



# Alpine Shire

**ORDINARY COUNCIL MEETING**

**AGENDA**

**M12 - 1 December 2015**

**Bright Council Chambers**

**7:00pm**



Notice is hereby given that the next **Ordinary Meeting** of the **Alpine Shire Council** will be held in the Council Chambers, Great Alpine Road, Bright on **1 December 2015** commencing at **7:00pm**.

### AGENDA

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**1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, RECOGNITION OF ALL PEOPLE AND OPENING PRAYER**

The Chief Executive Officer will read the acknowledgement of the traditional custodians, recognition of all people and opening prayer.

**2 CONFIRMATION OF MINUTES**

**2.1 ORDINARY COUNCIL MEETING – M11**

**RECOMMENDATION**

*That the minutes of Ordinary Council Meeting M11 held on 10 November 2015 as circulated be confirmed*

**3 APOLOGIES**

**4 OBITUARIES / CONGRATULATIONS**

**5 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST**

**6 QUESTION TIME**



## 7 PRESENTATION OF REPORTS BY OFFICERS

### 7.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY

#### 7.1.1 Contracts approved by the CEO

##### RECOMMENDATION

*That the Contracts approved by the CEO be noted.*

Contract No:	1504001	Process:	Public Tender
Title:	Merriang Homestead Bridge Upgrade		
Tenderer:	Waratah Constructions		
\$ (excl. GST):	\$133,818.00		
Funding:	Renewals - Bridges		

Contract No:	1504701	Process:	Public Tender
Title:	New Footpath Works (Part A & B) – Spray Sealed and Asphalt		
Tenderer:	GW & BR Crameri		
\$ (excl. GST):	\$127,844.80		
Funding:	Upgrade - Footpath		

Contract No:	1504702	Process:	Public Tender
Title:	New Footpath Works (Part C) – Concrete		
Tenderer:	North East Civil Construction		
\$ (excl. GST):	\$72,898.00		
Funding:	Upgrade - Footpath		

Contract No:	1505002	Process:	Public Tender
Title:	2015-16 Reseal Program (Part B) - Asphalt		
Tenderer:	Downer EDI Works		
\$ (excl. GST):	\$129,220.89		
Funding:	Renewals - Roads		



Contract No:	1502501	Process:	Public Tender
Title:	Construction of the Mount Beauty Recreation reserve Toilet Block		
Tenderer:	Barton Street Developments		
\$ (excl. GST):	\$72,630.00		
Funding:	Upgrade - Recreation and other		



## 7.2 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN

### 7.2.1 Appointment of Councillors to Represent Council on Committees and Boards

File Number: 615.00

#### INTRODUCTION

Council operates and participates on a range of special, advisory and external committees and groups. Council's appointment of councillors to the various committees and groups will enable good governance and decision making for the 2016 Mayoral term.

#### RECOMMENDATION

*That Councillors be appointed as Council representatives to the following advisory and external committees:*

<i>COMMITTEE NAME</i>	<i>Appointed by Council (C) or by others (O)</i>	<i>REPRESENTATIVE 2016</i>
<i>Advisory Committees to Council</i>		
<i>Audit Committee</i>	<i>C</i>	
<i>Finance Committee</i>	<i>C</i>	
<i>Alpine Shire Youth Council</i>	<i>C</i>	
<i>Municipal Emergency Management Planning Committee</i>	<i>C</i>	
<i>Project and Working Groups of Council</i>		
<i>Community Resilience Committee</i>	<i>C</i>	
<i>Statutory Entities</i>		
<i>High Country Library Corporation</i>	<i>C</i>	
<i>Municipal Association of Victoria</i>	<i>C</i>	<i>Mayor and Deputy</i>
<i>North East Waste and Resource Recovery Group Forum</i>	<i>C</i>	<i>Cr Ron Janas</i>
<i>Incorporated Associations</i>		
<i>Alpine Children's Services Inc.</i>	<i>C</i>	
<i>National Timber Councils Association</i>	<i>O</i>	<i>Cr Jan Vonarx</i>
<i>North East Local Learning and Employment Network Inc.</i>	<i>O</i>	<i>Cr Tony Keeble</i>
<i>North East Multicultural Association Inc.</i>	<i>C</i>	
<i>Timber Towns Victoria Inc.</i>	<i>O</i>	<i>Cr Jan Vonarx</i>
<i>External Advisory and Advocacy Groups</i>		
<i>Alpine@Home Community Care Services</i>	<i>C</i>	
<i>Hume Region Local Government Network</i>	<i>C</i>	<i>Mayor and Deputy</i>
<i>MAV Emergency Management Planning Committee</i>	<i>O</i>	<i>Cr Ron Janas</i>
<i>Murray to the Mountains Rail Trail Committee</i>	<i>C</i>	
<i>Rural Councils Victoria</i>	<i>O</i>	<i>Cr Jan Vonarx</i>



## **BACKGROUND**

### **Category of Council Representation**

There are five categories of Council representation that are being considered:

1. Advisory Committees to Council
2. Project and Working Groups of Council
3. Statutory Entities
4. Incorporated Associations
5. External Advisory and Advocacy Groups

In addition to Council representation, a number of Alpine Shire councillors hold executive positions on committees / boards / groups as regional representatives. These are non-discretionary appointments, and are discussed later in this report. They are represented as "O" in the table of committees to signify that they are appointed by others.

### **Appointments**

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

## **ISSUES**

### **Term of appointment**

In accordance with Section 31 of the *Local Government Act 1989* ('the Act'), council elections will be held on 22 October 2016. Section 68 stipulates that all councillors go 'out of office' at 6am on election day, therefore all committee appointments will also expire at this time.

Councillors must also ensure that they are aware of Section 93A of the Act, which prohibits the making of 'major policy decisions' during the election (caretaker) period.

