



Alpine Shire

ORDINARY COUNCIL MEETING

AGENDA

M1 - 2 FEBRUARY 2016

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 **2 February 2016** commencing at **7:00pm**.

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO will read the following statement:

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

Video recording is focused on Councillors and staff, while audio from the entire room is captured.

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

The entire recording will be live-streamed to the internet on Council's website www.alpineshire.vic.gov.au, and will also be made available online after the meeting. This is to improve access and transparency of Council decision making to our community.

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, RECOGNITION OF ALL PEOPLE AND OPENING PRAYER

The CEO will read the following statement:

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

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

3 CONFIRMATION OF MINUTES

3.1 ORDINARY COUNCIL MEETING – M12

RECOMMENDATION

That the minutes of Ordinary Council Meeting M12 held on 1 December 2015 as circulated be confirmed

3.2 SPECIAL COUNCIL MEETING – SPM13

RECOMMENDATION

That the minutes of Special Council Meeting SPM13 held on 17 December 2015 as circulated be confirmed.

4 APOLOGIES

5 OBITUARIES / CONGRATULATIONS

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

7 QUESTION TIME



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY

8.1.1 Contracts approved by the CEO

RECOMMENDATION

That the Contracts approved by the CEO be noted.

Contract No:	Commercial Property Lease	Process:	Expression of Interest
Title:	Lyndhurst Building (street frontage being Hawthorn Lane) Lot: 2, Part: Y Section: H PS: 344761 Being part of the land referred to as part of 12 Churchill Avenue, Bright		
Tenderer:	James and Kristy Herschell		
\$ (excl. GST):	25,000 p.a		

Contract No:	CQ 15/059	Process:	Full quotation process
Title:	Myrtleford McNamara Reserve Netball Lighting upgrade		
Tenderer:	CBE Electrical		
\$ (excl. GST):	\$47,982.00		
Funding:	Capital works budget		

Contract No:	CQ 1503601	Process:	Full quotation process
Title:	Guardrail Installation		
Tenderer:	TA Lindsay Pty Ltd		
\$ (excl. GST):	\$48,300.00		
Funding:	Roads upgrade budget		



Contract	15054	Process:	Seek up to five quotes
Title:	Dinner Plain Castran Corner concrete repairs		
Tenderer:	Bright Concreting		
\$ (excl. GST):	58,730		
Funding:	Renewal / Footpath - 3644 (Unbudgeted item in 2015/16 budget).		

Contract No:	15045	Process:	Public Tender
Title:	Myrtleford and Mount Beauty Netball Courts Synthetic Surfacing		
Tenderer:	Eclipse Sporting Surfaces		
\$ (excl. GST):	86,500		
Funding:	New /Recreation and other –3535 and Upgrade/Recreation and other –3609.		

Contract No:	1504402	Process:	Public Tender
Title:	Myrtleford Holiday Park Ensuite units.		
Tenderer:	Yarrowonga Manufactured Homes Pty Ltd.		
\$ (excl. GST):	67,636		
Funding:	New/Building – 3616		



8.2 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN

8.2.1 Quarterly Report - 1 October to 31 December 2015

File Number: SU600.03

INTRODUCTION

This report provides the first quarterly report against the Alpine Shire Council Plan 2013-17 (review 2015).

RECOMMENDATION

That the Alpine Shire Council Plan Quarterly Report for the period ending 31 December 2015 be received and noted.

BACKGROUND

Council Plan development

The Alpine Shire Council Plan 2013-17 was developed following the election of the Council in October 2012. The Council Plan identifies the strategic objectives and strategies that will deliver Council's priorities during its four year term.

The Council Plan must be reviewed annually to determine if any adjustments are necessary. Only minor adjustments were made in the 2015 review, updating the plan to reflect Council's focus on efficiency and sustainability.

ISSUES

The annual action plan details the Council Plan commitments that have been budgeted in 2015/16, and it is the annual action plan that this quarterly report provides progress against.

