



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M3 – 7 April 2020

Bright Council Chambers

7:00pm



The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright On **7 April 2020** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr Peter Roper – Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr John Forsyth

Cr Ron Janas

Cr Tony Keeble

Cr Kitty Knappstein

Cr Daryl Pearce

OFFICERS

Mr Charlie Bird – Chief Executive Officer

Ms Nathalie Cooke – Director Corporate

Mr William Jeremy – Director Assets

APOLOGIES

Nil



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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO read the following statement:

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

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

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

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

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The CEO read the following statement:

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

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

3 CONFIRMATION OF MINUTES

3.1 ORDINARY COUNCIL MEETING – M2 – 3 MARCH 2020

Cr Pearce

Cr Forsyth

That the minutes of Ordinary Council Meeting M2 held on 3 March 2020 as circulated be confirmed.

Carried

4 APOLOGIES

Nil

5 OBITUARIES / CONGRATULATIONS

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



6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Cr Pearce noted that he had a conflict of interest with respect to Item 8.2.1 Centenary Park Toilet Renewal Tender Recommendation. Cr Pearce's son tendered for the refurbishment of Centenary Park but was not successful with his tender.

7 PUBLIC QUESTIONS ON NOTICE

Given the State of Emergency declared to address COVID-19, the meeting will be live streamed. We strongly discourage gallery attendance and request people view the meeting online in the interest of public health and to maintain social distancing measures.

Questions received by midday on the Council Meeting day will be responded to. Questions will be limited to two questions per person.

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

**8 PRESENTATION OF REPORTS BY OFFICERS****8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD****8.1.1 Contracts approved by the CEO***Cr Pearce**Cr Nicholas**That the Contracts approved by the CEO be noted.*

Contract No:	CQ1808801	Process:	Request for Quotation
Title:	Roberts Creek Road Bridge Renewal (Bridge No.1)		
Tenderer:	SRG Services (Australia) Pty Ltd		
\$ (excl. GST):	\$81,912		

Carried



8.1.2 Instruments of Delegation

File Number: Delegations Register

INTRODUCTION

Instruments of delegation are an important means of Council delegating its powers duties and functions under the *Local Government Act 1989* and other legislation, to the Chief Executive Officer (CEO), and to members of staff.

Council also needs to ensure that during the current State of Emergency triggered by the coronavirus COVID-19 pandemic, that the organisation is able to operate with a decreased need for Councillors to come together in a formal Council meeting setting.

Previous instruments of delegation were approved by Council in May 2019.

Cr Janas

Cr Forsyth

1. ***Council exercise the powers conferred by section 98(1) of the Local Government Act 1989, and the other legislation referred to in the attached instrument of delegation, so that:***
 - a. ***There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in attachment 8.1.2(a) "S5 - Instrument of Delegation to the Chief Executive Officer" (instrument S5), subject to the conditions and limitations specified in that instrument;***
 - b. ***Instrument S5 be signed and sealed at the appropriate stage of this meeting;***
 - c. ***Instrument S5 comes into force immediately the common seal of Council is affixed to the instrument;***
 - d. ***On the coming into force of instrument S5 the previous delegation "S5 – Instrument to the Chief Executive Officer" signed on 7 May 2019 be revoked;***
 - e. ***It is noted that instrument S5 includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act; and***
 - f. ***The duties and functions set out in instrument S5 must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***
2. ***Council exercise the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached instrument of delegation, 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***



attachment 8.1.2(b) "S6 - Instrument of Delegation to members of Council staff" (instrument S6), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument;

- b. Instrument S6 be signed and sealed at the appropriate stage of this meeting;***
- c. Instrument S6 comes into force immediately the common seal of Council is affixed to the instrument;***
- d. On the coming into force of instrument S6 the previous "S6 - Instrument of Delegation to members of Council staff" signed on 7 May 2019 be revoked; and***
- e. The duties and functions set out in instrument S6 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

Section 98 of the *Local Government Act 1989* provides for Council to delegate to a member of its staff any power, duty or function of a Council. Council can delegate the majority of its powers to the CEO via the "S5 - Instrument of Delegation to the Chief Executive Officer". This allows the CEO to further sub-delegate duties and authorise staff for the vast majority of Acts that Council operates under. However, some Acts do not allow for sub-delegation, requiring Council to delegate duties directly to staff via the "S6 – Instrument of Delegation to members of Council staff".

ISSUES

Council's CEO and staff require current and accurate delegations to fulfil their duties. This is particularly evident during the current State of Emergency issued due to the coronavirus COVID-19 pandemic.

Decision-making powers

Decisions made by Council (as an entity consisting of seven councillors) can only be made at a formal Council meeting, through a Council resolution. The *Local Government Act 1989* provides for Council meetings to be held 'in person' - and does not allow for attendance via electronic means.

This physical attendance at meetings is likely to become an issue during the current State of Emergency relating to the coronavirus COVID-19, and the measures being introduced by both the Victorian and Australian Governments to limit its spread. This may mean that councillors may not be able to come together to make formal decisions of Council during this period.



Power of delegation

Section 98 of the *Local Government Act 1989* provides the power of delegation, where Council delegates its powers, duties and functions to a member of staff (including the CEO), subject to a number of exclusions including:

- The power to declare a rate or charge;
- The power to borrow money;
- The power to approve expenditure not contained in a budget approved by the Council;
- Any power, duty or function of the Council under s223; and
- Any prescribed power.

Council already provides delegation to the CEO to undertake a delegation of duties 'by exception', which ensures that most decisions that Council can make by resolution, the CEO can make as a delegate. This ensures that the organisation can operate day-to-day without having to refer every decision to the Council for a formal decision. The Instrument of Delegation provides "Conditions and Limitations", which are those instances where Council has imposed some exclusions on the ability of the CEO to make some decisions, requiring them to be presented to Council for resolution.

Where legislation allows it, the CEO can further sub-delegate his powers to staff. Where there are no powers of sub-delegation, Council delegates their powers directly to staff. Delegations made to staff are itemised specifically for each provision of an Act or Regulation.

Council to CEO delegation

The Instrument of Delegation to the Chief Executive Officer has been amended following consultation with the providers of Council's delegations service (Maddocks). The Instrument of Delegation allows the lifting of specific exclusions / "Conditions and Limitations" only in the case of a declared State of Emergency which is likely to cause a Council meeting to lapse due to an inability to achieve a quorum of councillors physically present (a minimum of four councillors). It should be noted that outside of a declared State of Emergency, the CEO is specifically prevented from making these nominated decisions.

These decisions can only be made following consultation with all available Councillors, and decisions made in this manner must be reported to the next available Council meeting. Examples of these decisions include:

- Approving contracts valued at more than \$150,000 including GST;
- Preparation and adoption of a Budget (noting that the Council must still instigate the s223 public submissions process);
- Authorising the use of the Council's common seal (noting that the seal will still require the signature of two Councillors).



Council to Staff Delegation

The “S6 – Instrument of Delegation to members of Council Staff” has been updated to include new legislative provisions. Staff delegations are not impacted by the State of Emergency, but where legislation allows, more than one staff member is delegated each power, duty or function, to ensure that there will always be an officer available to make that decision.

CEO decisions made under State of Emergency delegation

It is proposed that an agenda and reports ordinarily presented to Council for a resolution will still be prepared, providing transparency of those decisions presented to the CEO for determination during the declared State of Emergency. A record of these decisions will be presented to the next available Council meeting, and made publicly available as the minutes of a meeting ordinarily would.

Local Government Act 2020

It is noted that the *Local Government Act 2020* has now received Royal Assent in parliament, with a staged rollout of legislative powers. At the time of writing, it is understood that the power of delegation will come under s11 of the 2020 Act. Section 11(9) of the 2020 Act states that "unless sooner revoked, a delegation made by a Council under the *Local Government Act 1989* continues in force until 1 September 2020". This means that Instruments of Delegation presented with this report, will be operational until such time as Council adopts new instruments on or before 1 September 2020.

POLICY IMPLICATIONS

This report is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has an annual subscription for the delegation service that is allowed for in Council’s annual budget. Council has sought additional advice from Maddocks regarding the modification of the Instrument of Delegation to the CEO.

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

CONSULTATION

The relevant directors and managers have been consulted throughout the review of the instruments of delegation, and clarification has been sought from specific staff where required. No additional consultation is required.

There is no requirement to involve the community in the preparation of the instruments of delegation.



CONCLUSION

The instruments of delegation to the CEO and members of Council staff allow staff to fulfil their duties and should therefore be supported. The instruments come into force immediately the common seal of Council is affixed to the instrument and will remain in force until Council determines to vary or revoke them. The ability for the CEO to determine matters that would normally be presented to Council during a declared State of Emergency will ensure that the organisation can continue to operate during a time where it may otherwise be difficult to obtain a quorum of Councillors for a Council meeting.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

8.1.2(a) "S5 - Instrument of Delegation to the Chief Executive Officer"

8.1.2(b) "S6 - Instrument of Delegation to members of Council staff"

Due to Cr Pearce declaring a Conflict of Interest with respect to item 8.2.1 Centenary Park Toilet Renewal Tender Recommendation, Cr Pearce exited the meeting at 7.32pm and re-entered Council Chambers at 7.35pm following the vote.



8.2 DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Centenary Park Toilet Renewal Tender Recommendation

File Number: CT20005

INTRODUCTION

This report relates to the award of a contract for the renewal of the Centenary Park toilet block in Bright.

Cr Forsyth

Cr Knappstein

That Council awards Contract No. 2000501 'Centenary Park Toilet Renewal' to KD Homes and Constructions for the lump sum price of \$188,850.61+GST.

Carried

BACKGROUND

The Centenary Park Toilet Renewal project involves the renovation of the toilet block at Bright's Centenary Park to remove redundant infrastructure and maximise use of the existing building for all users.

Works include modifications to the roof to increase the level of natural light inside the amenities and a remodelling of the internal layout to provide three additional toilets in the women's facility and two additional pans and an additional urinal in the men's facility. Both male and female disabled and ambulant toilets will be provided, as well as change benches and an anti-slip epoxy floor coating. All internal fittings and fixtures will be upgraded, and interior and exterior painting will enhance the appearance of the facility.

The Invitation to Tender was advertised on Tenders.net and the Alpine Shire Council website from 4 February until 25 February 2020 and was also advertised in the Border Mail on 19 February 2020. The tender documents were downloaded 11 times and six tender submissions were received.

EVALUATION

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

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

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



Clarifications were sought from all tenderers and reference checks were undertaken. Through the evaluation process it was determined that the tender from KD Homes and Constructions best met the selection criteria.

ISSUES

Prior to tendering these works, the option was investigated to demolish the existing amenities block and replace it with a prefabricated modular toilet facility. However, the option to renew the existing facility was determined to provide better value for money, as well as a more environmentally sustainable outcome due to the reduction in new materials required and reduced builders waste going to landfill.

Based on the scope of work, Council's Municipal Building Surveyor has determined that either a licensed commercial or domestic builder is permitted to carry out the planned works on the Centenary Park toilet block. KD Homes and Constructions is a licensed domestic builder.

POLICY IMPLICATIONS

The tender was advertised and evaluated according to Council's Procurement Policy. This recommendation is consistent with the following Strategic Objective of the Council Plan:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

There is sufficient allocation in the 2019/20 capital works budget to deliver this project.

CONSULTATION

The layout and building materials were selected in consultation with internal stakeholders, to ensure that the amenities were easy to use, maintain and operate. The fittings and fixtures are based on those used in the recent Myrtleford Jubilee Park and Porepunkah Riverside Park toilet renewal works.

CONCLUSION

Following a comprehensive tender evaluation, the tender received from KD Homes and Construction was considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

- Nil



8.2.2 Gavan Street Pedestrian Crossing Points Tender Recommendation

File Number: CT20007

INTRODUCTION

This report relates to the award of a contract for the construction of kerb outstands, median island refuges, footpath works and landscaping in Gavan Street, Bright.

Cr Pearce

Cr Knapstein

That Council awards Contract No. 2000701 'Gavan Street - Pedestrian Crossing Points' to M&M Excavation and Structural Landscaping for the lump sum price of \$181,526+GST.

Carried

BACKGROUND

The need for safer pedestrian crossing points in Gavan Street was identified as a priority by the community through the Alpine Better Places project, as well as during the development of the Bright Car Parking Plan. It is proposed to clearly identify crossing points by constructing kerb outstands and a better-defined centre median, with several median refuges along Gavan Street between Star Road and Camp Street.

The Tender was advertised in the Herald Sun on 26 February 2020, as well as on Tenders.net and the Alpine Shire Council website.

The Tender documents were downloaded by 15 prospective tenderers and three responses were received by the closing date.

EVALUATION

The evaluation panel consisted of the 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

Two tenderers were invited to clarify aspects of their tender and provide further detail on the proposed methodology, subcontractors and program. Through this evaluation process it was determined that the tender from M&M Excavation and Structural Landscaping best met the selection criteria.



ISSUES

On completion of the Gavan Street Pedestrian Crossing Points project, Council will proceed with the agreed plan to implement a reduction in the speed limit in the Bright Central Business District to 40km/hr.

POLICY IMPLICATIONS

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

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

The project was budgeted at \$255,000, with Regional Roads Victoria contributing \$170,000 through the Fixing Country Roads program. There is sufficient allocation within the project budget to deliver the construction works through award of this Contract.

CONSULTATION

The plans are based on the concept design that was endorsed during the Alpine Better Places project. In finalising the plans to be delivered, Council has consulted with key internal and external stakeholders, including VicRoads and businesses located along Gavan Street.

Directly affected businesses will be contacted before construction commences to discuss measures which can be taken to minimise disruption.

Project updates will be distributed via media release and on Council's website and Facebook page.

CONCLUSION

Following a comprehensive assessment, the Tender from M&M Excavation and Structural Landscaping is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

- Nil



8.2.3 Municipal Pandemic Plan

INTRODUCTION

Council's updated Municipal Pandemic Plan has been prepared in consultation with the Municipal Emergency Management Planning Committee and is presented to Council for endorsement.

Cr Janas

Cr Pearce

That Council endorse the 'Municipal Pandemic Plan' Version 2.0 2020.

Carried

BACKGROUND

The key changes in this revision of the Municipal Pandemic Plan are:

- Re-write of the document to reflect the requirements outlined in the State Health Management Plan for Influenza Pandemic with references to other pandemics that may arise.
- Updating details for a range of stakeholders including storage, funeral and burial.
- Explanation of control strategies.
- Clear communication strategy with an awareness and education component.
- Rewrite of the Pandemic Action Plan.

ISSUES

Council has been directed by the Department of Health and Human Services (DHHS) that the updated Municipal Pandemic Plan shall remain aligned with the Victorian Health Management Plan for Pandemic Influenza (VHMPPI), October 2014. The DHHS is working on an update of the VHMPPI, and when this update is issued there will be a need for Council to update the Municipal Pandemic Plan.

POLICY IMPLICATIONS

Council is required to prepare and maintain a Municipal Pandemic Plan as a sub-plan to the Municipal Emergency Management Plan (MEMP) to comply with the *Victorian Emergency Management Act 1986 and 2013*.

The recommendation in this report is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Infrastructure and open space that our community is proud of.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no additional financial or resource implications for Council as a result of this revision to the Municipal Pandemic Plan.



CONSULTATION

The draft Municipal Pandemic Plan has been reviewed by Alpine Shire Council staff with identified Emergency Management roles, by Alpine Health and the Department of Health and Human Services (DHHS). It has been prepared in consultation with members of the Alpine Shire Municipal Emergency Management Planning Committee and was adopted by the Committee in March 2020.

CONCLUSION

The revised Municipal Pandemic Plan has been adopted by the Municipal Emergency Management Planning Committee and is now ready for endorsement by Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Emergency Management Coordinator

ATTACHMENT(S)

8.2.3. Municipal Pandemic Plan



8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Alpine Shire Council Plan 2017-2021 (review 2020)

File Number: 600.03

INTRODUCTION

An annual review of the Council Plan is a requirement of the *Local Government Act 1989*. This report provides an outline of the 2020 review process and recommendations for changes to this document.

Cr Keeble

Cr Nicholas

That Council note:

- 1. A review of the Alpine Shire Council Plan 2017-2021 (incorporating the Municipal Public Health and Wellbeing Plan) has been undertaken in accordance with s125(7) of the Local Government Act 1989 and s26(4) and s27(2)(b) of the Municipal Public Health and Wellbeing Act 2008.**
- 2. The review proposes the following changes to the Alpine Shire Council Plan 2017-2021:**
 - a. Update the Strategic Resource Plan to be consistent with the Long Term Financial Plan identified in the 2020/21 Budget (as adopted in June 2020);**
 - b. Minor administrative update to include current Mayor (photograph and introductory message), and a new front page for the current year; and**
 - c. No other changes are currently proposed to the document.**
- 3. Section 125(9) of the Local Government Act 1989 requires a section 223 public submission process only where there are proposed adjustments in the Council Plan to the:**
 - a. Strategic objectives of the Council;**
 - b. Strategies for achieving the objectives; or**
 - c. Strategic indicators for monitoring the achievement of the objectives.**
- 4. No formal public submission process is required under section 125(9) of the Local Government Act 1989 as there are no proposed adjustments to the strategic objectives, strategies or strategic indicators.**
- 5. The Alpine Shire Council Plan 2017-2021 (review 2020) will be presented for adoption in June 2020.**

Carried



BACKGROUND

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

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

Conducting an annual review of these plans is a requirement of each Act. Council traditionally undertakes a review in the early part of the calendar year, and when required releases proposed adjustments for public comment, and adopts the final plan in June each year.

This review will be the final version of the current Council Plan. Given that Council elections are due to be held in October 2020, it is prudent to continue with the current direction of the Council Plan, and not make any changes to strategic direction or content at this time. The newly elected Council will be required to develop an entirely new Council Plan for the following four year term, which will be adopted in June 2021. This new Council Plan developed will be under the guidance of the *Local Government Act 2020* rather than the current *Local Government Act 1989*.

ISSUES

Council Plan

Proposed Changes

The Council Plan has been reviewed and there are no changes proposed to the strategic content of the document. Administrative updates will include a new front cover to signify the current year, and a brief update to reflect the current Mayor. The Strategic Resource Plan (SRP) 2020-2023 will be updated to reflect the Long Term Financial Plan in the Budget, due to be adopted in June 2020. This ensures that the SRP is adopted annually, in line with legislative requirements.

Requirement for Public Submissions

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

As there are no proposed changes to these items, the Council Plan will not need to be re-released for public submissions this year.



Although the SRP will be updated, its content is open to submissions as part of the Budget process and does not need to be additionally open to public submissions as part of the Council Plan review process. The resolution to adopt the Council Plan in June will contain a resolution to insert the SRP as adopted with the Budget.

Municipal Public Health and Wellbeing Plan

The MPHWP has been reviewed and there have not been any significant changes to the 'health' measures of the community which would require Council to change the strategic direction of the plan.

POLICY IMPLICATIONS

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

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

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

A small cost will be required to update the Strategic Resource Plan and the front page of the designed Council Plan document.

CONSULTATION

Consultation has occurred with Council officers and councillors. No consultation with the community is required, as there are no intended modifications to the strategic objectives, strategies or strategic indicators within the Council Plan.

CONCLUSION

Council should note that public exhibition is not required for the proposed updates to the Council Plan. A report will be presented in June to adopt the 2020 review of the Council Plan and incorporate the updated Strategic Resource Plan in line with the adopted Budget.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

- Nil



8.3.2 Finance Report - Quarterly Review

INTRODUCTION

The purpose of this report is to note the Finance Report - Quarterly Review for the period ending 31 December 2019.

Cr Keeble

Cr Forsyth

That Council receives and notes the Finance Report - Quarterly Review for the period ending 31 December 2019.

Carried

BACKGROUND

The purpose of the Finance Report - Quarterly Review (the "Report") is to provide Council with an overview of the quarter two 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

Quarter Two Report Highlights

Council is forecasting a full year surplus of \$7.1m, which is \$1.3m higher than the budgeted surplus of \$5.8m. The primary drivers of this increase include:

- Lower than budgeted employee costs by \$0.7m, due to the impact of vacant positions;
- Lower than budgeted materials and services expenses (\$0.1m) due to a calculation error in the budget (\$0.3m); and
- Higher than expected grant income including, a) additional income received for flood damage remediation (\$0.2m); and b) higher income from the Victorian Grants Commission funding (\$0.2m).

These favourable items are partially offset by higher forecasted expenditure including:

- Higher costs to deliver the Business Systems Transformation program (\$90k); and b) higher insurance costs (\$71k); and c) higher workforce support costs (\$135k).