### **Roles and Responsibilities**

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

#### *External Legal Entities*

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

#### *Council Advisory Committee*

There is no formal decision making that can be made in an advisory capacity on behalf of Council, but rather, recommendations arising from the deliberations of the



committee may be presented to Council for consideration, deliberation and final adoption.

*Responsibilities*

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

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

**Appointments for determination**

The following table identifies committees and representatives during 2015. Commentary is provided regarding committees where council representation is not made in 2016.

<b>COMMITTEE NAME</b>	<b>REPRESENTATIVE 2015</b>	<b>Changes in 2016</b>
<b>Advisory Committees to Council</b>		
Audit Committee	Cr Peter Roper & Cr John Forsyth	
Finance Committee	Cr Peter Roper & Cr John Forsyth	
Alpine Shire Youth Council	Cr John Forsyth	
Municipal Emergency Management Planning Committee	Cr Ron Janas	
<b>Project and Working Groups of Council</b>		
Community Resilience Committee	Cr Ron Janas	
Myrtleford Flood Committee	Mayor or delegate	No longer active – no appointment in 2016.
<b>Statutory Entities</b>		
High Country Library Corporation	Cr Jan Vonarx	
Municipal Association of Victoria	Cr Jan Vonarx (Mayor is Council representative and Deputy Mayor is substitute)	
NE Waste and Resource Recovery Group	Cr Ron Janas	
<b>Incorporated Associations</b>		
Alpine Children’s Services Inc.	Cr Tony Keeble	
National Timber Councils Association	Cr Jan Vonarx	





<b>COMMITTEE NAME</b>	<b>REPRESENTATIVE 2015</b>	<b>Changes in 2016</b>
North East Community Road Safety Council Inc.	Mayor or delegate	Council has not been active on this committee during the past two years. No appointment in 2016.
North East Local Learning and Employment Network Inc.	Cr Tony Keeble (Currently NE local government representative on Board)	
North East Multicultural Association Inc.	Cr Kate Farrell	
Timber Towns Victoria Inc.	Cr Jan Vonarx (Currently President of TTV)	
<b>External Advisory and Advocacy Groups</b>		
Alpine@Home Community Care Services	Cr Kate Farrell	
Hume Region Local Government Network	Cr Jan Vonarx (Mayor is Council representative and Deputy Mayor is substitute)	
MAV Emergency Management Planning Committee	Cr Ron Janas	
Mount Buffalo Chalet Community Forum	Cr Kate Farrell (retired from forum during 2015)	This forum is currently 'in abeyance', awaiting Ministerial direction. An appointment will be made if and when necessary.
Murray to the Mountains Rail Trail Committee	Cr Daryl Pearce	
Rural Councils Victoria	Cr Jan Vonarx (Term on Executive Committee expires end 2016)	

### **Non-discretionary appointments**

Council's representative on the Municipal Association of Victoria and the Hume Region Local Government Network is the Mayor. These appointments are not discretionary and the tenure is dependent on the length of term of Mayor.

The tenure of a number of the appointments that councillors currently hold are also longer than the twelve month Mayoral period and subject to appointment by parties other than Council. These appointments include:

- Executive Committee of Rural Councils Victoria – Cr Jan Vonarx



- Executive Committee of Timber Towns Victoria – Cr Jan Vonarx
- Board of North East Local Learning and Employment Network – Cr Tony Keeble
- MAV Emergency Management Planning Committee – Cr Ron Janas

Unless the councillor retires from these positions, they must be reappointed as Council's representatives to the committee or group.

### **POLICY IMPLICATIONS**

The proposed councillor committee representation is in line with the Alpine Shire Council Plan 2013-2017 (review 2015) as follows:

*Theme 1: Inspired Community Leadership*

*Council values effective community advocacy and partnerships*

Strategic Objectives

1.1 To effectively communicate and engage with stakeholders.

1.2 To advocate on behalf of and represent stakeholders on key issues

*Theme 5: Performance Focused Organisation*

*A customer focused, equitable and sustainable service to the community*

Strategic Objectives

5.4 To ensure a high standard of governance

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Councillors are paid an annual allowance and do not receive additional payments for their involvement on specific committees. Resourcing of councillors attending meetings and participating in the activities of these committees is supported by Council's annual budget.

### **CONSULTATION**

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

### **CONCLUSION**

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

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

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

- Director Corporate Performance
- Governance Officer

### **ATTACHMENT(S)**

- Nil



## 7.2.2 Alpine Shire Council 2016 Schedule of Ordinary Council Meetings

File Number: 662.01

### **INTRODUCTION**

This report seeks Council's endorsement of the proposed ordinary meeting schedule of Council for the 2015 calendar year. The time and location of the meetings will remain unchanged.

### **RECOMMENDATION**

*That:*

1. *the ordinary meeting of Council be held on the first Tuesday of each month in 2016 except January and November according to the following schedule:*
  - January - no meeting*
  - 2 February 2016*
  - 1 March 2016*
  - 5 April 2016*
  - 3 May 2016*
  - 7 June 2016*
  - 5 July 2016*
  - 2 August 2016*
  - 6 September 2016*
  - 4 October 2016*
  - November 2016 - to be advised - pending declaration of election results*
  - 6 December 2016*
2. *the November 2016 ordinary meeting of Council be scheduled pending the declaration of the October 2016 election results.*
3. *notice of Council's 2016 ordinary meeting schedule, be published on Council's website.*
4. *notice of any changes required to the 2016 ordinary meeting schedule be given at least two weeks prior to the revised date and published on Council's website and in a locally circulating newspaper.*

### **BACKGROUND**

Section 83 of the *Local Government Act 1989* (the Act) provides for Council to hold 'ordinary meetings at which general business of the Council may be transacted'.

