



M(4) – 6 APRIL 2021

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **6 April 2021** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr Katarina Chalwell

Cr Ron Janas

Cr Tony Keeble

Cr Kelli Prime

Cr Charlie Vincent

OFFICERS

Charlie Bird - Chief Executive Officer

Will Jeremy - Director Assets

Ruth Kneebone - Director Commercial

APOLOGIES

Cr Charlie Vincent

Nathalie Cooke - Director Corporate

Agenda

1. Recording and livestreaming of Council meetings.....	4
2. Acknowledgement of traditional custodians, and recognition of all people.....	4
3. Confirmation of minutes	4
3.1 Ordinary Council Meeting – M(3) – 2 March 2021.....	4
4. Apologies.....	4
5. Obituaries / congratulations.....	5
6. Declarations by Councillors of conflict of interest.....	5
7. Public questions	5
8. Presentation of reports by officers.....	6
8.1 Chief Executive Officer – Charlie Bird	6
8.1.1 Contracts approved by the CEO	6
8.2 Director Assets – William Jeremy.....	7
8.2.1 Contract No. 2100801: Great Valley Trail - Civil Works	7
8.2.2 Contract No. 2011801: Bright Sports Centre - Structural Repairs.....	11
8.2.3 Contract No. 2100301: Alpine View Children's Centre Expansion - Design and Construct.....	14
8.2.4 Draft Economic Development Strategy	17
8.2.5 Bushfire Recovery Community Events 2020/21 Grants Program	19
8.2.6 Street Sweeper Purchase	23
8.3 Director Commercial – Ruth Kneebone.....	25
8.3.1 Dinner Plain Special Rate (2021/22) Public Notice of Proposed Declaration....	25
8.3.2 Draft 2021/22 Budget Report	31
8.3.3 Draft Revenue and Rating Plan	36
8.3.4 Councillor Gift Policy	39
8.3.5 Harrierville Community Green Waste Facility Lease	42
8.3.6 Retail Lease 5 Elm Court, Bright.....	46
8.3.7 Contract No. CT21006 Collection, Transportation and Disposal of Waste from Myrtleford Transfer Station	49
8.3.8 Contract No. CT21017 Working for Victoria Labour hire.....	53
8.3.9 Planning Application P.2020.158.....	56
9. Informal meetings of Councillors.....	69
10. General business	70
11. Motions for which notice has previously been given	70

12. Reception and reading of petitions	70
13. Documents for sealing	71

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.

Due to social distancing requirements, public gallery attendance will be limited to eight people.

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

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

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

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

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

The Mayor read the following statement:

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

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

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(3) – 2 MARCH 2021

Cr Keeble

Cr Janas

That the minutes of Ordinary Council Meeting M(3) held on 2 March 2021 as circulated be confirmed.

Carried

4. Apologies

Cr Charlie Vincent

Nathalie Cooke - Director Corporate

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 Sarah Nicholas declared a conflict of interest with respect to item 8.2.5 Bushfire Recovery Community Events 2020/21 Program as she is a member of the Bright & District Pony Club.

Cr Tony Keeble declared a conflict of interest with respect to item 8.2.3 Contract No 2100301 Alpine View Children's Centre Expansion - Design and Construct.

Cr Tony Keeble declared a conflict of interest with respect to item 8.3.6 Retail Lease 5 Elm Court, Bright.

7. Public questions

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

Questions on Notice can be written or from the floor.

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

8. Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Contracts approved by the CEO

Cr Nicholas

Cr Keeble

That the capital works contract approved by the CEO be noted.

<i>Contract No:</i>	<i>CQ20116</i>	<i>Process: RFQ</i>
<i>Title:</i>	<i>Tawonga Caravan Park Upgrade - Architectural Consultants</i>	
<i>Tenderer:</i>	<i>Four 18 Architecture</i>	
<i>\$ (excl. GST):</i>	<i>\$55,200</i>	

Carried

8.2 DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Contract No. 2100801: Great Valley Trail - Civil Works

File Number: CT21008

INTRODUCTION

This report relates to the award of a contract for the construction of the remaining section of the Harrietteville to Bright shared trail, known as the Great Valley Trail.

Cr Nicholas

Cr Chalwell

That, subject to receiving consent from the Taungurung Land and Waters Council, Council awards Contract No. 2100801 for the "Great Valley Trail - Civil Works" to North East Civil Construction Pty Ltd for the lump sum price of \$1,034,721.25 + GST.

Carried

BACKGROUND

Construction of a shared trail from Harrietteville to Bright has been a long-term community aspiration. In response to the January 2013 Harrietteville bushfires, the Victorian Government provided \$1.0m of grant funding which enabled the following two sections of the shared trail to be completed:

- Pioneer Park, Harrietteville to Stoney Creek (Harrietteville Trout Farm) - 5km.
- Centenary Park, Bright to Germantown - 5.5km.

Since their completion in 2014, the local communities have been campaigning for the remaining section of shared trail to be delivered, linking Harrietteville to Bright through Smoko and Freeburgh along a combined trail length of approximately 26km. A petition received by Council in February 2016 listed 468 signatures and requested completion of the next planned section of trail from Germantown to Freeburgh.

In March 2018, Council secured a commitment of \$1.3m from the Australian Government to enable the remaining section of shared trail to be constructed between Germantown and Stoney Creek, which will complete the trail connection from Harrietteville to Bright. Council has subsequently secured additional commitments from the Victorian Government's Local Sports Infrastructure Fund (\$800,000), Sustainable Infrastructure Fund (\$300,000), and from Regional Roads Victoria (\$250,000).

A Tender for the civil construction was advertised in the Herald Sun on 17 February 2021, as well as on tenders.net and the Alpine Shire Council websites. The scope of this Tender includes construction of the path formation, pavement and associated drainage works.

The Tender documents were downloaded by 59 prospective tenderers and (six) 6 responses were received by the closing date.

EVALUATION

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

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 shortlisted and invited to tender evaluation meetings 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 North East Civil Construction best met the selection criteria.

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 total budget for the Great Valley Trail project is \$3,150,000, with Council's financial commitment to the project being \$500,000.

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

CONCLUSION

Following a comprehensive assessment, the Tender from North East Civil Construction is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer
- Development Engineer

ATTACHMENT(S)

Nil

8.2.2 Contract No. 2011801: Bright Sports Centre - Structural Repairs

File Number: CT20118

INTRODUCTION

This report relates to the award of a contract for structural repairs to the Bright Sports Centre.

Cr Janas
Cr Chalwell

That Council awards Contract No. 2011801 for 'Bright Sports Centre Structural Repairs' to Joss Facility Management for the lump sum price of \$241,193 + GST.

Carried

BACKGROUND

In January 2020, access to parts of the Bright Sports Centre was closed as a precaution whilst Council investigated advice that a wall may be structurally unsound.

Subsequent investigation established that settlement of the building footings has occurred which has resulted in movement and instability the external brick walls.

A technical solution has been agreed which includes the following works:

- Ground improvement and construction of new concrete footings
- New structural steel supports to the existing walls
- Repairs to cracked brickwork
- Drainage improvements in the carpark

Detailed design was completed in November 2020, and the work was subsequently tendered. The Invitation to Tender was advertised in the Herald Sun on 11 of January 2021, and on Tenders.net and the Alpine Shire Council website.

The Tender documents were downloaded by ten prospective Tenderers, and two conforming submissions were received.

EVALUATION

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

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

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

Following an initial assessment, the two tenderers were invited to clarify aspects of their tender, present their qualifications and evidence of previous performance, and confirm their proposed methodology including their ability to meet the required timeframes. Following the assessment by the evaluation panel it was determined that the tender from Joss Facility Management best met the selection criteria.

ISSUES

The technical basis and supporting cost estimate on which the 2020/21 budget allocation was established was not mature. Following detailed scoping and design work, the tendered costs for the works exceed the budget allocation by a significant margin.

The property was purchased in the 2009/10 financial year, and over the period through to the 2013/14 financial year there have been a number of significant upgrades to the facility to add a swimming pool, and to upgrade the gym, squash courts and change rooms. The total cost of the purchase and these subsequent upgrade works was \$1.64 million. In 2016/17, a further \$180k was spent on building upgrades, including installation of solar panels and implementation of rear access to the multi-purpose rooms, and in the same year it was necessary to carry out replacement of the pool lining and significant maintenance of the air conditioning system, costing a combined \$180,000. A total of \$2.09 million has been spent to date on the facility, including the original purchase and subsequent upgrades and significant renewal works.

The alternative approach of partially demolishing the Bright Sports Centre has been assessed. There is increased uncertainty and no forecast material saving in cost through taking this approach, which would remove the three existing squash courts and in doing so would reduce the ability of the building to accommodate the needs of the community.

POLICY IMPLICATIONS

The Tender was advertised and evaluated according to Council's Procurement Policy.

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

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

The contract award recommendation exceeds the allocation of \$100,000 to this project in the 2020/21 Annual Budget. The forecast overspend on the budgeted amount, which is necessary in order to successfully deliver this project, has been modelled in the Long Term Financial Plan and can be accommodated without significant impact on Council's working capital ratio.

CONSULTATION

Consultation has been carried out with Council's Facilities Team and operational staff at the Sports Centre. The impact of the construction works on the current operation of the

facilities has been established to be minimal. Completion of the works will permit the squash courts and carpark to be brought back into use.

CONCLUSION

Following a comprehensive evaluation, interviews and reference checks, the tender from Joss Facility Management is considered to present the best value option for council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

- Nil

8.2.3 Contract No. 2100301: Alpine View Children's Centre Expansion - Design and Construct

File Number: CQ21003

INTRODUCTION

This report relates to the award of a contract for the design and construction of the Alpine View Children's Centre Expansion Project.

Cr Keeble left Council Chambers at 5.40pm as he declared conflict of interest.

Cr Nicholas

Cr Prime

That Council:

- 1. awards the "Principal Design and Construct Contract for Alpine View Children's Centre Expansion" to Modus Projects Pty Ltd for the lump sum price of \$983,421 + GST.*
- 2. notes that whilst the delivery of additional carparking spaces at the Centre remains subject to revision of the land lease agreement with the Victorian Government's Department of Education and Training, all other components of the project scope can be delivered to completion within the existing lease footprint.*

Carried

BACKGROUND

Over recent years, the demand on the Alpine View Children's Centre in Bright has consistently exceeded the available capacity. In the 2019/20 financial year, Council completed a study to assess the feasibility of establishing a new childcare facility in Porepunkah. The conclusion of this study was that a new childcare facility was not supported based on the current and projected increase in demand over the coming 5-10 year timeframe, and that the best option is expansion of the existing centre in Bright.

In August 2020, Council secured grant funding of \$1,000,577 from the Victorian Government's 'Building Blocks' grant program, with Council committing \$160,000 towards a total project budget of \$1,160,557.

Detailed scoping was completed, and a Tender for the design and construction of the extension 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 65 prospective tenderers and two conforming responses were received by the closing date.

EVALUATION

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

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

- Price
- Relevant Expertise
- Organisation and Management Structure
- Occupational Health and Safety
- Environmental Management System
- Quality Management System
- Program and Delivery
- Social Procurement

A single shortlisted tenderer, Modus Projects, was invited to clarify aspects of their Tender and provide further detail on the proposed methodology, program and procurement. Modus Projects submitted a proposal based on a partnership approach, with Foursight Architects to be engaged as a key subcontractor to deliver the architectural design. Through the evaluation process it was determined that the Tender from Modus Projects best met the selection criteria.

ISSUES

The project will be delivered whilst the children's centre remains in operation in order to minimise impact on the delivery of the service. Alpine Children's Services has been engaged throughout the scoping of this project, is supportive of this approach, and committed to working closely with the builder to ensure the works can be delivered safely.

Delivery of a component (additional carparks) of the project requires a revision to the land lease agreement with the Victorian Government's Department of Education and Training (DET). The Bright P-12 school has been engaged and discussions are underway in relation to securing support for the revision to the lease agreement from the School Council, however the time to secure an updated lease agreement with DET is unknown.

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

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

CONSULTATION

Council consulted with a wide range of internal and external stakeholders, including Alpine Children's Services, in order to establish the design brief for this project.

The principal contractor appointed under this Contract will be required to engage with key stakeholders to confirm the detailed design brief before proceeding with final concept designs. Directly affected residents, Alpine Children's Services and the Bright P-12 School will be contacted before construction commences so to minimise disruptions. Project updates will be distributed throughout the project via media release, on Council's website and Facebook page. The implementation of the project stakeholder and communication plan will continue throughout the duration of the project.

CONCLUSION

Following a comprehensive assessment, the Tender from Modus Projects Pty Ltd is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

Cr Keeble re-entered Council Chambers at 5.49pm.

8.2.4 Draft Economic Development Strategy

INTRODUCTION

This report relates to the public exhibition of the Draft Economic Development Strategy.

Cr Nicholas

Cr Chalwell

That Council:

- 1. endorses the Draft Economic Development Strategy to be placed on public exhibition for a minimum period of 28 days;*
- 2. Invite public submissions regarding the Draft Economic Strategy.*
- 3. If submissions are received that hears submission at a time to be determined; and*
- 4. reviews and considers the submissions as part of the Draft Economic Strategy to be adopted at a future meeting.*

Carried

BACKGROUND

The Alpine Shire has experienced significant economic shocks including the 2019-20 summer bushfire and COVID-19 pandemic events. These events have resulted in a loss to the economic output of the Shire, financial loss to businesses, job losses as well as damaging effect on the social and health and wellbeing of our community.

The economy of the Alpine Shire is heavily reliant on the tourism industry which injects approximately \$379 million into the local economy each year and employs 15% of the Shire's total working population. The economic loss to this industry as a result of these events is estimated to have been \$315 million for the period January to September 2020. The impacts of the bushfires and COVID-19 pandemic events have required significant recovery efforts from many agencies including Council.

Support has been reactive to current conditions with particular focus on providing advice and support pathways to relevant agencies required for businesses to survive. With the likelihood of bushfire events occurring more frequently into the future, planning needs to occur to provide options to diversify the future economy and jobs, reducing the reliance on the tourism industry.

The draft of Alpine Shire Economic Development Strategy has been developed in consultation with communities across the Alpine Shire. The document will assist to determine priority projects and programs for Council to consider to enable a thriving economy into the future.

ISSUES

Council is not aware of any issues.

POLICY IMPLICATIONS

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

- A thriving and connected community.

It is also consistent with the following priority of the Municipal Public Health and Wellbeing Plan:

- Socially connected and supported communities.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with the public exhibition of the Draft Economic Development Strategy.

CONSULTATION

The Alpine Shire communities have been engaged throughout the development of the draft to shape the strategy. Engagement with residents, business owners, community organisations and services occurred through:

- Telephone interviews
- Industry focus groups
- Community workshops
- Online survey
- Email correspondence
- Website content updates

CONCLUSION

It is recommended that Council endorses the Alpine Shire Economic Development Strategy draft for public exhibition. Feedback from the public exhibition period will be considered for inclusion in the final Strategy document, prior to the Strategy being adopted by Council at a future Council meeting.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Economic and Community Development

ATTACHMENT(S)

8.2.4 Draft Economic Development Strategy

8.2.5 Bushfire Recovery Community Events 2020/21 Grants Program

INTRODUCTION

This report relates to the allocation of funding through round two of the Bushfire Recovery Community Events 2020/21 Grants Program.

Cr Nicholas left Council Chambers at 5.56pm as she declared conflict of interest.

Cr Keeble

Cr Chalwell

That Council:

1. allocates funding as follows:

<i>Name of Applicant</i>	<i>Project Title</i>	<i>Requested Grant</i>	<i>Recommended Grant</i>
<i>Bright Art Gallery & Cultural Centre Inc</i>	<i>Resilience Art Project</i>	<i>\$2,385</i>	<i>\$2,385</i>
<i>Bright Fire Brigade</i>	<i>Bright Fire Brigade Awards and Commemoration</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Buffalo River CFA</i>	<i>Buffalo River Family Fun Day</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Cam Walker</i>	<i>Victorian Backcountry Festival</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Harrietville Community Forum</i>	<i>Harrietville survived 2020</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Mount Beauty Neighbourhood Centre</i>	<i>Coming out of the smoke RUOK</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Mount Beauty United Cricket Club</i>	<i>(3 applications) Welcome to Summer Family Night, Sunset Cocktail Night, and Trivia Night</i>	<i>\$3,320</i>	<i>\$3,320</i>
<i>Myrtleford Agricultural and Pastoral Show Society</i>	<i>73rd Myrtleford & District Annual Show</i>	<i>\$5,000</i>	<i>\$5,000</i>

<i>Name of Applicant</i>	<i>Project Title</i>	<i>Requested Grant</i>	<i>Recommended Grant</i>
<i>Myrtleford Chamber of Commerce & Industry Inc</i>	<i>Encore Myrtleford Summer Series</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Wandi Trail Runners Inc.</i>	<i>Wandi Cross 2021</i>	<i>\$2,000</i>	<i>\$2,000</i>
		<i>\$39,705</i>	<i>\$39,705</i>

2. *provides feedback and assistance to unsuccessful applicants, including other potential funding opportunities that may be available for their projects; and*
3. *delegates authority to the CEO to allocate residual funding from the Bushfire Recovery Community Events 2020/21 Grants program (Round 1 and Round 2) to community events delivered by Council.*

Carried

BACKGROUND

Council's Bushfire Recovery Community Events Grants Program 2020/21 is a funding opportunity made available by Australian and Victorian Governments under the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA), received by Council in July 2020.

The program was developed to assist community groups and organisations to deliver community events in the Alpine Shire and Alpine Resorts. Events aim to bring bushfire affected communities together, build resilience and raise awareness of support services.

The Bushfire Recovery Community Events Grants Program 2020/21 Round 1 was open for applications between 7 December 2020 and 10 January 2021. A total of \$19,450 was awarded through Round 1 at the 2 February Council Meeting.

The Bushfire Recovery Community Events Grants Program 2020/21 Round 2 was open for applications between 1 February and 28 February 2021.

Fourteen applications were received, with a cumulative request of \$47,705 in funding.

The applications were reviewed by an assessment panel comprising:

- Five community members from the Alpine Community Recovery Committee (CRC);
- Alpine Shire Councillor; and
- Council's Manager Economic and Community Development.

The assessment panel has recommended that 12 applicants receive funding through the Bushfire Recovery Community Events 2020/21 Grants Program, with all 12 to receive the full amount of funding requested.

