

ORDINARY COUNCIL MEETING M(1) - 31 JANUARY 2023

3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022



M(12) – 13 DECEMBER 2022

# Ordinary Council Meeting

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Agenda

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **13 December 2022** and commenced at **5:00pm**.

## **PRESENT**

### **COUNCILLORS**

Cr John Forsyth - Mayor

Cr Ron Janas

Cr Simon Kelley

Cr Kelli Prime

Cr Sarah Nicholas (attendance via electronic means)

Cr Katarina Hughes

### **OFFICERS**

Will Jeremy - Chief Executive Officer

Alan Rees - Director Assets

Helen Havercroft - Director Corporate Performance

### **APOLOGIES**

Cr Tony Keeble - Deputy Mayor

## Agenda

1.	Recording and livestreaming of Council meetings.....	4
2.	Acknowledgement of traditional custodians, and recognition of all people.....	4
3.	Confirmation of minutes .....	4
3.1	Ordinary Council Meeting – M(11) – 8 November 2022.....	4
4.	Apologies.....	4
5.	Obituaries / congratulations.....	4
6.	Declarations by Councillors of conflict of interest.....	5
7.	Public questions .....	5
8.	Presentation of reports by officers.....	6
8.1	Chief Executive Officer – Will Jeremy .....	6
8.1.1	Schedule of Ordinary Council Meetings for 2023 .....	6
8.2	Director Assets – Alan Rees.....	9
8.2.1	Key Worker Housing Pilot and Affordable Housing Analysis .....	9
8.2.2	Bushfire Recovery Grant Funding 2022/23.....	13
8.2.3	Telecommunications (Mobile and Internet) Strategy.....	16
8.2.4	Bright Strategic Traffic Assessment .....	19
8.2.5	Asset Management System .....	22
8.2.6	Mountain View Children's Centre - Lead Design Consultant.....	25
8.2.7	Gravel Road Reconstruction and Re-sheeting 2022/23 .....	28
8.2.8	Capital Projects Update.....	30
8.2.9	Alpine Better Places Tawonga .....	32
8.2.10	Addendum report.....	38
8.2.11	Emergency Flood Repair Civil Works.....	39
8.3	Director Corporate Performance – Helen Havercroft.....	42
8.3.1	Budget Report - Quarterly Review.....	42
8.3.2	Quarterly Performance Report – Council Plan .....	45
8.3.3	Appointment of Councillors to represent Council on Committees and Boards.....	48
8.3.4	Instruments of Delegation .....	54
8.3.5	Instruments of Appointment and Authorisation - <i>Planning and Environment Act 1987</i> .....	58
9.	Informal meetings of Councillors.....	61
10.	General business .....	62
11.	Motions for which notice has previously been given .....	62
12.	Reception and reading of petitions .....	62

13. Documents for sealing ..... 63

## 1. Recording and livestreaming of Council meetings

*The CEO read the following statement:*

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

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

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

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

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

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

*The Mayor read the following statement:*

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

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

## 3. Confirmation of minutes

### 3.1 ORDINARY COUNCIL MEETING – M(11) – 8 NOVEMBER 2022

***Cr Kelley***

***Cr Prime***

***That the minutes of Ordinary Council Meeting M(11) held on 8 November 2022 as circulated be confirmed.***

***Carried***

## 4. Apologies

Cr Tony Keeble

## 5. Obituaries / congratulations

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

## **6. Declarations by Councillors of conflict of interest**

Nil

## **7. Public questions**

Questions from the public will be limited to two questions per person.

Written Questions on Notice will be tabled ahead of questions from the floor.

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

## 8. Presentation of reports by officers

### 8.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

#### 8.1.1 Schedule of Ordinary Council Meetings for 2023

##### INTRODUCTION

This report seeks Council's endorsement of the proposed ordinary meeting schedule for the 2023 calendar year.

*Cr Prime*

*Cr Hughes*

*That Council:*

1. *Endorses the schedule of ordinary meetings to be held in 2023 in accordance with the schedule below:*

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<i>31 January 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>28 February 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>28 March 2023</i>	<i>5pm</i>	<i>Myrtleford</i>
<i>26 April 2023*</i>	<i>5pm</i>	<i>Mount Beauty</i>
<i>30 May 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>27 June 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>25 July 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>29 August 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>26 September 2023</i>	<i>5pm</i>	<i>Bright</i>
<i>31 October 2023</i>	<i>5pm</i>	<i>Mount Beauty</i>
<i>21 November 2023</i>	<i>5pm</i>	<i>Myrtleford</i>
<i>19 December 2023*</i>	<i>5pm</i>	<i>Bright</i>

2. *Notes that the April 2023 ordinary meeting will be held on the fourth Wednesday due to Anzac Day Public Holiday and the December 2023 ordinary meeting be held on the third Tuesday of the month;*
3. *Publishes the notice of Council's 2023 ordinary meeting schedule on its website;*
4. *Notes that notice of any changes required to the 2023 ordinary meeting schedule be given at least six days prior to the revised date; and*
5. *Notes that meetings held outside of the Council Chamber in Bright cannot be livestreamed and that the recording will be made available on the website the day after the meeting.*

*Carried*

## **BACKGROUND**

In accordance with Council's Governance Rules Chapter 3 section C1, Council must set the date, time, and locations of Ordinary Council meetings.

## **ISSUES**

### ***Change of scheduling for Ordinary Council Meetings***

Council's regular ordinary meeting cycle has previously been the first Tuesday of the month with no meeting held in January. Council is proposing to change the cycle from the first Tuesday to the last Tuesday of each month and to introduce an ordinary meeting in January. The primary reason for this proposed change is to better align the timing for Council Meetings with administrative deadlines, many of which fall at the end of the month, in doing so improving the efficiency of workflow within the organisation.

### ***Timing of the April meeting***

The April ordinary meeting clashes with ANZAC Day Public holiday and it is proposed to hold the meeting a day later on the Wednesday instead.

### ***Timing of December meeting***

The December ordinary meeting will be held on the third Tuesday of the month prior to the office closure for 2023.

### ***Start time to Ordinary Council meetings***

Following the election of the 2020 Councillors, a review of the Ordinary Council Meeting time was undertaken and moved to an earlier commencement time of 5pm. All meetings are recorded and available for community members to watch after the meeting. Meetings held in the Council Chamber in Bright are live streamed and can be watched in real time. Council intends to continue to hold its meetings at 5pm.

### ***Alternative locations***

Council welcomes the return to face to face meetings with the cessation of COVID restrictions and proposes to host two meetings in Mount Beauty and two meetings in Myrtleford during 2023. The locations will be specified in the advertisements and will be published on our website and on Council's Facebook page

### ***Special meetings of Council***

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:



## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- i. Councillors to take their oath or affirmation of office, or
- ii. An election of Mayor or Deputy Mayor.

When calling for a special meeting of Council, the date and time of the meeting and the business to be transacted at the meeting must be specified. On this basis a schedule for special meetings of Council cannot be prepared.

**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

**CONCLUSION**

That the schedule of proposed meeting dates and times for 2023 be adopted by Council.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Chief Executive Officer
- Executive Assistant to CEO

**ATTACHMENT(S)**

Nil

## 8.2 DIRECTOR ASSETS – ALAN REES

### 8.2.1 Key Worker Housing Pilot and Affordable Housing Analysis

#### INTRODUCTION

This report relates to the completion of the Key Worker Housing Pilot and Affordable Housing Analysis and Action Plan Projects.

*Cr Hughes*

*Cr Kelley*

*That Council:*

- 1. Notes the completion for the Key Worker Housing Pilot project;*
- 2. Notes the completion of the Affordable Housing Analysis and Action Plan project;*
- 3. In collaboration with other significantly impacted councils, advocates to the Victorian Government for legislation change or a different mechanism to manage the supply of short stay rental accommodation;*
- 4. Through appropriate community engagement, develops a Short Stay Rental Accommodation Local Law; and*
- 5. Develops a business case for five (5) key worker accommodation units to be installed at each of the Council owned caravan parks in Bright, Myrtleford and Tawonga and seeks funding opportunities for the design and construction of the units.*

*Carried*

#### BACKGROUND

Housing affordability and availability has deteriorated over the past five years for a variety of reasons, including:

- A recent acceleration in population growth with the migration of individuals and families from metro cities and large regional centres into rural Victoria throughout the COVID19 pandemic
- Ongoing increase to population growth as a result of individuals and families making decisions for a lifestyle change
- Low housing stock available for purchase or long-term let
- Low or no medium density housing stock
- Increase in the number of properties being turned from long-term let into short-term let accommodation
- Property purchase prices have increased significantly
- Availability of land to develop is scarce; is expensive to purchase; is being banked and cost the to develop is expensive
- Low social housing stock and turnover

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

The impact that housing affordability and availability has on the community, includes:

- A shortage of housing for key workers. It is estimated that 65% of the working population of the Shire are classified as key workers
- Shortage of housing results in staff shortages across all industry sectors
- Staff shortages result in a reduction to economic output and contribution into the local economy
- Service delivery is deteriorating
- Health and wellbeing effects on community

In 2021, Council secured funding from state government to deliver the following two projects:

- Key Worker Housing Pilot Program, funded through the Living Regions Living Suburb program, administered by the Department of Jobs, Precincts and Regions; and
- Affordable Housing Analysis and Action Plan, funded through the Regional Planning Hubs program, administered by the Department of Environment, Land, Water and Planning.

The purpose of these projects was to investigate and, where possible, deliver immediate assistance to key worker bed shortages and to identify initiatives that could be undertaken to support longer-term key worker housing solutions.

All activities defined within the Project Plans for both projects have been completed.

The following actions have been identified to progress.

### ***Coordination and Facilitation***

- Development of a business case for five key worker accommodation units to be installed at each of the Council owned caravan parks in Bright, Myrtleford and Tawonga.
- Once project cost has been determined, seek funding opportunities for the design, construction and installation of the units.

### ***Advocacy***

- Advocate to The Victorian Government to explore and introduce controls to manage the use of dwellings for short-term accommodation through a permitting system.
- Collaborate with regional partners to establish an affordable housing specific advocacy program.
- Advocate to other councils in the north-east, statutory service agencies and Victorian Government to collaborate and develop a regional settlements and infrastructure plan.

### ***Local Law***

- Develop a Short Stay Rental Accommodation Local Law with the following objectives:
  - To ensure an appropriate standard of management of Short Stay Rental Accommodation to preserve neighbourhood amenity;

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- To minimise the risk of Short Stay Rental Accommodation affecting the peace and quiet enjoyment of neighbours;
- To implement a registration and renewal system for Short Stay Rental Accommodation;
- To ensure that any waste generated at Short Stay Rental Accommodation is appropriately managed to protect the environment that visitors come to enjoy.

**ISSUES**

Primary responsibility for housing policy lies with federal and state governments. It is unusual for Councils to directly deliver housing or manage housing stock levels.

**POLICY IMPLICATIONS**

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

- 4.2 Planning and development that reflects the aspirations of the community

**FINANCIAL AND RESOURCE IMPLICATIONS**

Progressing the recommended actions will require additional resourcing. These actions will be incorporated into the annual budget cycle for 2023/24 financial year.

**CONSULTATION**

Stakeholders were engaged across both projects, including:

Key Worker Housing Pilot Program - Project Steering Group membership:

- Regional Development Victoria
- Alpine Shire Council

Affordable Housing Analysis and Action Plan - Project Steering Group membership:

- Department of Environment, Land, Water and Planning (Regional Planning Hub)
- Alpine Shire Council

Alpine Housing Alliance membership:

- Regional Development Victoria
- Beyond Housing
- North East Local Learning and Employment Network
- Alpine Health
- Alpine Shire Council

Community consultation occurred through the development of the Affordable Housing Analysis and Action Plan. This included consultation with identified key industry stakeholders, business owners and key workers.

## **CONCLUSION**

The Affordable Housing Analysis paper outlines the key challenges associated with housing affordability and availability. The Affordable Housing Action Plan identifies the opportunities and action that Council can take.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Manager Economic and Community Development

## **ATTACHMENT(S)**

8.2.1a Affordable Housing Analysis and Research Paper

8.2.1b Affordable Housing Action Plan

## 8.2.2 Bushfire Recovery Grant Funding 2022/23

### INTRODUCTION

This report relates to the allocation of bushfire recovery funding for the 2022/23 financial year under the Community Recovery Committee (CRC) Support Package for Local Government Authorities (LGAs) Program.

***Cr Janas***  
***Cr Prime***

***That Council notes the allocation of \$110,000 (does not attract GST) of the Community Recovery Committee Support Package (LGAs) Program received in the 2022/23 financial year to continue to support community-led recovery initiatives and priority projects or activities to address unmet needs and benefit the broader community.***

***Carried***

### BACKGROUND

The Community Recovery and Resilience Grants Initiative (CRRGI) is a Commonwealth-State funding arrangement launched in 2022 through the Disaster Recovery Funding Arrangements (DRFA), designed to provide financial support to locally led and responsive programs that support recovery of communities in Victoria's bushfire affected regions.

Within the CRRGI, \$110,000 has been allocated to Alpine Shire Council to support the delivery of the Community Recovery Committee Support Package (LGAs) Program to support local recovery after the 2019/20 Victorian Bushfire.

The primary purpose of the funding is for Alpine Shire Council to support the Alpine CRC as it moves to the next phase in recovery.

Specific activities Alpine Shire Council have been funded to deliver include:

- The Alpine CRC potential transition into the Alpine Community Communications Network,
- The Alpine Resilience Committee to adopt and deliver the Community Recovery Plan Framework, and
- Further develop and deliver some of the goals identified in the Community Recovery Plan review of progress in March 2022 as outstanding priorities for future action.

Funding is to be utilised across six key delivery areas outlined in the CRC-LGA Program Guidelines including:

- costs associated with CRC transition,
- community events,
- community leadership,

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- CRC operating expenses,
- professional services for delivering recovery priorities, and
- engagement of recovery resources.

The key activities tabled below were developed in collaboration with the Community Recovery Committee, the Alpine Resilience Committee, and Emergency Recovery Victoria to align to the key delivery areas and purpose of the funding. They will help to progress outstanding priorities of the CRC that were identified through the review of the Community Recovery Plan.

## CRC Support Package (LGAs) Program - Delivery Plan

Key Activity	Activity Description	Grant Funds Allocated
Community events	Events administered by Alpine Shire Council and/or by community groups	\$20,000
Community leadership	Community participation in community leadership programs and/or recognised skills training programs	\$25,000
Operating expenses	Costs associated with administration, communications, and meeting coordination for the CRC	\$5,000
Professional services for delivering recovery priority projects	Professional services that support the progression of priority recovery projects identified by community	\$60,000

**POLICY IMPLICATIONS**

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

- 3.4 A community that is prepared for, can respond to, and recover from emergencies

**FINANCIAL AND RESOURCE IMPLICATIONS**

The grant agreement for the CRC Support Package (LGAs) program was executed on 4 October 2022 and as such is not budgeted in the 2022/23 financial year.

The grant agreement requires all activities to be completed and funds expended by 30 June 2023.