Council historically holds its ordinary meetings on the first Tuesday of the month (except public holidays) commencing at 7pm. Meetings are held at the Council Chambers, Bright.



## **ISSUES**

### **January meeting**

Council has historically only scheduled and held 11 ordinary meetings throughout any given year with no ordinary meeting scheduled in January. It is proposed that this arrangement be continued in 2016 in order to accommodate councillor and staff leave over the Christmas, New Year and school holiday period.

### **Timing of November meeting**

A general election for local councils will be held on 22 October 2016, and the timing of the November ordinary council meeting will be determined by the date of declaration of results, and a special council meeting to allow councillors to take the oath of office.

In addition, Council's regular ordinary meeting cycle of the first Tuesday of the month clashes with the Melbourne Cup public holiday, which falls on the first Tuesday of November. In a non-election year Council's normal process would be that the ordinary meeting be held on the second Tuesday of the month in November.

### **Special meetings of Council**

Section 84 of the *Local Government Act 1989* provides for either:

- the Mayor or at least three councillors by written notice; or
- the Council by resolution

to call a special meeting of Council.

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

Section 84A of the Act allows the CEO to call a special council meeting within 14 days of the declaration of results of a general election.



## **POLICY IMPLICATIONS**

The proposed meeting schedule is in line with the Alpine Shire Council Plan 2013-2017 (review 2015) as follows:

*Theme 1: Inspired Community Leadership*

*Council values effective community advocacy and partnerships*

Strategic Objectives

1.1 To effectively communicate and engage with stakeholders.

1.2 To advocate on behalf of and represent stakeholders on key issues

*Theme 5: Performance Focused Organisation*

*A customer focused, equitable and sustainable service to the community*

Strategic Objectives

5.4 To ensure a high standard of governance

## **CONCLUSION**

Councillors and the community are familiar with the proposed meeting schedule and its adoption is recommended.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Corporate Performance
- Governance Officer

## **ATTACHMENT(S)**

- Nil



### **7.3 DIRECTOR ASSETS – CHARLIE BIRD**

#### **7.3.1 Contract 1504801 - Mount Beauty CBD Asphalt Works**

File Number: CT15048

##### **INTRODUCTION**

This report relates to the award of the Mount Beauty CBD Asphalt Works tender. The works include resurfacing the CBD roads of Lakeside Avenue, Hollands Street, Kiewa Crescent and Park Street with asphalt.

##### **RECOMMENDATION**

*That Council:*

- 1. Award Contract No. 1504801 for the Mount Beauty CBD Asphalt Works to Downer EDI Works Pty Ltd for the lump sum price of \$195,566.89 (excl. GST).*

##### **BACKGROUND**

The Mount Beauty CBD Asphalt Works have been designed in conjunction with the changes to the kerb and channel, median islands and parking bays recently awarded under Contract 1504101. The resurfacing of the roads with a high quality asphalt wearing course will provide a long life, low maintenance surface, as well complementing the other street furniture and landscaping works planned to improve the amenity of the Mount Beauty CBD.

The works will include a total of 6,400m<sup>2</sup> of asphalt, including Lakeside Avenue between Bogong High Plains Road and Kiewa Crescent; all of Hollonds Street; Kiewa Crescent between Lakeside Avenue and Park Street and all of Park Street.

The Invitation to Tender was advertised in the Herald Sun on 14 October 2015, the Border Mail on 17 October 2015 and on the Tenders.Net and Alpine Shire Council websites.

The Tender documents were downloaded by eight prospective tenderers and two submissions were received.

##### **EVALUATION**

The evaluation panel consisted of the, Senior Project Engineer, Project Engineer and the Engineering Coordinator.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social



The evaluation panel assessed that the tender from Downer EDI Works Pty Ltd best met the selection criteria and achieved the overall highest assessment score. The contractor has previously carried out similar works for Council to a satisfactory standard and has the capability and experience to fulfil the requirements of this contract.

### **ISSUES**

Communication with businesses and the public around the timing and completion of the works is a critical consideration in delivering the combined packages of work planned in Mount Beauty. The awarded civil works (kerb and channel, median islands and parking bays recently awarded under Contract 1504101) are scheduled to be completed by 11 March 2016, with the asphalt works to take place directly after. Asphalt works are expected to be completed within three weeks from commencement.

### **POLICY IMPLICATIONS**

The tender was advertised and evaluated according to the Procurement Policy.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Mount Beauty CBD Asphalt Works are funded under the Roads Budget - Pavement rehabilitation Mount Beauty to the amount of \$215,025.

The available budget to complete the construction works is \$204,255, with \$10,770 of expenditure to date on survey and design costs.

### **CONCLUSION**

Acceptance of the tender from Downer EDI Works Pty Ltd is considered to be the best value option for Council.

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

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

- Director Assets
- Senior Project Engineer
- Project Engineer
- Engineering Coordinator

### **ATTACHMENT(S)**

- Nil



### **7.3.2 Contract 1505001 - 2015-16 Reseal Program, Part A - Sprayed Seal**

File Number: CT15050

#### **INTRODUCTION**

This report relates to the award of Alpine Shire Council's 2015-16 Reseal Program Tender, Part A - Sprayed Seal. Council undertakes resealing each year as part of its local roads renewal program.

