



# Alpine Shire

**ORDINARY COUNCIL MEETING**

**MINUTES**

**M12 - 1 December 2015**

**Bright Council Chambers**

**7:00pm**



The next **Ordinary Meeting** of the **Alpine Shire Council** was held in Council Chambers, Great Alpine Road, Bright on **1 December 2015** and commenced at **7:00pm**.

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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**

*Cr Keeble*

*Cr Pearce*

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

*Carried*

## **3 APOLOGIES**

Cr Vonarx.

## **4 OBITUARIES / CONGRATULATIONS**

Cr Keeble - Congratulations to Cr Roper on his receipt from the Municipal Association of Victoria, of the award of Mayor Emeritus, recognising three full terms of service as mayor.

Cr Janas provided an obituary for recently retired staff member, Tony Toleman. Tony passed away on 25 November 2015. Tony was a Vietnam Veteran, a dedicated supporter of the elderly and the community, and loving husband to Sue. Council's thoughts are with Sue and the family.

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

Nil

## **6 QUESTION TIME**

Narda Cain.

Referred to dropping the Prayer from Council meeting protocol (as reported in the local press), and stated that by doing so, Council would be working into the hands of ISIS.



Ray Dyer

Why has it taken 10 years to get the toilets right (the toilets at Rotary Park are still leaking water)?

Cr Janas

The 'toilet' question has been answered many times and is becoming tiresome.

Ray Dyer

What's happening at the Myrtleford landfill, the bales are 3m high?

Cr Janas

Council has EPA permission to stockpile waste bales as you have observed. A review of waste services and its disposal is currently underway and will be reported at a forthcoming Council meeting.

Mary Pike (Upper Kiewa Valley Community Association)

The yellow signs regarding the Tour of Bright are too small to be readable, the electronic signs regarding the event are out, and the messaging from one sign to another is inconsistent?

CEO

The Director Assets will ensure that this is addressed tomorrow.

Cr Keeble

Concurs that the electronic signs are difficult to read.

Mary Pike

Congratulations to Council, Mary's personal observation is that Council toilets are well maintained and presented.



## 7 PRESENTATION OF REPORTS BY OFFICERS

### 7.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY

#### 7.1.1 Contracts approved by the CEO

*Cr Keeble*

*Cr Forsyth*

*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		

*Carried*



## 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.

*Cr Farrell*

*Cr Keeble*

*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>Crs Roper and Keeble</i>
<i>Finance Committee</i>	<i>C</i>	<i>Crs Roper and Keeble</i>
<i>Alpine Shire Youth Council</i>	<i>C</i>	<i>Cr Forsyth</i>
<i>Municipal Emergency Management Planning Committee</i>	<i>C</i>	<i>Cr Janas</i>
<i>Project and Working Groups of Council</i>		
<i>Community Resilience Committee</i>	<i>C</i>	<i>Cr Janas</i>
<i>Statutory Entities</i>		
<i>High Country Library Corporation</i>	<i>C</i>	<i>Cr Vonarx</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>Cr Keeble</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>Cr Farrell</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>Cr Farrell</i>
<i>Hume Region Local Government Network</i>	<i>C</i>	<i>Mayor and Deputy</i>



<i>COMMITTEE NAME</i>	<i>Appointed by Council (C) or by others (O)</i>	<i>REPRESENTATIVE 2016</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>Cr Pearce</i>
<i>Rural Councils Victoria</i>	<i>O</i>	<i>Cr Jan Vonarx</i>

*Carried*

## **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	



<b>COMMITTEE NAME</b>	<b>REPRESENTATIVE 2015</b>	<b>Changes in 2016</b>
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	
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.

*Cr Forsyth*

*Cr Farrell*

*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.*

*Carried*

### 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.

*Cr Roper*

*Cr Forsyth*

*That Council 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).*

*Carried*

##### **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.

*Cr Roper*

*Cr Keeble*

*That Council 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).*

*Carried*

#### **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 contract 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.

*Cr Keeble*

*Cr Roper*

*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.*

*Carried*

#### **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.

*Cr Keeble*

*Cr Forsyth*

*That:*

- 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 be offered to unsuccessful applicants.*

*Carried*

## **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.

*Cr Forsyth*

*Cr Farrell*

*That Council receives and notes the Communities Progress Report for works undertaken in the 2015 calendar year and works planned for the 2016 calendar year.*

*Carried*

### 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.

*Cr Pearce*

*Cr Roper*

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

*Carried*

### BACKGROUND

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

<b>Date</b>	<b>Meeting</b>
10 November	Briefing Session
17 November	Workshop to establish key strategic directions for 2015/16
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.

