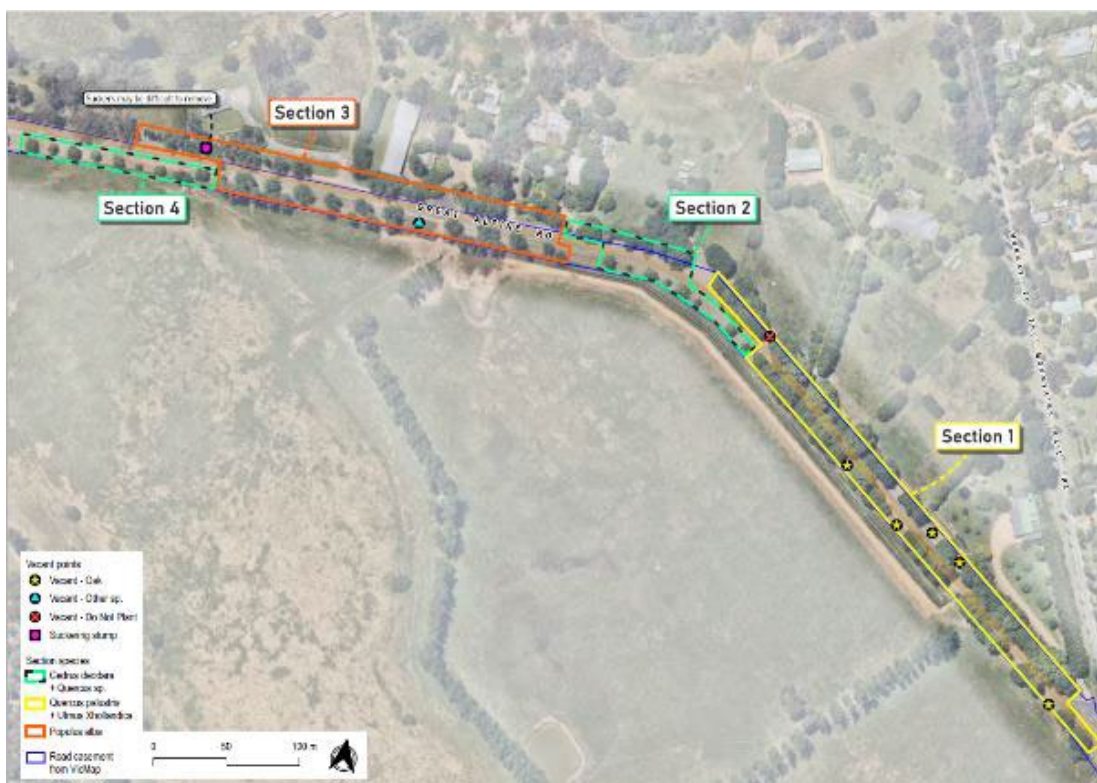


Figure 3.1 Annotated map of the subject area divided in four section of species. (Source: Nearmap with Treelogic overlay 2023)

Table 3.1 Commentary on intactness and integrity of the GAR West avenue

GAR West Section	Intactness / integrity comments
Section 1	Early section of the avenue (c1950s), highly intact with only a small number of trees replaced. High integrity. Contributes strongly to the landscape and aesthetic value of the avenue as a whole.
Section 2	Recent planting in a section of the avenue that may not originally have been planted (no trees visible at bend in 1968 aerial). Does not read strongly as an avenue, aesthetic potential yet to be fully realised, as trees are still young/small. Contributes in a modest way to integrity of the avenue as a whole. The tree species and their planting pattern is in keeping with historic plantings in other Bright avenues (namely Delany Avenue).
Section 3	Early section of the avenue (c1930s-1950s), with intactness diminished through loss of early trees along one side (replaced with suckers). The mature White Poplars section (Section 3) contributes to the landscape and aesthetic value of the avenue. Reasonable integrity.
Section 4	Recent planting in a section of the avenue that may or may not originally have been planted from early on. Does not read strongly as an avenue, aesthetic potential yet to be fully realised, as trees are still young/small, and is only on one side of the road. Contributes in a modest way to integrity of the avenue as a whole. The tree species and their planting pattern is in keeping with historic plantings in other Bright avenues (namely Delany Avenue).

Based on our findings on integrity, Section 1 of the study area has been recommended for protection through the Heritage Overlay only.

3.2 Significance

The heritage assessment found that the avenue of 48 mature deciduous trees planted in an avenue formation, and comprising 25 Pin Oak (*Quercus palustris*), 20 Dutch Elm (*Ulmus x hollandica*) and two Scarlet Oak (*Quercus coccinea*) to be of local historical, representative, aesthetic and social significance to the township of Bright and the wider Alpine Shire.

This avenue planting, considered as a single place with five other avenue plantings at Delany Avenue, Great Alpine Road (eastern gateway), Cobden Street and Railway Avenue, Coronation Avenue and the avenue planting at Morses Creek Road (to Dunphy Hill) as one place would be unlikely to meet the threshold for State significance. The threshold for State significance would, in our view, need to be broader than these six avenues, and include the avenue plantings recognised in HO7, HO13 and HO5 and any other early plantings (many conifers, some believed to have Mueller links) and subsequent plantings (contributing notable autumnal effects that distinguish the Bright

township) and the evergreen forested hills backdrop which contribute to the distinctive, historic scenic landscape character of Bright in its Oven Valley setting.

3.3 Recommendations

The avenue of mature Pin Oaks and Dutch Elms at the Great Alpine Road (western gateway), Bright is recommended for inclusion in the Schedule to the Heritage Overlay of the Alpine Planning Scheme as an individually significant place.

Recommendations for the Schedule to the Heritage Overlay (Clause 43.01) in the Alpine Planning Scheme are provided:

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017	Prohibited uses permitted?	Aboriginal heritage place?
HO#	Avenue planting of Pin Oak, Dutch Elm and Scarlet Oak, Great Alpine Road (western gateway), Bright	No	No	Yes	No	No	No	No	No

3.4 Mapping and curtilage

The recommended curtilage includes the 48 trees and surrounding land that accommodates Tree Protection Zones (defined in accordance with Australian Standard for AS4970-2009) and an appropriate setting.



Figure 2 Curtilage for the recommended Heritage Overlay, northwest end (red polygon). (Source: Nearmap with Treelogic tree survey information and TPZ overlay).



Figure 3 Curtilage for the recommended Heritage Overlay, southeast end (red polygon). (Source: Nearmap with Treelogic tree survey information and TPZ overlay)

3.5 Planning recommendations

3.5.1 Heritage Overlay

It is recommended that the Avenue planting of Pin Oak, Dutch Elm and Scarlet Oak, Great Alpine Road (western gateway), Bright, is added to the Schedule to the Heritage Overlay of the Greater Alpine Planning Scheme. The Schedule entry should indicate that Tree Controls Apply through noting 'Yes' in the specified field.

The approved subdivision located immediately to south of the Avenue proposes an access route directly through the Avenue, which would require the removal of several trees, and impacts to the rootzone of others.

Interim Heritage Overlay

Given that there is strong evidence that the place is likely to meet the threshold for local significance, and there is a substantial and real threat to the heritage place, it is recommended that Council requests a ministerial amendment under Section 20(4) of the *Planning and Environment Act 1987* to apply an interim Heritage Overlay to the Avenue.

Incorporate Statement of Significance

The Statement of Significance for the Avenue planting of Pin Oak, Dutch Elm and Scarlet Oak, Great Alpine Road (western gateway), Bright, should be added to the list of Incorporated Documents at Clause 72.04 of the Alpine Planning Scheme.

3.5.2 Local Policy—Heritage

There are over 200 places included on the Schedule to the Heritage Overlay of the Alpine Planning Scheme, and no local heritage policy at Clause 15.03-1L to guide decision making regarding heritage places within the municipality.

It is strongly recommended that Council should undertake further strategic work to develop local heritage policy which is tailored to the specific needs of the heritage places of the Alpine Shire. Local policy regarding heritage provides decision makers with the ability to enhance the provisions of Clause 43.01-8 to ensure that the unique heritage of the municipality is considered and protected through development.

Given the importance of landscape heritage within the municipality, specific policy should be developed to ensure the protection and management of landscape elements and setting for places within the Heritage Overlay.

3.5.3 Local Policy—Significant Environments and Landscapes

Amend Local Policy regarding Significant Environments and Landscapes at Clause 12.05 to ensure better protection for Avenues planted along public roads. This may include amendments to Cl.12.05-1L 'Public and Private Land Interfaces' to include strategies such as:

- Ensure development is planned to avoid access through existing roadside plantings or avenues.

It could also include greater emphasis on protection of fabric and avoiding removal or damage to trees within the key touring routes at Clause 12.05-2L 'Landscapes'

3.6 Other considerations

During the research and assessment of this report, it has been repeatedly noted that the range of mature exotic trees planted throughout the township of Bright are renowned, celebrated and widely appreciated for their dramatic autumnal foliage.

Rather than a continued 'piecemeal' approach, where Heritage controls apply to some avenues and plantings and not others, a broad considered approach to the protection of these attributes and values should be advocated for.

In order to achieve this, a study which considers the landscape and heritage values of the whole of the township of Bright as a cultural landscape should be undertaken. The resulting assessment may determine that the whole township should have a Significant Landscape Overlay applied with a series of individual heritage places set within this.

Attachments

Attachment 1—Avenue Planting, Great Alpine Road (western gateway), Bright: citation and statement of significance

Avenue Planting, Great Alpine Road (western gateway), Bright

Prepared by: GML Heritage

Address: Great Alpine Road (between the Murray to Mountains Rail Trail and 7383 Great Alpine Road), Bright

Name: Avenue Planting, Great Alpine Road (western gateway), Bright	Survey Date: December 2023
Place Type: Parks, Gardens and Trees: Tree groups – avenue	Architect: N/A
Grading: Significant	Builder/Creator: Shire of Bright
Extent of Overlay: Refer to map	Construction Date: c1963–66

Historical Context

This place is associated with the following historical themes taken from the Draft *Thematic Environmental History of the Alpine Shire North East Victoria* (2008):

- 3.3 Developing local, regional & national economies
 - 3.3.9 Catering for Tourists: Lodging people
- 3.4 Building settlements, towns & cities
 - 3.4.1 Making settlements to serve rural Australia
 - 3.4.2 Remembering significant phases in the development of settlements, towns & cities (Bright)

History

Locality and contextual history

The town of Bright occupies the traditional Country of the Taungurung People.

Bright is located in the Ovens Valley, approximately 315 kilometres northeast of Melbourne and is nestled in the mountain valleys of the Australian Alps, close to Mount Buffalo and Falls Creek. The area attracted pastoralists from the 1840s.

The township of Bright, originally known as Morse’s Creek, developed from 1852 following the discovery of gold. There was a general growth in population in the wider area due to the goldrushes in the Ovens Valley, including at Morse’s Creek (Bright) and nearby Beechworth. The Morse’s Creek settlement was named in 1856 after local gold prospector W. Morse (Blake 1977:47). Growth of the settlement is attributed to the discovery of quartz reefs along Morse’s Creek in 1858. In the 1850s, the population at Morse’s Creek was largely made up of miners and those associated with allied businesses

and activities. Goldmining had limited potential, however, as a viable industry at Morse's Creek. Some areas around Bright were opened up for land selection in the 1860s.

The settlement at Morse's Creek was surveyed in 1862 and renamed Bright. Bright was declared a town in 1862. It is thought to have been named after John Bright (1811–89), an English publicist, reformer and parliamentarian (Victorian Places). The town began to take shape with the release of land for sale in August 1862, the year after the Bright Court House and lockup was constructed in 1861 (VHD). On 29 June 1866, Bright was proclaimed a Shire (Hurley 1963). Many streets in Bright were named after different government officials. Gavan Street was named after Charles Gavan Duffy (1816–1903), who was responsible for the Lands Department in 1858–59 and 1861–63 (Parnaby 1972; Lawler 2023:16) and was later Premier of Victoria (1871–72). Duffy is considered to have been responsible for the first survey of Bright township (Lawler 2023:16).

Early industries in the district included cattle-farming, along with the growing of tobacco, hops, and other crops. The production of fruit and nuts was also important to the local economy.

Due to the mountainous nature of the area, Bright was slower than other parts of Victoria to develop reliable transport connections. The area was also subject to occasional snowfalls.

Bright's economic viability during the twentieth century was secured through the extensive forestry operations in the area. The Forestry Commission of Victoria, established in 1918, developed pine plantations in the hills surrounding Bright in the 1920s and 1930s, for the purpose of softwood production, and this led to the development of local sawmills. One commentator reflected that Bright would have been a ghost town if not for the timber industry (*Alpine Observer*, 26 May 1960). Construction of the SEC's Kiewa Hydro Scheme, with a base at nearby Mount Beauty, was underway in 1938; this brought workers and trade to Bright, which further boosted the town's economic prospects.

In the 1930s and 1940s, in the face of the decline of many small Victorian towns, Bright managed to retain economic stability, sustained by the surrounding forestry activity and sawmills, and the impact of the Kiewa Hydro-Electric Scheme. Tourism also played a part, particularly after World War II when there was a marked increase in visitors arriving by car. By the 1960s, the winter ski season brought a large volume of ski traffic, with both Falls Creek and Hotham hosting international ski competitions.

Bright faced a measure of decline in the early 1980s with the closure of the Bright railway line. By the mid-1980s, the former railway station had been converted to an historical museum. The Shire of Bright was amalgamated with surrounding areas to form Alpine Shire in 1994.

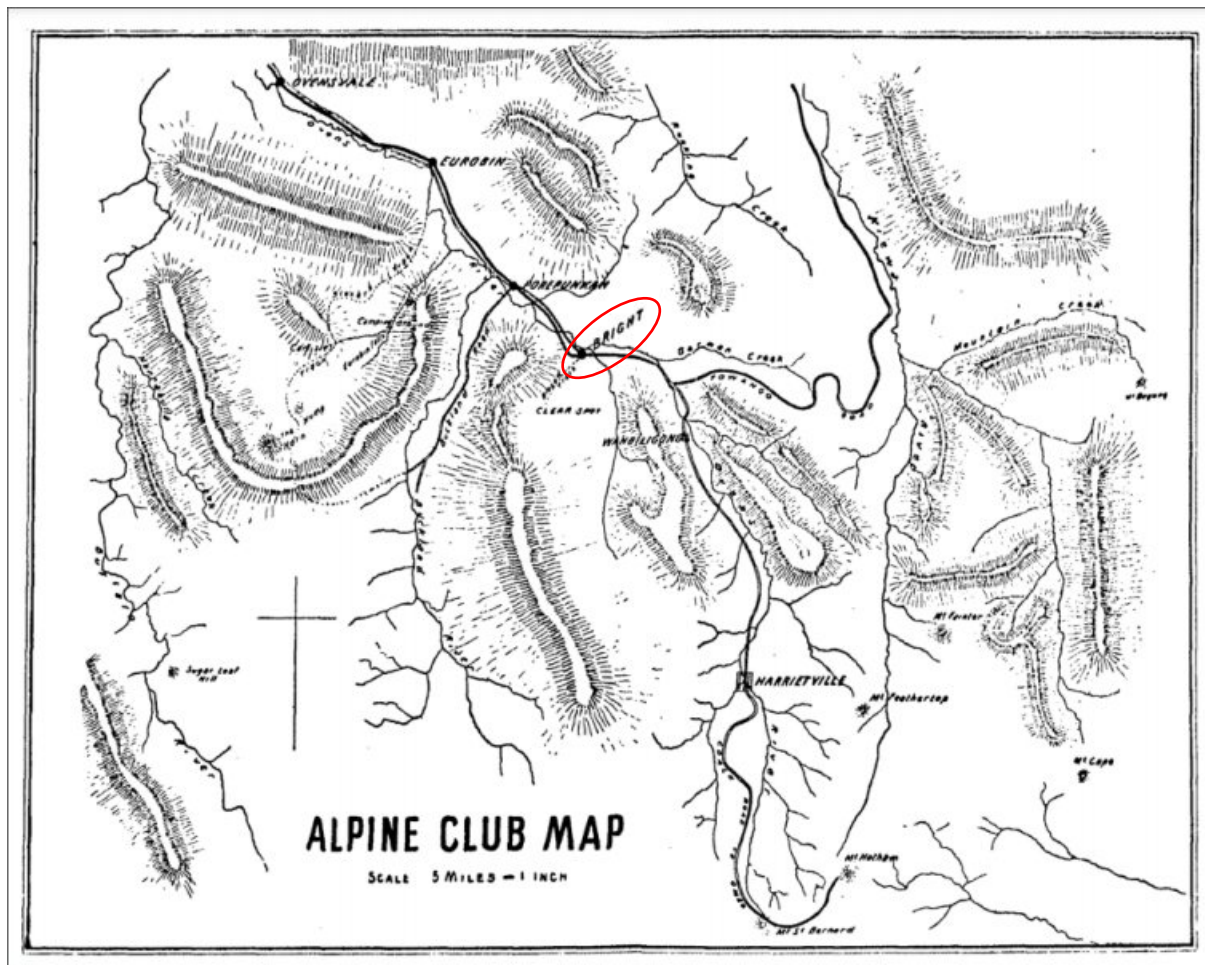


Figure 1 'Alpine Club Map' produced by the Bright Alpine Club, published in c1890-97, locates Bright at the centre of the Victoria's Alpine area (circled). (Source: Bright Alpine Club 1897: n.p. after page 19).

Tourism

From the late 1880s, commercial interests in Bright sought to promote the attractions of the town and the wider alpine area for tourism. As noted in the Alpine Shire Thematic Environmental History (2008), tourism has been an important historical theme in the Alpine Shire since the late 1880s. The early growth of tourism in the region was driven principally from Bright, in response to the imminent arrival of the railway (Kauffman 2008:55) and through the efforts of the Bright Progress Association and Alpine Club. The Bright Alpine Club was formed in 1886 to enable visitors to enjoy the district's natural attractions (Bright and District Chamber of Commerce, [n.d.]: 10). The club issued a tourist guide for the alpine area in 1890 (which ran to a second edition in 1897), which was the first guidebook produced in Victoria to promote 'ski touring' (Priestley 1984: 223). Accommodation for tourists was provided in Bright by the 1880s, with the Alpine Hotel promoting accommodation for visitors by 1889. By 1897, there were two hotels in Bright — McFarlane's Alpine Hotel and Metcalfe's The Chalet — and three boarding

houses (Bright Alpine Club 1897:10-11). A boarding house known as Leslie's Tourist's Home was operating in Gavan Street (*Ovens and Murray Advertiser* 10 August 1901:9).

The arrival of the railway at Bright in 1890, via a new branch line from Wangaratta, encouraged visitors to the area. The Bright branch line was constructed as an additional branch line from the line to Beechworth, with the Bright line branching at Everton. The Bright line followed a route through the Ovens Valley, extending as far as Myrtleford in 1883, and extending to Bright in 1890 (Padula, n.d.).

Bushwalking was popular during the summer months, especially visits to Eurobin Falls and the various lookouts, as was trout fishing and swimming. From the early 1920s, with the formation of the Ski Club of Victoria, skiing became increasingly popular. This drew greater numbers of tourists to Bright in the winter months, as it was a convenient base from which to visit the mountains, particularly Mount Buffalo.



Figure 2 A postcard view of Bright township in winter, c1911. (Source: State Library Victoria, Shirley Jones Collection, Accession No. H90.140/504)

Bright continued to be a popular tourist destination during the interwar period and the annual Bright Easter sports carnival, which had been held since the 1890s, drew large numbers of visitors. The mountain scenery and wide range of activities on offer saw many school groups and clubs select Bright as their holiday destination. The Bright and District Progress Association played an important role in improving and promoting the town for tourism during this period, for example through the provision of free camping parks from the late 1920s (*Age*, 13 January 1930:13). The SEC's Kiewa Hydro Scheme

also brought sightseers and trade to Bright. The popular Mount Buffalo Chalet, which had opened in 1910, also encouraged stopovers in Bright.

Following the Second World War, tourism in Victoria made steady advances with growing car ownership and the improvement of major roads. In 1948, the Bright Shire Council submitted a request to the Country Roads Board that a highway be declared between the Hume Highway at about Winton, eastwards to Bright (*Myrtleford Times and Ovens Valley Advertiser*, 19 May 1948:1).

In the 1950s, Bright was a popular destination all year round for its mountain scenery and range of outdoor activities but was particularly popular during the autumn. Colour postcards that highlighted the autumn colours of Bright's trees were produced from the 1950s (SLV H90.113/6; SLV H90.113/7; LV H90.113/3).

The development of skiing in the nearby alpine region, was boosted through the development of the Kiewa Valley Hydro Scheme, which had commenced in 1938, which brought workers into the area and saw the development of the SEC township at Mount Beauty. This assisted with the development of nearby Falls Creek as an alpine village. Winter tourism centred on the alpine areas, and the improvement of the road to the Falls Creek Ski Village by the Tourist Development Authority in 1959 saw an increase in visitors (*Alpine Observer*, 2 July 1959). The Falls Creek Village officially opened in 1963, and Mount Hotham was established as a second alpine village in 1968.

There was renewed interest in the development of tourism in Bright in the 1950s and early 1960s as Bright entered the modern era of tourism (Kauffman 2008:67). While tourism was developing more broadly throughout Victoria during this period of economic growth, there were some concerns that Bright might not be keeping pace with other towns in terms of local attractions and self-promotion (*Alpine Observer*, 19 May 1960, 7 April 1960). Bright's superior tourist facilities were a drawcard (*Alpine Observer*, 9 March 1961) as were its natural attractions. Making the town more attractive to visitors was regarded as critical to improving the town's prospects as a tourist destination. While recognising Bright's tourist potential, however, there were concerns not to 'ruin' Bright as it was argued had been the case at Lorne (*Alpine Observer*, October 1962). Victoria's 'Premier Town Competition', in its second year in 1961, provided impetus to improve the attractiveness of the town, and tree-planting was identified as an important aspect of overall beautification (*Alpine Observer*, 24 November 1960).

Bright's centenary celebrations, held in March 1962, were planned on a grand scale and were indeed timely, amidst the current concerns to improve the attractiveness of the town for tourists. By that time, tourism was considered Bright's most important industry (*Age*, 7 March 1962: 2). The following year, 1963, marked the inaugural Bright Autumn Festival, held in late April, which was designed to bring tourists to Bright. The same year, Bright claimed the title of 'Most Beautiful Town' in Victoria (*Age*, 24 April 1963).

The ready availability of colour film in the 1960s also made Bright a popular destination in autumn for keen amateur photographers.

Bright enjoyed a healthy tourist market through the 1960s and into the 1970s. There were several tour operators active in the area at this time. Victour, an operation of the Victorian Government Tourist Bureau, was offering tours to Bright in the early 1960s (see Figure 15). In 1963, Langs Scenic Tours was offering tour services in the area (Figure 11). Hoys Tourist Service also operated bus tours. In c1976 Hoy’s was promoting different activities for different interests and different seasons (Figure 13). In 1971, tourism was recognised as one of Bright’s main industries (Lawler 2023:17).

Tourist accommodation was well provided for at Bright. In 1968 there was a large number of caravan and camping grounds, including three operated by the Shire Council, as well as other tourist accommodation (*Herald Camping Guide, 1968*), including holiday flats and guesthouses.



Figure 3 Postcard picturing ‘Golden Elms’ in Ireland Street, Bright, c1950-60. (Source: State Library Victoria, Shirley Jones collection of Victorian postcards, Accession No. H90.113/6)



Figure 4 Elm trees, Bright, n.d. [c1960s]. (Source: Murray Views Collection, Victorian Places)



Figure 5 Postcard view of Scarlet Oaks and Cedars, in Delany Avenue, Bright, n.d. (c1960, after 1947). (Source: Nucolorvue, Victorian Places)



Figure 6 Postcard view of 'Scarlet Oak' and Cedars in Delany Avenue, Bright. (Source: Murray Views Collection, Victorian Places)

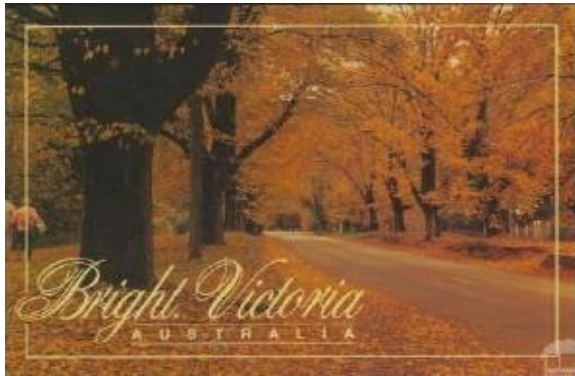


Figure 7 Postcard picturing elms in Delany Avenue, Bright, c1980s. (Source: Murray Views Collection, Victorian Places)

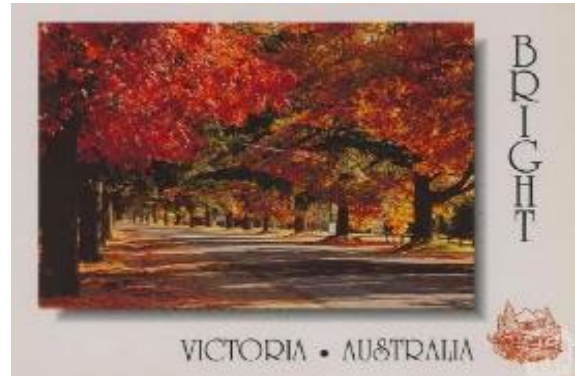


Figure 8 Postcard picturing Scarlet Oak and Cedars in Delany Avenue, Bright, c1980s. (Source: Murray Views Collection, Victorian Places)



Figure 9 Entering Bright township on the Ovens Valley, postcard, n.d. (after 1947). Note poplars, conifers and willow. (Source: Nucolorvue, Victorian Places)

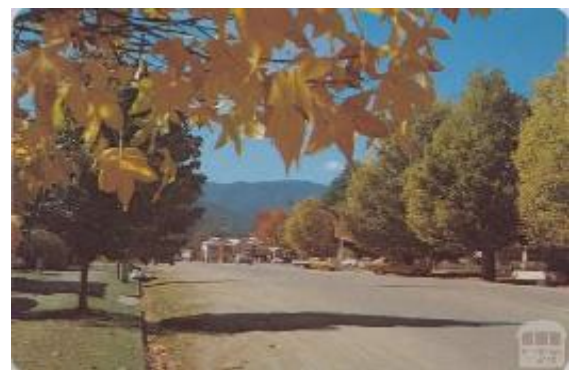


Figure 10 Postcard view of Gavan Street, Bright, close to the town centre, n.d. (Source: Murray Views, Victorian Places)



Figure 11 Austin van operated by Langs Scenic Tours in Bright, c.1956-62. The precise location is not specified. (Source: National Library of Australia, PIC FH/10682 frame 18)12

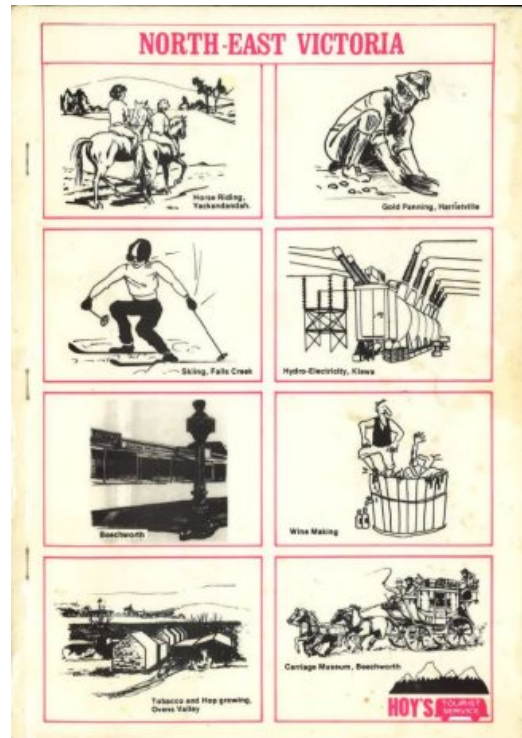


Figure 13 The front page of a Hoy’s Tourist Service promotional booklet for northeast Victoria, c1976.

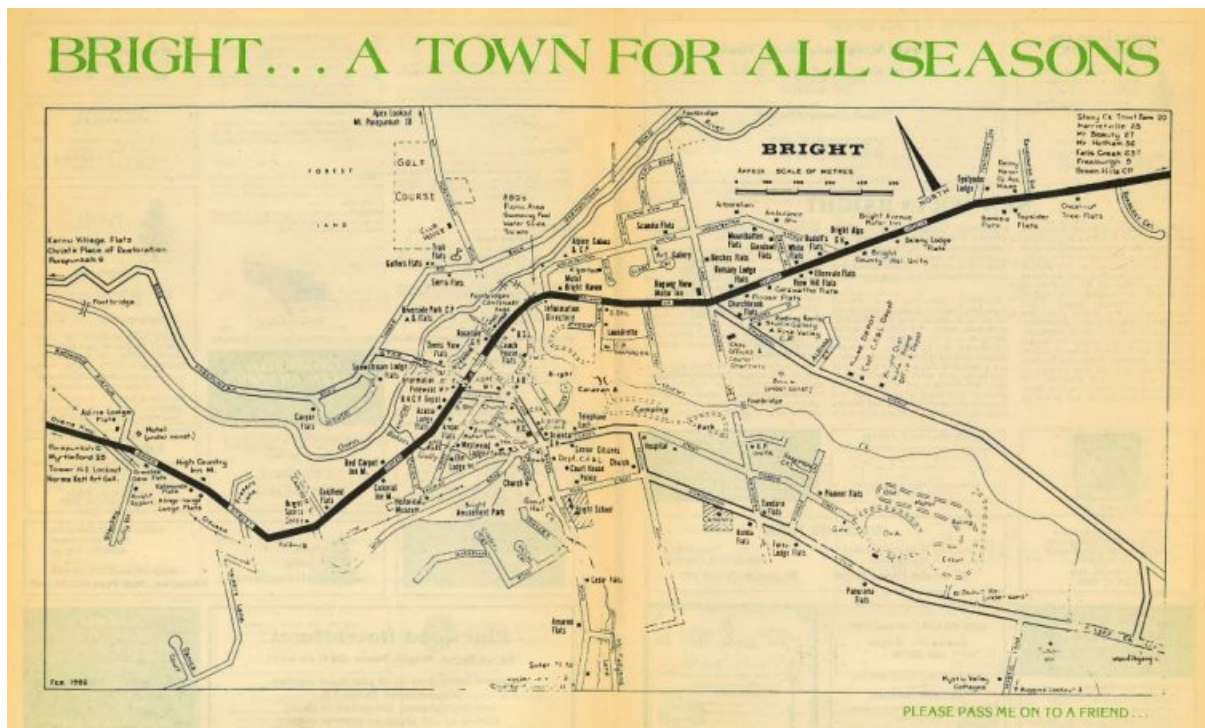


Figure 14 Map of Bright from the tourist publication 'Bright Holiday Guide' published by the Bright and District Chamber of Commerce, 1986.