No additional funding is required from Council to deliver this Program.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

**CONSULTATION**

The recommended allocation of funding has been established with input from the Chair of both the Alpine Community Recovery Committee and Alpine Resilience Committee, and engagement with Council officers representing different areas of Council's activities.

**CONCLUSION**

It is recommended that Council note the allocation of funding through the CRC Support Package (LGAs) Program.

**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 Bushfire Recovery

**ATTACHMENT(S)**

Nil



## 8.2.3 Telecommunications (Mobile and Internet) Strategy

### INTRODUCTION

This report relates to the Telecommunications (Mobile and Internet) Strategy.

***Cr Prime***

***Cr Janas***

***That Council notes the Telecommunications (Mobile and Internet) Strategy as a technical document that informs advocacy.***

***Carried***

### BACKGROUND

As we become more digitised, the need for connectivity to advanced digital services increases, particularly when it comes to emergency events like the Black Summer Bushfires 2019-20. With increased reliance on technology, our issues across the Alpine Shire become more evident and include lack of basic coverage across Alpine areas, insufficient infrastructure to accommodate capacity requirements, and facilities that lack basic infrastructure hardening to increase the resilience of facilities to emergency events.

The development of a Telecommunications Strategy is a major initiative under the Alpine Shire Community Vision 2040 and Council Plan 2021-2025.

The Alpine Community Recovery Committee (CRC) also identified 'Adequate communication infrastructure is required to support communication during events and in recovery phase' as a key priority in their Community Recovery Plan (CRP) which was developed in response to the Black Summer Bushfires. In March 2022, the Alpine CRC undertook a review of their recovery plan where communications issues were again highlighted as a goal that requires ongoing priority.

Council is supporting this priority by developing a Telecommunications (Mobile and Internet) Strategy that has been funded through the Commonwealth Government Disaster Recovery Funding Arrangements, and State government funding provided as part of the Victorian Government's response to the Black Summer Bushfires.

The Telecommunications (Mobile and Internet) Strategy provides Council with an:

- understanding of industry structure
- understanding of Council's role and what we can achieve
- audit of existing infrastructure, resiliency, coverage and capacity capabilities across the Alpine Shire
- gap analysis
- understanding of future state of telecommunications and funding opportunities
- recommended actions for Council to improve telecommunications

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

Due to the nature of the telecommunications industry and Council's limited role in telecommunications, the actions identified in the strategy that would provide significant improvements to telecommunications are primarily focused on advocacy.

The Telecommunications (Mobile and Internet) Strategy is intended as an advocacy document with actions being captured in a broader Council advocacy plan.

## **ISSUES**

Council's capacity to influence change for improvements in telecommunications is relatively low, with power vested in Commonwealth Government. Council's role is primarily focused on advocacy.

## **POLICY IMPLICATIONS**

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-25:

- 2.3 Access to technology that meets our evolving needs

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Council received Commonwealth and State bushfire recovery funding to support recovery priorities, including the Telecommunications (Mobile and Internet) Strategy.

No additional Council funds are required to develop the Telecommunications (Mobile and Internet) Strategy.

## **CONSULTATION**

Community engagement and consultation was undertaken to develop the strategy, including:

- community survey, open for three weeks with 146 total responses
- workshops with the Alpine community engagement panel (over two sessions)
- engagement and workshop with the Alpine Community Recovery Committee
- desktop analysis and Mobile Network field testing

## **CONCLUSION**

It is recommended that Council notes the Telecommunications (Mobile and Internet) Strategy.

## **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 Bushfire Recovery

## **ATTACHMENT(S)**

8.2.3 Alpine Shire Telecommunications (Mobile and Internet) Strategy

## 8.2.4 Bright Strategic Traffic Assessment

### INTRODUCTION

This report relates the Bright Strategic Traffic Assessment and the creation of the Bright Strategic Road and Movement Safety Action Plan.

***Cr Hughes***

***Cr Kelley***

***That Council:***

- 1. Notes the findings and recommendations from the Bright Strategic Traffic Assessment and;***
- 2. Adopts the Bright Strategic Road and Movement Safety Action Plan.***

***Carried***

### BACKGROUND

An increase in tourism and residential and commercial growth has increased pressure on the existing road network and parking supply in Bright.

Visitation to the region has increased steadily over the last five years, with the region experiencing 15% year-on-year growth in tourism.

Previous studies involving Bright township traffic and movement have included:

#### ***Bright Car Parking Plan***

In 2018, a study was conducted to develop a car parking plan that identified issues and needs and outlined objectives and a prioritised plan for the effective management of current and future parking demands in Bright township.

#### ***Alpine Shire Cycle Safety Strategy***

In 2019, a project was undertaken to develop an Alpine Shire Cycle Safety Strategy to identify key issues facing road and path users, recommend infrastructure improvements and outline educational approaches to both cyclists and drivers to improve safety outcomes.

#### ***Bright Strategic Traffic Assessment***

In 2022, the Bright Strategic Traffic Assessment was conducted to investigate the effects of traffic and car parking demands on the town with respect to amenity, safety, and operation and to inform further actions, if required.

The study area for the Bright Strategic Traffic Assessment comprised the central portions of Bright township between Station Street in the west and Churchill Avenue in the east.

The survey was conducted during school holidays and included the Australia Day long weekend in January 2022.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

***Summary of Findings***

Traffic volumes and movement, parking, and intersections are all operating within industry benchmark parameters. Traffic volumes do not exceed capacity and through traffic is dispersed well throughout the township.

Improvements could be made to cycling facilities and connections as well as car parking wayfinding.

Modelling of possible future traffic volumes, incorporating a 2% annual growth rate, suggest that traffic volumes on Gavan Street may exceed the road's capacity in 11 years' time

Future surveying is recommended to be undertaken every 12-18 months to monitor the impacts of expected population growth in the area and the effect this may have on traffic volumes, parking and intersections.

***Bright Strategic Road and Movement Action Plan***

The Bright Strategic Road and Movement Safety Action Plan has been created to consolidate all the actions from the Bright Strategic Traffic Assessment as well as all outstanding actions from the Bright Car Parking Plan and Alpine Cycle Safety Strategy into a single action plan for efficiency.

**ISSUES**

Community perception surrounding traffic issues is different to the results of the technical research. Episodic increases in traffic volumes related to events creates additional complexity

**POLICY IMPLICATIONS**

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

- 1.1 A community that is active, connected and supported

**FINANCIAL AND RESOURCE IMPLICATIONS**

The development of the Bright Strategic Traffic Assessment was fully funded by Council.

There are no financial or resource implications associated with the adoption of the Bright Strategic Road and Movement Safety Action Plan.

Actions arising from the Plan will be prioritised and budget submissions made for each project in accordance with their priority in the action plan as part of the annual budget process. Where applicable, funding will be sourced when opportunities are identified.

**CONSULTATION**

Extensive stakeholder consultation has been undertaken with:

- Country Fire Authority (CFA)

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- State Emergency Service (SES)
- HVP Plantations
- Alpine Cycling Club
- Chamber of Commerce
- Ambulance Victoria

Internal consultation was also undertaken with the relevant departments.

Council Officers will continue to liaise with key stakeholders throughout the development and implementation of the Plan.

The Bright Strategic Traffic Assessment Report will be made available online as a technical resource for stakeholders and the community and an education campaign will be undertaken to raise community awareness.

### **CONCLUSION**

Council has consulted extensively with internal and external stakeholders in the creation of the Bright Strategic Traffic Assessment report. The amalgamation of the three key traffic and movement related reports into one prioritised action plan will enable the regular review and progression of all outstanding actions.

It is recommended that Council adopts the Bright Strategic Road and Movement Safety Action Plan.

### **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 Assets
- Project Officer

### **ATTACHMENT(S)**

8.2.4a Bright Strategic Traffic Assessment

8.2.4b Bright Strategic Road and Movement Safety Action Plan 2022

## 8.2.5 Asset Management System

File Number: CT22086

### INTRODUCTION

This report relates to the award of a contract for the supply, implementation and commissioning of an Asset Management System.

***Cr Kelley***

***Cr Prime***

***That Council awards Contract No 220861 for the "Supply, implementation and commissioning of an Asset Management System" to Univerus for the lump sum price of \$191,899 (GST Exclusive).***

***Carried***

### BACKGROUND

Council currently uses a suite of excel spreadsheets to record asset condition for each asset class. Management of asset condition data in spreadsheets:

- increases the risk of out of date and duplicated information
- makes reporting inefficient
- gives Council limited visibility for forward planning on assets over the long-term.

An Asset Management System will improve the approach to managing Council's assets, resulting in higher quality decision-making around investment into maintenance and renewal of Council's assets and therefore better use of Council resources.

The Tender was advertised in the Herald Sun on 5 October 2022, as well as on tenders.net and Council's website.

The Tender documents were downloaded by 31 prospective tenderers and ten responses were received by the closing date.

### EVALUATION

The evaluation panel consisted of the Acting Manager Asset Maintenance, Asset Management Coordinator, Integrations Officer and Project Officer.

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

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

Following the assessment of the tenders, it was determined that the tender from Univerus best met all the requirements of the selection criteria.

## **ISSUES**

None.

## **POLICY IMPLICATIONS**

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

- 2.3 Access to technology that meets our evolving needs

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The total costs of the Asset Management System which includes supply, implementation and ongoing subscription fees for a three year period is \$191,899 (GST Exclusive).

The allocated budget for the Asset Management System in 2022/23 capital works program is \$95,000. Award of this contract commits Council to further expenditure of \$48,450 in 2023/24 and 2024/25 financial years for the ongoing annual subscription fees.

## **CONSULTATION**

Extensive consultation has been undertaken within all levels of the organisation to ensure this system will deliver the best solution for Council's needs, taking into consideration Council's size, budget, and resourcing.

## **CONCLUSION**

Following a comprehensive assessment, the Tender from Univerus is considered to present the best value option for Council.



**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Acting Manager Asset Maintenance
- Asset Management Coordinator
- Integrations Officer
- Project Officer

**ATTACHMENT(S)**

Nil

## 8.2.6 Mountain View Children's Centre - Lead Design Consultant

File Number: CQ22077

### INTRODUCTION

This report relates to the award of Contract No. CQ22077 for the appointment of a lead design consultant to manage the production of construction tender documentation for the proposed redevelopment of the Mountain View Children's Centre in Myrtleford.

*Cr Janas*

*Cr Hughes*

***That Council awards Contract No. 220771 for "Mountain View Children's Centre - Lead Design Consultant" to Spaces Pty Ltd for the lump sum price of \$178,300 (GST Exclusive).***

*Carried*

### BACKGROUND

As part of the Victorian State Government and the Victorian School Building Authority (VSBA) grants and funding programs, Council has received a "planning" grant to progress the redevelopment of the Mountain View Children's Centre in Myrtleford. This funding stream provides grants for planning and pre-construction work on kindergarten building projects that support the roll-out of three-year-old kindergartens across Victoria.

This funding agreement provides \$150,000 towards the appointment of design consultants to develop and document tender documentation for the future expansion of the facility, specifically the funding agreement requires the following deliverables to be achieved:

1. Construction Tender Documentation
2. Structural Engineering
3. Building Services Engineering
4. Quantity Surveyor prepared construction cost plans/estimates

The award of Contract No. CQ22077 responds to the obligations of the funding agreement and to the current needs of the centre. Additionally, meeting these obligations will qualify Council to apply for a VSBA Building Blocks – Capacity Building grant once the planning stage is complete.

The future expansion of the centre is proposed to yield a further 50 - 60 childcare places and take the maximum capacity of the centre from its current 90 places to 150 places.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

**EVALUATION**

The invitation to tender was advertised in the Herald Sun on 21 September 2022, Tenders.net and the Alpine Shire Council website. The tender documents were downloaded by 54 prospective tenderers with seven conforming and one non-conforming tender responses being received.

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

- Price
- Qualifications and previous performance
- Delivery
- Social
- Environmental Sustainability

The evaluation panel consisted of the Acting Manager Asset Development and two Project Officers.

Following the initial assessment, one tenderer was shortlisted for further evaluation.

The shortlisted tenderer was then reassessed by a second project officer not directly related to the project and in accordance with the selection criteria. Following the further assessment of the shortlisted offer by the evaluation panel it was determined that the tender response from Spaces Pty Ltd best met the selection criteria.

**ISSUES**

The process to develop the coordinated user requirements for this project and to conduct the tender process has taken much longer than originally forecasted.

The funding agreement from the VSBA defines that the design and documentation deliverables required, be completed by 31 December 2022. This timeline is currently not achievable as the delivery of the project is forecast to take approximately six months.

Council is in the process of seeking a variation to the funding agreement to extend the completion date to 30 June 2023. The tenderer, Spaces Pty Ltd has confirmed that the works required can be completed within this timeframe.

**POLICY IMPLICATIONS**

The tender was advertised and evaluated according to council's procurement policy.

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

- 4.5 Assets for our current and future needs

**FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient budget allocation to deliver the scope of this contract.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

**CONSULTATION**

Engagement has been carried out with the following stakeholders:

- The State of Victoria - Victorian School Building Authority (VSBA)
- Alpine Children's Services (tenant)

**CONCLUSION**

Following a comprehensive tender evaluation assessment and reference checks, the tender from Spaces Pty Ltd is considered to represent the best value for the project and Council.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Manager Asset Development
- Project Officer

**ATTACHMENT(S)**

Nil

## 8.2.7 Gravel Road Reconstruction and Re-sheeting 2022/23

File Number: CT22056

### INTRODUCTION

This report relates to the award of the Gravel Road Reconstruction and Re-sheeting contract.

*Cr Janas*  
*Cr Prime*

***That Council awards Contract No. 220561 for "Gravel Road Reconstruction and Re-sheeting 2022/23" to Roche Excavations Pty Ltd based on the tendered lump sum price and schedule of rates and subject to an agreed maximum cost of \$519,785 (GST Exclusive).***

*Carried*

### BACKGROUND

The 2022/23 Gravel Road Reconstruction and Re-sheeting program will be carried out in the Upper Ovens region.

Council undertakes drainage, road formation and gravel re-sheeting works each year on roads identified by the condition inspections program.

The Tender was advertised in the Border Mail on 19 October 2022, as well as tenders.net and Alpine Shire websites.

The tender documents were downloaded by 12 prospective tenderers and four responses were received by the closing date.

### EVALUATION

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

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

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

Through this evaluation process it was determined that the tender from Roche Excavations best met the selection criteria.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

**ISSUES**

Continued weather conditions and supply issues may cause some delays.

**POLICY IMPLICATIONS**

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

- 4.5 Assets for our current and future needs

**FINANCIAL AND RESOURCE IMPLICATIONS**

The total budget for the Gravel Road Reconstruction and Re-sheeting program is \$560,000.

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

**CONSULTATION**

Extensive consultation has been undertaken with Council's asset maintenance team to finalise the scope of the contract. The contractor will inform impacted residents and businesses prior to the works commencing as part of the terms and conditions of the contract.

**CONCLUSION**

Following a comprehensive assessment, the tender from Roche Excavations is considered to present the best value option for Council.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Acting Manager Asset Development
- Project Officer

**ATTACHMENT(S)**

Nil

## 8.2.8 Capital Projects Update

### INTRODUCTION

This report relates to an update on the capital works budget.