*Cr Farrell*

*Cr Pearce*

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

*Carried*

### 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

Mary Pike

What are Council's plans regarding community facilities and the relocation of child care services while the existing building is being redeveloped?

Director Assets

Child care services will be temporarily relocated to the Mt Beauty Community Centre while Lakeview Children's Centre is being redeveloped. Staff are well aware of the critical nature of the project timing and of Community Centre bookings. The high priority to complete the work on time has been discussed with contractor.

Cr Keeble

Q2 - Can public access WiFi be provided in the Council chamber (allowing the Gallery to access meeting agendas on-line)?

Chief Executive Officer

Yes, public access WiFi can be provided if there's demand. The Director Corporate Performance will arrange for a solution to be made available.

Cr Roper

Have the problems regarding the Mount Beauty pool been resolved?

Director Corporate Performance

Unfortunately the pool season at Mt Beauty got off to a rocky start (contrasting with the experience at Myrtleford). The issues at Mt Beauty arose from a departure from operating procedures and equipment failure (despite satisfactory testing before opening), and have now been resolved. The poor presentation and unsatisfactory start to the season is acknowledged, and close attention will be paid to prevent a relapse.

Chief Executive Officer

The failures were not due to new staffing arrangements introduced this season.

*Cr Farrell*

*Cr Keeble*

*That a new item relating to the 'meeting opening recital' be admitted to the agenda.*

*Carried*



*Cr Roper*

*'I foreshadow a motion to, 'consider the altered prayer, and defer the vote to the February 2016 meeting'.*

*Cr Pearce*

*Cr Farrell*

*That the following recital replace the current Acknowledge of Traditional Owners and Prayer, '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'.*

*Carried*

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

Nil

**12 RECEPTION AND READING OF PETITIONS**

Nil



### 13 DOCUMENTS FOR SEALING

*Cr Pearce*

*Cr Farrell*

*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.*

*Carried*

There being no further business the Chairperson declared the meeting closed at 8.01 p.m.

.....  
 Chairperson



# Alpine Shire

**SPECIAL COUNCIL MEETING  
MINUTES**

**SPM13 - 17 December 2015**

**Bright Council Chambers**

**5:00pm**





The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **17 December 2015** and commenced at **5:00pm**.

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**1 OPENING STATEMENT**

The Chief Executive Officer read the Opening Statement.

**2 APOLOGIES**

Cr Daryl Pearce

Cr John Forsyth

Cr Peter Roper

Heather Green – Director Sustainable Development

**3 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST**

Nil



## **4 PRESENTATION OF REPORTS BY OFFICERS**

### **4.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY**

#### **4.1.1 Audio-visual recording of Council meetings**

File Number: 662.01

#### **INTRODUCTION**

This report outlines Council's commitment to providing accessibility to its ordinary and special council meetings, by providing audio-visual recordings accessible on its website.

*Cr Vonarx*

*Cr Farrell*

*That Council:*

- 1. commence audio-visual recording of ordinary and special Council meetings;*
- 2. make the recordings available on online, including live streaming once technically achievable;*
- 3. not record proceedings of closed meetings or closed parts of meetings by audio-visual means;*
- 4. limit visual recording to Councillors and staff, noting that audio will be captured from the entire room;*
- 5. post signage on the door of the meeting venue to inform the public that the meeting will be recorded;*
- 6. verbally inform the public that the meeting will be recorded at the commencement of the meeting; and*
- 7. ensure that written minutes remain the official record of decisions made at Council meetings.*

*Carried*

#### **BACKGROUND**

At question time during the ordinary council meeting on 10 November 2015, the subject of the availability of council minutes was raised by the public gallery. During the discussion, Council's CEO advised that it has been Council's long held aim to commence the audio-visual recording of council meetings, and to then make the recordings available for the public to view on the internet.

The practice of recording and uploading council meetings to the internet is used by some Victorian councils in an effort to provide residents and ratepayers the ability to gain access to council meetings - while not having to attend them in person.

Some councils provide 'live-streaming' services, so that the meetings can be watched in real-time, while others provide access to the recordings to download or purchase



on DVD after the meeting. Some are simply audio recordings, while others are audio-visual recordings.