Figure 15 An advertisement for a tour of Bright by Victour, an operation of the Victorian Government Tourist Bureau, highlighted the autumn trees, taken from the *Age*, 24 April 1963.

In the early 1980s Bright continued to promote itself as a town for different seasons, offering different activities for different times of the year.

The Bright railway line operated until 1982. It was converted into the 'Murray to the Mountains Rail Trail' in the 1990s, which was enhanced with tree planting.

Bright's autumn trees continued to be its premier attraction. In the 2005 edition of the Lonely Planet guide to Victoria, the first line in the entry for Bright reads: 'Most spectacular in autumn when its leafy avenues and gardens are really showing their colours...' (Ashworth 2005, p. 344).



Figure 16 View of Bright from Huggins Lookout, c1950-54. (Source: State Library Victoria, Rose series; P. 14563, Accession No. H32492/9347)

Street trees in Bright

(This section draws on the citation prepared in 1997 by Graeme Butler and Helen Doyle as part of the Regional Forest Agreement: North East Region. This work was the basis of the citation included in the Australian Heritage Commission's Register of the National Estate.)

Following the declaration of the Shire of Bright in 1866, improvements recommended for the town included an extensive street tree planting scheme. This was most likely in response to a desire to develop more attractive surroundings and a more pleasant setting for the town in the wake of the gold-mining period of the 1850s. During this period of activity, the landscape suffered extensive damage and erosion as a result of mining practices. The local council planted a wide range of exotic deciduous species, including oaks, elms, poplars, maples, dogwoods and chestnuts. It is thought that Ferdinand Mueller, the Government Botanist from 1859, was involved in the provision or suggestion of appropriate tree species. While there is a record of Mueller providing trees for planting at the Bright Cemetery in 1873 (Home et al 1873), and plans were made by Mueller to visit Bright in 1889, travelling by rail and then by coach (Home et al 1889), no evidence has been found of his direct involvement in selecting or providing the stock for the street trees of Bright. Mueller carried out a large-scale disbursement of seeds and plants from the Melbourne Botanic Gardens during the period 1859–73.

The street trees of Bright were regularly mentioned in contemporary articles and in publications from the early 1880s. They were frequently referred to as 'English trees'. A

description of Bright in 1881 found 'a picturesque little town ... with tree-lined streets' (*Leader*, 5 February 1881:1). When the Vagabond visited Bright in 1884, he noted the 'poplar-lined and English looking streets of Bright' (*Argus*, 23 August 1884:4). A photograph dated c1870-1875 shows the presence of mature poplars in the township, although these do not appear to have been planted as street trees, but rather were privately planted specimens; their success may have informed their use elsewhere in Bright in the beautification process (Figure 17).

The Bright Alpine Club was formed in 1887, which promoted the town for tourists. The club published its first guidebook to the district that year, which provided the following description (Bright Alpine Club 1890:7):

Bright is a beautiful little township, surrounded on all sides by hills, which rise to a height of 2500 feet close to the town and afford splendid views from their summits. The streets have been profusely planted with English trees, which give a cool and pleasant appearance even in the hottest weather, and in the autumn, with their beautiful tints, serve to revive memories of old England in a way that probably no other town in the colonies can do. Bright is seen at its best in the spring and autumn months, especially the latter.

In 1889 Bright's street trees were noted by a visiting journalist, 'Telemachus' (alias Francis Myers), who observed that the elms and poplars 'already overtop the one-storey houses' (Telemachus 1889:4). His description of the trees being relatively substantial in height would suggest that the first plantings probably dated to the 1870s.

When the Vagabond made a return visit to Bright in 1889, he failed to comment on the trees and did not provide a particularly favourable view of the town in general, which drew criticism from a member of the Alpine Club who complained that he missed seeing the town 'with the halo of Easter thrown over it' (*Age*, 29 April 1889:6). Some years later, in 1897, a visitor to Bright reported on the 'wide and well-formed streets, planted on either sides [sic] with elms, which have thriven amazingly' (*Shepparton Advertiser*, 19 January 1897:4).

By the early twentieth century, the trees of Bright in autumn, set against the spectacular mountain scenery, became a drawcard for tourists. The Victorian Railways guide of 1912 commented on Bright's 'broad streets planted with English trees' (Victorian Railways 1912: 201).



Figure 17 Panoramic view of Bright, Victoria, 1870-1875. (Source: American & Australasian Photographic Company, State Library of New South Wales, ref. ON 4/Box 69/no.1013)

The Bright Progress Association proposed extending the town's street tree planting in the early 1900s. With the opening of the road to Mount Buffalo in 1908, the association's tree-planting plans advanced with the belief that further planting would improve the experience for tourists visiting the town and would reduce the amount of dust on the roads. This was also a period when concern about soil conservation of the denuded mining slopes around Bright and Myrtleford drew support for the establishment of plantations of exotic forest trees.

A photograph taken by Nicholas Caire (1837-1918) dated c1900 shows medium-height oak trees in Gavan Street in the centre of Bright (NLA) (see Figure 18, with estimated age 25 years in this image).



Figure 18 'Three children standing on Gavan Street, Bright, Victoria ca. 1900' in winter, by Nicholas Caire. (Source: National Library of Australia, PIC Album 224 #PIC/16281/22)

Further planting took place in the late 1920s and 1930s by the Bright Progress Association, as part of a scheme to further beautify the town (Victorian Places, Bright, nd; 1928; *Age*, 5 July 1933: 14). This was complemented from 1916 by the establishment of large-scale plantations of mainly 'Pinus insignis' (i.e. *Pinus radiata*, Radiata Pine or Monterey Pine) by the Forestry Department on the former mining sites surrounding the township. Although principally a measure to combat soil erosion, this also benefitted tourism by keeping down the dust from former mining areas and generally beautifying the area. In 1917, the Shire Council assisted in the planting of trees in Makefing Square to honour local soldiers who were serving in the Great War (*Alpine Observer*, 1 June 1917:3)

There was new street tree planting of deciduous trees in Bright from the early 1950s. This included the 'Coronation Tree' avenue (now Coronation Avenue) planted in 1953 along the Wandiligong Road to mark the coronation of Queen Elizabeth II the previous year (*Alpine Observer*, 15 May 1953: 1). Keen to preserve and enhance the attractiveness of the town, the Bright Shire Council continued with regular street tree planting in the 1950s and 1960s, although newspaper reports in this period do not often specify where trees were planted (*Alpine Observer*, 1953, 1963). In the 1960s this work, and the broader management of street trees, was the responsibility of the Tree Planting Committee of the Bright Shire Council.

There were calls to beautify the town in the early 1960s in an effort to further encourage tourism. In particular, the entry to the town was singled out as in need of improvement. In 1961, the approach to the Bright by road was identified as an area to beautify and make more attractive to visitors (*Alpine Observer*, 2 November 1961). It is implied that

trees were to be planted at the western entry point to the town at this time, but no specific evidence of this planting has been found.



Figure 19 Street trees in Anderson Street, Bright, which appear to be conifers, 1950. (Source: Bob Padula website)



Figure 20 Main Street, Bright, 1955 (conifers and other species). (Source: Bob Padula website)

From the early 1960s, the Bright Rotary Club was involved in various activities to promote the town, including improving facilities for tourists and tree-planting.

A 1967 motor touring guide for the Ovens Valley promoted the multi-seasonal attractions of the area, including autumn colours, spring lushness and nearby snow, and the promise of the roads and routes through the valley for the motor tourist (Angus et al 1967:2).

A Victorian tourism publication from 1979 noted that Bright

...nestles amongst pines and eucalypt forests and some of the more colourful European trees recommended by Baron von Mueller during the years he spent listing plant life in the Alps. The pin oaks, maples and liquidambars are a memorial to this great botanist (Moors 1979:43).

In the 1980s, a 'tree walk' was developed for visitors to the town and the Forests Commission published a guide titled *The Street Trees of Bright*. A tourist guide to Victoria, published in 1987, provided a separate section on the 'Trees of Bright' (Blair's 1987: 64).

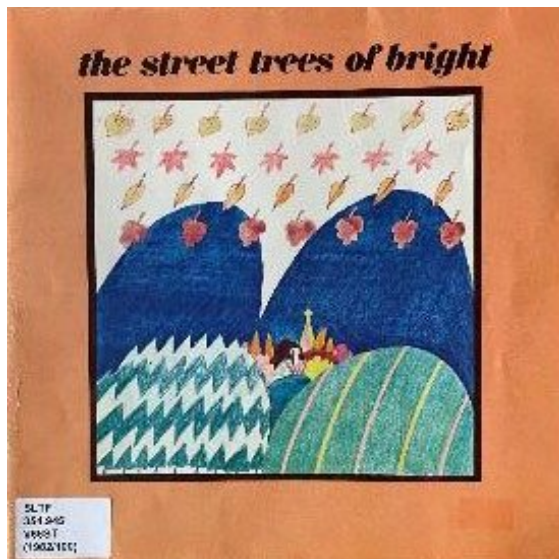


Figure 21 Cover of brochure, titled *The Street Trees of Bright*, c1982. (Source: Forests Commission Victoria)



Figure 22 Back cover of brochure, titled *The Street Trees of Bright*, c1982. (Source: Forests Commission Victoria)

Bright Centenary

The town of Bright celebrated its centenary in 1962 and this was marked by a Pioneer Memorial Cairn that was unveiled in Bright’s Centenary Park. The Shire of Bright marked its centenary in 1966 when a Commemorative Plaquet was unveiled in the Entrance Hall of the Shire Offices (Bright and District Chamber of Commerce n.d.: 8).

The centenary celebrations saw expressions of civic pride and a commitment to the future of the town. This was closely tied to efforts in the early 1960s to promote the town for tourism by enhancing the beauty of the township, including through tree-planting (*Alpine Observer*, 24 November 1960).

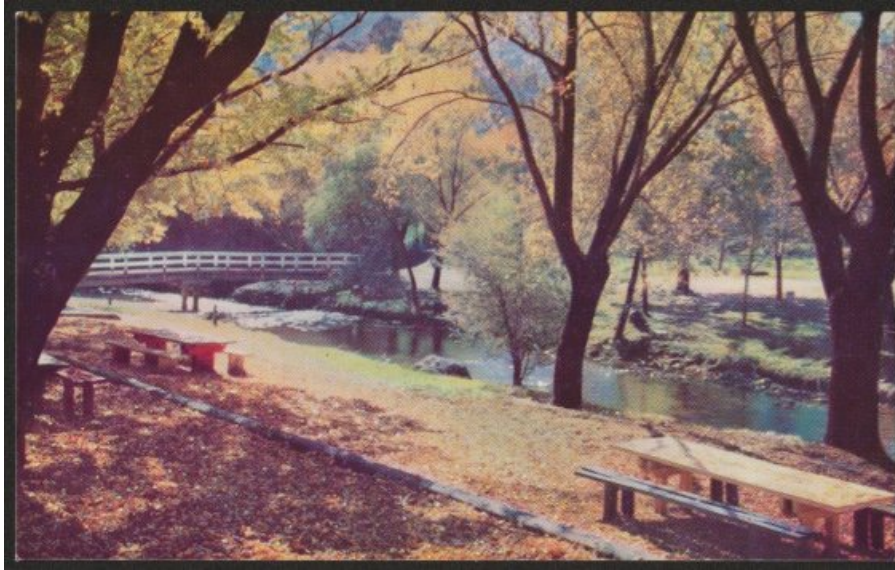


Figure 23 Bright Centenary Park, c1950. (Source: State Library Victoria, Shirley Jones collection of Victorian postcards, Accession No. H90.113/7)

Bright Autumn Festival

The Bright Autumn Festival was first held in late April 1963, as a means of promoting the town to tourists (*Alpine Observer*, June and July 1963). Bright's autumn trees were the central attraction. For many decades, since the 1890s, the Bright Easter festival and sports carnival had been an important annual event for the town and district and had drawn large numbers of visitors to Bright. The autumn trees were an added attraction, but as the Easter holiday break was changeable in terms of timing in March–April, the Bright Easter festival did not always benefit from the autumn colours. In 1963, when the first Bright Autumn Festival was being planned, it was determined to hold the event during 'the last week in April (to include Anzac Day) ... as the best time for autumn glory' (*Alpine Observer*, 21 June 1962). The Bright Autumn Festival quickly gained popularity and saw large attendances. In 1967, the festival was opened by the Governor of Victoria (*Age*, 24 April 1967: 5).

Vistas of autumnal trees against the backdrop of picturesque mountain scenery was the highlight of the event. The brochure for the festival in 1977 invited visitors to:

Come to Bright and enjoy the glorious Autumn Colours of our Pin Oak, Cedar, Poplar, Elms and Maple Trees, blending with the softer tone of Native Gums, backed up with a rich green of Pine Forests and dark blues of the Victorian Alps ('Bright Autumn Festival Programme Highlights', 1977).



Figure 24 Cover of the 1977 Bright Autumn Festival brochure with stylised leaves of various deciduous trees. (Source: Bright Autumn Festival website)

The Bright Autumn Festival relied on the striking aesthetic effect provided by the diverse array of exotic deciduous trees on display in autumn, including Scarlet Oaks, Pin Oaks, elms and poplars, against a backdrop of the surrounding hills characterised by evergreen plantations (of pines and eucalypts). The festival also involved an art exhibition, slide evenings, community concerts, live entertainment, street stalls, a gala day, float parades and evening dances (Bright and District Chamber of Commerce, nd: 14). It's possible that the Bright Autumn Festival was inspired by the success of the Ballarat Begonia Festival, first held in 1953, which relied on a spectacle of colour provided by begonias.

The success of the Bright Autumn Festival in part played into the popularity for deciduous trees in the postwar period. This was associated with a new enthusiasm for colour in the wake of the sombre years of the Second World War. During this period local councils planted garden beds in public parks and gardens that featured massed planting in bright colours. Fashionable domestic gardens were also a blaze of colour.

Through the 1970s and 1980s, Bright continued to develop as a popular tourist destination, with increasing tourist accommodation provided. Blair's travel guide of 1987

noted that 'Bright abounds in holiday flats for hire and, unlike most places today, has several guest houses' (Blair's Guide 1987: 65).

Place history

The Great Alpine Road was known as the Ovens Highway from the c1920s and is the main approach to Bright from the northwest. This is the approach into Bright by road from the Hume Highway and, hence, once car travel became the main means of travel to Bright this was and continues to be the entry point for most tourists. The Ovens Highway commenced at Wangaratta and passed through Myrtleford before arriving at Bright. The road was declared a state highway in 1947, from which time it was managed by the Country Roads Board (CRB, established 1913) (*Myrtleford Times*, 26 November 1947: 1). Prior to that, from the 1850s and through the nineteenth and early twentieth century, it was known simply as the Bright Road. This became Gavan Street at the western approach to the Bright township.

In 1949, there were no trees visible along the Bright Road west of the present-day Rotary rotunda (*Walkabout*, 1 June 1958; photo dated 1949).

The Pin Oaks in the avenue of trees along Great Alpine Road at the entry into Bright from the west, west of where the railway line (now rail trail) crossed the road (and west of the present-day Rotary rotunda), were established by 1963 (see Figure 24). By 1966, the Dutch Elms trees had been planted in the spaces between the Pin Oaks (see Figure 27).

There was also an avenue planting further west of the subject avenue along the Great Alpine Road (west of the bend) which was most likely planted with White Poplars at about the same time, c1960; ten mature White Poplars remain of the original avenue planting this section but only on one side of the road). Also, to the west of the Pin Oak and Dutch Elm avenue planting, there are two sections of street trees with alternating Cedars (*Cedrus deodara*) and Scarlet Oaks (*Quercus coccinea*): one group at the bend and the second group west of the White Poplars, which were planted in the c1990s.

The trees were more than likely planted by the Bright Shire Council. There had been earlier mention of management of trees along the Bright Road in the Shire Engineer's report, in 1944, but the species and precise location of these trees were not mentioned. The Shire Engineer's report to Council in August 1944 suggests that larger trees along the Bright Road were identified that required removal (*Myrtleford Times and Ovens Valley Advertiser*, 16 August 1944: 4).

The Tree Planting Committee of the Bright Shire Council was operating in the 1960s, and possibly later. The committee regularly replanted trees throughout the town and probably undertook tree-planting along the Ovens Highway in the 1960s.

Reports of Council meetings in the local newspapers show that in the 1960s the Shire Council sought to extend the earlier plantings of street trees along Gavan Street in the

town to planting on 'the Bright Road' to create a more attractive entry to the town from the west (*Alpine Observer*, 2 November 1961). The impetus to develop an avenue at the western entrance to the town at this time was closely related to observations about the need to refresh the tourism appeal of Bright (*Alpine Observer*, 19 May 1960; 25 May 1960; October 1962; 9 March 1963; 2 November 1961). By 1963, there were frequent references in the local papers to tree-planting activity and about a Tree Planting Committee of the Bright Shire Council (*Alpine Observer*, 21 March 1963; 16 May 1963; June 1963; 25 July 1963).

Local knowledge of the Bright and District Historical Society suggests that the Bright Rotary Club had a direct role in the planting or extension of the Great Alpine Road avenue of trees in the 1970s and 1980s (Bright & District Historical Society Inc., pers. comm., May 2024).



Figure 25 View of Bright from Tower Hill Lookout in 1949, showing (in the foreground, left) the eastern end of the study area where the railway line crosses the entry road into Bright. The green oval-shaped outline indicates the location of the east end of the subject avenue. The western end was out of frame. This view indicates that no trees had yet been planted on this section of road. (Source: *Walkabout*, 1 June 1958, reproducing an image first published in *Walkabout*, 1 September, p. 18)

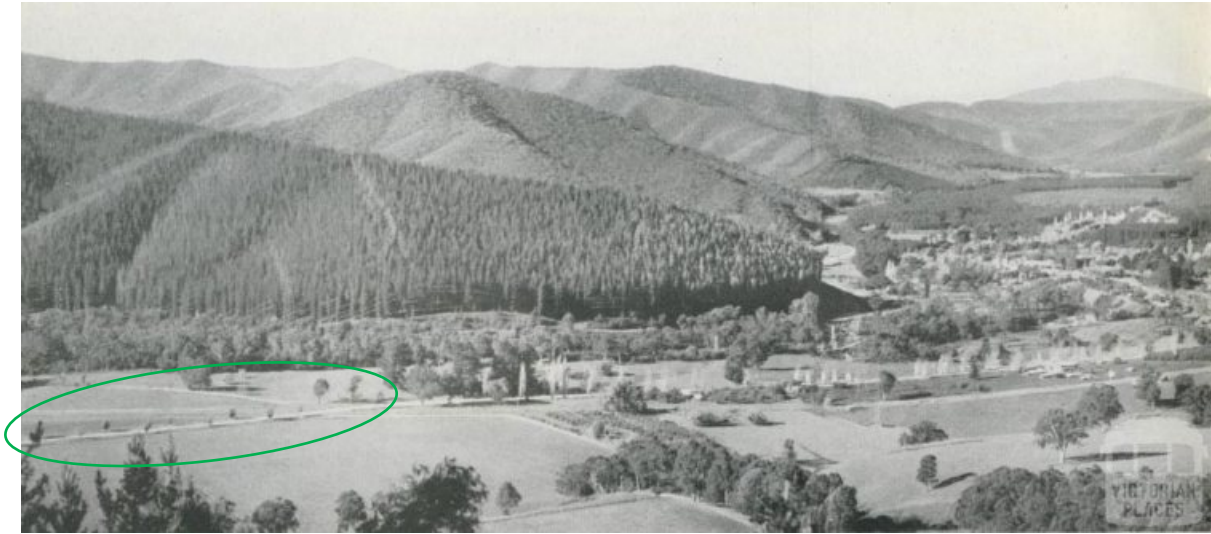


Figure 26 Panorama of Bright, photographed by Frank Hurley, 1963, with the Ovens Highway visible left to right in the middle ground, showing that young trees recently planted. The study area is partially visible in the left third of the image, indicated by the green circle. (Source: Hurley 1963)



Figure 27 1963 aerial photograph showing the study area and the same diagonally opposite patterning of the earliest Pin Oaks (which remain extant) which was established by this time. (Source: Geoscience Australia, *Historical Aerial Photography*)



Figure 28 1966 aerial photograph showing the section of the Ovens Highway (now Great Alpine Road) at the western approach into the Bright township, where it meets/crosses the railway line. The angled section of the road is the avenue of trees planted with Pin Oaks and Dutch Elms (green circle). East of the bend is the section planted with White Poplars (orange circle). (Source: Geoscience Australia, *Historical Aerial Photography*)

Associations

Bright Progress Association

The Bright Progress Association was a local organisation that was established in 1889, and was initially known as the Bright District Progress Association and Alpine Club. In promoting the natural attractions of the area, the Bright Progress Association played a central role in the development of tourism in Bright and the wider district. Its objectives included promoting the development, improvement and beautification of Bright and district. Shire secretary EJ Delany was a long-time member and served as president in the 1890s (Bright Progress Association 1897). The Bright Progress Association published a booklet titled *Illustrated Guide to the Bright District* in 1897, which showcased key tourist activities in Bright as well as a number of advertisements for services available for visitors.

The chief period of activity of the Bright Progress Association was the 1920s, 1930s and 1940s. Its work centred around advocating for improvements to the public amenities available in Bright, and particularly for amenities for tourists. It was responsible for tree-planting schemes in Bright in the 1920s and 1930s. It also established a swimming pool in the Ovens River and in the late 1920s it had established several camping parks for motor tourists (*Age*, 1 January 1941: 5; 13 January 1930: 13). Its role declined in the

1950s and it narrowly escaped being wound up in 1955 (*Alpine Observer*, 21 October 1955). By the 1960s, the Bright Progress Association was not operating to any significant degree.

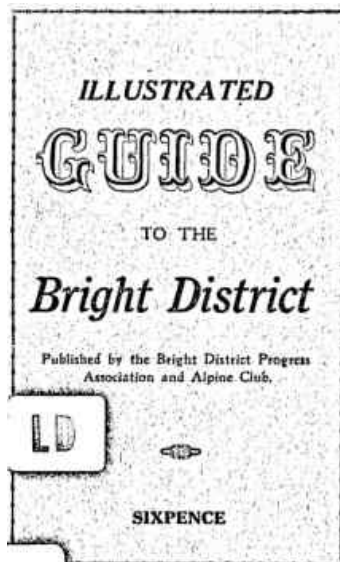


Figure 29 Cover page of the pamphlet 'Illustrated Guide to the Bright District' published by the Bright District Progress Association and Alpine Club in 1897. (Source: State Library Victoria)

Rotary Club of Bright

A provisional rotary club was first formed in 1958 during a meeting in Bright of the Rotary Club of Myrtleford. This resulted in Bright establishing its own rotary club, which was chartered on 19 January 1959 (Rotary Club 2009). From the early 1960s, the Rotary Club of Bright was involved in various activities to promote the town, including improving facilities for tourists, tree-planting, and other beautification projects. The Bright Rotary Club strongly valued the contribution of the deciduous trees to the beauty of the area:

Beautiful Bright ... Each year in autumn, the deciduous trees in the town and surrounding countryside put on a breathtaking display of colour. This legacy of the original pioneers who planted the avenues of elms, chestnuts, poplars and scarlet oaks has been enhanced by the gardens of local residents that contribute to Bright's autumn splendour (Rotary Club 2009:2).

In some respects, the Bright Rotary Club took on the work previously undertaken by the Bright Progress Association. Both organisations were made up of committed local members working for the betterment of the town of Bright.

From the 1950s to the 1990s, the club contributed to tree planting projects at different streets within the town. This included the avenues of trees between Bright and

Porepunkah, which are believed to have been planted during Ron Sibley’s term as president of the club between 1987 to 1988 (Cookie 2017); 23 acres of trees in the Rotary Pine Plantation which were planted under president Malcolm Sharp in 1988-89; elms planted on Wandiligong Road during David Allen’s term as president in 1992-93; and further tree planting along the Rail Trail in the 1990s under presidents Graham Cocks and Stuart Hargreaves. The club also planted oaks at the back of Pioneer oval while the roundabout at Porepunkah was ‘planted with daffodils and suitable trees’ (Rotary Club 2009: 51).

An entry marker to the town, formed by local stone and steel, was erected by the Bright Rotary Club in the c1980s-90s (see Figure 30).



Figure 30 ‘Welcome to Beautiful Bright’ sign erected by Rotary at the western entrance to the town, c1980s-90s. (GML May 2024)

Community connections (Assessment of social significance)

This assessment of social significance uses the Heritage Council of Victoria’s ‘Guidance on identifying places and objects of state-level social value in Victoria’. This sets out the criteria for evaluating whether a place or object has social significance, noting that the following four elements should be present:

- **Community:** The existence of a present-day community group (or groups) by whom the place or object is valued. (In the case of local social significance, this community would have local reach, rather than state)
- **Attachment:** The existence of a strong attachment of the community or cultural group to the place/object.
- **Time-depth:** Where a place or object has had special importance to a particular community over a period of time. Generally, a period of time equivalent to one generation (25-30 years) or longer is considered a reasonable length of time.

- **Resonance:** The reasons why the above characteristics exert an influence that resonates across the broader community as part of a story that contributes to the broader community's identity.

These four elements in relation to the avenue of trees along the Great Alpine Road West are discussed and evaluated below.

Community: The identification of an associated community often relates to a community that has an existing association with the place in question by way of its social function or purpose. In the case of the street trees at Bright, the social function served by the place is as a visual welcome to the township of Bright and providing an attractive setting for the entrance to the town, as well as being representative of a wider collection of street trees in Bright. The street trees at GAR West are admired and valued by a great many in the local community for the significant contribution they make to the townscape. There is much community affection for these trees and this has been the case for many decades.

In addition to the local community there is also a community of regular visitors who hold great affection for Bright's street trees. These are visitors who regularly visit Bright for the Autumn Festival or drive through Bright in the winter on the way to the skifields.

Attachment: The attachment of the local community to the Bright trees is evident in community efforts to beautify the town through tree-planting.

The attachment of the visitor/tourist community to the Bright street trees is evident in patterns of return holidays to Bright during the autumn when the street trees are changing colours.

Time depth: The recognised social significance of the street trees of Bright dates back to the late nineteenth century, when they were noted in tourist literature. From this time, through the efforts of the Bright Progress Association, local community members agitated for street trees to be planted to beautify the town. The avenue at GAR West, planted c1963-66, has been valued in the same way, as part of a wider collection of trees in Bright. In 2024, this demonstrates a time depth of around 50 years.

Resonance: The importance of Bright's street trees to the people of Bright is strongly evident in community activity, including advocating for the preservation of the street trees and the planting of more street trees.

For visitor to Bright, the trees have been, for a long time, referred to with great affection. Many people who don't live in Bright but who visit regularly or periodically regard the trees as part of the special character of Bright, especially in autumn, which is tied up with the personal memories.

The avenues of trees in Bright are recognised in a community heritage website titled 'Bright Pictorial Heritage 1850 to 2011', by Bob Padula OAM. The site includes a specific page titled 'Beautiful Trees in Bright' (Padula c2011). In addition, community voices

contribute to the many letters to local newspapers and digital media about their value of the Bright street trees.

The potential loss of the trees along GAR West, which has been in the news since 2023, has promoted significant response by the local community. A Google™ search using the search terms 'Bright trees' yields a first page with three sites (two local and one Melbourne-based radio station) reporting on 'magnificent Bright trees' and efforts to save them, in March 2023 (3AW 2023).



Figure 31 Painted cloth banner, with the words 'Save Our Gateway Trees' at the entry into Bright and commencement of Section 1 of the GAR West Avenue, photographed in June 2023.



Figure 32 Detail of painted cloth banner, with the words 'Save Our Gateway Trees' at the entry into Bright and commencement of Section 1 of the GAR West Avenue, photographed in June 2023.



Figure 33 Save the Gateway Trees in Bright Facebook Page, <https://www.facebook.com/p/Save-the-Gateway-Trees-in-Bright-100090132176741/>

Description

The subject avenue of trees planted at the Great Alpine Road (B500) (Bright Western Gateway) or GAR West, Bright comprises an approximately 420 metre long avenue of 48 individual trees planted on both sides of the road on the grassy road verge.

The avenue planting comprises regularly spaced mature trees with overarching canopies that meet over the centre of the road. It is a mixed species avenue of Dutch Elm (*Ulmus x hollandica*) and Pin Oak (*Quercus palustris*) trees planted in an repeating pattern of one elm then two oaks. There are also two Scarlet Oak trees (*Quercus coccinea*), one on each side, roughly at the middle of the avenue.

On the south side of the avenue there are 23 trees (9 x *Ulmus x hollandica*, 13 x *Quercus palustris*, 1 x *Quercus coccinea*), generally planted at a distance of 3-4 metres from the road edge and with approximately 12-13 metre spacing between each tree.

On the north side there are 25 trees (11 x *Ulmus x hollandica*, 13 x *Quercus palustris*, 1 x *Quercus coccinea*), generally planted at a distance of 2.5-4 metres from the edge of the road and with approximately 12-13 metre spacing between each tree.

The east end of the avenue meets the Murray to the Mountains rail trail (the former railway line) and Gavan Street, the main street into the Bright township proper (Gavan Street is the continuation of the Great Alpine Road). Upon reaching the eastern end, there is a rubble stone and metal statement entry sign that reads 'Welcome to Beautiful Bright' understood to date from the c1980s-90s (Figure 13).