#### **RECOMMENDATION**

*That Council:*

- 1. Award Contract No. 1505001 for the 2015-16 Reseal Program, Part A - Sprayed Seal, to GW & BR Crameri Pty Ltd for the lump sum price of \$575,502.01 (excl. GST).*

#### **BACKGROUND**

Council groups its annual resealing works into geographic areas to achieve cost efficiencies. The 2015-16 resealing program was broken into a separable part tender, which covered roads to be spray sealed in Part A and roads to be asphalted in Part B. The conditions of tender allowed for a single combined contract, or two separate contracts to be issued. Due to the pricing received and to achieve best value for Council two separate contracts are being recommended for award. Part A covers spray sealed roads in the Ovens Valley and resealing will be carried out in Myrtleford, Buffalo River, Mudgegonga, Gapsted, Merriang and Ovens. A total road area of approximately 171,600m<sup>2</sup> (24.4km in length) is scheduled to be resealed this year.

The Invitation to Tender was advertised in the Herald Sun on 14 October 2015, the Border Mail on 17 October 2015 and on the Tenders.Net and Alpine Shire Council websites.

The Tender documents were downloaded by seven prospective tenderers and four submissions were received.

#### **EVALUATION**

The evaluation panel consisted of the, Senior Project Engineer, Project Engineer and the Engineering Coordinator.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social

The evaluation panel assessed that the tender from GW & BR Crameri Pty Ltd best met the selection criteria and achieved the overall highest assessment score. The contractor has previously carried out similar works for Council to a satisfactory





standard and has the capability and experience to fulfil the requirements of this contract.

### **ISSUES**

The Reseals Tender is a lump sum contract based on a reference seal design for the scheduled road reseals, with a Schedule of Rates component for the actual quantity of bitumen used. The bitumen application rate needs to be calculated for specific factors relevant to each road at the time of application, including up to date traffic counts, material properties of the sealing aggregate and the road surface condition. The actual bitumen application rates will be specified in the final seal designs, which Council will be required to review and approve as a hold point in the contract. Hence, the amount payable under the contract will depend on the actual bitumen application rate nominated in the final seal designs and this may be slightly less or more than the lump sum price.

### **POLICY IMPLICATIONS**

The tender was advertised and evaluated according to the Procurement Policy.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The 2015-16 Reseals Program is funded by Alpine Shire Council's 2015-16 Road Renewal Budget to the amount of \$743,159. The available budget for Council's 2015-16 Reseal Program Tender, Part A - Sprayed Seal is \$575,938.

Part B of the 2015-16 Reseals Program, which includes roads to be asphalted is also to be funded from this budget. A separate contract has been awarded to a different contractor for an amount of \$129,221.

Line-marking and other minor reseal works (performed using Council's in-house resources) estimated at \$38,000 are additional to the contact amounts and are also to be funded from this budget. There is flexibility to adjust the scope of line-marking works.

### **CONCLUSION**

Acceptance of the tender from GW & BR Cramer Pty Ltd is considered to be the best value option for Council.

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

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

- Director Assets
- Senior Project Engineer
- Project Engineer
- Engineering Coordinator

### **ATTACHMENT(S)**

- Nil



### **7.3.3 Contract 1503701 – Alterations and additions to Lakeview Children's Centre**

File Number: 1780.81

#### **INTRODUCTION**

This report relates to the award of the Contract for the upgrade to the Lake View Children's Centre in Mount Beauty.

#### **RECOMMENDATION**

*That Council:*

- 1. Award Contract No. 1503701, Stage 1 and 2, Alterations and Additions to the Lakeview Children's Centre for a lump sum price of \$636,289.55 (excl. GST) to Southern Cross Developers Pty Ltd.*
- 2. Reinvest the revenue from the sale of the Mount Beauty Guides Hall in Mount Beauty facilities as per resolution 2.(b) of the 5 March 2013 Ordinary Council Meeting; used to fund Stage 2 of this project.*
- 3. Fund Stage 2 of the project up to a value of \$282,000 as an unbudgeted item in the 2015 – 16 Capital works program.*

#### **BACKGROUND**

The project aims to provide a facility that meets the current needs of the community as well as promoting learning and participation. These outcomes will be achieved by:

- Increase the capacity of the kindergarten from 28 to 33 children, capacity of the combined childcare rooms from 29 to 39 children.
- Improving access to early childhood services for children from vulnerable and/or disadvantaged backgrounds.
- Promoting integrated, inclusive and collaborative early childhood education and care services that provide high quality programs that meet the needs of young children aged 0-8 years.
- Enhance the opportunity for social interaction and the sharing of knowledge through the creation of an accessible Flexible Learning Space.

The project has been broken into two key stages:

- Stage 1 - Modifications and extensions to the existing building to increase capacity.
- Stage 2 - Construction of a new attached, Flexible Learning Space.

The Invitation to Tender was advertised in the Herald and the Border Mail on 12 September 2015 and on the Tenders.Net and Alpine Shire Council websites.

The Tender documents were downloaded by twenty eight prospective tenderers and six submissions received.



## **EVALUATION**

The Invitation to Tender process was undertaken in accordance with Alpine Shire Council's procurement policy. The evaluation panel consisted of Director Assets, Acting Manager Asset Development and the Project Manager.

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

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

Interviews were held with short listed Tenderers to confirm they understood and had allowed for the complete scope of works described in the documentation.

## **ISSUES**

Stage 1 presents some risks inherent of renovation projects. All reasonable efforts have been made to identify, document and ensure these risks are managed within the scope of works. Steps taken to mitigate the risks include:

- Hazardous material inspections
- Structural inspections and documentation
- As-built architectural documentation
- Compulsory Tenderer site inspections.

All Tenderers indicated an understanding of the risks and a high level of comfort in the scope of works.

The upgrade to the Lake View Children's Centre will require the existing childcare and kindergarten service to be temporarily relocated the duration of the construction works – up to four months. Council has been working closely with Alpine Children's Services to determine an appropriate solution. At this stage it is proposed that the Lake View Children's Centre will relocate to the Mount Beauty Community Facility at the end of December. The childcare and kindergarten service will utilise the outside space near the Kiewa Crescent entry during January, whilst children numbers are low, allowing the proposed landscaping works in Park Street reserve to occur during January. After this time, the children's outdoor space will expand onto the Park Street reserve. Council has also consulted shortlisted landscape tenderers about the timing of works.