Major forecast variances to capital works incomes and expenditures are as follows:

- Alpine Better Places Myrtle Street income - final unbudgeted income payment of \$245k was received due to the finalisation of the project completion report in October 2019.
- Buckland Bridge expenditure – expected to be delivered at \$750k under budget due to competitive tender pricing;



- Porepukah Landfill Rehabilitation - \$445k reduction in expected expenditure due to change of scope for the project;
- Mount Beauty Skate Park Upgrade Income – \$135k lower than budgeted income due to an early receipt of this grant in 2018/19;
- Myrtleford Indoor Sports Stadium Expansion – lower than budgeted expenditure will be incurred in 2019/20 due to this expenditure being spent in the 2018/19 budget year;
- Myrtleford Showgrounds Water Supply Upgrade - expenditure of \$224k was not included in the budget;
- Victoria Bridge - \$227k of unbudgeted expenditure due to the project being carried forward from 2018/19 to 2019/20;
- Ranch Road Drainage Upgrade - \$171k of unbudgeted expenditure due to the project being carried forward from 2018/19 to 2019/20.

POLICY IMPLICATIONS

The Report has been prepared in line with the requirements of *the Local Government Act 1989*,

- Section 137 (Budgeting and reporting framework) - Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.
- Section 138 (Quarterly statements) – At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public.

The recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial performance to date indicates a full year surplus of \$7.1m, which is \$1.3m higher than the budgeted surplus of \$5.8m.

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 and is now presented to Council for noting.

**CONCLUSION**

The Finance Report - Quarterly Review for the period ending 31 December 2019 is presented to Council for noting.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- Accountant

ATTACHMENT(S)

8.3.2 The Finance Report - Quarterly Review for the period ending 31 December 2019.



8.3.3 Telstra Telecommunications Contract Award

INTRODUCTION

The purpose of this report is to award selected ongoing telecommunications services to Telstra for the period up to 31 March 2021. Council's approval is required due to the Chief Executive Officer's procurement threshold of \$150,000 (inclusive GST) being exceeded for the services provided by Telstra across the life of the agreement.

Cr Janas

Cr Nicholas

That Council approve the increase in spending of \$110,000 (+ GST) with Telstra Corporation Limited up to 31 March 2021 under existing State Government contract arrangements, the total contract spend with this supplier is \$413,505 (+GST).

Carried

BACKGROUND

Council uses multiple types of telecommunications systems for fixed phone line calls (voice), data (internet) services and mobile phone (mobile) services.

The services can be delivered by different vendors however significant discounts are typically available when purchasing multiple services from the same vendor.

A high-level pricing agreement with several vendors was tendered and negotiated by the Department of Premier and Cabinet (DPC) in 2017. This agreement is called Telecommunications Purchasing and Management Strategy 2025 (TPAMS2025). This agreement offered government agencies, including Local Government, access to competitive pricing structures from vendors based on agreements that the client would use a minimum of 80% of their services with that vendor, for each type of service. In order to access the pricing, clients were required to sign agreements that lasted two years.

Alpine Shire Council conducted vendor evaluations in 2017 and recommended that voice, data and mobile services be purchased from Telstra through the TPAMS2025 agreement. These agreements were implemented in July 2017 for internet services and January 2018 for voice and mobile services. The estimated spend for services under the agreement for two years at the time was \$65,000 for voice, \$80,000 for mobile and \$40,000 for internet, exclusive of GST.

DPC is now in the process of renegotiating the TPAMS vendor panel and pricing with a scheduled release date of 1 February 2021. Telstra has offered to honour the existing pricing whilst the new TPAMS agreements are negotiated up to the 31 March 2021.

The procurement put in place to purchase services from Telstra was intended to last until the end of the agreements, the last of which expired on the 31 January 2020. Council approval is now required to extend the procurement of telecommunications



services from Telstra until 31 March 2021, after which time a further recommendation will be made on the best value contract arrangements.

EVALUATION

Voice

Voice services at the Bright Office and some other branch sites have been migrated to an alternate Voice over Internet Protocols (VOIP) provider during the life of the previous agreement. Existing Public Switched Telephone Network (PSTN) based services to are to be migrated to VOIP services as the National Broadband Network (NBN) is deployed into our branch sites. The reduction of the traditional voice services towards zero means that entering into new contracts with alternate providers would prevent us from executing the strategy.

Data/Internet

Our internet services are migrating to NBN based services for all sites except the Bright office. Our strategy is to upgrade the equipment at our branch sites in FY20/21 so that we can make use of all vendors that can deliver internet over NBN. The new evaluation will consider the revised TPAMS agreements that becomes available in Q3 FY20/21. It is recommended that Council continue using our existing Telstra services during this period.

Mobile

Mobile services in rural areas are currently best served by the Telstra network. Other vendors have significantly less coverage within the boundary of the shire.

POLICY IMPLICATIONS

This recommendation adheres to Council's Procurement Policy.

The recommendation is consistent with the following Strategic Objectives of the Council Plan 2017-2021:

- A responsible and sustainable organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

Total cumulative spend with Telstra during the life of the current agreement period (commencing July 2017 has been \$303,505 (plus GST)). Council requires a further \$110,000 (+ GST) to continue our services with Telstra until a new collective agreement is negotiated by 31 March 2021. This takes the total contract value to \$413,505 (+ GST).

**CONCLUSION**

It is recommended that Council approve continuing spend arrangements with Telstra to the 31 March 2021 to maintain a continuity of service until new market contracts are tendered and assessed. Further contract provisions will be recommended to Council at this time.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- ICT Coordinator

ATTACHMENT(S)

- Nil



8.3.4 Designation of restrictions on the consumption of liquor on Council land during Bright's Iconic Rod Run in 2020

INTRODUCTION

The purpose of this report is to recommend that Council approves restrictions on the consumption of liquor on Council land under Clause 2.2.1 of the Community Local Law 2019, during Bright's Iconic Rod Run from Thursday 5 November to Monday 9 November 2020.

Cr Keeble

Cr Knappstein

That Council:

- a. Approves the designation of an area (as shown on the attached map) to be an area designated by Council for the purposes of Clause 2.2.1 of the Community Local Law 2019, to be an alcohol restricted area during the period from 10pm, Thursday 5 November 2020 to 7am, Monday 9 November 2020.***
- b. Notes that the Bright Rod and Kustom Club Inc. will continue to plan the event in further detail, including activities to be held at Pioneer Park and in the Bright Central Business District during the event.***

Carried

Cr Daryl Pearce called for a division.

For: Cr Keeble, Nicholas, Roper, Janas, Knappstein and Forsyth

Against: Cr Pearce

BACKGROUND

During the 2019 Rod Run event, Council introduced additional restrictions on the consumption of liquor on Council land for the duration of the event (6 November 2019 to 10 November 2019) under Clause 2.2.1 of the Community Local Law 2019. These restrictions were based on the recommendation of the Risk Assessment Panel consisting of Council officers, Victoria Police, Ambulance Victoria, Alpine Health, CFA and SES.

On 3 December 2019 a meeting was held at Pioneer Park Pavilion in Bright with a group including Alpine Shire Councillors, Council officers, community and business representatives, as well as representatives of the Bright Rod and Kustom Club Inc. The purpose of the meeting was to debrief the 2019 Rod Run and to identify issues and solutions to improve the event in subsequent years.



ISSUES

At the meeting held on 3 December 2019, it was discussed that the restrictions on the consumption of alcohol during the 2019 event were considered likely to continue in some format in future events. It was agreed that a 'late' decision to impose restrictions would not be received favourably and may impact on the overall perception of the event.

In this regard, it is considered appropriate that Council considers restrictions on the consumption of liquor for the 2020 event in a timely manner, prior to detailed planning for the event taking place.

It is noted that Council will continue to work with the Bright Rod and Kustom Club Inc. as well as Victoria Police and other members of the Risk Assessment Panel to plan the event in detail.

If Council approves the recommendation in this report, the Chief Executive Officer will make a Designation to bring these additional restrictions into force.

POLICY IMPLICATIONS

The recommendation is consistent with the following Strategic Objectives of the Council Plan 2017-2021:

- A well planned and safe community.

FINANCIAL AND RESOURCE IMPLICATIONS

Additional signage and advertising will be required to ensure that the designation is well communicated to event attendees. Costs are expected to be minimal, given that internal staff resources will be predominantly used.

CONSULTATION

Initial consultation was undertaken with the Bright Rod and Kustom Club Inc. on 3 December 2019 and again at a meeting at Council offices on 14 January 2020. The Club has also been consulted in the preparation of this Council Report and media release.

The Risk Assessment Panel consisting of Council officers, Victoria Police, Ambulance Victoria, CFA, SES and Alpine Health have been consulted on the proposed designation and are supportive.

CONCLUSION

The proposed designation of restrictions as part of Bright's Iconic Rod Run in 2020 will ensure that the event is managed in a safe way to minimise risks to event patrons, the public and emergency services.

The Bright Rod and Kustom Club Inc. will continue to plan the event in detail, including activities to be held in the Bright CBD as well as at Pioneer Park.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate
- Manager Building and Amenity
- Manager Economic and Community Development

ATTACHMENT(S)

8.3.4.1 Proposed restrictions on the consumption of liquor on Council land for the 2020 Rod Run (map)

8.3.4.2 Standard restrictions on the consumption of liquor on Council land in Bright (map)



8.3.5 Draft 2020/21 Budget Report

INTRODUCTION

The purpose of this report is to receive the draft 2020/21 Budget Report for the Alpine Shire Council.

Cr Forsyth

Cr Nicholas

That:

- 1. The proposed Alpine Shire Council 2020/21 Budget Report annexed to this resolution and featuring a 2% rate increase, be the draft budget prepared by the Alpine Shire Council for the purposes of section 127(1) of the local Government Act 1989.***
- 2. The Chief Executive Officer be authorised to:***
 - a. Give public notice of the preparation of the Alpine Shire Council 2020/21 Budget Report in accordance with section 129(1) of the Local Government Act 1989; and***
 - b. Make available for public inspection the information required to be made available in accordance with the Local Government (Planning and Reporting) Regulations 2014.***
- 3. Consideration be given to any submission on any proposal contained in the budget made under sections 129 and 223 of the Act, with submissions closing 3pm, 13th May 2020.***
- 4. A committee is formed according to Section 223 (1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions in relation to the Alpine Shire Council 2020/21 Budget Report.***
- 5. A recommendation to adopt the 2020/21 Budget Report be presented to a Special Meeting of Council on 16 June 2020.***
- 6. Amend the draft Budget to indicate a fee of zero dollars (\$0.00) for registrations and permit applications under the Food Act 1984, Public Health and Wellbeing Act 2008, Residential Tenancies Act 1997 and Community Local Law 2019, in the 2020/21 financial year.***

Carried

Cr Keeble was present whilst the report was presented but due to the additional recommendation (6) being included Cr Keeble declared at that time that he had a conflict of interest. Cr Keeble exited the meeting at 8.15pm and re-entered Council Chambers at 8.19pm following the vote.



ISSUES

Based on ongoing community consultation, Council has prepared a draft Annual Budget for 2020/21 which is aligned to the vision in the Council Plan 2017-21. Through continued strong cost management, the Budget provides a prudent financial position which enables Council to continue to deliver critical services and support our community's resilience as conditions evolve.

This Budget projects a surplus of \$1.2m which is influenced by:

- a) A Rate increase of 2%, in line with the Fair Go Rates System which caps Victorian Council rate increases in line with inflation;
- b) A capital works program totalling \$6.5m in FY20/21, reflecting a steady pipeline of asset renewal and development activity;
- c) A flat underlying materials and services budget, due to continued diligent cost management and strong procurement practises which obtain the best supplier deals for our ratepayers;
- d) Over \$1m in Bushfire Recovery spending to underpin the ongoing resilience of our community, residents and businesses;
- e) An increase in staffing levels in response to changing service requirements, including support for Bushfire Recovery initiatives, as well as circular economy and climate action projects.

Council has also updated its pipeline of initiatives to align budgeted activities to the strategic objectives outlined in the Council Plan 2017-21.

In addition, a full review of Council fees and charges has been conducted. The general waste charge is proposed to reduce from \$89.20 to \$80 per premise. A number of other fees have been increased or decreased in line with movements in the actual costs to provide various services.

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

The attached report represents the 'proposed' Budget as prepared in accordance with the *Local Government Act 1989* and it is submitted to Council for approval 'in principle'. Following this, Council seeks feedback from the community through the formal submission process.

POLICY IMPLICATIONS

The draft Annual Budget is prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.



FINANCIAL AND RESOURCE IMPLICATIONS

Council prepares its draft Budget with the objective of balancing long term financial sustainability and prioritised delivery against community needs. The 2020/21 draft Annual Budget forecasts an operating surplus of \$1.2 million dollars and a working capital ratio of 4.3.

Materials and services expenditure has remained flat. Departmental budgets have largely been managed to remain flat or reduced, offsetting increases in electricity, insurance and technology licensing costs.

CONSULTATION

Council is required to give public notice that it intends to adopt the Budget Report. It must give 28 days' notice of its intention to adopt the proposed Budget Report and make the Budget Report available for inspection at its offices and on its web site.

Under Section 223 of the *Local Government Act 1989* a person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council. Council must allow a minimum 28 days after the public notice to receive submissions. A person has the right to have their submission heard at a committee formed for the purpose of hearing submissions according to Section 223 (1)(b) of the *Local Government Act 1989*.

Council officers undertake community engagement processes throughout the year to assist with the development of the budget. The final step is for Council to adopt the budget after receiving and considering all submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister for Local Government within 28 days of adoption.

CONCLUSION

The draft Annual Budget has been prepared in accordance with Alpine Shire Council's Council Plan 2017-21 strategic objectives and the *Local Government Act 1989*. The draft Budget Report is presented for Council's consideration and public exhibition.

**DECLARATION OF CONFLICT OF INTEREST**

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

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

ATTACHMENT(S)

8.3.5 Alpine Shire Council draft Budget Report 2020/21



8.3.6 Dinner Plain Special Rate (2020/21) Public Notice of Proposed Declaration

INTRODUCTION

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

The purpose of this report is to recommend that public notice is given of a proposed declaration of a Special Rate for the Dinner Plain village applicable to Commercial / Industrial land only in 2020/21.

Cr Nicholas

Cr Janas

That Council:

- 1. Give public notice in accordance with s163 of the Local Government Act 1989 of the intention to declare a special rate for the period 1 July 2020 to 30 June 2021 as follows:***
 - a. A special rate (the Dinner Plain Special Rate) be declared for the purpose of defraying any expenses in relation to the provision of services of special benefit to the owners of Commercial / Industrial land within the Dinner Plain village;***
 - b. The total cost of the performance of this function is estimated to be \$607,000 over one year, based on inclusion of the following services:***
 - i. The Dinner Plain to Hotham winter bus service***
 - ii. Roadways snow clearing***
 - iii. Cross country snow grooming***
 - iv. Marketing and events support specific to Dinner Plain***
 - v. Cable Television Maintenance;***
 - c. The Dinner Plain Special Rate will apply to Commercial / Industrial land within the Dinner Plain village as defined in the attached map;***
 - d. The definition of Commercial / Industrial land is the definition provided in the Alpine Shire Council draft Budget Report 2019/20;***
 - e. The amount of the Dinner Plain Special Rate to be levied is determined as 43% of the general rate as provided in the Alpine Shire Council draft Budget Report 2019/20;***
 - f. The amount of the Dinner Plain Special Rate to be levied is estimated to be \$182,580 over one year, or such other amount as is lawfully raised as a consequence of this Resolution;***



- g. The amount of the Special Rate will be the amount shown as due and payable in any notice sent to a person required to pay the Dinner Plain Special Rate; and***
- h. Each person liable to pay the Dinner Plain Special Rate is to pay by instalments in line with Council's general rate payment requirements each year.***
- 2. Invite public submissions in relation to the proposed declaration of the Dinner Plain Special Rate in accordance with s163A and s223 of the Local Government Act 1989.**
- 3. Form a committee according to Section 223 (1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions in relation to the proposed declaration of the Dinner Plain Special Rate.**
- 4. Consider the Dinner Plain Special Rate for 2020/21 declaration at a Special Council Meeting on 16 June 2020.**

Carried

BACKGROUND

The Dinner Plain village has for some time been subject to a Special Rate to defray the expenses associated with services of special benefit to Dinner Plain ratepayers. Within the Alpine Shire Council's draft Council Budget Report 2020/21, this includes the Dinner Plain to Hotham winter bus service (\$175,000, an increase of \$13,000 due to anticipated CPI increase in the service contract and a moderation of income from ticket sales); roadways snow clearing (\$160,000); cross country snow grooming (\$66,000); marketing and events support specific to Dinner Plain (\$191,000); and Cable Television Maintenance (\$15,000, an increase of \$13,000 to enable extensive component replacement).

ISSUES

A declared Special Rate for Dinner Plain reduced from 80.7% in 2015/16, to 65% in 2016/17, to 43% in 2017/18. In 2018/19, the Special Rate was aligned to the differential rate for Commercial / Industrial Land in the rest of the shire and was only paid by ratepayers who own Commercial / Industrial land in the Dinner Plain village (including holiday lets).

This approach was continued in 2019/20, and it is proposed that it be maintained for the declaration of a Special Rate in 2020/21.

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

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

this is allocated to a reserve, namely the 'Dinner Plain Reserve'. This is inclusive of all relevant income and costs, including, for example, the general rates paid by Dinner



Plain ratepayers; an apportionment of general Council grants; an apportionment of Council services relevant to Dinner Plain; an apportionment of Council overheads; all Special Rate costs; and all capital works expenditure in Dinner Plain. Based on current forecasts, Dinner Plain expenditure will continue to exceed income as it has in 2019/20.

It is noted that in line with the 2019/20 Dinner Plain Special Rate declaration, Council is committed to delivery of a pipeline of \$1.5m new and upgrade capital works within Dinner Plain by 2027. It is anticipated that by the end of 2020/21, \$1,120,000 of this pipeline will have been delivered, including:

2017/18 Works

- Toboggan Run Access Improvements - \$19,000
- Dinner Plain Mountain Bike Trails - \$187,000
- Dinner Plain Village Green - \$32,000

2018/19 Works

- Toboggan and Ski Run Safety Improvements - \$24,000
- Dinner Plain Mountain Bike Trails Stage 2 - \$70,000 (\$187,000 total cost, \$117,000 grant funded)
- Dinner Plain Tracks and Trails Signage - \$43,000
- Dinner Plain Village Detailed Designs - \$48,000
- Dinner Plain Tube Slide - \$4,000

2019/20 Works (Forecast)

- Toboggan and Ski Run Safety Improvements - \$83,000
- Dinner Plain Snowmaking Options Analysis - \$10,000 (\$50,000 total cost, \$40,000 grant funded)
- Dinner Plain Mountain Bike Trails Stage 2 - \$3,000 (\$16,000 total cost, \$13,000 grant funded)
- Dinner Plain Village Detailed Designs - \$12,000
- Dinner Plain Tube Slide - \$1,000

2020/21 Works (Proposed)

- Dinner Plain Activation - \$580,000 (\$900,000 total cost, \$320,000 grant funded)



POLICY IMPLICATIONS

The preparation of the Dinner Plain Village Rate 2019/20 strategy is in accordance with the:

- Special Rates and Charges, Ministerial Guidelines, September 2004
- *Local Government Act 1989*
- Alpine Shire Rating Strategy
- Strategic Resource Plan
- Council Plan 2017-2021 objective to provide a Responsible and Sustainable Organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

Based on current property valuations across the Alpine Shire, the Dinner Plain Special Rate for 2020/21 is proposing to raise an estimated \$182,580 over the 12 month period. This is significantly less revenue than the cost of the Special Rate services which are estimated to cost \$607,000 over the same period.

Analysis indicates that Dinner Plain expenditure will exceed income into the foreseeable future. This deficit will be covered by the Dinner Plain Reserve in as much as it has a positive balance.

The Dinner Plain reserve is forecast to be \$656,000 as at 30 June 2020.

CONSULTATION

Under Section 163 of the *Local Government Act 1989*, a Council must give public notice of its intention to make a special rate declaration at least 28 days before making the declaration. The public notice must contain an outline of the proposed declaration, the date on which it is proposed to be made, and it must advise that copies of the proposed declaration are available for inspection at the Council office for at least 28 days after the publication of the notice.

In addition, the Council must send a copy of the public notice to each person who will be liable to pay the special rate within three (3) working days of the day on which the public notice is published.

Under Section 223 of the Local Government Act 1989 a person has a right to make a submission on the proposed Dinner Plain Special Rate for 2020/21 and any submission must be considered before adoption of the budget by Council. Council must allow a minimum 28 days after the public notice to receive submissions. A person has the right to have their submission heard at a committee be formed according to Section 223 (1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions.



CONCLUSION

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

Council is giving public notice of the intent to declare a Dinner Plain Special Rate of 43% of the general rate for rateable residential properties for the period 1 July 2020 to 30 June 2021 in accordance with Section 163 of the *Local Government Act 1989*. It is proposed to declare the Dinner Plain Special Rate at a Special Council Meeting on 16 June 2020.