*Cr Prime*  
*Cr Kelley*

*That Council notes that eight (8) capital works projects will be deferred for delivery in a future financial year, as follows:*

- *Mount Beauty Depot Concept Design*
- *Tawonga Fisherman's Walk Public Toilet*
- *Mount Beauty Airport Bowser Design*
- *Myrtleford Landfill Rehabilitation*
- *Mount Beauty Landfill Rehabilitation Design*
- *Nimmo Pedestrian Bridge*
- *Bright Office Renewal Stage 3 Design*
- *Scout Hall Demolition*

*Carried*

### BACKGROUND

The adopted 2022/23 Budget included capital expenditure totalling \$18.8 million.

The global impacts of COVID on supply chains, supplier capability and capacity and the availability of human resources has impacted our project delivery timelines. A critical assessment of the capital works program was undertaken, and eight capital works projects were identified for deferral, in order for project resources to be concentrated on the successful delivery of the balance of the capital works program.

### ISSUES

These eight projects represent just under \$2m of the large capital works program. Deferring these projects may result in cost increases in future years due to market and price fluctuations.

Council is not aware of any other issues resulting from the deferral of these projects

## **POLICY IMPLICATIONS**

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

- 4.5 Assets for our current and future needs

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The deferral of these eight projects will result in a \$2 million under-delivery against the 2022/23 adopted Budget.

## **CONCLUSION**

Since 1 July 2022, Council has worked hard to resource the adopted 2022/23 capital works program. As Council reports its Quarter 1 performance against the 2022/23 Budget it is appropriate to now recognise that it has not been possible to secure the required resources to deliver the full capital works program and make the necessary adjustments to the anticipated works program.

Eight projects have been impacted and it is recommended that Council notes that these projects are deferred with the resulting reduction to the capital works budget.

## **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

## **ATTACHMENT(S)**

Nil



## 8.2.9 Alpine Better Places Tawonga

### INTRODUCTION

The purpose of this report is to update Council on the Alpine Better Places Tawonga final concept designs.

***Cr Prime  
Cr Hughes***

***That Council:***

- 1. Notes the community engagement undertaken on the project to date;***
- 2. Notes the methodology and results of the survey;***
- 3. Acknowledges the community's feedback for incorporation into the concept design; and***
- 4. Adopts the Alpine Better Places - Tawonga Final Concept Design Plans.***

***Carried***

### BACKGROUND

The Alpine Better Places Tawonga concept design project commenced in March 2020.

The key items in the design brief included:

- Improved streetscape treatment of the Kiewa Valley Highway, including a safer pedestrian connection to Tawonga Pioneer Memorial Park, pedestrian pathways extending along the highway and integrated landscape treatments to give the Tawonga township an improved sense of destination.
- Improvements to Tawonga Pioneer Memorial Park, including upgraded and additional facilities and infrastructure.

The Tawonga Draft Concept Design Plans were developed to focus on the following two key areas identified and prioritised by the community in the phase one consultation:

- a. Create a centralised 'focus' or heart to the township in Pioneer Park; and
- b. Improve the circulation and safety for pedestrians.

Following the inception of the project, the next steps were as follows:

- July 2020 – community consultation session 1
- August 2020 - community consultation session 2
- February 2021 – community consultation session 3
- July 2021 – community consultation session 4
- August 2021 – project paused pending outcome of Scout Hall sale
- January 2022 – Scout Hall acquired by Council
- February 2022 – Scout Hall building assessment undertaken and determined it would not be cost effective to renew the Scout Hall building
- March 2022 - project restarted and four draft concept designs created for the Scout Hall site based on community feedback from prior engagement sessions

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- April 2022 - update to community on the purchase of the Scout Hall and land to be included in Alpine Better Places Tawonga. Community consultation session 4
- May 2022 - community consultation session 5
- July 2022 - survey results show a strong preference for a pump track on the Scout Hall site
- July 2022 - alignment with Team Mount Beauty to ensure a pump track at Tawonga would provide for different ability levels and ages compared with the track being constructed in Mount Beauty.
- July 2022 - Further concept designs created, presenting various options for the location of a pump track within the park
- August 2022 - concept designs finalised resulting in a shortened pump track adjacent to the playground with a suitable gradient for beginner levels and younger children
- September 2022 - Council endorses the Draft Alpine Better Places Tawonga Concept Plans for Public Exhibition
- September/October 2022 - Public Exhibition period and survey

***Survey Methodology***

The survey was open for six weeks and each resident was allowed one vote, either online or written. There was a total of 132 responses (101 online and 31 written) and the percentage of support for each topic was calculated against the total number of responses to each question.

***Communication Program***

During the six-week exhibition period the following communication activities were undertaken to ensure the survey and designs reached as many Tawonga residents as possible:

- Plans and survey made available online
- Hard copies placed in Tawonga General Store
- Website content updated (major project page)
- Four Facebook posts and additional reminders of survey closing date
- Radio and newspaper coverage
- Media release to news outlets and published on ASC News website feed
- Road signage to encourage participation
- VMS board in Pioneer Park

The survey results are as follows:

Topic	Survey Responses (132 total)	Supportive	Non-supportive	Supportive %
Proposed location of the crossing	130	36	94	28%

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

Topic	Survey Responses (132 total)	Supportive	Non-supportive	Supportive %
Proposed location of the pump track	128	122	6	95%
Proposed use of the Scout Hall as an open space	126	68	58	54%
Proposed number and location of car parks	128	119	9	93%

2021 Census Population = 568

## ISSUES

Feedback indicates that the community is generally in support of the location of the pump track and the number and location of car parks. The community were divided on the use of the Scout Hall land as an open space and most respondents did not want the proposed pedestrian crossing located in front of the Tawonga General Store.

### ***Key Issues:***

Item	Feedback	Design Response
Proposed location of crossing	<ul style="list-style-type: none"> <li>• Strong desire to move the pedestrian crossing north of Tawonga Store</li> <li>• Suggestion to move park entrance to the northern end of the park</li> <li>• Suggestion to relook at the need for the crossing</li> </ul>	<ul style="list-style-type: none"> <li>• Moving the proposed crossing and entrance north would:</li> <li>• require significant redesign of the concept plans to consider ramp levels, major services and landscaping due to the increased height of the northern end of the park compared to the roadside</li> <li>• impact the potential future use of the Scout Hall land area for redevelopment</li> <li>• The crossing has been removed from concept designs to be considered during a later stage of development</li> <li>• Investigate other road safety opportunities, such as line marking or speed reduction as a separate exercise if required</li> </ul>

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

Item	Feedback	Design Response
Proposed location of pump track	<ul style="list-style-type: none"> <li>Additional seating required</li> <li>Shade or shelter desired</li> </ul>	<ul style="list-style-type: none"> <li>One extra bench seat added to concept design</li> <li>Shelter deemed not aesthetically desirable for this area of the park; however, large tree canopies will provide required shelter</li> </ul>
Proposed number and location of car parks	<ul style="list-style-type: none"> <li>Parking plans should be moved from Stage 3 to Stage 1</li> </ul>	<ul style="list-style-type: none"> <li>Parking plans have updated to take place during Stage 1</li> </ul>
Proposed use of the Scout Hall area as an open space	<ul style="list-style-type: none"> <li>Desire to use the space to showcase the history of Tawonga</li> </ul>	<ul style="list-style-type: none"> <li>Retain open area space for potential future development of a historical museum</li> <li>Explore opportunities to present the history of Tawonga through open air displays, interpretive signage, sculpture</li> </ul>

### POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

### FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications for adopting the final concept designs.

Council will seek funding opportunities to enable the project to move to detailed design.

### CONSULTATION

Extensive community consultation has occurred throughout the development of the final concept plans, involving ratepayers, residents, community organisations, business, and internal stakeholders.

#### *Community Engagement Process*

Date	Engagement Process
March 2020	Alpine Better Places Concept Design project commences.
July 2020	Webinars to seek community input. The community provided feedback on the preliminary plans and areas of focus.
August 2020	Webinars to present draft concept plans

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

Date	Engagement Process
February 2021	Tawonga Memorial Hall lunch and evening community information sessions to provide feedback on the revision of the concept plans. The community was invited to provide comment on the draft concept designs and proposed project priority list. The presentation and plans were made available online and the feedback period was open for two weeks. A further third round of consultation was supported by the community
July 2021	Tawonga Memorial Hall lunch and evening sessions. The community was invited to view and provide feedback on the third revision of the plans. The presentation and plans were made available online. The feedback period was open for five weeks
April 2022	Update to community: Scout Hall purchased by Alpine Shire Council and land to be included in Alpine Better Places Tawonga. Tawonga Memorial Hall, evening information session displaying four options of designs for the park and inviting the community to identify a preferred option
May 2022	In person community engagement session held on 19 May to establish the communities preferred option for the Scout Hall. An online survey seeking feedback from residents was conducted between 9-26 May and the survey results showed strong support for a pump track. 260 responses to the survey
September-October 2022	Public Exhibition. Concept plans available online and survey open for 6 weeks. Survey sought feedback on the proposed location of the pump track, use of the Scout Hall as an open space, proposed number and location of car parks and proposed location of a road crossing. 132 responses to the survey.

## CONCLUSION

Council has consulted extensively with the community on the development of the Alpine Better Places Tawonga concept designs.

Based on feedback received during Public Exhibition, the final concept design plans were updated to:

1. Remove the crossing in front of Tawonga General Store,
2. Include additional seating at the pump track, and
3. Stage 3 parking plans were moved to Stage 1.

It is recommended that the Alpine Better Places - Tawonga Final Concept Design Plans are adopted by Council.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Acting Manager Asset Development
- Project Officer

**ATTACHMENT(S)**

8.2.9 Alpine Better Places Tawonga Final Concept Design Plans - November 2022

## 8.2.10 Addendum report

### INTRODUCTION

This report relates to the inclusion of an addendum report to consider Emergency Flood Repair Civil Works Contracts to be awarded.

*Cr Prime*

*Cr Janas*

***That Council consider an addendum report at this meeting to consider Emergency Flood Repair Civil Works Contracts. The item was not included in the original agenda but is considered urgent business due to the it been a declared disaster under the Disaster Recovery Funding Arrangement. The late inclusion of this report is in accordance with Council's Governance Rules Chapter 3, Part C, item C4.2"***

*Carried*

### BACKGROUND

Alpine Shire Council has been included in the Commonwealth for the Victorian Floods which impacted the shire in October 2022.

## 8.2.11 Emergency Flood Repair Civil Works

File Number: CQ21146

### INTRODUCTION

This report relates to the award of the Emergency Flood Repair Civil Works contracts.

***Cr Kelley***  
***Cr Janas***

***That Council awards the following contracts for Emergency Flood Repair Civil Works based on the tendered schedules of rates, totalling \$823,264 (GST exclusive):***

- 1. Contract No. CQ21146-01 to Richardson Earthmoving to an agreed maximum cost of \$118,850 (GST exclusive),***
- 2. Contract No. CQ21146-02 to Stadelmann Enterprises Pty Ltd to an agreed maximum cost of \$107,817 (GST exclusive),***
- 3. Contract No. CQ21146-03 to North East Civil Construction for an agreed maximum cost of \$196,735 (GST exclusive),***
- 4. Contract No. CQ21146-04 to McPhersons Earthmoving for an agreed maximum cost of \$204,212 (GST exclusive), and***
- 5. Contract No. CQ21146-05 to Roche Excavations for an agreed maximum cost of \$195,650 (GST exclusive).***

***Carried***

### BACKGROUND

The Alpine Shire Council has been included in the notification to the Commonwealth for the Victorian Floods that commenced on 6 October 2022. This disaster has been given the Australian Government Reference Number (AGRN) 1037 under the Disaster Recovery Funding Arrangements (DRFA).

The Assessing Authority is Regional Roads Victoria (RRV). Condition inspections for all Emergency Flood Repair Civil Works were conducted in October and a detailed cost estimation of works calculated. RRV and DRFA have approved all works to commence.

An existing civil works tender which was advertised during September was reopened between 11 - 18 November to enable prospective tenderers to confirm their availability to conduct emergency flood repair civil works. The tender was advertised on Councils Website.

The tender documents were downloaded by 14 prospective tenderers and ten responses were received by the closing date.

### EVALUATION

The evaluation panel consisted of the Acting Manager Asset Development, the Acting Manager Asset Maintenance and Project Officers.



## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

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

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

Through this evaluation process it was determined that the tenders from Richardson Earthmoving, Stadelmann Enterprises, North East Civil Construction, McPherson's Earthmoving and Roche Excavations best met the selection criteria.

### **ISSUES**

Works are required to be completed within three months from the date of the eligible disaster on 16 October 2022. It is unlikely that all works will be completed by 16 January 2023 and an extension to 31 March 2023 is likely to be granted by RRV.

The initial condition inspections identified scope that was estimated at a total cost of \$650,000, Further condition inspections have been undertaken and identified additional scope, increasing the estimated total cost to \$823,264 (GST exclusive). Further scope development is expected as works commence. There is a process in place to report these changes and seek approval from RRV prior to works commencing.

Continued weather conditions and supply issues may cause further delays.

### **POLICY IMPLICATIONS**

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

- 4.5 Assets for our current and future needs

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council will be reimbursed for eligible and approved expenditure.

The DRFA Administration Authority will make payments based on actual eligible expenditure incurred for emergency works and immediate reconstruction works based on the recommendation of the Assessing Authority's review of the claim.

Claims will be lodged on a regular basis to facilitate timely reimbursement.

### **CONSULTATION**

Due to the nature of the works, consultation occurred between RRV and DFRA and Council staff to finalise the scope and obtain approvals. The contractors will inform impacted residents and businesses prior to the works commencing as part of the terms and conditions of the contract.

## **CONCLUSION**

Following a comprehensive assessment, the tendered schedules of rates from Richardson Earthmoving, Stadelmann Enterprises, North East Civil Construction, McPhersons Earthmoving and Roche Excavations are considered to present the best value option for Council.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Acting-Manager Asset Development
- Acting Manager Asset Maintenance
- Project Officers

## **ATTACHMENT(S)**

Nil

## 8.3 DIRECTOR CORPORATE PERFORMANCE – HELEN HAVERCROFT

### 8.3.1 Budget Report - Quarterly Review

#### INTRODUCTION

The purpose of this report is to note the Budget Report - Quarterly Review for the period ending 30 September 2022.

*Cr Janas*

*Cr Prime*

***That Council receives and notes the Budget Report - Quarterly Review for the period ending 30 September 2022.***

*Carried*

#### BACKGROUND

The purpose of the Budget Report - Quarterly Review (the "Report") is to provide Council with an overview of the quarter's results and an update on the forecast financial position against the full year budget. Explanations are provided for variances to budget greater than \$100,000.

#### ISSUES

Council is forecasting a full year surplus of \$5.7m, which is \$0.2m higher than the budgeted surplus of \$5.5m.