Stage 2 of the project is not currently funded or included in Council's 2015-16 budget.



## **POLICY IMPLICATIONS**

This project is consistent with Council's following strategic documents:

- Council Plan 2013-2017 – Strengthening the Community: Strategic objective 3.3 – To ensure appropriate services and programs for early years, youth and families.
- Mount Beauty Community Facilities strategy, 2012: Objective for a Children's Hub incorporating Childcare, Kindergarten, playgroup and related parenting support groups.

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

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Stage 1 of the project is funded by the Department of Education and Early Childhood Development, Alpine Shire Council and Alpine Children's Services, and is included in Council's 2015-16 buildings budget.

However, Stage 2 of the project is not currently funded or included in Council's 2015-16 budget.

The total budget requirement for Stage 2 is \$283,000, which includes construction, design and project management costs. Alpine Children's Services has committed \$1,000 to Stage 2 and it is proposed that Council fund the remaining \$282,000 for Stage 2, including revenue received from the sale of the Mount Beauty Girl Guides Hall, (\$190,000) as reinvestment into facilities in Mount Beauty.

This is in accordance with Resolution 2. (b) of the 5 March 2013 Ordinary Council meeting.

Additionally a range of community groups are making financial and in kind contributions towards the open space components of the project.

## **CONSULTATION**

Alpine Shire Council officers have worked closely with Alpine Children's Services throughout the life of this project from concept, preparation of the funding submission and the subsequent design development and documentation stage.

Throughout the design development phase of the project representatives from Alpine Children's Services have contributed to identifying and defining the project scope of works. This engagement, through the nominated representatives, has included input from staff and community members to ensure the project delivers on the needs of the centre and the community of the Upper Kiewa Valley.

## **CONCLUSION**

Following an open competitive tender process, comprehensive tender evaluation, interviews and reference checks the tender from Southern Cross Developers is considered to be the best value option for Council.



**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Acting Manager Asset Development
- Project Manager.

**ATTACHMENT(S)**

- Nil.



## 7.4 DIRECTOR SUSTAINABLE DEVELOPMENT – HEATHER GREEN

### 7.4.1 Alpine Shire Community Grants 2015/16

File Number: 1780.88

#### INTRODUCTION

Each year, Council runs a community grants program to fund projects that enhance community development, community resilience and social inclusion. The 2015/16 Community Grants program closed on 30 October 2015.

Twenty-nine applications were received; 26 are recommended for funding.

#### RECOMMENDATION

*That:*

1. *the 2015/16 Community Grants program be allocated as follows:*

<i>Applicant</i>	<i>Project</i>	<i>Amount Requested</i>	<i>Councils Allocation</i>	<i>Total project cost</i>
<i>Alpine Anglican Parish</i>	<i>All Saints' Anglican Church Hall Renovation</i>	<i>\$ 5,000</i>	<i>\$ 5,000</i>	<i>\$26,148</i>
<i>Alpine Cycling Club</i>	<i>Trail Works Trailer</i>	<i>\$ 1,965</i>	<i>\$ 1,965</i>	<i>\$ 3,521</i>
<i>Alpine Shire Heritage Network Sub-committee</i>	<i>Alpine Shire Heritage Trail</i>	<i>\$ 5,500</i>	<i>\$5,500</i>	<i>\$ 7,260</i>
<i>Alpine U3A</i>	<i>International Women's Day 2016</i>	<i>\$ 1,264</i>	<i>\$ 1,264</i>	<i>\$ 5,964</i>
<i>Birkebeiner Nordic Ski Club</i>	<i>Purchase of a Dedicated (RR) Video Camera</i>	<i>\$ 1,379</i>	<i>\$ 1,379</i>	<i>\$ 1,839</i>
<i>Bright and District Pony Club</i>	<i>Burning BBQ (and Marquee Tent)</i>	<i>\$ 448</i>	<i>\$ 448</i>	<i>\$ 598</i>
<i>Bright Community Garden</i>	<i>Bright Community Garden</i>	<i>\$ 5,000</i>	<i>\$ 5,000</i>	<i>\$ 36,850</i>
<i>Bright Croquet Club</i>	<i>Connect Electricity to Clubhouse</i>	<i>\$ 3,832</i>	<i>\$ 3,832</i>	<i>\$ 5,110</i>
<i>Bright Toy Library</i>	<i>IT Renewal at the Bright Toy Library</i>	<i>\$ 755</i>	<i>\$ 755</i>	<i>\$ 1,807</i>
<i>Friends of Germantown Streamside Reserve/UOVLG</i>	<i>Germantown Reserve Picnic Ground</i>	<i>\$ 1,634</i>	<i>\$ 1,634</i>	<i>\$ 2,454</i>
<i>Happy Valley Tree Garden</i>	<i>Happy Valley Tree Garden Rock Art Feature</i>	<i>\$ 2,400</i>	<i>\$ 2,400</i>	<i>\$ 13,475</i>