Figure 34 The subject avenue of mature Dutch Elms and Pins Oaks that contains original trees planted by 1963-66, with some phases of early infill and more recently planted replacements. (Source: Nearmap, December 2023, with GML overlay)

To the immediate west of the subject avenue grouping, the roadside planting continues, also in a form that indicates intent for the continuation of avenue plantings, but with different mixes of species, species ages, condition and lower integrity. These other trees and tree groups include (from east to west): a section with more recently planted alternating Cedars (*Cedrus deodara*) and Scarlet Oaks (*Quercus coccinea*) which echoes the 1930s planting pattern at Delany Avenue; a section with mature early White Poplars (*Populus alba*) on the south side of the road and large groups of self-sewn White Poplars on both sides of the road; and finally a section with more recently planted alternating Cedars (*Cedrus deodara*) and Scarlet Oaks (*Quercus coccinea*) on the south side of the road only.

The landscape character of the avenue of trees is created by the regular spacing of the trees in each row, the distance between the two rows and the distance from the road edge, the canopies meeting over the centre of the road creating a tunnel-like effect, the soft verges, the absence of kerbing and guttering, and the grassed understorey from the road edge to the fence lines of the adjoining property.

The setting for the avenue of trees largely comprises farmland and one large garden, with paddocks bordered by mature poplars and other deciduous trees along the fence lines and lining drives, and against a backdrop of forested hills.



Figure 35 Great Alpine Road (Western Gateway) in summer, from within the subject avenue, looking southeast. (Source: GML January 2023)



Figure 36 Great Alpine Road looking northwest, late autumn. (Source: GML May 2024)

Integrity

The avenue retains 24 original trees (estimated age 70-80 years), spread throughout the avenue. A further 12 trees are of an estimated age of 50-60 and 40-50 years which indicates early infill plantings. These infill trees are also distributed through the avenue. The remainder of trees are later infill (six trees in total on each side), generally replaced with consistent species and spacing to the original planting pattern and spacing, and reinforcing the linear form. A small number of gaps represent vacant sites where trees have been lost and not replaced. The four vacant sites, two on the north side and two on the south side, are non-contiguous, which helps to minimise the impact of the gaps on the aesthetic characteristics of the avenue.

While the age of the trees varies, and the avenue is not intact, a sizable proportion (75%) of original trees and early infill plantings remain throughout the avenue and the planting reads strongly as a mature avenue. The distribution of the later infill variables and gaps throughout each row minimises their impact on the overall aesthetic, experiential and landmark qualities of the avenue.

Overall, the Great Alpine Road avenue of Pin Oaks and Dutch Elms at the western approach into Bright has high integrity.

Comparative analysis

Impressive avenues of trees have been planted since the seventeenth and eighteenth centuries, as a feature of European country estates (Spencer 1988:304). In the early nineteenth century Napoleon planted impressive rows and avenues of trees, often Stone Pines (or Umbrella Pine, *Pinus pinea*), along streets and roads in the Italian countryside, towns and cities, including in Rome. Defining features included regular spacing and outline and often overarching canopies (Spencer 1988:304).

From the mid-nineteenth century in Australia, and in Victoria in particular, Spencer notes that the general fashion was for evergreens that were fast growing, such as conifers and Blue Gums (Spencer 1988:304). The first recorded street tree planting in Victoria was an avenue of Tasmanian Blue Gums in Sturt Street, Ballarat, in 1859. An early street tree planting in Bright, the mature Bunya Bunya pines (*Araucaria bidwillii*) and other conifers on Burke Street in the centre of the Bright township, also reflect this trend and evidence the legacy of Melbourne Botanic Gardens Director Ferdinand von Mueller's seed and plant distributions in 1873.

By the 1880s, the popularity of evergreens for street trees was waning, and the use of deciduous trees gained momentum, inspired by 'success in the streets of the large European and American cities' (Spencer 1988: 304). The seasonal qualities and solar benefits of deciduous trees made them enduringly popular choices for street trees up until the c1970s when preferences for Australian native trees as street trees saw more species such as eucalypts and melaleucas used as street trees to line the roads of towns, suburbs and cities.

World War I, and to a lesser extent World War II and subsequent wars, resulted in the planting of memorial avenues within towns and on approach roads into towns.

In the 1930s, roadside planting programs were popular in Victoria, and were encouraged by the Victorian Tree Planters' Association (Armstrong 2002). Poplars planted along approach roads into towns were also popular (Armstrong 2002:574)

In Bright, there are many avenues of street trees and linear plantings of coniferous and deciduous trees, which reflect these broader trends. The street tree plantings of conifers and elms date to the late nineteenth century, and were in the centre of the town and leading from the railway station (Railway Avenue, Burke Street and Wood Street). The poplars, elms, Scarlet Oaks, Pin Oaks and other deciduous species, with striking autumn colours, reflect the later nineteenth and early to mid-twentieth century fashion for street trees that persisted well into the twentieth century. Alternate plantings of the dark evergreen Cedars contrasted with the bright summer greens and showy autumn reds of Pin Oaks/Scarlet Oaks on Delany Avenue, planted in the 1930s and later extended east from Churchill Avenue, were noted for their attractiveness and striking colour combinations in designed landscape literature (Spencer 1988), and featured in postcards

of the town from the c1960s to 1980s. The avenue planting on Delany Avenue defined the route out of the town to the east.

There are three other avenues of street trees in Bright that are included in the Heritage Overlay:

HO7 'Quercus palustris (Pin Oak) x 88, Delany Ave (between Hawthorn & Tyntynder Lanes), Bright'. Planted c1930s, the Delany Avenue planting is the eastern counterpart of the Great Alpine Road (western gateway) avenue of trees. The avenue of alternating Cedars and Scarlet/Pin Oaks provides a sense of entry at and departure from Bright in the east. The avenue comprises a collection of 83 trees which are a mix of alternately planted Pin Oak (x 27) and Scarlet Oak (x10) with Deodar Cedar (x 44) and two English Oaks (Hermes 70902). Some trees have been replaced over time. The aesthetic impact of the Delaney Avenue and Great Alpine Road (eastern gateway) avenue of trees is derived from the year-round contrasting foliage colours of the Cedars and Pin Oaks / Scarlet Oaks, which also varies season to season. Species selected for contrasting colours reflects the species selected for the Great Alpine Road (western gateway), although the species and planting patterns differ.

Delany Avenue was named after EJ Delany, who was long-serving shire secretary for the Shire of Bright (c1914-1949). The trees are believed to have been planted by Delany with the assistance of Billy Walker, and initially consisting of an avenue of Scarlet Oaks and Cedars that stretched all the way to Harrietville and Falls Creek (Hurley 1963; Lawler 2023: 34). Delaney Avenue trees were planted alternately to create spectacular effect during the autumn season. A newspaper article suggests that tree planting on Delany Avenue continued until the 1950s, following a clean-up and levelling off of a small reserve between Delany Avenue and Mountbatten Avenue (*Myrtleford Times and Ovens Valley Advertiser*, 14 June 1950:5).



Figure 37 Aerial photograph from 1919, showing Delany Avenue (west of Churchill Avenue) planted with an avenue of trees, presumed to be elms. The continuation of Delany Avenue (Great Alpine Road) east of Hawthorn Lane/Churchill Avenue and recognised in HO7 was planted with the alternating Cedars and Scarlet Oaks by 1949.



Figure 38 Great Alpine Road (Delany Avenue), with alternating Cedars (*Cedrus deodara*) and Scarlet Oaks (*Quercus coccinea*). (Source: GML May 2023)

HO5 'Araucaria bidwillii (Bunya Bunya Pine) x 14, Burke St, Bright'. HO5 recognises 14 mixed conifers understood to have been planted in the mid-1880s near the memorial clock. Species in Burke Street include Cedars (*Cedrus deodara*) (x7), Bunya Punya Pines (*Araucaria bidwillii*) (x5) and Maritime Pines (*Pinus nigra var. maritima*) (x2). (Hermes number: 70902; National Trust file: T11402) The statement of significance notes:

This is an outstanding planting of conifers which form a very attractive feature and dominate the skyline of the town centre. This planting is possibly the best example of conifer species recommended for street planting in the mid-1880s. (National Trust Significant Tree Register)

HO13 'Cedrus deodara (Deodara) x 17, Wood Street (between Anderson Street and Gully Creek), Bright'. HO13 recognises the planting of 17 street trees located between Anderson Street and Gully Creek in the centre of town. Like the Burke Street planting (HO5), Wood Street was planted in the 1880s and defines a route between Bright railway station and the centre of town. The statement of significance notes:

This planting is one of the few examples of conifers used as street planting in Victoria. Conifers were popularly recommended during the 1860s-1870s but fell out of favour as street plantings in the late 1880s and were replaced by deciduous trees. (National Trust Significant Tree Register)

Elsewhere in Alpine Shire, the following groups of trees are included in the HO:

HO95 'Tree plantings *Platanus orientalis* x 2, Camp Street, Bright'. As a pair of trees in the centre of town, HO95 is not directly comparable to the avenue of trees at the Great Alpine Road (Western Gateway) avenue planting.

HO205 "The Poplars" *Populus* sp. Avenue, 924 Morses Creek Road, Wandiligong.

The ornamental **driveway** of Lombardy poplars were planted in 1930s by E C Dyason, a Bendigo mining magnate and a keen advocate of skiing at Mt Hotham in the 1920s. Dyason pioneered large-scale walnut growing at Wandiligong, and had interests in High Country grazing.

The row of ornamental poplars are historically and socially significant to the Alpine Shire as an outstanding symbol of the beautification of the area through planned planting of deciduous trees with spectacular autumn colours. The poplars have additional historical significance for their association with E C Dyason, a pioneer of large-scale nut growing in the Alpine Shire. The poplars are a 'icon' of Wandiligong, and have proven popular with sightseers, artists and photographers for half a century. (Hermes Id. 105317)

As an ornamental driveway planting, HO205 is not directly comparable to the avenue of trees at the Great Alpine Road (Western Gateway) avenue planting.

HO120 Bright Memorial Arboretum, Mountbatten Avenue, Bright. As an arboretum associated with the development of the Shire's forestry industry (pine trees) with a more recent layer added to its history as a memorial, HO120 is not directly comparable to the avenue of trees at the Great Alpine Road (Western Gateway) avenue planting.

Other individual trees are included in the Heritage Overlay (HO23 in Myrtleford, HO28 in Myrtleford, HO31 in Myrtleford, HO33 in Myrtleford), but as individual specimens, they are not directly comparable to the Great Alpine Road (Western Gateway) avenue planting.

Discussion

The avenue of trees planted at the Great Alpine Road (western gateway), Bright, represents an important planned avenue of exotic trees. While not as early as many other street tree plantings in the centre of Bright — with the earliest dating to the 1880s and the bulk of the other street trees in Bright dating to the 1920s and 1930s — the trees at GAR West are nevertheless important in demonstrating a consistency in species selection, planting style and purpose (beautification and tourism).

Like the Delany Avenue planting (part of which is also known as the Great Alpine Road (Eastern Gateway)), the subject avenue defines an entry to the town, and contributes to a dramatic arrival experience by road. As a gateway into the town, this avenue of trees represents an important phase in the early postwar history of the town which saw concerted attempts to reinvigorate the tourism appeal of Bright, efforts which echoed earlier similar activity to promote Bright to tourists in the 1880s, the early twentieth century, and the 1920s and 1930s.

The Bright Alpine Club was formed in 1887, which promoted the town for tourists. This coincided with the opening of the Bright railway station, serviced by a branch line from Wangaratta, which also led to increased visitor numbers to the town. Street trees were planted in part to beautify the town for visitors by road and by rail, including Railway Avenue, Wood Street and Burke Street. A conscious effort to beautify the town for tourists was evident in the interwar period.

The GAR West avenue planting, largely established in the c1950s-60s, was directly linked to aspirations for a more attractive entry point to the town in the 1960s. This period saw a conscious effort to increase the attractiveness and amenity of the town for tourists as well as the beginning of the Bright Autumn Festival in 1963 which celebrated Bright's extensive collection of deciduous trees in autumn. This period saw a significant rise in tourist accommodation; in 1968, in addition to Bright's two existing hotels, there were two motels, five guesthouses, holiday cottages, and three caravan and camping parks (White 1968: 157).

The avenue planting of deciduous trees at the western entrance into Bright contributes to the long esteemed overall aesthetic qualities of the Bright township that are derived from the many and varied deciduous and evergreen trees planted throughout the town and valley, set against a backdrop of farmland and the surrounding evergreen hills.

The mature avenue of trees at the Great Alpine Road (Western Gateway) provides evidence of the longstanding importance of this kind of planting to the overall character of the township, and to its economy derived from tourism since the 1880s. For over 120

years, the long-established approach to street tree planting in Bright has defined the visual character of the town.

The subject avenue of trees demonstrates a conscious effort to supplement the existing avenues of deciduous trees throughout the streets of Bright with similar species and a similarly striking planting pattern.

Assessment Against Criteria

Criteria referred to in *Practice Note 1: Applying the Heritage Overlay*, Department of Environment, Land, Water and Planning, August 2018, modified for the local context.

✓	<p>Criterion A Importance to the course or pattern of our cultural or natural history (historical significance).</p>
	<p>Criterion B Possession of uncommon, rare or endangered aspects of our cultural or natural history (rarity).</p>
	<p>Criterion C Potential to yield information that will contribute to an understanding of our cultural or natural history (research potential).</p>
	<p>Criterion D Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).</p>
✓	<p>Criterion E Importance in exhibiting particular aesthetic characteristics (aesthetic significance).</p>
	<p>Criterion F Importance in demonstrating a high degree of creative or technical achievement at a particular period (technical significance)</p>
✓	<p>Criterion G Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to indigenous peoples as part of their continuing and developing cultural traditions (social significance).</p>
	<p>Criterion H Special association with the life or works of a person, or group of persons, of importance in our history (associative significance).</p>

Statement of Significance

What is significant?

The avenue planting of 48 mature Pin Oak (*Quercus palustris*), Dutch Elm (*Ulmus x hollandica*) and Scarlet Oak (*Quercus coccinea*) trees planted c.1963-66 on Great Alpine Road at the western entrance to the township of Bright is significant.

Elements that contribute to the significance of the place are:

- 25 x Pin Oaks (*Quercus palustris*), 18 x Dutch Elms (*Ulmus x hollandica*), 2 x Scarlet Oaks (*Quercus coccinea*)
- the regular spacing between each tree and the spacing between the two rows
- the planting pattern of one Dutch Elm then two Pin Oaks, repeated
- the grassed verges
- the land between the road edge and the adjoining property boundaries on each side of the avenue, and
- the setting comprising a country road surrounded by farmland against a backdrop of evergreen forested hills.

How is it significant?

The avenue planting of mature Pin Oak (*Quercus palustris*), Dutch Elm (*Ulmus x hollandica*) and Scarlet Oak (*Quercus coccinea*) along Great Alpine Road (western gateway), Bright is of local historical, representative and social significance to the township of Bright and the wider Alpine Shire.

Why is it significant?

The avenue planting of mature Pin Oak (*Quercus palustris*), Dutch Elm (*Ulmus x hollandica*) and Scarlet Oak (*Quercus coccinea*) planted in c1963-66 along the Great Alpine Road (western gateway), Bright, by the Bright Shire Council, is historically significant for the evidence it provides of an important phase in the early postwar history of the town which saw aspirations for a more attractive entry point into the town and concerted attempts to reinvigorate the tourism appeal of Bright. These efforts echoed important phases of earlier activity to beautify and promote Bright as a tourist destination which occurred in the 1880s, the early twentieth century, and in the 1920s and 1930s. (Criterion A)

The avenue planting of mature Pin Oak (*Quercus palustris*), Dutch Elm (*Ulmus x hollandica*) and Scarlet Oak (*Quercus coccinea*) along the Great Alpine Road (western gateway) is aesthetically significant as a designed planting at the entry into the town from the west, which utilises contrasting autumnal foliage colours of the Pin Oak and Scarlet Oak (reds) and Dutch Elm (golds) to dramatic effect. It is a unique planting pattern in the Bright township, while the avenue form, selection of species with showy autumn colours, and purpose reflect broader aims for planting street trees associated with beautification and tourism. With the Delany Avenue planting of alternating Cedars

and Pin Oak / Scarlet Oak at the Delany Avenue/Great Alpine Road (eastern gateway), the avenue of mature Pik Oak, Dutch Elm and Scarlet Oak at the western entrance to the town is significant as evidence of a conscious effort by the town (and the former Bright Shire Council) to define an entrance to the town and dramatic arrival experience. The avenue planting contributes to the overall aesthetic qualities of the Bright township’s cultural landscape, which have long been highly regarded, derived from the many and varied deciduous and evergreen trees planted as street trees and throughout the town and valley since the 1880s, and set against a backdrop of farmland and the surrounding evergreen hills. (Criterion E)

The street trees on the Great Alpine Road West are part of a larger, important and early collection of street trees in Bright that have social significance both to residents and long-term visitors to Bright. Great popular affection is held for these trees, especially for their striking autumnal displays, which has been evident and constant since the early twentieth century, and especially from the 1930s, and has been the main drawcard for the annual Bright Autumn Festival (held since 1963) and the long-established tradition among many Victorians of holidaying in Bright during Easter. (Criterion G)

Grading and Recommendations

Recommended for inclusion in the Schedule to the Heritage Overlay of the Alpine Planning Scheme as an individually significant place.

Recommendations for the Schedule to the Heritage Overlay (Clause 43.01) in the Alpine Planning Scheme:

PS map ref	Heritage Place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO#	Avenue planting of Pin Oak (<i>Quercus palustris</i>), Dutch Elm (<i>Ulmus x hollandica</i>) and Scarlet Oak (<i>Quercus coccinea</i>), Great Alpine Road (western gateway), Bright. Statement of significance: Avenue planting of Pin Oak (<i>Quercus palustris</i>), Dutch	No	No	Yes	No	No	No	No

PS map ref	Heritage Place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Elm (<i>Ulmus x hollandica</i>) and Scarlet Oak (<i>Quercus coccinea</i>), Great Alpine Road (western gateway), Bright, Statement of Significance, July 2024							

Other:

Extent of the Heritage Overlay is recommended below. The recommended curtilage includes the 48 trees and surrounding land that accommodates Tree Protection Zones (defined in accordance with Australian Standard for AS4970-2009) and an appropriate setting.



Figure 39 Curtilage for the recommended Heritage Overlay, northwest end (red polygon). (Source: Nearmap with Treelogic tree survey information and TPZ overlay).



Figure 40 Curtilage for the recommended Heritage Overlay, southeast end (red polygon). (Source: Nearmap with Treelogic tree survey information and TPZ overlay)

Identified by:

GML Heritage, Great Alpine Road (western gateway), Bright: Landscape and Heritage Preliminary Assessment Report, prepared for Alpine Shire Council, October 2023.

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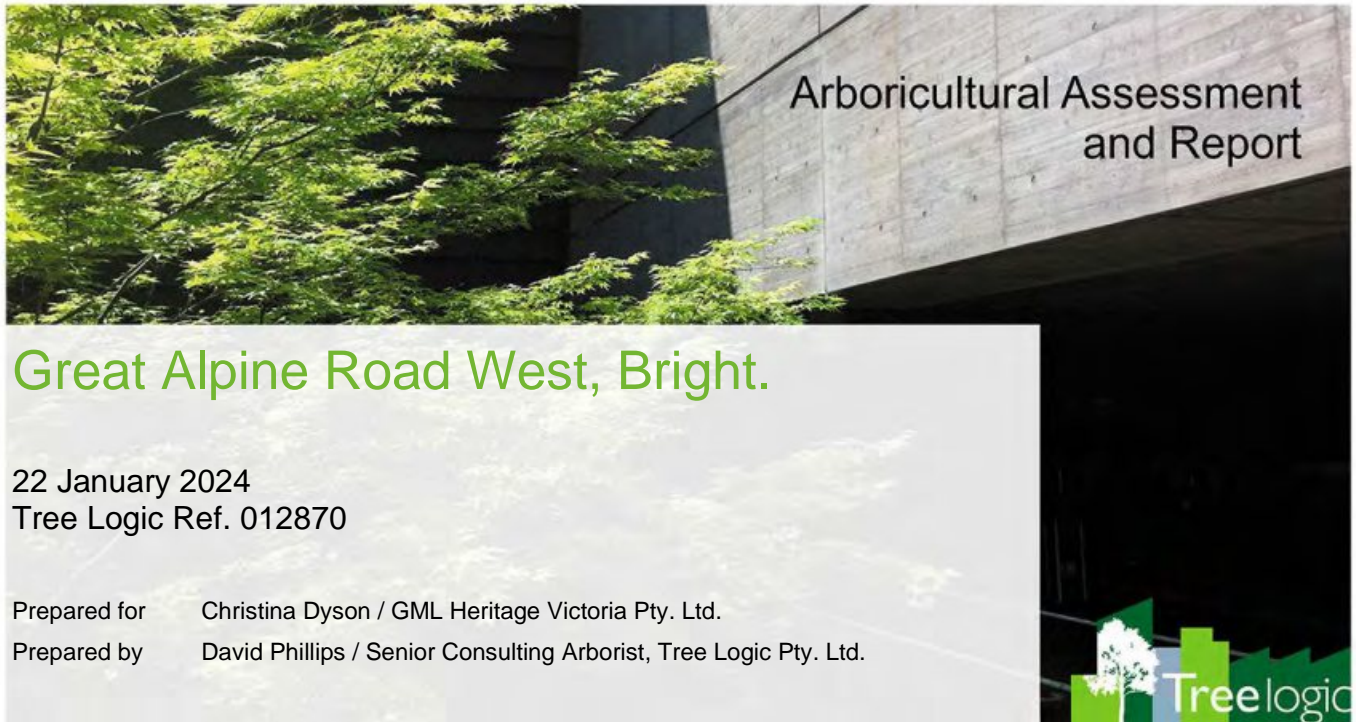
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Attachment 2—Arboricultural Assessment Report, prepared by Treelogic Pty Ltd (January 2024)



1 Summary

Reason for Assessment

Tree Logic was engaged by GML Heritage Victoria Pty. Ltd to undertake an arboricultural assessment in relation to Part 1 – Part B of the RFQ issued by Alpine Shire Council for the contract titled “Assessment of the landscape, heritage, cultural and vegetation significance of selected avenues of trees in Bright”, primarily the Great Alpine Road (GAR) West study area.

The requirements of the arboricultural report include,

- To provide information on the species, origin, dimensions, health and structure of the trees and their appropriateness for retention (arboricultural value).
- Determine the Tree Protection Zones (TPZ) and Structural root zones (SRZ) for trees compliant with AS4970 ‘Protection of trees on development sites’.
- To offer recommendations regarding the future management of the avenue planting.

2 Method

- 2.1 A site inspection was carried out on Wednesday 20th and Thursday 21st of December 2023. The trees were inspected from the ground and observations were made of the growing environment and surrounding area. The trees were not climbed, and no samples of the trees or soil were taken for analysis.
- 2.2 Only trees were assessed, and data collected. A tree is generally a plant with a height greater than 5 metres on a single trunk with a single trunk (stem) diameter (DBH) being greater than 150 mm at a height of 1.4 metres above ground level.
- 2.3 Observations were made of the assessed trees to determine the species, age category, and condition with measurements taken to establish tree crown height (measured with a laser rangefinder) and crown width (paced) and trunk dimensions (measured 1.4 metres above ground level with a diameter tape unless otherwise stated). Descriptors used in the assessment can be seen in Appendix 4.
- 2.4 Where trees had previously been tagged, the tag number was recorded and can be seen in Appendix 1.
- 2.5 The distance between trees was measured with the laser rangefinder. The distance between the tree and the road and the tree and closest property boundary were paced out. The white road marking along the road edge was used for the road measurement due to the irregularity of the bitumen edge.
- 2.6 Each tree feature was captured using field tablets within inbuilt GPS capabilities utilising the geo-coordinate system GDA 94 MGA Zone 55. While due care has been taken in locating each tree feature, their locations are approximate only and suitable to identify them in the field. Where construction occurs on site, it is recommended that the trees are surveyed accurately using conventional surveying methods.
Aerial imagery seen in Appendix 2 was sourced from Nearmap.com (2023).
- 2.7 Assessment details of individual trees are listed in the tree assessment detail attached as Appendix 1 and their location can be seen in Appendix 2.
- 2.8 Some photographs of the trees and the environs were taken for further reference and inclusion in the report.
- 2.9 Each of the assessed trees was attributed an 'Arboricultural Rating'. The arboricultural rating correlates the combination of tree condition factors (health and structure) with tree amenity value. Definitions of arboricultural ratings can be seen in Appendix 4.
- 2.10 The assessed trees have been allocated tree protection zones (TPZ). The Australian Standard, AS 4970-2009, has been used as a guide in the allocation of TPZs for the assessed trees. This method provides a TPZ that addresses both the stability and growing requirements of a tree. TPZ distances are measured as a radius, from the centre of the trunk at (or near) ground level. All TPZ measurements for retained trees are provided in Appendix 1.

3 Observations

- 3.1 The GAR West study area covers approximately 0.9 km and is defined as the Great Alpine Road (B500) road reserve bounded by Tower Hill Road to the west, and the Murray to the Mountains rail trail to the east. See Figure 1.



Figure 1: An aerial view of the GAR study area.

- 3.2 The GAR is the main vehicle entry from the west into the Bright township. It consists of a dual carriageway with a single lane heading in both directions.
- 3.3 The trees were planted on both sides of the GAR within the grassy road verge between 2.5 m to 12 m from the road edge with an average distance of 4.3 m. Trees 45 – 52 were planted on the embankment above the road at the western end of the study area.
- 3.4 The distance between the plantings varied from 8 – 42 m with the average being 15 m. Increased distances between trees were largely accounted for by the high voltage powerline easement and vacant sites of which there were six (6) sites where replacement trees could be planted.
- 3.5 The trees were mostly planted towards the road edge and were generally setback from the adjacent property boundaries. Tree 60 which was a large Elm (*Ulmus* sp.) tree had been planted 0.1 m from the boundary however, the remaining trees were planted between 2.0 m to 9.2 m with an average distance of 8.2 m.
- 3.6 The tree population included a total of eighty-eight (88) individual trees and four (4) tree groups comprising 44 stems. Individual tree details can be seen in Appendix 1 and their location can be seen in Appendix 2.

3.7 The tree population consisted of seven (7) species including,

- Pin Oak (*Quercus palustris*) – 25 trees in total.
- Dutch Elm (*Ulmus Xhollandica*) – 21 trees in total.
- White Poplar (*Populus alba*) – 16 trees and four tree groups in total.
- Deodar (*Cedrus deodara*) – 12 trees in total.
- Scarlet Oak (*Quercus coccinea*) – 12 trees in total.
- English Elm (*Ulmus procera*) – 1 tree in total.
- Liquidambar (*Liquidambar styraciflua*) – 1 tree in total.

Tree Age

3.8 Based on historical aerial images extracted from Historical Aerial Photography - Foundation Spatial Data website (Aerial Photography (fsdf.org.au), cited 23/07/2023), trees had clearly been planted within the eastern section of the GAR in 1966. An earlier image from 1949 shows no definitive road and it does not appear that the trees were planted at this time. In 1966, the trees appear to be of reasonable size compared to surrounding vegetation and it is thought that the original plantings occurred in the 1950's. This puts the older trees between 70 – 80 years old. Based on the age and size of the White Poplars within the western extent, it is likely that they were also planted around the same time as the Pin Oak and Dutch Elms to the east. Infill plantings have occurred in the past with recent plantings of Scarlet Oak and Deodar Cedars in the past 10 – 15 years.



Figure 2: Boxed area is thought to be the start of the study area in 1949. The area appears densely vegetated and there is no discernible line of trees along the road.

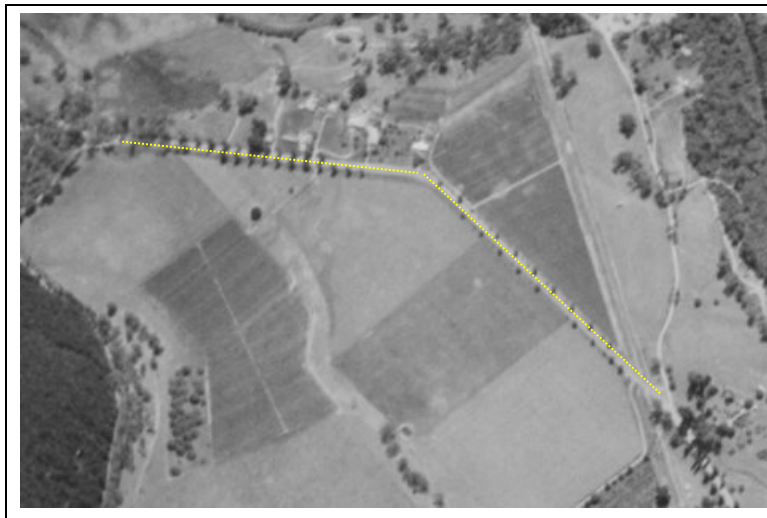
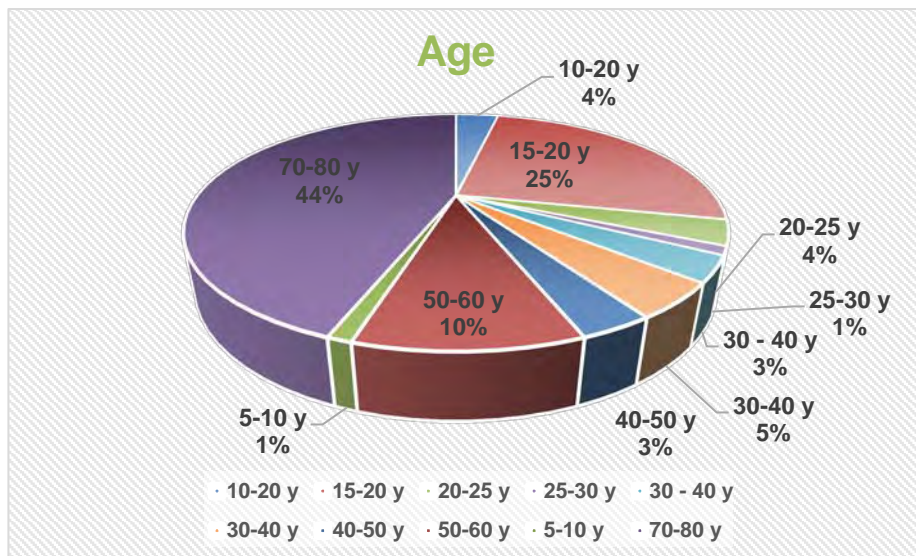


Figure 3: The yellow line indicates the extent of the study area as shown on aerial mapping in 1966. Discernible rows of trees can be seen on both sides along the length of the study area.