ISSUES

Two applications have not been recommended for funding through the Bushfire Recovery Community Events 2020/21 Grants Program, for the reasons outlined below:

Applicant	Project Title	Grant Request	
DPRBOS – Dinner Plain Residents and Business Operators Society	Dinner Plain Community Easter Events	\$3,000	Not supported as the event is not related to bushfire recovery, and Council will be supporting Easter events in Dinner Plain through normal budgeted activities.
Bright & District Pony Club	Bright & District Pony Club Show Jumping Event	\$5,000	Not supported because this event will not benefit the broader community, as it is an activity not accessible by a majority of the community. An open day would have been more favourably supported.
Total		\$8,000	

POLICY IMPLICATIONS

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

- A thriving and connected community

FINANCIAL AND RESOURCE IMPLICATIONS

Council received \$200,000 of funding from the Victorian and Commonwealth Government's "Community Bushfire Recovery 2020, Community Events Grant". The recommended allocation of \$39,705 through this funding program meets the requirements of this grant fund.

Unspent funds from this funding program are proposed to be reallocated to other community events to be managed directly by Council.

CONSULTATION

The Community Events Grants Program was advertised through local media, on Council's website and Facebook page, the Alpine Community Recovery Committee, and emailed to community groups through the Alpine Shire.

An assessment panel including one Shire staff, one Shire Councillor, and representatives from across the Shire and Resorts assessed the grant funding applications, and provided the recommendations contained within this report.

CONCLUSION

The recommendations put forward by the assessment panel support community participation, contribute to the building of healthy and strong communities and represent a diversity of events from across the Shire.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6

of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Bushfire Recovery
- Manager Economic and Community Development

ATTACHMENT(S)

Nil

Cr Nicholas re-entered Council Chambers at 6.04pm.

8.2.6 Street Sweeper Purchase

INTRODUCTION

This report relates the potential purchase of a second-hand street sweeper scheduled to be auctioned through an online sale from 8 to 14 April 2021.

Cr Janas

Cr Keeble

That Council:

- 1. delegates authority to the CEO to bid for the purchase of a second-hand Rosmech Scarab Street Sweeper being auctioned through GraysOnline; and*
- 2. in the event a successful bid is placed, the agreed purchase price is to be disclosed at the May 2021 Ordinary Council Meeting.*

Carried

BACKGROUND

Through a competitive tendering process carried out annually, Council currently dry hires a street sweeper for a 12-week period to support the autumn leaf pick up, with the vehicle being operated by Council staff. The hire cost over recent years has been \$47,000 per annum.

Outside of the leaf pick up period, there are a number of additional tasks which could be more effectively and efficiently carried out if a street sweeper was available to the team year-round, but where it is not cost-effective to hire a street sweeper on each occasion that it would be used due to the mobilisation and demobilisation time and costs. These tasks include cleaning litter from the CBD following major events, clean-up after storm events, regular scheduled cleaning of drainage pits and gross pollutant traps, clean-up following oil and fuel spills.

Purchase of a new street sweeper has been evaluated, and based on a purchase price of \$370,000 and use through the 12-week leaf pick-up period only, the payback period has been assessed to be in the range of 6-8 years compared to continuing to dry hire the vehicle. Purchase of a well-maintained second-hand machine at a competitive price is estimated to reduce the payback period to 4-6 years.

An opportunity has presented to bid for the purchase of a second-hand street sweeper through an online auction to be conducted in early April. The street sweeper is being sold by the Rural City of Wangaratta (RCoW), which has already replaced it in their fleet with a new machine. The model of machine being sold is a Rosmech Scarab, which is very familiar to our team, having been the model of street sweeper which has been dry hired and operated by Council's outdoor team over recent years. The machine is in good condition for its age, has a full service history, and we have received positive feedback from the RCoW staff who have operated the machine. The timing for the sale of this machine by the RCoW is triggered from their plant replacement schedule.

ISSUES

Council is not aware of any issues.

POLICY IMPLICATIONS

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

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

Purchase of a street sweeper is unbudgeted in 2020/21. The purchase can be accommodated at this time without significant impact on Council's Long-Term Financial Plan, and is forecast to have a payback period of 4-6 years.

CONSULTATION

Feedback has been sought from the Director Infrastructure Services, Assets Depot Services Coordinator, and plant operators at the Rural City of Wangaratta to assist in the evaluation of the machine.

CONCLUSION

Purchase of the street sweeper being auctioned through GraysOnline at a competitive price will present value for Council relative to purchase of a new machine. It is recommended that authority be delegated to the CEO to bid for purchase of the machine.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Maintenance
- Depot Operations Officer
- Open Spaces Coordinator
- Civil Works Coordinator

ATTACHMENT(S)

Nil

8.3 DIRECTOR COMMERCIAL – RUTH KNEEBONE

8.3.1 Dinner Plain Special Rate (2021/22) 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 the 2021/22 financial year.

Cr Keeble
Cr Nicholas

That Council:

1. *gives public notice in accordance with s163 of the Local Government Act 1989 of the intention to declare a special rate for the period 1 July 2021 to 30 June 2022 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 \$648,000 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 draft Alpine Shire Council Revenue and Rating Plan;*
 - 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 2021/22;*
 - f. *the amount of the Dinner Plain Special Rate to be levied is estimated to be \$181,000 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;*
- 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. invites 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. forms a committee according to Section 223 (1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions in relation to the proposed declaration of the Dinner Plain Special Rate; and*
- 4. considers the Dinner Plain Special Rate for 2021/22 declaration at a Special Council Meeting on 15 June 2021.*

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 2021/22, this includes:

- the Dinner Plain to Hotham winter bus service (\$270,000)
- roadways snow clearance (\$160,000)
- cross country snow grooming (\$66,000)
- marketing and events support specific to Dinner Plain (\$150,000), an increase of \$10,000 to expand events
- Cable Television Maintenance (\$2,000), a reduction of \$13,000 due to extensive component replacement now completed.

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 2020/21, and it is proposed that it be maintained for the declaration of a Special Rate in 2021/22.

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 2020/21.

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 2021/22, \$1,507,000 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

- Toboggan and Ski Run Safety Improvements - \$35,000
- Dinner Plain Snowmaking Options Analysis - \$19,000 (\$62,000 total cost, \$43,000 grant funded)
- Dinner Plain Mountain Bike Trails Stage 2 - \$4,000 (\$17,000 total cost, \$13,000 grant funded)
- Dinner Plain Village Detailed Designs - \$15,000
- Dinner Plain Street Name Signage - \$19,000
- Dinner Plain Tube Slide - \$1,000

2020/21 Works (Forecast)

- Dinner Plain Activation - \$81,000 (\$321,000 total cost, \$240,000 grant funded)
- Toboggan and Ski Run Safety Improvements - \$6,000

2021/22 Works (Proposed)

- Dinner Plain Activation - \$900,000 (\$1,200,000 total cost, \$300,000 grant funded)
- Dinner Plain Bus Shelter and Bus Bay (\$40,000 total cost, fully grant funded)
- Dinner Plain Pump Track Design (\$80,000 total cost, fully grant funded)

POLICY IMPLICATIONS

The preparation of the Dinner Plain Village Special Rate 2021/22 is in accordance with the:

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

FINANCIAL AND RESOURCE IMPLICATIONS

Based on current property valuations across the Alpine Shire, the Dinner Plain Special Rate for 2021/22 is proposing to raise an estimated \$181,000 over the 12-month period. This is significantly less revenue than the cost of the Special Rate services which are estimated to cost \$648,000 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 whilst it has a positive balance.

The Dinner Plain reserve is forecast to be \$297,000 as at 30 June 2022.

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 2021/22 and any submission must be considered before adoption of the budget by Council. Council must allow a minimum 28 days after the public notice to receive submissions. A person has the right to have their submission heard at a committee formed according to Section 223 (1)(b) of the *Local Government Act 1989*, if required, consisting of Councillors for the purpose of hearing submissions.

CONCLUSION

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

Council is giving public notice of the intent to declare a Dinner Plain Special Rate of 43% of the general rate for rateable residential properties for the period 1 July 2021 to 30 June 2022 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 15 June 2021.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Commercial
- Director Assets
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

8.3.1 Dinner Plain Village Rate Map

8.3.2 Draft 2021/22 Budget Report

INTRODUCTION

The purpose of this report is to receive the draft 2021/22 Budget Report for the Alpine Shire Council.

Cr Nicholas

Cr Prime

That Council:

- 1. prepares the draft Alpine Shire Council 2021/22 Budget Report annexed to this resolution and featuring a 1.5% rate increase, for the purposes of section 94(1) of the Local Government Act 2020;*
- 2. authorises the Chief Executive Officer to:*
 - a. give public notice of the preparation of the draft Alpine Shire Council 2021/22 Budget Report in accordance with section 223 of the Local Government Act 1989;*
 - b. make available for public inspection the information required in accordance with the Local Government (Planning and Reporting) Regulations 2020;*
- 3. invites public submissions on any proposal contained in the budget made under section 223 of the Local Government Act 1989, with submissions closing 3pm, 13 May 2021;*
- 4. forms a committee according to Section 223 (1)(b) of the Local Government Act 1989, if required, consisting of Councillors for the purpose of hearing submissions in relation to the draft Alpine Shire Council 2021/22 Budget Report; and*
- 5. considers a recommendation to adopt the 2021/22 Budget Report at a Special Meeting of Council on 15 June 2021.*

Carried

ISSUES

Based on ongoing community consultation, Council has prepared a draft Annual Budget for 2021/22 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 projects as conditions evolve.

This Budget projects a surplus of \$7.2m which is influenced by:

- a. A Rate increase of 1.5%, in line with the Fair Go Rates System which caps Victorian Council rate increases in line with inflation
- b. Capital works expenditure totalling \$14m in 2021/22, delivering the largest Capital Works Program that Council has embarked on to date reflecting a steady

- pipeline of asset renewal and increased development activity as a result of many successful Grants applications
- c. An increased material and services budget arising from the additional Capital Works projects, various Strategic Planning projects, additional landfill levy costs and triennial Elm Leaf Beetle treatment
 - d. A temporary increase in staffing levels in response to changing service requirements, including continued support for Bushfire Recovery initiatives, circular economy, climate action initiatives, increased demand for statutory planning services and an increase in capacity required to deliver the Capital Works program.

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. 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.

POLICY IMPLICATIONS

The draft 2021/22 Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

There is a transition period between the previous *Local Government Act 1989*, and the new *Local Government Act 2020*, with the draft 2021/22 Budget being the first prepared under 2020 legislation.

Where previously the Budget was for a single year, the new requirement is for the Budget to cover a four-year period, including the budget year 2021/22, and the subsequent three financial years.

Rating provisions remain in the *Local Government Act 1989*, with no set timeframe for a transition to the *Local Government Act 2020*. The Victorian government has released the final report and government response on the Local Government Rating System Review, however this has not yet translated to legislative change.

The 2021-2025 Council Plan is currently in development, with community engagement occurring during March and April 2021. The major themes identified during this consultation have been used to show the linkage between the Budget and the Council Plan, as required by the *Local Government Act 2020*. Where these themes are developed more fully in the time between the draft Budget being released and the final version to be adopted in June, Council will ensure that these changes are clearly identified. They will not change the content or deliverables of the Budget itself but will provide a more complete linkage to the Council Plan. In future years, the Council Plan will be already in place during Budget development and will inform the themes and deliverables in the Budget document.

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 draft 2021/22 Budget forecasts an operating surplus of \$7.2 million dollars and a working capital ratio of 4.5.

Materials and services expenditure has increased due to the additional capital works projects. Departmental budgets have largely been managed to remain flat or have increased with the Consumer Price Index.

CONSULTATION

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with the financial management principles, and Council's community engagement policy. Section 96(2) provides for Council to run a consultation process in accordance with the previous *Local Government Act* for the draft 2021/22 Budget if a community engagement policy is not in place.

Special Rates are still governed by the requirements of the *Local Government Act 1989* and must include a public consultation process. It is considered prudent that Council mirrors this process for public consultation and submissions regarding the draft 2021/22 Budget, as the draft 2021-22 Budget contains assumptions based on the inclusion of a Dinner Plain Special Rate.

Under Section 223 of the *Local Government Act 1989*, Council is required to give public notice that it intends to adopt the draft 2021/22 Report. It must allow a minimum 28 days after the public notice to receive submissions and make the Draft 2021/22 Budget Report available for inspection at its offices and on its website.

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. A person has the right to have their submission heard at a committee formed for the purpose of hearing submissions.

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.

CONCLUSION

The draft 2021/22 Budget has been prepared in accordance with Alpine Shire Council's Council Plan 2017-21 strategic objectives and the *Local Government Act 2020*. The draft Budget Report is presented for Council's consideration and public exhibition.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Commercial
- Director Assets
- Manager Corporate
- Accountant

ATTACHMENT(S)

8.3.2 Alpine Shire Council draft 2021/22 Budget

8.3.3 Draft Revenue and Rating Plan

File Number: 951.01

INTRODUCTION

The Local Government Act 2020 requires each Council to prepare and adopt a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

Cr Keeble
Cr Chalwell

That Council:

- 1. endorse the Draft Revenue and Rating Plan for public exhibition*
- 2. invites public submission regarding the Draft Revenue and Rating Plan*
- 3. if submissions requesting changes to the policy are received, hears submission at a time to be determined; and*
- 4. reviews and considers adopting the Draft Revenue and Rating Plan at its special meeting on 15 June 2021.*

Carried

BACKGROUND

In 2019, the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020.

The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, the recommended changes have not yet been implemented and timelines to make these changes have not been announced.

The Revenue and Rating plan is a new requirement. It is for a four year 'block' period starting in June in the year after each general election.

ISSUES

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Alpine Shire Council which, in conjunction with other income sources will adequately finance the objectives in the council plan.

It will identify financial and revenue related risks and ensure these are mitigated and effectively managed.

The plan outlines the principles and strategic framework that Council will utilise in calculating and distributing rates to property owners. However, the quantum of rate revenue and rating differential amounts will be determined in the annual Alpine Shire Council budget.

POLICY IMPLICATIONS

- The plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its Vision "The Alpine Shire provides outstanding opportunities for its residents and visitors through sustainable growth in balance with the natural environment."
- Strategies outlined in the plan align with the objectives contained in the Council Plan, in particular, "A responsible and Sustainable Organisation" and will feed into Council's budgeting and long-term financial planning documents, as well as other strategic planning documents under Council's strategic planning framework.
- The Revenue and Rating plan is underpinned by policies that provide stability and predictability.
- Council's strategic risk register refers to the Revenue and Rating Plan as a control for the risk of Financial Sustainability.

FINANCIAL AND RESOURCE IMPLICATIONS

The plan will explain how Council calculates the revenue needed to fund its activities, and how Council revenue will be apportioned between ratepayers and other users of Council facilities and services.

This plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

CONSULTATION

Community Engagement

The following public consultation process will be followed to ensure due consideration and feedback is received from relevant stakeholders:

Draft Revenue and Rating Plan Action	Month
Draft Revenue and Rating Plan prepared by Council officer	March 21
Community engagement undertaken in accordance with the Act 2020	April/May
Public submissions invited	April 21
Public submission period closes	May 21
Final Revenue and Rating Plan (including any revisions) adopted	June 21

CONCLUSION

Council must prepare and adopt a Revenue and Rating Plan for a period of at least four years, to be adopted by 30 June 2021, following the Council election.

The plan provides a medium-term plan for how Council will generate income to deliver on the Council Plan, program and services and capital works commitments over a four-year period. It defines the revenue and rating 'envelope' within which Council propose to operate.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Commercial
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

8.3.3 Draft Alpine Shire Revenue and Rating Plan

8.3.4 Councillor Gift Policy

INTRODUCTION

This report provides for the adoption of a Councillor Gift Policy, which is a requirement of the *Local Government Act 2020*. The policy must be adopted prior to 24 April 2021 and include procedures for the maintenance of a Councillor Gift Register.

Cr Nicholas
Cr Prime

That Council:

- 1. adopt the Councillor Gift Policy (Policy 118, version 1);*
- 2. notes that all references to "elected members" in the Gifts, Benefits and Hospitality Policy (Policy 65) are superseded on the adoption of the Councillor Gift Policy (Policy 118, version 1); and*
- 3. sign and seal the Councillor Gift Policy (Policy 118, version 1) at the appropriate stage of this meeting.*

Carried

BACKGROUND

Council has a long-standing Gifts, Benefits and Hospitality Policy (policy 65), which covers the receipt of gifts by both staff and "elected members". This policy was not required by legislation, but was seen as best practice in management of conflict of interest.

The introduction of the *Local Government Act 2020* (LGA 2020) means that Council must adopt a Councillor-specific Gift Policy by 24 April 2021, and a separate Staff Gift Policy by 31 December 2021. The Councillor Gift Policy adopted under s138 of the LGA 2020 must include procedures for the maintenance of a Councillor Gift Register.

ISSUES

New policy

The Councillor Gift Policy proposes that:

- All gifts offered to Councillors valued greater than \$50 be declared in the Councillor Gift Register, whether accepted or declined
- All gifts offered to Councillor valued greater than \$200 be discussed with the Mayor, and declared in the Councillor Gift Register, whether accepted or declined
- A Councillor Gift Register be maintained, and made available on Council's website

The Councillor Gift Policy also provides additional definitions and guidance for Councillors to assist them in determining whether a gift is acceptable or must be declined. It is important that where a Councillor considers that accepting a gift may

constitute a Conflict of Interest, that the gift is declined. The policy requires that any gift offered to Councillors that they believe is an attempt to bribe, is declined and reported immediately to the Mayor and CEO.

Other LGA 2020 requirements

- Councillors must be aware of requirements in the LGA 2020, as they relate to gifts:
- Sections 126-131, regarding Conflict of Interest
- Sections 132-136, regarding Personal Interests Returns and declarations of gifts above the 'gift disclosure threshold' (currently \$500)
- Section 137, regarding Anonymous gifts.

Existing policy

While the Councillor Gift Policy must be adopted in April, the Staff Gift Policy is not required until December 2021. This means that Council requires the Gifts, Benefits and Hospitality Policy (policy 65) to continue to apply to staff until a new Staff Gift Policy is adopted.

This report includes a recommendation to negate the provisions that apply to "elected members" in policy 65, while keeping those provisions as they apply to staff. Once a Staff Gift Policy is adopted, the previous policy 65 will be revoked.

POLICY IMPLICATIONS

Adoption of a Councillor Gift Policy is a requirement of s138 of the *Local Government Act 2020*. The policy must be adopted by 24 April 2021, and must include procedures for the maintenance of a Councillor Gift Register.

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

- A high performing organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The Councillor Gift Policy has been developed by officers; utilising guidance provided by better practice examples from Local Government Victoria. The maintenance of a Councillor Gift Register will occur as part of the support currently provided to Councillors. No additional financial costs are required.

CONSULTATION

The Councillor Gift Policy governs the way that Councillors must deal with the receipt of gifts. The policy does not impact on the community, and therefore does not require community engagement prior to adoption.