<i>Applicant</i>	<i>Project</i>	<i>Amount Requested</i>	<i>Councils Allocation</i>	<i>Total project cost</i>
<i>Kiewa valley Historical Society Inc.</i>	<i>Storage Unit Project</i>	<i>\$ 1,970</i>	<i>\$ 1,970</i>	<i>\$ 2,970</i>
<i>Mount Beauty and District Men's Shed Inc.</i>	<i>Air-conditioner and Exterior and Internal Blinds for Kitchen and Recreational Area.</i>	<i>\$ 3,417</i>	<i>\$ 3,417</i>	<i>\$ 4,556</i>
<i>Mount Beauty Tennis Club</i>	<i>Upgrade of Kitchen</i>	<i>\$ 4,500</i>	<i>\$ 4,500</i>	<i>\$ 6,000</i>
<i>Mount Beauty Toy Library Inc.</i>	<i>Strengthening Families by Learning Through Play</i>	<i>\$ 1,500</i>	<i>\$ 1,500</i>	<i>\$ 2,210</i>
<i>Mountain View Children's Centre</i>	<i>Water Splash Learn Stage 3</i>	<i>\$ 6,850</i>	<i>\$ 6,850</i>	<i>\$ 10,250</i>
<i>Myrtleford and District Historical Society Inc.</i>	<i>Concrete Plinths for Outdoor Displays and Associated Works</i>	<i>\$ 1,428</i>	<i>\$ 1,428</i>	<i>\$ 2,083</i>
<i>Myrtleford Chamber of Commerce and Industry Inc</i>	<i>Queen Street Power Distribution Boards</i>	<i>\$ 2,815</i>	<i>\$ 2,815</i>	<i>\$ 3,765</i>
<i>Myrtleford Lawn Tennis Club Inc.</i>	<i>Replacement of Existing Clubhouse Roof</i>	<i>\$ 14,970</i>	<i>\$12,500</i>	<i>\$ 26,010</i>
<i>Neighbourhood Watch- Dederang and District Branch</i>	<i>Community Movie Night</i>	<i>\$ 2,060</i>	<i>\$ 1,500</i>	<i>\$ 4,080</i>
<i>Neighbourhood Watch- Dederang and District Branch</i>	<i>Upgrade Photocopier (for the Dederang Voice)</i>	<i>\$ 4,995</i>	<i>\$ 4,000</i>	<i>\$ 5,775</i>
<i>Ovens Valley United Cricket Club</i>	<i>Replace Carpet on Wickets at Memorial Oval and Gapsted Cricket Ground</i>	<i>\$ 4,200</i>	<i>\$ 4,200</i>	<i>\$ 8,800</i>
<i>Sing Australia Bright</i>	<i>Public Performances of Sing Australia Bright</i>	<i>\$ 1,559</i>	<i>\$ 1,559</i>	<i>\$2,279</i>
<i>Tawonga Rural Fire Brigade</i>	<i>Chest freezer Upgrade</i>	<i>\$ 499</i>	<i>\$ 499</i>	<i>\$ 669</i>
<i>Upper Kiewa Valley Community Association</i>	<i>Bright and Surrounds Walks and Trail Signage – Mount Beauty</i>	<i>\$ 2,197</i>	<i>\$ 2,197</i>	<i>\$ 2,696</i>
<i>Wildlife Shelter – Kathy Silvestri</i>	<i>Construction of Mobile Bird Cage / Small Animal Enclosure</i>	<i>\$ 1,021</i>	<i>\$ 1,021</i>	<i>\$ 2,802</i>
	<i>Totals =</i>	<i>\$86,260</i>	<i>\$ 79,133</i>	<i>\$195,956</i>



2. *It be noted that the Community Grants program has assisted in the delivery of \$ 195,596 of community projects.*
3. *Constructive feedback, coaching and assistance to find a suitable grant program can be offered to unsuccessful applicants.*

## **BACKGROUND**

The Community Grants program is a long established funding scheme that has assisted numerous community groups and organisations in the past. This year, applications were received from a diverse group of organisations from across the shire.

## **ISSUES**

The total amount of money requested through the Community Grants Program this year was \$95,260.

Three of the projects have been recommended for reduced funding due to availability of funds. All of these projects can still proceed as planned:

- Myrtleford Lawn Tennis Club Inc. - Replacement of Existing Clubhouse Roof granted \$12,500; requested \$14,970.
- Neighbourhood Watch- Dederang and District Branch - Community Movie Night granted \$1500; requested \$2,060.
- Neighbourhood Watch- Dederang and District Branch – Upgrade Photocopier granted \$4,000; requested \$ 4,995.

Three projects were unsuccessful:

- Albury Wodonga Regional Foodshare requested \$4,000. This was not granted as the main use of the funds would have been to support a manager. Community Grants guidelines specifically state that salaries will not be supported.
- Harrierville Community Forum requested \$5,000. This was not granted as the application was not specific enough as to why the funds were required. The panel recommended this group reapply next year when Harrierville's Masterplan will have identified their priorities.
- Mount Beauty United Cricket Club requested \$5,610 for a Leadership course. This was not granted as the application was not clear as to what sort of leadership course was intended. The Community Development Officer will work with this group to clarify their needs and help them find funds to complete this project.

## **POLICY IMPLICATIONS**

The Community Grants program is consistent with the:

- Council Plan 2013-17: Strategy 3.2.1 Strengthen the Capacity and Resilience of Communities;





- 2030 Community Vision: Key Direction Seven: Enhancing Our Strong and Safe Communities; and
- Liveability Plan 2013-17.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

\$80,000 is available for distribution from the original 2015/16 budget.

\$79,133 has been allocated – the balance \$867 has been retained to administer this program.

### **CONSULTATION**

The Community Development Officer regularly advises groups and individuals of grant opportunities. The Community Grants Guidelines suggest that any prospective applicant contact the Community Development Officer prior to submitting a grant application. This is an opportunity to give advice on whether the proposed project is a suitable project for this program, on how to write a grant application and how to structure a budget.

An assessment panel consisting of the Mayor, the Councils Community Development Officer, a Youth Councillor, and six community members representing a diversity of geographical locations, age and gender met on 16 November 2015 to consider the applications.