3.9 Tree age is summarised in Figure 4 that shows that thirty-nine (39 or 44 % of the tree population) were aged between 70 – 80 years. These are thought to be the original plantings along the GAR. Twenty-two (22 or 25 % of the tree population) were between 15 – 20 years of age and were comprised of the more recent infill plantings. Nine (9 or 10 % of the tree population) were aged between 50 – 60 years of age that were mostly the Dutch Elms that were also likely to be early or part of the original plantings.



Tree Health

3.10 Tree health was assessed based on foliage colour, size, and density as well as shoot initiation and elongation along with the presence of any pests or diseases. Overall, the tree population was exhibiting Fair or better health (85 trees or 96 % of the tree population) for the species growing under the current environmental conditions. Three (3) trees exhibited Fair to poor health exhibiting a moderate amount of crown dieback or deadwood. See Figure 5 for a summary of tree health.

3.11 White Poplar is a species that is found in moist sites and has a high-water requirement to maintain essential physiological processes. Onsite observations noted that they had previously been pruned to remove past deadwood of which some branches exceeded 300 mm. The pruning was in response to the dieback of large sections of canopies that was likely caused by the millennium drought. Following several years of consistent precipitation since the drought ended their health has somewhat improved.

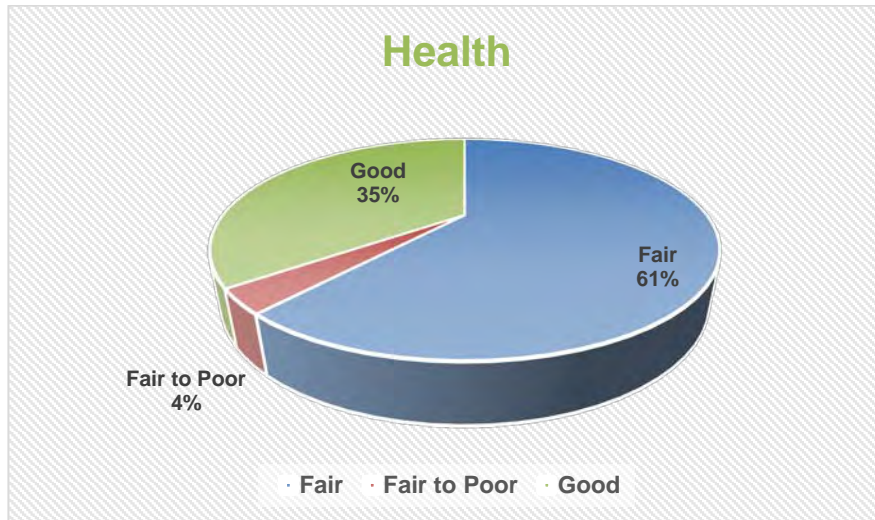


Figure 4: Summary of tree health.

Tree Structure

3.12 Tree structure was assessed for structural defects and deficiencies, likelihood of failures and risk to potential targets. The difficulty with the assessment of tree structure for the Dutch Elms was the large amount of adventitious (epicormic) growth along the primary branches. This growth severely restricted observation of their structures above the primary union. Therefore, the assessment of structure for the Elms was based on observations of the primary union, trunk, buttress, and root plate. See Figure 5 for a summary of tree structure.

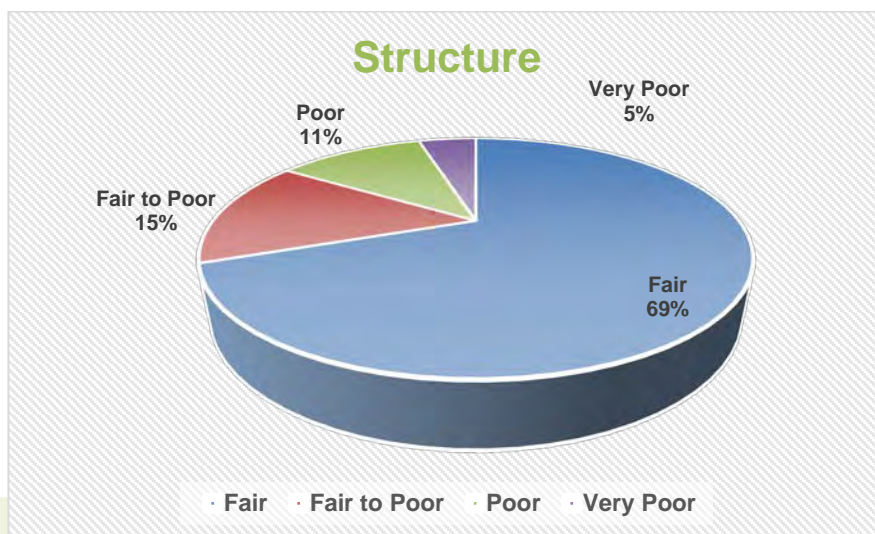


Figure 5: Summary of tree structure.

- Sixty-one (61 or 69 % of the tree population) trees exhibited Fair structure. These trees may have exhibited minor structural deficiencies such as over-extended branch/es or acute primary branching unions. In the case of the Elm trees, they may have multiple leaders originating from the primary union that were suitably attached and spaced.
- Thirteen (13 or 15 % of the tree population) trees exhibited Fair to poor structure. These trees exhibited moderate structure defects such as included or partially included branching unions with co-dominant leaders, primarily relating to some of the Scarlet Oak trees, and limb or trunk wounds. In the case of some Dutch Elms, the primary branching union was compressed with a smaller angle between the main leaders suggesting a less than ideal branch attachment.
- Ten (10 or 11% of the tree population) trees exhibited Poor structure. These trees exhibited major structural defects, such as basal, trunk and/or limb decay that was observed within many of the mature White Poplars. Their trunks sounded hollow when sounded with a nylon hammer suggesting a significant amount of wood decay has occurred. The poorly structured White Poplars are recommended to be removed within 5 years.
- Four (4 or 5 % of the tree population) trees exhibited Very Poor structure. These trees exhibit excessive structural defects, such as trunk or basal cavities and excessive wood decay. The extent of the defects is such that they are recommended to be removed within 2 years.

Arboricultural rating

3.13 The assessed trees were attributed with an arboricultural rating. This rating relates to the combination of tree condition factors, including health and structure (arboricultural merit), and conveys an amenity value. Amenity relates to the trees biological, functional, and aesthetic characteristics within an urban landscape context. Figure 6 and Table 1 provide a summary of arboricultural ratings, first by category and then by tree numbers.

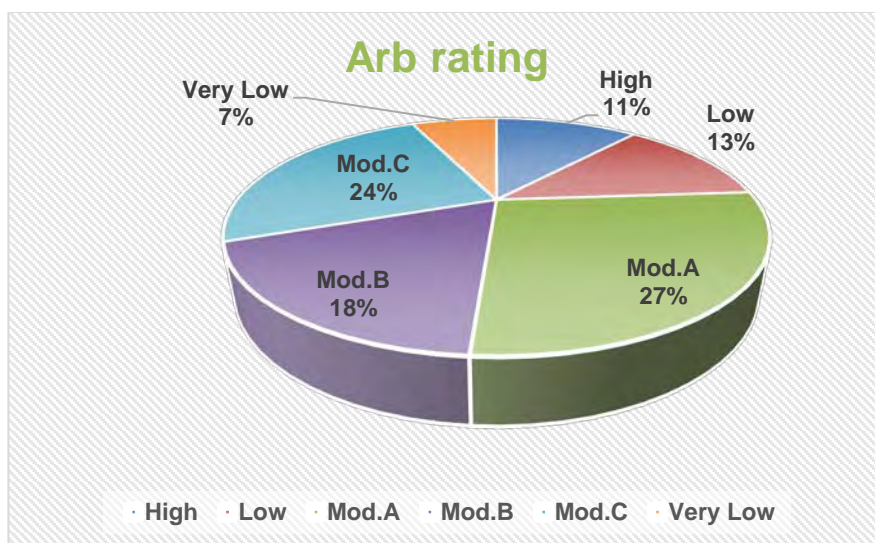


Figure 6: Summary of arboricultural ratings.

- 3.14 Overall, the tree population was at the High and Moderate end of the arboricultural rating system which accounted for seventy-one (71 or 80 % of the tree population) trees. Seventeen (17 or 20 % of the tree population) trees were of Low or Very Low arboricultural rating.
- 3.15 High rated trees were generally larger in size than Moderate A trees and were more prominent features within the landscape. High and Moderate rated trees were representative of the older and larger trees with individuals being 70 – 80 years of age with some High rated Pin Oaks being more than 20 m tall and wide. These trees were located at the eastern end of the study area. Based on their good overall condition they are expected to contribute to the landscape character into the medium to long-term future, if managed appropriately.
- 3.16 Moderate B rated trees were representative of infill plantings that are well established within the landscape and of Fair or better condition overall. In general, they were smaller in overall size and of younger age than High and Moderate A trees. Based on their age and condition they are expected to contribute to the landscape character into the medium to long-term future if managed appropriately.
- 3.17 Trees attributed with an arboricultural rating of Moderate C were of moderate quality in fair condition. Moderate C rated trees were representative of the more recent infill plantings of the past 15 – 25 years comprising the Deodar Cedars and Scarlet Oaks. They were well established within the landscape being no more than 12 m in height. However, they are expected to increase in size and based on their projected mature size of between 18 – 25 m they will contribute significantly to the landscape character into the medium to long-term future.
- 3.18 Trees of Low arboricultural rating was representative of most of the mature White Poplars and a young Scarlet Oak. The Poplars are of low quality with a useful life expectancy between 6 – 10 years. The young Scarlet Oak has the potential to be a long-lived individual within the landscape, if managed appropriately however it is low because at this stage it could be easily replaced within new landscape plantings.
- 3.19 Trees of Very Low arboricultural rating were comprised of over-mature White Poplars. They exhibited excessive structural defects that cannot be managed with practical arboricultural treatment, and they have been recommended for removal within 2 years. The four tree groups were also rated Very Low as they are self-sown trees that have a negative impact upon the avenue planting.

Table 1: Summary of arboricultural ratings.

Arboricultural Rating	No. of trees	% of tree population	Tree numbers
High	10	11 %	8, 11, 18, 21, 69, 70, 71, 74, 84, 87
Moderate A	24	27 %	1, 2, 3, 4, 6, 7, 12, 13, 15, 16, 17, 22, 66, 67, 68, 75, 76, 78, 80, 81, 82, 85, 86, 88
Moderate B	16	18 %	14, 19, 20, 23, 46, 48, 49, 50, 51, 52, 58, 64, 72, 73, 79, 83
Moderate C	21	24 %	5, 9, 10, 24, 25, 26, 27, 28, 29, 30, 31, 43, 44, 45, 47, 55, 59, 61, 62, 63, 65

Low	11	13 %	32, 34, 35, 36, 39, 40, 54, 56, 57, 60, 77
Very Low	6	7%	33, 37, 38, 41, 42, 53, Tree groups 1 - 4
Total	88	100 %	

Useful Life Expectancy

3.20 Useful life expectancy (ULE) was collected to provide an indication of overall tree condition and a tree's suitability to the site conditions. It provides an estimate in years of how long a tree is likely to remain and contribute to the landscape based on species, stage of life (cycle), health and structure, amenity, environmental services contribution, conflicts with adjacent infrastructure and risk to persons and property.

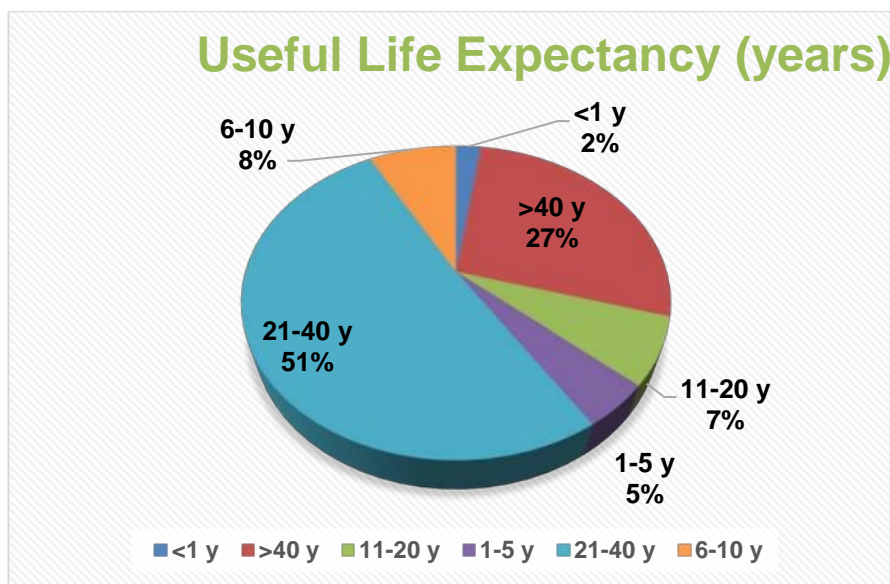


Figure 7: Summary of Useful life expectancy across the tree population.

3.21 Figure 7 reflects the good condition of the tree population showing that sixty-nine (69 or 78 % of the tree population) trees have a ULE of greater than 20 years. Of this percentage, 27 % have a ULE of greater than 40 years, which are younger trees in fair or better overall condition. While nineteen (19 or 22 % of the tree population) trees have a useful life expectancy of less than 20 years. Of these 19 trees, 13 have a ULE of less than 10 years.

3.22 The difficulty in predicting a tree's ULE is due to ever changing climatic conditions and prevailing stresses that suggest the ULE is not be a static number. Therefore, where conditions remain favourable to tree growth then the ULE of most trees will be extended and vice versa. The current species palette is generally tolerant of adverse conditions (within reason and excluding abiotic factors such as soil compaction) and it could be expected that the population will continue to thrive into the future should environmental conditions remain relatively unchanged. It should be noted that the ULE can potentially be extended where practical arboricultural input/s, such as irrigation that favour tree growth is provided.

4 Photos



Figure 7 (upper left): View facing west showing the canopy extending over the road forming a tunnelling effect or sense of canopy enclosure over the road.

Figure 8 (upper right): View facing west showing the strong sense of canopy enclosure from the Pin Oaks and Dutch Elms at the eastern end of the GAR.

Figure 9 (above left): View facing east of the existing conditions and Tree 64, a Dutch Elm on the northern side of the GAR.

Figure 10 (above right): View facing south showing the dense crown of Tree 1, a Dutch Elm. The species proclivity to producing adventitious (epicormic) growth along the main branches made assessment of structure for the species difficult.



Figure 11 (left): View facing east showing White Poplars located towards the western end of the GAR. The White Poplars were in poor condition with several trees recommended for removal within 2 years.



Figure 12 (left): View facing south-east showing an alternative planting of Deodar Cedars and Scarlet Oaks (Trees 48 – 52) on the southside of the GAR at the western end.



Figure 13 (left): View facing north-west showing self-seeded White Poplars comprising Tree group 3. The suckering nature of the species was negatively impacting upon the landscape character of the planting.

5 Discussion & Tree Management

- 5.1 The avenue planting along the GAR marks a sense of arrival at the township of Bright that provides a 'welcoming' for residents and visitors alike. It is significant for its length and the age and size of many trees. The deciduous nature of the Oaks and Elms provides strong autumn colour (seasonal effect) brought about by Bight's cooler climate and structural effect (when defoliated during cooler times of the year). While the Deodar Cedars have a distinct upright form when young that becomes broader at maturity.
- 5.2 The planting is separated into several sections with older and larger trees including Pin Oaks and Dutch Elms located at the eastern extent while mature White Poplars are located towards the west with later infill plantings of Scarlet Oak and Deodar Cedars towards the middle and west.
- 5.3 The size and crown spread of the Pin Oaks and Elms at the eastern end provide a sense of canopy enclosure or tunnelling effect as vehicles move through this section. This sense of enclosure is less at the western extent due to the younger age and size of the plantings, and the reduced canopy size of the White Poplars. However, the projected size of the Scarlet Oaks and Deodar Cedars is such that canopy enclosure could be expected within 20 – 25 years providing they are managed appropriately, and environmental conditions remain favourable to their growth and development.
- 5.4 Canopy enclosure reduces the road's exposure to the prevailing weather. The interception of solar and precipitation, as well as reduced stormwater runoff lowers maintenance costs as the road is less susceptible to cracking, deterioration, rutting and subsidence that are the result of exposure that require repair.
- 5.5 Within the avenue planting, a sense of balance is provided by the evenness in age, size, and regular distance between trees. This also creates a sense of rhythm as one moves along its length. Overall, balance has been achieved by using a small number of species, and regular planting distances. However, this balance and rhythm is disturbed by the presence of the suckering tree groups. Therefore, to restore this ambience at the western end of the avenue the removal of the tree groups and other Poplar suckers is recommended along with the planting of new, individual trees at regular distances.
- 5.6 The overall condition of the tree population was generally good, except for the White Poplars. From the assessment fourteen (14) management recommendations have been provided (See Appendix 1). These recommendations include structural pruning, crown maintenance, tree removal and pest and disease management. Structural pruning is recommended to address deficiencies in several younger Scarlet Oaks to improve their structure long-term. Crown maintenance involves the removal of large dead branches and hanging branches that have the potential to land on the road if they failed. These works are recommended to be carried out within 12 – 24 months or earlier if resources allow.

- 5.7 In total, six (6) White Poplars, being Trees 33, 37, 38, 41, 42 and 53 are recommended for removal within 2 years. Works to mitigate their structural defects would be largely ineffective, require a disproportionate amount of resources and significantly reduce their amenity and aesthetic value. The remaining White Poplars are recommended to be removed within 5 years and a staged approach could be considered to better allocate available resources. Where trees are removed, it is recommended that the stumps are ground out with a stump grinder and replacement trees are planted. Suckering regrowth will also need to be addressed.
- 5.8 The tree groups were comprised of 'suckering' White Poplars of which the species has a proclivity. The irregular and indiscriminate spacing of the suckering tree groups has a negative impact on the aesthetics (balance and rhythm) of the avenue. Neighbouring residents also conveyed the nuisance within their own properties. Currently, management of the suckering growth within the road verge is by regular mowing by landscape contractors which is an effective strategy. However, the suckers along the property boundary have been left to develop in size and inaction by landowners has allowed them to develop within adjoining properties. The development of a management program is recommended that includes chemical and mechanical control. The adjoining landowners should be consulted as they could be impacted by the program.
- 5.9 Pest and disease management is concentrated on the control of Elm leaf beetle (*Xanthogaleruca luteola*) of which Dutch and English Elms are susceptible too. Overall, ELB infestation was confined to Trees 60 and 64 and was relatively minor. However, as the beetle population increases a broader issue may develop as they spread to other Elms. At this stage, ELB control of Trees 60 and 64 is recommended along with ongoing monitoring. A control program across the Elm population should be implemented if a more serious outbreak occurs.
- 5.10 Where trees are removed from the avenue, replacement plantings are strongly encouraged. Currently, the main planting theme is comprised of Dutch Elms, Pin Oaks, White Poplars, Deodar Cedars, and Scarlet Oaks. Apart from the White Poplars, the other species are performing well within the landscape. White Poplar is best suited to moist sites, and it is not expected to tolerate future climate predictions. A species better suited to drier climatic conditions with a long-life span should be considered over the replanting of White Poplars. Its suckering nature and the negative effect on the avenue are additional reasons for not selecting the species for future plantings. Should new species be introduced, the overall species palette should be kept small to maintain the strong amenity and aesthetic values of avenue planting.
- 5.11 In total, there were six (6) vacant sites that would be acceptable for new tree plantings. These sites do not include the powerline easements (which are not suitable planting sites) that extend through the study area. Vacant sites can be seen in Appendix 3.
- 5.12 Continued monitoring and inspection of the trees every 2 years is recommended to observe any changes in their condition and to determine works where appropriate. Inspections are to be undertaken by a competent arborist/s who are trained and qualified in the assessment of tree risk.

6 Conclusion

- 6.1 An assessment of the avenue planting along the Great Alpine Road between Tower Hill Road and the Murray to the Mountains rail trail in Bright was undertaken to determine their overall condition and to provide tree management recommendations.
- 6.2 In total, eighty-eight (88) individual trees and four (4) tree groups comprising 44 stems were assessed. The tree groups were comprised of suckering trees that have no arboricultural merit within the avenue planting.
- 6.3 The tree population was comprised of seven (7) different species with the main species being Pin Oak, Dutch Elm, White Poplar, Deodar Cedar, and Scarlet Oak. The age of the trees varied across the population with the earliest plantings believed to have occurred in the 1950's with the original trees being 70 – 80 years of age. Infill plantings have occurred with the Scarlet Oaks and Deodar Cedars planted approximately 15 – 25 years ago.
- 6.4 Overall, the tree population was healthy, with 85 trees (96 % of the tree population) exhibiting Fair or better health. The health of the White Poplars had been impacted during the millennium drought but has since recovered somewhat. Most trees exhibited Fair structure (69 % of the tree population) while 16 % of trees exhibited Poor or Very Poor structure with major defects being present.
- 6.5 The relatively good condition of the tree population is reflected in the arboricultural ratings of which most trees were rated High or Moderate (A, B or C). Twenty percent of trees were rated Low or Very Low with short to very short useful life expectancies within the landscape. See Table 1 on page 9 and Appendix 1 for the arboricultural rating attributed to each tree feature.
- 6.6 The avenue planting along the GAR provides a welcoming sense for residents and visitors entering the Bright township. It is significant for its length (0.9 km), tree age and size of many individuals and its amenity and aesthetic value and contribution to the landscape character.
- 6.7 The eastern end is far more significant as it was comprised of older, large Pin Oaks and Elms in good condition that created a sense of canopy enclosure over the road. The western end was comprised of mature White Poplars and younger Deodar Cedars and Scarlet Oaks that contributed less to the landscape character. However, within the next 18 – 25 years it is expected that this section will become more significant as the Oaks and Cedars increase in overall size.
- 6.8 Overall, most trees were performing well and are expected to positively contribute to the landscape into the medium to long-term future. The exception being the Poplars that were in poor condition overall with short useful life expectancies. The suckering Poplars were also problematic with a negative impact upon the avenue. The avenue's management within the next 5 years should be directed towards removing the Poplars and controlling the suckering Poplar trees whilst longer term management, 5 years and beyond is to be directed towards maintaining tree health and structure and managing the aging population at the eastern end.

6.9 Management recommendations include,

- Remove Trees 33, 37, 38, 41, 42 and 53 with 2 years due to their Very Poor structure.
- Remove Trees 32, 34, 35, 36, 39, 40, 54, 55, 56 and 57 (remaining White Poplars) and Tree groups 1 – 4 within 5 years.
- Carry out the work recommendations for the 14 trees within 2 years. See Appendix 1 for all work recommendations.
All pruning works are to be undertaken by a fully qualified arborist in accordance with *AS4373-2007 Pruning of amenity trees*.
- Implement a control program for the suckering White Poplars. Consult with the adjoining landowners about the program as they could be impacted too. Maintain existing mowing practices within the road verge to control new suckers.
- Treat Trees 60 and 64 for Elm leaf beetle. Monitor the trees for pest outbreaks and should beetle populations spread to other Elm trees implement an ELB control program.
- Engage an arborist with a qualification in tree risk assessment to reassess the trees every 2 years for any change in their condition and to determine any immediate management requirements.
- Plant a semi-advanced tree within each of the 6 vacant sites. See Appendix 3 for vacant sites.
- Replace removed trees with semi-advanced specimens at regular planting distances. Maintain a small planting palette to maintain the strong amenity and aesthetic values of avenue planting.
- All replacement trees are to conform to *AS2303-2015 Tree stock for landscape use*. Trees are to be planted using best arboricultural practice and ameliorate the soil where necessary prior to planting.

I am available to answer any questions arising from this report.

No part of this report is to be reproduced unless in full.

Signed



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Appendix 1: Tree Assessment Table: Great Alpine Road, Bright (TreeLogic, 2024).

Key: **DBH** = Diameter at breast height, 1.4m up trunk, unless otherwise indicated. Basal dimensions is trunk diameter at base immediately above root buttress. **ARB rating** = arboricultural rating. **TPZ** = Tree protection zone in radial metres. **SRZ** = Structural root zone in radial metres. **ULE** = Useful Life Expectancy measured in years. Definition of the descriptor categories used in the assessment can be seen Appendix 3.

See following 9 pages.

M(8) 30 July 2024

9.2.1.b GAR (western gateway) Bright Landscape and Heritage Detailed Assessment Methodology Report July 2024

Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
1	13	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	72 @ 1m	76	13 x 16	Good	Fair	Mod.A	21-40 y	Mower damage to surface roots, good crown density, difficult to inspect structure due to crown density	8.6	2.9	0	3	4.6	
2	3201	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	68 @ 1m	74	13 x 14	Fair	Fair	Mod.A	21-40 y	Aventitious shoots from pruning cuts at 2m.	8.2	2.9	18	3.1	4.1	
3	15	Pin Oak (Quercus palustris)	50-60 y	Maturing	Exotic deciduous	Early Infill	49	69	19 x 10	Good	Fair	Mod.A	21-40 y	Upper crown co-dominant stems with acute primary union	5.9	2.8	27	3	4.3	
4	16	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	69 @ 1.2m	75	15 x 15	Good	Fair	Mod.A	21-40 y		8.3	2.9	11	3.3	5	
5	17	Pin Oak (Quercus palustris)	10-20 y	Semi-mature	Exotic deciduous	Late Infill	14 @ <1m	19	9 x 5	Fair	Fair	Mod.C	>40 y	Developing co-dominant stems in upper crown	2	1.6	13	3.2	5.7	
6	18	Pin Oak (Quercus palustris)	50-60 y	Maturing	Exotic deciduous	Early Infill	51	67	19 x 13	Good	Fair	Mod.A	21-40 y	Shading of lower branches west side [<50mm]	6.1	2.8	12	3.2	5	
7	19	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	71 @ 1.1m	72	16 x 16	Good	Fair	Mod.A	21-40 y		8.5	2.9	12	3.5	5.2	
8	20	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	92	113	26 x 21	Good	Fair	High	21-40 y	Over-extended branch to north, lichen [orange] development in upper crown	11	3.5	15	3.1	5	
9	21	Pin Oak (Quercus palustris)	10-20 y	Semi-mature	Exotic deciduous	Late Infill	12 @ 1.2m	19	5 x 5	Fair	Fair	Mod.C	>40 y		2	1.6	13	3.6	5.8	
10	22	Pin Oak (Quercus palustris)	10-20 y	Semi-mature	Exotic deciduous	Late Infill	10 @ 1.1m	15	6 x 5	Fair	Fair	Mod.C	21-40 y	Leader developing bias to east	2	1.5	12	3	6	
11	23	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	104	124	23 x 22	Good	Fair	High	21-40 y	Over-extended branches to north & north-east. Remove 90mm hanging branch over road	12.5	3.6	12	2.8	5	Crown maintenance
12	24	Pin Oak (Quercus palustris)	40-50 y	Maturing	Exotic deciduous	Early Infill	58	77	20 x 14	Good	Fair	Mod.A	>40 y		7	3	11	3.3	5.5	
13	25	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	64 @ 1.2m	73	13 x 14	Good	Fair	Mod.A	21-40 y		7.7	2.9	12	3.1	5.5	
14	26	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	29	43	10 x 11	Fair	Fair	Mod.B	>40 y		3.5	2.3	26	3.5	5.8	
15	27	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	65 @ 1.3m	67	12 x 16	Fair	Fair	Mod.A	21-40 y		7.8	2.8	12	3.5	5.3	

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Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
16	28	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	98	116	25 x 20	Good	Fair	Mod.A	21-40 y	Co-dominant stems in upper crown, minor decay extending from ground to 2m on northside with fungal fruiting bodies [Trametes versicolor?], 3m seam of minor decay on southside [between buttress roots]	11.8	3.5	14	3.3	5.1	
17	29	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	62 @ 1.3m	69	13 x 14	Good	Fair	Mod.A	21-40 y		7.4	2.8	23	3	5.5	
18	30	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	93	115	24 x 21	Good	Fair to Poor	High	21-40 y	Co-dominant stems in upper crown with partial bark inclusion [westside], no opening or movement of union to suggest probable failure within 12 months	11.2	3.5	14	3.2	5.2	
19	31	Pin Oak (Quercus palustris)	20-25 y	Semi-mature	Exotic deciduous	Late Infill	35	50	12 x 11	Fair	Fair	Mod.B	21-40 y	Leader developing to south	4.2	2.5	13	4	5.4	
20	32	Dutch Elm (Ulmus Xhollandica)	30-40 y	Early-mature	Exotic deciduous	Infill	49	57	12 x 12	Good	Fair to Poor	Mod.B	21-40 y	Acute primary union	5.9	2.6	11	3.3	5.7	
21	33	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	86	106	24 x 20	Good	Fair	High	21-40 y	Lichen in upper crown	10.3	3.4	14	3.3	5.2	
22	34	Pin Oak (Quercus palustris)	50-60 y	Maturing	Exotic deciduous	Early Infill	59	76	19 x 14	Good	Fair	Mod.A	>40 y		7.1	2.9	12	3.8	5.3	
23	35	Dutch Elm (Ulmus Xhollandica)	30-40 y	Early-mature	Exotic deciduous	Infill	48 @ 1.3m	54	8 x 12	Fair	Fair	Mod.B	21-40 y	Large burl on westside of buttress	5.8	2.6	11	3.4	5.6	
24	36	Deodar (Cedrus deodara)	20-25 y	Semi-mature	Exotic conifer	Late Infill	35	50	12 x 9	Fair	Fair	Mod.C	>40 y		4.2	2.5	14	3.5	5.2	
25	37	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	28	35	11 x 10	Fair	Fair to Poor	Mod.C	>40 y	Codominant stems with acute primary union	3.4	2.1	14	3.3	5	
26	38	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	31 @ <1m	34	8 x 8	Fair	Fair	Mod.C	>40 y		3.7	2.1	29	4.2	5	
27	39	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	33	44	10 x 11	Fair	Fair to Poor	Mod.C	21-40 y	Included bark primary union. Reduce north leader by 3m [cuts to 90mm] & crown uplift	4	2.3	12	3.5	5.2	Structural pruning - see comments
28	40	Deodar (Cedrus deodara)	15-20 y	mature	conifer	Late Infill	34 @ <1m	38	10 x 7	Fair	Fair	Mod.C	>40 y		4.1	2.2	12	3.5	4.5	
29	41	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	29	35	10 x 10	Fair	Fair	Mod.C	21-40 y	Minor loss of internal foliage	3.5	2.1	12	4.3	4.2	
30	42	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	31 @ <1m	34	10 x 6	Fair	Fair	Mod.C	>40 y		3.7	2.1	14	4.1	5.5	