HIGHLIGHTS

Inspired Community Leadership

- Members of Community Action for the Chalet, Council, and Tourism North East met with Minister for Environment, Climate Change and Water Lisa Neville in November to discuss the Mount Buffalo Chalet. Following the meeting, the Minister announced the go-ahead of a revised \$5.6 million package to redevelop the Chalet and surrounding area.

Enhancing the Environment and Liveability

- Council completed a review of the Myrtleford Landfill as part of its ongoing commitment to efficiency and business improvement. At the special council meeting in December, Council resolved to close the landfill and convert the facility to a best practice waste transfer station (without adversely impacting services provided or opening hours). This course of action will deliver significant financial savings, dispose of waste in a more environmentally responsible manner, and minimise Council's risk exposure.



Strengthening the Community

- Council awarded its annual community grants program in December. Twenty-six community organisations were successful in their grant applications. \$79,000 of Council funds will be turned into \$196,000 worth of community projects through the grants process.
- Early Bird Season Passes for Council pools have been hugely successful, according to community feedback and as evidenced by ticket sales.

Prosperous Economy, Employment and Investment

- The capital works program is on track as we enter the peak construction period. Projects already completed include the Myrtleford Skate Park, Gapsted Hall upgrade, the installation of safety lighting in numerous parks, and upgrades to the Myrtleford Holiday Park camp kitchen, communal lounge area and bunk house.

Performance Focused Organisation

- Council continued to improve workflows and implement technology solutions to increase the efficiency of the organisation, including the use of integrated cloud-based systems to recruit for and manage our seasonal pools, and the in-house development of a road inspections app.

POLICY IMPLICATIONS

The Council Plan is a specific requirement of the *Local Government Act 1989*, and is a guiding document for Council. While quarterly reporting against the Council Plan is not a specific requirement of the Act, Council has elected to continue to report to the community regarding its progress throughout the year.

The Council Plan, annual action plan and Budget identify and commit Council to the completion of specific initiatives each year.

FINANCIAL AND RESOURCE IMPLICATIONS

The Strategic Resource Plan and annual Budget are developed and adopted to provide the finance and resources necessary to deliver the programs and projects outlined and reported against in this quarterly Council Plan report.

CONSULTATION

The Council Plan (including the annual action plan) is subject to public exhibition each year prior to being adopted by Council.

Separate consultation plans are developed and implemented for many of the initiatives and activities identified in the Council Plan.

Council's annual Budget is also publicly exhibited and submissions called for prior to its consideration and adoption by Council.



CONCLUSION

This quarterly report provides evidence that good progress is being made on the delivery of key Council Plan Activities.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer
- Governance Officer

ATTACHMENT(S)