Applications were considered according to the following criteria:

- Projects that provide a high degree of community benefit ;
- A good geographic spread of allocation across shire;
- The contribution and support from the community toward the project;
- Projects that impact on environmental, economic, social, built, recreational and wellbeing criteria; and
- Projects that can be maintained and are sustainable.



## **CONCLUSION**

Funding the 26 projects to the value of \$79,133 will ensure that all highly ranked projects are funded for 2015/16. 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 projects from across the municipality.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director of Sustainable Development
- Manager Economic and Community Development
- Community Building Officer

## **ATTACHMENT(S)**

- Nil



## 7.4.2 Economic and Community Development - Communities Progress Report

File Number: 1081.07

### **INTRODUCTION**

The purpose of this report is to provide Council with an overview of works undertaken in the calendar year within the Communities area and planned works for the 2016 calendar year.

### **RECOMMENDATION**

*That Council:*

- 1. Receives and notes the Communities Progress Report for works undertaken in the 2015 calendar year and works planned for the 2016 calendar year.*

### **BACKGROUND**

Works undertaken within the "Communities" area of Council covers a broad scope. Works are undertaken in alignment with the Council Plan and other strategies and action plans linked to the Council Plan.

#### **Community Development and Resilience:**

##### **Resilience:**

##### **1. Community Resilience Committee Case Study**

This case study was a funded project and has been completed in this calendar year. The study will help guide the future directions of the Community Resilience Committee. The final report is attached. The key findings of the study were that Council resilience committee is successful and sustainable. The reasons for this is that the relationship building between community and agencies that happens at the meetings was at the heart of all the success factors because it improves networking, communication, avoids duplication and "adds value" It also adds new knowledge and enables the agencies and communities to build on existing community resilience and use resilience activities to enhance response and recovery capacity

##### **2. Resilience Month**

To promote resilience across communities of the Shire, a number of activities were conducted by Alpine Shire Council, Alpine Health, Alpine Children's Services and the various agencies from the Community Resilience Committee, across the month of October, including

- REAP (Resilience Emergency Action Plan) Day was held in Myrtleford and catered for 160 children from grades 4-6 from St Mary's Primary School and Myrtleford P-12. Ten activities were presented; the students rotated through them, during the day;
- Emergency Managers Expo at the Myrtleford Show - all of the emergency managers share a common site and children are invited to come and speak to the emergency managers and enter a competition. This competition is designed



so the children have to speak to all of the emergency managers consequently parents join in too.

- Community Day held at Buffalo River for the 3rd year in succession.
- Inaugural Community Awareness Day held at Mudgegonga. This is to be an annual event alternating between Mudgegonga and Rosewhite.
- A series of "Resilience" posters were displayed across the Shire.
- Children's book reading, "Tough Boris", in Myrtleford, Bright and Mount Beauty.
- A series of workshops focussed on family violence held in Myrtleford, Bright and Mount Beauty.
- Weekly interviews on Alpine Radio on various topics relating to resilience.

### **3. Recognition for Councils approach to Resilience**

As a result of Councils proactive approach to resilience and activity across the shire communities, Development Officer (Community and Wellbeing), has presented to the State Crisis Risk and Resilience Committee in Melbourne in late November. This invitation was a result of a presentation the officer made to Municipal Association of Victoria (MAV) Emergency Management committee in June, 2015.

Councils Development Officer (Community and Wellbeing) and Emergency Management Co-ordinator were interviewed on two occasions (June and September) by the Inspector General Emergency Management in Bright. This was part of a review process "Connecting with and Preparing Communities for Major Emergencies in Victoria."

#### **Community Grants:**

The annual Community Grants program provides funding to community groups for community projects. In this financial year and as endorsed by Council a budget of \$80,000 of funding has been set aside for Community Grants. Applications have been recently assessed by a panel of representatives from communities and groups across the Shire including a spread across all ages and genders. Recommendations for Community Grants for this financial year are provided in a separate report.

#### **Youth:**

Youth Council has been meeting on a monthly basis; however there was no meeting in November due to Youth Councillors school commitments in the lead up to exams. Youth Council has been active in supporting the delivery of skate and music events as well as the very successful Youth Awards in October. Nomination numbers and attendance at the celebration were much improved on previous years due to the significant work of the Development Officer (Youth). The future of Youth Council is an item of discussion for the future as encouraging membership to Youth Council is an ongoing issue as well as commitment. Solutions for a best outcome for Council and Youth representation are being investigated.

Council has been successful in sourcing funding for the next three years, which is an injection of \$19,600 per annum to deliver FReeZA (recreational) events across all communities. Diversification of the events delivered will be pursued in 2016.



Various youth projects have been completed in this calendar year, including:

"Raise Your Voice" funded by Department of Health and Human Services (\$24,000), "Tomorrow Towns", funded directly by Rural Councils Victoria, "Walk to School" funded by Vic Health (\$10,000) and Foundation for Young Australians "Experience Asia" scholarship (funded directly by Foundation for Young Australians).

The "Engage" project which is a funded project (\$30,000 per annum) to be delivered over three years commenced in this calendar year and will continue up to and including 2018. This project aims to provide career opportunities and connections for the youth of our Shire, including school leavers, gap year students and the unemployed. In its first year the program has delivered to high school teachers/principals, Council officers, Councillors, business leaders and community representatives an understanding of Social Enterprise, a program delivered through Australian Centre for Rural Entrepreneurship. In this calendar year, Council officers have been working with schools to discuss and create innovative ideas on connecting the youth of our rural communities with employment opportunities. Part two of the social enterprise program will be delivered into schools throughout the Shire in 2016. Other initiatives include development of a web based work experience platform and working with major employers of our Shire to assist with providing work experience opportunities and introducing interest groups through Youth Council,

**L2P:**

The L2P program continues to be a successful program in the Shire in encouraging youth to learn to drive and gain valuable experience with the goal to gain their drivers licence. There are currently 16 active volunteer mentors and 24 active students with a waiting list of nine young people wanting to undertake the program. Eleven students have been successful in gaining their drivers licence in the 2015 calendar year. VicRoads and Bendigo Bank are committed to funding the program again in 2016.