The draft Councillor Gift Policy has been discussed with Councillors, including their responsibilities for management of conflict of interest and declaration of gifts under the LGA 2020.

CONCLUSION

Adoption of the Councillor Gift Policy will ensure compliance with the *Local Government Act 2020*, providing a framework and guidance for Councillors in the management and disclosure of gifts.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Commercial
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

8.3.4 Councillor Gift Register

8.3.5 Harrietville Community Green Waste Facility Lease

File Number: 1801.08.00

INTRODUCTION

This report relates to the leasing of land in Harrietville for the purpose of the operation of a community green waste facility for land contained in Lot D Plan of Subdivision PS200281Q located off Newmans Lane Harrietville.

It is proposed to enter into a lease with the Harrietville Community Forum (HCF) for the purposes of the provision of land for a community green waste facility off Newmans Lane Harrietville.

A lease has been prepared for a period of 1 year. There are no further terms provided under the lease. The terms under the lease have been agreed by HCF. A review of the operations of the facility under the terms of the lease and continued demand will be undertaken in December 2021 to determine if any further lease terms will be proposed into the future.

Cr Keeble

Cr Nicholas

That Council:

- 1. approve and execute the lease of property forming part of Lot D PS200281Q located off Newmans Lane Harrietville to the Harrietville Community Forum for a community green waste facility under the following terms:*
 - a. annual rental of \$1.00;*
 - b. the lease term to be set at one year;*
 - c. Council to contribute \$5,000 per annum to the operations of the facility; and*
 - d. the lessee to establish an effective management group to take responsibility for the operation and administration of the premises.*
- 2. sign and seal the lease document at the appropriate stage of the Council meeting.*

Carried

BACKGROUND

In October 2010 Council entered into a Memorandum of Understanding (MoU) with the Harrietville Community Building Initiative Committee for the provision of land and mulching support for a community green waste facility off Newmans Lane Harrietville. The objective of the MoU was to provide a secure and environmentally acceptable location for mulching and recycling of hard tree waste composed of garden pruning, tree cuttings, clippings and branches.

The MoU called for a formal review after three (3) years and could be terminated by mutual agreement by one month's written notice by either party. Necessary approval from the Environmental Protection Agency and a Planning Permit was obtained in 2011. The infrastructure was built in 2012 as a community project using funding from the MacPherson Smith Community Alliance Trust obtained by the Harrietville Community Building Initiative.

In December 2018, following consultation with the Harrietville Community Forum (HCF), an extensive review of the operating model of the facility and continuing community support for the operations of the facility, Council entered into a lease with HCF for the continued use of the site for the community green waste facility.

The lease was for a period of two (2) years and provided for an annual contribution from Council of \$3,000 to support operating costs of the site.

The lease has come to an end and Council is proposing to enter into a new short-term lease arrangement with HCF over the site.

The terms of the lease will be the same as the previous lease except for the term, to be one year only, and the financial contribution from Council, to be increased to \$5,000 for the one-year period.

Key terms under the lease are:

- Term: 1 year
- Rent: \$1 p.a.
- Council contribution: \$5,000 p.a. for the term of the lease (in lieu of undertaking mulching functions)
- Insurance: Lessee to hold Public Liability cover of \$20,000,000.
- The Lessee to establish an effective management group to take responsibility for the operation and administration of the premises.
- The lessees to develop membership documents including a Members Agreement and User Guide including confirmation of induction for members to the site
- The lessee to provide Safe Working Method documents for the activities being undertaken at the site
- Any mulching on the site to be undertaken by a licensed operator who has provided evidence of current public liability insurance
- Mulching is not to be undertaken while any members of the public are on site
- HCF is responsible for all costs associated with the operations of the facility
- HCF is responsible for successful conduct of the mulching service, including advertising and promotion, membership, security, maintenance, monitoring, disposal of foreign material and beautification

Under Section 5(2)(d) of the *Local Government Act 1989*, Council is able to acquire, hold, deal with or dispose of the property (including land) for the purposes of performing its functions and exercising its powers.

Section 115 of the *Local Government Act 2020* (the Act) notes restrictions on Councils power to lease land. These being:

1. A Council's power to lease any land to any person is limited to leases for a term of 50 years of less;
2. Council must include its lease proposal in its financial budget if the lease is:
 - For a year or more and the annual rent of current market rent is \$100,000 or more per annum; or
 - for 10 year or more.
3. If Council proposes to enter a lease exceeding the above thresholds which has not been included in its financial budget, Council must undertake a community engagement process in accordance with its community engagement policy before entering a lease; and
4. If a lease proposal is below the above thresholds, the lease does not need to be included in Council's financial budget, nor is any community engagement process required.

As this lease is for a period of one (1) year and the rent set at \$1 p.a. there is no requirement to undertake community engagement or include in Council's financial budget.

Lease documentation has been developed for the purpose of entering into a short-term lease of this land.

Having met its obligations under Section 115 of the Act, Council may enter into the lease through by executing the lease document at the appropriate stage of this meeting.

ISSUES

The Recycle Victoria 10-year plan requires Councils to develop kerbside transition plans for the separation of food/organic material from kerbside waste bins and glass from kerbside comingled bins. A likely method of achieving the separation of food/organic waste from kerbside waste bins is through the introduction of a kerbside food organics/garden organics (green lid) bin. The introduction of this service could significantly reduce the volume of materials to be received and processed at the Harrietville site subject to the proposed lease. Council is currently undertaking further market testing and service modelling options which is anticipated to be completed prior to July 2021.

Due to the requirement to develop a food/organics separation model, Council considers if appropriate that the proposed lease is only for a period of one year during which time there may be a clearer direction for any changes to Council's kerbside services.

In 2020 Council received a budget submission from HCF for support funding under the lease to be increased from \$3,000 to \$4,000. At the time this submission was not approved by Council. In reviewing the volumes and costs associated with the operation of the green waste facility since January 2020, Council considers the increase of support funding to \$5,000 for the one year of the lease to be suitable and sufficient to enable to the continued operation of the facility during the term of the lease.

POLICY IMPLICATIONS

The process is in accordance with the *Local Government Act 2020*. The recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Highly utilised and well managed community facilities

FINANCIAL AND RESOURCE IMPLICATIONS

Under the lease, Council has a commitment to pay \$5,000 to the tenant for the purposes of undertaking the operations of the site. There is provision of \$5,000 in the 2021/22 draft budget for this purpose. The annual lease income is \$1.

CONSULTATION

Consultation has been undertaken with the Harrietville Community Forum regarding the operation of the site and the proposed lease of the land. Legal advice was received regarding lease and insurance considerations in the preparation of the 2018 lease.

CONCLUSION

The proposed lease will allow the Harrietville Community Forum to operate a community green waste facility on the site for use by the Harrietville community.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Commercial
- Manager Facilities

ATTACHMENT(S)

Nil

8.3.6 Retail Lease 5 Elm Court, Bright

File Number: Elm Court Lease

INTRODUCTION

Council is Committee of Management for a parcel of land at 5 Elm Court, Bright and identified as Crown Allotment CA 2E SEC C2. The land and buildings have been subject to a lease for the past five (5) years ending 10 February 2021.

Expressions of interest seeking tenants have been invited and the purpose of this report is to issue a lease to the recommended tenant.

Cr Keeble left Council Chambers at 6.31pm as he declared conflict of interest.

Cr Nicholas

Cr Prime

That Council, subject to Section 17D of the Crown Land (Reserves) Act 1978 and approval by the Minister for Environment, Climate Change and Water:

- 1. approve and execute a lease of property identified as Crown Allotment CA 2E Section C2, to Kerrie Sinclair for use as a dance studio under the following terms:*
 - a. annual rental amount be set at \$6,750 + GST per annum,*
 - b. the lease term be set at 2 years, with a further option of a 3-year term available at the end of the initial term*
 - c. the rental amount to be indexed by CPI at the commencement of each year within each term,*
 - d. a market review of rental is undertaken at the completion of the initial term to determine rent for the further term*
- 2. sign and seal the lease document at the appropriate stage of the meeting; and*
- 3. send the lease to the Minister for Environment, Climate Change and Water for approval.*

Carried

BACKGROUND

The property is located in Elm Court Bright and was formerly the Bright Kindergarten. After the relocation of the Bright Kindergarten to the Alpine View Children's Centre the property was vacant from January 2013 until February 2016.

Following an Expressions of Interest process a lease was awarded to Kerrie Sinclair in February 2016 for a term of five (5) years for the use of the property as a dance studio.

This current lease expired on 10 February 2021.

Expressions of Interest have been invited for tenancy of the property after the end of the current lease term. The Invitation for Expressions of Interest was advertised in local papers and on Council's website.

Council only received one submission, being from the incumbent tenant.

PROPOSED LEASE

A lease document has been prepared and is ready for signature by both parties. The terms and conditions of the lease are the same as the current lease entered into with Kerrie Sinclair in 2016 other than for the length of terms and rental conditions.

As Council is the Committee of Management over this parcel of Crown Land the lease is issued under Section 17(D(4)(c) of the Crown Land (Reserves) Act 1978 as a Retail Lease.

The existing lease was prepared in conjunction with Department of Environment, Land, Water and Planning, Kerrie Sinclair and Maddocks Lawyers. There is no requirement to amend the terms and conditions of the existing lease, other than terms relating to rent, further terms and market review, therefore these terms and conditions have been used for the new lease.

POLICY IMPLICATIONS

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

- Highly utilised and well managed community facilities

FINANCIAL AND RESOURCE IMPLICATIONS

Commencement rent for the lease will be \$6,750 + GST. A market valuation has been received for the current rent that is within 2% of the proposed rental. A market review of rent will also be undertaken at the end of the initial two year term.

CONSULTATION

An invitation for the Expression of Interest for the tenancy of the property was advertised in local papers and on Council's website. The EOI was open for a 4-week period between 8 December 2020 and 4 January 2021. Council received one submission. Consultation with other Council Officers determined that there was no current or anticipated requirement for the use of the property for other purposes.

CONCLUSION

The Lease document:

1. represents good use of the property; and
2. the maximum length of the lease being five year term provides an opportunity to review future use of the property.

That Council execute the lease with Kerrie Sinclair and forward to the office of the Minister for Environment, Climate Change and Water for approval and signing.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Facilities

ATTACHMENT(S)

Nil

Cr Keeble re-entered Council Chambers at 6.35pm.

8.3.7 Contract No. CT21006 Collection, Transportation and Disposal of Waste from Myrtleford Transfer Station

Contract No CT21006

INTRODUCTION

The purpose of this report is to recommend the award of a contract for the Collection, Transportation and Disposal of Waste from Myrtleford Transfer Station. Council's approval is required due to the Chief Executive Officer's threshold of \$150,000 being exceeded.

Cr Janas
Cr Nicholas

That Council:

- 1. award Contract CT21006 Collection, Transportation and Disposal of Waste from Myrtleford Transfer Station to Veolia Environmental Services (Australia) Pty Ltd for a two (2) year term, plus one option to extend for a further one year. The cost of the tender for the first year (based on estimated volumes at per tonne cost) is \$471,886 + GST; and*
- 2. the contract be signed and sealed at a future meeting.*

Carried

BACKGROUND

Council's Myrtleford Transfer Station is the receiving point for Councils kerbside waste and acts as a transfer hub for waste coming from Porepunkah and Mount Beauty Transfer Stations.

Council's current contract for the Collection, Transportation and Disposal of Waste from Myrtleford Transfer Station is due to close on 26 April 2021 and as a result a new tender process was undertaken to procure the waste transfer services over the next three years.

The tender was released on 5 February 2021 and closed on 8 March 2021.

Advertisements were placed in local papers, the Border Morning Mail, Herald Sun and on tenders.net.

A number of landfill operators, waste contractors and transport companies were notified of the tender.

Through the tender process 12 companies uploaded tender documentation and three submissions were received. These tenders were evaluated against the criteria below.

EVALUATION

All three submissions to the tender were conforming and evaluated in accordance to the key selection criteria listed in the Invitation to Tender as follows:

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

Following the initial assessment of the submissions to the tender, clarification was sought from tenderers regarding their proposed methodology of waste collection and relevant pricing.

ISSUES

The tender provided the option for contractors to submit prices in separable portions as follows:

- a. The price per tonne to collect and transport and disposal (gate fees) of waste from Myrtleford to an Environmental Protection Authority (EPA) licenced landfill nominated by the contractor;
- b. The price per km or per hour to collect and transport waste from Myrtleford to an EPA licenced landfill nominated by Council; and
- c. The disposal (gate fees) and other charges for receipt of waste delivered from Myrtleford Transfer Station at an EPA licenced landfill.

This enabled Council to consider and assess options for disposal at different landfills across Victoria and have the potential to specify the landfill for waste disposal.

The three submissions received comprised of one waste transport contractor, one waste transport/landfill operator and one landfill operator. Two of the submissions provided pricing for an end to end service i.e. collection, transportation and disposal of waste, two submissions included collection and transportation pricing and two included landfill gate fee only pricing.

These submissions provided Council with various options for evaluation against the price and environmental criteria and provided.

The submissions to the tender included disposal options at three Victorian landfills including Patho Landfill (operated by Veolia), Bowser Landfill (operated by Rural City of Wangaratta) and the Hanson Landfill located in Wollert.

Given the variation in distances to the three landfills, consideration was given to assessing all options for the transport of waste to each landfill by each contractor. This included assessing and appropriately scoring the costs associated with the transport to each landfill and the associated greenhouse gas emissions.

Although the Patho Landfill incurs the greatest amount of kms travelled and Green House Gas emissions associated with the transport of waste, it is still the most economical option for Council. If Council were to choose the closest local Landfill at Bowser for waste disposal it would cost Council 41% more in contract costs.

Due to the Hanson Landfill in Wollert being located with Greater Metropolitan Melbourne it attracts the Metropolitan Municipal and Industrial Landfill Levy (MILL) which from 1 July 2021 will be \$105.90 per tonne or double the regional MILL that would apply at the other landfills provided as options.

All tenderers provided evidence of approved methodology and experience in undertaking the Collection, Transportation and Disposal of Waste from Myrtleford Transfer Station.

Following the final evaluation, it has been determined that the tender from Veolia Environmental Services (Australia) for the collection, transportation and disposal of waste at the Patho landfill best meets the selection criteria.

In reviewing the submissions and with consideration to the timing of future regional kerbside waste contracts and possible impacts of the Recycle Victoria program it is recommended Council enter into an initial contract term of two years with an option (to be exercised by Council) of a further one year. The decision to exercise this option would need to be made by January 2023.

POLICY IMPLICATIONS

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

- Highly utilised and well managed community facilities

FINANCIAL AND RESOURCE IMPLICATIONS

Services under this contract are estimated to cost \$471,886 (plus GST) for the first year of the contract (based on estimated volumes at a per tonne cost). The MILL has been included in this figure as these costs will be charged to Council by the receiving landfill under the contract. The contract will contain a mechanism to apply a CPI adjustment annually on the anniversary of the contract, up to the contract term for transportation and disposal charges.

A two year, plus one contract is estimated to cost Council \$1,464,750 (plus GST) with the exact contract amount varying due to actual waste volume.

The MILL will be recovered by the contractor under this contract but is to be represented separately on all invoices and is to reflect the MILL and or other statutory charges that may apply to the disposal of landfill materials at any given time. The Victorian Government has announced that the regional MILL will increase to \$52.95 on 1 July 2021 and \$62.95 on 1 July 2022. These increases have been provided for in the figures above.

CONSULTATION

Consultation was sought from the North East Waste and Resource Recovery Group (NEWRRG) to help inform the timing of a waste to landfill contract, to ensure Council would not miss an opportunity for any future collaboration projects across regional Victoria for waste collection, transportation and disposal of waste. Council also sought

advice through NEWRRG on the classification of landfill levies under the new *Environment Protection Act 1970* (the Act).

CONCLUSION

That based on the evaluation criteria, Veolia Environmental Services (Australia) offers the best value for the tendered services and that Council enter into a contract with Veolia Environmental Services (Australia) for the delivery of these services for a period of two years with one-year option to extend.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Commercial
- Manager Facilities
- Sustainability Coordinator

ATTACHMENT(S)

Nil

8.3.8 Contract No. CT21017 Working for Victoria Labour hire

File No: CT20117

INTRODUCTION

This report relates to the award of a contract for the provision of labour hire services to support the delivery of the Working for Victoria program.

Cr Nicholas

Cr Janas

That Council:

- 1. awards Contract No CT21017 for Working for Victoria Labour Hire to MomentumOne Shared Services Pty Ltd for an estimated service cost of \$1.23M+GST.*
- 2. sign and seal Contract CT21017 at the appropriate stage of this meeting.*

Carried

BACKGROUND

The \$500 million Working for Victoria Fund is designed to enable the delivery of critical community services to support the Government's coronavirus (COVID-19) response. Council was successful in obtaining a \$1.496m grant from the *Department of Jobs, Precincts and Regions* to recruit into 31 new and critical roles for the duration of the project. An opportunity was identified to improve internal efficiencies by engaging MomentumOne Shared Services Pty Ltd (MomentumOne) to provide labour hire services for the program.

The services provided under this contract include:

- Develop position descriptions and requirements of project roles using Alpine Shire Council templates and style guides (with the assistance and oversight of Council Management)
- Lead the recruitment into project roles from applicants already enrolled in the Sidekicker site who have expressed an interest in working with Alpine Shire
- Undertake pre-employment checks including criminal record checks, reference checks, working with children checks and qualification verification (where relevant)
- Onboard and induct all Working for Victoria project employees
- Undertake ongoing payrolling functions for the duration of the project, including associated superannuation and PAYG tax obligations
- Provide access to systems for the rostering and approval of timesheets for Working for Victoria project employees

ISSUES

Labour hire and payrolling can be undertaken under contract by registered labour hire firms in Victoria. The writing of position descriptions, induction and onboarding and

ongoing liaison with management through the engagement would not generally be a function undertaken by a labour hire company.

Council demonstrated through a benchmarking exercise that provision of these support services by MomentumOne provided best value for Council and Ministerial approval was obtained on the 1 September 2020 under section 186(5)(c) of the *Local Government Act 1989* to enter into the contract with MomentumOne for the provision of labour hire services to administer and implement the Working for Victoria program.

POLICY IMPLICATIONS

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

- A High Performing Organisation

FINANCIAL AND RESOURCE IMPLICATIONS

\$1.496M grant funding has been provided through the Working for Victoria Fund. The majority of this funding will be directly passed through the contracted supplier to pay Working for Victoria project employee wages and oncosts. Working for Victoria project employee payments will be in line with the Alpine Shire Council Enterprise Agreement (the Agreement) banded rates and Working for Victoria project employees are eligible for all allowances and payments payable under the Agreement.