## **ISSUES**

The Municipal Association of Victoria (MAV) released a discussion paper during 2015, detailing risks associated with the recording of council meetings - particularly around defamation issues, but also covering: potential for infringement of copyright, breach of privacy / disclosure of personal information, publishing of offensive material, offensive behaviour on the basis of race, colour or national or ethnic origin, vilification or inciting hatred, confidential or privileged council information, and conflict of interest.

Council has been considering opportunities to provide audio-visual recordings of ordinary and special council meetings for some time, and considers the benefit of the improved access to council processes outweighs the risks associated with the recordings.

### **Open and Closed meetings**

Section 89(1) of the *Local Government Act 1989* ('the Act') specifies that meetings must be open to the public, unless there is a resolution under Section 89(2) to close the meeting under specified conditions. Recording the public meeting and making it available on the internet provides more opportunity for the public to access the decisions and debate that occurs in a council meeting, without having to be in attendance.

It is intended that only ordinary and special council meetings that are open to the public will be recorded.

Where there is a resolution to close the meeting under Section 89(2), the recording device(s) will be switched off until there is a resolution to re-open the meeting. Where an entire meeting is deemed confidential in accordance with Section 89(2), there will be no recording devices used.

### **Question Time and other public comments**

The intent of the audio-visual recording of council meetings is that the video camera be focused on the councillors and staff only, and the public gallery not be part of the video imaging. However, the audio-visual recording may capture any comments made within the room - regardless of whether they are from Councillors, staff, or the public gallery.

Public attendees must be made aware that when speaking, their names, voices, and comments made during public question time will be recorded on audio, which will be made available on Council's internet website. This also applies to any other verbal comments made during the course of the meeting.

Council must comply with the Information Privacy Principles that form part of the *Privacy and Data Protection Act 2014*. In order to do this, Council will ensure that there is signage at the entrance of the council meeting venue to advise the public that the meeting will be recorded by audio-visual means. Also, there will be a statement read out at the start of each meeting to enable any persons who do not



wish their details to be recorded to take suitable action. This process also covers Council's requirements for consent under the *Surveillance Devices Act 1999*, which pertains to any inadvertent capture of private conversations on the audio recording.

If a member of the public requests to be heard before council but objects to their name and questions being made public through the audio-visual recording, Council may consider closing the meeting to protect the privacy of the questioner / submitter. Section 89(2) allows closing the meeting to the public if any of the following are discussed:

- (a) personnel matters;*
- (b) the personal hardship of any resident or ratepayer;*
- (c) industrial matters;*
- (d) contractual matters;*
- (e) proposed developments;*
- (f) legal advice;*
- (g) matters affecting the security of Council property;*
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;*
- (i) a resolution to close the meeting to members of the public.*

Once the public are advised that the meeting is being recorded, it is implied that by participating in the meeting, the public will be giving their consent that their verbal comments will be recorded in the audio of the meeting.

### **Live-streaming and editing**

Council has the capacity to 'live-stream' the recordings to the internet in 'real-time'; however it is not intended to start with this practice immediately. The ability to live-stream means that the recordings would go directly to the internet without editing - which as MAV points out, is part of the 'risk' to councils where potentially offensive comments may be made by any parties in attendance.

Given that it is Council's intent to move towards live-streaming, and given the resources that would otherwise be required, there will be no editing of the recordings before they are uploaded to the internet - unless they relate to camera malfunction, or do not form part of the formal council meeting.

The first number of council meeting recordings will be used to verify technical equipment and any other issues that need to be resolved. Recordings will not be made available on Council's website until any technical or other issues are resolved.

### **Archiving of records**

The Public Records Office of Victoria deems that audio recordings are temporary records, and do not need to be retained in the same manner as permanent records. The written minutes are considered the official record of the council meeting and hence are a permanent record of council.



After the initial test period, Council will keep audio-visual recordings of council meetings for at least three months. These will be accessible on Council's website.

### **POLICY IMPLICATIONS**

The proposed recording of council meetings meets the Alpine Shire Council Plan 2013-2017 (review 2015) through the following:

Council Plan Theme: Inspired Community Leadership - Council values effective community advocacy and partnerships

- *1.1 Strategic Objective: To effectively communicate and engage with stakeholders*
- *1.1.1 Strategy: Regularly inform and involve our community*

Council Plan Theme: Performance Focused Organisation - A customer focused, equitable and sustainable service to the community

- *5.3 Strategic Objective: To support people and business practices*
- *5.3.2 Strategy: Deliver effective and innovative processes and technology solutions*

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council has taken a low-cost approach to the recording of council meetings. A camera and equipment required for the audio-visual recordings has been purchased, and earlier in 2015 Council had installed microphones and a speaker system into the council chambers.