A key driver of the increase in the budgeted surplus is the forecast additional grant income (\$1.2m). Employee costs are also forecast to be under budget (\$0.7m). These positive variances are offset by the expensing (\$1.4m in Materials & Services expenditure) of the fully funded Bogong High Plains Road Blackspot project, which will occur when the road is handed over to DELWP later in the financial year. In addition, a below budget forecast of Rate & Charges income (\$0.3m) relates to an error in the budget for waste management service charges.

Forecast increased grant income (\$1.2m) relates mainly to:

- extra funding for Supported Playgroups service delivery (\$75k)
- an unbudgeted grant for YACVic Future Proof program (\$275k)
- unbudgeted income for the Porepunkah Caravan Park (\$228k)
- funding for the Rural Councils Transformation project (\$250k) and;
- unbudgeted Bushfire Recovery income (\$272k)

Capacity constraints have led to project officer resources being allocated to other time critical projects – leading to a reduction in expenditure (\$390k):

- Mount Beauty Landfill Rehabilitation

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- Tawonga Fisherman's Walk Public Toilet
- Mount Beauty Airport Bowser Design
- Mount Beauty Depot Concept Design
- Bright Carparking Stage 3

Additionally, the Myrtleford Landfill Rehabilitation has also seen a forecast reduction in expenditure (\$960k) as the EPA approval process is expected to take up to four (4) months, after which a contractor for the works will be appointed.

These expense reductions have been offset by forecast expenditure increases against the following projects:

- Mount Beauty Airport Upgrade (\$630k)
- Bogong High Plains Road Blackspot (\$60k)
- Energy Efficient Street Lighting (\$427k)
- Bakers Gully Road Drainage Renewal (\$130k).

Commensurately due to the above the workforce capitalisation expenditure is forecasted to drop (\$292k).

### ***Revised budget***

The *Local Government Act 2020* (LGA 2020) requires that an assessment be made as to whether a revised budget is required after the quarterly finance report is completed.

A revised budget is required under the LGA 2020 before any of the following can occur:

- a variation to the declared rates or charges
- undertake any borrowings that have not been approved in the budget
- a change to the budget that the Council considers should be the subject of community engagement.

As none of these three items is forecast to occur Council is not required to complete a revised budget for 2022/23.

### **POLICY IMPLICATIONS**

The Report has been prepared in line with the requirements of the *Local Government Act 2020* (LGA 2020).

*Section 97(1) of the LGA 2020* (Quarterly budget report) commenced on 24 October 2020 and states that, "As soon as practicable after the end of each quarter of the financial year, the CEO must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public".

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

- 5.2 A responsible, transparent and responsive organisation

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Financial performance to date indicates a full year surplus of \$5.7m, which is \$0.2m higher than the budgeted surplus of \$5.5m.

## **CONSULTATION**

The Report has been prepared through a rigorous process which includes each department reviewing their budget and providing explanations for variances at the master account level.

The Report has been presented to the Finance Committee and the Audit Committee for noting.

## **CONCLUSION**

The Finance Report - Quarterly Review for the period ending 30 September 2022 is presented 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 Corporate Performance
- Manager Corporate
- Accountant

## **ATTACHMENT(S)**

8.3.1 Budget Report - Quarterly Review for the period ending 30 September 2022

## 8.3.2 Quarterly Performance Report – Council Plan

File Number: SU600.03

### INTRODUCTION

The purpose of this report is to note the Quarterly Performance Report - ending 30 September 2022.

***Cr Prime***  
***Cr Hughes***

***That Council receives and notes the Quarterly Performance Report ending 30 September 2022.***

***Carried***

### BACKGROUND

The purpose of the Quarterly Performance Report - ending 30 September 2022 (the "Report") is to provide Council with an overview of the quarter's performance against the Council Plan.

### HIGHLIGHTS

Where quarterly reporting against the Council Plan does not generate meaningful results, these are reported at end of financial year as part of the annual report.

The Council Plan 2021-2025 is split into five strategic directives. Within each of these directives, there are strategic objectives, strategies, and major initiatives that provide the means to report on Council's progress against the Council Plan. Council Plan indicators are also included in the report.

High level highlights are summarised on the following pages – refer the attachment for detailed information.

#### ***Strategic Driver 1: For those who live and visit***

- Council awarded Community Grants to 21 applicants, totalling \$71,275, enabling community projects valued at \$222,000 to go ahead during 2022/23.
- The draft Reflect Reconciliation Action Plan has incorporated feedback from First Nations Peoples and returned to Reconciliation Australia for final approval.
- The annual Youth Awards were delivered in September, acknowledging ten young people and one community group for their contributions across the Alpine Shire.

#### ***Strategic Driver 2: For a thriving economy***

- Council awarded Festival and Event Funding to 32 applicants, totalling \$132,000 in sponsorship and logistics support, with a further \$102,350 to support events that were unable to proceed in previous years due to COVID-19 restrictions.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- A draft Telecommunications Strategy has been developed. It is intended that the final document will be presented for endorsement at the December Council meeting.

***Strategic Driver 3: For the bold protection of our future***

- Community engagement has commenced ahead of the introduction of a Food Organics Garden Organics (FOGO) service, including an information leaflet included with the 2022/23 rates notices.
- Events Waste Management Plan in place.

***Strategic Driver 4: For the enjoyment and opportunities of our lifestyle***

- Engagement for the Land Development Strategy has commenced and will include community pop-up events in Quarter 2. A community reference group will also be set up and utilised to assist with deliberative engagement on the Strategy.

***Strategic Driver 5: For strong and informed leadership***

- Following the appointment of the new Chief Executive Officer in July 2022, a review of the workforce is being undertaken, including a review of the current organisational structure.
- Engagement with local members of parliament is ongoing, ensuring that opportunities for the Alpine Shire are advocated for and funding opportunities pursued.

**POLICY IMPLICATIONS**

The development of a Council Plan is a requirement of the *Local Government Act 2020* and is a guiding document for Council until 30 June 2025.

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

- 5.2 A responsible, transparent and responsive organisation

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Council Plan is a key document informing the financial and human resources required to achieve Council's objectives. Resources to support the Council Plan are detailed in the long-term Financial Plan, and Annual Budget.

**CONSULTATION**

The Council Plan was subject to public exhibition prior to being adopted by Council. Annual actions are detailed in Council's Budget, which is also subject to public exhibition prior to adoption.

Many of the individual initiatives and activities included in the Council Plan are subject to their own community participation and consultation processes.

## **CONCLUSION**

This quarterly report shows that progress is being made on the delivery of key Council Plan actions.

## **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:

- Directors
- Managers
- Governance Officer

## **ATTACHMENT(S)**

8.3.2.a Quarterly Performance Report – ending 30 September 2022



### 8.3.3 Appointment of Councillors to represent Council on Committees and Boards

#### INTRODUCTION

Council operates and participates on a range of special, advisory and external committees and groups. Appointment of councillors to the various committees and groups will enable good governance and decision making for the 2023 year.

***Cr Hughes***

***Cr Prime***

***That:***

- Councillors be appointed as Council's delegate on the following groups and committees (non-executive):***

<b><i>Committee</i></b>	<b><i>Councillor representative to December 2022</i></b>	<b><i>Councillor representative to December 2023</i></b>
<b><i>Municipal Association of Victoria</i></b>	<b><i>Cr John Forsyth Mayor Sarah Nicholas</i></b>	<b><i>Mayor John Forsyth Deputy Mayor Tony Keeble</i></b>
<b><i>Hume Region Local Government Network</i></b>	<b><i>Mayor Sarah Nicholas</i></b>	<b><i>Mayor John Forsyth</i></b>
<b><i>Rural Councils Victoria (RCV)</i></b>	<b><i>Mayor Sarah Nicholas</i></b>	<b><i>Cr Sarah Nicholas</i></b>
<b><i>Alpine Shire Council - Finance Committee</i></b>	<b><i>Mayor Sarah Nicholas Cr Simon Kelley</i></b>	<b><i>Cr Ron Janas Cr Simon Kelley</i></b>
<b><i>Alpine Shire Council – Audit and Risk Committee</i></b>	<b><i>Cr Simon Kelley Cr Sarah Nicholas</i></b>	<b><i>Cr Simon Kelley Cr Tony Keeble</i></b>
<b><i>Alpine Resilience Committee (previously known as Community Resilience Committee)</i></b>	<b><i>Cr Katarina Hughes Cr Ron Janas</i></b>	<b><i>Cr Ron Janas Cr Simon Kelley</i></b>
<b><i>Alpine Children's Services Inc.</i></b>	<b><i>Cr Katarina Hughes</i></b>	<b><i>Cr Katarina Hughes</i></b>
<b><i>Goulburn Murray Climate Alliance</i></b>	<b><i>Cr John Forsyth Cr Sarah Nicholas</i></b>	<b><i>Cr Sarah Nicholas Cr Kelli Prime</i></b>
<b><i>Reconciliation Action Plan working group</i></b>	<b><i>Mayor Sarah Nicholas Cr John Forsyth</i></b>	<b><i>Cr Tony Keeble Mayor John Forsyth</i></b>
<b><i>L2P Program</i></b>	<b><i>Cr Ron Janas</i></b>	<b><i>Cr Katarina Hughes</i></b>

***2. Notes that a new Waste Authority took effect on 1 July 2022 to support a transition to a circular economy and Council is not yet aware if representation on this group will be required.***

***Carried***

## **BACKGROUND**

### **Council Representation**

Councillor representation on committees is required for Council's own committees / groups, as well as other external committees.

In addition to discretionary appointments, Council's Mayor holds executive positions on committees / boards / groups as the regional representative. These are non-discretionary appointments.

### ***Appointments***

Delegate and committee appointments are focussed on councillors' experience and areas of interest and in some cases, appointments may be made on the basis of maintaining consistency.

### ***Committees no longer requiring Councillor representation***

*Alpine Alliance between Alpine Heath and Alpine Shire*

By mutual agreement between Alpine Health and Alpine Shire Chief Executive Officers (CEOs), the Alpine Alliance will continue between the CEOs without the requirement for Councillor representation.

### ***Waste and Resource Recovery Group***

The Victorian Government has established a new Waste Authority (Recycling Victoria) to support the transition to the circular economy, underpinned by strong statutory powers and functions. As part of the proposed change the seven Waste and Resource Recovery Groups (WRGG's) have been formally dissolved. Council is not yet aware if there will be a new group formed as part of the new Waste Authority that will require representation from the Mayor or Councillors.

### ***Roles and Responsibilities***

The roles and responsibilities of councillors will vary depending on the position they are appointed to, and it is important that this is understood.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

***External Legal Entities***

Where a councillor or an officer is nominated to the board or executive of a separate legal entity, the nominee may take on fiduciary responsibilities in accordance with the *Corporations (Victoria) Act 1990*, and they are required to act in the best interests of that company or entity.

***Council Advisory Committees***

There is no formal decision making that can be made in an advisory capacity on behalf of Council, but rather, recommendations arising from the deliberations of the committee may be presented to Council for consideration, deliberation and final adoption.

***Responsibilities***

Regardless of the type of appointment, councillors are bound by their Code of Conduct and must comply with requirements relating to:

- Declaring conflicts of interest.
- Maintaining confidentiality of information.
- Recognising and abiding by their extent of authority i.e. not making decisions on behalf of Council.

<b>Council appointed delegates to non-executive groups and committees</b>	
<b>Committee</b>	<b>Overview</b>
Municipal Association of Victoria (MAV)	Each member council of the MAV must appoint a representative to attend State Council meetings, exercise their council's vote and provide regular reports to their council on MAV activities. Appointments for MAV representatives are made annually by each council.
Hume Region Local Government Network (HRLGN)	Non-discretionary appointment HRLGN is comprised of 12 member Councils in the Hume Region. It represents a shared regional perspective on local government issues and can provide advocacy and submissions on issues of joint interest. The CEO and Mayor from each Council participate in the HRLGN.
Rural Councils Victoria (RCV)	Rural Councils Victoria represents Victoria 38 rural councils, supporting and promoting sustainable, liveable, prosperous rural communities.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

<b>Council appointed delegates to non-executive groups and committees</b>	
<b>Committee</b>	<b>Overview</b>
Alpine Shire Council – Audit and Risk Committee	An advisory committee of council responsible for:  Monitoring compliance of Council policies and procedures with the LGA 2020, regulations, governance principles and Ministerial directions.  Monitoring Council financial and performance reporting.  Monitoring and providing advice on risk management and fraud prevention systems and controls.  Overseeing internal and external audit functions.
Alpine Shire Council – Finance Committee	An advisory committee of Council that provides advice on the prudent, fair and transparent management of Council's finances.
Alpine Shire Council – Alpine Resilience Committee	The Alpine Resilience Committee identifies community needs and resource requirements and makes recommendations to recovery agencies, council and recovery managers on strategies and plans regarding community preparedness, recovery and resilience. In July 2021 Council endorsed a change of name from Community Resilience Committee to Alpine Resilience Committee
Alpine Children's' Services Inc.	A not-for-profit organisation that provides early childhood services to families throughout the Alpine Shire.
Goulburn Murray Climate Alliance	The Goulburn Murray Climate Alliance was established in 2007 to promote regional action on climate change and consists of representatives from regional Catchment Management Authorities, DELWP and twelve local government municipalities.
Reconciliation Action Plan Working Group	Council is developing a Reconciliation Action Plan (RAP) in accordance Reconciliation Australia RAP Framework. Council has been strengthening its relationship with First Nation communities that have an interest in Alpine Shire under Bushfire Recovery Victoria's Cultural Healing Pillar, and developing RAP is the natural next step. The RAP development is funded by Bushfire Recovery Victoria.
L2P Program	L2P Program is an Advisory Group and is a requirement of the funding agreement to provide oversight to this program. The Advisory Group consists of state government, local government, and key youth agency stakeholder groups. Meetings are held on a quarterly basis.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

<b>Council appointed delegates to non-executive groups and committees</b>	
<b>Committee</b>	<b>Overview</b>
<b>Other committees not appointed by Council</b>	
<b>Committee</b>	<b>Overview</b>
Municipal Association of Victoria – Board	The MAV is a membership association and the legislated peak body for local government in Victoria. Election of board members is by regional election.
MAV Emergency Management Committee	MAV convenes committees to help inform MAV's work and build capacity within the sector.
MAV Environment Committee	For more information: <a href="https://www.mav.asn.au/who-we-are/networks/board-advisory-committees">https://www.mav.asn.au/who-we-are/networks/board-advisory-committees</a>
MAV Professional Development Reference Group	Membership is made of elected Councillors and determined by the Board.

**POLICY IMPLICATIONS**

The recommendation is 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**

Councillors are paid an annual allowance and do not receive additional payments for their involvement on council-appointed committees, with the exception of the MAV Board. Resourcing of councillors attending meetings and participating in the activities of these committees is supported by Council's annual budget.

**CONSULTATION**

Once Council has appointed its representatives, appropriate communication actions will be undertaken.

**CONCLUSION**

Appointment of councillors as Council's representative on its own advisory committees and project / working groups as well as external entities, associations, advisory and advocacy groups committees must now be made.

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

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

- Director Corporate Performance
- Governance Officer
- Executive Assistant to CEO

### **ATTACHMENT(S)**

Nil

Cr Nicholas left meeting at 6.39pm.