MomentumOne has provided a detailed proposal detailing the governance arrangements to be used while undertaking the required services. Should all Working for Victoria approved roles be filled for the full program duration, the actual payment to MomentumOne for delivery under the contract would be \$127K (plus GST). Direct wages and oncosts (including superannuation and leave loading) are estimated at \$1.2M.

Other costs associated with delivery of the program that are not paid through MomentumOne include worksafe insurance premiums, vehicle, uniform, personal protective equipment purchasing and associated information technology costs totalling \$230K.

In addition, MomentumOne will invoice for services delivered against actual roles filled. Should the program not be fully subscribed to over the life of the grant agreement, then unfilled roles will not be invoiced or charged.

CONCLUSION

It is recommended that a contract be awarded to MomentumOne for the supply of labour hire services to support the delivery of the Working for Victoria program.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Commercial Officer

It should also be noted that MomentumOne Shared Services Pty Ltd is a subsidiary company of Alpine Shire Council and Towong Shire Council. Alpine Shire Council and Towong Shire Council are joint shareholders and the Chief Executive Officers of Alpine Shire Council and Towong Shire Council are Directors of the company.

ATTACHMENT(S)

Nil

8.3.9 Planning Application P.2020.158

<i>Application number:</i>	<i>P.2020.158</i>
<i>Proposal:</i>	<i>Use and Buildings and Works for the Construction of a Dwelling</i>
<i>Applicant's name:</i>	<i>Peter O'Dwyer (EDM Group)</i>
<i>Owner's name:</i>	<i>Richard and Gail Turner</i>
<i>Address:</i>	<i>90 Clemens Lane, Myrtleford (Land in PC351629D)</i>
<i>Land size:</i>	<i>17.46 hectares</i>
<i>Current use and development:</i>	<i>Vacant site with native vegetation and a shipping container</i>
<i>Site features:</i>	<i>The subject land is of an irregular battle axe shape with frontage to Clemens Lane and Buffalo Creek. The site contains substantial area of native vegetation (approx. 14.89 hectares), a long vehicle access and a shipping container. The site slopes down from the east to the west by approximately 100 metres with an average slope of 27.38%.</i>
<i>Why is a permit required?</i>	<i>Clause 35.07-1 Use (FZ) Clause 35.07-4 Buildings and Works (FZ) Clause 44.04-2 Buildings and Works (LSIO) Clause 44.06-2 Buildings and Works (BMO)</i>
<i>Zoning:</i>	<i>Farming Zone (FZ) and Rural Living Zone (RLZ) (access handle only)</i>
<i>Overlays:</i>	<i>Land Subject to Inundation Overlay (LSIO) (western portion) Bushfire Management Overlay (BMO) (majority of the site)</i>
<i>Restrictive covenants on the title?</i>	<i>None</i>
<i>Date received:</i>	<i>10 December 2020 (Amended Plans)</i>
<i>Statutory days:</i>	<i>70 days at 4 March 2021</i>
<i>Planner:</i>	<i>James Trimble</i>

Cr Nicholas
Cr Prime

That a Notice of Decision to refuse to grant a permit be issued for the proposed Use and Buildings and Works for the Construction of a Dwelling at land contained in PC351629D, 90 Clemens Lane Myrtleford for the reasons identified in appendix 8.3.9(a) and on the following summarised grounds:

- 1. the proposal does not meet the relevant planning permit framework of the Alpine Planning Scheme including relevant State and Local Policies, and the purposes and decision guidelines of the Farming Zone.*
- 2. the proposal does not provide for the orderly planning of the area.*

Carried

PROPOSAL

The use and construction of a new single storey dwelling. The proposed dwelling has a double garage, three (3) bedrooms, two (2) bathrooms, separate laundry, and an open plan family/kitchen/meals. A verandah surrounds the dwelling on three (3) sides.

The minimum setbacks include 174.4 metres to the northern (front) lot boundary (excluding the access leg), 79.5 metres to a southern (rear) lot boundary, and 32.6 metres to the western (side) lot boundary. The maximum building height proposed is 6.24 metres. An associated onsite wastewater disposal area has been indicated to the north of the proposed dwelling.

The plans also indicate a proposed 20 metre by 10 metre shed sited to the south of the proposed dwelling. Minimal information was provided on this proposed shed. The submitted planning application form does not state that this shed forms part of the proposal.





① Elevation - North
1 : 100



② Elevation - East
1 : 100



Figure 1: Shows the development layout on site.

SUBJECT LAND AND SURROUNDS

The subject land is of an irregular battle axe shape with frontage to Clemens Lane and Buffalo Creek. The site contains substantial area of native vegetation (approx. 14.89 hectares), a long vehicle access and a shipping container. Approximately 2.57 hectares of the land is cleared land. The site slopes down from the east to the west by approximately 100 metres with an average slope of 27.38%. The site has post and wire boundary fencing.

Surrounding land is zoned Farming Zone and Rural Living Zone.

Surrounding land zoned Rural Living Zone is sited to north, north-east, and north-west of the site. Surrounding land zoned Rural Living Zone is predominantly developed with single dwellings, on lot sizes ranging from approximately 4822sqm to 24.85 hectares.

The site abuts 124 Clemens Lane to the east. 124 Clemens Lane has dual zoning with approximately the front half being Rural Living Zone and the remainder being Farming Zone. The Farming Zone portion of 124 Clemens Lane is predominantly native vegetation.

Land on the opposite side of Buffalo Creek is zoned Farming Zone and consists of predominantly vacant sites, with lot sizes ranging from approximately 14.08 hectares to 63.43 hectares.

The site abuts Lot 2 PS 741934 Clemens Lane, Myrtleford (Lot 2) to the north-west. Lot 2 has dual zoning, with a small north-eastern portion being Rural Living Zone and the remainder Farming Zone. Lot 2 is used for farming (wholesale perennial plant propagation) purposes. It is unprotected cropping. There is an existing endorsed farm

plan for Lot 2 which identifies existing and proposed production expansion areas, sited an approximate minimum distance of 4 metres from the common lot boundary.

Buffalo Creek abuts the site the rear and there is native vegetation along this creek.

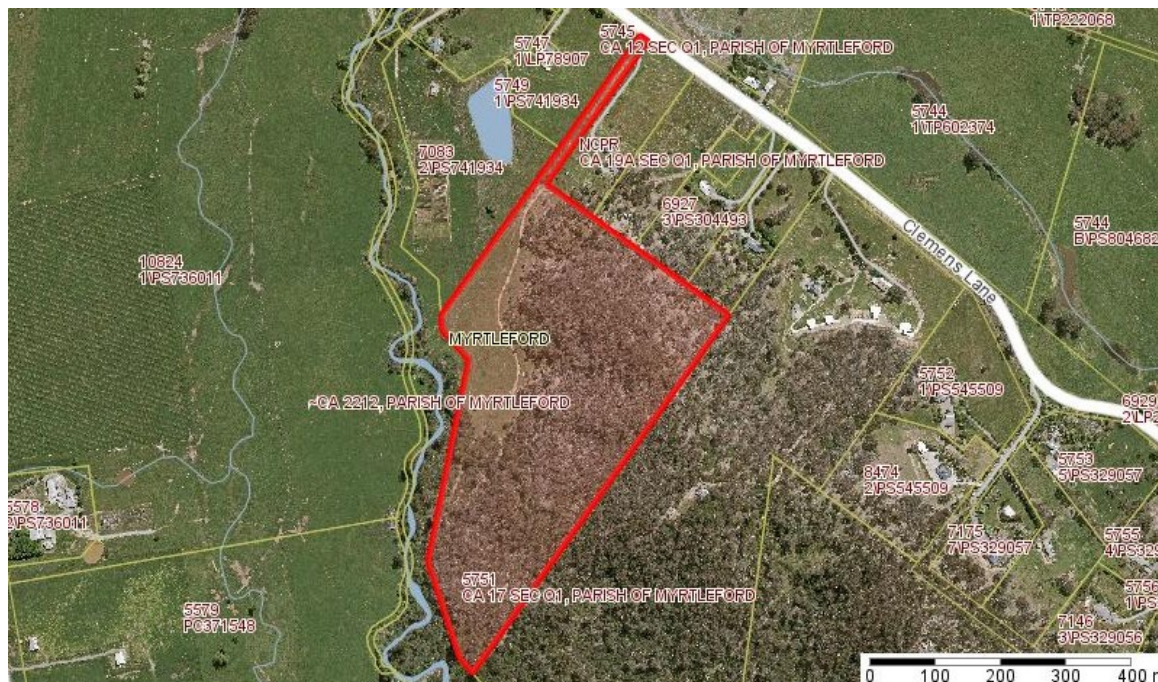


Figure 2: Subject land.

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 surrounding landholders and occupiers. A sign was displayed on the subject land. No objections were received.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals	Country Fire Authority - No objection, subject to conditions. Goulburn Murray Water - No objection, subject to conditions. North East Catchment Management Authority - No objection.
Section 52 referrals	Department of Environment, Land, Water and Planning - No objection.
Internal referrals:	Alpine Shire Health Department - No objection, subject to inclusion of a condition. Alpine Shire Engineering Department - No objection, subject to conditions.

PLANNING ASSESSMENT

All applicable policy and decision guidelines can be found in Appendix 8.3.9(b).

State Planning Policy Framework

The following State Planning Policy Framework (SPPF) does not give support to the proposal.

Clause 14.01-1S Protection of Agricultural Land as the proposal does not:

- Prevent inappropriately dispersed urban activities in rural areas.
- Limit new housing in rural areas.
- Limit impacts on the continuation of primary production on adjacent land, with regard to land values and the viability of infrastructure for such production.

Clause 16.01-1S Housing Supply as it does not facilitate well located housing, as it does not reduce the share of new dwellings in greenfield, fringe and dispersed development areas.

Clause 16.01-3S Rural Residential Development as the proposal encourages inappropriate rural residential development.

Local Planning Policy Framework

The following Local Planning Policy Framework (LPPF) does not give support to the proposal.

Clause 21.03-3 Rural lifestyle, subdivision and dwellings as the proposal does not ensure that rural lifestyle use and development is directed to existing areas zoned for rural lifestyle and it has not been demonstrated that the development meets the policy guidelines for rural lifestyle development, ensure that rural dwellings are linked to and required for an agricultural, associated rural activity or rural tourism purpose, and protect rural land from inappropriate development, as:

- It does not limit rural lifestyle use and development to defined rural residential settlements or zoned areas in proximity to urban areas where potential adverse impacts on agricultural and other rural based uses are minimised.
- It does not retain the potential for large scale, broad acre based farming enterprises.
- It does not discourage the proliferation of dwellings not associated with agriculture.
- It has not been demonstrated that the dwelling is required to support a legitimate, established agricultural or rural activity.
- The land has an area of more than 4 hectares and is able to be consolidated with adjoining land used for agriculture.

Clause 21.05-3 Agriculture as the proposal does not recognise the agricultural importance of the highly productive valley floors and protect such land from inappropriate development and land use especially residential expansion, as it does not:

- Reinforce agricultural production as the primary purpose of the Farming Zone.
- Support and encourage the expansion of the horticultural industry.

- Ensure that agricultural land is maintained for the production of agricultural food and raw materials.
- Ensure that rural land is used and developed in a way that will support agricultural production.

Clause 21.06-1 Infrastructure as the proposal does not reduce the loss of agricultural land for the purposes of urban/residential development.

Clause 21.07-11 Rural Precincts as the proposed use and development is not generally consistent with the relevant recommendations of the Alpine Rural Land Strategy (2015). Dwellings in rural areas must protect and complement the agricultural land resource and maintain productive agriculture. The land must be retained for agricultural production.

Clause 22.03-2 Agriculture as the proposal does not prevent land use conflicts and adverse impacts between agricultural and sensitive uses, as the proposal:

- Results in conversion of the land to a non-soil based use and development without a clear associated public benefit which compliments the agricultural production base of the Shire.
- Proposes a use and development which alienates agricultural resources, is sensitive to off-site effects, lessens the capacity of essential infrastructure and may prejudice agricultural resources and agricultural production.

Zoning

The majority of the land including where the proposed dwelling is sited is zoned Farming Zone. This is indicated in green in Figure 3 below. The access handle on the land is zoned Rural Living Zone. This is indicated in brown in Figure 3 below.

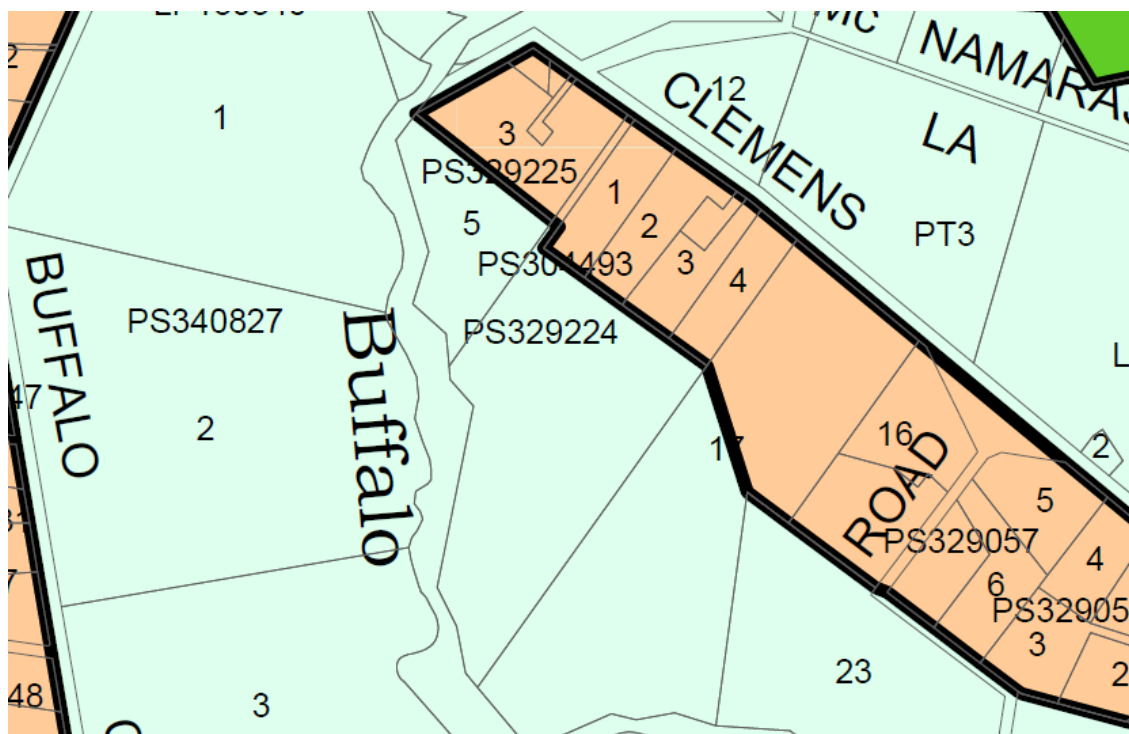


Figure 3: Zoning

Farming Zone

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

- It does not implement the relevant Planning Policy Framework.
- It does not provide for the use of land for agriculture.
- It does not encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- It has not been suitably demonstrated how the proposal relates to sustainable land management.
- The proposal does not support and enhance agricultural production.
- There is potential for the proposal to limit the operation and expansion of adjoining and nearby agricultural uses.

Rural Living Zone

Only vehicle access is proposed within the portion of the land zoned Rural Living Zone. There is no planning permit trigger for the construction of vehicle access within the Rural Living Zone.

Land Subject to Inundation Overlay

A western portion of the land, including where the proposed dwelling is sited is covered by the Land Subject to Inundation Overlay. There is a planning permit trigger for the proposal at clause 44.04-2. The application was referred to the North East Catchment Management Authority (NECMA) for comment. Consent was provided. The application is considered to meet the relevant requirements of the Land Subject to Inundation Overlay.

Bushfire Management Overlay

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

Particular Provisions

Clause 53.02 – Bushfire Planning

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

General Provisions

Clause 65.01 of the Alpine Planning Scheme provides the general decision guidelines that must be considered before deciding on an application. A detailed assessment of the

proposal against the provisions of Clause 65.01 is contained on the planning file – reference no. P.2020.158. The proposal does not provide for the orderly planning of the area.

CONCLUSION

The application is not consistent with the Alpine Planning Scheme and should be refused for the following summarised reasons:

- The proposal does not comply with the relevant State and Local Planning Policy Framework.
- The proposal is inconsistent with the purposes and decision guidelines of the Farming Zone.
- The proposal does not provide for the orderly planning of the area.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Planning Coordinator
- Planning Officer

APPENDICIES

8.3.9(a) Reasons for Refusal

8.3.9(b) Policy and decision guidelines

Appendix 8.3.9(a)**Reasons for Refusal**

1. The proposal does not comply with Policy 14.01.1S – Protection of Agricultural Land, as it does not:
 - a. Prevent inappropriately dispersed urban activities in rural areas.
 - b. Limit new housing in rural areas.
 - c. Limit impacts on the continuation of primary production on adjacent land, with regard to land values and the viability of infrastructure for such production.
2. The proposal does not comply the objective of Policy 16.01.1S – Housing Supply, as it does not facilitate well located housing, as it does not reduce the share of new dwellings in greenfield, fringe and dispersed development areas.
3. The proposal does not comply with the objective of Policy 16.01-3S – Rural Residential Development as it encourages inappropriate rural residential development.
4. The proposal does not comply with the objectives of Policy 21.03-3 – Rural lifestyle, subdivision and dwellings as it does not ensure that rural lifestyle use and development is directed to existing areas zoned for rural lifestyle and it has not been demonstrated that the development meets the policy guidelines for rural lifestyle development, ensure that rural dwellings are linked to and required for an agricultural, associated rural activity or rural tourism purpose, and protect rural land from inappropriate development, as:
 - a. It does not limit rural lifestyle use and development to defined rural residential settlements or zoned areas in proximity to urban areas where potential adverse impacts on agricultural and other rural based uses are minimised.
 - b. It does not retain the potential for large scale, broad acre based farming enterprises.
 - c. It does not discourage the proliferation of dwellings not associated with agriculture.
 - d. It has not been demonstrated that the dwelling is required to support a legitimate, established agricultural or rural activity.
 - e. The land has an area of more than 4 hectares and is able to be consolidated with adjoining land used for agriculture.
5. The proposal does not comply with the objectives of Policy 21.05-3 – Agriculture as it does not recognise the agricultural importance of the highly productive valley floors and protect such land from inappropriate development and land use especially residential expansion, as it does not:
 - a. Reinforce agricultural production as the primary purpose of the Farming Zone.
 - b. Support and encourage the expansion of the horticultural industry.
 - c. Ensure that agricultural land is maintained for the production of agricultural food and raw materials.