Staff time will be required to process the videos and upload them to the website.

Council has the ability to live-stream meetings, which has a low monthly cost for a small number of viewer hours. The ongoing costs of live-streaming may increase if the number of residents watching the recordings increases over time.

If Council were to engage a third party company to set up the necessary equipment and stream the videos, this would add significantly to the cost - up to \$10,000 per annum.

### **CONSULTATION**

The CEO has engaged the knowledge of Council's IT staff to ensure that the equipment is adequate for the job, while being as cost effective as possible.

Officers have spoken to metro councils that provide recordings of meetings on the internet, and also spoken to the office of the Commissioner for Privacy and Data Protection (CPDP).

**CONCLUSION**

While the practice of recording / live streaming council meetings to the internet is not currently widespread in Victoria, it is a practice that provides improved access to the debate and decisions made within a public Council meeting. An initial test period will enable Council to 'iron out' any issues prior to the recordings being made available to the general public.

**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)**

- 4.1. MAV / LMI recording and publishing Council Meetings



## 4.2 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN

### 4.2.1 Mount Beauty Library Redevelopment

File Number: 1780.78

#### INTRODUCTION

Council is committed to providing great library services and part of that is the planned redevelopment of the Mount Beauty library.

But the imminent return of library services to Council and the progressive digitisation of visitor information services provide a changing landscape, and the trigger to reconfirm the project scope with the community.

The purpose of this item is to report the outcomes of the community consultation process conducted during October and November and inform the redevelopment project, allowing it to commence.

*Cr Keeble*

*Cr Farrell*

*That the:*

1. *overwhelming community support for the Mount Beauty Library to remain at its current location be acknowledged and noted*
2. *Mount Beauty Library redevelopment project proceed at its current location, as originally planned, and*
3. *Upper Kiewa Valley Community Association be acknowledged for arranging and hosting the town-hall meeting.*
4. *Council work with the Kiewa Valley community to determine a suitable venue to house the library during the refurbishment.*

*Carried*

#### CHRONOLOGICAL HISTORY

Council commenced a strategic review of Mount Beauty community facilities in 2011 with the purpose of informing and guiding future development and improvements. That process ignited significant community debate and angst.

The Mount Beauty Community Facilities Strategy:

- noted that the library could stay where it is, locate with the Community Centre, or move to the Visitor Information Centre
- recognised that the Community Steering Group and the High Country Library Corporation strongly favoured refurbishing the library at its current location
- noted Council's alternative of integrating library services in a central location,
- concluded that the library could be more centrally located, but recommended the refurbishment of the current library facility, and





- was adopted at the March 2013 Council Meeting

In June 2014 Council received \$280,000 from the State's Living Libraries Fund to upgrade the existing facility. The total budget for this project is \$420,000 with construction originally scheduled to commence in November 2015 and conclude in May 2016.

At its July 2015 meeting, Council resolved to disestablish the High Country Library Corporation and replace it with collaboration model where the management and operation of branch libraries is 'returned' to respective Councils.

In August 2015, Council received a report describing the progressive digitisation of visitor information services (currently 4 people use the website for every 1 person visiting the Visitor Information Centre, and this disparity is increasing).

This sequence of events, and the fact that the proposed redevelopment has not yet commenced, provided a last opportunity to consider integrating library, visitor information and customer services into a single facility with the potential of:

- greatly increasing accessibility to all services (opening hours and location)
- providing a greater Council presence in Mount Beauty
- increasing the range of programs and activities on offer
- securing library, visitor information, and customer services in Mount Beauty, and
- utilising confirmed funds

Council discussed integration opportunities and considered the following Mount Beauty facilities for possible redevelopment:

1. Existing library
2. Visitor Information Centre
3. Country Club
4. Community Centre
5. Neighbourhood Centre

Cognisant of the history and capital costs, Council requested that options 1 and 2 be carefully explored and discussed with the community.

## **ISSUES**

The community consultation process indicates overwhelming support to redevelop the library where it is, and not to integrate services. However, informal feedback received after the town-hall meeting is that this outcome may not reflect the broader community view.

But the fact is that two community consultation processes have now been conducted in four years. On both occasions and in the intervening period, Council has not received support to investigate, move or integrate library services at another location.