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Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
31	43	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	30	37	11 x 11	Fair	Fair to Poor	Mod.C	21-40 y	C-odominant stems with acute primary union	3.6	2.2	13	4.2	6	
32	44	White Poplar (Populus alba)	40-50 y	Maturing	Exotic deciduous	Infill	53 @ <1m	55	13 x 11	Fair	Fair to Poor	Low	11-20 y	Suckering growth at base & along boundary [10 stems], HV easement to east	6.4	2.6	33	8	2.8	
33	45	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	77	92	13 x 9	Fair to Poor	Very Poor	Very Low	<1 y	Trunk cavity 50mm deep x 1200mmh x 570mmw, deadmw >230mm. Remove tree within 2 years	9.2	3.2	11	3.3	6.4	Tree removal
34	47	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	87 @ 1.1m	94	16 x 16	Fair	Poor	Low	6-10 y	Past removal of deadwood, limb wounds with decay, decay expected at pruning locations, suckering to south along boundary,	10.4	3.2	20	3.7	6.8	
35	55	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	103 @ 1m	113	17 x 14	Fair to Poor	Poor	Low	6-10 y	Past deadwood removed, limb wounds some with decay, deadwood to 350mm including 1x structural branch over grass area to south, crown tip dieback	12.4	3.5	21	3	6.2	
36	59	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	88	99	14 x 14	Fair	Poor	Low	6-10 y	Trunk decay eastside originating from buttress root, limb wounds, past deadwood removed	10.6	3.3	21	3.2	6.9	
37	63	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	103 @ 1m	107	15 x 15	Fair	Poor	Very Low	1-5 y	Major trunk decay developing from past primary branch failure or removal, decay at base of southern primary branch, large decay pocket in central leader, suckering trees along south boundary. Remove tree within 2 years	12.4	3.4	42	3.5	7	Tree removal
38	66	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	91 @ 1m	100	15 x 14	Fair	Very Poor	Very Low	1-5 y	Column of trunk decay, basal cavity southside, cavity on northside from past removal of primary branch. Remove tree within 2 years	10.9	3.3	20	3.7	7	Tree removal

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Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
39	69	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	86 @ 1.3m	95	13 x 15	Fair	Poor	Low	6-10 y	Column of decay, decay pocket in central leader, deadwood to 250mm, hollow sounding trunk	10.3	3.2	19	3.7	7	
40	No tag	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	93 @ 1.1m	100	16 x 16	Fair	Poor	Low	6-10 y	Limb wounds, removal of past large [3500mm approx] deadwood, crown tip dieback, deadwood to 180mm over grass	11.2	3.3	19	3.5	7.2	
41	73	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	97	106	17 x 15	Fair	Very Poor	Very Low	1-5 y	Hollow sounding trunk, cavities in structural roots southside, decay pocket in base of south-east primary branch, past removal of large deadwood, 700mm deep cavity on north-west side in buttress, deadwood to 300mm. Remove tree within 2 years	11.6	3.4	20	4	7.1	Tree removal
42	77	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	109 @ 1.1m	122	17 x 17	Fair	Poor	Very Low	1-5 y	Hollow sounding trunk, trunk cavities north & west sides, mod decay pocket at base of main primary branch, past removal of dead branches, road culvert 2.5m to west. Remove tree within 2 years	13.1	3.6	19	3.2	7.2	Tree removal
43	80	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	32 @ <1m	36	10 x 7	Fair	Fair	Mod.C	>40 y		3.8	2.2	12	5.5	7	
44	82	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	29 @ 1.2m	37	11 x 12	Good	Fair to Poor	Mod.C	21-40 y	Included bark primary union. Reduce western primary branch by 3-4m - cuts to 90mm. Tree planted on high side of swale on embankment	3.5	2.2	13	6	4.9	Structural pruning - see comments
45	86	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	29	36	9 x 7	Fair	Fair	Mod.C	>40 y	Tree planted high on road embankment	3.5	1.9	13	10	3	
46	88	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	26	38	12 x 9	Fair	Fair	Mod.B	21-40 y	Tree planted high on road embankment	3.1	2.2	12	12	2	
47	89	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	30 @ 1.2m	34	10 x 7	Fair	Fair	Mod.C	>40 y	Tree planted high on road embankment	3.6	2.1	14	12	2.5	
48	90	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	37 @ 1.3m	46	12 x 9	Fair	Fair	Mod.B	21-40 y	Tree planted high on road embankment, foliage with chlorosis	4.4	2.4	12	12	3	

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Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
49	91	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	40	49	10 x 9	Good	Fair	Mod.B	>40 y	Tree planted above drainage channel	4.8	2.5	15	6	5	
50	92	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	33	44	11 x 11	Good	Fair to Poor	Mod.B	21-40 y	Co-dominant stems with acute primary union, tree planted above drainage channel	4	2.3	12	7.5	3.9	
51	93	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	39	50	13 x 9	Fair	Fair	Mod.B	>40 y		4.7	2.5	13	7.4	5	
52	94	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	33	36	12 x 10	Fair	Fair	Mod.B	>40 y		4	2.2	14	7.8	5.3	
53	No tag	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	95 (estimated)	105	16 x 12	Fair	Very Poor	Very Low	<1 y	Large trunk cavity northside with bee hive, past structural root damage from drainage works, past limb failure, numerous suckers along north boundary. Remove tree within 2 years	11.4	3.4	0	4.5	4.5	Tree removal
54	735	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	105 @ 1m	111	17 x 17	Fair to Poor	Poor	Low	6-10 y	Column of trunk decay, 700mm deep cavity at primary union [s/e side], 500mm cavity at base [eastside], previous removal of dead branches to 400mm approx, road culvert 3.5m west	12.6	3.5	21	3.5	5	
55	No tag	White Poplar (Populus alba)	20-25 y	Semi-mature	Exotic deciduous	Infill	40 @ 1m	43	17 x 7	Fair	Fair	Mod.C	11-20 y		4.8	2.3	11	5.2	3.8	
56	No tag	White Poplar (Populus alba)	70-80 y	Maturing	Exotic deciduous	Original	92	99	14 x 14	Fair	Poor	Low	6-10 y	Trunk decay, previous removal of dead branches to 350mm, epicormic crown, limb wounds	11	3.3	8	3.3	5	
57	No tag	White Poplar (Populus alba)	30-40 y	Maturing	Exotic deciduous	Infill	40,42,45,43	88	18 x 12	Fair	Fair	Low	11-20 y	4 x stems, self-sown	10.2	3.1	11	4	4	
58	No tag	Liquidambar (Liquidambar styraciflua)	70-80 y	Maturing	Exotic deciduous	Original	90 (estimated)	100	12 x 17	Fair	Fair	Mod.B	21-40 y	Past HV pruning, vine obscuring trunk & primary branches	10.8	3.3	38	6.8	4	
59	No tag	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	25 @ 1m	30	10 x 6	Fair	Fair	Mod.C	>40 y	Telecom pit 2.4m to n/w	3	2	12	3.8	3	

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Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
60	No tag	English Elm (Ulmus procera)	70-80 y	Maturing	Exotic deciduous	Original	94 @ 1.2m	102	15 x 17	Fair	Poor	Low	11-20 y	Large trunk wound n/w side from previous limb failure, good wound wood development at edges, minor elm leaf beetle infestation [likely to worsen over summer]. Treat for Elm leaf beetle. Small trunk wound n/e side, tree pressed against boundary	11.3	3.3	13	6	0.1	Pest & Disease treatment - see notes
61	No tag	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Infill	29 @ 1.3m	36	11 x 7	Fair	Fair	Mod.C	>40 y		3.5	2.2	15	3.5	3.3	
62	No tag	Scarlet Oak (Quercus coccinea)	15-20 y	Semi-mature	Exotic deciduous	Late Infill	24	34	11 x 9	Fair	Fair to Poor	Mod.C	21-40 y	Tree part suppressed by northern gum trees, crown bias developing to s/w, included bark primary union. Reduce south-west heading leader by 4m - cuts to 80mm. Growing on lower side of road	2.9	2.1	14	4	3.8	Structural pruning - see comments
63	No tag	Deodar (Cedrus deodara)	15-20 y	Semi-mature	Exotic conifer	Late Infill	28	39	11 x 6	Fair	Fair	Mod.C	>40 y		3.4	2.2	14	5	4.5	
64	No tag	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	75,71,57	152	18 x 16	Fair	Fair to Poor	Mod.B	11-20 y	Tree well setback from road, but contributes to streetscape amenity, multi-stemmed at base, vertical cracking of bark on 3 x stems, cracking appears superficial & wood beneath is not decayed, low hanging crown towards road, minor Elm leaf beetle infestation, suckering, past HV pruning. Treat for Elm leaf beetle.	14.2	3.9	17	11	5 [W], 11.7 [N]	Pest & Disease treatment - see notes
65	No tag	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	62 @ 1m	83	11 x 15	Fair	Fair to Poor	Mod.C	11-20 y	Profuse suckering from base & trunk, decay pocket s/e at 2.5m with bee hive, past HV pruning	7.4	3.1	33	4	9.2	
66	No tag	Pin Oak (Quercus palustris)	40-50 y	Maturing	Exotic deciduous	Infill	50	65	15 x 18	Good	Fair	Mod.A	>40 y		6	2.8	11	5	6.5	
67	No tag	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	84	103	15 x 24	Good	Fair to Poor	Mod.A	21-40 y		10.1	3.4	12	3.8	6.9	

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Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
68	No tag	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	68 @ <1m	72	13 x 16	Fair	Fair	Mod.A	21-40 y	5 x suckers developing at base	8.2	2.9	14	3	7.4	
69	733?	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	110	133	23 x 26	Good	Fair	High	21-40 y		13.2	3.7	23	2.7	7.3	
70	No tag	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	99	120	26 x 20	Fair	Fair	High	21-40 y	Deadwood to 180mm.	11.9	3.6	13	2.5	8.2	Deadwood removal
71	No tag	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	92	109	24 x 26	Good	Fair	High	21-40 y		11	3.4	24	2.8	8.6	
72	No tag	Dutch Elm (Ulmus Xhollandica)	30 - 40 y	Early-mature	Exotic deciduous	Infill	45	52	15 x 13	Fair	Fair	Mod.B	21-40 y	Younger infill planting with minor crown bias to east but beginning to find gap in canopy & develop upright leader	5.4	2.5	12	3.2	8.5	
73	No tag	Dutch Elm (Ulmus Xhollandica)	25-30 y	Semi-mature	Exotic deciduous	Infill	38	49	15 x 13	Fair	Fair	Mod.B	21-40 y		4.6	2.5	12	3.4	8.8	
74	No tag	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	89	111	21 x 23	Fair	Fair	High	21-40 y	Recent over-extended branch [400mm] north, oxl to north-east	10.7	3.5	13	2.7	8.2	
75	No tag	Dutch Elm (Ulmus Xhollandica)	50-60 y	Maturing	Exotic deciduous	Original	59	64	13 x 15	Fair	Fair	Mod.A	21-40 y	Tag obscured on northside	7.1	2.7	14	3.1	8.5	
76	No tag	Dutch Elm (Ulmus Xhollandica)	70-80 y	Maturing	Exotic deciduous	Original	91 @ 1.2m	98	16 x 16	Fair	Fair	Mod.A	21-40 y	Multiple primary branches originating at primary union	10.9	3.3	13	4.2	7.4	
77	No tag	Scarlet Oak (Quercus coccinea)	5-10 y	Young	Exotic deciduous	Late Infill	6 @ 1m	9	3 x 3	Fair	Fair	Low	>40 y	Remove supporting stakes	2	1.5	12	3.8	8.6	Other - see comments
78	No tag	Dutch Elm (Ulmus Xhollandica)	50-60 y	Maturing	Exotic deciduous	Original	69 @ 1.1m	71	13 x 17	Good	Fair	Mod.A	21-40 y		8.3	2.9	13	3.4	8.6	
79	No tag	Pin Oak (Quercus palustris)	30 - 40 y	Early-mature	Exotic deciduous	Infill	42	55	14 x 13	Fair	Fair	Mod.B	>40 y		5	2.6	11	3.8	8.8	
80	9	Dutch Elm (Ulmus Xhollandica)	50-60 y	Maturing	Exotic deciduous	Original	68 @ 1.2m	75	14 x 16	Good	Fair	Mod.A	21-40 y	Multiple branches originating at primary union	8.2	2.9	27	3.4	8.9	
81	8	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	94	114	22 x 25	Good	Fair to Poor	Mod.A	21-40 y	Past co-dominant limb failure (southside), crown appears intact & stable	11.3	3.5	24	3.2	8.4	
82	7	Dutch Elm (Ulmus Xhollandica)	50-60 y	Maturing	Exotic deciduous	Original	64 @ 1.1m	67	15 x 17	Good	Fair	Mod.A	21-40 y	Multiple branches originating at primary union	7.7	2.8	13	3.4	8.7	
83	6	Pin Oak (Quercus palustris)	30 - 40 y	Early-mature	Exotic deciduous	Infill	49	66	18 x 15	Fair	Fair	Mod.B	>40 y		5.9	2.8	11	3.7	8.7	
84	5	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	98	118	22 x 26	Good	Fair	High	21-40 y		11.8	3.5	12	3.3	8.5	
85	4	Dutch Elm (Ulmus Xhollandica)	50-60 y	Maturing	Exotic deciduous	Original	69 @ 1.2m	73	15 x 15	Good	Fair	Mod.A	21-40 y		8.3	2.9	14	3.6	8.4	

M(8) 30 July 2024

9.2.1.b GAR (western gateway) Bright Landscape and Heritage Detailed Assessment Methodology Report July 2024

Tree ID	Tag No.	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	DBH (cm)	Basal (cm)	Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary	Management recommendations
86	3	Pin Oak (Quercus palustris)	30-40 y	Early-mature	Exotic deciduous	Infill	48	66	19 x 17	Good	Fair	Mod.A	>40 y		5.8	2.8	12	3.8	8.6	
87	2	Pin Oak (Quercus palustris)	70-80 y	Maturing	Exotic deciduous	Original	98	116	24 x 29	Good	Fair	High	21-40 y		11.8	3.5	11	3.4	8	
88	1	Dutch Elm (Ulmus Xhollandica)	50-60 y	Maturing	Exotic deciduous	Original	69 @ 1.1m	72	15 x 17	Good	Fair	Mod.A	21-40 y		8.3	2.9	14	3.8	8.2	

M(8) 30 July 2024

9.2.1.b GAR (western gateway) Bright Landscape and Heritage Detailed Assessment Methodology Report July 2024

Tree group ID	Common Name (Botanical Name)	Age	Age class	Origin	Planting type	No. of stems	DBH (cm)	Basal (cm)	Average Height X Width (m)	Health	Structure	Arboricultural rating	ULE (yrs)	Comments	TPZ (m radius)	SRZ (m radius)	Spacing between trees (m)	Distance between tree & road	Distance between tree & nearest property boundary
G1	White Poplar (Populus alba)	15-20 y	Semi-mature	Exotic deciduous	N/A - self sown	12	30	38	15 x 5	Fair	Fair	Very low	<1 y	Suckers along boundary left to develop in size & age, 12 additional stems <15cm dbh, irregularly spaced	3.6	2.2	N/A	10	0.1
G2	White Poplar (Populus alba)	20-25 y	Maturing	Exotic deciduous	N/A - self sown	8	45	55	17 x 9	Fair	Fair to Poor	Very low	<1 y	DBH range from 40-65cm, self seeded left to develop, located irregularly spaced	5.4	2.6	N/A	11	0.5
G3	White Poplar (Populus alba)	25-30 y	Early-mature	Exotic deciduous	N/A - self sown	14	50	55	20 x 8	Fair	Fair to Poor	Very low	<1 y	Bee hive, basal wound, self-sown, young suckers developing, 1 x self sown Box Elder tree at east end	6	2.6	N/A	6	4
G4	White Poplar (Populus alba)	20-25 y	Maturing	Exotic deciduous	N/A - self sown	10	45	50	20 x 11	Fair	Fair to Poor	Very low	<1 y	Self-sown, vine infestation of eastern trees, Silver Birch tree at western extent	5.4	2.5	N/A	5	5

LEGEND

Arboricultural rating

- ★ High
- ▲ Mod-A
- ◆ Mod-B
- Mod-C
- Low
- TPZ
- SRZ
- Vacant sites

- Tree Protection Zone
- Structural Root Zone



APPENDIX 2
TREE LOCATIONS
AND PROTECTION
ZONES

MAP NO. 1 / 4

PROJECT
 Great Alpine Road West,
 Bright

CLIENT	TL REF.
GML Heritage	12870
Vic Pty. Ltd.	DATE
	2024-01-18

DATA SOURCES
 Nearmaps.com

TREE LOCATION
DISCLAIMER
 Tree locations are approximate

COORDINATE REFERENCE
SYSTEM EPSG:28355 | GDA 94



TREELOGIC PTY 4 / 21 Eugene Tee
 ABN: 95 080 021 Ringwood, VIC
 610 Australia 3134



30 July 2024

LEGEND

Arboricultural rating

- ★ High
- ▲ Mod-A
- ◆ Mod-B
- Mod-C
- Low
- ◆ Very Low
- TPZ
- SRZ

○ Tree Protection Zone

○ Structural Root Zone



APPENDIX 2
TREE LOCATIONS
AND PROTECTION
ZONES

MAP NO. 2 / 4

PROJECT
 Great Alpine Road West,
 Bright

CLIENT	TL REF.
GML Heritage	12870
Vic Pty. Ltd.	DATE
	2024-01-18

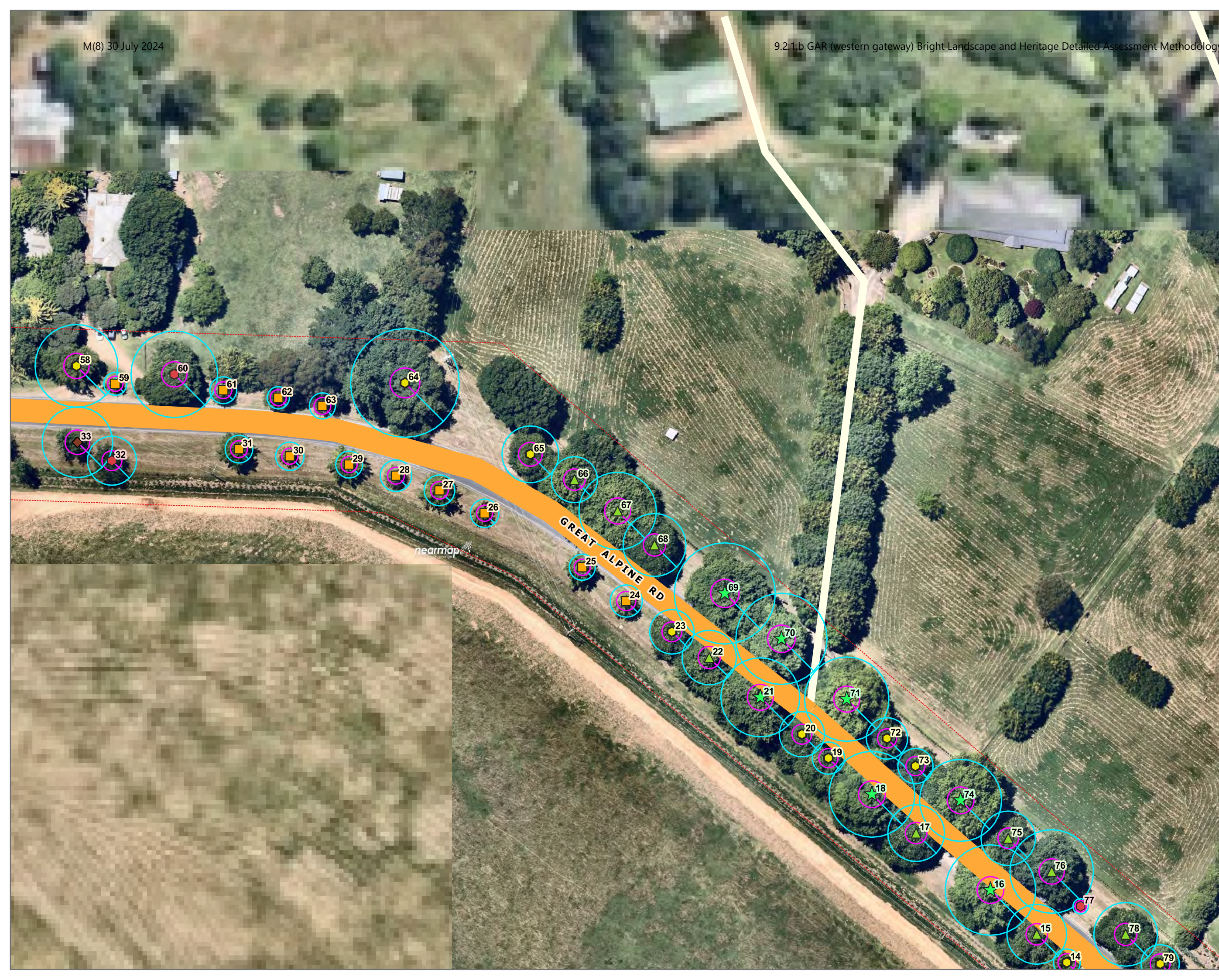
DATA SOURCES
 Nearmaps.com

TREE LOCATION
DISCLAIMER
 Tree locations are approximate

COORDINATE REFERENCE
SYSTEM EPSG:28355 | GDA 94



TREELOGIC PTY 4 / 21 Eugene Tce
 ABN: 95 080 021 Ringwood, VIC
 610 Australia 3134



LEGEND

Arbicultural rating

- Mod-B
- Mod-C
- Low
- ◆ Very Low
- TPZ
- SRZ

Arb rating Tree groups

- ▭ Very Low
- Vacant sites

○ Tree Protection Zone

○ Structural Root Zone



APPENDIX 2
TREE LOCATIONS
AND PROTECTION
ZONES

MAP NO. 3 / 4

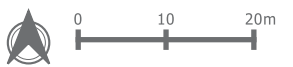
PROJECT
 Great Alpine Road West,
 Bright

CLIENT	TL REF.
GML Heritage	12870
Vic Pty. Ltd.	DATE
	2024-01-18

DATA SOURCES
 Nearmaps.com

TREE LOCATION
DISCLAIMER
 Tree locations are approximate

COORDINATE REFERENCE
SYSTEM EPSG:28355 | GDA 94






TREELOGIC PTY 4 / 21 Eugene Tce
 ABN: 95 080 021 Ringwood, VIC
 610 Australia 3134




LEGEND

Arboricultural rating

-  Mod-B
-  Mod-C
-  Very Low
-  TPZ
-  SRZ

 Tree Protection Zone

 Structural Root Zone



APPENDIX 2
TREE LOCATIONS
AND PROTECTION
ZONES

MAP NO. 4 / 4

PROJECT
 Great Alpine Road West,
 Bright

CLIENT	TL REF.
GML Heritage	12870
Vic Pty. Ltd.	DATE
	2024-01-18

DATA SOURCES
 Nearmaps.com

TREE LOCATION
DISCLAIMER
 Tree locations are approximate

COORDINATE REFERENCE
SYSTEM EPSG:28355 | GDA 94



TREELOGIC PTY 4 / 21 Eugene Tee
 ABN: 95 080 021 Ringwood, VIC
 610 Australia 3134





APPENDIX 3 — VACANT SITES

PROJECT
Great Alpine Road West, Bright

TL REF.	MAP NO.	DATE	CLIENT
012870	Key Map	2024-01-18	GML Heritage Victoria Pty. Ltd.

LEGEND

● Vacant sites

NOTES

Tree protection & structural root zones calculated in accordance with AS4970 2009 Protection of trees on development sites.

DATA SOURCES
Nearmaps.com

TREE LOCATION DISCLAIMER

Tree locations are approximate
COORDINATE REFERENCE SYSTEM EPSG:28355 | GDA 94
MGA Zone 55



ABN: 95 080 021
610
TEL: 1300 656 926
TREELOGIC PTY
4 / 21 Eugene Tce
Ringwood, VIC
Australia 3134



Appendix 4: Arboricultural Descriptors (February 2019).

Note that not all of the described tree descriptors may be used in a tree assessment and report. The assessment is undertaken with regard to contemporary arboricultural practices and consists of a visual inspection of external and above-ground tree parts.

1. Tree Condition

The assessment of tree condition evaluates factors of health and structure. The descriptors of health and structure attributed to a tree evaluate the individual specimen to what could be considered typical for that species growing in its location under current climatic conditions. For example, some species can display inherently poor branching architecture, such as multiple acute branch attachments with included bark. Whilst these structural defects may technically be considered arboriculturally poor, they are typical for the species and may not constitute an increased risk of failure. These trees may be assigned a structural rating of fair-poor (rather than poor) at the discretion of the assessor.

Diagram 1, provides an indicative distribution curve for tree condition to illustrate that within a normal tree population the majority of specimens are centrally located within the condition range (normal distribution curve). Furthermore, that those individual trees with an assessed condition approaching the outer ends of the spectrum occur less often.

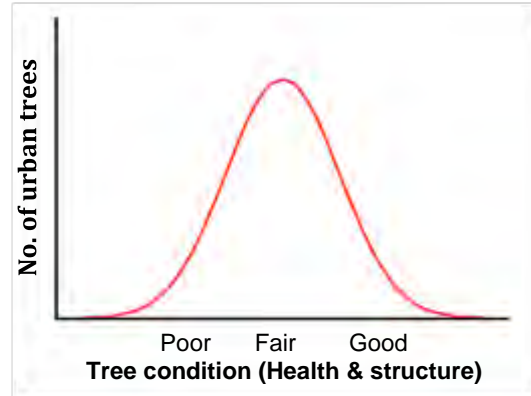


Diagram 1: Indicative normal distribution curve for tree condition

2. Tree Name

Provides botanical name, (genus, species, variety and cultivar) according to accepted international code of taxonomic classification, and common name.

3. Tree Type

Describes the general geographic origin of the species and its type e.g. deciduous or evergreen.

Category	Description
Indigenous	Occurs naturally in the area or region of the subject site. Remnant.
Victorian native	Occurs naturally within some part of the State of Victoria (not exclusively) but is not indigenous (component of EVC benchmark). Could be planted indigenous trees.
Australian native	Occurs naturally within Australia but is not a Victorian native or indigenous
Exotic deciduous	Occurs outside of Australia and typically sheds its leaves during winter
Exotic evergreen	Occurs outside of Australia and typically holds its leaves all year round
Exotic conifer	Occurs outside of Australia and is classified as a gymnosperm
Native conifer	Occurs naturally within Australia and is classified as a gymnosperm
Native Palm	Occurs naturally within Australia. Woody monocotyledon
Exotic Palm	Occurs outside of Australia. Woody monocotyledon

4. Height and Width

Indicates height and width of the individual tree; dimensions are expressed in metres. Crown heights are measured with a height meter where possible. Due to the topography of some sites and/or the density of vegetation it may not be possible to do this for every tree. Tree heights may be estimated in line with previous height meter readings in conjunction with assessor's experience. Crown widths are generally paced (estimated) at the widest axis or can be

measured on two axes and averaged. In some instances the crown width can be measured on the four cardinal direction points (North, South, East and West).

Crown height, crown spread are generally recorded to the nearest half metre (crown spread would be rounded up) for dimensions up to 10 m and the nearest whole metre for dimensions over 10 m. Estimated dimensions (e.g. for off-site or otherwise inaccessible trees where accurate data cannot be recovered) shall be clearly identified in the assessment data.

5. Trunk diameters

The position where trunk diameters are captured may vary dependent on the requirements of the specific assessment and an individual trees specific characteristics. DBH is the typical trunk diameter captured as it relates to the allocation of tree protection distances. The basal trunk diameter assists in the allocation of a structural root zone. Some municipalities require trunk diameters be captured at different heights, with 1.0 m above grade being a common requirement. The specific planning schemes will be checked to ascertain requirements.

Stem diameters shall be recorded in centimetres, rounded to the nearest 1 cm (0.01 m).

Diameter at Breast Height (DBH)

Indicates the trunk diameter (expressed in centimetres) of an individual tree measured at 1.4m above the existing ground level or where otherwise indicated, multiple leaders are measured individually. Plants with multiple leader habit may be measured at the base. The range of methods to suit particular trunk shapes, configurations and site conditions can be seen in Appendix A of Australian Standard *AS 4970-2009 Protection of trees on development sites*. Measurements undertaken using foresters tape or builders tape.

Basal trunk diameter

The basal dimension is the trunk diameter measured at the base of the trunk or main stem(s) immediately above the root buttress. Used to ascertain the Structural Root Zone (SRZ) as outlined in AS4970.

6. Health

Assesses various attributes to describe the overall health and vitality of the tree.

Category	Vitality, Extension growth	Decline symptoms, Deadwood, Dieback	Foliage density, colour, size, intactness	Pests and or disease
Good	Above typical. Excellent. Full canopy density	Negligible	Better than typical	Negligible
Fair	Typical vitality. >80% canopy density	Minor or expected. Little or no dead wood	Typical. Minor deficiencies or defects could be present.	Minor, within damage thresholds
Fair to Poor	Below typical - low vitality	More than typical. Small sub-branch dieback	Exhibiting deficiencies. Could be thinning, or smaller	Exceeds damage thresholds
Poor	Minimal - declining	Excessive, large and/or prominent amount & size of dead wood. Significant dieback	Exhibiting severe deficiencies. Thinning foliage, generally smaller or deformed	Extreme and contributing to decline
Dead	N/A	N/A	N/A	N/A



7. Structure

Assesses principal components of tree structure (Diagram 2).