**Positive Ageing:**

A successful week of Seniors Festival activities were undertaken throughout October. These activities were well patronised across the Shire, however, the activities could be expanded upon with the provision of extra funding (this will be pursued in next years budget) Funding received from Department of Health and Human Services annually is \$2,200. This amount only covers the cost of advertising and promoting the activities. Recent meetings with the "A Team" an advisory group to Council have identified the need for the "A Team" to be more effective and more sustainable. The formalisation of this group to a committee will assist in this regard and will be pursued in 2016. The "A Team" will assist to develop an action plan of "positive ageing" activities into the future. The action plan needs to be inclusive of the ageing population across the Shire, the population that are active and not active, engaged and disengaged. The "A Team" will also assist to review the Positive Ageing Strategy and implementation of an annual Action Plan.

The "Seniors Futures" project will be completed this year with results reported to Council in early 2016. This project has been undertaken through MAV. The project is a study undertaken by Council in consultation with members of the Seniors Citizens



Centres to provide some direction into the future uses of and future of senior citizens centres.

One of the most active seniors in the shire, Peter Hopper, was recognised as Victorian Senior of the Year in October which is a marvellous achievement for Peter as a member of many community groups in the Shire.

#### **Primary Care Partnership:**

Council is an active member of the Primary Care Partnership (PCP) in partnership with Alpine Health, Gateway Health and Department of Health and Human Services, working together to promote health and wellbeing across the Shire. An amount of \$10,000 per annum is provided to Council to support the PCP. The focus of the PCP is the promotion of healthy living and eating, the coordinated development of action plans to implement the municipal health and wellbeing plan. The review of this document is required to take place in 2017.

#### **ISSUES**

##### **POLICY IMPLICATIONS**

The programs and projects undertaken by the Communities team achieve many objectives of the following plans

Alpine Shire Council, Council Plan 2013-2017, Theme 3, "Strengthening Communities"

Alpine Shire Council Liveability Plan 2013-2017

Positive Ageing Strategy 2015-2017

Alpine Shire Council Community Resilience Plan 2013-2015

##### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Community Development team consists of 1.8 eft and has successfully delivered a significant program of activities and projects this year. In the development of next years' budget, priorities will need to be clearly established to ensure delivery by this small team.

##### **CONCLUSION**

The Community Development team continue to deliver activities and programs in accordance with corporate plans and actions plans; however, a rationalisation of programs and projects is needed to meet the current resource levels.



**DECLARATION OF CONFLICT OF INTEREST**

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

- Manager Community and Economic Development
- Director Sustainable Development

**ATTACHMENT(S)**

- 7.4.2 Resilience Committee Case Study



## **8 ASSEMBLY OF COUNCILLORS**

### **INTRODUCTION**

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

### **RECOMMENDATION**

*That the summary of the Assemblies of Councillor for November 2015 be received.*

### **BACKGROUND**

The written records of the assemblies held during the previous month are summarised below. Detailed assembly records can be found in Attachment 8.0 to this report.

<b>Date</b>	<b>Meeting</b>
10 November	Briefing Session
24 November	Briefing Session

### **ATTACHMENT(S)**

- 8.0 Assembly of Councillors - November 2015





## 9 PRESENTATION OF REPORTS BY DELEGATES

### INTRODUCTION

Councillor representation on various committees occurs where Council has an interest. Delegate reports contain information about meetings attended, and the outcomes of those meetings that affect Council.

### RECOMMENDATION

*That the summary of the presentation of reports by delegates for November 2015 be received.*

### BACKGROUND

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

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
9 November	Governance as Leadership in Local Government	Cr Jan Vonarx
11 November	Rural Councils Victoria	Cr Jan Vonarx

### ATTACHMENT(S)

- 9.0 Presentation of Reports by Delegates - November 2015



**10 GENERAL BUSINESS**

**11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

**12 RECEPTION AND READING OF PETITIONS**



## 13 DOCUMENTS FOR SEALING

### RECOMMENDATION

*That the following documents be signed and sealed.*

1. *Contract No 1504101 – Mount Beauty CDB Civil Works awarded to Excell Gray Bruni Pty Ltd.*
2. *Section 173 Agreement – Samuel Keith McIntosh and Tandi McIntosh, Lot 20 on Plan of Subdivision 326821, Certificate of Title Volume 10933 Folio 084. Condition 4 of Planning Permit no. 2015.094 for the subdivision of land into two lots at 28-30 Leggio Road, Myrtleford.*

*The Agreement prevents further subdivision and building related restrictions.*

3. *Section 173 Agreement – Craig James Martin and Sharon Maree Martin; Raelene Jane Hewitt; Emma Jackson; North East Civil Construction Pty Ltd; Sonia Perugini.*

*Condition no's. 4 and 31 of Planning Permit no. 2010.120 for a 10 lot subdivision, clearing of native vegetation and creation of an easement at 1 Bakers Gully Road, Bright.*

*The agreement is in respect to the design and construction of any building erected on the land in order to increase building resilience to bushfire; and Vegetation Management Requirements.*

4. *Section 173 Agreement – Craig James Martin and Sharon Maree Martin, Lot 9 on Plan of Subdivision 417810, Volume 10475 Folio 255.*

*Condition no. 2 of Planning Permit no. 2014.023 for a 2 lot subdivision at 6 Holmes Court, Porepunkah.*

*The Agreement confirms floor height level, fill and stormwater conditions for the dwelling.*