## POLICY IMPLICATIONS

This project is consistent with the following Council Plan Objectives:

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

## FINANCIAL AND RESOURCE IMPLICATIONS

The redevelopment project budget is confirmed (and unaffected by the recommendation) as follows:

State Government Living Library Fund	\$280,000
Council	\$140,000
Project total	\$420,000

## CONSULTATION

The community consultation was conducted in three stages:

1. meet the original members of the Community Facilities Review Steering Committee
2. drop in session and public forum
3. written and online feedback

The consultation results are as follows:

	Attendance / number	For current site	For VIC site
Drop in session	60-80	95%	5%
Public forum	80-100	95%	5%
Written feedback	24	67%	33%

## CONCLUSION

From the outset, Council promised to listen and to be guided by the community's view.

Council has engaged with the community in the manner requested by members of the original Community Steering Group.

The recommendation is consistent with the overwhelming community support to 'leave the library where it is'.



### **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
- Project Consultant

### **ATTACHMENT(S)**

- 4.2.1 Stakeholder Engagement Plan



#### 4.2.2 December 2015 Audit Committee Meeting

File Number:

##### **INTRODUCTION**

The purpose of this report is to present the minutes of the December 2015 Audit Committee (the Committee) meeting to Council. Key items discussed were:

Health and Safety Audit and Culture Survey;

Quarter 3 Risk and OHS Report (confidential);

Purchasing spot checks audit; and

Audit Committee annual self-assessment survey results.

*Cr Keeble*

*Cr Farrell*

*That:*

- 1. the minutes of the 1 December 2015 Audit Committee meeting be received and noted, and*
- 2. the following committee recommendations be adopted, that:*
  - a. the outstanding action sheet be updated to record all quarterly and annual requirements as standing actions for future meetings.*
  - b. the following items arising from the 2015 Audit Committee self-assessment survey be implemented:*
    - annual endorsement of the internal audit program by the Audit Committee*
    - new members of the Audit Committee to be informed of the internal audit program on their commencement, and*
    - audit actions to be carefully considered, prioritised and programmed to ensure achievable target dates*
  - c. the following items arising from the 2015/16 Quarter 1 invoice audit be implemented:*
    - the creation of a procurement signature database, to be managed by the finance team*
    - provision to the Audit Committee in advance of the meeting, of documentation supporting the quarterly invoice audit, and*
    - the continuation of quarterly invoice audits until determined otherwise*
  - d. the following items arising from the health and safety audit and culture survey be implemented:*



- *the development of the Health and Safety strategy as a single document comprising strategic, improvement/action, and communication sub-plans, and*
  - *endorsement of the Health and Safety Strategy implementation plan*
- e. *the Confidential 2015/2016 Quarter 1 Health and Safety report be adopted.*

*Carried*

## **BACKGROUND**

### **Risk and OHS**

The recently completed Health and Safety Audit and Culture survey was presented to the Audit Committee following an extensive review carried out in October and November 2015. The result of this work is the development of a draft health and safety strategy comprising the following elements:

- strategic plan
- improvement plan
- communication plan

The draft strategy will be finalised according to the following schedule:

Review and finalise documents:	Alpine Management Team	December 2015
	Health and Safety committee	February 2016
Prepare final documents:	Health, Safety and Risk Officer	February 2016
Endorse final documents:	Chief Executive Officer	February 2016
Allocate to responsible officer - Ignite:	Health, Safety and Risk Officer	March 2016
Budget considerations:	Manager Corporate Services	Mar-Jun 2016

In addition to the audit and culture survey results being presented, the Audit Committee reviewed the 2015/16 Quarter 1 Risk and OHS Report (confidential). The focus for quarter 1 has been reviewing and understanding the status of the health and safety management system and the attitude of stakeholders to health and safety.

Four new health and safety representatives also completed their initial 5 day training as required by the Occupational Health and Safety Act 2004. Other training focussed on return to work, health and safety policy awareness and handling asbestos.

### **Purchasing spot checks**

Council's internal auditors have been undertaking purchasing spot checks on a quarterly basis at a cost in excess of \$1,500 per audit. To eliminate this cost, council's finance department are now completing the spot checks and presenting the results to the Committee quarterly. This quarter was the first time the internal results had been presented to the committee. There were no exceptions noted in the testing. Overall the Committee was satisfied with the report, however requested additional information be presented in future to support the findings.



The Committee has noted that purchasing checks conducted internally by the finance team does not negate the need to conduct purchasing reviews as part of Council's ordinary internal audit program.