## 8.3.4 Instruments of Delegation

File Number: Delegations Register

### INTRODUCTION

Instruments of Delegation are an important means of Council ensuring its officers hold the appropriate legislative powers for the various Acts and Regulations that Council administers. This report refreshes delegations to members of Council staff.

***Cr Prime***

***Cr Hughes***

***That Council:***

- 1. Exercise the powers conferred by the legislation referred to in attachment (8.3.4.a. "S6a - Instrument of Delegation from Council to Members of Council Staff - effective 13 December 2022"(instrument S6a), so that:***
  - a. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in instrument S6a, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;***
  - b. Instrument S6a be signed and sealed at the appropriate stage of this meeting;***
  - c. Instrument S6a comes into force immediately the common seal of Council is affixed to the instrument;***
  - d. On the coming into force of instrument S6a, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and***
  - e. The duties and functions set out in instrument S6a must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***
- 2. Exercise the powers conferred by the legislation referred to in attachment (8.3.4.b. "S6b - Instrument of Delegation from Council to Members of Council Staff - effective 9 January 2023"(instrument S6b), so that:***
  - a. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in instrument S6b, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;***
  - b. Instrument S6b be signed and sealed at the appropriate stage of this meeting;***
  - c. Instrument S6b comes into force on 9 January 2023;***
  - d. On the coming into force of instrument S6b, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and***

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

- e. The duties and functions set out in instrument S6b must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*
- 3. Exercise the powers conferred by the legislation referred to in attachment 8.3.4.c. "S18 - Instrument of Sub-Delegation under the EPA 2017"(instrument S18), so that:**
- a. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in instrument S18, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;*
  - b. Instrument S18 be signed and sealed at the appropriate stage of this meeting;*
  - c. Instrument S18 comes into force on 9 January 2023;*
  - d. On the coming into force of instrument S18, the previous version of instrument S18 dated 4 July 2021 be revoked; and*
  - e. The duties and functions set out in instrument S18 must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

**Carried**

## **BACKGROUND**

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

Some legislation does not allow sub-delegation via the CEO, so Council must delegate these powers directly to staff using the S6 Instrument of Delegation to Council Staff.

The S6 Instrument of Delegation to Members of Council Staff was most recently updated in June 2022.

## **ISSUES**

### ***Legislative updates***

There have been minor updates to the legislative powers, duties, and function in the S6 Instrument of Delegation since it was last adopted in June 2022. These have been included in the document, with the appropriate members of Council staff delegated to those legislative provisions.

### ***New staff members with delegated duties - effective December 2022***

New staff members have commenced working with the planning team, and require delegated powers, duties, and functions as soon as possible. These new titles have been



## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

assigned in the S6a Instrument of Delegation to Members of Council Staff, and will take effect as of the date of this Council meeting.

***Organisational restructure - effective January 2023***

Council will be undergoing an organisational restructure to take effect from 9 January 2023. As part of this restructure, some existing positions will become redundant, while newly introduced positions have been created. Other positions have had slight changes in role or are reporting to a new position. These changes need to be recognised in the S6b and S18 Instruments of Delegation, so that the officers have been delegated the appropriate powers, duties, and functions as soon as the new organisational structure commences on 9 January 2023.

***Change to signatory on s173 agreements***

Council has elected to delegate the power to enter into Section 173 agreements under the *Planning and Environment Act 1987* to the Chief Executive Officer and Director Corporate Performance. Previously the Section 173 agreements were presented to a Council meeting to enable the Council seal to be applied. However, by delegating the power to enter into these agreements, the delegated officers can 'sign seal and deliver' the documents on behalf of Council. This will expedite the endorsement of s173 agreements, removing the need to wait for the monthly cycle of Council meetings.

**POLICY IMPLICATIONS**

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

- 5.2 A responsible, transparent and responsive organisation

**FINANCIAL AND RESOURCE IMPLICATIONS**

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

**CONSULTATION**

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

**CONCLUSION**

A review and update of the S6 Instruments of Delegation to Members of Council Staff will ensure that Council officers can undertake the powers, duties and functions relating to their role both immediately, and once the organisational structure takes place on 9 January 2023.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate Performance
- Manager Corporate
- Governance Officer

## **ATTACHMENT(S)**

- 8.3.4.a. S6a - Instrument of Delegation from Council to Members of Council Staff - effective 13 December 2022.
- 8.3.4.b. S6b - Instrument of Delegation from Council to Members of Council Staff - effective 9 January 2022.
- 8.3.4.c. Instrument of Sub-Delegation under the EPA 2017

### **8.3.5 Instruments of Appointment and Authorisation - *Planning and Environment Act 1987***

File Number: Delegations register

#### **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 a newly appointed position in Council's Planning department.

***Cr Prime***

***Cr Janas***

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

- 1. The following members of Council staff referred to in attachments 8.3.5.a and 8.3.5.b "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the instruments) be appointed and authorised as set out in the instrument;***
  - a. Planning Officer***
  - b. Health, Safety and Risk Officer***
- 2. The instruments come into force immediately after the common seal of Council is affixed to the instruments, and remain in force until Council determines to vary or revoke them;***
- 3. On the coming into force of the instruments, the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following members of Council staff, as dated, be revoked;***
  - a. Manager Planning and Amenity, dated 1 June 2021***
  - b. Interim Manager Planning and Amenity, dated 5 July 2022***
  - c. Senior Statutory Planning Officer, dated 5 July 2022***
- 4. The instruments be signed and sealed at the appropriate stage of this meeting.***

***Carried***

#### **BACKGROUND**

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has appointed a new Planning Officer, and seconded assistance from the Health, Safety and Risk Officer to assist in the statutory planning team during a period of low resourcing. Both of these roles require a new Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987*. Council's Manager Planning and Amenity, and Senior Statutory Planning Officer, have recently resigned from Council and the Interim Manager Planning and Amenity was a

short-term backfill role. These Instruments of Appointment and Authorisation must be revoked.

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

- 5.2 A responsible, transparent and responsive organisation

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Council has an annual subscription 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.

## 3.0 CONFIRMATION OF M(12) - 13 DECEMBER 2022

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

**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.

- Director Corporate Performance
- Manager Corporate
- Governance Officer

**ATTACHMENT(S)**

- 8.3.5.a S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Planning Officer
- 8.3.5.b S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Health, Safety and Risk Officer

## 9. Informal meetings of Councillors

### Introduction

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

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

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

***Cr Hughes***

***Cr Kelley***

***That the summary of informal meetings of Councillors for November / December 2022 be received.***

***Carried***

### Background

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

Date	Meeting
8 November	Briefing Session
16 November	Planning Forum(s) x 3
22 November	Briefing Session
29 November	Briefing Session
6 December	Briefing Session

### Attachment(s)

- 9.0 Informal meetings of Councillors – November / December 2022.

## **10. General business**

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

## **11. Motions for which notice has previously been given**

Nil

## **12. Reception and reading of petitions**

Nil

## 13. Documents for sealing

***Cr Kelley***

***Cr Prime***

***That the following documents be signed and sealed.***

- 1. Contract No. 22073 in favour of Midson Construction (VIC) Pty Ltd for the Dinner Plain Activation Building Works.***
- 2. S6a - Instrument of Delegation from Council to Members of Council Staff - effective 13 December 2022.***
- 3. S6b - Instrument of Delegation from Council to Members of Council Staff - effective 9 January 2023.***
- 4. Instrument of Sub-Delegation under the EPA 2017.***
- 5. S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987” - Planning Officer; and***
- 6. S11A - Instrument of Appointment and Authorisation - Planning & Environment Act 1989” - Health, Safety and Risk Officer.***

***Carried***

There being no further business the Chairperson declared the meeting closed at  
\_6.58\_p.m.

.....

Chairperson



SPM(13) – 20 DECEMBER 2022

# Special Council Meeting

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Minutes

The **Special Council Meeting** of the **Alpine Shire Council** was held wholly by electronic means on **20 December 2022** commencing at **5:00pm**.

**PRESENT**

**COUNCILLORS**

Cr John Forsyth

Cr Ron Janas

Cr Katarina Hughes

Cr Simon Kelley

Cr Sarah Nicholas

Cr Kelli Prime

**OFFICERS**

Will Jeremy - Chief Executive Officer

Alan Rees - Director Assets

Helen Havercroft - Director Corporate Performance

**APOLOGIES**

Cr Tony Keeble

Cr Sarah Nicholas

## Agenda

1. Recording and livestreaming of Council meetings.....3
2. Acknowledgement of traditional custodians, and recognition of all people.....3
3. Apologies.....3
4. Declarations by Councillors of conflict of interest.....3
5. Presentation of reports by officers .....4
  - 5.1 Director Customer and Community – Helen Havercroft.....4
    - 5.1.1 Provision of Public Waste and Recycling Collection, and Servicing and Cleaning of Public Amenities and Council Facilities - Kiewa Valley.....4

## **1. Recording and livestreaming of Council meetings**

*The CEO read the following statement:*

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

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**

*The Mayor read the following statement:*

Alpine Shire Council acknowledges 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. Apologies**

Cr Keeble

Cr Nicholas

## **4. Declarations by Councillors of conflict of interest**

Nil

## 5. Presentation of reports by officers

### 5.1 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

#### 5.1.1 Provision of Public Waste and Recycling Collection, and Servicing and Cleaning of Public Amenities and Council Facilities - Kiewa Valley

File Number: CQ22104

##### **INTRODUCTION**

This report relates to the award of a contract for public waste and recycling collection, and servicing and cleaning of public amenities and Council facilities in the Kiewa Valley.

*Cr Janas*

*Cr Prime*

*That Council:*

- 1. Awards Contract No. 22104 'Provision of Public Waste and Recycling Collection, and Servicing and Cleaning of Public Amenities and Council Facilities - Kiewa Valley' to People Works Cleaning Services Pty Ltd for a nine-month period commencing 27 December 2022 for the total estimated value of \$226,152 (GST exclusive);*
- 2. Notes that Ausbright Facilities Management will no longer be compensated for any Kiewa Valley elements of the CQ20021a or CQ20021c contracts while People Works Cleaning Services Pty Ltd hold the Kiewa Valley cleaning contract;*
- 3. Notes a weekly audit will be undertaken of amenity cleaning to oversee the cleaning standard; and*
- 4. Delegates authority to Council's Chief Executive Officer to sign the Contract at the appropriate time.*

*Carried*

##### **BACKGROUND**

Council awarded contracts CQ20021a, CQ20021b and CQ20021c to Ausbright Facilities Management at the August 2020 Ordinary Council Meeting. These contracts together cover the following services;

- Cleaning of Council Facilities (Ovens and Kiewa Valley)
- Public Waste and Recycling Collection and Cleaning of Public Area Amenities (Ovens Valley)
- Public Waste and Recycling Collection and Cleaning of Public Area Amenities (Kiewa Valley)

Council has received increasing evidence, shared with the contractor, showing that the contractual obligations are not being fulfilled. The performance measures associated with the contract have not been met and in a negotiated solution it has been agreed with Ausbright Facilities Management that to maintain Ovens Valley and Kiewa Valley to a good standard the Kiewa Valley should be apportioned out of the contract.

## **ISSUES**

### Underperformance

Council receive regular complaints about the quality of the cleaning being provided by Ausbright Facilities Management across the Alpine Shire. The specific matters relating to underperformance against the contract are being discussed between the relevant parties.

### Risk Management

It has become evident that auditing the quality and frequency of cleaning would have demonstrated the underperformance sooner in the existing contract. To prevent this continuing and to assure the standard in any new contract Council will undertake weekly audits on the public place waste and cleaning services provided.

### Alternative Service Provider Sought for Kiewa Valley

In consultation with Ausbright Facilities Management and in order for Council to continue providing public place waste and cleaning services to the Kiewa Valley, Council sought quotes for the service from others.

### Collaborative Procurement Methodology

Collaborative procurement is encouraged under the *Local Government Act 2020* (LGA 2020) and Council's Procurement Policy to maximise value for money and achieve resource efficiencies. Council utilised the Procurement Australia 2508/0844 - DFM Services & Products - Cleaning & Property Panel.

Quotations were sought from contractors who were able to provide cleaning services in North East Victoria. One conforming submission was received, from People Works Cleaning Services Pty Ltd.

## **EVALUATION**

The evaluation panel consisted of the Manager Facilities and Community and Recreation Coordinator.

To determine the contractor's suitability to meet the needs of the Kiewa Valley, members of the evaluation panel assessed the contractor based on the following;

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

Reference checks were sought from within Local Government Authorities who currently engage People Works Cleaning Services Pty Ltd. The referees all provided excellent feedback on the contractor's responsiveness, quality of cleaning and provision of appropriate resourcing.

### **POLICY IMPLICATIONS**

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

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

- 1.2 Services and resources that enhance health and wellbeing

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The total cost to Council to engage People Works Cleaning Services Pty Ltd is \$226,152 (GST exclusive).

Ausbright Facilities Management invoice for the hours of cleaning undertaken. Based on the previous hours of cleaning undertaken, the remaining value of the contract for the Kiewa Valley amounts to approximately \$99,000 (GST Exclusive). Ausbright Facilities Management will no longer be compensated under Contract CQ20021c and the Kiewa Valley portion of the facilities cleaning contract CQ20021a.

#### *Current Financial Year*

The current contract is charged on hours at certain locations and therefore it is not possible before all current invoices are received and honoured to calculate what the exact additional unbudgeted spend will be but the expectation is that it will not exceed \$85,000 (GST exclusive).

#### *Financial Year 2023/24*

Additional funds of approximately \$45,000 (GST exclusive) will form part of forthcoming budget planning.

### **CONSULTATION**

No public consultation has been undertaken specific to the recommendations in this report, however Council officers have received consistent feedback over a long period of time indicating that delivery of these services by Ausbright Facilities Management have fallen far short of our expectations.

### **CONCLUSION**

It is recommended that Council awards a short term cleaning contract to People Works Cleaning Services Ltd to work in the Kiewa Valley to ensure standards of public place and amenity cleaning are being properly maintained.

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

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

- Director Corporate Performance
- Manager Facilities

### **ATTACHMENT(S)**

Nil

There being no further business the Chairperson declared the meeting closed at 5:14p.m.

.....

Chairperson



INSTRUMENT OF APPOINTMENT AND  
AUTHORISATION  
*(PLANNING AND ENVIRONMENT  
ACT 1987)*

**Director Customer and  
Community**

---

Helen Havercroft – January 2023

## Instrument of Appointment and Authorisation

In this Instrument 'officer' means –

OFFICER	TITLE	NAME
DCC	Director Customer and Community	Helen HAVERCROFT

**By this Instrument of Appointment and Authorisation, Alpine Shire Council –**

1. Under s147(4) of the *Planning and Environment Act 1987* – appoints the **DCC** to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. Under s313 of the *Local Government Act 2020* authorises the **DCC** either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that this Instrument -**

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This Instrument is authorised by a resolution of the Alpine Shire Council made on **31 January 2023**.