- Alpine Shire Council Quarterly Report - 1 September 2015 to 31 December 2015

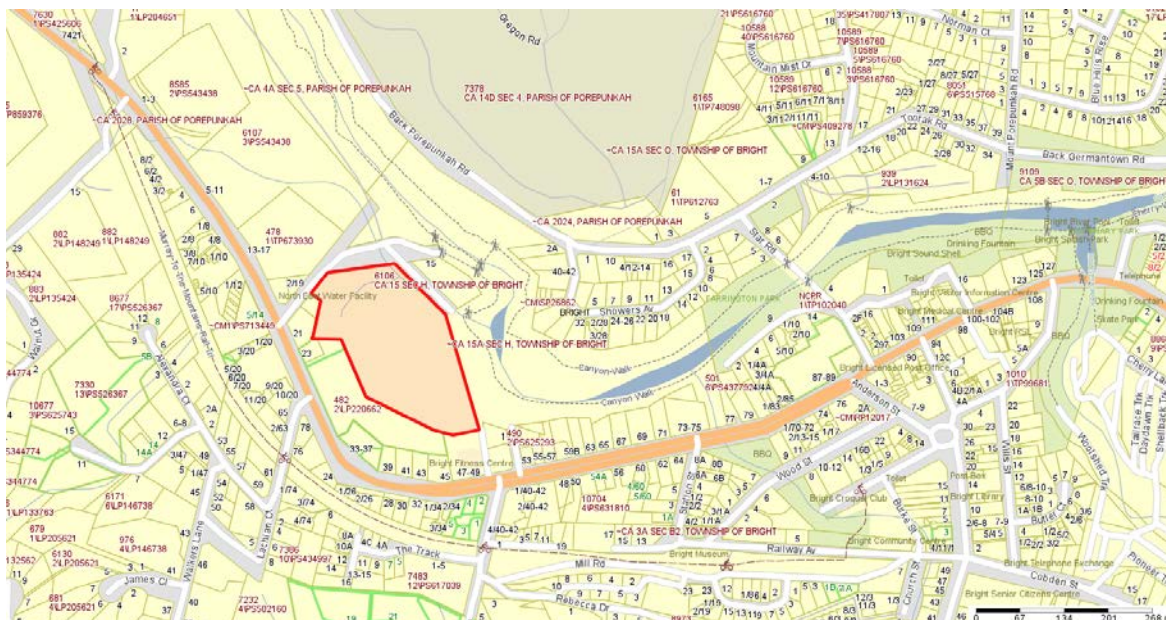


8.2.2 Crown land grazing licence, Frasers Lane, Bright

File Number: 1135.00

INTRODUCTION

Council is the Committee of Management for the Frasers Lane, Bright parcel of Crown Land shown below, and identified as Crown Allotment 12A Section H:



The land has been used for grazing cattle according to a licence that has now expired. Expressions of interest have been invited and the purpose of this report is to issue a new licence.

RECOMMENDATIONS

That subject to Section 17B of the Crown Land (Reserves) Act 1978 and Ministerial approval:

- 1. a licence to use the land identified as Crown Allotment 12A Section H, be granted to Daryl and Louise Stephens,*
- 2. the rental amount be set at \$300+GST per annum,*
- 3. the rental amount be indexed annually by CPI, and*
- 4. the licence term be set at 10 years.*

BACKGROUND

The parcel of land is prominently located at the entrance to Bright on the Great Alpine Road (behind the Bright Sports Centre). The expired licence arrangements were:

Licensor: Daryl and Louise Stephens (nee Hargreaves)

Purpose / use: grazing of stock

Annual Rent: \$261+GST, indexed by CPI



Commencement date : 1 December 2012

Term: 3 years

A licence to use the land for grazing has been held by the Hargreaves for decades. During that time the family has ensured that the land is always well maintained and presented.

ISSUES

The parcel of land is:

- prominent, but subject to flooding, which restricts its use, and
- the site of a previously proposed deciduous tree park
- A licence allows public access (a lease does not). The maximum licence term allowed by the Crown Land (Reserves) Act is 10 years.

CONSULTATION

Expressions of Interest were advertised in October and two submissions were received:

	Submission 1 (D&L Stephens)	Submission 2
Term:	10 years	3 years (but would prefer longer)
Proposed Use:	Cattle grazing and general access	Cattle grazing and possible fodder production. Investigate developing the land as a park/public open space
Year 1 rent:	\$300 + GST	\$865+ GST
Indexation	CPI	CPI
Requirements of Council:	Nil (Licensor will maintain grass and vegetation in a clean and presentable manner)	Engage with submitter and the community regarding redeveloping the land (Council funding not required)
Other considerations:	Previous licensor with a history of caring for the land	Council have previously determined not to establish a tree park on the land in question

(Submitter 1 (the Hargreaves family) have been sole tenderers to previous expressions of interest.

CONCLUSION

It is recommended that a new licence be granted to Daryl and Louise Stephens for the following reasons:

- the Stephens family are the previous licensors with a long history of caring for the land
- Submission 2 risks re-opening a debate that has previously been extensively researched and determined by Council



- points one and two (above) surpass the slightly higher rental amount tendered in Submission 2

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
- Manager Facilities

ATTACHMENT(S)

Nil



8.3 DIRECTOR ASSETS – CHARLIE BIRD

8.3.1 Contract 1505201 - Harris Lane Bridge Replacement

INTRODUCTION

This report relates to the award of the Harris Lane Bridge Replacement Tender. The work includes the demolition of the existing bridge deck structure and its replacement with a new single span steel and concrete bridge, with reconstructed abutments.