- d. Ensure that rural land is used and developed in a way that will support agricultural production.
- 6. The proposal does not comply with the objectives of Policy 21.06-1 Infrastructure as it does not limit the need for new infrastructure and reduce the loss of agricultural land for the purposes of urban/residential development.
- 7. The proposal does not comply with Policy 21.07-11 Rural Precincts as the proposed use and development is not generally consistent with the relevant recommendations of the Alpine Rural Land Strategy (2015). Dwellings in rural areas must protect and complement the agricultural land resource and maintain productive agriculture. The land must be retained for agricultural production.
- 8. The proposal does not comply with the objectives of Policy 22.03-2 – Agriculture as it does not prevent land use conflicts and adverse impacts between agricultural and sensitive uses.
- 9. The proposal does not comply with the policy provisions of Policy 22.03-2 - Agriculture as it
 - a. Results in conversion of the land to a non-soil based use and development without a clear associated public benefit which compliments the agricultural production base of the Shire.
 - b. Proposes a use and development which alienates agricultural resources, is sensitive to off-site effects, lessens the capacity of essential infrastructure and may prejudice agricultural resources and agricultural production.
- 10. The proposal does not meet the purposes of the Farming Zone as it does not:
 - a. Provide for the use of land for agriculture.
 - b. Encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- 11. The proposal does not comply with the decision guidelines at Clause 35.07-6 within the Farming Zone for the following reasons:
 - a. It has not been suitably demonstrated how the proposal relates to sustainable land management.
 - b. The proposal does not support and enhance agricultural production.
 - c. The proposal has the potential to limit the operation and expansion of adjoining agricultural uses.
- 12. The proposal does not provide for the orderly planning of the area.

Appendix 8.3.9(b)**POLICY AND DECISION GUIDELINES**

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

State Planning Policy Framework

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

- 12.03-1S River corridors, waterways, lakes and wetlands
- 13.01-1S Natural hazards and climate change
- 13.02-1S Bushfire planning
- 13.03-1S Floodplain management
- 14.01-1S Protection of agricultural land
- 14.02-1S Catchment planning and management
- 15.01-2S Building design
- 15.01-6S Design for rural areas
- 16.01-1S Housing Supply
- 16.01-3S Rural residential development

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
- 21.03-2 Rural residential living
- 21.03-3 Rural lifestyle, subdivision and dwellings
- 21.04-1 Native vegetation, biodiversity and environmental values
- 21.04-4 Environmental risk
- 21.04-6 Catchments and waterways
- 21.05-3 Agriculture
- 21.06-1 Infrastructure
- 21.07-11 Rural Precincts
- 22.02-1 Native vegetation and biodiversity
- 22.03-2 Agriculture

Zone

The land is zoned Farming Zone and Rural Living Zone (access handle only)

Overlays

A western portion of the land is covered by the Land Subject to Inundation Overlay.

The majority of the land is covered by the Bushfire Management Overlay.

Particular Provisions

53.02 Bushfire Planning

General Provisions

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

9. Informal meetings of Councillors

Introduction

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

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

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

Cr Nicholas

Cr Prime

That the summary of informal meetings of Councillors for February / March 2021 be received.

Carried

Background

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

Date	Meeting
23 February	Briefing Session
2 March	Briefing Session
16 March	Briefing Session
23 March	Councillor Induction Session
23 March	Briefing Session

Attachment(s)

9.0 Informal meetings of Councillors – February / March 2021

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

Cr Nicholas

Cr Prime

Council has received a petition containing 171 signatures from Tawonga residents in relation to the community feedback sessions held by the project consultant MDG Landscape Architecture in relation to the draft detailed concept plans for Alpine Better Places Tawonga.

A report will be tabled at the next Ordinary Council Meeting in May 2021.

Carried

13. Documents for sealing

Cr Prime
Cr Nicholas

That the following documents be signed and sealed.

- 1. Section 173 Agreement – Ross McNeil Grant
Lot 2 on Plan of Subdivision 306629U Volume 10048 Folio 529
Condition 12 of Planning Permit 2019.168 for a two lot subdivision and
construction of a single dwelling at 5 Porcellatos Lane, Bright.
The Agreement provides for the implementation of Bushfire Protection
measures, set out in the plan incorporated into the Agreement.*
- 2. Contract No 2009501 in favour of Enervest Pty Ltd for the Design and
Installation of Solar Technology for Council Assets be signed and sealed.*
- 3. Sign and seal Contract CT20117 in favour of MomentumOne Shared Services for
labour hire under the Work for Victoria Program.*
- 4. Councillor Gift Policy (Policy 118, version 1)*
- 5. Sign and seal the Harrietville Greenwaste Lease*
- 6. Sign and seal the Lease in relation to 5 Elm Court, Bright SEC: C2 CA:2E Psh:
Bright (T).*

Carried

There being no further business the Chairperson declared the meeting closed at 7.10p.m.

.....

Chairperson

Mr Charlie Bird, CEO,
Alpine Shire,

19th March, 2021

Dear Mr Bird,

Re: Petition

On Wednesday 10th February, 2021 mdg consultants along with staff from the Alpine Shire conducted two community feedback sessions on the mdg's Alpine Better Places Tawonga proposal.

At one of the sessions, the lead consultant advised the audience that all submissions lodged would be considered and a final plan would be presented to Council for adoption, but there would be no further consultation with the community.

Personal information Tawonga Post Office Personal information The Old Tawonga Store, I am absolutely astonished that the proposal plans show a loss of two parking spaces immediately in front of the store and a further two spaces lost on the other side of the road.

Australia Post regulations require the Australia Post delivery vehicles to park immediately in front of the post office receival door, which is one of the sites that the mdg consultants have marked as part of the loss of parking bays.

The consultants are obviously unaware that every mail collection requires a resident to do a Uturn in front of the store when they are collecting their mail or before they collect their mail. There is also a number of elderly and infirm residents who collect their mail and require special assistance when parked in front of the store.

I am aware that a petition is usually forwarded after Council receives a document but I started this petition now so that Council would be able to direct mdg consultants not to install a traffic island and remove four car parking spaces in their final draft proposal to Council.

It does not make any sense to wait until the proposal is put to Council, then complain, when the consultants could be made aware of community sentiment before the final draft is presented.

My petition contains 171 signatures of which 72% represent the people in the Tawonga 3697 district that obtain their mail and parcels at the Tawonga Post Office, with a further 20% of signatories from Tawonga via Wodonga 3691 postcode who receive their parcel mail at the store.

I may be contacted on Personal information if you wish to discuss this matter further.

Personal information

Personal information

Petition

To: Chief Executive Officer, Alpine Shire Council, Hawthorn Lane, Bright, Vic 3741

HEAD PETITIONER DETAILS

Name: Personal information

Address: Personal information

Email: Personal information

Telephone: Personal information

We, the undersigned, petition the Mayor and Councillors of the Alpine Shire Council to:

take no action whatsoever that will allow or permit the installation of a traffic island on the Kiewa Valley Highway immediately in front of, or in close proximity to The Old Tawonga Store and Tawonga Pioneer Memorial Park on the grounds that it will be detrimental to traffic movement to and from the Store including passing traffic whether they stop or continue through Tawonga.

Name <i>(Please Print)</i>	Address <i>(Please Print)</i>	Signature
Personal information		

2020 Local government elections

Alpine Shire Council

Election Report



Victorian
Electoral
Commission

**© State of Victoria**

(Victorian Electoral Commission)
April 2021

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Level 11, 530 Collins Street
Melbourne Victoria 3000
T 131 832
info@vec.vic.gov.au
vec.vic.gov.au

Acknowledgement of Country

The Victorian Electoral Commission pays respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. Their living culture and their role in the life of Victoria is acknowledged by the VEC.

Letter of Transmittal

19 April 2021

Mr Charlie Bird
Chief Executive Officer
Alpine Shire Council
PO Box 139
BRIGHT VIC 3741

Dear Mr Bird

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Alpine Shire Council on the general election held in October 2020.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Warwick Gately', with a stylized, cursive script.

Warwick Gately AM
Electoral Commissioner

Contents

Introduction	1	Appendix 7: Final list of candidates in ballot paper order	28
Key changes	2	Appendix 8: Daily breakdown of the general mail-out	33
Election dates	4	Appendix 9: Result information	34
About Alpine Shire Council	5	Appendix 10: Election participation statistics	35
Voters' roll	5		
Advertising and communication campaign	5		
Election Manager	7		
Election office	8		
Candidates	8		
Voting	9		
Results	10		
Election statistics	11		
Complaints	12		
Post-election activities	12		
Non-voter follow up	12		
Evaluating the VEC's services	13		
Schedule 1: Record of ballot papers and declaration envelopes	14		
Schedule 2: Certification statement	15		
Appendix 1: Breakdown of the voters' roll	16		
Appendix 2: Statutory advertising	17		
Appendix 3: Schedule of media releases and advisories	21		
Appendix 4: VoterAlert advisories	22		
Appendix 5: Voter engagement program and initiatives	26		
Appendix 6: Daily telephone enquiries	27		

Introduction

The Victorian local government general elections are held every four years as defined by the *Local Government Act 2020* (Vic) (**LG Act**). In 2020, general elections were held for 76 of the 79 Victorian councils¹ with Saturday 24 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2020 Alpine Shire Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election items including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**the Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Warwick Gately AM is the appointed Electoral Commissioner and Liz Williams is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and seven Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts within their legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program which is managed by Katrina Collins and incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Planning Group and has sponsorship from the Executive Management Group.

¹ The South Gippsland Shire Council was placed into administration in mid-2019. The Council's general election has been postponed until October 2021. Casey City Council and Whittlesea City Council were placed into

administration in early 2020. The Councils' general elections have been postponed until October 2024.

Key changes

Changes in legislation

The new LG Act received royal assent on 24 March 2020 and introduced a number of changes, some requiring immediate implementation and others to be implemented progressively. Those requiring immediate implementation had a significant impact on the 2020 local government election program.

Following the LG Act completing its passage through Parliament, the VEC implemented the necessary changes to the 2020 local government election program in response to the reforms as they applied to the elections.

The key changes from the LG Act are as follows:

Local government electoral structures	<p>The default electoral structure for all local councils is single-councillor wards, although some regional and rural local councils may be unsubdivided or divided into wards with equal numbers of councillors in each ward.</p> <p>The VEC is no longer responsible for conducting electoral representation reviews of all local councils in Victoria.</p> <p>An independent Local Government Electoral Representation Advisory Panel will review council electoral structures. The panel includes the Electoral Commissioner and other members appointed by the Minister for Local Government.</p>
Voting system	<p>The voting system (attendance or postal) is set by the Minister for Local Government.</p> <p>All local council elections are conducted according to the same voting system.</p>
Enrolment and voters' rolls	<p>Non-resident property owners need to apply to be enrolled (this change will be implemented in stages leading up to the 2024 local government elections).</p> <p>Amendments to the voters' roll are completed by the VEC only (excluding Melbourne City Council).</p>
Candidate qualifications	<p>It is compulsory for local government candidates to complete mandatory training prior to nominating for local government elections.</p>
Nominations/candidate statements	<p>When nominating, candidates are required to declare they have completed the mandatory Local Government Candidate Training.</p> <p>The maximum number of words for a candidate statement was increased to 300 (350 for the Melbourne City Council Leadership Team and Councillor Groups).</p>
Election staff	<p>The term 'Election Manager' replaced 'Returning Officer' making the term consistent with the <i>Electoral Act 2002</i>.</p>
Extraordinary vacancies	<p>The VEC will fix the timeline for local council by-elections (previously fixed by the Minister).</p> <p>Changes to the countback process which now draws on a broader pool of ballot papers to determine the successful candidate at a countback.</p>
Compulsory voting	<p>From the 2024 local government general elections onwards, it will be compulsory for everyone enrolled on a voters' roll to vote.</p>

The LG Act made other changes to the local government electoral landscape, including:

- operational and technical provisions for electoral matters are now prescribed in the Regulations rather than being contained in the LG Act.
- disputed election results are now heard by the Victorian Civil and Administrative Tribunal (**VCAT**).

On 8 May 2020, the Minister determined² all of the 2020 general elections would be held by postal voting. As such, the VEC adjusted preparations in response to the Minister's determination.

In addition, new Local Government (Electoral) Regulations 2020 (**the Regulations**) came into operation on 13 July 2020.

Response to public health crisis: Coronavirus (COVID-19)

In response to the coronavirus (**COVID-19**) global pandemic, a State of Emergency was declared in Victoria on 16 March 2020. While the VEC was well advanced in planning for the elections, some uncertainty arose due to speculation that the elections could be rescheduled.

Following the Local Government Minister's confirmation on 15 May 2020 that the 2020 local government elections would proceed, the VEC's operating model was adjusted to deliver a compliant election while meeting health, safety, social distancing and hygiene obligations to voters, election staff, councils, candidates and all other stakeholders.

On Wednesday 1 September 2020, the Governor in Council made amendments to the regulations to allow certain provisions to be varied in response to the COVID-19 pandemic. Specifically, the amendments allowed the VEC to determine an appropriate method for eligible candidates to lodge their nomination form and pay their nomination fee electronically; and to allow the Election Manager to determine the maximum number of scrutineers that may be present for any activity at any one time. The amended regulations commenced the day after

they were made and remain in place until 26 April 2021.

On 29 September 2020, the Governor in Council made further changes to the Regulations to provide greater clarity of mitigation options for any disruptions to the voting timeline, including delays across the postal network that could threaten the integrity of the elections. The changes allowed the Electoral Commissioner to alter the last day of voting and/or the extended postal vote receipt deadline if necessary, to maintain and protect election integrity.

The VEC developed a COVIDSafe Election Plan³ in consultation with the Department of Health and Human Services which complemented the VEC's Service Plan. The COVIDSafe Election Plan outlined the VEC's actions and strategies to deliver safe and compliant local government elections.

The plan considered all electoral operations and activities and included changes such as (but not limited to):

- acquiring larger election office spaces to accommodate social distancing practices
- moving operations from face-to-face to online (when legislation permitted), for example:
 - the VEC's briefing meetings with individual councils
 - the candidate information sessions
- modifying the timeline for ballot paper extraction and counting activities
- modifying scrutineer practices.

The VEC acknowledges the collaboration and contributions of council officers in navigating the changes required to the program due to COVID-19.

² The Minister published this decision in the Government Gazette on 18 May 2020

³ 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Election dates

The key timelines that applied to the 2020 local government elections were as follows.

Deadline fixed by the VEC for council primary enrolment data	Monday 13 July 2020
Close of roll	4 pm Friday 28 August 2020
Opening of the election office to the public	Wednesday 16 September 2020
Certification of the voters' roll and opening of nominations	Thursday 17 September 2020
Close of nominations	12 noon Tuesday 22 September 2020
*Ballot draw	From 1 pm on Tuesday 22 September 2020
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Wednesday 23 September 2020
*General mail out of ballot packs to voters	Tuesday 6 October to Thursday 8 October 2020
*Close of voting	6 pm Friday 23 October 2020
Day prescribed as Election Day	Saturday 24 October 2020
*Close of extended postal vote receipt period	12 noon Friday 30 October 2020
Declaration of election results	No later than Friday 13 November 2020

*Dates with asterisks relate to contested elections only.

About Alpine Shire Council

Alpine Shire Council is comprised of seven councillors elected from an unsubdivided structure.

The electoral structure was last reviewed in accordance with the *Local Government Act 1989* through an electoral representation review in 2015.



Figure 1: The electoral structure of Alpine Shire Council at the general election held on 24 October 2020.

Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Friday 28 August 2020. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Thursday 17 September 2020.

At certification, the voters' roll for the 2020 Alpine Shire Council general election included 11,169 enrolled voters.

Composition of the voters' roll

The LG Act specifies that the voters' roll for a local government election is formed by combining two separate lists of voters.

1. The Electoral Commissioner's list (EC list) – List of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – List of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Alpine Shire Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Following the passage of the LG Act, amendments to the voters' roll are to be certified by the VEC. All voters added to the roll were issued with a ballot pack. Where a voter was deleted from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, no amendments were required to the Alpine Shire Council voters' roll.

Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across two phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Statutory advertising

The VEC published a series of statutory notices throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2020 statutory notices, Alpine Shire Council nominated the following newspaper for the statutory notices to appear in:

- Myrtleford Times/Alpine Observer.

In 2020, the VEC established a new policy position for statutory advertising in alignment with the updated definition of 'publish' in the LG Act. The policy position included the following:

- all statutory and non-statutory election advertising would be published on the VEC website, and
- where available, all statutory and non-statutory election advertising would be published in local newspapers and/or other selected newspapers identified following consultation with the council.

Refer to **Appendix 2** for further information in relation to the statutory advertising.

VEC website

The VEC provided council specific information regarding the election on its website under the '2020 local council election' page. The VEC website went live for the local government elections in early August 2020. Whilst some council specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media webinar was held on Friday 21 August 2020. The webinar could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the 2020 local government elections, and also provided a specific update in relation to the availability of election results in light of COVID-19.

Media outlets were provided with a media information booklet that outlined the election timeline and key messages, and provided the VEC's head office media contacts. The VEC's communication team supported each Election Manager as the primary media spokesperson in relation to each election.

The VEC's media liaison program principally featured staged media releases aimed to highlight key milestones during the election timeline, and capitalise on existing general news coverage. More information on the VEC's media release schedule is available at **Appendix 3**.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Twitter, Instagram, LinkedIn, Snapchat and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VEC VoterAlert advisories

Electors on the State enrolment register are able to sign up to the VEC's free SMS or email alert service VoterAlert, to receive reminder messages pertinent to elections that affect them. They can subscribe to receive SMS messages only, email only, or both SMS and email.

During the general election, the VEC used its VoterAlert service to send the following direct messages to those State-enrolled voters on the roll for the election.

The messages were rolled out in the following schedule:

Wednesday 19 August to Wednesday 26 August 2020 – 6,546 VoterAlert messages were sent by SMS and email reminding voters to enrol or update their details by the close of roll.

Friday 9 October to Friday 13 October 2020 – 6,730 VoterAlert messages were sent by SMS and email advising that the VEC had commenced posting ballot packs.

Monday 19 October 2020 – 6,669 VoterAlert messages were sent by SMS and email reminding voters that it was the last week to post their ballot material back to the VEC.

In mid-October, the VEC commenced sending its final VoterAlert – a reminder to post ballot packs by the voting deadline. Whilst approximately 900,000 of the 1.8 million voters scheduled to receive an alert were contacted it was identified that an unanticipated high volume of calls was received by both the VEC and councils as a result of the alert. Therefore the VEC suspended the VoterAlert messages scheduled for the remaining 900,000 voters.