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this 31st day of  
January 2023 in the presence of:

.....  
COUNCILLOR NAME

.....  
SIGNATURE

.....  
COUNCILLOR NAME

.....  
SIGNATURE

.....  
CHIEF EXECUTIVE OFFICER NAME

.....  
SIGNATURE



ORDINARY COUNCIL MEETING M(1) - 28 JANUARY 2023

8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP

Alpine Shire Council

# REFLECT RECONCILIATION ACTION PLAN

January 2023 – June 2024



RECONCILIATION  
ACTION PLAN  
REFLECT



ALPINE  
SHIRE COUNCIL



8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP

Alpine Shire Council acknowledges that the region known as the Alpine Shire is the traditional land of many First Nations peoples. We acknowledge all Traditional Owners as the custodians of their Country.

We acknowledge the First Nations peoples of Bpangerang, Dalka Warra Mittag, Dhuduroa Waywurru, Duduroa Dhargal, Gunaikurnai, Jaithmathang, Taungurung, and Waywurru.

We pay our respect to all Elders, past and present, and extend that respect to ancestors that guide through history and emerging leaders that will lead the way into the future.

We recognise the unique and continuous connections to Country for all First Nations peoples and thank you for sharing your lands and cultures.

## NGATANWARR, WATA WALOONG, WATA POORAY (Welcome, come near, come far)

BY AVA BROCK

**NGATANWARR, WATA WALOONG, WATA POORAY** means **welcome, come near, come far** when spoken in Gunditjmara language.

Overall, ten different languages were spoken across Gunditjmara Country, yet communication through core words was how they all stayed connected.

My name is Ava Brock and I am a proud Gunditjmara woman of the Kerrupjmara clan. I am 16 years of age and go to school at Myrtleford P-12, where me and my family have all gone. I was raised within the Alpine Shire and have learnt to appreciate the beautiful place I call home. Having never lived anywhere else, being given the opportunity to be involved truly is an honour.

This painting represents the **coming together** of all as we reconcile as one from near, from far, or from here.

The middle meeting place represents the Alpine Shire, surrounded by symbols of man, woman, and person. This acknowledges every member within our Shire as one and how we are all equal.

The **connected waterholes** to the left and below of the meeting place appreciate our connections all over Country through our waterways and the way in which the river will always lead you somewhere, as historically mob stayed in places where water was running fresh.

Along the bottom of the painting lies our mountain ranges, those which border the place we call home. These hills offer a natural



beauty only found here, attracting people from all over to the Alpine Shire.

The top left and right corners show us those hardships we may face as a community and how the **blooming support** to the right of both corners from surrounding communities brings us all together, to overcome that which can't take us down.

As a whole, reconciliation is such an important step for the future of our community. No matter your background, we are all in this together.

## Alpine Shire Council

# REFLECT RECONCILIATION ACTION PLAN

January 2023 – June 2024

## Contents

Message from the Mayor and CEO	1
Message from Reconciliation Australia	2
Notes on our Reflect RAP	3
Acknowledgement of contribution	4
Our business	5
Our shire and its people	6
Developing our Reflect RAP	7
Our partnerships and current activities	9
Victorian Aboriginal and Local Government Strategy	11
Dates of significance	12
Relationships	13
Respect	15
Opportunities	18
Governance and reporting	19

# MESSAGE FROM THE MAYOR AND CEO



**Cr John Forsyth**  
Mayor



**Will Jeremy**  
Chief Executive Officer

**Alpine Shire Council is proud to present Council's first Reflect Reconciliation Action Plan (RAP). This Reflect RAP marks Council's first formal commitment to the First Nations peoples of the Alpine Shire and we thank all of the First Nations peoples who have generously contributed their time, knowledge, and expertise to the development of this plan.**

Council acknowledges that First Nations cultures are the oldest living continuous cultures in the world and amongst the most resilient of sovereign landowners. We recognise that there are many different First Nations cultures that exist within the Alpine Shire with varying customs, traditions, and ways of living, including those of the Traditional Owners of the lands and waters of the Shire and those living off-Country who call the Shire home.

Reconciliation is continuous and Council affirms that collaboration is key to developing relationships, establishing respect, and supporting opportunities. We see the value in working collaboratively not only for our communities, but also for fostering and raising awareness of the rich and multifaceted cultures of First Nations peoples. We also understand that by working towards reconciliation, we are improving our understanding of effective ways to protect our valuable natural environments.

The development of this plan has encouraged Council to reflect on our past actions. It has encouraged us to look towards how we can work together to create culturally safe and welcoming environments for First Nations peoples. As a Council, we support individual and collective journeys to self-determination and independence.

We thank all the individual people who contributed to the development of this plan. Council looks forward to continuing on this path together with the First Nations peoples of the Alpine Shire.



# MESSAGE FROM RECONCILIATION AUSTRALIA



**Karen Mundine**  
Chief Executive Officer

## Reconciliation Australia welcomes Alpine Shire Council to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Alpine Shire Council joins a network of more than 1,100 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or studying in an organisation with a RAP.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Alpine Shire Council to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Alpine Shire Council, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.



# NOTES ON OUR REFLECT RAP

**Alpine Shire Council has set out to create a Reflect Reconciliation Action Plan (RAP) that reflects our relationships with First Nations peoples of the region known as the Alpine Shire. Part of this reflection is acknowledging and respecting the Traditional Owners of this region.**

In the state of Victoria, Traditional Owners can apply to become a Registered Aboriginal Party, legally recognised under the Aboriginal Heritage Act. Registered Aboriginal Parties have responsibilities under the Act and are considered the primary source of matters related to First Nations peoples in their region. Decisions regarding who can become a Registered Aboriginal Party is made by the Victorian Aboriginal Heritage Council, an independent statutory body.

Council's Reflect RAP recognises that there are several identified registered and non-registered Traditional Owners of Country across the Alpine Shire. It is not the role of Alpine Shire Council to determine who or who is not a Traditional Owner of this region. We understand that this is a complex space and place our trust in Traditional Owners of these lands and waters with ongoing connections to Country.

As truths are told and listened to, Council recognises and accepts that it is our role to listen and be adaptable to change.

When referring to Traditional Owners, our Reflect RAP is referring to both registered and non-registered Traditional Owners collectively.

The identified Traditional Owners include, in alphabetical order: Bpangerang Aboriginal Corporation, Dalka Warra Mittung Aboriginal

Corporation, Dhuduroa Waywurru Nations Aboriginal Corporation, Duduroa Dhargal Aboriginal Corporation, Gunaikurnai Land and Waters Aboriginal Corporation, Jaithmathang Traditional Ancestral Bloodline Original Owners (TABOO) First Nation Aboriginal Corporation, Taungurung Land and Waters Council, and Waywurru (Pallanganmiddang).

Council also acknowledges the First Nations peoples living off-Country in the Alpine Shire as Traditional Owners of their Countries and pays our respects to their Elders, past and present.

Throughout the development of our Reflect RAP, Council has developed relationships with Traditional Owners, First Nations peoples living in the Alpine Shire, First Nations-owned organisations, and other significant stakeholders working towards reconciliation.

When referring to key stakeholders, our Reflect RAP is referring to all or any one of the following: Reconciliation Australia, Reconciliation Victoria, First Peoples – State Relations, Department of Environment, Land, Water and Planning, Department of Premier and Cabinet, Bushfire Recovery Victoria, Albury Wodonga Aboriginal Health Service, Mungabareena Aboriginal Corporation, Thamarrurr Youth Indigenous Corporation, and Victorian Aboriginal Child Care Agency.

When referring to known organisations working with First Nations peoples in Alpine Shire communities, this Reflect RAP is referring to all or any one of the following: Albury Wodonga Aboriginal Health Service, Mungabareena Aboriginal Corporation, Thamarrurr Youth Indigenous Corporation, and Victorian Aboriginal Child Care Agency.



# ACKNOWLEDGEMENT OF CONTRIBUTION

**Council aims to be an organisation that is respectful, inclusive, and culturally safe. To do so, we are developing relationships with Traditional Owners and First Nations peoples living in the Alpine Shire.**

We extend our thanks to all First Nations peoples who have generously contributed to the development of our Reflect RAP. We appreciate and thank you all for sharing your personal and professional insights with us. We will continue to listen and learn from your stories and experiences.

Council also extends thanks to our Reflect RAP Development Working Group and all key stakeholders who were involved in the process of developing our Reflect RAP.

## Reflect RAP Development Working Group

**Charlie Bird** – Former Chief Executive Officer, Alpine Shire Council

**Rebecca Crawley** – Thamarrurr Youth Indigenous Corporation

**PJ Crocombe** – Thamarrurr Youth Indigenous Corporation

**Cr John Forsyth** – Mayor, Alpine Shire Council

**Darrell Gascoyne** – Compliance Coordinator, Alpine Shire Council

**Gary Murray Snr** – Chairperson and Traditional Owner, Dhudhuroa Waywurru Nations Aboriginal Corporation

**Cr Sarah Nicholas** – Councillor, Alpine Shire Council

**Bronwyn Parker** – Manager Bushfire Recovery, Alpine Shire Council

**Lisa Weldon** – Bushfire Recovery Community Officer, Alpine Shire Council

**Bronwyn Westbrook** – Environmental Officer, Alpine Shire Council

## Council thanks the following stakeholders for their input

**Scott Allen** – Chief Executive Officer, Jaithmathang TABOO First Nation Aboriginal Corporation

**Megan Carter** – Traditional Owner, Waywurru (Pallanganmiddang)

**Amaya Chula** – Traditional Owner, Wadeye (Northern Territory)

**Uncle Mick Harding** – Cultural Ambassador, Taungurung Land and Waters Council

**Tamrah Johnson** – Senior Program Manager Ovens Murray, Victorian Aboriginal Child Care Agency

**Sam Kirby** – Current Recovery Coordinator Aboriginal Culture and Healing (North East), Bushfire Recovery Victoria

**Darren Moffitt** – Former Recovery Coordinator Aboriginal Culture and Healing (North East), Bushfire Recovery Victoria

**Grattan Mullett** – General Manager – Culture, Gunaikurnai Land and Waters Aboriginal Corporation

**Aunty Valda Murray** – Traditional Owner, Duduroa Dhargal Aboriginal Corporation

**Uncle Reg Murray** – Traditional Owner, Duduroa Dhargal Aboriginal Corporation

**Uncle Goengalla Yin Jumma Jumma Myermyal Minkele** – Senior Elder and Senior Loreman and Songman, Jaithmathang TABOO First Nation Aboriginal Corporation

**Uncle Goengalla Yin Goro Konermar Wotter** – Senior Elder, Jaithmathang TABOO First Nation Aboriginal Corporation

# OUR BUSINESS

**Alpine Shire Council is the local government body of the Alpine Shire municipality in northeast Victoria. The role of Council is constituted under the Local Government Act 2020 (Vic). Council’s primary office is in Bright, with depots, libraries, and visitor information centres also located in Mount Beauty and Myrtleford.**

Council’s foundational values inform how we approach our work and are considered core values in the development of our Reflect RAP.

## Accountable

We are accountable and responsible for our decisions and actions, and the impacts of these on our community and the organisation.

## Leadership

We demonstrate leadership by being informed, applying innovative thinking and solutions and making fair and timely decisions in the best interests of our community and the organisation for now and the future.

## Productive

We are productive by focusing on delivering efficient and high quality services and projects that respond to the needs and priorities of our community and the organisation.

## Integrity

We have integrity by being committed, truthful and transparent in our decision making and our interactions with our community and the organisation.

## Nurture

We nurture the relationships, contributions and strengths of our community and the individuals of the organisation.

## Engaged

We are engaged with our community, and within the organisation, to build strong and effective relationships and inform our choices.

Our Reflect RAP is strategically aligned with other plans within Council.

## Council Plan 2021–2024

Council committed to the development of a Reflect Reconciliation Action Plan (RAP) in the Council Plan 2021 – 2025 as a major initiative under Strategic Driver 1: For those who live and visit.

Our vision is for our communities to be connected, supported, and welcomed throughout all stages of life.

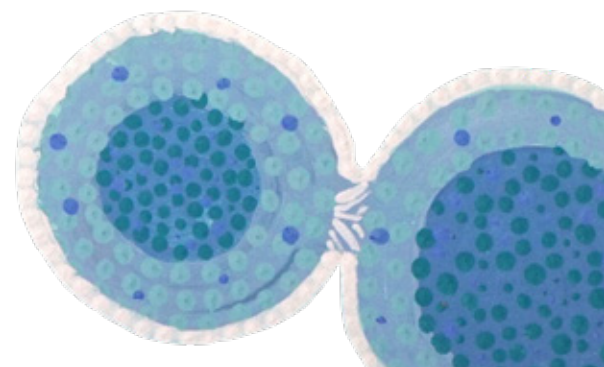
## Council Gender Equality Action Plan (GEAP) 2021–2025

Council committed to improve Council’s ability to collect intersectional data in Council’s GEAP 2021 – 2025, including factors such as cultural identity, age, disability, and ethnicity. Council states that it does not currently have the ability to collect the data, but has committed to apply an intersectional gender lens to support the integration of gender equality across all areas of the workplace.

## Climate Action Plan 2021–2024

Engagement with First Nations peoples, specifically Traditional Owners, is captured in the measures that Council will include in the Climate Adaptation and Resilience Plan, addressed in Council’s Climate Action Plan 2021 – 2024.

In the Climate Adaptation and Resilience Plan, Council will commit to engaging with Traditional Owners to share and support traditional land and waterway management principles.



# OUR SHIRE AND ITS PEOPLE



**Image** Young people at First Nations Students Day Out 2022  
**Photo** Lisa Weldon

Alpine Shire Council is made up of seven Councillors with one Mayor and one Deputy Mayor. Council employs 171 staff with 67 volunteers enabling the public use of our libraries, our visitor information centres, and our L2P Program.

Council currently does not employ any staff who identify as Aboriginal and/or Torres Strait Islander peoples.

The Alpine Shire is home to more than 12,000 people. For every 100 people in the Alpine Shire, just one identifies as First Nations (Alpine Shire Council Plan, 2020). However, Council acknowledges that statistical data may not be an accurate resource when it comes to understanding the true breadth of First Nations peoples that live in this region.

Located about 300km northeast of Narm (Melbourne) and 50km southeast of Wangaratta, the Alpine Shire covers 4,790sq km, with 92 per cent of the area consisting of public land, including the Alpine and Mount Buffalo National Parks.

The Alpine Shire is fortunate to have vital organisations in northeast Victoria providing services for First Nations peoples living in this region, including Albury Wodonga Aboriginal Health Service, Mungabareena Aboriginal Corporation, Thamarrurr Youth Indigenous Corporation, and Victorian Aboriginal Child Care Agency. These organisations have supported the development of our Reflect RAP, for which Council extends our thanks.

There are many truths to be told about the lands and waters of the Alpine Shire. The First Peoples' Assembly of Victoria, together with the Victorian Government, announced the establishment of the Yoorrook Justice Commission in March 2021.

The Yoorrook Justice Commission is a formal truth-telling process that will work with First Nations peoples to record injustices experienced by First Nations peoples and put forward recommendations to make way for reform.

Council supports First Nations peoples of the Alpine Shire to tell their truths and we support the Yoorrook Justice Commission.