DECLARATION OF CONFLICT OF INTEREST

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

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

ATTACHMENT(S)

8.3.6 Dinner Plain Village Rate Map



8.3.7 Organics kerbside bin collection service update

INTRODUCTION

This report presents an overview of the recently announced Victorian State Governments *Recycling Victoria Policy* as relevant to kerbside collection services, and the findings of a community survey exploring the option to upgrade the current kerbside collection service to include an organics bin for garden and food waste.

Cr Nicholas

Cr Keeble

That Council:

- 1. Further investigate service models for a FOGO kerbside collection service.***
- 2. Conduct a market test of costs for the kerbside collection, transportation, disposal and processing of FOGO.***
- 3. Conduct market test for supply and roll out of kerbside bins and associated consumables.***
- 4. Investigate funding opportunities to support the introduction of a kerbside FOGO service.***

Carried

BACKGROUND

In June/July 2019 Council conducted a community survey to identify community support and issues associated with the introduction of a kerbside food organics garden organics (FOGO) bin collection service.

Subsequent to the completion of the survey, and prior to a full review of the findings, the Victorian State Government announced that it would be developing a *Circular Economy Policy* for release in late 2019. As the policy would have potential implications for forward kerbside and waste separation service models the reporting of findings and recommendations for the service were delayed until the Circular Economy Policy was released and could be considered.

The detail and final announcement of the policy occurred late in February 2020, with release of the newly named *Recycling Victoria Policy (the Policy)*. The Policy includes requirements for Councils to implement systems to enable separation of glass from kerbside comingled bins (yellow lid); and to provide a food and garden organics recycling service.

Therefore, the current model of two streams of separation at kerbside needs to be changed to provide for this four-stream waste diversion system.

The survey findings provide valuable data for informing a service model that would achieve the objection of removing food waste from landfill. This report has been prepared taking into consideration both the findings of the survey, and the Policy requirements.



ISSUES

Recycling Victoria Policy

The Victorian State Government announced the Recycling Victoria Policy late February 2020. Among a suite of waste management reforms, the Policy includes key changes to the household waste and recycling systems.

These include the introduction of a glass recycling service by 2027; and introduction of food and garden recycling services by 2030.

Council does not currently offer services that would meet these requirements and needs time to implement new services with existing contractual arrangements.

It should be noted that Indigo Shire Council, Rural City of Wangaratta and Benalla Rural City have all introduced FOGO kerbside services to their communities.

Council is yet to review options for a glass separation stream.

Community Survey Findings

In June 2019 Council invited residents, businesses and ratepayers of the Shire to complete a short confidential survey. It was important to Council to receive a high response rate from across the community so made the survey available online and in hard copy over a three-week period. Current users of Council's standard kerbside bin collection service were also contacted directly via a mail out that included a hard copy of the survey, reply paid envelope and double-sided information flyer.

Ratepayers and community members were presented with the following scope of a proposed kerbside organics service:

- Weekly collection of green lidded, garden and food organics bin;
- Fortnightly collection of landfill bin (red lid), a switch from the existing weekly collection. The fortnightly recycling service would remain unchanged;
- An additional overall waste charge of between \$1.30 and \$1.75 per user per week for upgrading the service to include a third bin.

In summary the majority of respondents supported the introduction of the FOGO third bin service.

Additional work is required to determine the potential model for introduction and final costs of this service, and to investigate funding opportunities to support any introduction of this service.

Below is detailed key survey findings, with a full copy of the findings attached as an appendix to this report.

- 2,263 surveys were completed by residents, rate payers and businesses, being a response rate of 37%.
- 94.4% (2,137) of responses were from residential properties and 78.6% (1,679) of these were from owners of properties in their permanent residence.



- 54% (1,221) of respondents 'strongly agree' or 'agree' with the introduction of a new organics kerbside bin service (garden and food waste) that would result in an additional cost to each property of between \$1.30 and \$1.75 per week.
- 10.6% (241) 'neither agree nor disagree', and
- 35.4% (801) 'somewhat disagree/disagree' or 'strongly disagree' with the service introduction.
- 62.2% (1,407) of respondents provided comment to support their choice.
- Consistent themes emerged through these comments; from respondents who agreed, remained neutral or disagreed. Comments were grouped according to these themes, in instances where a respondent's comment fit multiple themes, each theme was treated separately, apart from 'benefit, support', which was only grouped when no other theme was mentioned.
- The most common reason given for support of the introduction was environmental benefit, including a reduction in waste to landfill, and to meet individual waste needs.
- The most common reason respondents disagreed with the introduction was concern over additional costs, an increase in rates, or because respondents reported they already had a method for disposing of organic waste.
- The most common ways respondents reported disposing of garden waste was with 'home compost or worm farm', at a 'Council transfer station' and 'burn'.
- The most common reasons respondents remained neutral were an individual's perceived need for use for an organics kerbside service and consciousness of an increase in costs.
- The preferred communication method for future information about a new organics service was direct mail out, email, Council's Facebook page and Council's website.

POLICY IMPLICATIONS

The *Recycling Victoria Policy* requires Council is required to provide a glass recycling service by 2027 and a food and garden recycling service by 2027.

The introduction of these services would improve waste outcomes by diverting less waste to landfill, reduce greenhouse gas emissions and improve recycling outcomes through the separation of glass from other recyclable materials.

FINANCIAL AND RESOURCE IMPLICATIONS

Cost estimates of net costs per household were undertaken in early 2019. These costs need to be reviewed to current market conditions. Separate market tests need to be undertaken to establish current costs of service delivery, processing options and associated transportation costs.

There will also be costs for the introduction and rollout of additional bins and project costs associated with pre and post commencement community engagement and education programs.



Funding opportunities to support the introduction of the service also require further investigation.

CONSULTATION

A significant number of communication tools and messages were utilised during the consultation process. In designing the communication campaign and materials Council was interested in maximising the 'reach' of information to ensure people not engaged with Council through social media or Council's website participated in the process.

A further report will be provided to Council with a recommendation on next steps prior to progressing to implementation of any change to kerbside services. Depending on the outcome of investigations, and the approved changes, significant community engagement and education will occur.

CONCLUSION

Since undertaking our Community Survey to gauge community attitudes and support the introduction of kerbside FOGO services, the State Government's *Recycling Victoria Policy* requires the introduction of food and garden waste recycling prior to 2030, however the survey also demonstrated a strong level of community support for the introduction of a kerbside FOGO service.

Significant work is required to be undertaken prior to progressing with this project and a further report will be provided to Council that details the potential service model, market test outcomes for bins and consumables; market test outcomes for the collection, transportation, disposal and processing of FOGO waste, as well as potential external funding options.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Facilities

ATTACHMENT(S)

8.3.7 a Survey findings

8.3.7 b Community survey

8.3.7 c Survey information sheet



8.3.8 Planning Application 5.2019.154.1

Application number:	5.2019.154.1
Proposal:	2 lot subdivision, boundary re-alignment and the development of 2 dwellings
Applicant's name:	Mr Domenic Marasea
Owner's name:	Domenic and Ilona Marasea
Address:	1/27 Bakers Gully Road, Bright
Land size:	511sqm
Current use and development:	One single storey weatherboard dwelling with a crossover
Site features:	There is a single storey weatherboard dwelling on 1/27 Bakers Gully Road, Bright. There is an existing crossover serving 1/27 Bakers Gully Road, and a separate crossover servicing the common property. There is a street tree in the verge, and overhead power lines. Slopes up from the front to rear.
Why is a permit required?	32.08-3 Subdivision (GRZ) 32.08-6 Construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings (GRZ) 44.06-2 Subdivision and Buildings and Works (BMO)
Zoning:	General Residential Zone (GRZ)
Overlays:	Bushfire Management Overlay - Schedule 1 (BMO)
Restrictive covenants on the title?	None
Date received:	Thursday, 5 March 2020 (amended plans)
Statutory days:	12 days @ 17 March 2020
Planner:	James Trimble



Cr Janas
Cr Pearce

That a Notice of Decision to grant a planning permit be issued for a 2 lot subdivision, boundary realignment and the development of 2 dwellings at 1/27 Bakers Gully Road, Bright in accordance with the conditions outlined in Attachment (a) and for the following reasons:

- 1. The proposal generally meets the relevant provisions of the***
 - a. State and Local Planning Policy Framework;***
 - b. General Residential Zone and Bushfire Management Overlay;***
 - c. Clauses 52.06, 53.02, 55, 56 and 65 provisions.***
- 2. The proposal provides for urban infill in a centrally sited location within the township of Bright.***
- 3. The proposal is considered to provide an appropriate design, and neighbourhood character.***

Carried

PROPOSAL

2 lot subdivision

Proposed Lot 1A has an area of 346.68sqm, 17.30 metres of frontage to Bakers Gully Road, and contains existing easement E-1.

Proposed Lot 1B has an area of 159.2sqm, and 10.65 metre frontage to the common property vehicle accessway.

The construction of 2 dwellings

The existing dwelling is to be demolished. The construction of a new double storey dwelling on both proposed lots. The dwelling on proposed Lot 1A (front lot) has a double garage, open plan living meals kitchen, rumpus room, 6 bedrooms, 6 bathrooms, and a front balcony. This dwelling includes boundary walls to the north and south, and a minimum 4.9 metre setback to the street.

The dwelling on proposed Lot 1B (rear lot) has a partially roofed single car bay, open plan meals living kitchen, 3 bedrooms and 3 bathrooms. This dwelling includes boundary walls to the east, south and west.

Alteration of existing common property

An alteration of the existing common property is proposed with a new 1 metre wide by 11.05 metres long, 11sqm area to west of proposed Lot 1B, and a reduction in the common property area to the south of proposed Lot 1A with an area of 2.35sqm, 0.5 metre width and 4.7 metre length.

The full subdivision and development plans can be viewed at attachment (c) Subdivision and development plans.



SUBJECT LAND AND SURROUNDS

The site is an irregular shape with direct road frontage to Bakers Gully Road. The site has an existing single storey dwelling (setback approximately 6 metres from the front lot boundary) with an associated single garage, driveway and landscaping. There is an existing crossover serving 1/27 Bakers Gully Road, and a separate crossover serving the common property.

The site sits within an established residential area of Bright consisting of mainly single dwellings of diverse architectural design and scale. Lot sizes are mixed, ranging from 135sqm at 2/27 Bakers Gully Road up to 1 hectare at 25 Bakers Gully Road. The prevailing lot size in the area is generally between 500sqm and 1,000sqm. The site is situated within 100 metres of the local P-12 school and 500 metres of Bright's central commercial area.

Directly to the west of the site are small developed lots ranging in size from 135sqm to 200sqm. These dwelling are serviced with vehicular access via a common property accessway from Bakers Gully Road.



Figure 1: Subject land.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to directly surrounding landholders and occupiers. A sign was displayed on the subject land. 5 objection(s) were received. The matters raised in the objections have been summarised into the following 20 points.

1. Overdevelopment of the site

This is a subjective matter beyond the scope of the relevant statutory planning considerations.



2. Overlooking

The proposed front balcony at unit 1A will not overlook into windows of any kitchen, lounge room, living room or backyard within the 9 metre cone of vision as stated in the clause 55 (ResCode) provisions within the Alpine Planning Scheme.

The matter of overlooking is considered within the provisions of Clause 55.04-6 within the Alpine Planning Scheme. The application either complies with the standard B22 requirements relating to overlooking, or appropriate conditions have been included to ensure compliance.

3. Stormwater and drainage

Confirmation was provided from Councils Engineering department that underground stormwater is required within the site only, to the existing drainage discharge point in Bakers Gully Road. Appropriate conditions have been included should the application be supported.

There are specific onsite stormwater management considerations at clause 55.03-4 within the Alpine Planning Scheme. The proposal is considered to comply with standard listed at clause 55.03-4, subject to the inclusion of appropriate conditions.

4. Car parking

On street car parking in the immediate location of the proposed development within Bakers Gully Road is the responsibility of Alpine Shire to manage.

In accordance with the requirements of Table 1 within clause 52.06 within the Alpine Planning Scheme a minimum of 2 car parking spaces must be provided within each proposed lot for each proposed dwelling.

A condition has been included to ensure an adequate car parking area is provided, should the application be supported.

5. Neighbourhood character impact

The existing neighbourhood character is determined by more than the existing dwelling on 1/27 Bakers Gully Road. In accordance with the understanding neighbourhood character DELWP practice note the neighbourhood and site description should extend for about 5 sites or buildings up and down the street, across the street and behind the site, however it could extend further.

The minimum lot size within 5 sites is 135sqm and the largest lot size is 10,665sqm. The site sits within an established residential area of Bright consisting of mainly single dwellings of diverse architectural design and scale. There is no consistent architectural style. The predominant scale of development in the area is larger dwellings on larger lot sizes, with substantial landscaping.

The neighbourhood character standard is not intended to result in the replication of existing building stock or stop change.

Two (2) storey development is an anticipated form of residential development within the General Residential Zone. The General Residential Zone allows for development up to 11 metres in height, and a maximum of 3 storeys.



The street setback, site coverage and boundary wall considerations are further discussed below. These are amenity considerations which should be treated separately to neighbourhood character. Amenity is about the pleasantness and good functioning of an area. Neighbourhood character is about its sense of place and community meaning. Sometimes the amenity standards can have an effect on neighbourhood character, but as a general principle, neighbourhood character and amenity should be treated separately.

6. *Site coverage*

The proposal complies with the standard at clause 55.03-3 Site coverage within the Alpine Planning Scheme.

7. *Height and Street setback impact*

Street Setback

The design proposes a variation to the standard at clause 55.03-1 Street Setback within the Alpine Planning Scheme. The reduced street setback has been considered against the decision guidelines and objectives of clause 55.03-1 and determined to be compliant.

There are other existing buildings in Bakers Gully Road that have a setback of less than 4 metres from Bakers Gully Road. The vegetation within the existing street setback area is not considered worthy of retention. The greatest visual impact will be from 29 Bakers Gully Road to the north of the site, from the driveway area on this site.

Height

The General Residential Zone allows for buildings up to 11 metres in height, or 3 stories. The proposal complies with this requirement.

8. *The site is not within the medium density development area*

The site sits outside the area defined for medium density development within clause 21.07-1 within the Alpine Planning Scheme. The property is well situated in terms of proximity to local commercial and community facilities within Bright. This strategy is not a policy and there is discretion to vary. This strategy is one of many which needs to be balanced in the decision making process.

9. *Increased car, bike and pedestrian traffic on already busy road*

Neither the applicant nor the objectors have provided any detailed traffic engineering reports. The additional vehicle movements from 1 additional dwelling on the site is considered to be minimal.

10. *Pedestrian links*

The proposal is considered to comply with the standard at clause 55.02-5 Integration with the street objectives as pedestrian access to the street can be made via the existing crossovers. There is no existing footpath in Bakers Gully Road in the verge in front of the site, for the site to provide a connection to.



The additional pedestrian movements created by another dwelling on the site is not considered adequate justification to require the provision or contribution towards the development of a footpath in Bakers Gully Road.

11. Permeability

The proposal complies with the standard at clause 55.03-4 Permeability within the Alpine Planning Scheme.

12. The proposed development does not adequately address Bakers Gully Road

The pedestrian entrance to proposed Dwelling 1B faces the existing common property accessway and is further defined with a roof cover portico. This entrance is not concealed, or obscured from the common property vehicle accessway.

The proposal complies with standard at clause 55.02-5 Integration with the street within the Alpine Planning Scheme.

13. Landscaping

The applicant has submitted a detailed to scale landscaping plan. This landscaping plan indicates the planting of a number of trees across the site. The landscaping includes grass, ground cover plants and trees.

There are concerns that the landscaping is inconsistent with the landscaping requirements in the Bushfire Management Overlay, therefore a condition to ensure compliance has been included should the application be supported.

14. Vehicle manoeuvring

The applicant has submitted swept path diagrams. The application was referred to Councils engineering department. Comments were provided stating 'need dimensions on carpark turning plans'. A condition has been included requiring the submission of this information should the application be supported.

15. Overshadowing

The proposal complies with the standard at clause 55.04-5 Overshadowing open space within the Alpine Planning Scheme.

16. Boundary walls

The proposed boundary walls have been assessed against the provisions of clause 55.04-2 Walls on boundaries within the Alpine Planning Scheme.

The proposed northern boundary wall is not considered to comply with the relevant decision guidelines and objectives. A condition has been included to ensure compliance with the standard, should the application be supported.

The boundary walls proposed to the common property lot boundary are considered to comply with the decision guidelines and objectives of clause 55.04-2. These boundary walls abut a common property vehicle accessway which is currently 5 metres wide. The nearest dwelling to south of these boundary walls is approximately 28 metres away.



17. The applicant does not use local trades

This is not a relevant statutory planning consideration for the application.

18. Impact on existing views

This is not a relevant statutory planning consideration for the application.

19. Number of bedrooms proposed

The plans indicate Dwelling 1A having 6 bedrooms inclusive of the attic area, and Dwelling 1B having 3 bedrooms.

20. Loss of existing character house

The existing dwelling is not heritage listed. There are no statutory planning controls to prevent the demolition of the existing dwelling on the site.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals:	Goulburn Murray Water - Conditional consent provided Country Fire Association - Conditional consent provided
Internal / external referrals:	Council Engineering - Conditional consent provided

PLANNING ASSESSMENT AND RESPONSE TO GROUNDS OF OBJECTION

State Planning Policy Framework

The following State Planning Policy Framework policies are considered relevant:

Clause 11.02-1S Supply of urban land

It is projected that Bright currently has a limited supply of vacant land available for residential development. The redevelopment of the subject site represents efficient use of available residential land within Bright that is well serviced by infrastructure and in close proximity to commercial, retail, recreational and institutional services.

Clause 13.02-1S Bushfire planning

The proposal complies with the provisions of the Bushfire Management Overlay, which are further discussed below. The application was referred to the Country Fire Association for comment and a letter of conditional consent was provided.

Clause 15.01 Built Environment

The proposal is considered to provide for an appropriate level of design.

Clause 16.01 Residential Development

The proposal provides for infill development reducing pressure for fringe development, making use of existing infrastructure.



Local Planning Policy Framework (LPPF)

The following Local Planning Policy Framework policies are considered relevant

Clause 21.03-1 Townships and Villages

The proposal provides for urban growth within Bright, within close (500 metres) proximity of the retail core of Bright, therefore maintaining green buffers between towns.

Clause 21.07-1 Bright

The proposal is considered to provide for an appropriate level of design. The site sits outside the area defined for medium density development; however the property is well situated in terms of proximity to local commercial and community facilities.

Clause 22.01-1 Battle-axe blocks policy

The proposal includes a reduction in the width of the current access handle less than 5 metres. Considering the existing pattern of subdivision and to ensure safe and convenient vehicle access a further reduction in the width of the access handle is not supported. Should the application be supported a condition has been included to ensure compliance with this clause.

Clause 22.04-1 Infrastructure

There is considered to be capacity for connection to reticulated services. Pursuant to the provisions of clause 66.01 the proposal is not required to be referred to servicing authorities, subject to the inclusion of conditions. Should the application be supported these conditions have been included.

Clause 22.04-4 Urban stormwater management

Should the application be supported appropriate conditions have been included in relation to stormwater.

Zoning and land use

The site is zoned General Residential Zone. The development is consistent with the purpose and decision guidelines of this zone for the following reasons:

- The proposal is considered to respect the neighbourhood character of the area and encourages diverse housing types in a location offering good access to services.
- The proposed building and works will not overshadow any existing rooftop solar energy facility on adjoining lots in the General Residential Zone.

There is a planning permit trigger for proposal at clauses 32.08-3 and 32.08-6.

The application must meet the requirements of clause 55.



Clause 55 Objectives	
NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE	
Neighbourhood character and site responsiveness	See separate sections within this report.
SPPF and LPPF housing policy	See separate sections within this report.
Dwelling Diversity	Not applicable, as less than 10 dwellings are proposed.
Infrastructure	Complies, subject to the inclusion of conditions.
Integration with street	Complies, subject to the inclusion of conditions.
SITE LAYOUT AND BUILDING MASSING	
Street setback	* Variation to the standard
Building height	Complies
Site coverage	Complies
Permeability	Complies
Energy efficiency	Complies
Open space	Not applicable, no public or communal open space is proposed.
Safety	Complies, subject to the inclusion of conditions.
Landscaping	Complies, subject to the inclusion of conditions.
Access	Complies
Parking location	Complies, subject to the inclusion of conditions.
AMENITY IMPACTS	
Side and rear setbacks	**Variation to the standard
Walls on boundaries	***Variation to the standard
Daylight to existing windows	Complies
North-facing windows	Complies
Overshadowing open space	Complies
Overlooking	Complies, subject to the inclusion of conditions.
Internal views	Complies
Noise impacts	Complies
ON-SITE AMENITY AND FACILITIES	
Accessibility	Complies
Dwelling entry	Complies
Daylight to new windows	Complies
Private open space	Complies
Solar access to open space	Complies
DETAILED DESIGN	
Storage	Complies
Design detail	Complies
Front fences	Complies, subject to the inclusion of conditions.
Common property	Complies, subject to the inclusion of conditions.
Site services	Complies, subject to the inclusion of conditions.
Car Parking	See separate sections within this report.