### **Audit Committee annual self-assessment survey**

The Audit Committee Charter requires the Committee to undertake an annual self-assessment survey. This process is important to ensure the Committee is fulfilling its responsibilities to Council and allows for members to identify any areas for improvement. The results of the annual self-assessment highlighted the Committee's satisfaction with how meetings are presented and conducted (100% satisfied). A noted area for improvement centred on the internal audit program and programming of internal audits going forward. A report will be presented to the Committee at its next meeting.

### **IMPLICATIONS**

#### **Legislative Issues**

Council complies with the following sections of the Local Government Act:

- Section 139 requires Council to have an audit committee and act within the guidelines made by the minister for Audit Committees.
- Section 136 requires Council to implement the principles of sound financial management.

This report is consistent with the following strategic documents:

2013-2017 Council Plan	
Strategic Objective 5.2	manage resources well to ensure sustainability
2013/14 Budget	
Strategic Objective 2.5	Performance focused organisation

### **CONCLUSION**

The Committee again expressed satisfaction with the detail provided in the agenda and the quality of Officer Reports. The significant progress made by Council regarding OHS was noted. The Audit Committee recommends Council adopt the detailed resolutions.

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

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

- Manager Corporate Services
- Director Corporate Performance

### **ATTACHMENTS**

- 4.2.1 Audit Committee Minutes 1 December 2015



#### 4.2.3 Myrtleford Landfill Operations Review

File Number:

##### **INTRODUCTION**

An extensive review of the Myrtleford Landfill and its future operation has been completed as part of Council's ongoing commitment to efficiency and business improvement. The purpose of this report is to provide the findings and recommend a course of action.

*Cr Keeble*

*Cr Farrell*

*That:*

1. *the Myrtleford Landfill Operations Review be adopted;*
2. *the Myrtleford Landfill facility be converted to a best practice waste transfer station and closed according to EPA requirements, with no impact on the services provided to the public or opening hours subject to:*
  - a. *Sustainability Victoria contributing \$500,000 towards the new assets required at Myrtleford, Porepunkah and Mount Beauty waste facilities to enable this outcome to be achieved*
  - b. *the current contract with Cre8tive Waste Management Pty Ltd being suitably modified to reflect the new operational arrangements*
3. *waste be diverted by Ellwaste, pending the market testing of waste transfer services prior to August 2016.*

*Carried*

##### **BACKGROUND**

###### **Current arrangements**

The Myrtleford Landfill currently comprises a Transfer Station and Landfill, operated by Cre8tive Waste Management Pty Ltd on behalf of Council. The site receives and processes waste from Council's kerbside collections, Porepunkah and Mt Beauty Transfer Stations, and from patrons visiting the site personally.

Operationally, waste is received onto a concrete pad, where it's pushed onto a conveyor that feeds a baling machine. The baling machine compacts the waste into 1 tonne bales and wraps them in silage. The wrapped bales are then stacked in the landfill cell.

The baling operation was introduced as an innovation to increase waste compaction and therefore maximise cell life, but the low volumes being processed and increasing EPA requirements make the process inefficient.

Currently 2,755 tonnes (occupying about 4,250m<sup>3</sup>) is processed at the site annually.



The current cell is full (filled in November 2015), but Council has EPA approval to construct an additional 4 cells providing airspace of approximately 110,000m<sup>3</sup>, which equates to a life of between 25 and 35 years using the current baling system.

The construction of a new cell was included in the 2014/15 budget, but this has been deferred, pending the outcome of this report.

The alternative to operating our own landfill is to collect the waste and transfer and dispose of it at a large, efficient regional site.

### **State perspective**

NEWRRG is developing a Waste Resource Recovery Infrastructure Plan as required by the Victorian Government; a key component of the plan is a Future Landfill Options Study (FLOS). The FLOS:

- identifies the Myrtleford Landfill site as being small and inefficient
- recommends diversion as the preferred future method for Alpine Shire Councils waste to landfill, and
- recommends options for diversion for Alpine Shire Council and other North East Victorian Councils.

The EPA and Sustainability Victoria (SV) have identified the Myrtleford Landfill for closure, with waste diverted to a regional landfill site as the alternative. To achieve this outcome, SV has approved funding of up to \$500,000 to convert the site to a best practice transfer station and resource recovery facility.

### **ISSUES**

Significant capital cost is involved in the construction, capping and rehabilitation of landfill cells.

EPA operating, reporting and compliance requirements continue to change and become more stringent (recent changes have resulted in significant cost increases).