More information on the VEC's VoterAlert advisories is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program. The program sessions were implemented throughout Victoria and were specific to local demographics. Please refer to **Appendix 5** to view the full list of initiatives for the 2020 local government elections. Due to the coronavirus (COVID-19) pandemic, the VEC's programs traditionally offered through face-to-face education and engagement were redesigned to comply with health, safety, social distancing and hygiene obligations.

Blind and low vision services

Braille and large print ballot material was available to blind and low vision voters who had registered for these products by 5 pm on Tuesday 15 September 2020.

The Election Manager did not receive any requests for braille or large print ballot material for the election.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Link to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Telephone enquiry service

A local telephone enquiry service was provided at the election office from Wednesday 16 September 2020 until the close of voting, for enquiries regarding the election.

The local telephone enquiry service was supplemented by an overflow call centre at the VEC's head office. The overflow call centre received calls made directly to the VEC's head office line (131 VEC, 131 832 or +61 3 8620 1100 for callers outside of Australia) and diverted calls from the election office when the election office lines were at capacity. Additionally, email enquiries were received and processed through info@vec.vic.gov.au.

The types of calls that are typical during an election relate to:

- voting entitlements and compulsory voting obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoilt or destroyed, so replacement ballot material was required
- a voter advising that they were overseas or interstate
- queries regarding the content of the ballot pack.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the election is available at **Appendix 6**.

Election Manager

The VEC maintains a pool of trained senior election officials located across the state to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials prior to each election management appointment.

The size of the election management team appointed for the conduct of an election is based on the size of the council. As required under the LG Act an Election Manager is appointed to conduct the election and is supported by one or more Assistant Election Managers for larger councils, or a senior election official for smaller councils.

In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Andrew Robertson as the Election Manager for the 2020 Alpine Shire Council general election.

The appointed Assistant Election Manager was Lynne Tickell.

Election office

The Election Manager was responsible for the establishment and management of the election office located at 104C Gavan Street, Bright. The election office was provided by the VEC.

In accordance with the VEC's COVIDSafe election plan, the election office was open to the public by appointment only. The election office was available for appointments from Wednesday 16 September until Friday 23 October 2020 between 9 am and 5 pm. Opening hours were extended on Thursday 22 October (9 am to 8 pm) and Friday 23 October (9 am to 6 pm) to allow for final enquiries and the hand-delivery of ballots prior to the close of voting. Enquiries regarding the election were also managed by phone.

Candidates

Nominations for the election opened at 9 am on Thursday 17 September and closed at 12 noon on Tuesday 22 September 2020. Candidates were required to lodge their nomination forms in person at the election office. A \$250 nomination fee applied.

On Wednesday 9 September 2020, the Electoral Commissioner published a determination⁴ establishing a framework for prospective candidates who were prevented from attending the election office due to health directions regarding COVID-19 under the *Public Health and Wellbeing Act 2008*. The determination outlined provisions for electronic lodgement of the nomination form and nomination fee for affected candidates.

Candidate information

The VEC developed a suite of resources that were accessible to prospective candidates prior to the nomination period. From early September, candidates were able to access the VEC's information about the process of nominating and becoming a candidate for the election. The VEC's online *Candidate Helper*, accessible via the VEC website, went live on Thursday 3 September 2020. The *Candidate Helper* enabled candidates to pre-complete their nomination form and other forms online before lodging them with the Election Manager.

For the 2020 elections, the VEC's candidate information session was recorded and available for online streaming from the VEC website. The session was complemented by three state-wide interactive seminars consisting of a panel from the VEC's leadership and executive teams.

Nominations

At the close of nominations, 13 candidates had nominated for election to council.

The ballot draw to determine the order in which the names would appear on the ballot paper was held at the election office following the close of nominations using the VEC's computerised ballot draw application. See **Appendix 7** for the list of candidates in ballot draw order.

Candidate statements and photos

In accordance with Regulation 39 of the Regulations, candidates were able to lodge a 300 word statement and submit a recent photograph for inclusion in the ballot packs sent to voters. The deadline for the submission of candidate statements and photographs was 12 noon on Wednesday 23 September 2020.

See **Appendix 7.1** for a breakdown of submitted statements and photos and **7.2** for the sample website version product.

⁴ VEC 2020 Determination No.1 - Nominations from candidates impacted by COVID-19 Public Health Directions in respect to local government elections -

<https://www.vec.vic.gov.au/about-us/legislation/determinations>

Candidate questionnaires

In accordance with Regulation 43 of the Regulations, candidates were able to complete and lodge their answers to a set of prescribed questions in addition to a statement and photograph. The Election Manager accepted questionnaire submissions lodged by all candidates at the election.

The completed questionnaires were accessible to voters on the VEC website or by contacting the election office.

Voting

Redirection of ballot packs

The Regulations provide that a voter may – no later than the day the roll is certified (or a later date if specified by the Election Manager under Regulation 22(2)(f) of the Regulations) – make a request in writing to the Election Manager to have their postal ballot envelope redirected to another address. For the 2020 elections voters had until Thursday 17 September to submit requests for redirection.

The Election Manager received two requests for redirection of ballot packs for the election.

Early votes

A voter may request an early postal ballot envelope (early vote) prior to the general mail out of ballot packs. The Election Manager processes the request and issues the early vote if the request is assessed as reasonable. Requests for early votes could be processed from Wednesday 23 September 2020, the day after nominations closed, until the commencement of the general mail out of ballot packs on Tuesday 6 October 2020. Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

Due to the impact that COVID-19 restrictions had on election services for the 2020 elections, requests for early votes were managed by appointment.

The Election Manager did not receive any early vote requests for the election.

Mail-out of ballot packs

The VEC mailed 11,169 ballot packs between Tuesday 6 October and Thursday 8 October 2020. See **Appendix 8** for a breakdown of the packs mailed out on each day during the general mail-out noting that ballot packs were not mailed to any voters that had passed away between the close of the roll and generation of the mail-out file.

This included two ballot packs that were redirected to alternative addresses for voters that had applied to redirect their ballot pack by Thursday 17 September 2020.

In accordance with Regulation 49(3) of the Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail out period to confirm that ballot packs had been delivered to voters. The VEC received confirmation that all ballot packs had been delivered to delivery addresses by Wednesday 14 October 2020.

During the voting period, 234 ballot packs were returned to the election office by Australia Post as return-to-sender mail. Most of this mail was due to the addressee not residing at the address.

Election office counter services

In order to safeguard the health and wellbeing of voters and VEC personnel in the COVID-19 environment, the VEC did not provide an over-the-counter replacement or unenrolled vote service at election offices in the Metropolitan Melbourne region (including Mitchell Shire Council) for the elections. Similar restrictions were initially imposed on election offices in Regional Victoria and were relaxed in the final weeks of voting. Voters were advised to request replacement or unenrolled ballot material by phone, which was sent to them by post.

Unenrolled votes

Unenrolled votes are issued to people whose name cannot be found on the voters' roll but who claim they are entitled to vote at the election. The unenrolled ballot pack includes a declaration that is signed by the applicant and assessed by the

Election Manager prior to either admitting or disallowing the vote.

The Election Manager did not issue any unenrolled votes for the election.

Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt or destroyed, could apply to the Election Manager for a replacement ballot pack. Requests for replacement ballot packs within metropolitan councils were processed and fulfilled at the election office then lodged at the local postal facility. In order to assist in the mail turnaround time for regional councils, the VEC established a centralised postal vote issuing service at head office. Replacement vote requests were processed at the election office and fulfilled and lodged with Australia Post from the VEC in Melbourne.

The Election Manager issued 237 replacement ballot packs during the voting period. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

Return of ballot paper envelopes

Voters were provided with a priority reply-paid envelope for the return of their ballot paper envelope containing their completed ballot paper. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters who chose to hand-deliver their vote to the election office were able to do so by placing their ballot paper envelope containing their completed ballot paper into ballot boxes located at the election office. The ballot boxes allowed voters to drop off their ballot envelopes without interaction with staff, therefore remaining compliant with a COVIDSafe election⁵.

As ballot paper envelopes were returned, they were progressively checked by the election management team to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot from any one voter could proceed to the extraction and count.

The Election Manager received a total of 6,881 returned ballot paper envelopes by the close of voting at 6 pm on Friday 23 October 2020.

The Regulations provide that the Election Manager can accept returned ballot paper envelopes up until 12 noon on the Friday following the close of voting, if satisfied that the ballot paper envelope was completed by the voter prior to the close of voting. The Election Manager accepted 2,738 ballot paper envelopes during the extended postal vote receipt period.

The total returned ballot paper envelopes for Alpine Shire Council was 9,619.

The Election Manager set aside 257 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes for Alpine Shire Council.

Results

Extraction

A total of 9,362 ballot paper envelopes were admitted to the extraction process.

The extraction of ballot papers occurred at the election office commencing on Monday 26 October. The extraction of all admitted ballot paper envelopes was completed on Monday 2 November, following the close of the extended postal vote receipt period.

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

⁵ 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Any returned ballot paper envelopes found not to contain a ballot paper, or that contained more than one ballot paper, were required to be rejected and could not be counted. There were seven returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 9,355 ballot papers proceeded to the count.

Computer count

Following the extraction of ballot papers admitted to the count for Alpine Shire Council, preferences on ballot papers were data entered into the VEC's computer counting application at the election office. The application distributes preferences using the proportional representation method once data entry of ballot paper preferences is complete. The computer count information session explaining the process was recorded and available for online streaming from the VEC website from Monday 19 October 2020. Results were calculated at the election office on Thursday 5 November 2020.

The provisional results were published to the VEC website as they became available. Results were updated as finalised⁶ once declarations had taken place.

For a breakdown of the first preference results, refer to **Appendix 9**.

Recounts

At any time before a candidate is declared as elected, a recount may be initiated by the Election Manager or requested in writing by a candidate stating the reasons for their request. Such requests are assessed by the Election Manager supported by the VEC and either accepted or declined.

The Election Manager did not receive any requests for a recount following the count for Alpine Shire Council.

Declaration of results

The declaration of results was scheduled later than at previous elections, due to the impact of COVID-19 restrictions on extraction and counting

timelines. As per the Service Plan, the latest date for all results declarations to have been completed was Friday 13 November 2020.

The results of the 2020 Alpine Shire Council general election were declared at 11 am on Thursday 5 November 2020 at the Alpine Shire Council, Council Chambers, 2 Churchill Avenue Bright.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

Election statistics

Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Alpine Shire Council election was 85.68%, which is higher than the State average of 84.12% (excluding Melbourne City Council) and higher than the 77.62% rate at the 2016 Alpine Shire Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is higher for voters who are enrolled on the EC's List (88.87%) compared to voters enrolled on the CEO's List (66.71%).

Refer to **Appendix 10** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2020 Alpine Shire Council general election was 83.76%. This is compared to the State average turnout of 81.47% (excluding Melbourne City Council). The voter turnout at the 2016 general election for council was 76.33%.

⁶ A preference distribution report can be found at [2020 council election results | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.2020council.electionresults.vic.gov.au/).

Informality

The overall informal voting rate recorded at the 2020 Alpine Shire Council general election was 4.96%, compared with the State average of 4.76%. An informality rate of 5.45% was recorded at the Alpine Shire Council general election held in October 2016.

Complaints

Type of complaints

At local government elections, complaints generally fall into two broad categories:

1. The conduct of participants in the election.

Complaints about the conduct of candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

2. The administration of the election.

Complaints about the conduct of the election and services to voters.

The majority of complaints at the 2020 local government elections related to category one, often where the complainant alleged inappropriate or illegal action by another person or group associated with the election.

Complaints process

The VEC operates a streamlined complaints process during elections, developed in consultation with local councils and enforcement agencies. The process requires complaints to be lodged in writing, and they are then processed through the VEC's head office. For the 2020 local government elections, customers were able to provide feedback and complaints through an online submission form on the VEC's website.

Each complaint is evaluated and an appropriate course of action is determined. Complaints alleging a breach of the LG Act, for example, are forwarded to the Local Government Inspectorate (LGI). Complaints relating to local laws are referred to council. Complaints about the VEC's services or the behaviour or actions of VEC staff and election officials are the responsibility of the VEC. In these cases, the VEC investigates the matter and determines the most appropriate response.

The VEC committed to responding to each complaint within five working days, however due to the unanticipated high volume of complaints received this extended in some instances.

Complaints received

The VEC received two written complaints in relation to the election of Alpine Shire Council, both of which related to category two, the administration of the election.

Post-election activities

Storage of election material

All records from the election will be kept by the VEC safely and secretly in accordance with Regulation 79 of the Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Thursday 10 December 2020. Eligible candidates included elected candidates or those who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to Council on 10 December 2020.

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the election and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to the VCAT disputing the result of the Alpine Shire Council general election.

Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an Apparent Failure to Vote Notice. Apparent non-voters have 28 days in which to respond.

People who do not respond to that notice, or do not provide a satisfactory response to the notice, may be issued with an Infringement Notice that will incur a penalty. Further follow-up by way of a Penalty Reminder Notice may also take place – this stage includes the original penalty and a Penalty Reminder Notice fee. Penalties collected on behalf of council will be reimbursed at the end of the Infringement and Penalty Reminder Notice stages.

Additionally, during the Infringement and Penalty Reminder Notice stages, non-voters may request for their matter to proceed directly to the Magistrates' Court.

Any such requests will be actioned at the conclusion of the Infringement and Penalty Reminder Notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the conclusion of the Penalty Reminder Notice stage.

Evaluating the VEC's services

The VEC is committed to providing high quality election services to its local government clients. Through the VEC's formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2020 and acknowledges the receipt of feedback provided by Alpine Shire Council. Additional feedback can be provided to the Program Manager for Local Government elections by emailing LGProgram2020@vec.vic.gov.au.

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program which includes input from all areas across the VEC's workforce. Internal debriefing following the local government elections commenced in December 2020. In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. This report will be tabled in Parliament and available on the VEC website.

Schedule 1: Record of ballot papers and declaration envelopes

Alpine Shire Council 2020 general election

BALLOT PAPERS PRINTED

Victorian Electoral Commission	14,000
Election Manager	0
Total	14,000

BALLOT PAPERS ISSUED

General mail out	11,169
Early and replacement votes	237
Unenrolled declaration votes	0
Spoilt	0
Sub total	11,406
Unused	2,594
Total	14,000

DECLARATIONS RETURNED

General mail out admitted to the extraction	9,148
Early and replacement votes admitted to the extraction	214
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to the extraction	257
Declarations returned to sender	234
Sub total	9,853
Declarations not returned	1,553
Total	11,406

Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2020 Alpine Shire Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Warwick Gately AM
Electoral Commissioner

Appendix 1: Breakdown of the voters' roll

Alpine Shire Council

Voters enrolled through an entitlement under section 241 of the LG Act	9,565
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	1,604
Total	11,169

Appendix 2: Statutory advertising

Alpine Shire Council election Schedule of public notices

Close of roll notice (see Appendix 2.1 for example)

VEC Website	8 August 2020
Myrtleford Times/Alpine Observer	12 August 2020

Notice of election (see Appendix 2.2 for example)

VEC Website	31 August 2020
Myrtleford Times/Alpine Observer	2 September 2020

Voting details notice (see Appendix 2.3 for example)

VEC Website	28 September 2020
Myrtleford Times/Alpine Observer	30 September 2020

Reminder notice (see Appendix 2.4 for example)

VEC Website	12 October 2020
Myrtleford Times/Alpine Observer	14 October 2020


Notice of result (see Appendix 2.5 for example)

VEC Website	23 November 2020
Myrtleford Times/Alpine Observer	25 November 2020

Appendix 2.1: Close of roll notice for Alpine Shire Council

Alpine Shire Council postal election

Your council, your vote



You must be enrolled to vote

A general election will be held for Alpine Shire Council in October 2020. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm on Friday 28 August 2020**. Two categories of voters can be enrolled to vote in the Alpine Shire Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 24 October 2020 **AND**
- you live in Alpine Shire **AND**
- you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 24 October 2020 **AND**
- you live in Alpine Shire and you are not on the State electoral roll **OR**
- you have lived at your current residential address within Alpine Shire for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at vec.vic.gov.au

You can also download an enrolment form from the website. All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at **4 pm on Friday 28 August 2020**.

How can I check my State enrolment?

You can check your enrolment details online at vec.vic.gov.au at any time, or call 1300 805 478.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 24 October 2020 **AND**
- not a State-enrolled voter within Alpine Shire.

You are automatically enrolled for this election if you were enrolled as a non-resident owner at the most recent election for your local area. This includes any by-elections held since the last general election.

If your circumstances have changed since the most recent election and you are no longer a non-resident owner of that property, you will not be automatically enrolled for this election. Depending on your circumstances, you may still be eligible to apply to be enrolled as a Council-enrolled voter.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property in Alpine Shire since the last election or by-election and you are not automatically enrolled **OR**
- you are not an Australian citizen and you live in, and pay rates for, a property within Alpine Shire **OR**
- you pay rates on a property you occupy in Alpine Shire, for example you are a shop tenant and pay rates to the Council for the tenancy, and you have no other voting entitlement within Alpine Shire **OR**
- you are a director or company secretary of a corporation that pays rates to Alpine Shire Council and you have no other voting entitlement within Alpine Shire.

How do I apply to be a Council-enrolled voter?

If you meet any of the mentioned criteria and wish to enrol, contact Alpine Shire Council on (03) 5755 0555 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at **4 pm on Friday 28 August 2020**.

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on (03) 5755 0555.

Thinking about standing for election?

Candidate requirements have recently changed. To nominate as a candidate for Alpine Shire Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Alpine Shire Council **AND**
- be eligible to become a councillor should you be elected **AND**
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.

For further information, visit vec.vic.gov.au

Enrolment closes

4 pm Friday 28 August




State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au


vec.vic.gov.au | 131 832

For enquiries in languages other than English call our interpreting service:

- 普通话 9209 0190 Amharic • العربية 9209 0100 Arabic • Bosanski 9209 0191 Bosnian • 粵語 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • داري 9209 0193 Dari
- Dinka 9209 0119 Dinka • Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian • ខ្មែរ 9209 0192 Khmer • 한국어 9209 0194 Korean • Македонски 9209 0105 Macedonian
- 國語 9209 0106 Mandarin • فارسی 9209 0195 Persian • Русский 9209 0196 Russian • Српски 9209 0107 Serbian • Soomaali 9209 0108 Somali • Español 9209 0109 Spanish
- Türkçe 9209 0110 Turkish • Việt-n 9209 0111 Vietnamese • All other non-English languages 9209 0112

Authorized by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.