Table 1: Clause 55 Assessment



* Street setback – The proposed street setback does not meet the standard, therefore the relevant decision guidelines and objectives must be considered. The proposed street setback is considered to meet the relevant decision guidelines and objectives as it provides an appropriate design response, takes into account the prevailing setbacks of existing buildings on nearby lots which includes setbacks to Bakers Gully Road of less than 4 metres, and there is minimal significant landscaping within the existing street setback area.

** Side and rear setbacks – The proposal includes side and/or rear setback variations to the standard with the following walls:

- Dwelling 1A North – Upper Floor – Conditioned to comply with standard.
- Dwelling 1A South – Upper Floor
- Dwelling 1B West
- Dwelling 1B South – Upper Floor

Therefore the relevant decision guidelines and objectives must be considered. The southern and western setbacks are considered to meet the relevant decision guidelines and objectives, as they provide an appropriate design, do not have an impact on the amenity of existing habitable room windows and secluded private open space, and the southern walls abut a currently 5 metre wide common property vehicle accessway with the nearest dwelling being sited approximately 28 metres away from these proposed walls.

*** Walls on boundaries – The proposal includes a boundary wall variation to the standard with the Dwelling 1A South wall.

Therefore the relevant decision guidelines and objectives must be considered. The Dwelling 1A southern boundary wall is considered to meet the decision guidelines, as it has minimal impact on the amenity of existing dwellings as it is separated to the south by the existing shared vehicle accessway within common property, and the nearest dwelling is sited approximately 28 metres away from this wall.

The application must meet the requirements of clause 56. A detailed assessment of the proposal against the provisions of clause 56 is contained on the planning file – reference no. 5.2019.154.1.

Pursuant to clause 56.04-5 common area the application must be accompanied by a plan and report identifying:

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



The applicant has not submitted this information. Should the application be supported a condition has been included to require the submission of this information to the responsible authority for approval.

Pursuant to clause 32.08-4 a minimum of 30% of the lot area must be provided as garden area, as the site is not within a designated medium density housing area. The application proposes 44.17% as garden area.

Pursuant to clause 32.08-10 a building on the site must not exceed a height of 11 metres, and the building must not contain more than 3 storeys at any point. The proposed development complies with this requirement.

Bushfire Management Overlay - Schedule 1

The site is covered entirely by the Bushfire Management Overlay - Schedule 1. There is a planning permit trigger for the proposal at clause 44.06-2. The application was referred to the Country Fire Association (CFA) for comment. Conditional consent was provided. The application is considered to meet the relevant requirements of the Bushfire Management Overlay, subject to the inclusion of a condition requiring an amended landscaping plan to ensure compliance with the defensible space requirements.

Particular Provisions

Clause 52.06 - Car parking

Pursuant to the requirements of this clause each dwelling must be provided with at least 2 car parking spaces, which meet the minimum dimension requirements of Table 2. Conditions have been included to ensure compliance, should the application be supported.

Clause 53.02 - Bushfire Planning

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

General Provisions

Clause 65 of the Alpine Planning Scheme provides the decision guidelines that must be considered before deciding on an application. A detailed assessment of the proposal against the provisions of Clause 65 is contained on the planning file – reference no. 5.2019.154.1. The surrounding area is zoned General Residential Zone, with the lot sizes being as small as 135sqm, and developed with a single dwelling. The amenity impacts have been assessed through the clause 55 assessment.

The site is considered to be suitable for subdivision based on the lot sizes proposed and the existing developed context. The lot sizes proposed are 159m² and 345sqm, which are greater than existing surrounding lots. New boundary walls are proposed. Additional fire rating requirements apply. An appropriate condition has been included should the application be supported.



CONCLUSION

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

- The proposal generally meets the relevant provisions of the
 - State and Local Planning Policy Framework;
 - General Residential Zone and Bushfire Management Overlay;
 - Clause 52.06, 53.02, 55, 56 and 65 provisions.
- The proposal provides for urban infill in centrally sited location within the township of Bright.
- The proposal is considered to provide an appropriate design, and neighbourhood character.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Planning Coordinator
- Planning Officer

APPENDICIES

- (a) – Conditions
- (b) – Policy and decision guidelines
- (c) - Subdivision and development plans



APPENDIX (a)

Effect of Permit

1. This permit does not come into effect unless existing permit 5.2014.101.2 is amended to ensure consistency with this approval.

Amended Plans

2. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. The dwelling (Unit) 1A northern upper floor lot boundary setback to the attic being a minimum of 1.6 metres.
 - b. In relation to dwelling (Unit) 1B:
 - i. The width of the combined car parking spaces being a minimum of 5.6 metres;
 - ii. The north facing upper floor bedroom 3 and rumpus room windows having:
 - a) A sill height of at least 1.7 metres above the upper floor level;or
 - b) Fixed, obscure glazing in any part of the window below 1.7 metre above the upper floor level; or
 - c) Permanently fixed external screens to at least 1.7 metres above the upper floor level and be no more than 25 per cent transparent; or
 - d) Other alternative screening measures to prevent overlooking to the satisfaction of the responsible authority.
 - c. No encroachment into the existing common property;
 - d. Dimensions on the Vehicle Swept Paths plan DWG No TP 11/ Date 12/12/19, and the vehicle movements being in accordance with AS2890;
 - e. Deletion of proposed easement E-2;
 - f. No fencing higher than 1.5 metres within 3 metres of the Bakers Gully Road lot boundary.
 - g. In relation to landscaping:
 - i. Landscaping being consistent with the vegetation management requirements identified within Table 6 in clause 53.02 within the Alpine Planning Scheme;



- ii. No landscaping higher than 900mm above natural ground level within any truncation areas abutting the vehicular accessway and driveway and in accordance with the other conditions within this permit.

Endorsed Plans

3. The layout of the site and the size of the proposed buildings and works must be generally in accordance with the endorsed plans which form part of this permit. The endorsed plans must not be altered or modified (whether or not to comply with any statute statutory rule or local law or for any other reason) without the consent of the responsible authority.
4. The layout of the subdivision as shown on the endorsed plan must not be altered or modified (whether or not in order to comply with any statute, statutory rule or Local Law, or for any other reason) without the prior written consent of the Responsible Authority.

Schedule of materials and colours required

5. Before the development starts, a schedule of construction materials, external finishes and colours must be submitted to and approved by the responsible authority. When approved, the schedule will be endorsed and will then form part of the permit.

Landscaping Works

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

Tree Protection During Construction

8. Before the development (including demolition) starts, a tree protection zone fence must be erected around the existing street tree from the base of the trunk to define a 'Tree Protection Zone'. The fence must be constructed of (star pickets and chain mesh or similar) to the satisfaction of the responsible authority. The tree protection fence must remain in place until construction is completed. The tree protection zone fencing is to be installed in accordance with Australian Standard AS 4970.

Regulation of Activities in Tree Protection Zone

9. No vehicular or pedestrian access, trenching or soil excavation is to occur within the Tree Protection Zone without the written consent of the responsible authority. No storage or dumping of tools, equipment or waste is to occur within the Tree Protection Zone.

**Street Tree**

10. No excavation is allowed within the drip line of any existing street tree unless otherwise approved by the responsible authority. This permit does not authorise the applicant to remove, trim or otherwise damage street trees within the vicinity of works. Should a tree be damaged, all replacement or arborist's costs shall be borne by the applicant.

Construction Site Storage Area

11. An area for the storage of construction materials must be designated prior to the arrival of equipment and materials onsite. Wherever possible, disturbed areas should be used rather than areas of good quality indigenous vegetation and significant stands of trees. At the completion of construction all excess materials must be removed and the site should be regenerated to the satisfaction of the responsible authority.

Mandatory Bushfire Condition

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

Mailboxes

13. Mailboxes must be provided and located for convenient access as required by Australia Post.

Screening requirement

14. Before the building(s) are occupied, a free-standing trellis (maximum 25 per cent openings) must be erected to a height above the existing fence on the northern boundary of the site in accordance with the endorsed plans, to restrict overlooking into the interior of the dwelling on the adjoining residential property to the satisfaction of the responsible authority.

Fencing

15. No fencing is permitted within the common property area to west of Dwelling (Unit) 1B.

Trellis Construction

16. The trellis required by condition 14. must be framed (and formed) and maintained to the satisfaction of the responsible authority.

Boundary Walls

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

**Garbage Storage**

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

Garbage Collection

18. The Body Corporate must provide a regular private waste collection including a regular collection of recyclable materials for the land to the satisfaction of the Responsible Authority. Council's waste collection contractor will not service the dwellings. This condition must be brought to the attention of all prospective purchasers of buildings to be constructed on the land by inclusion of a copy of the planning permit in the Vendors Statement affecting the land.

Waste Management Plan

19. Prior to the occupation of any of the buildings hereby approved, a waste management plan must be submitted to the Responsible Authority for approval. Such plan must provide details of regular garbage collection service to each of the dwellings on the subject land, including information regarding the type of refuse bins, type and size of trucks, means of accessing bins and frequency of refuse collection, to the satisfaction of the Responsible Authority. The collection of waste must only occur between 8:30am and 5pm.

Boundary fencing

20. Prior to the occupation of the buildings hereby approved boundary fences along the northern lot boundary behind the garage of the dwelling (unit) 1A must be a minimum of 1.8 metres high above the finished ground level(s) within the site within the 9 metre cone of vision of any approved ground floor north facing habitable room window which overlooks any existing habitable room window or secluded private open space.

Vehicle Manoeuvring

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

Subdivision Conditions**Existing Structures**

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

Common Property

23. Prior to the issue of a statement of compliance, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and



will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:

- a. No encroachment into the existing common property.
24. Prior to the issue of a statement of compliance, the submission and approval of a to scale and dimensioned plan and report identifying:
- a. The common area to be owned by the body corporate, including any streets and open space;
 - b. The reasons why the area should be commonly held;
 - c. Lots participating in the body corporate;
 - d. The proposed management arrangements including maintenance standards for streets and open spaces to be commonly held.

Fire Rated Walls

25. Prior to the issue of a statement of compliance, the integrity of the walls between all lots (fire rating and sealing of penetrations) and general compliance with the Building Regulations Code of Australia must be validated and certified by a Registered Building Surveyor. A written statement must be provided detailing such compliance.

Telecommunications

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



and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

General

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

Country Fire Association Conditions

Bushfire Management Plan to be Endorsed

31. The Bushfire Management Plan (Attachment 3 included with the application) must be endorsed to form part of the permit, be included as an annexure to the section 173 agreement and must not be altered unless agreed in writing by the CFA and the Responsible Authority.

Goulburn Murray Water Conditions

32. Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
33. All works within the subdivision must be done in accordance with EPA Publication 960 "Doing It Right on Subdivisions, Temporary Environmental Protection Measures for Subdivision Construction Sites", September 2004.
34. All stormwater discharged from the site must meet best management practice urban run-off objectives. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

Engineering Conditions

General Drainage

35. Any paved courtyards/paths must be graded/drained to prevent stormwater discharge into adjacent properties.
36. All roof water from buildings and surface water from paved areas must be collected and conveyed to a drainage easement or to the legal point of



discharge so as not to prevent stormwater nuisance to adjoining properties, to the satisfaction of the responsible authority.

37. Silt fencing material or straw hay bales (staked and keyed into the ground surface) must be placed at the bottom of the construction area prior to the commencement of construction to prevent storm water runoff entering a drainage line. Batters steeper than 2:1 (horizontal: vertical) must have a layer of straw over the entire batter to retain the topsoil.

Urban Drainage Works

38. Prior to issue of the Statement of Compliance or occupancy of buildings (whichever occurs first), all stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge by underground pipe to the satisfaction of the responsible authority. No effluent or polluted water of any type may be allowed to enter the Council's stormwater drainage system.

Drainage Discharge Plan

39. Prior to certification of the Plan of Subdivision or the commencement of buildings and works (whichever occurs first), a properly prepared drainage discharge plan with computations must be submitted to, and approved by, responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The information submitted must show the details listed in Council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual.

The information and plan must include:

- a. details of how the works on the land are to be drained and retarded;
- b. maximum discharge rate from the site to pre-development flow is to be determined by computation to the satisfaction of the responsible authority;
- c. independent connection points for drainage for each lot, including easements as required;
- d. underground pipe drains conveying stormwater to the legal point of discharge, the junction pit in Bakers Gully Rd south of Lewis Close;
- e. measures to enhance stormwater discharge quality from the site and protect downstream waterways, including the expected discharge quality emanating from the development.

Prior to issue of the Statement of Compliance or occupation of the buildings (whichever occurs first), all works constructed or carried out must be in accordance with the endorsed plans to the satisfaction of the responsible authority.



Urban Vehicle Crossing Requirements

40. Prior to issue of the Statement of Compliance or occupancy of the buildings (whichever occurs first), vehicular crossings shall be upgraded to provide an unbroken seal and be clear of loose stones to the satisfaction of the responsible authority.

Signs

41. Prior to the occupation of the dwelling on Lot 1B signs must be placed at the beginning of the driveway within the common property stating "All vehicles must enter and exit in forward direction.", to the satisfaction of the responsible authority.

Sight Lines

42. The sight line requirements of AS 2890.1:2004 Off Street Car Parking must be met by any landscaping, fencing or other construction at the front lot boundary of the site, to the satisfaction of the responsible authority.
43. The common property vehicular accessway and driveway to Lot 1A must have a corner splay or area at least 50 per cent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians. The area clear of visual obstructions may include landscaping less than 900mm in height.

Street Trees

44. The existing street trees must not be removed or damaged.

Prior to Commencement of Construction

45. Before any road/drainage works associated with the subdivision start, the following items must be satisfied:
 - a) Issue of the certified Plan of Subdivision
 - b) Approval of the construction plan
 - c) A road opening/crossing permit must be obtained from the Alpine Shire Council prior to working in or occupying the road reserve with construction equipment or materials.

**Defect identification - Council's Assets Condition Report**

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

Construction Management

47. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the responsible authority.
48. Appropriate measures must be implemented throughout the construction stage of the development to rectify / minimise mud, crushed rock or other debris being carried onto public roads from the subject land, to the satisfaction of the responsible authority.

Fees

49. In the event of any municipal roads, pathways or drainage works being constructed as a requirement of this permit the applicant must pay to Council Plan Checking Fees of 0.75% and Engineering Inspection Fees of 2.5% of the value of works prior to the statement of compliance being issued.

Expiry

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

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

End of Conditions

**Planning Notes:**

1. This permit does not authorise approval under the Building Act. It is the responsibility of the applicant to determine if a building permit is required for the proposed buildings and works.
2. A road opening/crossing permit must be obtained from the responsible authority prior to working in or occupying the road reserve with construction equipment or materials. Applications may be accessed from the Alpine Shire Council website.

**APPENDIX (b)**

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

State Planning Policy Framework

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

- 11.02-1S Supply of urban land
- 13.02-1S Bushfire planning
- 15.01-1S Urban Design
- 15.01-2S Building Design
- 15.01-3S Subdivision Design
- 15.01-5S Neighbourhood Character
- 16.01-1S Integrated housing
- 16.01-2S Location of residential development
- 16.01-3S Housing diversity

Local Planning Policy Framework

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

- 21.03-1 Townships and Villages
- 21.03-4 Built form and heritage
- 21.07-1 Bright
- 22.01-1 Battle-axe blocks policy
- 22.04-1 Infrastructure
- 22.04-4 Urban stormwater management

Zone

The subject land is zoned General Residential Zone.

Overlays

The subject land is covered entirely by the Bushfire Management Overlay - Schedule 1.

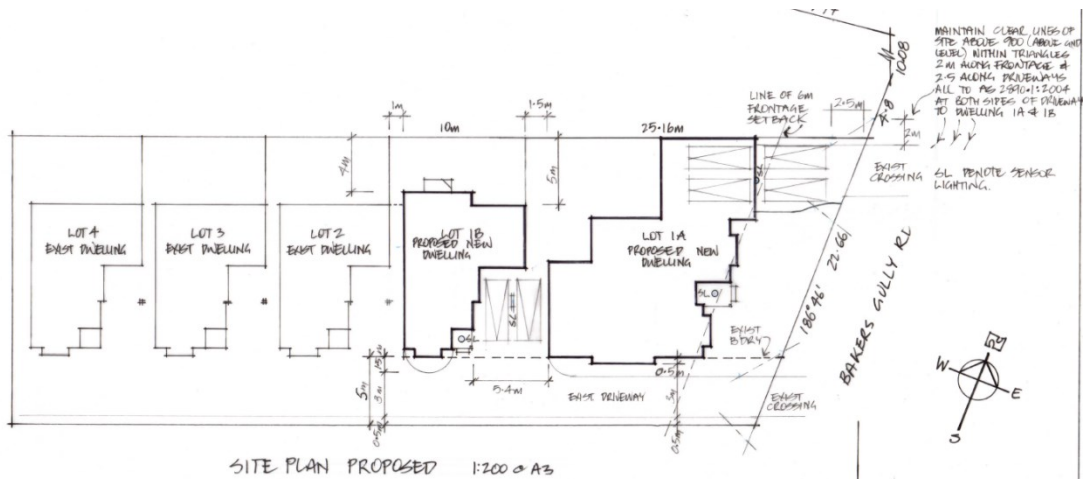
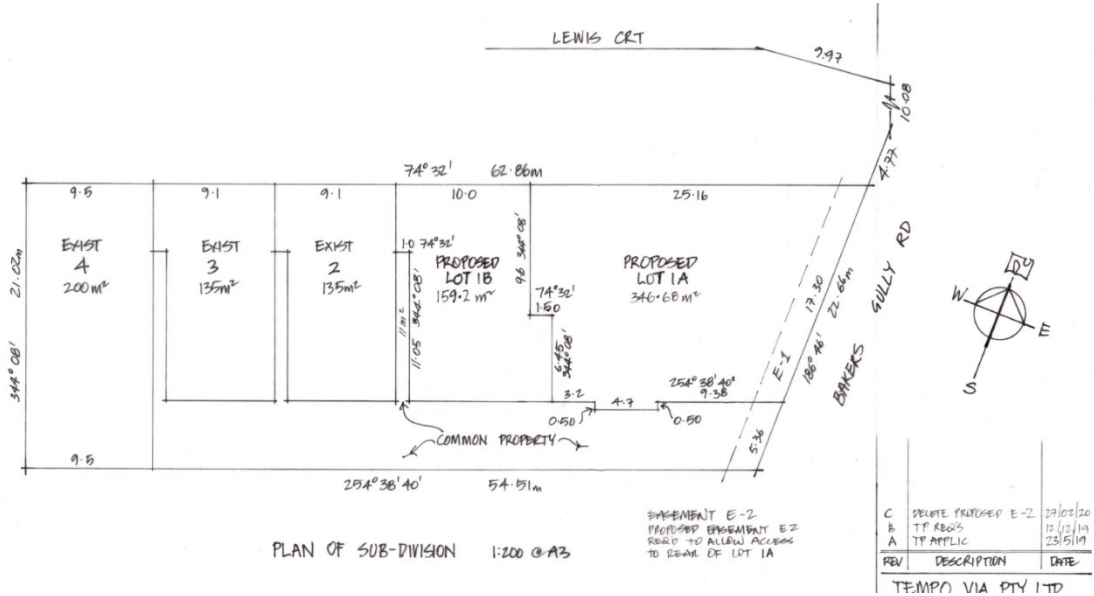
General Provisions

Clauses 65.01 and 65.02 within the Alpine Planning Scheme provides the decision guidelines.