RECOMMENDATION

That Council:

- 1. Award Contract No. 1505201 Harris Lane Bridge Replacement to North East Civil Construction Pty Ltd for the lump sum price of \$318,966.50 (excl. GST).*

BACKGROUND

The Harris Lane Bridge on Harris Lane was identified through Council's Bridge Renewal Program as requiring major works to return the structure to its original load limit of 20 t. A level 3 bridge inspection carried out in 2014 determined that the load limit should be reduced to 8t, given in its current condition.

Design work was subsequently carried out to determine the requirements to return the bridge to its original load carrying capacity. Due to the nature of the site and the constraints around maintaining the waterway cross-sectional area beneath the bridge, a similar structure to the existing one was proposed. The existing structure is unique in that the bridge deck is suspended from the underside of the structural beam elements, instead of being supported on top of them, as is the case with the majority of bridges.

During the tender preparation, it was decided to seek pricing for the designed option and also to seek alternative offers for the full replacement of the bridge and abutments.

The Invitation to Tender was advertised in the Herald Sun on 25 November 2015, the Border Mail on 28 November 2015 and on the Tenders.Net and Alpine Shire Council websites.

The Tender documents were downloaded by 27 prospective tenderers and one submission was received.

EVALUATION

The key selection criteria listed in the Invitation to Tender:

- Price
- Qualifications and Previous Performance
- Delivery
- Social



The evaluation panel consisted of the Senior Project Engineer, Manager Asset Development and Director Assets. Following the initial assessment of the offer by the Senior Project Engineer, the evaluation panel determined that the offer was in line with the expectations of the Engineering estimate for the works, which was prepared upon receiving the final design.

Detailed assessment and scoring by the evaluation panel was not carried out due to only a single offer being received. However, North East Civil Construction is a well-known local contractor who has previously carried out works for Council to a high standard and has the capability and experience to fulfil the requirements of this contract.

ISSUES

The unique design of the bridge made it difficult to determine an accurate engineering cost estimate for bridge reconstruction ahead of the final design, and as a consequence the engineering cost estimate is higher than the original budget (included in the Council Budget Report 2015-16). The implications are described below in the 'Financial and resource implications' section.

Due to the low number of tender submissions received, prospective tenderers with known capability to deliver bridge construction/reconstruction were contacted to obtain feedback as to why they had declined to submit a tender. Key reasons stated:

- Lack of capability to deliver a cost effective tender due to the unique nature of the existing bridge design
- Difficulty maintaining the required waterway cross-sectional area in the scenario of a complete bridge replacement with a traditional bridge design
- Lack of capacity to deliver the work during the requested timeframe due to existing workload.

These reasons are considered legitimate and re-tendering the work is not expected to produce a more cost effective outcome.

POLICY IMPLICATIONS

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

This recommendation is in accordance with the following Strategic Objectives of the Council Plan:

- 2.3 - To improve the condition and management of Council's assets;
- 4.1 - To effectively plan and deliver strategic and major projects.

FINANCIAL AND RESOURCE IMPLICATIONS

The Harris Lane Bridge reconstruction is funded by Alpine Shire Council's 2015-16 Bridge Renewal Budget. The *Alpine Shire Council Budget Report - 15-16* listed the budget as \$255,000. This budget was estimated using a composite square metre rate which could be considered more applicable to a traditional style of bridge construction. As the design was finalised, the bridge components were able to be



quantified and a detailed estimate was produced, which forecast the cost of the bridge reconstruction to be \$345,000. The tender price from North East Civil Construction for this project (\$318,966.50) is less than the revised cost estimate.

As a more accurate estimate was only able to be prepared once the design was finalised, it is considered that the original budget of \$255,000 was underestimated and that had the required information been available at the time of preparing the 2015-16 budget, a figure of \$350,000 would have been proposed.