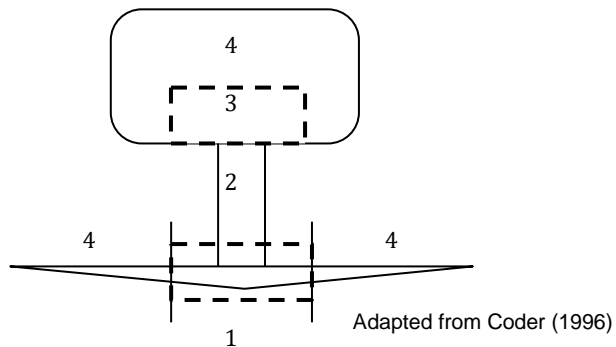
Descriptor	Zone 1 - Root plate & lower stem	Zone 2 - Trunk	Zone 3 - Primary branch support	Zone 4 - Outer crown and roots
Good	No obvious damage, disease or decay; obvious basal flare / stable in ground	No obvious damage, disease or decay; well tapered	Well formed, attached, spaced and tapered. No history of failure.	No obvious damage, disease, decay or structural defect. No history of failure.
Fair	Minor damage or decay. Basal flare present.	Minor damage or decay	Generally, well attached, spaced and tapered branches. Minor structural deficiencies may be present or developing. No history of branch failure.	Minor damage, disease or decay; minor branch end-weight or over-extension. No history of branch failure.
Fair to Poor	Moderate damage or decay; minimal basal flare.	Moderate damage or decay; approaching recognised thresholds	Weak, decayed or with acute branch attachments; previous branch failure evidence.	Moderate damage, disease or decay; moderate branch end-weight or over-extension. Minor branch failure evident.
Poor	Major damage, disease or decay; fungal fruiting bodies present. Excessive lean placing pressure on root plate	Major damage, disease or decay; exceeds recognised thresholds; fungal fruiting bodies present. Acute lean. Stump re-sprout	Decayed, cavities or has acute branch attachments with included bark; excessive compression flaring; failure likely. Evidence of major branch failure.	Major damage, disease or decay; fungal fruiting bodies present; major branch end-weight or over-extension. Branch failure evident.
Very Poor	Excessive damage, disease or decay; unstable / loose in ground; altered exposure; failure probable	Excessive damage, disease or decay; cavities. Excessive lean. Stump re-sprout	Decayed, cavities or branch attachments with active split; failure imminent. History of major branch failure.	Excessive damage, disease or decay; excessive branch end-weight or over-extension. History of branch failure.

Structure ratings will also take into account general branching architecture, stem taper, live crown ratio, crown symmetry (bias or lean) and crown position such as tree being suppressed amongst more dominant trees.

The lowest or worst descriptor assigned to the tree in any column could generally be the overall rating assigned to the tree. The assessment for structure is limited to observations of external and above ground tree parts. It does not include any exploratory assessment of underground or internal tree parts unless this is requested as part of the investigation. Trees are assessed and then given a rating for a point in time. Generally, trees with a poor or very poor structure are beyond the benefit of practical arboricultural treatments.

Diagram 2: Tree structure zones

1. Root plate & lower stem
2. Trunk
3. Primary branch support
4. Outer crown & roots



The management of trees in the urban environment requires appropriate arboricultural input and consideration of risk. Risk potential will consider the combination of likelihood of failure and impact, including the perceived importance of the target(s).

8. Age class

Relates to the physiological stage of the tree's life cycle.

Category	Description
Young	Sapling tree and/or recently planted. Approximately 5 or less years in location.
Semi-mature	Tree increasing in size and yet to achieve expected size in situation. Primary developmental stage.
Early-mature	Tree established, generally growing vigorously. > 50% of attainable age/size.
Mature	Specimen approaching expected size in situation, with reduced incremental growth.
Over-mature	Mature full-size with a retrenching crown. Tree is senescent and in decline. Significant decay generally present.

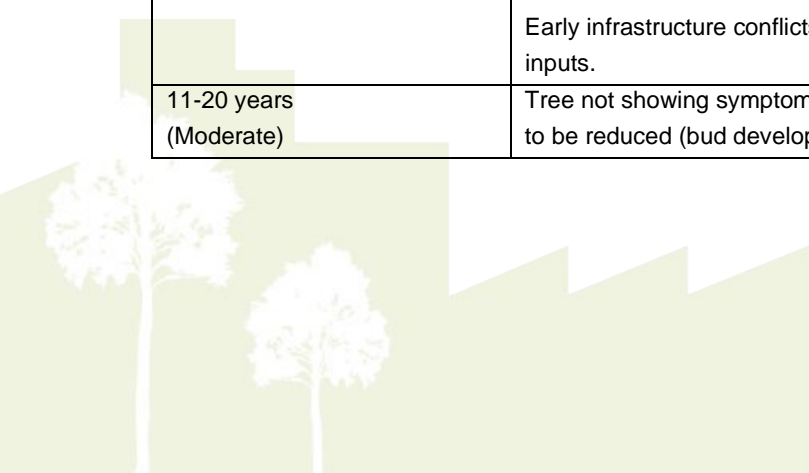
9. Useful life expectancy

Assessment of useful life expectancy provides an indication of health and tree appropriateness and involves an estimate of how long a tree is likely to remain in the landscape based on species, stage of life (cycle), health, amenity, environmental services contribution, conflicts with adjacent infrastructure and risk to the community. It would enable tree managers to develop long-term plans for the eventual removal and replacement of existing trees in the public realm. It is not a measure of the biological life of the tree within the natural range of the species. It is more a measure of the health status and the trees positive contribution to the urban landscape.

Within an urban landscape context, particularly in relation to street trees, it could be considered a point where the costs to maintain the asset (tree) outweigh the benefits the tree is returning.

The assessment is based on the site conditions not being significantly altered and that any prescribed maintenance works are carried out (site conditions are presumed to remain relatively constant and the tree would be maintained under scheduled maintenance programs).

Useful Life Expectancy	Typical characteristics
<1 year (No remaining ULE)	Tree may be dead or mostly dead. Tree may exhibit major structural faults. Tree may be an imminent failure hazard. Excessive infrastructure damage with high risk potential that cannot be remedied.
1-5 years (Transitory, Brief)	Tree is exhibiting severe chronic decline. Crown is likely to be less than 50% typical density. Crown may be mostly epicormic growth. Dieback of large limbs is common (large deadwood may have been pruned out). Major structural defects that cannot be remedied. Tree may be over-mature and senescing. Infrastructure conflicts with heightened risk potential. Tree has outgrown site constraints.
6-10 years (Short)	Tree is exhibiting chronic decline. Crown density will be less than typical and epicormic growth is likely to present. The crown may still be mostly entire, but some dieback is likely to be evident. Dieback may include large limbs. Structural defects present that influence the tree's risk rating, amenity or vitality. Over-mature and senescing or early decline symptoms in short-lived species. Early infrastructure conflicts with potential to increase regardless of management inputs.
11-20 years (Moderate)	Tree not showing symptoms of chronic decline, but growth characteristics are likely to be reduced (bud development, extension growth etc.). Developing structural



	<p>defects that reduce viability with limited scope for management.</p> <p>Tree may be over-mature and beginning to senesce.</p> <p>Potential for infrastructure conflicts regardless of management inputs.</p>
21-40 years (Moderately long)	<p>Trees displaying normal growth characteristics, but vitality is likely to be reduced (bud development, extension growth etc.). Structural issues relatively minor and manageable with arboricultural input. Tree may be growing in restricted environment (e.g. streetscapes) or may be in late maturity. Semi-mature and mature trees exhibiting normal growth characteristics. Juvenile trees in streetscapes.</p>
>40 years (Long)	<p>Generally juvenile and semi-mature trees exhibiting normal growth characteristics within adequate spaces to sustain growth, such as in parks or open space. Could also pertain to maturing, long-lived trees. No observable major structural defects.</p> <p>Tree well suited to the site with negligible potential for infrastructure conflicts.</p>

Note that ULE may change for a tree dependent on the prevailing climatic conditions, sudden changes to a tree's growing environment creating an acute stress or impact by pathogens.

The ULE may not be applicable for trees that are manipulated, such as topiary, or grown for specific horticultural purposes, such as fruit trees.

There may be instances where remedial tree maintenance could extend a tree's ULE.

10. Arboricultural Rating

Relates to the combination of assigned tree condition factors, including health and structure (arboricultural merit) and ULE, and conveys an amenity value (An amenity tree can occupy a site that complements its surroundings in a useful manner which culminates in the aid, protection, comfort and emotional response of humans. Adapted from Coder, 2004). Amenity relates to the trees biological, functional and aesthetic characteristics (Hitchmough, 1994) within an urban landscape context. The presence of any serious disease or tree-related hazards that would impact risk potential are considered.

The arboricultural rating can be used by applying only the main category high, moderate, low or very low without using the sub categories. The sub-categories can assist in differentiating a trees value and/or characteristic in more detail within the specific tree assessment context, such as a development site.

Arboricultural rating			
<i>Category</i>	<i>Description</i>		
High	<p>Exemplary specimen due to multiple factors which could include; good condition and vitality, large size/canopy and prominence in the landscape. Likely to be a very long-term component in the landscape with a long ULE.</p> <p>Other factors that could contribute to a high rating:</p> <ul style="list-style-type: none"> • Particularly good example of the species; rare or uncommon. • Tree has visual importance as a landscape feature; provides substantial contribution to landscape character. • Tree may have significant ecological or conservation value. • *Tree has historical, commemorative or other distinct social/cultural significance. <p>Trees in this category must be considered for retention and/or incorporated within design proposals.</p>		
<i>Category</i>	<i>Description</i>	<i>Sub category</i>	<i>Description</i>
Moderate	<p>Tree of moderate quality, in fair or typical condition. Tree may have a condition, and or structural problem that will respond to arboricultural treatment.</p> <p>These trees have the potential to be moderate- to long-term components</p>	A	<p>Moderate to large, maturing tree. Suited to the site & contributes to the landscape character.</p> <p>Tree may have conservation or other cultural/social value.</p>
		B	<p>Moderate sized, established tree, > 50% of attainable age/size. Suited to the site</p>

	<p>of the landscape (moderate to long ULE) if managed appropriately. The sub-categories relate predominately to age, size and amenity. Trees in this category should be considered for retention and/or incorporated within design proposals.</p>	C	<p>& contributes to the landscape character (other attributes covered under 'Moderate' description)</p> <ul style="list-style-type: none"> • Young to semi-mature, generally a smaller tree, established, >15 cm DBH, >5 years in the location. Not a dominant canopy. No significant qualities currently but has the potential to become a higher value tree & long-term component of the landscape. Replacement of tree is likely to take up to 6 - 10 years to attain similar attributes. • Semi- to mature tree with accumulating deficiencies and reducing ULE, trending towards Low arboricultural value.
<i>Category</i>	<i>Description</i>		
Low	<p>Unremarkable tree of low quality or little amenity value. Tree in either poor health and/or with poor structure. Short to transitory useful life expectancy (<10 years).</p> <ul style="list-style-type: none"> • Tree is not prominent in the landscape due to its size or age, such as young trees with a stem diameter below 15 cm. Tree < 5 years in location. These trees are easily replaceable or capable of being transplanted. • Tree (species) is functionally inappropriate to the specific location. Is causing excessive damage/nuisance to adjacent infrastructure or would be expected to be problematic if retained (i.e. palm tree under power lines). • Unremarkable tree of no material landscape, conservation or other cultural value. Not visible from surrounding landscapes. • Tree infected with pathogens that could lead to its decline. • Tree has potential to be an environmental woody weed (may be dependent on location of tree in an urban landscape). • Tree impacting or suppressing trees of better quality. <p>Retention of such trees may be considered if not requiring a disproportionate expenditure of resources for a tree in its condition and location.</p>		
<i>Category</i>	<i>Description</i>		
Very low	<p>Trees of low quality with a brief to no remaining ULE (<5 years).</p> <ul style="list-style-type: none"> • Tree has either a severe structural defect or health problem or combination that cannot be sustained with practical arboricultural techniques and the loss of the tree or tree part would be expected in the short term. • Tree whose retention would not be viable after the removal of adjacent trees, such as trees that have developed in close spaced groups and would not be expected to adapt to severe and sudden alterations to environmental & site conditions, e.g. removal of adjacent shelter trees. • Small or young tree, <5m in height, <10cm DBH. Easily replaced in short-term or capable of being transplanted. • Acknowledged environmental woody weed species. Tree has a detrimental effect on the environment, for example, the tree has weed potential and is likely to spread into waterways or natural areas if nearby. • Tree infected with pathogens that will lead to decline and has potential to spread to adjacent trees. • Tree is dead (dead tree may offer habitat values) or is showing signs of significant, immediate, and irreversible overall decline. <p>Tree cannot realistically be retained and should be considered for removal.</p>		

Other considerations - Even though a tree may be declining or dead, a tree could be retained for other purposes such as habitat or soil stabilisation. These trees would still need to be managed appropriately to reduce risk.



*A tree may have (attract) a high value by the community for historical, commemorative or other distinct social/cultural significance factors, albeit the tree may not be in good condition. In the context of an assessment, for multiple reasons, but more so for development, if it is a noted 'significant' tree it should receive higher consideration during the planning process.

Trees have many values, not all of which are considered when an arboricultural assessment is undertaken. However, individual trees or tree group features may be considered important community resources because of unique or noteworthy characteristics or values other than their age, dimensions, health or structural condition. Recognition of one or more of the following criteria is designed to highlight other considerations that may influence the future management of such trees.

Significance	Description
Horticultural Value/ Rarity	Outstanding horticultural or genetic value; could be an important source of propagating stock, including specimens that are particularly resistant to disease or exposure. Any tree of a species or variety that is rare.
Historic, Aboriginal Cultural or Heritage Value	Tree could have value as a remnant of a particular important historical period or a remnant of a site or activity no longer in action. Tree has a recognised association with historic aboriginal activities, including scar trees. Tree commemorates a particular occasion, including plantings by notable people, or having associations with an important event in local history.
Ecological Value	Tree could have value as habitat for indigenous wildlife, including providing breeding, foraging or roosting habitat, or is a component of a wildlife reserve. Remnant Indigenous vegetation that contribute to biological diversity

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Appendix 5: Tree Protection Zones.

The most important consideration for the successful retention of trees is to allow appropriate above and below ground space for the trees to continue to grow. This requires the allocation of tree protection zones for retained trees.

The Australian Standard (AS 4970-2009) 'Protection of Trees on Development Sites' has been used as a guide in the allocation of TPZs for the assessed trees. The TPZ for individual trees is calculated based on trunk diameter (DBH measured in centimetres), measured at 1.4 metres up from ground level. The radius of the TPZ is calculated by multiplying the trees DBH by 12.

This method provides a TPZ that addresses both the stability and growing requirements of a tree. TPZ distances are measured as a radius from the centre of the trunk at (or near) ground level. The maximum TPZ should be no more than 15m radius and the minimum TPZ should be no less than 2m radius.

Encroachment into the TPZ is permissible under certain circumstances though this is dependent on both site conditions and tree characteristics. Minor encroachment, up to 10% of the TPZ, is generally permissible provided encroachment is compensated for by recruitment of an equal area contiguous with the TPZ. Encroachment must also consider the crown of the tree and ensure that excessive pruning is not required that would cause the tree to become unbalanced or disfigured.

The 10% encroachment on one side equates to approximately a $\frac{1}{3}$ reduction of the radial distance.

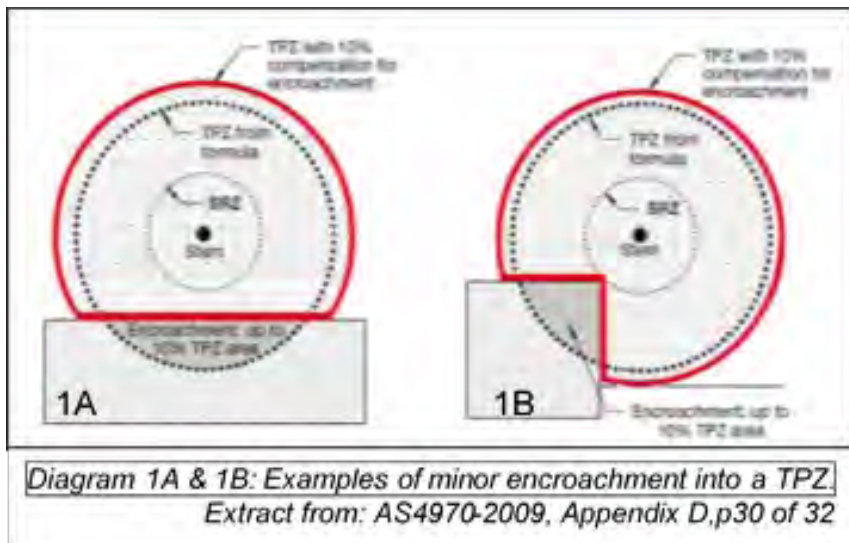
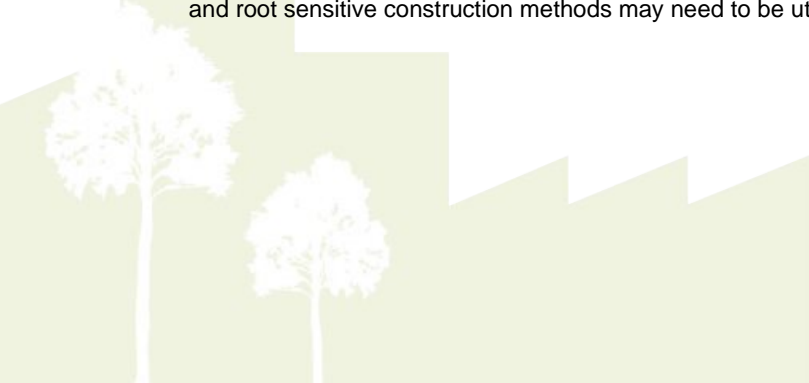


Figure 14: Examples of minor encroachment are provided in Diagram 1A & 1B.

Encroachment greater than 10% is considered major encroachment under AS4970-2009 and is only permissible if it can be demonstrated that after such encroachment the tree would remain viable. A non-destructive root investigation (NDRI) may be required to investigate and identify the location of roots within the proposed area of encroachment and root sensitive construction methods may need to be utilized.



Tree root growth is opportunistic and occurs where the essentials to life (primarily air and water) are present. Heterogeneous soil conditions, existing barriers, hard surfaces, and buildings may have inhibited the development of a symmetrically radiating root system. Existing infrastructure around some trees may be within the TPZ or root plate radius. Where this has occurred, the roots of some trees may have grown in response to the site conditions and if existing hard surfaces and building alignments are utilised in new designs the impacts on trees should be minimal.

All TPZ measurements are provided in the tree assessment data in Appendix 1.

The Structural Root Zone (SRZ) is the area in which the larger woody roots required for tree stability are found close to the trunk and which then generally taper rapidly. This is the minimum area recommended to maintain tree stability but does not reflect the area required to sustain tree health. No works are permitted within the SRZ radius as tree stability may be compromised. All SRZ distances can be seen in Appendix 1.

If the area between the reduced TPZ and the SRZ is encroached within the proposed design, root sensitive construction methods may need to be adopted that are based on results of non-destructive root investigation (NDRI) in consultation with the consulting arborist or Responsible Authority.



Appendix 6: Protection of Retained Trees.

The following are guidelines that must be implemented to minimise the impact of the proposed construction works on the retained trees.

- The Tree Preservation Zone (TPZ) is fenced and clearly marked at all times. This fence should deter the placement of building materials, entry of heavy equipment and vehicles and also the entry of workers and/or the public into the TPZ. Australian Standard AS 4687 - 2007 Temporary fencing and hoardings, specifies appropriate fencing requirements. Existing perimeter fencing can be incorporated into the protective fencing. Shade cloth should be attached to reduce the movement of dust and other particulates into the TPZ. Signs identifying the TPZ are to be placed on the fencing.
- If the area within the TPZ is to be accessed during the construction phase then the area will need ground protection. Measures may include a permeable membrane, such as a geotextile, to cover the TPZ area beneath a 100 mm layer of crushed rock below rumble boards.
- Contractors and site workers should receive written and verbal instruction as to the importance of tree protection and preservation within the site. Successful tree preservation occurs when there is a commitment from all relevant parties involved in designing, constructing and managing a development project. Members of the project team need to interact with each other to minimise the impacts to the trees, either through design decisions or construction practices.
- The consultant arborist is on-site to supervise excavation works around the existing trees where the TPZ will be encroached.
- No persons, vehicles or machinery to enter the TPZ without the consent of the consulting arborist or site manager.
- Any underground service installations within the allocated TPZ should be bored and utility authorities should common trench where possible.
- No fuel, oil dumps or chemicals shall be allowed in or stored on the TPZ and the servicing and re-fuelling of equipment and vehicles should be carried out away from the root zones.
- No storage of material, equipment or temporary building should take place over the root zone of any tree.
- Nothing whatsoever should be attached to any tree including temporary services wires, nails, screws or any other fixing device.
- Any pruning that is required must be carried out by trained and competent arborist who has a thorough knowledge of tree physiology and pruning methods and carry out pruning to the Australian Standard AS 4373 – 2007 '*Pruning of Amenity Trees*'.
- All root excavation should be carried out by hand digging or with the use of 'Air-Excavation' techniques, and roots should be severed by saw cutting or with a sharp axe and not with a Backhoe or any machinery or blunt instrument.
 - Pruning of roots greater than 50mm in diameter at the edge of the TPZ must be undertaken using a sharp saw or secateurs or any other machinery specifically designed to prune tree roots. Any machinery not specifically designed to prune roots must not be used.
 - Where required, trunk protection can be achieved through the use of adequate padding secured around the trunk. Timber hoarding or palings, sufficient in length to cover the trunk, laid over rubber or similar

padding wrapped around the trunk and fixed using non-invasive fixing device such as steel strapping is suitable.

Attaching items to a trunk requiring invasive fittings such as screws, nails or bolts is not permitted.

- Trunk protection material should not be maintained for prolonged periods and should be removed from the tree as soon as the threat ceases.

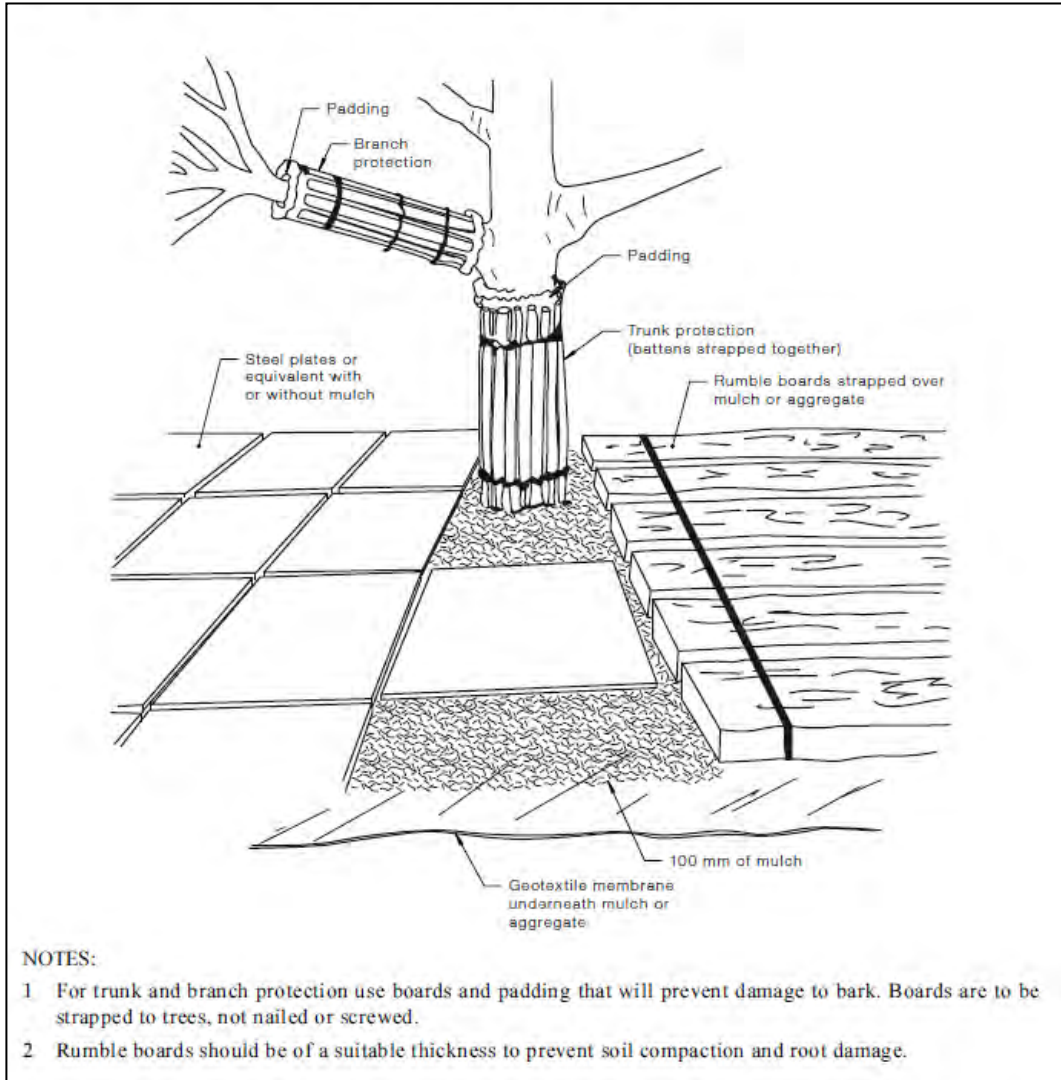


Diagram 1. Examples of appropriate Trunk, limb and root zone buffering protection.

Extract from Australian Standard (4970-2009) Protection of Trees on development sites – Section 4.5.3.



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- To the writer's knowledge all facts, matter and all assumptions upon which the Report proceeds have been stated within the body of the report and all opinion contained within the report will be fully researched and referenced and any such opinion not duly researched is based upon the writer's experience and observations.



COUNCIL POLICY

Councillor Expenses and Support

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REVISION RECORD

Date	Version	Revision description
01/09/2009	1.0	Adopted Version 1
06/08/2013	2.0	Version2 Reviewed and revised after Council general election 27/10/2012 Tabled and adopted with amendments at Ordinary Council Meeting M10 06/08/13
05/06/2018	3.0	Adopted Version 3.0 Included amendments to mayor and Councillor vehicles and reporting requirements. Signed and sealed by council 05/06/2018
4/6/2019	4.0	Adopted Version 4.0 Typographical amendments. Extension of next review date.
25/8/2020	5.0	Adopted Version 5.0 Update to align with requirements of <i>Local Government Act 2020</i> .
30/07/2024	6.0	Version 6.0 – presented to Council for adoption Following benchmarking of other Hume Region Councils, more detailed information regarding allowances and support provided to Councillors has been added.

1. Purpose

The purpose of this policy is to:

- define the parameters for the reimbursement of necessary and bona fide out of pocket expenses incurred while performing duties as a Councillor or member of a delegated committee, as provided for by section 40 of the *Local Government Act 2020*; and
- establish the resources, facilities and support to be provided to Councillors.

2. Scope

This policy applies to all Alpine Shire Councillors and members of Council's delegated committees where specified.

3. Policy details

Councillors and members of delegated committees are entitled, under s40 of the *Local Government Act 2020* (the Act), to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Councillors and members of delegated committees will be reimbursed for out of pocket expenses that are:

- Bona fide expenses; AND
- Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; AND
- Are reasonably necessary for the Councillor or member of a delegated committee to perform their role.

In the year of a Council general election, this policy must be read in conjunction with the Election Period Policy contained within Council's Governance Rules.

3.1 OFFICIAL COUNCIL DUTIES

Official Council duties are those duties performed by a Councillor as a necessary part of their role, in achieving the objectives of council.

In this policy, official Council duties include but are not limited to:

- Meetings of the Council or its committees.
- Meetings, briefing sessions and civic or ceremonial functions convened by Council.
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as a Council representative.
- A meeting, function, inspection, event or other official role as a representative of the Mayor or the Council.
- Meetings with Council officers on any matter relating to the Council, including committee responsibilities or the general duties of a Councillor.
- Conferences, training sessions and functions in capacity as Councillor.

Members of delegated committees exercise powers of Council, under delegation. The above description of official Council duties applies to members of delegated committees in the same way that it applies to Councillors.

3.2 ANNUAL ALLOWANCE

3.2.1 Setting of annual allowance

Section 39 of the *Local Government Act 2020* provides the framework for the payment of annual allowances to the Mayor, Deputy Mayor, and Councillors. Annual allowances are set by a Determination of the Victorian Independent Remuneration Tribunal, and are subject to annual adjustments as set by the Tribunal.

Superannuation entitlements will be in accordance with the Determination of the Victorian Independent Remuneration Tribunal.

Annual allowances are taxable income, however tax is not deducted by Council. Any personal taxation implications from the receipt of annual allowances are the responsibility of individual Councillors. Council Officers are not able to provide personal financial advice.

3.2.2 Eligibility for annual allowance

Councillors must meet the eligibility requirements specified in the *Local Government Act 2020* with regards to receiving the annual allowance.

Payment to Councillors will commence once eligibility criteria are met. Payments will be calculated based on the official start and finish dates of the term of the individual Mayor, Deputy Mayor, or Councillor.

The *Local Government Act 2020* makes provision for annual allowances to be suspended for specific offences.

3.2.3 Payment of annual allowance

Commencing from the 2024 Council general election, annual allowances will be paid monthly in advance, on a pro-rata basis – ie payment for the month of April will be paid in the last fortnight of March. Payment will be made via Electronic Funds Transfer (EFT) into an account authorised in writing by the Councillor.

Councillors may elect to receive all, part, or none of the annual allowance, in accordance with the *Local Government Act 2020*. Councillors will be asked to nominate their preference each year following the Mayoral election.

An annual statement of the annual allowances will be provided to each Councillor following the completion of each Financial Year.

The *Local Government Act 2020* makes provision for Councillor annual allowances to be suspended in specific circumstances.

3.2.4 Leave of absence

Requests for a leave of absence must be made in accordance with Council's Governance Rules.

3.3 RESOURCES AND FACILITIES FOR MAYOR AND COUNCILLORS

Council will make available to the Mayor and Councillors, the resources and facilities reasonably necessary to enable them to effectively perform their roles (see s42(1) of the Act). The following support is provided as a minimum:

- Mayoral office located at the Bright Council office (see item 3.3.1);
- Communications equipment (see item 3.3.4); and
- Mayoral vehicle and use of fleet vehicles for Councillors (see item 3.6).

Where an elected Councillor requires additional support due to a disability, or because they are a carer in a care relationship (as defined by s4 of the *Carers Recognition Act 2012*), Council will work with the elected Councillor to determine how best to support their needs (see s42(2) of the *Local Government Act 2020*).

3.3.1 Office facilities

A Mayoral Office will be available for use by all Councillors (Mayor, Deputy Mayor, and Councillors) at the Bright Council Office during normal business hours. The office will be suitable for office work, reading, research, and small meetings.