@electionsvic   



Appendix 2.2: Notice of election for Alpine Shire Council

Alpine Shire Council postal election

Your council, your vote

Alpine Shire Council Councillors: 7

Vote by post this October

Voting

Ballot packs will be mailed to voters enrolled in the Alpine Shire Council election from Tuesday 6 October 2020. Return your completed ballot material by mail ASAP or hand-deliver it to the Election Manager by the close of voting at 6 pm on Friday 23 October 2020.

If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Friday 28 August 2020, you can request for your ballot pack to be redirected by writing to:

Election Manager
Alpine Shire Council election
c/- Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Alternatively, you can email your request to:
redirections@vec.vic.gov.au

Please include the address for redirection. Each voter requesting redirection must sign their request.

Requests for redirection must be received by **Thursday 17 September 2020**.

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision—please register by **Tuesday 15 September 2020**. To register, call (03) 8620 1222 during business hours.

Request an early postal vote

To apply for an early postal vote, contact the Election Manager from **Wednesday 23 September 2020** on 1300 260 890 and make an application. You must provide a valid reason.

How to nominate as a candidate

Candidate requirements have recently changed. To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters' roll for Alpine Shire Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.

To nominate, complete the nomination form and lodge it with the Election Manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from **Thursday 17 September 2020** until **12 noon on Tuesday 22 September 2020** at:

104C Gavan Street, Bright

Visit vec.vic.gov.au for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from **Thursday 3 September 2020**.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the Election Manager along with the nomination fee.

Call the Election Manager from **Wednesday 16 September 2020** on 1300 260 890 to make a nomination appointment.

Online candidate information session

Due to COVID-19 restrictions, the VEC's recorded candidate information session can be streamed online from **Thursday 3 September 2020** complemented by state-wide interactive candidate seminars based on the information video. To watch the information session or find out how to join an online interactive seminar, visit vec.vic.gov.au

Nominations close

12 noon Tuesday 22 September

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

For enquiries in languages other than English call our interpreting service:


- 普通话 9209 0190 Amharic • العربية 9209 0100 Arabic • Bosanski 9209 0191 Bosnian • 粵語 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • داری 9209 0193 Dari
- Dinka 9209 0119 Dinka • Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian • ភ្នំ 9209 0192 Khmer • 한국어 9209 0194 Korean • Македонски 9209 0105 Macedonian
- 國語 9209 0106 Mandarin • فارسی 9209 0195 Persian • Русский 9209 0196 Russian • Српски 9209 0107 Serbian • Somali 9209 0108 Somali • Español 9209 0109 Spanish
- Türkçe 9209 0110 Turkish • Việt-n 9209 0111 Vietnamese • All other non-English languages 9209 0112

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Appendix 2.3: Voting details notice for Alpine Shire Council

Alpine Shire Council postal election

Your council, your vote



Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from **Tuesday 6 October 2020**.

This is a postal election only.

If you do not receive your ballot pack by **Friday 16 October 2020**, please call 1300 260 890 during office hours to arrange a replacement.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number **ALL** the other boxes in order of your choice. You must number **EVERY BOX** and only use each number once.

How to return your completed ballot paper

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

104C Gavan Street, Bright

Voting is compulsory

Voting is compulsory for all voters who were on the State roll at 4 pm on **Friday 28 August 2020**.

You may be fined if you do not vote — this includes homeowners and tenants.

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area OR
- you are enrolled directly with the Council to be on the voters' roll for this election.

Your completed ballot pack must be in the mail or hand-delivered by 6 pm* Friday 23 October

*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 1300 260 890

For enquiries in languages other than English call our interpreting service:


- 普通话 9209 0190 Amharic • العربية 9209 0100 Arabic • Bosanski 9209 0191 Bosnian • 粵語 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • داری 9209 0193 Dari
- Dinka 9209 0119 Dinka • Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian • ភ្នំ 9209 0192 Khmer • 한국어 9209 0194 Korean • Македонски 9209 0105 Macedonian
- 國語 9209 0106 Mandarin • فارسی 9209 0195 Persian • Русский 9209 0196 Russian • Српски 9209 0107 Serbian • Somali 9209 0108 Somali • Español 9209 0109 Spanish
- Türkçe 9209 0110 Turkish • Việt-n 9209 0111 Vietnamese • All other non-English languages 9209 0112

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Appendix 2.4: Reminder notice for Alpine Shire Council

Alpine Shire Council postal election

Your council, your vote



Check the mail for your ballot pack

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 6 October 2020.

This is a postal election only.

If you do not receive your ballot pack by **Friday 16 October 2020**, please call 1300 260 890 during office hours to arrange a replacement.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number **ALL** the other boxes in order of your choice. You must number **EVERY BOX** and only use each number once.

How to return your completed ballot paper

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

104C Gavan Street, Bright

Voting is compulsory

Voting is compulsory for all voters who were on the State roll at **4 pm** on **Friday 28 August 2020**.

You may be fined if you do not vote – this includes homeowners and tenants.

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area **OR**
- you are enrolled directly with the Council to be on the voters' roll for this election.

Your completed ballot pack must be in the mail or hand-delivered by 6 pm* Friday 23 October

*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.




State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au


vec.vic.gov.au | 1300 260 890

For enquiries in languages other than English call our interpreting service:

• 0909 0190 Amharic • 0909 0100 Arabic • Bosanski 0909 0191 Bosnian • 0909 0101 Cantonese • Hrvatski 0909 0102 Croatian • 0909 0193 Dari • Dinka 0909 0119 Dinka • Ελληνικά 0909 0103 Greek • Italiano 0909 0104 Italian • 0909 0192 Khmer • 한국어 0909 0184 Korean • Македонски 0909 0105 Macedonian • 0909 0106 Mandarin • 0909 0105 Persian • Русский 0909 0196 Russian • Српски 0909 0107 Serbian • Somali 0909 0108 Somali • Español 0909 0109 Spanish • Türkçe 0909 0110 Turkish • Việt-n 0909 0111 Vietnamese • All other non-English languages 0909 0112

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.


@electionsvic   



Appendix 2.5: Notice of results for Alpine Shire Council

Alpine Shire Council election

Declaration of results



The following candidates were elected to the Alpine Shire Council at the general election held in October 2020:

JANAS, Ron (1st elected)

PRIME, Kelli (2nd elected)

KEEBLE, Tony (3rd elected)

VINCENT, Charlie (4th elected)

CHALWELL, Katarina (5th elected)

NICHOLAS, Sarah (6th elected)




FORSYTH, John (7th elected)


Further details about the results are available at vec.vic.gov.au

Andrew Robertson
Election Manager
Thursday 5 November 2020

vec.vic.gov.au | 131 832

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electionsvic   



Appendix 3: Schedule of media releases and advisories

Alpine Shire Council Council-specific media releases and advisories

Enrol now for the Alpine Shire Council election	7 August 2020
Call for candidates for the upcoming Alpine Shire Council election	24 August 2020
Candidates announced for the Alpine Shire Council election	23 September 2020
Ballot packs mailed this week for Alpine Shire Council election	5 October 2020
Voting closes soon for the Alpine Shire Council election	12 October 2020
New councillors for Alpine Shire Council	5 November 2020

Statewide media releases and advisories

Victorians urged to enrol for upcoming council elections	7 August 2020
October local council elections to proceed under COVIDSafe election plan	19 August 2020
Last chance to enrol for Victorian council elections	21 August 2020
Enrolment closes tomorrow for October's council elections	26 August 2020
Nominations open soon for Victorian local council elections	31 August 2020
Council election information one click away on VEC website	4 September 2020
Accessing candidate information for the 2020 Victorian local council elections	14 September 2020
Victorian voters encouraged to sign up for free election reminders	16 September 2020
Nominations are in for the October council elections	23 September 2020
Authority granted for postal vote contingency	30 September 2020
Voting underway for Victoria's local council elections	5 October 2020
Mobile numbers not from VEC	12 October 2020
Local council elections voting deadline looms	19 October 2020
Strong voter response to local council elections	20 October 2020
Results timeline for Victorian local council elections (media advisory, not for publication)	21 October 2020
Final day of voting shows high voter turnout for council elections	23 October 2020
VEC won't risk public health for quick results in record turnout	28 October 2020
A win for democracy in a challenging year	13 November 2020
Didn't vote in the election? Please explain.	8 February 2021

Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

4.1.1 close of roll – sent from Wednesday 19 August to Wednesday 26 August 2020



Council elections will be held by post in October. Make sure you are correctly enrolled by 4pm 28 Aug. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/tohMhA5l>

Wed 11:08 AM

4.1.2 mail out of ballot pack Friday 9 October to Friday 13 October 2020



VEC has posted a ballot pack to your enrolled address. Voting in council elections is compulsory. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/ufDvSR07>


4.1.3 reminder close of voting - Monday 19 October 2020



Council elections: voting closes 6pm Friday. Post your vote or return it to your election office ASAP. More info or unsubscribe: <https://voteralert.vec.vic.gov.au/s/usSUBkIM>

Appendix 4.2: Email alerts

4.2.1 Close of roll email

VoterAlert

2020 Local council elections

Hello,

Local council elections will be held in Victoria by post this October. It is important that you are correctly enrolled so you receive a ballot pack at your correct address.

Enrolment closes at 4 pm on Friday 28 August 2020.

If you haven't changed your postal address, residential address or name, there is no need to do anything.

Are your details up to date?

You can check your details online on the VEC's Check My Enrolment portal. Complete all fields, making sure you:

- enter your first and middle names in the 'Given names' field
- start to enter your suburb and pick it from the list suggested
- start to enter your street name only and pick it from the list suggested.

CHECK MY ENROLMENT

Do you need to update your details?

CHANGE MY DETAILS

Are you eligible to vote in another council?

In a council election, there are two types of enrolment: State enrolment and council enrolment.

You are receiving this message because you are State-enrolled.

But if you own property or pay rates in another council, you may be enrolled or eligible to enrol directly with that council.

Find out more: [Enrolling for council elections](#)

Do I have to vote at these elections?

Voting is compulsory for State-enrolled voters. Don't risk a fine!

If you are on the roll for Melbourne City Council, it is also compulsory for council enrolled voters to vote.




FIND OUT MORE

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

UNSUBSCRIBE




[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

4.2.2 Ballot Pack mailout email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#).

VoterAlert

 Victorian Electoral Commission

2020 local council elections

Hello

You are enrolled to vote in the 2020 local council elections in Council Name

Voting in this election will be by post. We posted you a ballot pack between Tuesday 6 and Thursday 8 October 2020.

Please follow the instructions in your ballot pack to cast your vote and mail it back to us as soon as possible. Voting closes at 6 pm on Friday 23 October 2020, but local mail clearance times may be earlier than the cut-off. We recommend you return your completed vote as soon as possible.

Didn't get a ballot pack?

If you don't get a ballot pack by Friday 16 October, call your local Election Office to request a replacement. You can find [Election Office contact details](#) on our website.

Are you away from your enrolled address?

If you are away from your enrolled address call your local Election Office to request a replacement ballot pack. You can find [Election Office contact details](#) on our website.

Do I have to vote?

Voting is compulsory for everyone on the State and Melbourne City Council voters' rolls. Don't risk a fine!




FIND OUT MORE ABOUT THE ELECTION

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

UNSUBSCRIBE



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4.2.3 Last week to vote email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#).

VoterAlert



2020 local council elections

Disregard this email if you have already voted.

Hello

You are enrolled to vote in the 2020 local council elections in **Council Name** Council.

Voting closes 6 pm this Friday 23 October.

How to vote

As soon as possible, make sure you:

mail your completed ballot paper in the reply-paid envelope provided

OR

drop your completed ballot paper off at [your local Election Office](#).

Please note: voting closes at 6 pm on Friday 23 October. However, local mail clearance times vary and we recommend you return your completed vote as soon as possible.

Didn't get a ballot pack?

If you haven't received a ballot pack, [check our website to understand your options](#).

Do I have to vote?

Voting is compulsory for everyone on the State and Melbourne City Council voters' rolls. Don't risk a fine!

[FIND OUT MORE ABOUT THE ELECTION](#)

Authorised by W. Galsky, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:

Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

[UNSUBSCRIBE](#)



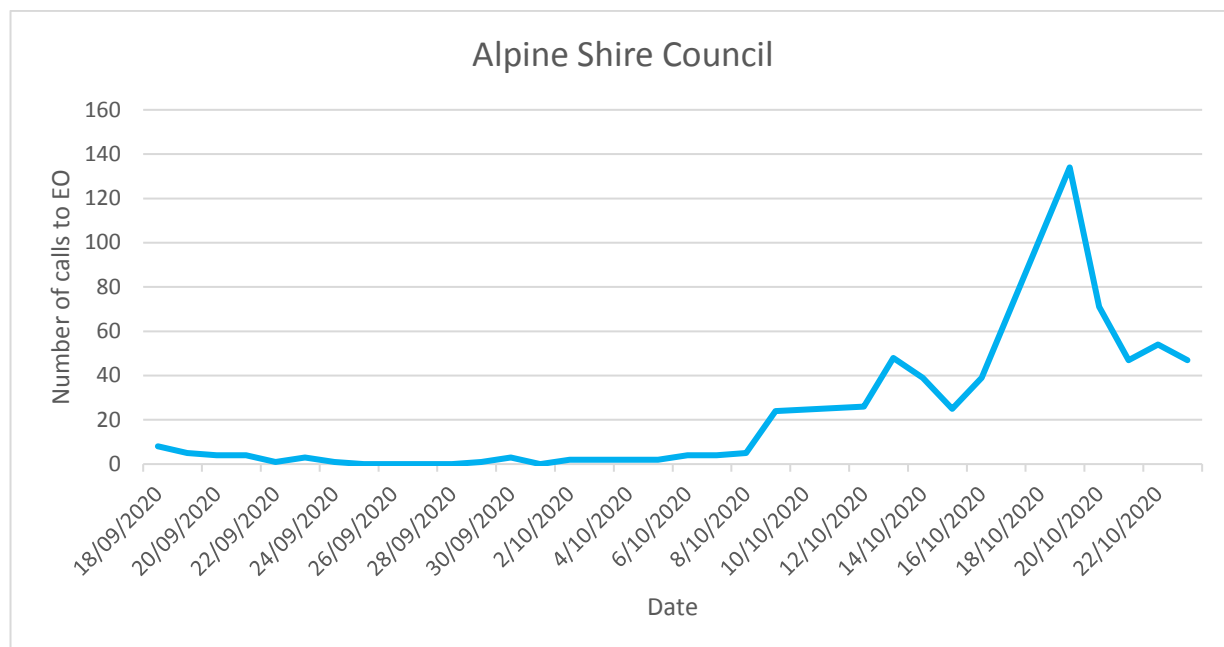
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Appendix 5: Voter engagement program and initiatives

Program	Program Details
Be Heard Democracy Ambassador program	This program normally provides face-to-face electoral education sessions and was adapted to an online delivery model, providing peer-led electoral education to residents in specialist disability services and culturally and linguistically diverse (CALD) communities. A total of 47 sessions were provided to people with disabilities and a total of 80 sessions were provided to CALD communities through councils and community organisations hosting online sessions.
Myth busting campaign.	This offline campaign addressed myths around enrolling and voting for those experiencing homelessness or with unstable housing. Four myths were dispelled and displayed on billboards and street posters, in metropolitan Melbourne areas with high populations of people experiencing homelessness. During the enrolment period, no-fixed-address enrolment forms were distributed with 4,500 meals to those suffering financial hardship, through a sponsorship with StreetSmart. This partnership included social media and Electronic Direct Mail distribution to StreetSmart's database of homeless services and community partners. A 1800 freecall number was also established to support those with financial hardship to provide support for enrolling and voting. This phone number was advertised on posters distributed through homelessness agencies, drug and alcohol services and services providing COVID-19 testing in hotels.
CALD in-language social media videos.	This project produced a series of three videos in 10-12 different languages which provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms and community networks.
Aboriginal short videos.	This project produced five videos in collaboration with Reconciliation Victoria. Two videos featured Aboriginal Elders and other leading Aboriginal community members discussing the value and ways to engage with local council elections. A further three videos, using culturally relevant animation, explained what services councils are responsible for, how to vote and the role of a councillor. These were shared through Aboriginal community channels and organisations.
DemGraphics young people co-designed social media project.	This project involved conducting research to identify barriers to enrolling and voting with a diverse group of young people. This information was then used to pilot a social media campaign in selected councils to encourage engagement in the elections for those aged 18-29.
Easy English tutor guide and worksheets.	These were produced for people with low English proficiency and designed as a co-read product where a person supports the learner through the worksheets. The tutor guide and worksheets were based on the VEC's Easy English guides for local council elections and were available for download from the VEC's website in PDF and Word formats.

Appendix 6: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service including those received by the VEC's overflow call centre and tagged as relating to Alpine Shire Council during the 2020 local government elections.



Appendix 7: Final list of candidates in ballot paper order

The candidates, in ballot paper order, were as follows:

Alpine Shire Council election

FLETCHER, Mickey

VACCARO, Mario

FORSYTH, John

CHALWELL, Katarina

KNAPPSTEIN, Kitty

PRIME, Kelli

RONCO, Jean-Pierre Louis

KEEBLE, Tony

KELLEY, Simon

VINCENT, Charlie

JANAS, Ron

NICHOLAS, Sarah

PEARCE, Daryl

Appendix 7.1: Candidate statements and photographs

Alpine Shire Council election

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
13	13	13

Appendix 7.2: Candidate statement leaflet for Alpine Shire Council election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
 See the ballot paper envelope for voting instructions.


VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020.**
 Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:
 104C Gavan Street
 Bright


CANDIDATE QUESTIONNAIRES
 Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
 You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.
 Further information on voting entitlements can be found at vec.vic.gov.au

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.




2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020



Alpine Shire Council

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.
 For further information visit vec.vic.gov.au or phone 1300 260 890 during business hours.

 **Victorian Electoral Commission**
Printed on 100% Australian made recycled stock

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



FLETCHER, Mickey

Hello I'm Mickey Fletcher. I was born and bred in the Alpine Shire. Bright - Wandiligong is my home town. I come from a local farming family. I'm very passionate about the Alpine Shire and the direction its heading. I believe the right decisions need to be made to protect this beautiful region. Moving forward with a balance between Primary Production, Industry and Local Events. Most particularly preserving the Heritage of this beautiful place. I am not Anti-Tourist but I am Pro-Local.