# DEVELOPING OUR REFLECT RAP

**The development of this Reflect RAP January 2023 – December 2023 marks Council's first formal commitment to reconciliation in the Alpine Shire.**

The opportunity was born of funding provided to Council by the Victorian Government and elevated through support provided by the Recovery Coordinator Aboriginal Culture and Healing (North East) of Bushfire Recovery Victoria (BRV). We thank Darren Moffitt and Sam Kirby of BRV for generously sharing their knowledge and expertise.

Council has worked collaboratively with Alpine Health in the development of our Reflect RAP as they have also developed a Reflect RAP for their organisation. By working together, we have tried to ease some of the burden on First Nations peoples to continuously give and share knowledge. Both organisations will continue to collaborate in the implementation of our Reflect RAPs and the development of future RAPs as appropriate. Council thanks Turi Berg and Nick Shaw for their support.

Council has developed our Reflect RAP with direct consultation with a Development Working Group (DWG) comprised of one Traditional Owner of Country, one First Nations person living in the Alpine Shire, two Councillors, six members of Council staff, and one representative from an organisation working with First Nations peoples in Alpine Shire communities. The DWG met multiple times in late 2021 and early 2022 to develop the actions and deliverables that make up our Reflect RAP, ensuring that they are relevant, achievable, and reflect the priorities and aspirations of Traditional Owners and First Nations peoples living in the Alpine Shire.

Council is committed to ensuring that responsibilities in the implementation of the Reflect RAP are clearly assigned so as to develop genuine value for the actions and deliverables put forward. Council will actively share the Reflect RAP with all members of staff and interested volunteers to invite opportunities for discussion and further reflection.

Council will develop an Implementation Working Group (IWG) to oversee the implementation of deliverables, made up of internal staff from across Council, including senior leaders. As with our DWG, we will invite and encourage Traditional Owners of Country and First Nations peoples living in the Alpine Shire to be on our IWG.

Our RAP Champion is our Community Recovery Officer, who will drive awareness of and engagement with our Reflect RAP.

## **Council's Reflect RAP is a reflective document that will establish foundations for us to:**

- **strengthen our relationships with First Nations peoples**
- **raise and improve our understanding of First Nations cultures and histories**
- **listen to First Nations peoples and work towards achieving relevant priorities**
- **work towards making the Alpine Shire a culturally safe place for all First Nations peoples**



# TIMELINE OF DEVELOPMENT

## July 2020

Raised the Aboriginal and Torres Strait Islander flags for the first time in front of the Council building in Bright.

## February 2021

Councillors and executive staff took part in a Welcome to Country and Smoking Ceremony with Taungurung Elder Aunty Jo Honeysett, where Council officially raised the Aboriginal and Torres Strait Islander flags in front of the Council building in Bright.

## September 2021

Registered intention to develop Reflect RAP with Reconciliation Australia.

Together with Alpine Health, wrote a letter to identified registered and non-registered Traditional Owners and known organisations working with First Nations peoples in Alpine Shire communities to inform them of our Reflect RAP and invite them to be part of our Reflect RAP DWG.

## October 2021 – November 2021

Reflect RAP DWG attended three workshops to develop the actions November 2021 and deliverables for the Reflect RAP, focusing on the key areas of Relationships, Respect, Opportunities, and Governance and Reporting.

Hosted workshops with Duduroa Dhargal Aboriginal Corporation and Jaithmathang TABOO First Nation Aboriginal Corporation as part of Bushfire Recovery Victoria's (BRV) Traditional Owner Engagement Plan in conjunction with BRV, Towong Shire Council, Alpine Health, Corryong Health, Department of Environment, Land, Water and Planning, and North East Catchment Management Authority throughout 2021.

Supported Bushfire Recovery Community Officer and RAP Champion to attend the Australian Reconciliation Convention 2021 online.

## December 2021

Hosted a celebratory lunch in collaboration with Alpine Health and Thamarrurr Youth with both DWGs and key stakeholders.

Participated in a session run by Dr Dan Cummins of First Peoples – State Relations regarding management of cultural heritage and raising awareness of significant cultural sites in the Alpine Shire.

## February 2022 – April 2022

Engaged in consultative sessions with First Nations peoples living in the Alpine Shire to inform the development of the Reflect RAP.

Engaged in consultative sessions with staff to provide opportunities for discussion and further reflection across the organisation.

Engaged with interested Traditional Owners and key stakeholders for input and feedback into Reflect RAP.

## May 2022 – June 2022

Celebrated National Reconciliation Week by engaging in Cultural Awareness training facilitated by the Victorian Aboriginal Child Care Agency and hosting a Lunch and Learn for staff to learn more about National Reconciliation Week and Council's Reflect RAP.

## July 2022

New Councillor elect participated in a cultural education session with Sam Kirby, Recovery Coordinator Aboriginal Culture and Healing (North East), Bushfire Recovery Victoria.

## September 2022

Together with Koorie Education Support Officers from the Department of Education, Council invited young First Nations people from across the Alpine Shire to come together for the inaugural First Nations Students Day Out.

Council introduced and sponsored the Proud and Deadly Award as a standing award for the Alpine Shire Youth Awards.

# OUR PARTNERSHIPS AND CURRENT ACTIVITIES

**Council has a short history of developing mutually beneficial relationships and partnerships with the Traditional Owners and First Nations peoples living in the Alpine Shire. By committing to reconciliation, Council commits to strengthening these relationships and partnerships.**



**Image** Sahara and Amaya at Alpine Shire Youth Awards  
**Photo** Giordana Genero

## Supporting NAIDOC Week in Schools

Since 2016, Council has supported local schools to engage with First Nations-led activities for the students of the Alpine Shire during NAIDOC Week.

## Partnering with Thamarrurr Youth Indigenous Corporation

In 2018, Council partnered with Thamarrurr Youth Indigenous Corporation to offer three work experience opportunities for young people. Two worked with our Open Spaces Team and one in the Bright Library, where they completed one day of work experience per week for two months.

The aim of this partnership was to develop new skills and offer different employment opportunities for the young people, which could be transferred to other environments, including at home in Wadeye, Northern Territory.

## Flying NAIDOC Week flags in Myrtleford

Since 2020, Council has supported NAIDOC Week in the Alpine Shire by flying NAIDOC Week flags in Myrtleford.

Council is looking forward to moving from supporting NAIDOC Week to engaging with NAIDOC Week more actively.

## First Nations Students Day Out

In 2022, together with Koorie Education Support Officers from the Department of Education, Council invited young First Nations people from across the Alpine Shire to come together for a day of cultural connection and immersion.

28 young First Nations peoples came together from kindergarten all the way through to Year 12 and beyond for a day of cultural activities, including ceremony, Wayapa practice, spear throwing, painting, and yarning with a variety of First Nations owned and operated organisations.

This event invited young people to connect with each other and celebrate their unique and varied cultures and experiences.

## Proud and Deadly Award 2022

Council hosts the annual Alpine Shire Youth Awards, which recognises and celebrates the contributions, skills, and achievements of young people aged 12-21 years.

In 2022, Council introduced and sponsored the Proud and Deadly Award, which celebrates young First Nations peoples who live out their excellence in their day-to-day activities and champion their cultures in their communities.

**8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP**

**Commissioning Mural in Mount Beauty**

In 2021, Council commissioned the creation of three murals in Mount Beauty, one of which is a reflection and acknowledgement of First Nations peoples and cultures. Council staff reached out to four identified Traditional Owners of the Country known as the Kiewa Valley and worked with their feedback to determine a fair representation of First Nations peoples and cultures.

Melbourne street artists Mike Makatron and Conrad Bizjak created the mural, which pictures a Bogong moth flying over the hills of the Kiewa Valley, where an Aboriginal flag is laid over Country and footprints walk across the land.

The mural was developed with \$30,000 funding received from the Commonwealth and State via the Disaster Recovery Funding Arrangement.

**Participating in Emergency Recovery Victoria's Traditional Owner Engagement Plan 2021 – 2022**

As a result of Emergency Recovery Victoria's Traditional Owner Engagement Plan, Council has developed relationships with two Traditional Owners of the land and waters of the Alpine Shire: Duduroa Dhargal Aboriginal Corporation and Jaithmathang TABOO Aboriginal Corporation.

The Plan was developed by Darren Moffit, Recovery Coordinator Aboriginal Culture and Healing (North East) of Emergency Recovery Victoria, who engaged the following organisations across North East Victoria: Alpine Health, Corryong Health, Department of Environment, Land, Water and Planning, North East Catchment Management Authority, and Towong Shire Council throughout 2021.

Through the process, each organisation hosted online workshops with the Traditional Owners to form and develop mutually beneficial relationships.

Council looks forward to continuing our relationships with Duduroa Dhargal Aboriginal Corporation and Jaithmathang TABOO Aboriginal Corporation, as well as the other identified registered and non-registered Traditional Owners.

**Regional Commitment to Reconciliation**

In 2022, Chief Executive Officers from Alpine Health, Alpine Shire Council, Corryong Health, Tallangatta Health Service, Towong Shire Council, and Walwa Bush Nursing Service came together to develop a regional commitment to reconciliation.

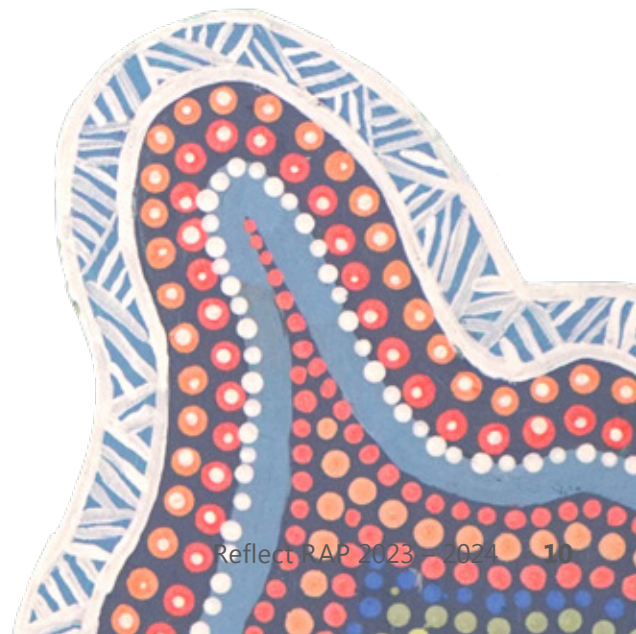
Through the devastation of the 2019-20 Black Summer Bushfires, an opportunity presented through the Bushfire Recovery Victoria priority for Aboriginal Culture Healing. Given the impact of bushfires across the Alpine and Towong local government areas, Bushfire Recovery Victoria brought our organisations together to explore what Aboriginal Cultural Healing meant for our broader region.

Our shared purpose was to participate in an engagement model to support future engagement with Traditional Owner groups and assist potential Traditional Owner groups to identify their recovery priorities.

While the outcomes of the engagement model focussed primarily on recovery priorities for incorporation into Municipal Bushfire Recovery Plans, a by-product of this opportunity was to engage and build relationships with multiple Traditional Owner groups in the region and to commit to and support each other in the development of our respective organisational Reconciliation Action Plans.

Alpine Health, Alpine Shire Council, Corryong Health, Tallangatta Health Service, Towong Shire Council, and Walwa Bush Nursing Service all commit to collaboratively engaging with all potential Traditional Owner groups seeking to formalise claims across our region.

Further, we all commit to advancing on reconciliation action across our region while recognising the nuances of our individual organisational plans.



# VICTORIAN ABORIGINAL AND LOCAL GOVERNMENT STRATEGY 2021–2026

## **In 2022, the Victorian Government released the Victorian Aboriginal and Local Government Strategy (VALGS) 2021–2026.**

The VALGS is a roadmap for First Nations peoples living in Victoria, the Victorian Government, and local councils to work towards self-determination.

The VALGS has seven Strategic Pillars, under which markers of success are explained and actions are outlined. These Strategic Pillars are:

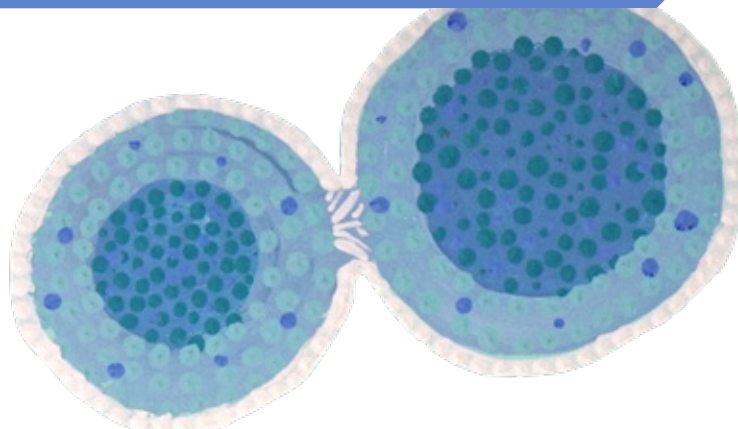
- 1. Cultural, Respect, and Trust**
- 2. Awareness and Engagement**
- 3. Accountability and Direction**
- 4. Governance and Participation**
- 5. Economic Participation**
- 6. Health and Wellbeing**
- 7. Resourcing and Funding**

The actions are separated into three stages that measure success: understand, embrace, and embed. Distinct actions are listed for the joint stakeholders of Aboriginal Victorians, Victorian Government, and Local Government.

Council is proud to use the VALGS as a guide to support the implementation of deliverables in our Reflect RAP. Many of the deliverables in our Reflect RAP align with actions in the VALGS under the pathway of understand, which positions Council to form relationships, understand aspirations, and agree on ways to work together.

Council's future RAPs will further align with the VALGS through our development of initiatives that guide our movement through to the embrace and embed stages of success and therefore guide our ongoing commitment to reconciliation.

Through our next RAP, Council will begin implementing initiatives that build on the investigative and foundational work outlined in our Reflect RAP.