The overall 2015-16 bridge renewal budget is \$914,424, including new works and works carried forward. The contracts for the other projects funded from this budget have already been awarded, which has resulted in a remaining budget of \$364,000 for bridge renewal projects (i.e. Harris Lane Bridge replacement works). The remaining budget is greater than forecast due to the actual cost of other bridge renewal projects being less than estimated namely the Freeburgh Bridge replacement and Merriang Homestead Bridge works.

CONCLUSION

Acceptance of the tender from North East Civil Construction is considered to present value for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Senior Project Engineer

ATTACHMENT(S)

- Nil



8.4 DIRECTOR SUSTAINABLE DEVELOPMENT – HEATHER GREEN

8.4.1 Alpine Shire Council's Community Resilience Committee - Case Study

File Number: 450.013

INTRODUCTION

A Case Study looking at the Alpine Shire Council's Community Resilience Committee (ASC CRC) from January 2007 to December 2014 has been researched and presented as a document.

RECOMMENDATION

That the Alpine Shire Council Community Resilience Committee Case Study be noted.

BACKGROUND

The Alpine Shire Council's Community Resilience Committee has been operating since the 2006 / 07 bushfires in Alpine Shire. It is a well-respected committee and its achievements in ensuring community readiness in times of natural disaster are renowned across the state. Many other councils in Victoria are trying to replicate the success of Alpine Shire's committee. This review was necessary to ensure the ongoing success of the committee - check what is going well and what could be improved to get better outcomes. In addition it has provided others with knowledge about the success of our committee.

Funding was applied for from the National Disaster Resilience Grants Scheme to complete a case study into the ASC CRC as it was seen to be unique in Victoria. The case study proposal had the following aims:

1. Record the development of the ASC CRC to date
2. Examine the factors that have helped or been barriers to the ASC CRC's development
3. Explore future directions to ensure ongoing development of the ASC CRC
4. Provide insights and evidence to support community resilience committees across Victoria/Australia.

A participative process was facilitated by an external consultant to enable the ASC CRC members and related stakeholders to review the CRC. This consisted of:

5. A focus group held during a normal meeting of the ASC CRC.
6. 9 individual interviews.
7. A review by ASC CRC members of all of the material collected.
8. A group discussion concerning the format and actual content of the document.



The key questions to be addressed were:

- What has worked?
- What has helped the ASC CRC be successful and sustainable to date?
- What can be improved?
- Who is not included or involved and why?
- What barriers exist to achieving local all hazards resilience?

ISSUES

Important questions that were asked during the research for the Case Study were "What has worked?" and "What has helped the ASC CRC be successful and sustainable to date?"

Some of the responses are listed below:

1. Success and Sustainability Factors - What has Worked? (Quotes from the members are in inverted commas)
 - Relationships have been built between agencies, government departments and community members - *"you can only do it by talking"* and *"everyone together from different sectors"*
 - Networking - *"we know who to speak to"*
 - Improved communication channels
 - Having everyone in the room at one time avoids duplication and adds value to whatever is being discussed - *"it is the community's resilience plan"*
 - Committee enables community resilience to be built upon
 - Work by this committee enhances response and recovery capacity - *"CRC has wonderful networks, available to a response phase"*
 - New knowledge is shared within meetings - *"professional knowledge sharing at the CRC like we did today is invaluable"*.
2. The main factors that have helped the CRC be successful and sustainable are:
 - Bringing a broad range of agencies, community representatives and sectors to the table
 - Providing a paid facilitator role and local government support
 - Creating a safe and trusted meeting place, where members are valued and nothing is off limits
 - Supporting local knowledge and staying focused on resilience and involving community.

Others factors are listed in the Case Study.

Officers are continuing to work with the committee to improve its functioning and efficiency.



POLICY IMPLICATIONS

This project is consistent with the:

Council Plan 2013-17:

Strategy 1.2.1: Advocate for beneficial community outcomes

Strategy 1.3.1: Proactively manage emergency response and recovery

Strategy 3.2.1: Strengthen the capacity and resilience of communities.