1

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VACCARO, Mario

Dear voter, thank you for considering me as your representative on Council for the next four years. When previously on Council I attended a number of seminars and forums in Melbourne which enabled me to better represent your interests. I've lived in Myrtleford for over 60 years and am currently retired which allows me to dedicate more time working and representing you. I have been the youngest ever President of the Savoy Club and the North Eastern Soccer League; Team Manager of the Myrtleford football club; deputy chair of Road-safe NE for 6 years; served on the Dinner-Plain Committee, and many more. I have a Business and Tourism background, and was also a Carer for my elderly parents for 12 years which is invaluable within our ageing population. As your Councillor, I will continue to canvass for an expansion of Tourism activity; for Safer Roads which will better enable us to "arrive alive" - and would urge everyone to please report road hazards. I'm an advocate for decentralization of Population and Industry, which ensures a more viable future, and for better support for local Business - especially during pandemics. I am also committed to representing the entire Alpine Shire Community; to preserve our democratic freedoms; and to advance causes for the benefit of all. As your Councillor I will advocate value for money spent; open and accountable decision-making processes, and better maintenance for our Alpine Roads and other Infrastructure. I can be contacted on mob 0405926068 or email marvaccaro@yahoo.com.au. or at Vaccaro4Alpine on Facebook. For integrity, Accountability, strong representation, and a fair go for all, please Vote 1 Vaccaro, or allocate your best preference. Because together, we can make a real difference! Thank You.

2

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FORSYTH, John

It's October 2020 and you are voting for a new council. Your decision will affect how the Alpine Shire will be administered for the next 4 years. Local Government is about getting the best outcomes for all residents and the role of a Councillor is advocacy and representation of the community whether it be a planning application, local law dispute or development of public infrastructure. The past 10 months have been extremely difficult for everyone and so your vote is now vital to ensure we can survive into what is now being called the new normal. This means a strong commitment by council to face the challenges ahead. Thankfully during my time on council politics have not been an issue in policy and decision making and I would like to think that the Alpine Shire can continue without undue political influence. Alpine Shire is a diverse region heavily reliant on primary industry and tourism. The next 4 years will be critical in re-establishing the Shire as the premier tourist destination in Victoria. Strong advocacy by councillors with business understanding will be crucial in this endeavour. Your vote is crucial in selecting those advocates. The re-establishment of tourism must also be tempered by the requirement of everyday amenity for residents. The current restrictions on travel and association have given us the perfect opportunity to define and refine the local planning laws to better reflect the aspirations and desired outcomes of you the local residents. Get it right now for the next 30 years. My last 8 years in council have seen the emergence of a vibrant, efficient and well managed Shire, the envy of many. Your role as a voter is to elect councillors that will strive to make wise decisions that will improve the quality of life for all.

3

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CHALWELL, Katarina

Growing up in the Alpine Valley taught me resilience, independence and respect for all generations. Without the hard work and dedication of those before us, I would not be in a position to illustrate to my children what standing up for what you believe, respecting others and their opinions and educating yourself can achieve. Learning from the past and using it to make the future better is what should be practiced collectively. Taking on board varying opinions will allow us to pave a way to continue to learn and grow as a society towards the future to make real change. I will continue to educate myself and advocate for the opinions and rights of those who legitimately wish to improve the future of our local region. But I won't be suggesting that there's only one approach to creating real change. We need to collectively utilize our talents, skills, and knowledge to make real change happen. We have to work together as equal participants and not just observers. Together we can highlight sustainable development that satisfies the needs of the present without compromising the capacity of future generations, guaranteeing the balance between economic growth, care for the environment & social well-being.

4

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KNAPPSTEIN, Kitty

Consultative, respectful and transparent decision making happens when all residents and ratepayers are heard. This consideration must include quiet voices often missed - the young, the aged, the culturally diverse and the socially disadvantaged. For ethical and accurate input all views must be sought and brought to table; sustainable growth, the environment and future generations are also crucial factors. Climate change and the pandemic have upturned local and global communities; the fallout will impact the way we live, our economy and our workforce for many years to come. Although some changes have been imposed on us, there are opportunities here to embrace the new normal and shape a balanced future for the whole of the Alpine Shire. We need to be mindful of permanent residents when promoting tourism and hospitality or we risk loss of both our liveability and visitability. We welcome visitors to our region, as we have so much to offer, and I would certainly be pleased to see Alpine Shire become the preferred new home for those decentralising from larger metropolitan areas, now that working from home has become a tenable option. I sense the imposed Covid-19 restrictions have presented us the opportunity to reflect on the things that matter, and we need to prioritise accordingly. I am apolitical, and strive to make impartial and reasoned decisions.

5

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PRIME, Kelli

I am Kelli Prime and I was raised on our family dairy farm in Tawonga. After leaving to pursue a career in physiotherapy I returned to the Kiewa Valley in 2018 and purchased a beef farm in Upper Gundowring with my partner Michael. I balance farm life with my work across both public and private physiotherapy. I believe my rural background and healthcare experience, coupled with a drive to see my community prosper, make me a critical-thinking and practical candidate for Council. If elected, I will advocate for Council to increase their community engagement, improve access to health services, support of the agricultural industry, practical support for local business and increased promotion of recycling and reusing initiatives. I would love the opportunity to bring a fresh and enthusiastic perspective to Alpine Shire Council.

6

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RONCO, Jean-Pierre Louis

Our community first. Since 2014, I have called the Alpine Shire my home. Aware of the challenges facing our community, I will build on the work done by our previous councillors. I will advocate, with other elected councillors, to the state and federal governments for financial support for our community. Like many of you, I volunteer and dedicate my energy to community groups in the Alpine Shire. Like many of you, I participate in the economic development of our community through my locksmith and photography businesses. Like many of you, I have been employed in the tourism industry, in the Diner Plain snowfields. Like many of you, my French and Italian heritage has enhanced our community diversity. Thanks for giving me the opportunity to represent you as an Alpine Shire councillor.

7

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KEEBLE, Tony

It has been an honour to serve the ratepayers across the Alpine Shire for the past three terms. My role, as your voice, has been stimulating and rewarding on all accounts. I became a councillor to give back to the community that raised me from a child of the Kiewa Valley, to the person I am today - an adult of the Alpine Shire. I am happily married with four beautiful girls and could not think of a better place to live and raise a family. I am the Principal of Outdoor School and am involved in many local clubs. Considering my deep connection with the Shire and its residents, I am seeking re-election during these uncertain times to help steer our wonderful Shire through the complexities of the COVID-19 pandemic and bushfire recovery initiatives. I will do this by ensuring the Shire responds in a caring and empathetic manner to your mental health and financial concerns, and I will do this by ensuring the Shire develops a responsive economic recovery plan to help get our businesses back on their feet. Areas that I am passionate about include education from birth to adulthood, all aspects of health, environmental sustainability, maintaining a responsible budget, farming and agriculture, planning, roads, bridges, footpaths, recreation facilities, emergency management, water security, economic development and parks and gardens. Strengths that I bring to the role as councillor include honesty, integrity, a willingness to listen and act, an ability to work in a team environment and financial acumen. Thank you for this opportunity to give back to our community. I look forward to re-election so I can help you achieve your vision for our wonderful shire.

8

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KELLEY, Simon

I live in Bright and work in Mount Beauty. My partner is a small business operator and we have two children. You will regularly see me on the weekday routine of school and kinder drop-offs. On weekends I like being outdoors with family and friends. Growing up in the Goulburn Valley, I've been coming to the region my whole life. When a work opportunity came up here in 2014 I jumped on it. I have worked in the renewable energy industry for two decades and although that has taken me to many parts of regional Australia, I am proud to call the Alpine Shire home. I am running for council because I want to be a strong voice for the community and contribute to our future. Our population is spread out making it tough for some communities to have a voice. I'm committed to a new approach that will see councillors regularly meet with residents at locations across the shire to ensure all communities are heard. The seasons and events of late have highlighted our vulnerabilities, but also given light to our strengths. Our beautiful environment is what drives the local economy. Now more than ever leadership that returns businesses to prosperity while protecting our environment is needed. I'll provide this leadership. Our region welcomes more families and elderly residents each year. As a councillor I will prioritise the services needed to be healthy and happy in all stages of life. Through my professional career I have leadership experience in economic development, environmental management, emergency management and good organisational governance. I will be a strong voice for the residents of the Alpine Shire. If you'd like to chat contact me at www.simonkelley.com

9

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VINCENT, Charlie

Inspired by my unwavering passion for our region, I seek to serve the Alpine Shire community as a steadfast leader who thinks laterally and takes action. In the past 12 months we have faced unprecedented challenges and I believe what matters now are the choices we make about the future. As your local representative, I will advocate for environmentally sustainable initiatives that prioritise support for residents and local businesses, while continuing to attract visitors and engage new business opportunities to diversify industry and employment in our region. My professional background is in management, tourism, hospitality and recreation. I have over 15 years experience leading teams in both the corporate and not-for-profit sectors in Australia and Canada. For the past 5 years I have run my own small business while raising two young girls and I am actively involved in volunteer work that supports local wildlife rehabilitation and wildlife education programs. I am personally grounded by compassion and integrity and I believe that if elected, I will bring unique experience and perspective to the Alpine Shire Council. With global issues such as the climate emergency and biodiversity emergency upon us, I believe it is critical that council decisions, consider not only human and business interests, but the interests of the natural environment and all living beings as well. Our community deserves leaders who will act in the best interests of their future and ensure that council decisions are consistent with a long-term vision for a sustainable thriving community and thriving environment. I am proud to be endorsed by the Animal Justice Party whose core values are Kindness, Equality, Rationality and Non-Violence. If you place your trust in me, I promise to act in accordance with these values and advocate for a better life for all, here in the Alpine Shire.

10

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JANAS, Ron

I am privileged to have lived in the Alpine Shire for the past 31 years: raising a family, working and engaging with our community. I am a retired Police Officer, having served 23 years within the Northeast. Over the past 8 years I have represented our Municipality by serving as a Councillor, including 4 years as the Alpine Shire Mayor. I currently serve on the Board of the Municipal Association of Victoria, representing 12 regional councils. I am actively engaged with my local community: the Buffalo River CFA, Myrtleford Landcare and the RSL. As an active member of the local fire brigade, I have witnessed the front line devastation caused by our bushfires; also I am well informed of the economic impact of fires and now the COVID-19 restrictions. Undeniably there are challenges ahead for our region. I am proud of the Alpine Shire achievements over the time I have served. Now in 2020 it is time to rethink our way forward. We need a post COVID economic plan that encourages the re-emergence of our tourist, agricultural and manufacturing industries and explores opportunities in this digital and renewables age. Population and business growth are essential; however we need to work co-operatively with our partners to protect our rural setting and lifestyle. We must have good planning guidelines in place in order to monitor and enhance growth concurrently with protecting our natural environment. Excellent communication channels are required to allow all Alpine community members to express concerns for the well-being of present and future generations. I believe a councillor needs to effectively listen to all points of view from the community without being clouded by political or cultural biases. If elected I will use my skills to listen, advocate and act for all within the Alpine Shire. Vote1 Ron Janas.

11

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NICHOLAS, Sarah

I am standing for Council to offer my vision, skills and background to champion local recovery as we emerge into the New Norm after our devastating summer, winter and being overwhelmed by COVID-19. As we move forward there are opportunities to build a broader economic base, adding economic resilience and successful climate-friendly inspirations into our local economy, to strengthen and safeguard our future. Long-term planning shapes the Alpine Shire. My strong background in strategic planning with community engagement has been focussed on listening to informed local communities to inspire solutions and will help forthcoming planning to align with community needs and values. Contribution from people whose livelihoods, living and play spaces are across the Alpine Shire is fundamental to achieving great planning outcomes. With two children schooling in Bright I advocate for opportunities and encouragement for young people to find their voice, explore their strengths and interests. As primary support for my elderly mother to remain in her own home, I understand the needs of our ageing loved ones, and their carers. I support my partner to run a small business. I have professional experience in farming, forestry, LandCare, catchment and water management, youth training, trauma management, hospitality and tourism as well as planning, communication, leadership, team-building and administration. As a Councillor for the last four years, I have contributed to fostering an inclusive, efficient, effective and responsive council. During the 23 years I have been resident in Wandiligong I have enjoyed involvement in local community groups, sporting organizations, LandCare, sustainability, kindergarten and schools. My family and I thrive on skiing and I have worked seasonally at Mt Hotham for 35 years. My other passions include understanding and being in our natural ecosystems, cycling, dancing, bush-walking, gardening and sustainable living. Our household goal is to be carbon neutral by 2021.

12

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PEARCE, Daryl

Hello everyone in the Alpine Shire It has been my honour to have represented you till now and I am excited to continue. During my tenure on council I have encouraged numerous projects and important events that I wish to continue to support. We must support events that contribute millions of dollars to our local economy and make our shire a genuine and inviting destination whilst keeping the interests of our local community at heart. I have 4 children and eight grandchildren two of which are great grandchildren with one more due next week then 1 more in December. I'll be gone one day but they will still need jobs. The Rod Run is one of our classic events that brings \$6M to our local economy. Unfortunately due to COVID it has been called off. However we must continue to support it next year. Brighter Days brings another \$6M into our economy and supports kids in real need all over Victoria, another amazing event in Alpine Shire, we are the adventure mecca of Australia providing unbelievable fun and fitness to local and visiting families through all seasons. We could re-open talks with previous approach regarding the installation of Gondola chairlift, which would not only be another amazing experience it would greatly relieve the amount of traffic on Mystic Lane due to Paraglider, hang glider mountain bikes that need transport to the top and also an amazing thrill for visitors and even locals. The new councillors must be committed to improving how we manage power usage starting with our Shire offices. Our neighbours at Yackandanda have showed the way with Indigo Power. Good luck to all contesting the 2020 elections. And I try to represent the entire shire fairly. Thank you Vote1Daz.

13

Appendix 8: Daily breakdown of the general mail-out

Alpine Shire Council election

6 October 2020	7 October 2020	8 October 2020	Total
3,797	3,797	3,575	11,169

Appendix 9: Result information

Alpine Shire Council election

Count summary

Enrolment: 11,169

Formal votes: 8,891

Informal votes: 464 (4.96% of the total votes)

Voter turnout: 9,355 (83.76% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
FLETCHER, Mickey	430	4.84%
VACCARO, Mario	483	5.43%
FORSYTH, John	604	6.79%
CHALWELL, Katarina	749	8.42%
KNAPPSTEIN, Kitty	284	3.19%
PRIME, Kelli	1,157	13.01%
RONCO, Jean-Pierre Louis	205	2.31%
KEEBLE, Tony	973	10.94%
KELLEY, Simon	506	5.69%
VINCENT, Charlie	812	9.13%
JANAS, Ron	1,525	17.15%
NICHOLAS, Sarah	642	7.22%
PEARCE, Daryl	521	5.86%

Successful candidates

JANAS, Ron (1st elected candidate)

PRIME, Kelli (2nd elected candidate)

KEEBLE, Tony (3rd elected candidate)

VINCENT, Charlie (4th elected candidate)

CHALWELL, Katarina (5th elected candidate)

NICHOLAS, Sarah (6th elected candidate)

FORSYTH, John (7th elected candidate)

Appendix 10: Election participation statistics

Note: Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Alpine Shire Council election			
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Alpine Shire Council general election	Comparator for 2016 Alpine Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	88.87%	81.66%	86.27%
aged 18 to 69 years old on election day	88.18%	81.45%	85.48%
aged 70 years and over on election day	91.07%	82.42%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	66.71%	62.10%	60.96%
Council total	85.68%	77.62%	84.12%

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Informal Meeting of Councillors

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

Meeting Title: Briefing Session

Date: Tuesday 30 March 2021

Location: Bright Committee Room / Council Chambers

Start Time: 12.00pm

Finish Time: 5.00pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor	Nathalie Cooke	Director Corporate
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position		

1. Conflict of interest disclosures

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

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting**3. Items discussed**

A list of items discussed at the meeting must be included here.

Item
Councillor only time
Acknowledgment of Traditional Custodians
Draft Budget - final update and questions
Economic Development Strategy
Outdoor Dining – Barnard Street
Proposed Regulated Watercourse Land Regulations
Dr Helen Haines – meeting with Councillors
Bushfire Grant Funding (round two)
Purchase of second-hand streetsweeper
April Ordinary Council Meeting Agenda Review



Informal Meeting of Councillors

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

Meeting Title: Briefing Session

Date: Tuesday 6 April 2021

Location: Bright Committee Room / Council Chambers

Start Time: 2.00pm

Finish Time: 5.00pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent (via Zoom)	Councillor		

Councillor and staff apologies:

Name	Position		
		Nathalie Cooke	Director Corporate

1. Conflict of interest disclosures

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

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting**3. Items discussed**

A list of items discussed at the meeting must be included here.

Item
CEO and Councillors only time
Acknowledgment of Traditional Custodians
External Presentation: Wellbeing Index for Alpine Shire and RRR Australia Stuart Croswaite
Sustainability Team Introduction
Vago Sexual Harassment in Local Government Report
MomentumOne
Agenda Review – Ordinary Council Meeting



Informal Meeting of Councillors

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

Meeting Title: Tour of Albury Waste Management Centre

Date: Tuesday 13 April 2021

Location: Lavington Albury

Start Time: 10.00am

Finish Time: 12.30pm

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Ron Janas	Councillor	Will Jeremy	Director Assets
Cr Kelli Prime	Councillor		

Purpose:

Item
Tour of Albury Waste Management Centre



Informal Meeting of Councillors

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

Meeting Title: Briefing Session

Date: Tuesday 20 April 2021

Location: Bright Committee Room / Council Chambers

Start Time: 2.00pm

Finish Time: 5.30pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor	Nathalie Cooke	Director Corporate
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position		

1. Conflict of interest disclosures

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

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting**3. Items discussed**

A list of items discussed at the meeting must be included here.

Item
Acknowledgment of Traditional Custodians
External Presentation: Goulburn Murray Climate Alliance
Housing Availability and housing strategy
Bright Gateway update
Planning Application: P2020.182.1 – Use and Development of Stone Extraction
Community Council Plan update
Councillor Allowances verbal update
Community Bushfire Events Funding Program 2020/21 update



Informal Meeting of Councillors

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

Meeting Title: Briefing Session

Date: Tuesday 27 April 2021

Location: Bright Committee Room / Council Chambers

Start Time: 12.15pm

Finish Time: 5.30pm

Chairperson: Charlie Bird, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor	Nathalie Cooke	Director Corporate
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position		

1. Conflict of interest disclosures

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

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting**3. Items discussed**

A list of items discussed at the meeting must be included here.

Item
Acknowledgment of Traditional Custodians
External Presentation : Tourism North East
Dinner Plain Ski Slope Operations
GOAT Funding Event
Great Valley Trail Guardrail tender award
External Presentation : Alpine Active Sports and Recreation Plan
Introduction of Compliance Officer and general discussion around compliance matters
Wandi Walk planning matters
Council Vision & Plan progress
Parliamentary Sitting – key messages
Ordinary Council Meeting Agenda review