Visitors to the Mayoral Office must be accompanied by a Councillor or member of Council staff, and report to reception on arrival.

3.3.2 Office access

Councillors must enter and exit the Bright Council Office through the public entry front door during normal business hours, and report to reception on their arrival. Councillors will not be provided with door access key cards.

3.3.3 Meals and refreshments

Where possible, Briefing Sessions, Ordinary Council Meetings, and Special Council Meetings will be scheduled outside of regular meal times. Light snacks and refreshments may be made available as required.

3.3.4 Communication equipment

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

- Mobile computer device with standard Council applications and data allowance
- @alpineshire.vic.gov.au e-mail address
- Mobile phone or soft phone capability

Data allowance on mobile computer device should be utilised for conducting Council related business only. Reasonable personal use of a mobile device is allowed subject to all additional and personal purchases not being met by Council.

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

Loss or theft of equipment must be reported immediately to the Chief Executive Officer. Lost items are to be replaced at the Councillor's expense. Stolen devices must be reported to Victoria Police, and will be replaced by Council.

Use of Council-supplied equipment is governed by the Election Period Policy in the year of a Council general election. Where Councillor term of office expires or is due to expire, Council-supplied equipment must be returned as soon as possible, but not more than 2 days after expiration of the term of office.

3.3.5 Communication equipment supplied by individual Councillor

Councillors may choose not to utilise Council-supplied communication equipment, and supply their own communication equipment instead. For those Councillors who choose this option, the following allowances are available:

- Council will pay an allowance of \$20/month if councillors have a home Wi-Fi internet connection and mobile devices are connected to it.
- Council will pay an allowance of \$20/month if councillors use their personal mobile phone instead of a Council provided mobile phone.

No further claims for ICT may be made other than the ICT allowances outlined above.

Councillors will be asked to nominate their claim for ICT allowances each year following the Mayoral election. Where a Councillor wishes to use their personal mobile phone and

phone number for official Council duties, they will be asked to consent to these details being made public on Council's website.

3.3.6 Payment of allowances for communication equipment

Payment of allowances for communication equipment will be made on the same schedule as payment of Councillor allowances.

The *Local Government Act 2020* makes provision for Councillor annual allowances to be suspended in specific circumstances. The allowance for communication equipment will also be suspended in these instances.

3.3.7 Health and wellbeing

Councillors will be invited to participate in free annual influenza vaccinations, in line with the program offered to Council staff in the relevant year.

Councillors may utilise the Employee Assistance Program for access to free, independent and confidential counselling and support to address personal concerns.

3.4 ADMINISTRATIVE SUPPORT

3.4.1 Administrative support

Councillors must follow the proposed Councillor and Staff Interaction Policy when seeking administrative support.

Limited support is available through the Chief Executive Officer's office. This is restricted to:

- Management of the central Councillor Calendar, where invitations will be offered to official Council events including Briefing Sessions, Council Meetings, and other events where Councillor attendance has been requested.
- Where there is official correspondence requiring the Mayor's signature, this will be drafted by the Chief Executive Officer's office, and sent to the Mayor for comment prior to signature. This does not include regular informal correspondence addressed to the Mayor.
- On the occasion where a Councillor is requested to make a speech at an event, speech notes will be prepared by Council's Engagement and Communications team, and distributed to the Councillor prior to the event.
- Media releases will be prepared by the Engagement and Communications team, with the spokesperson for Council determined in accordance with the Councillor Code of Conduct, and the Media and Marketing Policy.

Councillors must not use Council stationery or Council email addresses to publish information that purports to be on behalf of Council.

3.4.2 Office supplies

As identified in section 3.3.4, Councillors are required to supply their own stationery and consumables such as printer ink. Council letterhead is not available for Council use, and is restricted to official business coordinated via the Chief Executive Officer's office only.

3.4.3 Mail

The majority of mail for Councillors will be sent electronically to their Council email address. In the case of hard copy mail, this will be provided to Councillors at regular Briefing Sessions.

3.4.4 Supply of Council information

Information relating to official Council duties will be provided via official Councillor email addresses, and also via an online Councillor portal.

3.4.5 Identification

Council branded name tags and business cards will be made available to Councillors during their term with Council. Business cards will only provide official Council contact methods.

Official Council photographs will be taken at the commencement of the new Council term, which must be used only for official Council duties. A biography will also be developed, in conjunction with the individual Councillor and the Engagement and Communications team. Both the photograph and biography may be updated during the Council term on request.

Each Councillor will be identified on Council's website, including photograph, biography, email address, and phone number.

Councillors and Mayors will be listed on the Alpine Shire Council Honour Board, viewable in the Bright Council Offices.

3.5 CHILDCARE AND CARER EXPENSES

3.5.1 Childcare

Council will provide reimbursement of costs where the provision of childcare is reasonably required for a Councillor or member of a delegated committee to perform their role (refer to s41(2)(c) of the Act).

This applies to care of a dependent while the Councillor or delegated committee member is undertaking their official duties, and may include expenses such as hourly fees and booking fees, if applicable.

3.5.2 Carers

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a Councillor or delegated committee member who is a carer (as defined by s4 of the *Carers Recognition Act 2012*) incurs reasonable expenses in the performance of their duties (refer to s42(2)(d) of the Act).

3.5.3 Reimbursements for childcare and carers

Reimbursement of childcare and / or carer expenses is subject to the following conditions:

1. Where government subsidised childcare and carer services are available, Councillors are to take advantage of these forms of care in the first instance. Where government subsidised care is not available, other forms of care will be considered on a case-by-case basis, and in accordance with this policy.
2. Where government subsidies for childcare and / or carers apply, Council will not reimburse costs met by those government subsidies. Council will only cover costs for the gap after government subsidies are applied.
3. Payments for childcare and carer services will not be made to a person who resides with the Councillor or delegated committee member; has any financial or pecuniary interest with the Councillor or delegated committee member; or has a relationship with the Councillor, delegated committee member or their partner (eg partner, mother / father, grandparent, sister / brother or sister / brother in law).
4. The maximum amount per month that an individual Councillor or member of a delegated committee will be reimbursed for childcare and / or carer expenses is \$450.

Each childcare or carer expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided and accompanied by a written statement from the Councillor or member of a delegated committee explaining why the care was needed on each occasion.

Claims for reimbursement of childcare and / or carer expenses must be submitted within three months of the date from which they are incurred.

3.6 PROFESSIONAL DEVELOPMENT, CONFERENCES AND FUNCTIONS

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

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

Separate from optional professional development, Council will implement the mandatory Councillor induction and training program required by the *Local Government Act 2020*

(LGA 2020). The induction and training will be provided to all Councillors, will include all requirements as specified by the LGA 2020, and will be delivered within statutory timeframes.

3.6.1 Authorisation and expenses

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

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

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

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

Expenditure per individual Councillor will be reported in Council's annual report, as required by the *Local Government (Planning and Reporting) Regulations 2020*

3.6.2 Accompanying partners/guests

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

3.6.3 Reporting requirements

Attendance at any professional development event will be conditional upon the Councillor communicating key findings to other Councillors at a Briefing Session on their return.

3.6.4 Accommodation/meals/refreshments

Accommodation will be organised at:

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

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

Councillors attending conferences / professional development workshops / training sessions, where overnight accommodation is required, will be reimbursed for expenses for meals and refreshments.

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

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

3.6.5 Professional Development Budget

A Professional Development Budget is allocated to the Mayor, Deputy Mayor, and Councillors individually as part of Council's annual Budget process.

If an individual proposes to attend Professional Development that incurs a cost greater than the annual Budget allocated to them, additional approval must be sought from the Mayor and CEO. In the case of the Mayor wishing to exceed their own Budget, this may only be approved by the CEO after the matter is raised at a Briefing Session.

Unexpended Budget cannot be carried forward to the next financial year.

3.6.6 Timing of Professional Development

Delivery of Professional Development must be completed prior to the end of a Councillor's term of office.

3.7 TRANSPORT

3.7.1 Mayoral and Councillor vehicles

Council will provide the Mayor with a fully maintained vehicle. The Mayor will have access to the vehicle for official use and full private use during the Mayoral term.

The Deputy Mayor and Councillors will have access to the fleet vehicles which may be accessed via the fleet booking system (and booked by individual Councillors). Fleet vehicles can only be used for eligible Council business purposes.

Councillors must stipulate the purpose of use and destination in the subject line of the fleet vehicle booking. For example: *"Travel to MAV annual conference, Torquay"*, or *"Travel to Harrierville to inspect planning application site"*. Councillors must ensure that when booking a fleet vehicle, that there is a matching appointment in the Councillor calendar to verify the purpose of travel.

3.7.2 Use of private vehicles

Councillors must utilise allocated fleet vehicles for Council duties in the first instance before utilising private vehicles. Should a special circumstance arise that necessitates the use of a private vehicle, approval of the CEO is required.

Where private vehicles are used by Councillors on Council duties:

- The vehicle must be comprehensively insured by the owner of the vehicle.
- The vehicle must be roadworthy.
- The owner of the vehicle must be able to prove the vehicle is registered, comprehensively insured and roadworthy.

Within the limits of the budget approved by Council for this purpose through the annual budgeting process, costs relating to private vehicle use will be reimbursed where there are no vehicles available in the fleet booking system at the time of use, or CEO approval has been given, and it is a necessary Council expense incurred while performing eligible Council duties.

3.7.2.1 Travel that is eligible for reimbursement is attendance at:

- Ordinary and Special Council Meetings;
- Briefing Sessions of Council and Committee Meetings of Council;
- Meetings arising as a result of a Councillor being appointed by Council to an external group;
- Training or conferences the Councillor is attending which Council has paid for; and
- Other meetings, events or occasions as approved by the Chief Executive Officer from time to time, or by a resolution of Council.

3.7.2.2 Travel that is not eligible for reimbursement includes:

- Informal meetings with residents or stakeholders.
- Travel to attend optional social events.

3.7.2.3 Reimbursement Rate for travel within Alpine Shire

Councillors undertaking travel that meets the requirements of part 3.7.2.1 will be reimbursed at the annual "cents per kilometre" rate as set by the Australian Taxation Office for the relevant fuel / electric charging rate each financial year, and will be calculated according to the most direct route.

This payment covers all costs associated with the use of the Councillors private vehicle including (but not limited to) fuel, maintenance, repair, insurance and registration. Parking and tolls do not form part of this reimbursement and can be claimed separately by Councillors in accordance with parts 3.7.4 and 3.7.5 of this policy.

3.7.2.4 Reimbursement Rate for travel outside of Alpine Shire

Councillors undertaking travel that meets the requirements of part 3.7.2.1 where the destination is outside the Alpine Shire municipal boundary must first seek the use of a Council fleet vehicle (including the Mayor's vehicle). Reimbursement of private vehicle use for travel outside of the Alpine Shire will only be made where a Council vehicle is unavailable and prior authorisation from the CEO has been given. Where a Councillor elects to take their own vehicle, but a Council vehicle was available, they will be reimbursed either:

- the equivalent of the cost of public transport where it exists to the destination; or
- upon provision of fuel receipts for destinations that do not have public transport options, and will not be able to claim a cents per kilometre rate.

Where travel is required to be authorised and the CEO is unavailable, a Council Director may provide authorisation.

3.7.3 Remote area travel allowance

Where Councillors meet the requirements set out in the relevant Determination by the Victorian Independent Remuneration Tribunal, the Remote Area Travel Allowance may be claimed.

Relevant details regarding the purpose, date and time of the Council meeting, committee meeting, or community function, including detail of the applicable Council resolution must accompany the claim for the Remote Area Travel Allowance

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

3.7.4 Car parking fees

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

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

3.7.5 Public transport tickets and E-Tags

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

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

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

3.7.6 Use of taxis

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

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

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

3.8 ACCOMMODATION AND INCIDENTALS

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

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

3.9 TRAVEL EXPENSES

3.9.1 Reconciliation of travel expenses

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

All claims must be supported by tax invoices and receipts.

3.9.2 Receipts

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

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

3.9.3 Other expenses

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

3.10 INSURANCE AND LEGAL ADVICE

3.10.1 Insurance

The Chief Executive Officer will ensure that policies of insurance are maintained in accordance with the *Local Government Act 2020*, and any other relevant legislation, to provide the relevant indemnifications to Councillors while performing the official Council duties as outlined in section 3.1 of this policy.

3.10.2 Legal advice

Legal advice for Councillors must be sought in accordance with any limitations imposed by the *Local Government Act 2020*.

3.10.3 WorkCover

The Chief Executive Officer will ensure that Councillors are included in WorkCover policies as required by the *Local Government Act 2020* and the *Workplace Injury Rehabilitation and Compensation Act 2013*.

3.11 PROCEDURE FOR REIMBURSEMENT

3.11.1 Making a claim for reimbursement

All claims must be made on the approved Councillors' Expenses Claim Form.

Original receipts must be attached for all claims (credit card receipts will not be accepted). Where receipts have been lost or were not issued, the Councillor must provide a statutory declaration.

Where the provider of the goods or service is registered for GST, a tax invoice must be obtained and provided (without this the GST component of the cost cannot be reimbursed).

Claims must be lodged with the Executive Assistant to the CEO within 30 days of the expense occurring.

3.11.2 Approval of claims for reimbursement

Claims for reimbursement must be approved by the CEO. Payment of reimbursements will be provided quarterly by EFT.

3.12 REPORTING

Quarterly reports of all Councillor and delegated committee member expenses will be provided to Council's Audit and Risk Committee, in accordance with section 40 of the *Local Government Act 2020*.

Councillor and delegated committee member expenses will be reported in the Annual Report, in accordance with regulation 10(g) of the *Local Government (Planning and Reporting) Regulations 2020*.

The reports will include both expenses and reimbursements made to individual Councillors during the quarter.

3.13 EXCLUSIONS

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

4. Roles and responsibilities

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

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

5. Breaches

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

6. Human Rights Charter compatibility

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

7. Gender Impact Assessment

The implications of this policy have been assessed in accordance with the requirements of the *Gender Equality Act 2020*. In this instance, no Gender Impact Assessment was required, as the policy does not have a direct or significant impact on the public.

8. Supporting documents

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

Related Legislation

- *Carers Recognition Act 2012 [Vic]*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Gender Equality Act 2020 [Vic]*
- *Local Government Act 2020 [Vic]*
- *Local Government (General) Regulations 2015 [Vic]*
- *Local Government (Planning and Reporting) Regulations 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Councillor Code of Conduct Policy No.080
- Digital Information Security Policy No.111
- Fraud and Corruption Control Policy No.091
- Councillor Gift Policy No.119
- Mobile Phone Policy No.066
- Procurement Policy No.089
- Public Interest Disclosure Policy No.092

9. Definitions and abbreviations

Term	Meaning
Act	<i>Local Government Act 2020</i>
ATO	Australian Taxation Office
Carer	defined by s4 of the <i>Carers Recognition Act 2012</i>
CEO	Chief Executive Officer
Child	Aged 13 or younger, or aged 14 to 18 with a disability.
Childcare	Includes centre-based day care, family day care, outside school hours care, and in-home care.

Term	Meaning
Delegated Committee	Established by Council in accordance with s63 of the <i>Local Government Act 2020</i>
Disability	Must meet the definition as used by the Commonwealth Government on the "List of Recognised Disabilities".

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 30th day of July
2024 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE



Governance Rules

DOCUMENT UNCONTROLLED WHEN PRINTED

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Chapter 1 Introduction

A1 Overview

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

A2 Purpose

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

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

A3 Principles

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

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

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

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

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

A4 Definitions

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

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

with these Governance Rules, and includes both Ordinary (scheduled) and Special (unscheduled) meetings whether held as face-to-face attendance in a set location or via electronic means or in a hybrid format that mixes in-person and electronic attendance.

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

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

Chapter 2 Procedure for Election of Mayor and Deputy Mayor

PART A BACKGROUND

A1 Overview

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

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

A2 Timing

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

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

A3 Meeting Format

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

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

A4 Term of Office

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

A5 Nominations

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

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

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

A6 Sole Candidate Must be Elected

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

A7 Voting

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

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

A8 Absolute Majority Requirement

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

A9 Deputy Mayor

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

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

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

Council has historically:

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

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

PART B DETAILED STEPS, PROCEDURES AND ACTIONS

B1 Term of office of the Mayor

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

B2 Nominations

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

B3 Voting: when only one nomination is received

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

B4 Voting: when two nominations are received

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

B5 Voting: when more than two nominations are received

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

B6 Determination by Lot

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

B7 Statement by outgoing Mayor

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

B8 Statement by incoming Mayor

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

B9 Mayor to take Chair

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

B10 Office of Deputy Mayor

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

Chapter 3 Meeting Procedure for Council meetings

PART A INTRODUCTION

A1 Purpose of Council meetings

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

PART B MEETING ROLES

B1 Chairperson and Councillors

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

B2 Mayor to take the Chair

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

B3 Chairperson's Duties and Discretions

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

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

PART C NOTICES OF MEETINGS AND AGENDA

C1 Scheduling of Ordinary Council meetings

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

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

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

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

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

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

C2 Special Council meetings

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

C3 Public notice of Council meetings

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

C4 Order of business

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

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

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

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

C5 Agenda distribution

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

PART D APOLOGIES AND ABSENCES

D1 Apologies

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

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

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

D2 Leave of absence

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

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

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

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

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

PART E QUORUMS

E1 Quorum to be in attendance

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

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

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

E2 Inability to achieve or maintain a quorum

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

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

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

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

PART F DURING A COUNCIL MEETING

F1 Confirmation of Minutes

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

F2 Motions

- F2.1 Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.
- F2.2 The Chairperson may require motions to be put in writing.
- F2.3 Where a motion contains more than one part, the Chairperson may put the motion to the vote in separate parts.
- F2.4 Council must not consider agenda items *en bloc*. Each agenda item must be considered individually and must have a mover and a seconder.

F3 Procedure for Moving a Motion

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

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

F4 Procedure for moving an Amendment

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

F5 Conduct of Debate

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

F6 Points of Order

F6.1 The Chairperson is the final arbiter of all Points of Order.

F6.2 The Point of Order may be taken on the grounds that the matter is:

- contrary to this local law;
- defamatory;
- irrelevant;
- outside Council's power; or
- improper.

F7 Time Limits

F7.1 No Councillor may speak longer than the time set out below unless granted an extension by the meeting:

- | | |
|---|-----------|
| • The mover of a motion | 5 minutes |
| • Any other member | 3 minutes |
| • The mover of a motion exercising a right of reply | 2 minutes |

F8 Voting

F8.1 All voting on matters is by show of hands or such other visible or audible means as the Chairperson determines.

F8.2 Where a Councillor intends to abstain from voting on a matter the Councillor must indicate to the Chairperson that they are abstaining from voting.

F8.3 If there is an equal division of votes upon any matter, other than the election of the Mayor or Deputy Mayor, the Chairperson at such meeting shall in addition to a vote as a Councillor have a second or casting vote.

F8.4 A Councillor may, after a vote on a motion or amendment has been taken, request that their opposition or support of the motion or amendment be recorded in the minutes of the meeting.

F9 Divisions

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

F10 No Discussion Once Declared

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

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

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

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

F11 Notice of Motion

F11.1 A notice of motion must:

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

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

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

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

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

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

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

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

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

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

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

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

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

F13 Foreshadowed motions

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

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

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

F14 Behaviour

F14.1 Suspension

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

F14.2 Removal from Chamber

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

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

- F14.3.1 In accordance with s66(2)(b) and s66(2)(c) of the Act, the Chairperson may close a meeting to the public gallery where there are security reasons, or to enable the meeting to proceed in an orderly manner.

- F14.3.2 Where a meeting is closed as such, the meeting must be or continue to be livestreamed and continue to be recorded, in accordance with s66(3) of the Act.

F14.4 Chairperson may adjourn disorderly meeting

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

PART G OTHER MATTERS

G1 Recording of council meetings

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

G2 Mode of attendance

- G2.1 Each notice of meeting must indicate whether the relevant Council meeting is to be conducted:
- wholly in person;
 - wholly by electronic means;
 - partially in person and partially by electronic means.
- G2.2 The indication in the notice of meeting must be consistent with any resolution of Council that has expressed a preference for, or otherwise specified, when Council meetings are to be conducted:
- wholly in person;
 - wholly by electronic means;
 - partially in person and partially by electronic means.
- G2.3 Council must endeavour to meet wholly in person where possible before electronic attendance is considered.
- G2.4 Where Council's technology allows, if a Council meeting is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.
- G2.5 A Councillor may not attend more than three (3) consecutive meetings in a calendar year by electronic means, without approval by resolution of Council. Councillors are encouraged to apply for a leave of absence under Rule D2 in these circumstances.

- G2.6 Any request under G2.5 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.
- G2.7 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.
- G2.8 Council must not unreasonably refuse any request, unless sub-Rule G2.5 applies.
- G2.9 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.
- G2.10 Without detracting from anything in sub-Rule G2.9, 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.
- G2.11 If the conditions of sub-Rule G2.10 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.
- G2.12 When determining whether a meeting must be adjourned in sub-Rule G2.11, Council must consider Rule E2 "Inability to achieve or maintain a quorum".
- G2.13 For any Councillor who is present at the commencement of a Council meeting, but becomes absent in accordance with sub-Rule G2.10, the period of absence must be noted in the Council meeting minutes.
- G2.14 Where the Chairperson of the Council meeting is attending by electronic means, and the conditions of sub-Rule G2.10 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.

G2.15 Nothing in Rule G2 prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with sub-Rule G2.10 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 any Council meetings held during the Election Period.
- G5.2 Sub-Rule G5.1 does not apply during any period when a meeting is closed to members of the public in accordance with s66(2) of the Act.
- G5.3 Questions submitted to Council may be:
- Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or
 - During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.
- G5.4 No person may submit or ask more than two questions at any one meeting.
- G5.5 The Chairperson or a member of Council staff nominated by the Chairperson may read to those in attendance at the meeting a question which has been submitted in accordance with this Rule.
- G5.6 Where a Council meeting is held either wholly or partially by electronic means, questions must be submitted on notice in accordance with sub-Rule G5.3, and read out in accordance with sub-Rule G5.5.
- G5.7 Questions should be limited to items of public interest, and are not intended to replace Council's ordinary Customer Request process. A question may be disallowed by the Chairperson if the Chairperson determines that it:
- is not related to an item on the agenda;
 - relates to a matter outside the duties, functions and powers of Council;
 - is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - deals with a subject matter already answered;
 - is aimed at embarrassing a Councillor or a member of Council staff;
 - relates to confidential information as defined in s3 of the Act;
 - relates to the personal hardship of any resident or ratepayer; or
 - relates to any other matter which the Council considers would prejudice the Council or any person.
- G5.8 A Councillor, the Chief Executive Officer, or a member of staff may require a question to be put on notice. If a question is put on notice, an answer will be provided in writing to the person who asked the question as soon as practical after the meeting. The question and response will also be read out by the Mayor at the next Ordinary Council meeting.

G6 Form and Availability of Minutes

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

Chapter 4 Joint Council meetings

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

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

Chapter 5 Meeting Procedure for Delegated Committees

A1 Meeting Procedure Generally

A1.1 If Council establishes a Delegated Committee:

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

A1.1.2 any reference in Chapter 3 to:

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

A2 Meeting Procedure Can Be Varied

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

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

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

A3 Delegated Committee Chairperson

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

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

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

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

A1 Introduction

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

A2 Meeting Procedure for Community Asset Committees

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

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

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

A3 Meeting Procedure for other committees under the auspices of Council

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

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

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

A4 Meeting Procedure for Council’s Audit and Risk Committee

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

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

Chapter 7 Disclosure of Conflicts of Interest

A1 Definition

In this Chapter:

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

A2 Obligations with regards to conflict of interest

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

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

A3 Disclosure of a Conflict of Interest at a Council meeting

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

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

explaining the nature of the conflict of interest to those in attendance at the Council meeting.

The Councillor must leave the Council meeting immediately after giving the explanation 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 attended by three or more 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, Community Asset Committee meeting, or Audit and Risk Committee meeting,

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

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

A2 Confidential Information

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

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

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

Chapter 9 Election Period Policy

PART A PURPOSE

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

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

PART B SCOPE

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

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

In accordance with sections 34(2)(d) and 256(8) of the Act, Council staff members who are candidates for election as a Councillor at Alpine Shire Council 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 scheduled Council meetings during the election period, however no decisions specified in this policy may be made.

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

Prohibition on decisions

In accordance with s69(2) of the Act, Council is prohibited from 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 Council meetings scheduled during the election period. The meetings will be live-streamed on Council's website, as per Council's current practice.

In accordance with s100 of the Act, the Council meeting held to consider the annual report must be held on a day not later than the day before election day.

All items for consideration must be scrutinised for compliance with this policy, and be approved by the Chief Executive Officer before being included in the agenda. Each agenda item must include the electoral period statement.

Councillors must limit their discussion during debate to the topic under consideration and avoid raising electoral matters.

Delegated Committees and Community Asset Committees

Delegated Committees are required to include Councillors as committee members, and are bound by Council's Governance Rules, and misuse of position requirements. Delegated Committees will not be permitted to hold Committee meetings during the election period.

Community Asset Committees are not required to include Councillors as committee members, and will be permitted to hold Committee meetings during the election period.

Advisory Committees will be permitted to hold Committee meetings during the election period.

Question Time, Notices of Motion, General Business and Reports by Delegates

Question Time will not be held during the election period. Notices of Motion, General Business and Reports by Delegates will not be presented during the 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 Council 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

Council meetings held during the election period will be live-streamed on the internet, as per Council's current practice. Audio-visual recordings of Council meetings will remain on Council's website for the duration of the election period.

New material on website

Any new material published on Council's website during the election period that may be an advertisement, handbill, pamphlet or notice must also be subject to the certification process.

Council agendas, minutes and the annual report are considered exempt from certification.

Annual Report

The annual report adopted during the election period will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors but will fulfil its statutory obligations on reporting matters.

C16 Assistance to Candidates

The Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

All election-related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or the election period contact officer designated within C17.

C17 Access to Information by Candidates

The Council recognises that all election candidates have rights to information from the Council administration.

Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

Election Period point of contact

The Manager Corporate will be the point of contact for both candidates and Councillors seeking information from Council during the election period.

All questions relating to the conduct of the election will be referred to the Victorian Electoral Commission's Returning Officer.

Information provided to Councillors

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting their elected roles.

Information request register

The Manager Corporate will be assigned as the point of reference for all candidate enquiries.

The Manager Corporate will maintain an Information Request Register commencing from the opening of nominations. This register will be available for inspection and will record all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests.

Responses to candidate requests will be provided by Managers, Directors or the Chief Executive Officer. Managers will be required to discuss the request and the proposed response with their Director and the Manger Corporate (as the election period contact) prior to the response being issued. Only information that can be reasonably accessed will be released.

All candidates will be referred to the Victorian Electoral Commission Returning Officer for any election process enquiries.

Improper use of position

Section 123 of the Act prescribes serious penalties for any Councillor or member of a Delegated Committee who inappropriately makes use of the position or information obtained in their role.

Freedom of Information

Any Freedom of Information (FoI) applications lodged during the election period regarding potential 'electoral matters' will be dealt with where possible outside of the election period. Section 21 of the *Freedom of Information Act 1982* requires a notice of decision to be supplied to the applicant within a specified number of days.

PART D ROLES AND RESPONSIBILITIES

Responsibility	Role / Position
Implementation	Chief Executive Officer All staff Councillors Candidates Members of special committees
Compliance	Manager Corporate
Development / Review	Governance Officer / Manager Corporate
Interpretation / Advice	Manager Corporate

PART E BREACHES

This policy is issued with the authority of Council. Compliance with this policy is mandatory. Any breach of or failure to comply with this policy should be immediately reported to the Chief Executive Officer.

PART F HUMAN RIGHTS CHARTER COMPATIBILITY

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

PART G GENDER IMPACT ASSESSMENT

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

PART H SUPPORTING DOCUMENTS

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

Related Legislation

- *Local Government Act 2020 [Vic]*

Local Government (Electoral) Regulations 2020 [Vic] *Related Procedures*

- Nil

PART I DEFINITIONS AND ABBREVIATIONS

<i>Act</i>	means the <i>Local Government Act 2020</i>
<i>Council staff</i>	includes full time, part-time, casual and temporary council employees
<i>Election</i>	is defined by s3(3) of the Act, and unless expressly provided, means a reference to the following: <ul style="list-style-type: none"> • A general election conducted under s257 of the Act; • A by-election conducted under s260 of the Act; • A countback conducted under s261 of the Act.
<i>General election</i>	is defined by s257 of the Act, and means a general election of Councillors for all Councils, which must be held: <ul style="list-style-type: none"> • On the fourth Saturday in October 2020; and • Thereafter on the fourth Saturday in October in the fourth year after the last general election of Councillors for all Councils was held.
<i>Election day</i>	is defined by s3(1) of the Act, and means the day of an election determined under s257 or s260 the Act
<i>Election period</i>	is defined by s3(1) of the Act, and means the period that: <ul style="list-style-type: none"> • Starts at the time that nominations close on nomination day; and • Ends at 6pm on election day
<i>Electoral material</i>	means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting

- Electoral matter* is defined by s3(4) and s3(5) of the Act, and means matter which is intended or likely to affect voting in an election, but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election.
- It is matter to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:
- The election; or
 - A candidate in the election; or
 - An issue submitted to, or otherwise before, the voters in connection with the election.
- Nomination day* is defined by s3(1) of the Act, and means the last day on which nominations to be a candidate at a Council election may be received in accordance with the Act, and the Local Government (Electoral) Regulations as made.
- Publish* is defined by s3(1) of the Act, and means publish by any means including by publication on the Internet.

Approval of Governance Rules (incorporating the Election Period Policy)

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this 30th day of July 2024 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE



COUNCIL POLICY

Public Transparency

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REVISION RECORD

Date	Version	Revision description
23/06/2020	0.1	Draft for internal review
25/8/2020	1.0	Adopted
30/07/2024	2.0	Presented to Council for adoption

1. Purpose

Alpine Shire Council (Council) is committed to sound democratic governance and recognises the importance of providing transparency to the community in its various undertakings. The purpose of this policy is to describe how Council will make its information and decision-making processes publicly available in order to:

- increase community confidence through greater understanding and awareness
- better enable the community to participate in decision making
- promote accountability in decision making, service delivery and performance
- ensure compliance to the requirements of the *Local Government Act 2020* (LGA 2020).