APPENDIX (c)

Subdivision and development plans



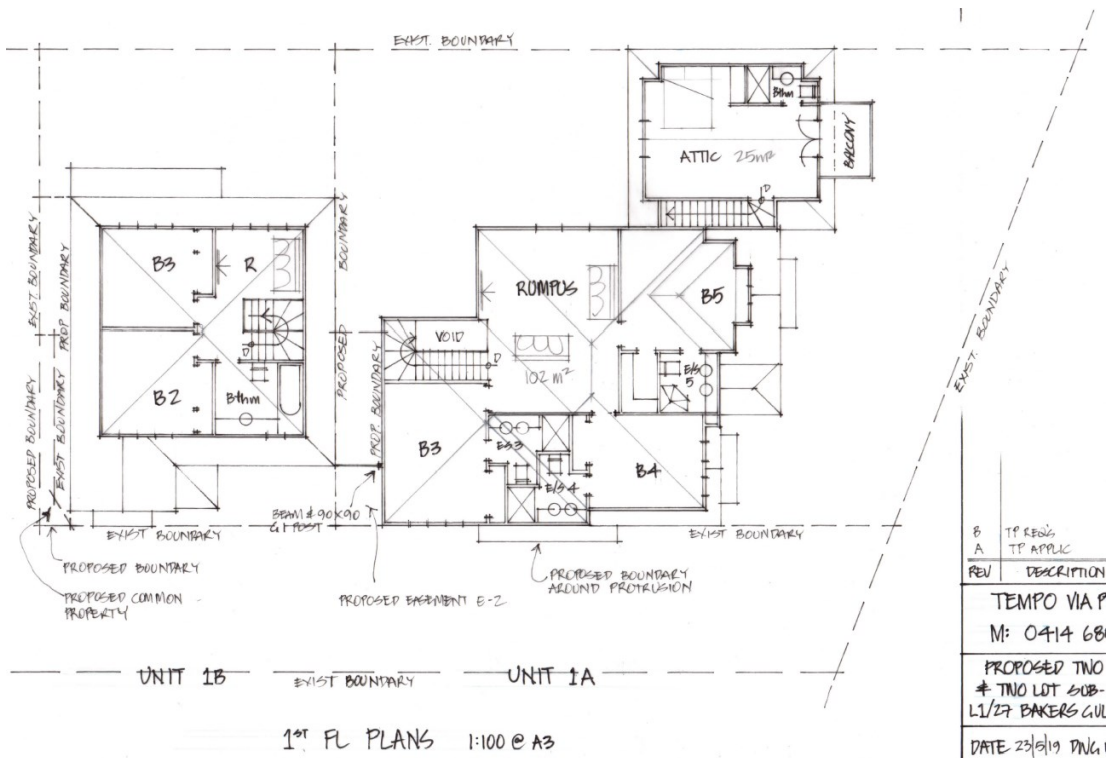
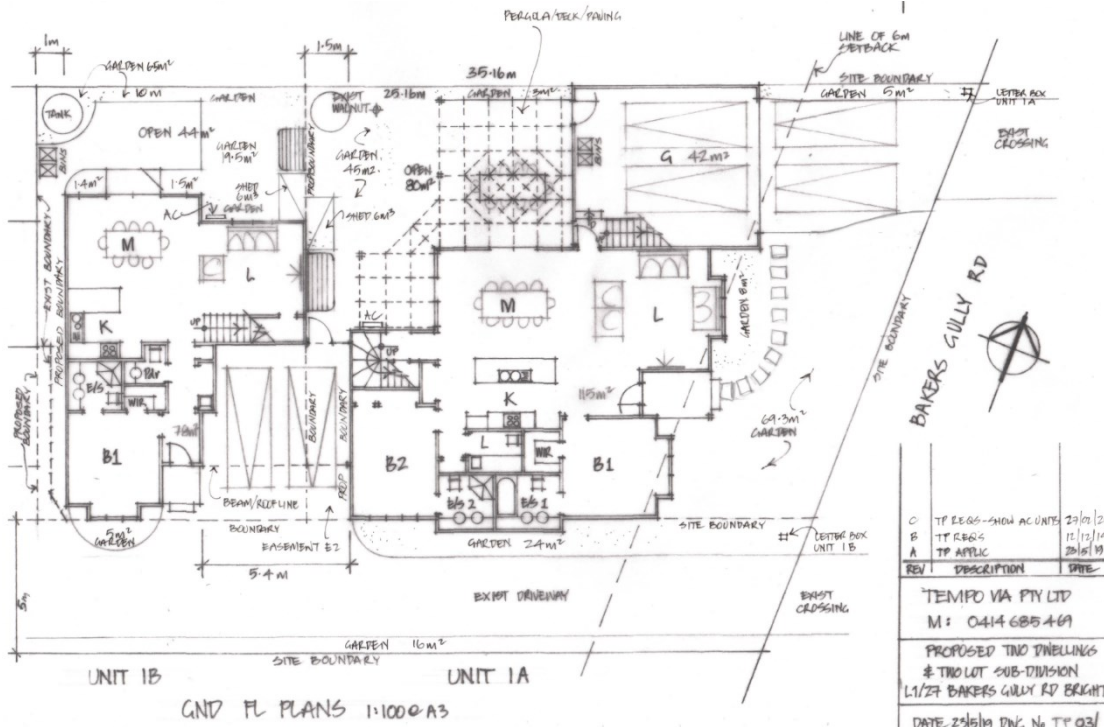
	DWELL FOOTPRINT	PORCH	GARAGE	CLPARKET	TOTALS
DWELL 1A	115	4	42	-	161
DWELL 1B	78	2	-	24	104
TOTALS	193	6	42	24	
SITE	512				
SITE COVER	(193+6+42) ÷ 512 = 47%				

COLOUR SCHEME	
ROOFS, FASCIA'S, GUTTERS & DIPS OVER SPACIA	COLORBOND WINDSPRAY
WALLS, DIPS ETC	DULUX MENISCUS & STRENGTH
PLINTHS & DIPS OVER PLINTHS	DULUX ITO

- REFER TO GND PL PLANS VIA TP 02/
FOR AREAS OF INDIVIDUAL GARAGES ETC

PERMEABILITY ANALYSIS			
ITEM	M²	PERM.	% SITE
SITE AREA	511	-	6
DRIVEWAY	31	?	-
GARDENS	159	Y	31.1
DECKS/PDS	124	Y	24.2
PARKING AREA	28	?	5.5
TOTAL PERMEABLE	283	Y	55.4

- GARDEN AREA DOES NOT INCLUDE GARDENS IN COMMON DRIVEWAY TO UNIT 1B.
- PERMEABILITY AREA ONLY INCLUDES GARDENS, DECKS & PRIVATE OPEN SPACE





NORTH ELEV UNIT 1A 1:100 @ A3

NW ELEV UNIT 1B 1:100 @ A3



EAST ELEV UNIT 1A 1:100 @ A3

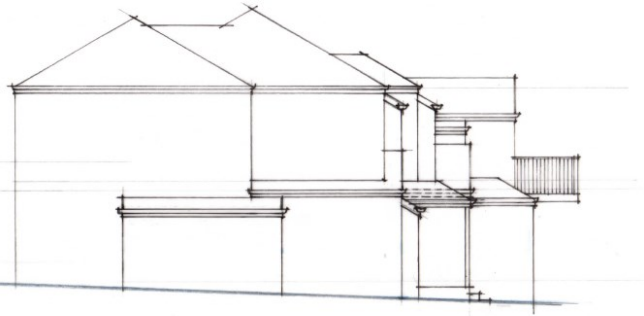
REV	DESCRIPTION	DATE
B	TP AMENDS CLARIFY	27/03/20
A	ALL Ht GARAGE WALL ELEV TP APPLIC	23/05/19

TEMPO VIA PTY LTD
M: 0414 685 469

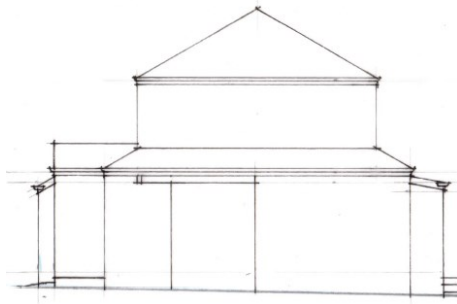
PROPOSED TWO DWELLINGS
TWO LOT SUB-DIVISION
L1/27 BAKERS GULLY RD BRIGHT



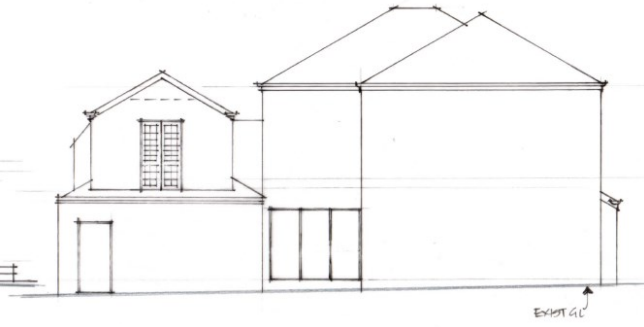
SOUTH ELEV UNIT 1B 1:100 @ A3



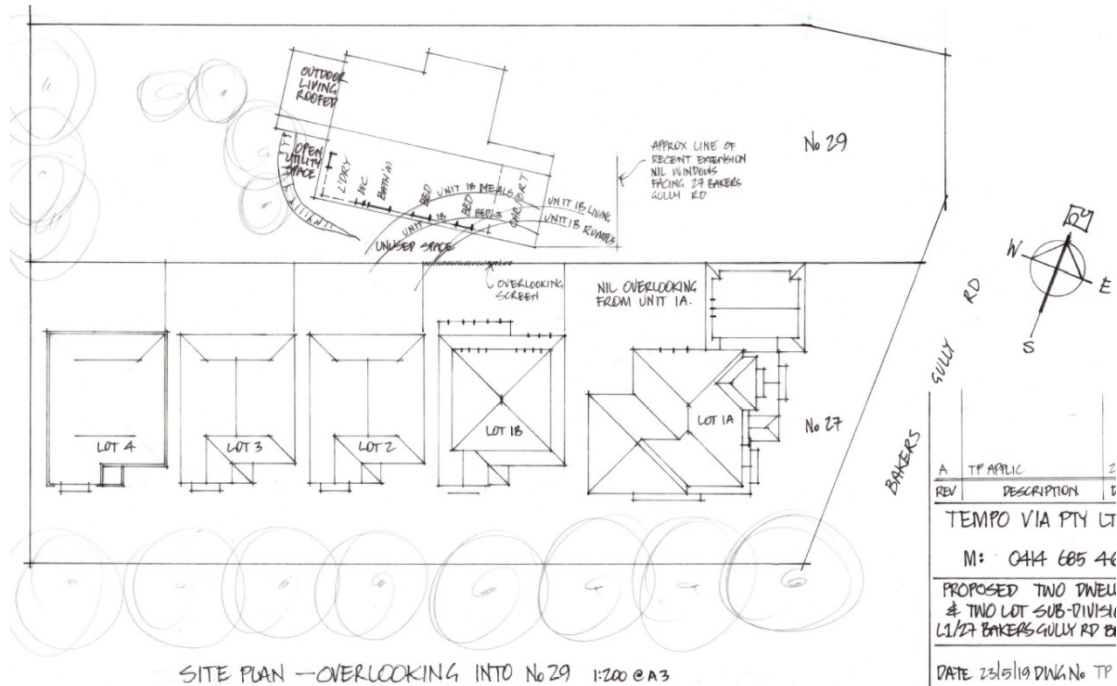
SOUTH ELEV UNIT 1A 1:100 @ A3



EAST ELEV UNIT 1B 1:100 @ A3

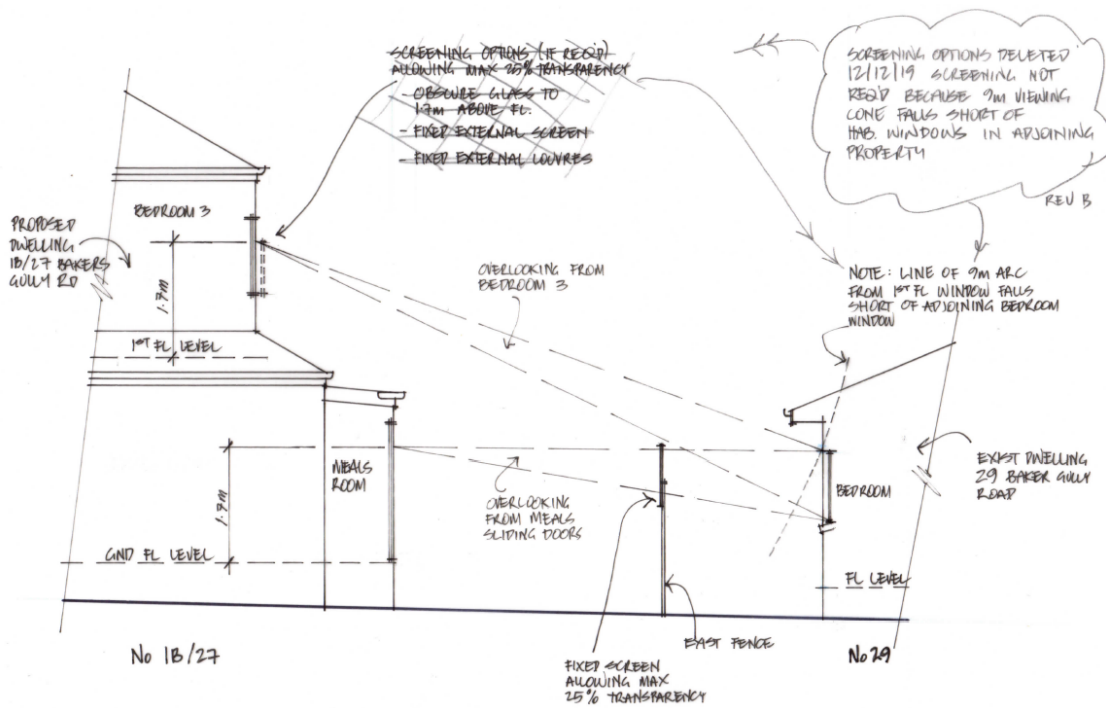


WEST ELEV UNIT 1A 1:100 @ A3

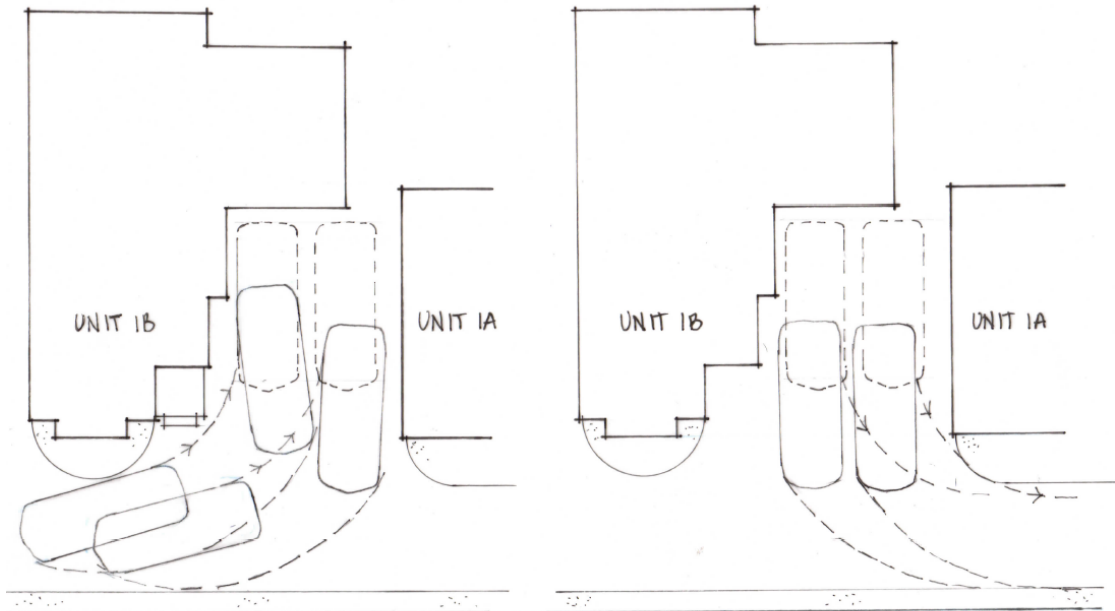
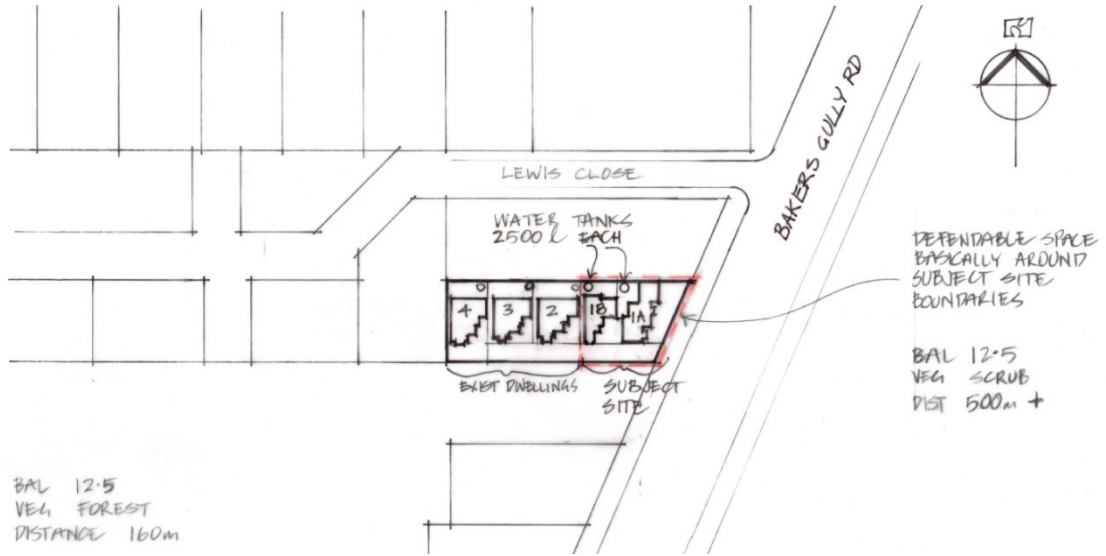


SITE PLAN --OVERLOOKING INTO No 29 1:200 @ A3

REV	DESCRIPTION	DATE
A	TEMPORARY PTY LT	
B	PROPOSED TWO DWELL & TWO LOT SUB-DIVISION L1/27 BAKERS GULLY RD	
	DATE 23/5/19 DWG No TP	



OVERLOOKING DETAIL 1:500 @ A3
(SHOWING WORST CASE BUT COVERING ALL CASES.)



ENTER SITE IN FORWARD DIRECTION

EXIT SITE IN FORWARD DIRECTION

VEHICLE SWEEP PATHS 1:100 @ A3

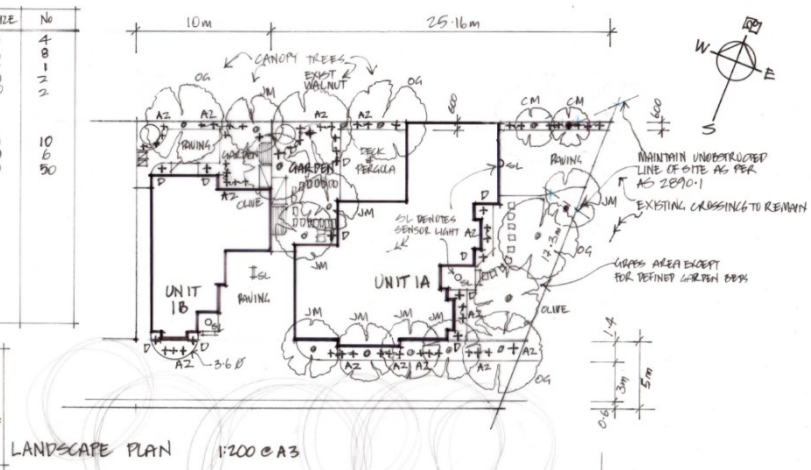


NAME	SYMBOL	H x Ø	POT SIZE	No
ACER RUBRON (OCT GLOBE)	OG	10x6	150	4
ACER FRAXINUM (OFT NARROW)	JM	5x4	150	8
JUGLANS (WALNUT)	EXSPT	5x5	EXSPT	1
OLIVE	CLVE	4x3	100	2
CRABE MYRTLE	CR	3x3	150	2
PAPINE OBORA	D	0.5x0.5	100	10
ACALYA AMBICHA ALBA	AZ-A	1.5x1.5	100	6
ACALYA RED WINGS	AZ	0.5x0.5	100	90
GROUND COVER PLANTS NUMEROUS NOT SHOWN INCLUDING - CLIVIAS - VIOLETS				

PROPOSED FENCING
 Nth BDRY NBRST OF GARAGE 1A - MIN 1.0M.
 Nth BDRY EAST OF GARAGE 1A - MAX 0.9M
 EAST BDRY - MAX 0.9M
 Sth BOUNDARIES - MAX 0.9 WITHIN 2.5M OF EAST BDRY MAX 1.0M ELSEWHERE

GENERAL NOTES

GARDEN EROSION	-	ISOKES TREATED PINE OR SIMILAR
GARDEN SOIL	-	MIN 100 DEEP TOP SOIL
MULCH	-	MIN 100 DEEP SEMI COMPOSTED
WATERING SYSTEM	-	MANUAL
PAVING TO SPACES	-	GRAVEL YELLOW OCHRE OR SIMILAR
PAVING DRIVEWAY	-	GRAVEL, BITUMEN OR CONCRETE TO OWNERS CHOICE - COLOURS YELLOW OCHRE CHARCOAL OR GREY AS APPLICABLE.