2030 Community Vision: Key Direction Seven: Enhancing Our Strong and Safe Communities.

Liveability Plan 2013-17 Sustainability - To ensure community resilience as key to Council decision making.

FINANCIAL AND RESOURCE IMPLICATIONS

Funding of \$14,300 was received from National Disaster Resilience Grants Scheme. This was matched 1:1 by "In Kind" funds from Alpine Shire Council.

The consultant's fees and additional professional services were covered from the grant received from the National Disaster Resilience Grants Scheme. Project management, administration and catering costs were covered by Alpine Shire Council.

CONSULTATION

The ASC CRC played a significant role in providing information for this project during the focus group exercise and in reviewing the extensive amount of material that was gathered for the entire project. Nine people who have and / or had been associated with the ASC CRC also provided detailed information as part of the individual interview process with the consultant.

In addition the ASC CRC reviewed the format of the Case Study and gave advice back to the consultant as to its presentation.

The Case Study has been distributed to the following groups/organisations:

- Members of the ASC CRC
- Emergency Management Victoria
- MAV Emergency Management
- Inspector General for Emergency Management
- Monash University Disaster Resilience Initiative
- Director of Sustainability and Manager Economic and Community Development, Alpine Shire Council
- The funding body, National Disaster Resilience Grants Scheme.

During the first quarter of 2016, the Case Study will be presented to the State Crisis and Resilience Council.



CONCLUSION

This Case Study has provided:

- Documented success and improvement factors to guide development of the ASC CRC model at local and state level.
- A case study to present to emergency management forums.
- Improved ASC CRC members' capacity to support community disaster resilience.
- Enabled ongoing development of local community understanding of disaster risks and resilience.
- Developed a mutual understanding of partnerships across government, non-government and volunteer contributors to community resilience in Alpine Shire.

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 Sustainable Development
- Manager Economic and Community Development
- Community Development Officer

ATTACHMENT(S)

- Alpine Shire Council's Community Resilience Committee - Case Study



9 ASSEMBLY OF COUNCILLORS

INTRODUCTION

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

RECOMMENDATION

That the summary of the Assemblies of Councillor for December 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.

Date	Meeting
1 December	Briefing Session
8 December	Briefing Session
17 December	Briefing Session

ATTACHMENT(S)

- Assemblies of Councillors - December 2015



10 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 December 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.

Date	Meeting	Councillor
18 December	Emergency Management Meeting	Cr Ron Janas

ATTACHMENT(S)

- Presentation of Reports by Delegates - December 2015



11 GENERAL BUSINESS

12 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

13 RECEPTION AND READING OF PETITIONS



14 DOCUMENTS FOR SEALING

RECOMMENDATION

That the following documents be signed and sealed.

1. *Section 173 Agreement – Brian John & Janice Patricia Fleming and Goulburn-Murray Rural Water Corporation. Crown Allotments 11C & 11D, Section 8 Lot 1 on Title Plan 170547 Volume 9340 Folio 139 & Volume 10372 Folio 771*

Conditions 11 and 12 of Planning Permit 2010.18 for a re-subdivision of 3 lots at 56 Great Alpine Road, Harrietville.

The Agreement states the location of on-going effluent disposal management and servicing.

2. *Contract No 1505001 dated 3 December 2015 in favour of GW and BR Cramer Pty Ltd for the 2015-16 Reseal Program Park A (Sprayseal works).*

3. *Contract No 1504901 dated 17 December 2015 in favour of Fineblade Pty Ltd. for the construction of Mount Beauty Town Centre and Foreshore Landscape Works.*

4. *Section 173 Agreement – Duke Saint Kinnord PTY LTD ("DSK")*

Lots 1 to 6, 77-85 Standish Street, Myrtleford Title Plan 914466S (Schedule 2) being Crown Allotment 2004, Parish of Myrtleford.

The Section 173 Agreement confirms groundwater requirements by the Environment Protection Act 1970 (EPA Act). An Environmental Management Plan is to be developed.

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

.....

Chairperson