The current method of baling waste increases compaction and therefore extends cell life, but there's insufficient scale and therefore the operation is inefficient and expensive.

The current cell reached capacity in November 2015 and is now full. The EPA has not approved temporary storage on site; therefore baled waste is currently being transported to Patho by Ellwaste.

Closing the landfill will not remove current legacy costs at the site. Leachate management and monitoring requirements will continue for many years (current guidelines indicate 30 years from the 'closure' of the landfill operation).

Modifications will need to be made to operating processes and infrastructure to accommodate a waste diversion strategy.

Council's management contract with Cre8tive Waste Management Pty Ltd will need to be modified if a diversion strategy is initiated.





### Review Of Landfill Operations And Alternatives

An extensive review of landfill operations and alternatives has been conducted, in light of the identified issues, the State's perspective, and Council's desire to continuously improve. The review:

- compares the status quo, to operating the site as a transfer station and resource recovery centre and diverting landfill to alternative sites (Patho in Northern Victoria, operated by Ellwaste; Wollert near Craigieburn, operated by Hanson; Albury, operated by Albury City; and Benalla operated by Benalla Rural City)
- analyses operating and capital costs for the period to 2037, and
- is summarised in the following table:

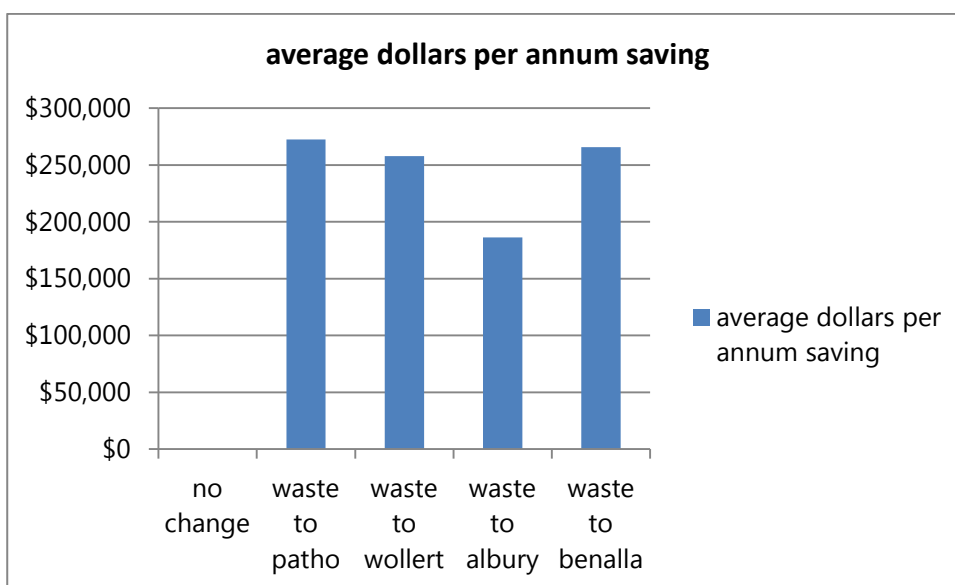
#### Total Life Costs (Net Present Value) 2015/16 to 2036/37

	Status quo	waste to Patho	waste to Wollert	waste to Albury	waste to Benalla
Landfill Operating Cost	\$12,561,852	\$1,834,849	\$1,834,849	\$1,834,849	\$1,834,849
Landfill Capex	\$5,327,700	\$580,000	\$580,000	\$580,000	\$580,000
Landfill \$/tonne	\$301	\$41	\$41	\$41	\$41
TS Operating Cost	\$3,206,103	\$3,261,183	\$3,261,183	\$3,261,183	\$3,261,183
TS Capex	\$465,000	\$260,000	\$260,000	\$260,000	\$260,000
TS \$/tonne	\$62	\$59	\$59	\$59	\$59
Diversion Operating Cost	\$0	\$9,732,175	\$10,152,103	\$11,626,335	\$9,878,448
Diversion Capex	\$0	\$350,000	\$350,000	\$350,000	\$350,000
Diversion \$/tonne	\$0	\$170	\$175	\$202	\$172
Total Opex	\$15,767,955	\$14,828,207	\$15,148,135	\$16,722,367	\$14,974,480
Total Capex	\$5,792,700	\$1,190,000	\$1,190,000	\$1,190,000	\$1,190,000
Total Cost	\$21,560,655	\$16,018,207	\$16,338,135	\$17,912,367	\$16,164,480
Total \$/tonne	\$363	\$270	\$275	\$302	\$272
Variance to status quo (total)	\$0	-\$5,023,768	-\$4,604,308	-\$3,612,775	-\$4,839,489
Variance to status quo (\$/tonne)	\$0	-\$93	-\$88	-\$61	-\$91