In particular this policy gives effect to the Public Transparency Principles of the LGA 2020 by seeking to:

- recognise Council information as an asset for public access and use
- apply a presumption of openness except where confidential by legislation
- facilitate public awareness of the availability of Council information
- adopt a proactive approach where beneficial to community engagement
- ensure that Council information is current, accessible and understandable
- allow access to information promptly and free of charge or at low cost.

2. Scope

This policy applies to a person who is:

- a Councillor
- a member of a Council committee
- a Council employee, volunteer or contractor.

3. Policy details

3.1 INFORMATION AVAILABLE TO THE PUBLIC

Council will at minimum publish the following information for access by the public, except where the information is confidential in accordance with legislation:

- Plans, strategies, reports, policies and documents required by LGA 2020
- Plans, strategies and policies otherwise adopted by Council
- Local Laws
- Council meeting agendas, minutes, and meeting recordings
- Terms of reference or charters for Council committees
- Application processes for approvals, permits, grants, and access to services

Council will at minimum make the following information available to the public upon request, except where confidential in accordance with legislation:

- Plans, strategies, reports and documents required by any Act or which have been adopted by Council
- Project and service plans which have been adopted by Council
- Guidelines, manuals, policies and procedures
- Technical reports and / or research used to inform decision making
- Registers required by LGA 2020 or any other legislation
- Newsletters, handbooks and promotional materials
- Building approval registers as required by the *Building Act 1993*
- Planning permit registers and documentation as required by the *Planning and Environment Act 1987*

Council may require that a formal Freedom of Information request is submitted where the information requested is not listed above.

3.2 INFORMATION NOT AVAILABLE TO THE PUBLIC

3.2.1 Confidential information

Council is not required to make publicly available information that is confidential information. Confidential information is defined in section 3 of LGA 2020 and includes information relating to:

Type	Description
Council business	Information that would prejudice the Council's position in commercial negotiations if prematurely released
Security	Information that is likely to endanger the security of Council property or the safety of any person if released
Land use planning	Information that is likely to encourage speculation in land values if prematurely released
Law enforcement	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released
Legal privilege	Information to which legal professional privilege or client legal privilege applies
Personal details	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released
Private commercial details	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released
Confidential meetings	Records of Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration	Confidential information relating to internal arbitration about an alleged breach of the Councillor Code of Conduct
Councillor Conduct Panels	Confidential information relating to a Councillor Conduct Panel matter

Information may also be confidential information where prescribed as such by the regulations.

Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989 [Vic]* remains confidential information under LGA 2020.

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act provided the release of the information is:

- not contrary to any law;
- not in breach of contractual requirements;
- not likely to cause harm to any person; and
- it is in the public interest to do so.

3.2.2 Public interest test

Council is not required to make information publicly available if the release of the information would be contrary to the public interest, in accordance with section 58(b)(ii) of LGA 2020.

When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982 [Vic]* (FOI Act). Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, Council will only concern itself with harm to the community or members of the community. Potential harm to Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents Council from performing its functions.

3.2.3 Privacy and data protection

Council is not required to make information publicly available that if released would contravene the *Privacy and Data Protection Act 2014 [Vic]*, the *Health Records Act 2001 [Vic]* or any other legislation governing personal information collected, held, managed, used, disclosed or transferred by Council.

3.3 MEANS OF ACCESS TO INFORMATION

3.3.1 Council website

All Council information published for access by the community will be available on Council's website, which will be maintained for use on desktop computers, mobile phones and other devices, and which will be tested to work with most commonly used browsers and operating systems.

3.3.2 Inspection at Council Office

All Council information published for access by the community will also be available for inspection upon request at Council's Office, 2 Churchill Avenue, Bright.

3.3.3 Application to access information

Council will consider all requests for access to Council information made outside the Freedom of Information process, in accordance with privacy principles as set out in part 3.2.3 of this policy. Information will be provided for free or at low cost, commensurate to the effort to provide it or in accordance with any relevant legislation.

3.3.4 Freedom of information (FOI)

The FOI Act provides the public with a general right to access documents in the possession of Council relating to their personal affairs or the activities of Council, except where those documents are deemed confidential under legislation.

Council may request that a formal Freedom of Information request is submitted in order to access certain documents. In assessing a Freedom of Information request, Council may consult with third parties where documents contain related information that may be exempt from release under the FOI Act.

3.3.5 Social media

Council will, where beneficial to community engagement, make information publicly available through its social media platforms.

3.3.6 Content accessibility

The *Disability Discrimination Act 1992 [Cth]* requires Council to ensure people with a disability have the same access to information and services as others in the community.

Council recognises the diverse range of needs in its community and commits to making its written information accessible to everyone.

Council's information will:

- be written with the audience in mind
- use simple, clear, every day and inclusive language
- avoid jargon and acronyms
- be ordered so that it is easy to understand and follow
- be accurate and complete
- use a simple and clear font, format and layout.

To assist with accessibility of digital information, Council's website design and content follows the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines.

3.4 TRANSPARENCY OF COUNCIL DECISIONS

Council is empowered by various legislation to make decisions on a broad range of matters on behalf of the local community. Council's decisions are either made by the Council at a formally constituted meeting, or by Council officers under delegated authority of the Council.

The Mayor and councillors do not have the legal authority to individually act or make decisions on behalf of the Council.

3.4.1 Decisions at Council meetings

Decisions made at Council meetings are generally informed by Council reports that are prepared by officers and included in the agendas. Council meeting agendas are made available to the community in advance of each meeting in accordance with Council's Governance Rules, excluding reports that contain confidential information.

In accordance with section 66, of LGA 2020, Council and delegated committee meetings will be open to the public unless it is considered necessary to close the meeting:

- to consider confidential information
- for security reasons
- to enable the meeting to proceed in an orderly manner.

Council will, where practicable, live stream its Council meetings to engage a broader audience. Recordings of all Council meetings that were open to the public will be made available on Council's website.

Meetings will be conducted in accordance with the provisions of the LGA 2020 and Council's Governance Rules and will provide opportunity for public participation.

All decisions will be recorded in minutes of the meeting.

3.4.2 Delegated decisions

Council may delegate specific powers, duties and functions, including decision-making powers, under various legislation to the Chief Executive Officer and nominated Council employees.

Council will maintain a register of delegations in accordance with sections 11 and 47 of the LGA 2020.

Delegates are making decisions as if they were the Council and decision-making processes must be made transparent except where involving information that is confidential.

3.5 DISPUTES

3.5.1 General requests

If access to Council information is denied, the person making the request has the right to question the decision. A review of the decision will be undertaken in accordance with Council's complaints handling processes.

The person making the request has the right to seek further review of Council's decision by the Victorian Ombudsman.

The Victorian Ombudsman's office can be contacted at www.ombudsman.vic.gov.au or by telephone on 1800 806 314.

3.5.2 Freedom of Information requests

Under the FOI Act Council decides which documents and information are released.

The person making a Freedom of Information request has the right to seek a review of Council's decision by the Victorian Information Commissioner.

The Victorian Information Commissioner's office can be contacted at www.ovic.vic.gov.au or by telephone on 1300 006 842.

4. Roles and responsibilities

Responsibility	Role / Position
Champion the commitment and principles for public transparency through leadership and decision-making	Council
Champion behaviours that foster transparency and lead the implementation of this policy	Chief Executive Officer Directors Managers
Adhere to public transparency principles, this policy and associated requirements as appropriate to role and function	Councillors Committee members All employees
Respond to requests for information and facilitate provision of information in consultation with relevant manager and in alignment with the Policy	All employees
Freedom of Information applications	Governance Officer Officers authorised under the FOI Act
Monitor implementation and adherence to this policy	Manager Corporate

5. Breaches

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

Disclosure of confidential information by a person who is, or has been, a Councillor, a member of a delegated committee or a Council employee, is an offence under section 125 of LGA 2020.

Further, disclosure of confidential information by a person who is, or has been, a Councillor or a member of a delegated committee is a misuse of position which is an indictable offence under section 123 of LGA 2020.

6. Human Rights Charter compatibility

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

7. Gender Impact Assessment

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

8. Supporting documents

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

Related Legislation

This policy gives effect to the Public Transparency Principles of the LGA 2020:

- a. *Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;*
- b. *Council information must be publicly available unless—*
 - i. *the information is confidential by virtue of this Act or any other Act; or*
 - ii. *public availability of the information would be contrary to the public interest;*
- c. *Council information must be understandable and accessible to members of the municipal community;*
- d. *public awareness of the availability of Council information must be facilitated.*

Other related legislation includes:

- *Local Government Act 1989 [Vic]*
- *Equal Opportunity Act 2010 [Vic]*
- *Freedom of Information Act 1982 [Vic]*
- *Privacy and Data Protection Act 2014 [Vic]*
- *Health Records Act 2001 [Vic]*
- *Public Records Act 1973 [Vic]*
- *Disability Discrimination Act 1992 [Cth]*

Related Guidelines, Operational Directives or Policies

- Alpine Shire Council Governance Rules
- Alpine Shire Council Governance and Risk Framework
- Alpine Shire Council Information Privacy Policy No.045
- Alpine Shire Council Digital Information Security Policy No. 111
- Alpine Shire Council Community Engagement Policy No. 118
- Alpine Shire Council Complaints Policy No. 117

Related Procedures

- Nil

9. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 30th day of July
2024 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE



POLICY

Dealing with Difficult Customers

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Date approved	Next review date July 2028	
Directorate Customer and Community	Department Customer Experience	External

REVISION RECORD

Date	Version	Revision description
30 July 2024	1.0	Presented for adoption

1. Purpose

This policy aims to assist Alpine Shire Council (Council) employees with the management of complainants who respond to Council in a manner which can be considered threatening, intimidating or extreme and which can have occupational health and safety risks for Council employees, volunteers, contractors or Councillors.

It intends to maintain a balance between the needs and rights of customers, the organisation and the public, while ensuring the safety and wellbeing of staff members, volunteers, contractors and Councillors.

2. Scope

This policy applies to all customers, Council employees, volunteers, contractors and Councillors of Council.

3. Policy details

3.1 OBJECTIVE

This policy aims to:

- Ensure Council services are delivered and resources deployed in a way which is fair and equitable for all Council customers;
- Ensure the health and safety of Council staff, volunteers, contractors and Councillors is not impacted in the workplace;
- Provide definitions of unreasonable behaviour and conduct;
- Provide guidance for Council customers, staff, volunteers, contractors and Councillors for the assessment and determination of complaints considered in accordance with this policy;
- Ensure that staff and Councillors are aware of their roles and responsibilities in relation to the management of unreasonable customer conduct and how these procedures will be used; and
- Ensure that staff and Councillors feel confident and supported in taking appropriate action to manage unreasonable customer conduct.

3.2 DEALING WITH COMPLEX BEHAVIOUR

Council welcomes constructive feedback, complaints and community concerns as long as customer behaviour is reasonable and respectful.

Council encounters a range of complex customer behaviours, ranging from slightly challenging to clearly unreasonable.

Our responses will be graduated as follows:

- Prevent where possible.
- Respond to complex behaviour.
- Manage behaviour that is or becomes unreasonable.
- Limit access as a last resort.

This framework is based on the Victorian Ombudsman's 'Good Practice Guide: Managing Complex Complainant Behaviour'.

'Complex behaviour' is any behaviour that officers find challenging. Officers can deal with most types of behaviour using prevention and responding strategies.

Behaviour becomes 'unreasonable' when, because of its nature or frequency, it raises health, safety, resource or equity issues for employees, volunteers, contractors or Councillors and other people who use our services. Officers can deal with this behaviour using management strategies or recommending limits on the person's access to our services. These strategies are detailed in the Dealing with Difficult Customers Procedure.

Unreasonable behaviour includes verbal abuse, threats to turn up at an officer's residence, threats to harm officers or other people, and violence.

This behaviour is never acceptable. If officers are unsure about whether a person's behaviour has moved from complex to unreasonable, they should consult a manager or experienced colleague.

3.3 PREVENTION

Preventing complex customer behaviour is the essential first step to keep behaviour from escalating.

In the first instance, high quality customer service, including reasonable response times, regular customer communication and customer expectation management is essential to prevent escalation of customer behaviour.

Should customer service be lacking, or customer expectations not be met by staff (reasonably or otherwise), effective complaints handling aims to prevent complex customer behaviour from becoming problematic.

Our Complaints Policy outlines how we respond to complaints.

3.4 RESPONSE

Officers will initially respond to angry or emotional behaviour by attempting to defuse the situation using the following sequence of actions:

- Taking control of their own response, which may include taking a break or arranging to speak with the person at another time if the matter is not urgent.
- Reconnecting after a break if needed once the customer has had a chance to calm down.
- Giving the person a reasonable opportunity to express themselves and acknowledging their feelings.
- Refocusing the discussion onto the complaint when the person's feelings are under control enough to discuss the matter.
- Problem solving using good complaint handling techniques.
- Communicating next steps to the customer if a resolution is not achieved at the time.

Behaviour associated with possible disabilities

Where complex behaviour may be a symptom or manifestation of a disability, officers must consider Council's obligations under the Equal Opportunity Act 2010 (Vic).

The Alpine Shire Access and Inclusion Plan provides guidance on avoiding discrimination and making reasonable adjustments for people to access our services.

The procedure for responding to someone with possible disabilities is detailed in the Dealing with Difficult Customers Procedure.

Responding to threats of suicide

Council does not expect officers to provide crisis support or counselling to people who talk about suicide. Our role is to connect them with people or services that can help.

The procedure for responding to someone who is threatening suicide is detailed in the Dealing with Difficult Customers Procedure.

Managers will check on the welfare of impacted officers following a threat of suicide and ensure support is available.

3.5 MANAGING UNREASONABLE BEHAVIOUR

If an individual's behaviour is or becomes unreasonable, officers can employ appropriate and proportionate strategies to manage the behaviour.

The strategies will depend on the type of behaviour involved. These strategies are detailed in the Dealing with Difficult Customers Procedure.

Unreasonable behaviour includes:

- Abusive or threatening behaviour such as:
 - verbal abuse
 - aggressive behaviour
 - harassment
 - threats
- Unreasonable persistence such as:
 - bombarding officers with calls or visits
 - engaging in persistent aggressive or verbally abusive behaviour
 - contacting different officers seeking a different answer when the question has already been addressed
- Unreasonable demands such as:
 - insisting on an immediate response or priority that is not warranted
 - insisting on a response to every point, no matter how minor
- Unreasonable lack of cooperation such as:
 - sending voluminous amounts of information

- providing little or no information
- Unreasonable arguments such as:
 - insisting on the importance of minor issues
 - making unsubstantiated allegations e.g., bias or corruption
- Unreasonable communication and use of digital platforms such as:
 - Aggressive, defamatory or derogatory comments targeting Council staff, Councillors, contractors or volunteers, either on Council-managed platforms or community platforms
 - Persistent and repetitive commentary on the same topic, once the topic has been appropriately addressed by Council staff

3.6 IMPLEMENTING RESTRICTIONS ON ACCESS

Council may consider limiting access to our services if other strategies have not proven effective and the person persists in engaging in unreasonable behaviour.

Depending on the type of behaviour, we may consider limiting:

- Who the person can contact e.g., limiting contact to a named officer.
- What issues we will respond to e.g., not responding to issues that have already been the subject of an assessment and explanation, unless the person raises new issues that warrant attention.
- When a person can have contact.
- Where the person can contact us e.g., limiting locations for face-to-face meetings to secure areas.
- How the person can contact us e.g., confining contact to writing where the person has been verbally abusive.

Decisions about limiting access to services will only be made by a member of Executive (Chief Executive Officer, Director Customer and Community or Director Assets).

In most cases, the member of Executive will warn the person of the action we propose to take in writing and give the person an opportunity to stop, prior to limiting access.

Before approving any limits, the decision maker must be satisfied that:

- The behaviour is unreasonable i.e., poses a risk to the health, safety, equity, or resources of one of the parties involved.
- All alternative strategies have been, or are likely to be, ineffective in managing the risk.
- All relevant factors have been considered including the person's history, the nature of the conduct, the person's personal circumstances and the impact of limiting access on the welfare of the person and their dependants.
- The limits are proportionate to the level of risk posed by the behaviour.
- There is sound evidence to support the decision.
- If the behaviour may be a symptom or manifestation of a disability, the limits are consistent with the Equal Opportunity Act 2010 (Vic).

- The limits are consistent with the Charter of Human Rights and Responsibilities Act 2006 (Vic), and we have documented:
 - which, if any, human rights will be affected; and
 - why we are satisfied that the limits are reasonable and demonstrably justified under section 7 of the Charter.

Informing the Parties

The Executive will inform:

- affected officers about the decision; and
- the person.

This will be in writing (unless another form of communication is more appropriate) and will explain the decision and the reasons for the decision. It will set a timeframe for reviewing the limits and explain the person's options for complaining about the decision.

Reviewing Limits

The Executive will ensure that any limits on a person's access are reviewed within the named timeframe, and at least once every 12 months, to determine if they are effective and still warranted.

The Executive will document the review and inform affected officers and the person of any decision to remove or vary the limits on access.

This process, along with Council's process for seeking an internal review is detailed in the Dealing with Difficult Customers Procedure.

Where limiting access is not appropriate – alternative dispute resolution

The Executive may decide it is not appropriate to limit a person's access e.g., because it would breach legal obligations or unduly affect the welfare of the person.

In these cases, we can consider arranging alternative dispute resolution using an independent third party. The Executive will consider whether alternative dispute resolution is likely to be effective in the circumstances, including the person's willingness to engage genuinely in the process.

3.7 SECURITY

- If staff feel threatened during a face-to face encounter with a customer in the Bright office, Alpine Shire Libraries, Visitor Information Centres or during home visits a duress alarm is available.
- If staff feel threatened during a face-to-face encounter in the field i.e., outdoor staff during mowing, maintenance, on a work site, someone's private property, etc., they are required to remove themselves from the situation and report the incident to their manager. They are also required to complete an OH&S incident report.

- Any employee who is the victim of aggressive behaviour may at their own discretion report the matter to police for further action.
- If any staff member feels that they are at risk of physical harm, they are strongly encouraged to contact 000 immediately for assistance in addition to taking the above actions.

3.8 SOCIAL MEDIA

In the case that a Council employee or Councillor is being harassed on social media (including but not limited to Facebook, Instagram, YouTube and LinkedIn) by a member of the public, Council will contact the moderator or owner of the page and request the posts be immediately removed.

Employees are reminded not to comment on any post where the subject is related to Council activities, however well-intentioned the comment may be.

If the page owner or moderator does not remove the comments within 48 hours, Council will use its discretion and may refer the matter to Victoria Police.

3.9 SUPPORT FOR STAFF

Dealing with complex or unreasonable behaviour can be upsetting and stressful. We are committed to supporting our employees, contractors, volunteers and Councillors.

Managers will speak with officers who handle complaints regularly to check their welfare, in addition to any other supervision arrangements.

Officers are encouraged to monitor the impact of complex behaviour on their wellbeing, draw on available supports and maintain a healthy approach to managing stress.

An Employee Assistance Program is available to support staff in managing the impact of complex customer behaviour, as well as the impact of workplace and day-to-day stressors on their mental health.

Officers who are injured at work must report this in accordance with Council's Health and Safety Policy.

Further information on the support available to staff is detailed in our Dealing with Difficult Customers Procedure.

4. Roles and responsibilities

All officers are authorised to apply the strategies in this policy relating to prevent, respond to, and manage complex behaviours.

Officers must consult a manager if:

- a person threatens suicide; or
- a person makes threats to harm a staff member or another person.

Decisions to limit access to services may only be made by a member of Executive (Chief Executive Officer, Director Customer and Community or Director Assets).

5. Breaches

Breaches of this policy by members of the public may result in limitations on accessing services or other appropriate measures, as determined by the Executive.

6. Human Rights Charter compatibility

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

7. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the Gender Equality Act 2020. The Gender Impact Assessment showed that staff training on customer management must take into account the limitations to access and varied communication styles of a diverse community, while also ensuring gender bias does not impact the way complex customer behaviour is managed.

8. Supporting documents

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

Related Legislation

- *Local Government Act 1989 [Vic]*
- *Local Government Act 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Complaints Policy
- Equal Opportunity, Discrimination and Harassment Policy
- Health and Safety Policy
- Alpine Shire Access and Inclusion Plan
- Victorian Ombudsman 'Good Practice Guide: Managing Complex Complainant Behaviour'.

Related Procedures

- Dealing with Difficult Customers Procedure

9. Definitions and abbreviations

Term	Meaning
Unreasonable behaviour	Behaviour that poses risks to health, safety, equity, or resources, as outlined in this policy.



COUNCIL POLICY

Fraud and Corruption Control

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16/08/2018	1.1	Draft review for internal discussion
10/07/2019	1.2	Draft reviewed and rebranded
02/08/2019	1.3	Draft incorporating Director Corporate changes
01/10/2019	2.0	Adopted by Council
29/11/2021	2.1	Review and amendments including: <ul style="list-style-type: none"> rebranding in new format referencing <i>Local Government Act 2020</i> updating reference to AS 8001 Fraud and Corruption Control
14/12/2021	3.0	Adopted by Council
17/07/2024	3.1	Review and amendments include: <ul style="list-style-type: none"> - change to title and directorates - additional lines of recourse - additional definition for PID
30/07/2024	4.0	Presented to Council

1. Purpose

This policy outlines Council's commitment to the prevention, mitigation, deterrence, detection, and investigation of all forms of fraudulent and corrupt activity.

2. Scope

This policy applies to all persons associated with Council.

3. Policy details

3.1 COMMITMENT

Council has zero tolerance for fraud and corruption and is committed to protecting its reputation and assets from any attempt by persons associated with Council to gain financial or other benefits by deceit or dishonest conduct.

This commitment will be met by:

- Establishing a culture where transparency, accountability and integrity are the norm
- Identifying activities and processes potentially at risk of exposure to fraud and corruption
- Establishing effective operational controls and procedures for the prevention, mitigation, deterrence, and detection of fraudulent or corrupt conduct
- Investigating any fraud or corruption suspected, committed, or attempted against the Council irrespective of the position, length of service or relationship to Council of the alleged perpetrator
- Taking appropriate action against any person involved in fraudulent or corrupt conduct.
- Providing training, awareness and enforcement of policies, procedures, and codes of conduct.

3.2 ETHICAL BEHAVIOUR

An anti-fraud and corruption culture is promoted throughout the organisation.

A culture of ethical behaviour, accountability, honesty, and integrity encourages the reporting or disclosure of any suspicion of fraudulent or corrupt activities.

3.3 FRAUD AND CORRUPTION RISK MANAGEMENT

Fraud and corruption risk management is integrated with Council's risk management framework and register.

Council's overall vulnerability to fraud and corruption and areas most vulnerable to the risks must be risk assessed, the adequacy and effectiveness of internal controls for managing the risk evaluated and monitored through internal and external audit and compliance monitoring programs.

3.4 INTERNAL CONTROLS

Council will develop and maintain:

- Effective internal controls designed to prevent and detect fraud and corruption
- Policies for high risk activities such as procurement, cash handling, credit cards, banking authorisation and management of assets
- Processes to disclose, document and manage conflicts of interest
- Training and awareness programs.

3.5 DISCLOSURES AND ALLEGATIONS

Reports and disclosures may be made to:

- Protected Disclosures Coordinator – this function resides in the Customer and Community Directorate. Please refer to the Governance section of the Alpine Shire Council Website for further details on Public Disclosures.
- The CEO, any Director or Manager
- Governance and Risk Coordinator
- HR Coordinator
- Local Government Inspectorate
- Victorian Ombudsman
- Independent Broad-Based Anti-Corruption Commission (IBAC) in accordance with the *Public Interest Disclosures Act 2012* or the *Independent Broad-based Anti-corruption Commission Act 2011*.

Reporting can be completed anonymously.

Public interest disclosures relating to a Councillor may only be made to the Ombudsman or IBAC.

Suspected and actual incidents of fraud and corruption will be investigated.

Investigations will ensure:

- Parties who become aware of or suspect that fraudulent or corrupt activity may be occurring, will not be victimised, or disadvantaged for making allegations
- A fair process for persons against which allegations are made
- All matters concerning the suspicion of fraud are treated with strictest confidence.

3.6 AWARENESS

Persons associated with Council will be informed of this policy and the consequences arising from fraudulent or corrupt conduct.

Training will be provided on:

- Council's commitment to fraud and corruption control
- procedures for preventing and reporting fraud and corruption
- how to manage conflicts of interest (including accepting gifts and hospitality)
- appropriate actions when faced with unethical behaviour including making a disclosure.

4. Roles and responsibilities

The following positions are responsible for:

Responsibility	Role / Position
Implementation of this policy	<ul style="list-style-type: none"> • CEO • Directors • Managers
Compliance with this policy	<ul style="list-style-type: none"> • Persons associated with Council
Development and review of this policy	<ul style="list-style-type: none"> • Manager Corporate
Interpretation of this policy and provision of advice	<ul style="list-style-type: none"> • CEO • Director Customer and Community • Manager Corporate • Health Safety and Risk Officer
Investigation of fraud or corruption activities or disclosures	<ul style="list-style-type: none"> • CEO • Directors • Public Interest Disclosure Coordinator •

5. Breaches

Suspected, attempted or actual incidents of fraud or corruption will be investigated, and appropriate action taken including possible dismissal, suspension, reporting of fraudulent or corrupt activity to Independent Broad-based Anti-Corruption Commission (IBAC) or Victoria Police or another regulator, and potential prosecution including recovery of any financial loss suffered by Council.

Disclosures will be managed in accordance with the *Public Interest Disclosures Act 2012* and Council’s Public Interests Disclosures Policy No.92

6. Human Rights Charter compatibility

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

7. Gender Impact Assessment

A Gender Impact Assessment was undertaken, and it was deemed to be not applicable to this policy.

8. Supporting documents

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

Related Legislation

- *Crimes Act 1958 [Vic]*
- *Independent Broad-based Anti-corruption Commission (IBAC) Act 2011 [Vic]*
- *Local Government Act 1989 [Vic]*
- *Local Government Act 2020 [Vic]*
- *Privacy and Data Protection Act 2014 [Vic]*
- *Public Interest Disclosures Act 2012*

Related Guidelines, Operational Directives or Policies

- Employee Code of Conduct
- Councillor Code of Conduct
- Employee Gift Policy No. 65
- Risk Management Policy No.54
- Procurement Policy No.89
- Public Interest Disclosures Policy No.92
- Cash Handling Policy No.94
- Corporate Credit Cards Policy No.95
- Banking Authorisation Policy No.96
- Revenue and Debtor Management Policy No.102
- Employee Expense Reimbursement Policy No.107
- Recruitment, Selection and Appointment Policy No.114
- Fuel Cards Policy No.115
- Councillor Gift Policy No.119

Australian Standards

- AS 8001:2021 Fraud and Corruption Control, Standards Australia

9. Definitions and abbreviations

Term	Meaning
Corruption	<p>Dishonest activity in which a person associated with Council acts contrary to the interests of Council and abuses their position of trust in order to achieve personal gain or advantage for themselves or for another person or entity.</p> <p>Refer also AS 8001:2021</p>
Corrupt Conduct	<p>Conduct that:</p> <ul style="list-style-type: none"> • Adversely affects honest performance of functions • Involves dishonest performance of functions • Involves knowingly or recklessly breaching public trust • Involves misuse of information or material acquired while performing functions • Is intended to adversely affect the performance or exercise of functions and powers of Council or an employee. • Could constitute a conspiracy or attempt to engage in any of the above conduct. <p>Ref: <i>Independent Broad-based Anti-corruption Commission Act 2011</i></p>
Fraud	<p>Dishonest activity causing actual or potential gain or loss to any person or entity including theft of moneys or other property by persons internal or external to Council and/or where deception is used at the time, immediately before or immediately following the activity.</p> <p>This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.</p> <p>Refer also AS 8001:2021</p>
Person associated with Council	<p>Persons undertaking functions or exercising powers on behalf of Council and includes councillors, Chief Executive Officer, directors, managers, employees, volunteers, and contractors</p>

Term	Meaning
Public Interest Disclosure	<p>Personal Interest Disclosures are reports about:</p> <ol style="list-style-type: none"> a. Improper conduct of Council or Council representatives (such as corrupt conduct) b. 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. <p>A disclosure can relate to conduct or action that:</p> <ol style="list-style-type: none"> a. May have already taken place b. May be occurring now c. May happen in the future <p>A disclosure can be made by an individual or group of individuals and can be anonymous.</p> <p>A company or business cannot make a disclosure - but its officers or representatives can.</p> <p>The function of Public Disclosure Coordinator reside within the Customer and Community Directorate – further information on Public Disclosures can be found in the Governance section of the Alpine Shire Council website</p>

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 30th day of July
2024
in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 9 July 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Nathalie Cooke	Director Customer & Community
Cr Tony Keeble	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Ron Janas	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

3. Items

Item
Community Interest Planning Applications
Dederang BESS proposal – Community Benefit Fund and payment in lieu of rates (PiLoR)
Quarterly Strategic Work Program
Council Plan 2025-2029 Roadmap
Planning Statistics and Community Interest Monthly reporting as read
Vulnerable Persons Register – as read
Fraud & Corruption Policy – as read



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 25 June 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 4.50pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Sarah Nicholas	Councillor		

Attendance via virtual means*

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
2024/25 Budget Update
Heritage – GAR West Trees - GML
Impact of bushfire and flooding planning risks
Potential applications for round Regional Community Sports Infrastructure (RCSI) fund
Ordinary Council Meeting Agenda Review (June)



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 16 July 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Nathalie Cooke	Director Customer & Community
Cr Tony Keeble	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Ron Janas	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

3. Items

Item
Short Stay Rental Accommodation
Bright Valley Development Permit Conditions
Community Grants
Events Funding
Neighbourhood Character
Economic Development Proposed Work Program
Planning Statistics – as read



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 23 July 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 4.50pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Nathalie Cooke	Director Customer & Community
Cr Sarah Nicholas*	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Ron Janas	Councillor
Cr Tony Keeble	Councillor
Cr Kelli Prime	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

3. Items

Item
Community Interest Planning Applications
Planning Statistics
Sports and Recreation Master Plan
Dinner Plain Activation – Project and Funding Update
Governance Rules
Joint Meetings of Council verbal update
Ordinary Council Meeting Agenda Review (July)
Insurance and Workcover Premiums – as read item