TP REQS. FENCING	27/02/20	
B SHOW CANOPY TREES CHANGE OG 4JM TO CG ALONG DRIVEWAY UNIT 1A		
A INITIAL ISSUE TP REQS	12/12/19	
REV	DESCRIPTION	DATE
TEMPO VIA PTY LTD		
MOB: 0414 685 469		
PROPOSED TWO DWELLINGS & TWO LOT SUB-DIVISION		



9 ASSEMBLY OF COUNCILLORS

INTRODUCTION

Section 80A of the *Local Government Act 1989* requires a written record of Assemblies of Councillors to be reported at an ordinary meeting of the Council and to be incorporated in the minutes of the Council meeting.

Cr Janas

Cr Knappstein

That the summary of the Assemblies of Councillor for March 2020 be received.

Carried

BACKGROUND

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

Date	Meeting
17 March	Briefing Session
25 March	Briefing Session
31 March	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – March 2020



10 GENERAL BUSINESS

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

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil

12 RECEPTION AND READING OF PETITIONS

Council has received a petition for a 50m swimming pool in Bright with a retractable roof.

A report will be tabled to the next Ordinary Council meeting in May 2020.



13 DOCUMENTS FOR SEALING

Cr Forsyth

Cr Janas

That the following documents be signed and sealed.

- 1. Alpine Shire Council Municipal Pandemic Plan adopted by the Municipal Emergency Management Planning Committee on 11 March 2020.*
- 2. S5 Instrument of Delegation to Chief Executive Officer dated 7 April 2020.*
- 3. S6 Instrument of Members of Council Staff.*

Carried

There being no further business the Chairperson declared the meeting closed at 8.59p.m

.....

Chairperson

Petition for a 50m swimming pool with retractable roof in Bright

Date: 1st November 2019

This petition draws to the attention of the Council:

The increase of individuals, groups and organizations who would thrive as a result of having a 50m swimming pool in Bright. Besides the recreational, athletic and rehabilitating advantages, such a facility would provide opportunities for social connections and community engagement. Both our Youth and older adults would have an affordable meeting point to engage and have fun. It even holds the potential to relieve our rivers off too much human traffic and the pollution that comes with it.

We the undersigned residents and ratepayers of the Alpine Shire formally request Council to:

Formulate a 5 – 10 year plan for the construction of a 50m swimming pool with retractable roof in Bright.

The contact person for this petition is:

Name: [REDACTED] Contact / Address: [REDACTED] Porepunkah, VIC 3740

Name <i>(please print full name)</i>	Address <i>(please write residential address)</i>	Signature

COUNCIL POLICY

Asset Management

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy number 49	Status Draft for adoption	Approved by Council
Date approved	Next review date 2024	
Directorate Assets	Department Asset Maintenance	Internal / External External

Contents

1. Purpose	4
2. Scope	4
3. Policy details	4
3.1 Asset Management Framework	4
3.2 Asset Management Principles	4
4. Roles and responsibilities	5
5. Human Rights Charter compatibility	6
6. Supporting documents	6
7. Definitions	7
8. Approval	8

REVISION RECORD

Date	Version	Revision description
05/11/2003	1.0	Adopted
04/04/2006	1.1	Amended
03/11/2010	1.2	Reviewed, amended and endorsed
22/4/2020	1.3	Reviewed, amended and endorsed
05/05/2020	2.0	Version 2.0 for adoption by Council

DRAFT

1. Purpose

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

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

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

2. Scope

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

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

3. Policy details

3.1 Asset Management Framework

Council's Asset Management Policy supports a Framework that:

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

3.2 Asset Management Principles

The framework will be based on the following principles:

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

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

4. Roles and responsibilities

Responsibility	Role / Position
Council	<p>Endorse the Asset Management Policy.</p> <p>Act as stewards for all Council assets on behalf of the community.</p> <p>Ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management into the corporate governance framework.</p>
Executive Leadership Team	<p>Ensure that the Asset Management Policy, Strategy and Plans are integrated into the corporate governance framework.</p> <p>Continually embed and promote Asset Management across the organisation.</p> <p>Foster, support and actively participate in a cross-functional Asset Management Steering Group.</p> <p>Ensure the organisation has the appropriate Asset Management capability to deliver the Asset Management Framework.</p> <p>Endorse the Asset Management Strategy and Asset Management Framework.</p> <p>Ensure that the financial requirements and projections for Renewal, Upgrade, New and Disposal of assets are incorporated into the Strategic Resource Plan and Long-Term Financial Plan consistent with Asset Management Plans.</p> <p>Accountable for overall organisational Asset Management and Service Planning performance.</p>

Responsibility	Role / Position
Asset Management Steering Committee	<p>Oversees the development and implementation of the Asset Management Framework.</p> <p>Works towards advancing the organisation's asset management practices to achieve Core Maturity in accordance with the International Infrastructure Management Manual.</p> <p>Monitors performance against the Asset Management Strategy – Strategic Action Plan</p> <p>Reviews and endorses the asset renewal program and develops options to meet the renewal gap.</p>

5. Human Rights Charter compatibility

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

6. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

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

Related Guidelines, Operational Directives or Policies

- Council Plan 2017-21
- Asset Management Strategy
- Asset Management Plans
- Municipal Road Management Plan
- Long Term Financial Plan

Related Procedures

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

7. Definitions

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

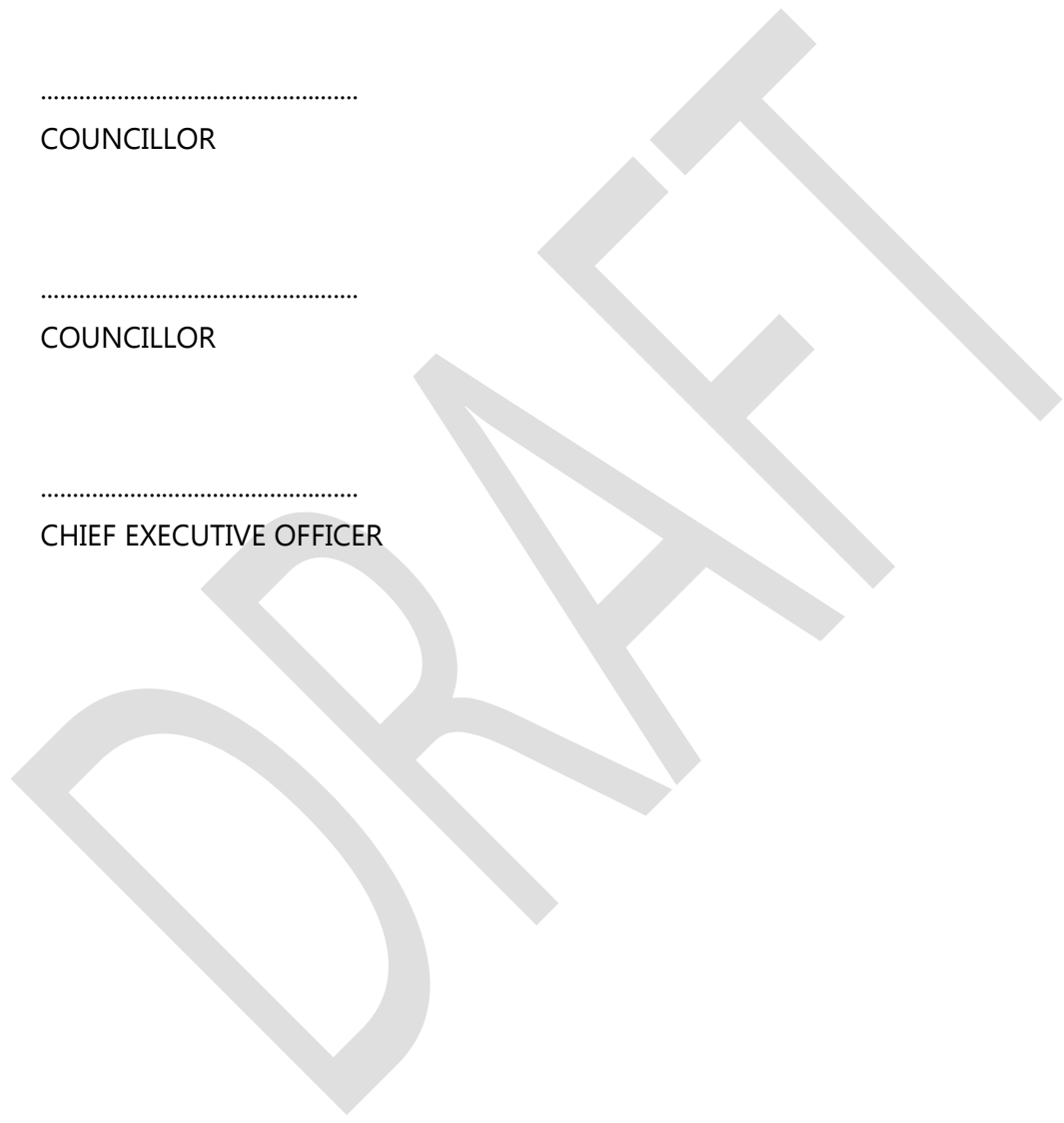
8. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this day of
.....2020 in the
presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER





WASTE WISE EVENTS IN THE ALPINE SHIRE



ALPINE
SHIRE COUNCIL

WASTE WISE EVENTS IN THE ALPINE SHIRE

The Alpine Shire is home to a significant number of diverse events all year round.

Celebrations of our regional food and wine, nature-based events, music and arts festivals, a diverse range of running, riding and sporting events and smaller community-based occasions, all contribute vibrancy to our townships and public spaces and provide something for everyone.

Council recognises that these events generate waste and is committed to doing more to decrease the impact of this waste on the local community and environment. Working alongside event organisers, community groups and other stakeholders, Council will build capacity and provide resources and infrastructure to minimise waste generated at events and increase the use and recovery of sustainable materials.

BENEFITS OF AVOIDING WASTE

- ✓ Reduce waste to landfill
- ✓ Preserve our rivers and waterways and protect our native vegetation and fauna from litter and rubbish
- ✓ Reduce the impact on our natural resources by using sustainable materials
- ✓ Meet community expectations and respond to the need for us all to do 'our bit'
- ✓ Reduce the impact of your event on the environment

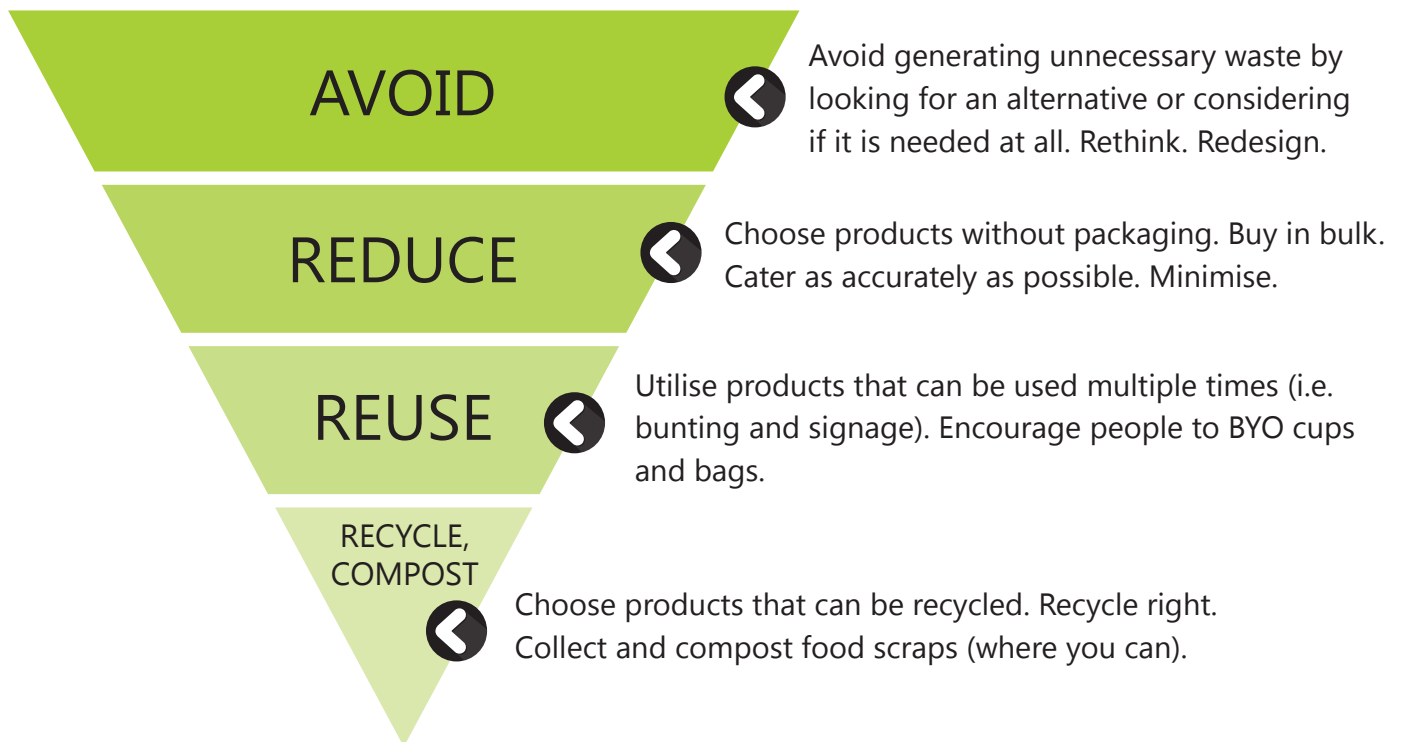


The choices we make in what we buy, how we use products and how we dispose of them is central to improving the way we manage waste in Australia.

(National Waste Policy, 2018).

WASTE HIERARCHY

The requirements for 'waste wise' events in the Alpine Shire are based on the waste hierarchy. "The waste hierarchy ranks waste management options in order of their general environmental desirability" (WA EPA, 2013), with the most preferred option being 'avoidance' and the least preferred option 'disposal to landfill'.



ABOUT THIS GUIDE

This guide details Council's waste management requirements for events receiving Council support and for those being held on Council owned or managed land and facilities.

It goes beyond the provision of waste and recycling bins, rather listing actions for delivering 'waste wise events' and moving towards realising a goal of 'zero waste to landfill' from events. Council recognises that it will be a process to realise this goal and that the requirements (the actions) set out in the guide are a first step.

Council acknowledges that the guide outlines new requirements for planning and delivering events in the Alpine Shire and encourages event organisers to utilise the resources listed at the end of the guide and seek support from Council wherever needed.

The waste sector is a dynamic one. As such, this guide and requirements for events will be updated regularly to reflect new developments and opportunities for avoiding waste.

TIPS FOR YOUR WASTE WISE EVENT

Before your event:

- ✔ Think about ways your event can avoid generating waste. Begin the process early. Remember waste is everybody's responsibility, so work with everyone involved, including food vendors, contractors and suppliers, and communicate your message. Use this guide and the waste questions in the event permit application as a conversation starter.
 - ✔ After identifying waste that can be avoided, reduced and reused at your event, identify the type and quantity of waste your event will generate and your plans to collect and remove it.
- How many recycling and general waste bins will be needed? Use the fact sheet on Council's website as a guide.
 - Do other special bins need to be provided i.e. cigarette butt or food collection containers?
 - Where will your general waste and recycling stations be located? Consider how people will move around your event and where food vendors and seating will be located (if applicable).
 - How will the general waste and recycling be removed? Talk to Council if you have any questions.

TIPS CONTINUED

During your event:

- ✔ Monitor bins. Overflowing bins contribute to incorrect use, have potential to create litter and will make your event unsightly. Use spares if bins are becoming full or for larger events, speak with Council about having a contractor empty bins during your event.
- ✔ Check recycling bins are being used correctly and that there is no contamination. Use signage to help people make the right choice.
- ✔ Monitor litter. Clean up and relocate bins as needed if there are litter hotspots. Be sure to keep bins in pairs – general waste with recycling – this helps with correct use.
- ✔ Make announcements encouraging people to use the correct bin. Remember, waste is everyone's responsibility.
- ✔ Monitor food vendors and stall holders – make sure they are doing what you have agreed to and are avoiding unnecessary waste.

After your event:

- ✔ Complete a waste evaluation. Did your plan to avoid waste work? Did you generate unexpected waste? Are there alternatives you could use to avoid waste typically destined for landfill?

Tips:

- ✔ Events of all sizes and types can be 'waste wise' and work towards sending no waste to landfill. Think about the type of waste that will be generated and what alternatives could be used for waste typically destined for landfill.
- ✔ For larger events, make budget allowances for waste management to source resources to avoid and reduce waste and to collect and remove waste in the most waste wise way possible.
- ✔ Understand the different labels – compostable, biodegradable, recyclable. More information is available on Council's website www.alpineshire.vic.gov.au/waste-wise-events.
- ✔ If you have held your event before, consider setting a goal for what you would like to improve from last time i.e. no plastic bottles, collect food waste for composting, no single use merchandise offered.



'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

The following table details the requirements for holding events on Council owned or managed land and facilities or for events receiving Council support (financial or in-kind). Examples of 'other options' are offered for event organisers who already have waste wise practices or wish to do more to make their event waste wise and move towards achieving zero waste to landfill from events.

1. Commit to holding a waste wise event

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> ✓ Make the commitment to avoid and reduce waste at your event. ✓ Communicate with vendors about your commitment and the importance of everyone working together. 	<ul style="list-style-type: none"> ✓ Work directly with each stallholder and vendor to ensure they help achieve your waste wise commitment and consider only working with stallholders and vendors who have sustainable products and practices. ✓ Consider nominating a waste champion to be responsible for waste wise planning, monitoring and management, including taking responsibility for post-event checks and evaluations. ✓ Explore adding waste wise information to ticketing and pre event communication (i.e. remind people to bring their own refillable water bottle and reusable cups). 	<ul style="list-style-type: none"> ✓ Make announcements during your event to inform patrons of your waste wise efforts and how they can help. ✓ Direct food vendors and stallholders to resources that can help them choose the most sustainable products. A list to start the process is available online at www.alpineshire.vic.gov.au/waste-wise-events.

2. Complete the waste plan in the event permit application

The complexity of a waste plan will differ depending on the size and nature of an event. Talk to a Council officer for help.

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<p>Waste information needed in your event application includes:</p> <ul style="list-style-type: none"> ✓ Details of your waste wise commitment and the actions your event will take to avoid waste. ✓ Details about the number of general waste and recycling bins to be provided, ensuring an adequate amount for event attendees and event type. ✓ Site map specifying bin placement. ✓ If not organised by Council, details of waste removal arrangements, including who, how and when. It is a Council requirement to keep recyclable material separate from material going to landfill. 	<ul style="list-style-type: none"> ✓ When developing your plan, consider using volunteers to assist patrons use the right bin and recycle right. ✓ Share your waste plan with all stakeholders of your event so everyone understands your commitment 	<ul style="list-style-type: none"> ✓ Strategically placed bins, with clear signage helps people correctly separate waste to landfill from recyclable material and will help you achieve your waste wise event. ✓ Images work well. Consider educational signage at bin stations to encourage correct bin usage. ✓ If you have held your event before, review previous years waste to help in planning for the number and type of bins.