# DATES OF SIGNIFICANCE



**Image** Chelsea, Ava, Molly, Tarnya, Matilda, Carla, and Mya  
**Photo** Georgia Rose

Day of Mourning for First Nations Peoples	January 26
Anniversary of National Apology Day	February 13
National Close the Gap Day	3rd Thurs March
Harmony Day	March 21
ANZAC Day	April 25
National Sorry Day	May 26
Anniversary of the 1967 Referendum	May 27
National Reconciliation Week	May 27 – June 3
Mabo Day	June 3
NAIDOC Week	1st – 7th Sun July
National Aboriginal and Torres Strait Islander Children’s Day	August 4
UN International Day of World’s Indigenous Peoples	August 9
Indigenous Literacy Day	1st Wed September
Anniversary of the UN Declaration on the Rights of Indigenous Peoples	September 13
Remembrance Day	November 11



# RELATIONSHIPS

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish and strengthen mutually beneficial relationships with First Nations stakeholders and organisations.	1. Identify First Nations stakeholders and organisations within our local area or sphere of influence.	June 2023	Community Recovery Officer
	2. Research best practice and principles that support partnerships with First Nations stakeholders and organisations.	June 2023	Community Recovery Officer
	3. Establish preferred communication and engagement strategies with Traditional Owners and First Nations stakeholders to share with all staff.	June 2023	Community Recovery Officer
	4. Support the Yoorrook Justice Commission if called upon by the Victorian Government or the First Peoples' Assembly of Victoria for First Nations peoples of the Alpine Shire.	June 2024	Chief Executive Officer
2. Build relationships through celebrating NRW.	1. Circulate RA's NRW resources and reconciliation materials to all staff.	May 2023; 2024	Communications Officer
	2. RAP Working Group members to participate in an external NRW event.	27 May – 3 June 2023; 2024	Director Assets
	3. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27 May – 3 June 2023; 2024	Director Assets
	4. Support local NRW events organised by Alpine Shire communities by offering funding opportunities through Council's annual Event Funding Program.	May 2023; 2024	Manager Economic and Community and Development

8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<p>3. Promote reconciliation through our sphere of influence.</p>	<p>1. Communicate our commitment to reconciliation to all staff by actively highlighting the value of reconciliation with all staff at department meetings.</p>	<p>June 2024</p>	<p>Chief Executive Officer</p>
	<p>2. Identify external stakeholders that our organisation can engage with on our reconciliation journey.</p>	<p>June 2024</p>	<p>Chief Executive Officer</p>
	<p>3. Identify and develop a resource list of RAPs and other like-minded organisations that we can approach to collaborate with on our reconciliation journey and to support reconciliation initiatives.</p>	<p>June 2023</p>	<p>Community Recovery Officer</p>
	<p>4. Liaise with government agencies and non-government organisations also working with Traditional Owners to share resources and work towards developing a collaborative strategy for ongoing engagement.</p>	<p>June 2023</p>	<p>Community Recovery Officer</p>
	<p>5. Raise awareness of Reflect RAP commitments amongst Council officers, Councillors, and interested volunteers, in consultation with Reflect RAP Implementation Working Group.</p>	<p>June 2023</p>	<p>Community Recovery Officer</p>
	<p>6. Review staff induction process to determine how Council can implement training that communicates commitment to reconciliation to all new staff.</p>	<p>December 2023</p>	<p>Human Resources Coordinator</p>
<p>4. Promote positive race relations through anti-discrimination strategies.</p>	<p>1. Research best practice and policies in areas of race relations and anti-discrimination.</p>	<p>June 2023</p>	<p>Community Recovery Officer</p>
	<p>2. Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</p>	<p>May 2024</p>	<p>Director Corporate Performance</p>



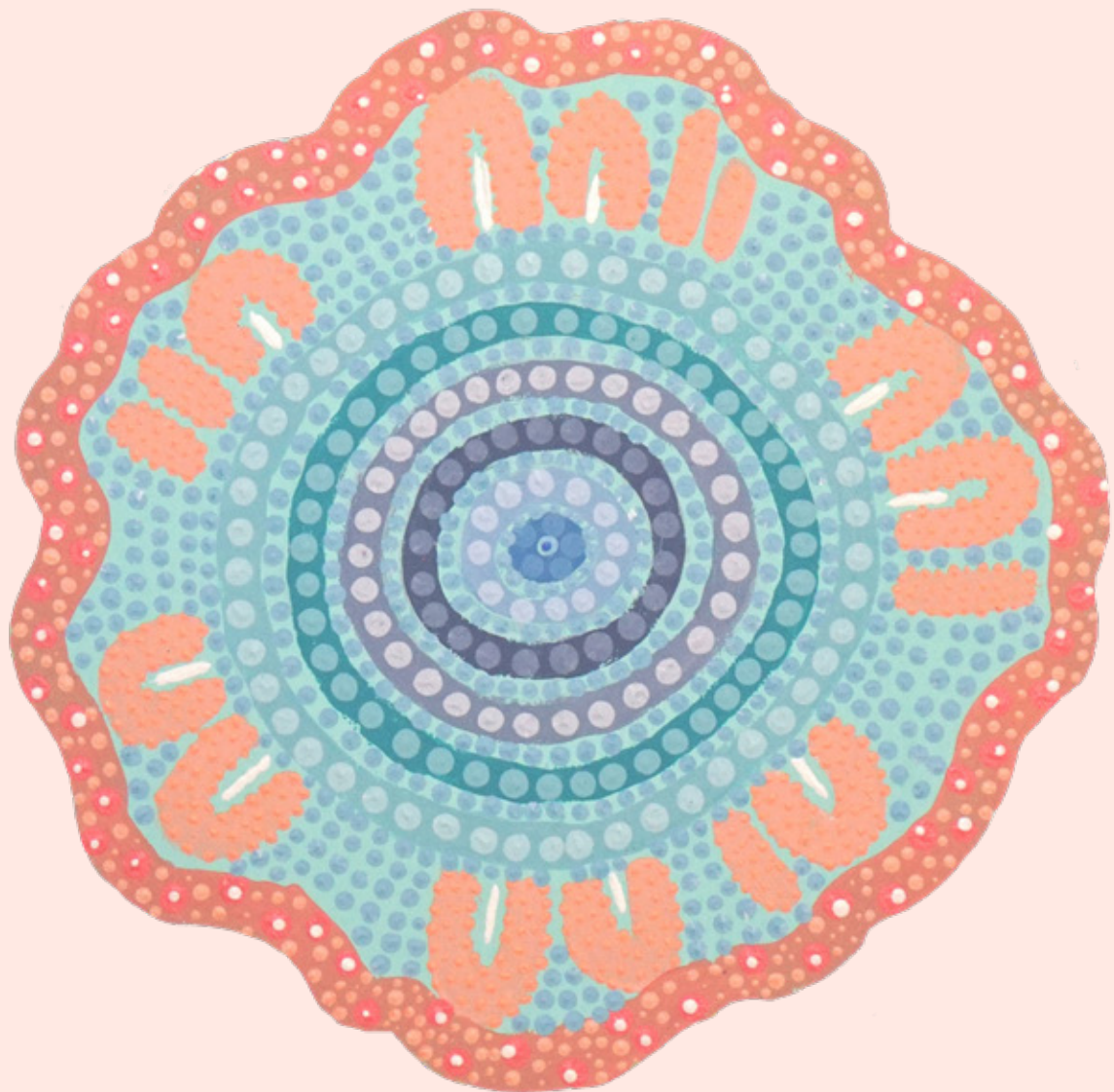


# RESPECT

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Increase understanding, value and recognition of First Nations cultures, histories, knowledge and rights through cultural learning.	1. Develop a business case for increasing understanding, value and recognition of First Nations cultures, histories, knowledge, and rights within our organisation.	June 2023	Community Recovery Officer
	2. Conduct a review of cultural learning needs within our organisation.	May 2024	Human Resources Coordinator
	3. Develop and implement opportunities for all staff to attend cultural awareness training.	June 2023	Human Resources Coordinator
2. Demonstrate respect to First Nations peoples by observing cultural protocols.	1. Develop an understanding of the local Traditional Owners or Owners of the lands and waters of the Alpine Shire by strengthening our relationships with Traditional Owners.	June 2023	Chief Executive Officer
	2. Increase Council officers' understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols by sharing resources from Reconciliation Australia and First Peoples State Relations with all staff via email and by posting on organisation intranet for ongoing access.	June 2023	Community Recovery Officer
	3. Develop and distribute an internal best practice guide to engage Traditional Owners for Welcome to Country ceremonies for Council-led events and, when unavailable, best practice for Acknowledging Traditional Owners of Country.	June 2023	Community Recovery Officer
	4. Insert Acknowledgement of Country on all staff email signatures.	April 2023	Manager Corporate

8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
	5. Make Acknowledgement of Country clearly visible on Alpine Shire Council website.	April 2023	Communications Officer
	6. Investigate development of Acknowledgement of Country signage for all Council-managed buildings.	June 2023	Manager Facilities
	7. Investigate opportunities to incorporate Traditional Owners into Council’s civic events as per their interests, priorities, and recommendations.	June 2023	Community Recovery Officer
3. Build respect for First Nations cultures and histories by celebrating NAIDOC Week.	1. Raise awareness and share information amongst all staff about the meaning of NAIDOC Week.	June 2023	Manager Planning and Amenity
	2. Introduce staff to NAIDOC Week by promoting external events in person or online.	June 2023	Community Recovery Officer
	3. RAP Working Group to participate in an external NAIDOC Week event.	July 2023	Director Assets
	4. Support local NAIDOC Week activities organised by Alpine Shire communities by offering funding opportunities through Council’s annual Community and Events Funding programs.	May 2023	Manager Economic and Community Development
4. Recognise and celebrate culturally significant events for First Nations peoples.	1. Record days or events of significance for First Nations peoples for Council to communicate both internally and externally via Council communication channels.	June 2024	Communications Officer
	2. Develop an internal staff calendar of days of significance for First Nations peoples.	February 2023	Manager Corporate
	3. Develop a culturally sensitive approach for Council to acknowledge January 26 in consultation with Traditional Owners, First Nations communities in the Alpine Shire and key stakeholders.	January 2024	Chief Executive Officer
	4. Recognise the significant contributions and sacrifices of First Nations peoples in our shared histories, including on January 26, ANZAC Day, and Remembrance Day, by acknowledging these contributions and sacrifices in media collateral published by Council.	June 2024	Communications Officer







# OPPORTUNITIES

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Improve employment outcomes by increasing First Nations recruitment, retention, and professional development.	1. Develop a business case for First Nations employment within our organisation.	May 2024	Human Resources Coordinator
	2. Build understanding of current First Nations staffing to inform future employment and professional development opportunities.	June 2023	Human Resources Coordinator
	3. Investigate processes to record diversity measures in workforce recruitment and retention to be more inclusive of diverse employees, including First Nations peoples.	December 2023	Human Resources Coordinator
	4. Support First Nations staff to actively participate in the Local Government Koorie Staff Network.	June 2024	Human Resources Coordinator
2. Increase First Nations supplier diversity to support improved economic and social outcomes.	1. Develop a business case for procurement from First Nations owned businesses.	March 2024	Manager Corporate
	2. Investigate membership with Supply Nation, and corporate partnerships with organisations such as Kinaway Chamber of Commerce.	March 2023	Manager Corporate
	3. Investigate addition of First Nations owned businesses as an evaluation criterion in next review of the Procurement Policy.	May 2024	Manager Corporate
	4. Share funding opportunities relevant to First Nations organisations, including state and federal grants, both internally and externally via Council communication channels.	June 2024	Communications Officer



# GOVERNANCE AND REPORTING

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	1. Form a RWG to govern RAP implementation by liaising with Reflect RAP Development Working Group (RAP DWG) and developing key selection criteria to engage members.	February 2023	Community Recovery Officer
	2. Draft a Terms of Reference for the RWG using the Terms of Reference developed for the Reflect RAP DWG to guide its development.	February 2023	Community Recovery Officer
	3. Establish First Nations representation on the RWG by engaging with Traditional Owners and First Nations peoples living in the Alpine Shire.	February 2023	Community Recovery Officer
	4. Establish a feedback mechanism to allow opportunities for the Reflect RAP DWG to facilitate improvement for future RWGs.	June 2023	Community Recovery Officer
2. Provide appropriate support for effective implementation of RAP commitments.	1. Define resource needs for RAP implementation.	March 2023	Chief Executive Officer
	2. Engage senior leaders in the delivery of RAP commitments.	February 2023	Chief Executive Officer
	3. Define appropriate systems and capability to track, measure and report on RAP commitments.	March 2023	Manager Asset Development



8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
3. Build accountability and transparency through reporting RAP achievements, challenges, and learnings.	1. Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September 2023	Director Assets
	2. Share Reflect RAP milestones with stakeholders identified through the Reflect RAP development process and with the wider Alpine Shire community through Council communication channels.	June 2024	Communications Officer
4. Continue our reconciliation journey by developing our next RAP.	1. Register via Reconciliation Australia’s website to begin developing our next RAP.	February 2024	Director Assets

**ORDINARY COUNCIL MEETING M(1) - 28 JANUARY 2023**

**8.3.3 ALPINE SHIRE COUNCIL REFLECT RAP**

**Alpine Shire Council RAP Champion**

Lisa Weldon  
Community Recovery Officer  
03 5755 0555  
lisaw@alpineshire.vic.gov.au

**ALPINE SHIRE COUNCIL**

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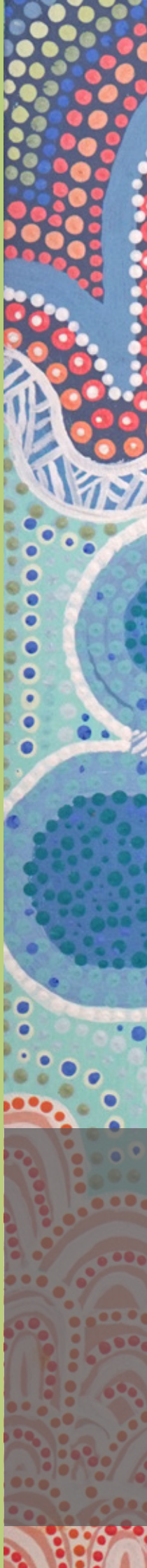
[www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au)



**Australian Government**



Alpine Shire Council was jointly and generously funded by the Commonwealth Government and Victorian Government under the Commonwealth-State Disaster Recovery Funding Arrangements in response to the Black Summer Bushfires which impacted Victorian communities in the Alpine Shire.





## 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:** 13 December 2022  
**Location:** Briefing Session – 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 Katarina Hughes	Councillor	Helen Havercroft	Director Corporate Performance
Cr Simon Kelley	Councillor	Alan Rees	Director Assets
Cr Kelli Prime	Councillor		

### Councillor and staff apologies:

Name	Position
Cr Sarah Nicholas	Councillor
Cr Ron Janas	Councillor
Cr Tony Keeble	Deputy Mayor

### 1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

### 3. Items

Item
Acknowledgement of Traditional Owners
Stackey Gully Development
Dinner Plain Bus update
Maternal and Child Health
Community Interest Planning Applications
Better Approvals Planning update
Restructure update
Capital Works Progress update
December Ordinary Council Meeting Agenda review
General Business



## Informal Meeting of Councillors

*In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.*

**Meeting Title:** Briefing Session  
**Date:** 24 January 2023  
**Location:** Briefing Session – Bright Committee Room & MS Teams  
**Start Time:** 2.00pm  
**Finish Time:** 5.00pm  
**Chairperson:** Will Jeremy, Chief Executive Officer

### Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Councillor	Helen Havercroft	Director Corporate Performance
Cr Simon Kelley	Councillor	Alan Rees	Director Assets
Cr Ron Janas	Councillor		
Cr Kelli Prime	Councillor		

### Councillor and staff apologies:

Name	Position
Cr Sarah Nicholas	Councillor
Cr Tony Keeble	Deputy Mayor

**1. Conflict of interest disclosures**

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

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

N/A

**3. Items**

Item
Acknowledgement of Traditional Owners
Building Control Enforcement
Dinner Plain Event Funding
Mystic Mountain Bike Trail update
Amenities cleaning update (verbal)
Planning update (verbal)
Mount Beauty Airport Association Project update
Ordinary Council Meeting Agenda review
General Business