'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

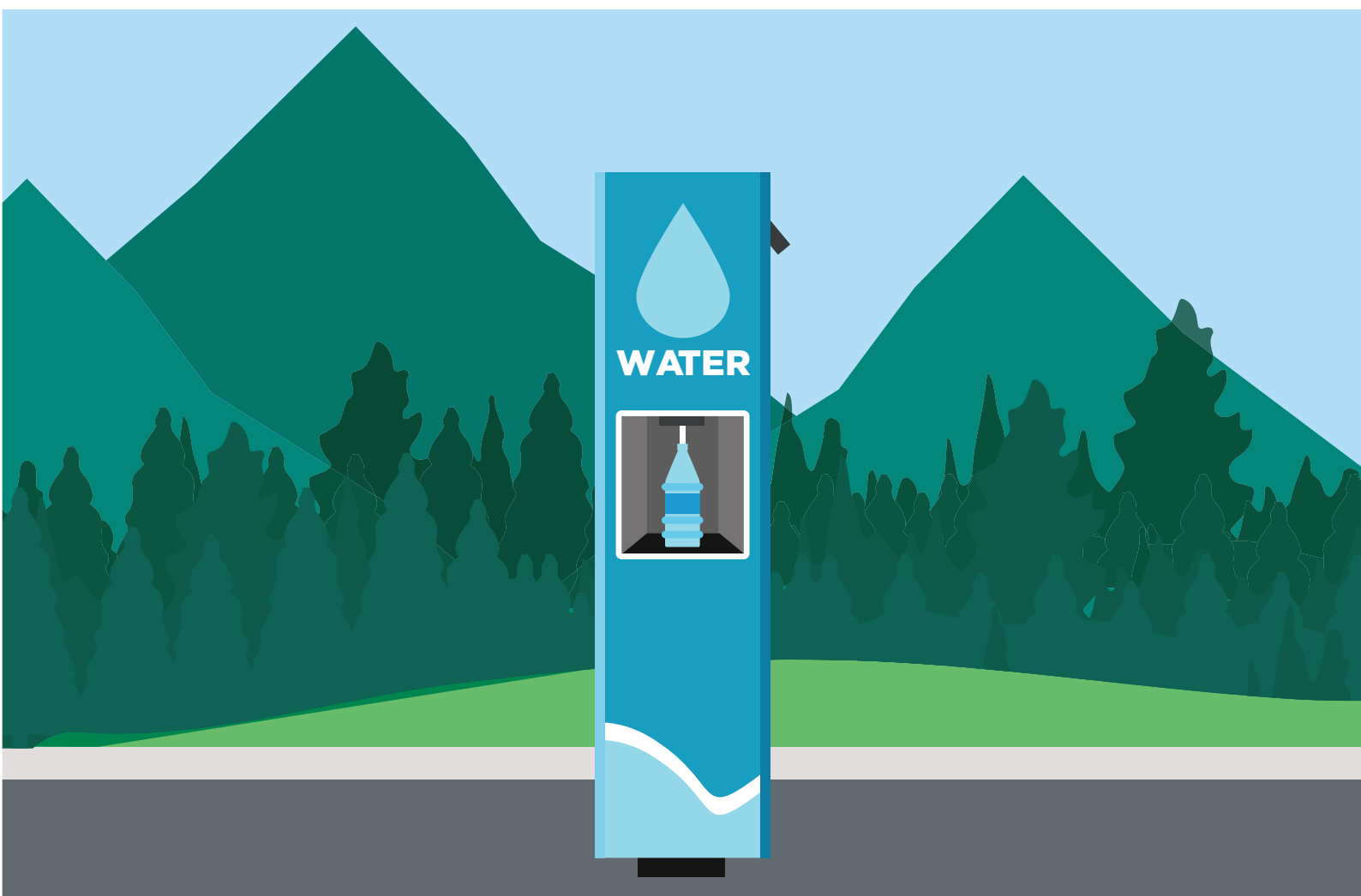
3. Avoid single use plastic and products

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> ✔ Coffee cups – accept BYO cups and consider offering an incentive for people using them or disincentive for those not. ✔ Water bottles - encourage people to bring their own refillable water bottle. Consider selling reusable bottles and avoid the use of single-use plastic bottles. ✔ Plastic cups – where possible use reusable options, consider if people could purchase or pay a deposit for one. ✔ Bags – if bags are offered only provide reusable ones. Remember lightweight plastic shopping bags have been banned since 1st November 2019. ✔ Straws – avoid the use of straws. If requested sell reusable ones or provide paper options (storing them out of sight). 	<ul style="list-style-type: none"> ✔ Water – provide a water station for people to refill their own water bottles (refer to the resources list for where to source one). ✔ Food wares, such as plates, cups and cutlery - encourage people to bring their own where possible or offer reusable ones; people could purchase or provide a deposit for the use. ✔ Condiments - consider avoiding single use condiments (i.e. salt and pepper, sauces, sugar sachets) (where appropriate and ensuring food safety requirements are met). ✔ Single use handouts and merchandise - avoid all single use handouts and merchandise (i.e. balloons, plastic toys). 	<ul style="list-style-type: none"> ✔ Use ribbons, bubbles and decorative plants as alternative decorations to balloons and streamers. ✔ Store straws and condiments behind the serving area, only provide if asked. ✔ Learn about alternatives to single use plastics and products. Research them online or refer to www.alpineshire.vic.gov.au/waste-wise-events. ✔ Only provide lids on hot drink cups when requested.

3. Avoid single use plastic and products: continued

MINIMUM REQUIREMENTS CONTINUED:

- ✓ Balloons – avoid the use of balloons. No balloons can be released outdoors.
- ✓ Polystyrene cups and products – do not use. Use 100% compostable or recyclable products as an alternative.
- ✓ Stirring sticks – provide and wash spoons or stirrers or provide wooden sticks (which can be collected for an organics bin).
- ✓ Course markings (i.e. bunting and barrier tape) – where possible utilise reusable options, roll them up and keep them for next time. Non-reusable course markings must be removed from the site and disposed of in the most sustainable way possible.



'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

4. Recycle right – avoid contamination. It is a Council requirement that recycling and general waste to be landfilled be removed separately.

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> ✓ Provide adequate number of recycling bins for event attendees. Recycling bins must be paired with general waste bins; there must be the same number of each. ✓ Monitor recycling bins at your event to ensure the correct use. Make announcements if patrons are not recycling right. 	<ul style="list-style-type: none"> ✓ Use waste volunteers to roam your event to assist patrons with correct disposal of waste and recyclables. ✓ Increase the amount of reusable products used/ supplied to reduce the amount of recyclables generated. 	<ul style="list-style-type: none"> ✓ Empty bins throughout your event (as needed) to prevent bins overflowing and causing incorrect disposal. ✓ When planning your event, consider vendors' recycling requirements (in addition to patrons' recycling needs). Consider providing a skip bin for vendors so they can recycle right. ✓ During the clean up at the end of your event, ensure only recyclable items go into the recycling bin.

PLACE LID IN RECYCLING BIN



PLACE CUP IN
GENERAL WASTE BIN

5. Maintain a litter free event – A litter free space helps your event look and feel better.

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> ✓ Monitor litter for the duration of your event. Move bins/ place additional bins in a particular area if litter is a problem. Make sure bins are kept in pairs (general waste and recycling). ✓ Plan for how patrons will safely dispose of cigarette butts. Consider handing out personal butt ashtrays. ✓ Leave your event site clear of all litter at the event conclusion. ✓ Hard to clean up waste, such as confetti, is not permitted. 	<ul style="list-style-type: none"> ✓ Consider using volunteers to monitor waste at your event and to help place waste and recyclables in the correct bins. 	<ul style="list-style-type: none"> ✓ Consider moving bins to car parks and exits at the end of your event to encourage correct waste disposal as patrons leave the event.

6. Review and submit a waste evaluation

BASIC REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> ✓ Complete a waste evaluation at the conclusion of your event, using the provided template from Council. Evaluations must be submitted to Council. 	<ul style="list-style-type: none"> ✓ Review your waste plan and note down comments and ideas for your next event. Continually learn and take steps to avoid waste at your event. 	<ul style="list-style-type: none"> ✓ Talk to Council if you would like help to complete the waste evaluation to identify opportunities for making more positive changes next time you hold your event. ✓ Research waste wise events and being plastic wise online. Learn from other events.

'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

FOOD WASTE

While Council does not currently offer an organics bin service for food waste, there are still actions you can take to minimise food waste going to landfill. Cater as accurately as possible, take RSVPs if you can. Arrange for food waste to be collected and composted, consider speaking with a waste contractor and/or local community garden or farmer.

SINGLE-USE PLASTICS – WHAT ARE THEY AND WHY ARE THEY ARE PROBLEM

Single use plastics are disposable items generally only used once - think straws, plastic water bottles, take away coffee cups, plastic utensils, balloons. *"Plastics, when they enter our environment, break up into smaller and smaller pieces, becoming micro-plastic – it does not biodegrade"* (Sustainability Victoria, 2018). Micro-plastics can pollute the environment, enter our waterways and when ingested by animals, can cause serious harm and death.

Plastics also easily become litter and when sent to landfill, contribute to greenhouse gas emissions and climate change. Even plastics labeled biodegradable or degradable can pose problems for the environment.

For more information on plastics and choosing the right type visit Council's website for more information at www.alpineshire.vic.gov.au/waste-wise-events.



FREQUENTLY ASKED QUESTIONS

Do I need to submit a waste plan for our event?

Yes. All events held on Council owned or managed land and facilities must submit a waste plan to Council to receive an event permit or to book a Council facility. The complexity of the waste plan will be different depending on the size and nature of the event and if food vendors will be involved. The event permit application has the questions that comprise your waste plan.

Can food and drink be served in cups and containers provided by customers?

Yes. As long as the cups and containers are clean and fit for the intended use, Victorian Food safety regulations do not prohibit food businesses from serving food or drink in a container provided by a customer. For more information refer to www.foodstandards.gov.au clause 9.

How do I wash reusable cups, cutlery and crockery to comply with the Food Standards Code?

Information on cleaning and sanitising eating and drinking utensils is available in A Guide to the Food Safety Standards, 3rd edition (2016), appendix 6. Council's Environmental Health Officers can provide advice as well.

Can takeaway coffee cups be put into Council recycling bins?

Paper cup – No. Paper cups have a waterproof lining (made from plastic or wax) and need to be put in the general waste bin.

Plastic lid – Yes. Plastic lids can be recycled.

Compostable cup and lid – No. Compostable cups and lids can be sent to a commercial composting facility or need to be disposed of in the general waste bin.

Can disposable plates and cutlery be put into Council recycling bins?

Plastic plates and cutlery – Yes. As long as there is no food left on them, they can be recycled.

Plastic cups – Yes. Plastic cups can be recycled as long as they are completely empty.

Polystyrene cups – No. Polystyrene cups need to be disposed of in the general waste bin.

Bamboo plates and cutlery – No. They can be sent to a commercial composting facility or need to be disposed of in general waste bin.

Can I hire a portable water bottle refill station?

Yes. Locally, the Myrtleford and District Landcare and Sustainability Group have a portable water bottle refill station for hire. To find out more and check availability contact Steve (at the Myrtleford Cycle Centre) (03) 5752 1511, Clare on 0439 488 378 or Glenda on 0447 650 403.

North East Water offer three options for water station hire for events. Visit www.newater.com.au/what-we-do/sponsorship to find out more.

MORE RESOURCES

- ✔ Visit Council's website www.alpineshire.vic.gov.au/waste-wise-events.
- ✔ Connect with local groups* providing support and education about minimising waste and single-use plastic.

Upper Ovens Sustainability Group:

The group has developed a toolkit to help event organisers plan and consider waste reduction and waste avoidance. Linked to the toolkit is a resource library of reusable items (i.e. mugs, cutlery, plates, cups) available for loan by other event organisers to help avoid the use of single use items. Visit sustainableupperovens.org.au or contact info@sustainableupperovens.org.au.

Myrtleford and District Landcare and Sustainability Group:

The group has a water refill station available for hire. For more information contact Steve (at the Myrtleford Cycle Centre) on (03) 5752 1511, Clare on 0439 488 378 or Glenda on 0477 650 403.

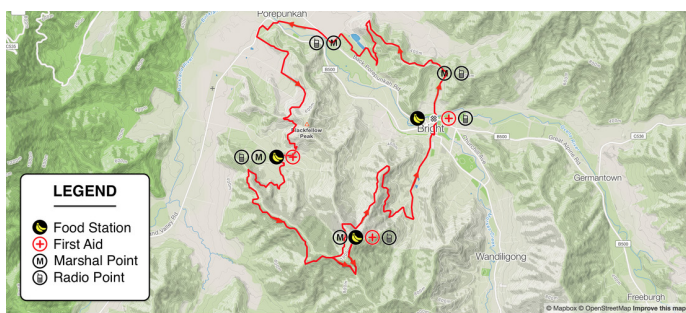
*If you are a local Alpine Shire community group and provide resources to assist event organisers to plan and deliver events that avoid and reduce waste please contact Council.

Sources:

Alpine Shire Council recognises a range of online resources used to develop this guide as well as conversations with staff from other Local Government Areas.

Surf Coast Shire Council, The Boomerang Alliance, WA EPA, Ecorecycle waste wise toolkit, Zerowaste Scotland, Zero Waste EU, Sustainability Victoria, National Waste Policy, Clean up Australia.

CASE STUDIES




5ZERO – BRIGHT BREWERY

What: A totally sustainable social bike challenge. All proceeds go to Alpine Community Plantation to help build and maintain the local bike trail network.

The challenge: To help people shift their mindset about the use of self-navigation techniques to make their way around the course.

The solution: Entrants traditionally rely on course markers like signage and bunting to navigate their way around the course. 5Zero asked their entrants to shift their thinking and use technology (Strava) and flour arrows on gravel roads to guide them around the course.

Benefits: Zero impact - no paper maps, zip ties, bunting, or signage. Also at a minimal cost and a much easier clean-up for organisers. Entrants congratulated 5Zero on doing things differently and some supported the event because of its zero-waste ethos.

 *As creative as you are in getting your event off the ground – put as much focus into your waste....”*




MAKE IT BAKE GROW IT MARKET

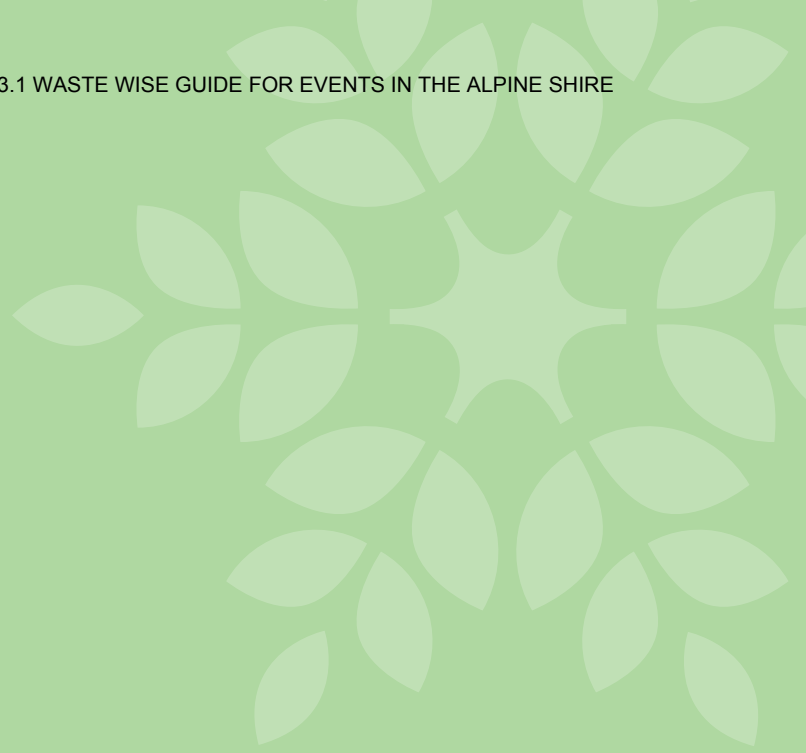
What: A local produce and craft market where all items are hand-made or hand-grown. This market has on average 1,000 visitors and 69 stall holders.

The challenge: Reducing the biggest waste item at the market – take-away coffee cups, most of which are consumed on-site.

The solution: The market works with the Sustainable Upper Ovens group who offer a Cup Library at the market. The Cup Library provides visitors with a cup washing service for free or donation. This reduces waste to landfill and in turn educates visitors to reuse or bring along their own reusable cup.

Benefits: With the cup library in place, up to 150 cups were not sent to landfill at a single market. The Cup Library is available to other event operators looking to reduce their waste.

 *Our sustainably-minded customers help to bring about change with our stallholders by helping them look to reduce waste or look for alternatives, like the Cup Library.”*



ALPINE
SHIRE COUNCIL



MINUTES

MEETING: Audit Committee Meeting No: 2019/20-4

HELD: Friday 28 February 2020
9.00am Members only session
9.37am Meeting

LOCATION: Committee Room
Bright Office

IN ATTENDANCE

Members:

Sue Lebish, Chair
Mark Anderson, via phone
Craig Covich
Gerard Moore
Cr John Forsyth
Cr Kitty Knappstein

Officers:

Charlie Bird, Chief Executive Officer
Nathalie Cooke, Director Corporate
Will Jeremy, Director Assets
Victoria Schmidt, Manager Corporate
Emma Woolaston, Project Officer Corporate in attendance until 10.55am
Kirsten McDonald, Health, Safety and Risk Officer
Clive Brooker, Engineering Consultant in attendance from 10.38am to 10.55am

Vision Statement:

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

AGENDA

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1. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE

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

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

2. APOLOGIES

Sinead Ryan

Will Jeremy, Director Assets

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. MINUTES FROM PREVIOUS MEETING

4.1 Confirmation of previous minutes

RECOMMENDATION

That the Minutes of Audit Committee Meeting No: 2018/19-3 held on 2 December 2019 be confirmed.

Moved: G Moore

Second: Cr Knappstein

CARRIED

Attachments

4.1 Minutes of Audit Committee Meeting No: 2018/19-3, 2 December 2019

4.2 Business arising from previous minutes

Nil

5. STANDING ITEMS

5.1 Progress of action sheet

INTRODUCTION

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

The Committee discussed the timing of the IT general controls actions and the current RFQ process for the ICT governance project given this item will be considered by Council's auditors.

The Committee discussed in detail how Council was identifying and addressing new and emerging risks including climate change, post bushfire environmental implications and community recovery, circular economy, legislative changes, councillor elections and future economic and community growth.

The Committee requested a report on emerging strategic risks.

RECOMMENDATION

That progress of the Action Sheet be noted.

NOTED

ACTION

- *Review risk register and provide regular updates on emerging strategic risks*

Attachments

- 5.1 Audit Committee Action Sheet

6. OFFICER REPORTS

6.1 2020/21 Budget Process and Timeframes

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Manager Corporate

INTRODUCTION

A key objective of Audit Committee is to ensure that Council's finances are soundly managed within its overall risk and governance framework. The purpose of this report is to provide the Audit Committee with an overview of the budget process for 2020/21 to provide assurance against this objective.

The Project Officer Corporate gave an overview of the annual budget preparation process and the Committee sought clarification on the process for identifying major projects, scenario modelling and long-term financial plan considerations.

RECOMMENDATION

That this report be noted.

NOTED

REPORT

Council sets out its strategic objectives, strategies, financials and strategic indicators in its Council Plan and Strategic Resource Plan at the beginning of each four-year Council term. The annual Budget is a key instrument within the Council Plan framework which outlines how Council will deliver its services, initiatives and financials in line with desired strategies in the year ahead.

The annual Budget is required to be adopted by Council by 30 June each year. As part of the process, Council is required to publish a draft Budget and call for submissions prior to adoption. Council adopts a rigorous process to ensure that the Budget is comprehensive, realistic, sustainable, prioritised and reflects community needs. Key steps in the Budget process are outlined below.

Pre-budget commencement

Council sustains ongoing dialogue with the community regarding needs and priorities through both proactive and reactive direct engagement, and via feedback from councillor representatives. A capital works pipeline is maintained and published on Council's website to reflect community desires and Council's view of priorities for ongoing feedback.

Budget commencement - manager led drafts – February

Templates are collated by Finance for distribution to managers showing last year's budget, this year's forecast and providing fields for this year's budgets on an account-by-account basis. Managers are provided with one month to draft account-level budgets and socialise these with their directors. Each account has an owner within the manager's team who collaborates with the manager to draft the account level budget.

Expenses are prepared with consideration to both year-on-year trends and actual bottom-up spending needs.

Fees, rates and charges are reviewed with regards to actual revenue required to cover costs, long term sustainability, the benefit of relevant services to the community, benchmarks compared to other councils, potential reputational harm / benefit, legislation where relevant, and suitable deterrence in the case of fines.

Internal budget briefing to directors and CEO – early March

The management team conducts an internal budget briefing where each manager presents an overview of changes and assumptions for challenge and cross-checking.

Long Term Financial Plan review – mid March

The draft Budget outcomes are modelled into Council's Long-Term Financial Plan with a view to ensuring long term sustainability. The model is sensitivity-tested to various assumptions including inflation, grants ratios and population growth, to determine that there is sufficient discretionary spend available to continue to generate new capital works into the future, under various scenarios. Last year's process determined that Council has approximately \$2.1m available per annum for discretionary spending on new and upgrade capital works on a sustainable basis.

Council briefings – February-March

Councillors are briefed on proposed budget inclusions, overall outcomes and long-term sustainability through February and March, and the budget is updated based on councillor input and feedback. Based on all input the full draft Budget document is circulated to councillors for final review.

Adoption of draft Budget and call for submissions – early April

The Council adopts the draft Budget at a formal meeting and the Budget is published on Council's website and made available at various Council locations. The Budget is open to submissions for 28 days. Council reviews submissions and prepares any questions for submitters.

Submissions hearing – late May

Submitters are invited to attend a (non-compulsory) hearing where they may support their submission and councillors may ask questions.

Submissions review – early June

Councillors regroup to discuss submissions and obtain any information needed to resolve a view on the final Budget.

Special Council meeting to adopt Budget – mid June

A Special Council meeting is scheduled to adopt the annual Budget.

KEY IMPLICATIONS

Legislative Compliance

The items that are to be included in the budget are specified under the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. Council uses the model budget and compliance checklist published by Local Government Victoria to ensure compliance.

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Non-compliance to legislative requirements	M	M	<ul style="list-style-type: none"> Utilise Local Government Victoria checklists Modelling and executive scrutiny to ensure adherence to rate capping requirements
Inadequate planning and management of finances	L	H	<ul style="list-style-type: none"> Bottom up process involving account owners Reviews conducted against prior year budgets, current year forecasts, and Strategic Resource Plan projections Briefings to encourage management and councillors to challenge estimates Long Term Financial Plan used as a key tool to model scenarios to ensure longer term sustainability

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainably
Audit Committee Charter	
Clause 5.1	Financial Report
Clause 5.3	Risk Management

CONCLUSION

Council has a rigorous process in place to ensure that its annual Budget is well prepared and compliant.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate

Attachments

Nil

6.2 Asset Management

Directorate: Assets

Department: Asset Maintenance

Manager: Chief Executive Officer

Author: Director Assets

INTRODUCTION

This report provides an update on Council's progress in implementing an improved framework and governance structure to move towards best practice in asset management.

Clive Brooker, Engineering Consultant, gave the Committee an overview of his assessment of the current status of Council's asset management system, including a review and update of the framework, establishment of a cross functional steering group to ensure buy-in to the updated system, acknowledgement that documents are out of date and gaps exist, the need to establish a source of truth for asset registers. The approach to reviewing the system will be pragmatic.

The Committee discussed the criticality of the asset register and how that will inform/impact Council's finance decisions. The importance of data, its completeness and accuracy, was recognised.

RECOMMENDATION

That the report be noted.

NOTED

BACKGROUND

Council has recognised the need to carry out a holistic review of its asset management framework and governance structure and to implement changes to address gaps in existing practices. This need is accentuated by the number of discrete audit actions which are outstanding and relate to asset management.

REPORT

Resources

Since the resignation of Council's Engineering Coordinator in October 2018, Council has struggled to recruit a suitably experienced resource to take custodianship of Council's asset management framework.

Council has recently completed a restructure of its engineering team, in doing so creating a dedicated asset management team under the leadership of a full-time Asset Management Coordinator.

An experienced external consultant, Clive Brooker, has been engaged and is now providing asset management support to Council. Recruitment for the position of Asset Management Coordinator will commence shortly with the aim to have this position filled from the start of the new financial year.

Asset Management and Governance Frameworks

Council's existing asset management framework has been reviewed, and the framework is currently being redefined drawing on best practice from within the Local Government sector.

The keystone document in the asset management framework is Council's Asset Management Policy. Redrafting of the existing policy is underway, with a target for adoption of the revised policy at the April 2020 Ordinary Council Meeting.

The establishment of a cross-functional Asset Management Steering Group has been agreed, to improve governance of asset management in Council. The Terms of Reference for this steering group are being prepared, and it is anticipated that this group will draw on expertise from across Council's departments, encouraging continuous improvement in asset management practices.

Asset Management Plans

Council's suite of asset management plans is currently incomplete. Existing plans are out of date and need to be reviewed and updated, whilst other asset classes require new plans to be developed.

Council has decided to use the National Asset Management Strategy Plus (NAMS.PLUS) suite of tools and resources to ensure the plans are developed consistently, based on a proven methodology which is widely accepted both in Australia and overseas and is aligned with the International Infrastructure Management Manual and ISO 55000.

NAMS.PLUS is an initiative of the Institute of Public Works Engineering Australasia (IPWEA) and is currently being successfully used by many Local Government Authorities in Australia including the Rural City of Wangaratta, City of Greater Geelong and Colac Otway Shire.

Asset Registers

Council currently holds asset data in a number of different systems, with each system holding different levels of detail and serving a different core purpose. A recent attempt to implement a system to consolidate all of Council's asset data in a single system (the 'source of truth for asset data') was unsuccessful and this software implementation project has been terminated.

The focus of Council's asset management team over the next 18 months will be on establishing a robust asset management framework with supporting governance structure and developing asset management plans across all assets. Over this period, asset data will be stored in excel spreadsheets, whilst the quality of the asset data is improved, and the asset management processes and procedures are embedded across the organisation.

Council will work towards procuring an off-the-shelf proprietary asset management system during the 2021/22 Financial Year.

KEY IMPLICATIONS

Legislative Compliance

The *Local Government Act 1989*, section 136, states that:

"A Council must manage financial risks prudently, having regard to economic circumstances ... including risks relating to the management and maintenance of assets."

And Section 140 states that:

"A Council has a duty to do all things necessary to ensure that adequate control is maintained over assets owned by or in the custody of the Council."

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
A poor understanding of our asset networks may result in an inability to provide the agreed level of service in a financially responsible manner.	H	H	<ul style="list-style-type: none"> Implement asset management and governance frameworks that provide a sustainable pathway to service delivery

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainably Identify and manage Council's risk
<i>Strategic Objective 4: Infrastructure and open space that our community is proud of</i>	
Strategies	Manage and maintain Council infrastructure Understand and plan for Council's asset renewal requirements
Audit Committee Charter	
Clause 8.2	Financial management and reporting
Clause 8.3	Risk management
Clause 8.4	Effective controls
Clause 8.7	External audit
Clause 8.9	Compliance

CONCLUSION

Council is committed to addressing recognised gaps in current asset management practices in order to move towards best practice. The recent restructure of the Asset Maintenance Team and the engagement of external resources to progress the development and implementation of an asset management framework and improved governance processes is evidence of this commitment.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Maintenance
- Asset Management Consultant

Attachments

Nil

6.3 Procurement Procedure Development

Directorate: Corporate

Department: Corporate

Manager: Chief Executive Officer

Author: Director Corporate

INTRODUCTION

Councils enter into contracts for a range of goods, services and works needed to deliver council services and infrastructure. It is essential that councils are achieving value for money for the community when carrying out procurement activities.

The Director Corporate advised the Committee that there is ongoing review of procurement practices within Council against guidance issued by Local Government Victoria. And that the issue of cumulative spend across departments has been identified as an area to be monitored and practices improved to ensure that Council policy and legislated spend thresholds are complied with.

RECOMMENDATION

That this report be noted.

NOTED

BACKGROUND

Under the *Local Government Act 1989* (the Act), councils must use resources efficiently and effectively and provide services in accordance with best-value principles to meet the needs of the local community and improve the quality of life in the local community.

Councils must also carry out all procurement activities in accordance with their procurement policies, and the public tender requirements in the Act.

To achieve this, the procurement activities of councils must provide:

- value for money
- open and fair competition
- accountability
- risk management
- probity and transparency
- social value

Section 186A of the Act also requires councils to prepare, approve and publish a procurement policy. Publishing Council's procurement policy assists in informing suppliers about Council's processes, increases confidence in Council's procurement activities and thereby improves the relationship between Council and its current and prospective suppliers. Publication can minimise negative perceptions and complaints, enhancing transparency and accountability in local government business. Council's Procurement Policy is reviewed annually, is current and externally published.

REPORT

Procurement Procedure Development

Council is in the process of developing procurement procedures to inform the consistent understanding of policy requirements and provide more detailed guidance. This is particularly important as council runs a decentralised model for procurement, whereby departments are empowered with autonomy and control over supply and process decisions, as well as procurement execution.

One of the downsides with this decentralised structure it is more difficult to identify and leverage total council spending and has led to inconsistent procurement performance across the council. Electronic finance systems, and effective adherence to financial delegation approval has gone a significant way to mitigating the risk of inappropriate procurement being undertaken. However, an issue with inconsistent understanding and application of cumulative spend processes and requirements have been identified.

Cumulative spend

Cumulative spend, as a term, has not been defined in our policy and is not defined in the Act. However local government guidance documents do discuss the aggregation of spend being a requirement prior to entering into contracts and that this should be undertaken during budgeting processes to assess future intended procurement aggregates to ensure that there is no unintended aggregation over thresholds for any one supplier.

These requirements will be clarified in the new procedure, the term cumulative spend defined and specific guidance given to enable the consistent application of processes.

Short term resourcing and training requirements

In addition, Council is currently seeking an external procurement officer to assist in the short term with the set-up of procurement activity for next financial year. Particularly to aggregate service spend within departments and put in place supplier panels to reduce current procurement administration.

Further training of Council officers with procurement responsibility will also be undertaken.

KEY IMPLICATIONS

Legislative Compliance

Section 186 of the *Local Government Act 1989* requires councils to undertake a competitive process to test the market by giving public notice before entering into a contract when the value of the contract is equal to or greater than:

- \$150,000 (including GST) for contracts for the purchase of goods or services; or
- \$200,000 (including GST) for contracts for the carrying out of works.

No direct contravention of this requirement has been found, with all contracts of values exceeding \$150,000 (including GST) being publicly notified under the threshold requirements of our policy and awarded at Council meeting.

However, clarification is being sought on the requirement to aggregate spend prior to entering into contracts, particularly for multiple contracts or engagements with a single supplier and the processes required to manage these.

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Cumulative spend thresholds may be exceeded resulting in a breach of the LGA 1989	M	M	<ul style="list-style-type: none"> Reporting has been designed to better identify when threshold levels are being approached Procurement procedure in development Implementation plan in development
Council does not leverage potential financial benefits associated with appropriate identification of spend thresholds	M	M	

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainably
	Identify and manage Council's risks
Audit Committee Charter	
Clause 8.2	Financial management and reporting
Clause 8.3	Risk management
Clause 8.4	Effective controls
Clause 8.5	Fraud, corruption and misconduct
Clause 8.9	Compliance

CONCLUSION

Council focuses on the continuous improvement of its functions. Some inconsistency has been identified in the cross organisational understanding of cumulative spend requirements. Council is working to rectify this issue with the development of a more detailed Procurement Procedure, additional resourcing to implement this procedure and staff training.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate

Attachments

Nil

6.4 Business Continuity Plan – Live Testing

Directorate: Corporate

Department: Corporate

Manager: Director Corporate

Author: Manager Corporate

INTRODUCTION

A key objective of Audit Committee is to advise Council in the effective conduct of its responsibilities within its overall risk and governance framework. These responsibilities include the development, management and periodic scenario testing of its business continuity and disaster recovery plans.

The bushfire events of January 2020 provided Council with an opportunity to “live-test” its business continuity plan across most functions of Council. The purpose of this report is to provide the Audit Committee with a report summarising the outcome of these live tests along with key learnings.

The Manager Corporate advised that Council had to live test its business continuity plans during the January 2020 bushfires specifically in relation to critical activities. The Committee discussed issues around public relations and communication both internally and externally. The assistance of neighbouring Council’s was acknowledged in allowing some critical functions eg. Customer service, to operate from their sites.

RECOMMENDATION

That this report be noted.

NOTED

BACKGROUND

Council’s Business Continuity Plan (BCP) forms a key pillar of the risk management framework as it outlines Council’s structured response to unforeseen events that may pose a direct threat to the delivery of Council business.

The BCP outlines the steps to be followed to resume critical Council activities in the event of a disruption. Council activities deemed critical are those which have been identified during the business impact assessment process as those which may have a serious impact on Council’s:

- employees and customers
- ability to perform essential services
- finances
- legal and compliance issues; and/or
- reputation.

The following critical business activities prioritised by maximum tolerable period of disruption (MTPD) are identified within the BCP:

MTPD	Business activity	Department
2 hours	Municipal emergency management communications officer (external emergency only)	Asset Maintenance
4 hours	IT: Communications systems	Corporate
	Management hierarchy – authority and delegation	Executive

MTPD	Business activity	Department
	Public relations, social media and website	Executive
1 day	Animal management - seizure of dogs (<i>Domestic Animals Act 1994</i>)	Building and Amenity
	Building compliance - enforcement of safety and building standards (<i>Building Act 1993</i>)	Building and Amenity
	Environmental Health - notifiable incidents (<i>Public Health and Wellbeing Act 2008 and Public Health and Wellbeing Regulations 2009</i>)	Building and Amenity
	Health and Safety – notifiable incidents (<i>Occupational Health and Safety Act 2004</i>)	Corporate
	School crossings	Facilities
	Snow clearing – Dinner Plain (Seasonal) – contracted service	Asset Maintenance
3 days	Accounts: payroll (payroll cycle dependent)	Corporate
	IT: Helpdesk	Corporate
	IT: core services (disaster recovery = loss of primary facilities eg. Bright Office/network to BO)	Corporate
	Reception services (excluding cash receipting)	Corporate
	Public bin collection (seasonal) – contracted service	Facilities
	Public facility cleaning – contracted service	Facilities
1 week	Project management	Asset Development
	Accounts: Supplier payments	Corporate
	IT: systems and network administration	Corporate
	Events administration – seasonal (Spring, Summer, Autumn)	Economic and Community Development
	Kerbside collection – contracted service	Facilities

REPORT

Scenario Testing of the BCP

A key part of maintaining an accurate and up to date BCP is the regular testing of various scenarios which could interrupt Council business and activate the BCP. In late 2019 the first scenario test was run to test how Council would resume the “1 day” critical activities from the Building, Amenity and Local laws functions in the event of:

- 1 loss of Council head office; and
- 2 loss of ICT infrastructure.

The results of that scenario test were reported to the Audit Committee in December 2019 and indicated that Council’s BCP provided for an adequate response to an interruption to Council services in this department.

Bushfires January 2020: Live Scenario Test

The bushfires of January 2020 provided Council with an unprecedented opportunity to “live-test” its BCP across every function and department of services that Council provides.

Over two weeks in January, Council services were shut down twice during normal working hours in response to or in anticipation of pending evacuation orders, thus activating the BCP. Council's direct response to this interruption of service is summarised below.

Council response to bushfire event as outlined in the BCP

1. Incident controller from Council was Charlie Bird who worked in conjunction with the official Incident Control team established by DEWLP at its Ovens facility.
2. Council's Municipal Emergency Management Team was activated which superseded the need for a business continuity incident management team.
3. Communications with the community were activated.

All "2 hours" and "4 hours" critical activities were established within the timeframes

4. Council services were closed from Friday 3 through Monday 6 January 2020.
5. A bushfire relief and information centre was established in the Myrtleford library.
The customer service team which had been classified as a "3 day" critical activity under our BCP, was successfully relocated to Myrtleford library on Friday 3 January and the functions of this team operated successfully from this remote location.
6. Other "1 day" critical functions include animal management, building compliance, environmental health, health and safety and school crossings. The animal management team were able to work remotely when Council offices were closed and there were no requirements for building compliance, environmental health, WorkSafe notifiable incidents or school crossings during the closure.

All "1 day" critical activities required were established within the timeframes

7. With other staffing deemed non-critical, Council employees were invited to follow their personal bushfire plans, and those who were able to work remotely on Friday and/or Monday were enabled to do so. Other services including libraries, Visitor Information Centres (VIC's), transfer stations and pools were closed, depending on the situation and staff availability.
8. One waste collection service on Monday the 6 January for Myrtleford was cancelled, frustrating some residents, but an additional collection was organised for later in the week. The waste collection services resumed after a one-day delay, meeting the BCP timeline for resuming the service within 3 days.
9. Other "3 day" critical activities including IT, accounts and public facility cleaning were fully operational within 1 day of the closure.

All "3 day" critical activities required were established within the timeframes

10. During the week of 6 January, it became apparent from the forecast that subsequent closures of Council facilities would be likely later in the week. In response to this risk, Council engaged with three other Councils (Indigo, Wodonga and Wangaratta) to establish working arrangements to allow Alpine employees to work from those locations if required.
11. On Friday 10 January Council's head office and facilities was once again closed due to a formal evacuation order. The customer service team re-located to Wangaratta, the environmental health team relocated to Yackandandah and members of the economic

development and ICT teams relocated to Wodonga for the day, enabling full business continuity for all critical Council services.

All critical activities were resumed from alternate locations within the timeframes

Key Outcomes and Learnings

1. Council’s ability and capacity to physically relocate the customer service team to enable seamless service delivery was an unknown factor before the bushfire event. After the first scenario test in November 2019, an open action item that required resolution was to plan and test a procedure which would guide a relocation of the customer service team. The bushfire event and Council facility closures required Council to shift its customer service team to an alternate facility, and this process has now been developed and successfully tested across two different locations.
2. The Municipal Emergency Management Team was already on alert as the bushfire situation unfolded and so were able to activate immediately when the escalation occurred. Additional Council staff were seconded onto the team as required to enable the fulfilment of a roster to allow the original team members adequate rest and time away from the role.
3. Responsibility for communications during the two-week event changed hands frequently and resulted in an inconsistent awareness of who was responsible for which aspects of staff and community communications. This is an area that needs further clarification within the BCP and Council’s Emergency Management Plan.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2: A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council’s risk
Audit Committee Charter	
Clause 8.3	Risk management
Clause 8.8	Business continuity

CONCLUSION

Council’s Business Continuity Plan is robust and has now been well-tested in two live scenarios as a result of the January bushfires. As always, there is room for continuous improvement of the plan but further scenario-testing of the BCP is not required in the near term.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate

Attachments

Nil

7. FOR INFORMATION ONLY

7.1 2019/20 Quarter 2 Purchasing Audit

Refer Attachment 7.1

7.2 2019/20 Quarter 2 Finance Report

Refer Attachment 7.2

The Committee discussed the quarterly reporting and the methods used to monitor actual versus budget as well as rates income accounting.

ACTION

- *Review method of quarterly budget reporting*

7.3 2019/20 Quarter 2 Performance Report

Refer Attachment 7.3

The Committee noted the weekly testing of river pools and questioned whether there had been any issues with water quality post bushfires. The Director Corporate advised that Council will continue monitoring the river pool until end of season but is aware that there have been fish kills in the Buffalo River, that the Victorian Fisheries Authority is relocating Murray Cod and that water in the Buffalo River is not suitable for potable purposes.

7.4 2019/20 Quarter 2 Balanced Scorecard

The Balanced Scorecard was not presented, and consideration will be given to reporting this on an annual basis only.

7.5 2019/20 Quarter 2 Health and Safety Report **CONFIDENTIAL**

Refer Attachment 7.5

The Health, Safety and Risk Officer provided an overview of the key matters in the health and safety report. The Committee requested that Council consider an injury severity measure.

ACTION

- *Review incident register to include injury severity measure*

7.6 2019/20 November - January Credit Card Report CEO and Mayor

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

Refer Attachment 7.6

7.7 Policy Review Status Summary

Refer Attachment 7.7

The Health, Safety and Risk Officer provided a verbal update on the progress of the policy review noting that 67% of policy reviews had been completed marginally up from 66% at the last report on 30 November 2019.

7.8 Legal and Insurance Update

Verbal update provided

7.9 ICT Incident Notification – OVIC Update

Verbal update provided

7.10 Fuel Cards

Council has recently changed its fuel cards from Caltex to Shell and as part of this process the Depot Operations Officer will be undertaking monthly monitoring of fuel card use. The volume of fuel purchased, and odometer readings will be cross checked with average fuel consumption for each vehicle.

Council's fuel cards are issued to an individual vehicle and limited to the fuel type. The Director Corporate has tested this control recently by attempting to purchase products other than fuel and was unable to do so.

8. GENERAL BUSINESS

8.1 Chief Executive Officer

The Chair, S Lebish, acknowledged on behalf of the Committee how pleased it was that C Bird was staying on as Chief Executive Officer.

9. NEXT MEETING

22 May 2020 at 9.00am

10. ATTACHMENTS

- 4.1 Minutes of Audit Committee Meeting No: 2019/20-3, 2 December 2019
- 5.1 Audit Committee Action Sheet
- 7.1 2019/20 Quarter 2 Purchasing Audit
- 7.2 2019/20 Quarter 2 Finance Report
- 7.3 2019/20 Quarter 2 Performance Report
- 7.4 2019/20 Quarter 2 Balanced Scorecard
- 7.5 2019/20 Quarter 2 Health and Safety Report **CONFIDENTIAL**
- 7.6 2019/20 November – January CEO and Mayor Credit Card Report
- 7.7 Policy Review Status Summary, 31 January 2020

12. MEETING CLOSE

The meeting closed at 12.25pm



RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title:	Briefing Session
Date:	Tuesday 7 April 2020
Location:	Zoom Meeting
Briefing Session	3.00pm
Finish Time:	5.30pm
Chairperson:	Cr Peter Roper, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position		
Cr Daryl Pearce	Councillor		

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters discussed

Item
Project Soar
COVID-19 / Business Continuity Plan
Council meeting agenda review
Questions on Notice



RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title:	Briefing Session
Date:	Tuesday 21 April 2020
Location:	Zoom Meeting
Briefing Session	3.00pm
Finish Time:	5.30pm
Chairperson:	Cr Peter Roper, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position		
Cr Daryl Pearce	Councillor		

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters discussed

Item
External Zoom Presentation: Into our Hands Community Foundation
Alpine Children's Services
Alpine View Children's Centre update
Waste Wise Events Guide
MomentumOne
McNamara Reserve
COVID-19 / Business Continuity Plan