### Key Findings

1. All of the diversion options deliver savings compared to remaining with the status quo (cost per tonne savings are in the range of \$61 to \$93 for the diversion options reviewed).
2. Significantly reduced capital costs associated with the diversion options account for the majority of the savings.
3. Operating the Myrtleford site as a transfer station and resource recovery centre, and diverting landfill to Patho, has the potential to deliver significant savings.
4. Average savings in all diversion scenarios exceeds \$170,000 per annum as shown graphically below:



### Review Parameters

The following variables have been used to generate the 'Total Life Costs' shown above (sensitivity analysis on the bolded variables follows this table):

Key Variables	Reference amount
Average load in tonnes	<b>25</b>
Freight charge per hour	<b>140</b>
No change Contractor fee landfill	<b>350,000</b>
No change contractor fee TS	<b>80,000</b>
Diversion Contractor fee landfill	<b>35,000</b>
Diversion Contractor fee TS	<b>85,000</b>
Diversion Contractor fee Diversion	<b>30,000</b>
Metro landfill levy	26.92
Tonnes waste	2,700
CPI	2.50%



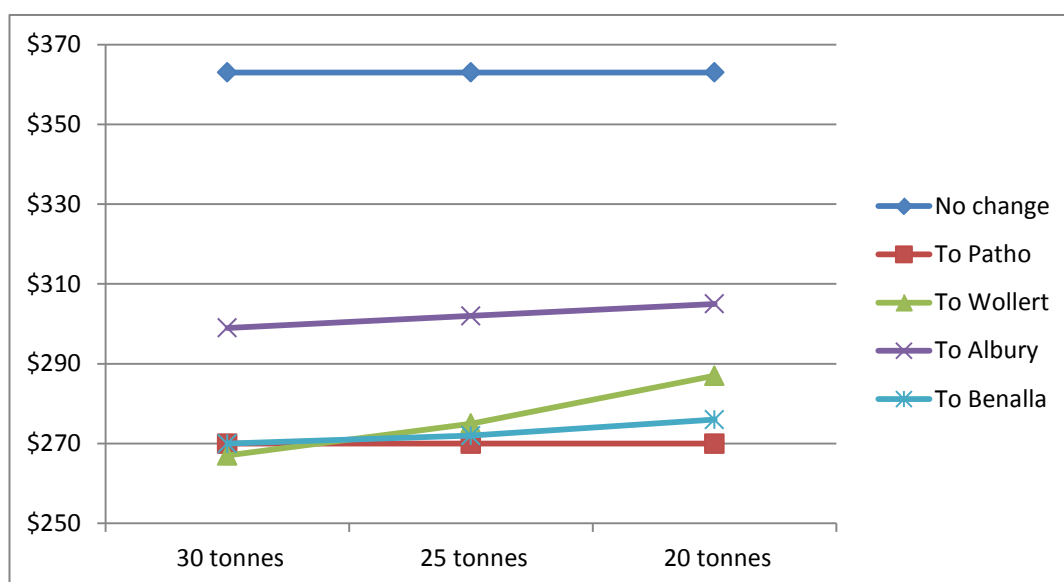
### Cost Sensitivities

A sensitivity analysis examining the key variables of compaction, transport costs, and operating costs has been undertaken as follows:

#### Sensitivity to compaction variables

Sensitivity to compaction increases with distance as shown below:

Compaction	30 tonnes	25 tonnes	20 tonnes
No change	\$363	\$363	\$363
To Patho	\$270	\$270	\$270
To Wollert	\$267	\$275	\$287
To Albury	\$299	\$302	\$305
To Benalla	\$270	\$272	\$276



A reduction of 5t per trip (from the reference amount of 25t) increases the annual cost of transport by:

- \$12/tonne (\$30,000 p.a.) for Wollert (worst case scenario), and
- \$3/tonne (\$1,000 p.a.) for Albury or Benalla

As Patho have only provided an all up price we cannot yet determine the effect on their costs if average load weights fell to around 20 tonnes per load.

This shows that even in a pessimistic scenario of achieving only 20t per trip, it's still more efficient to divert landfill to an alternative site than to continue with the status quo.



**Sensitivity to transport variables**

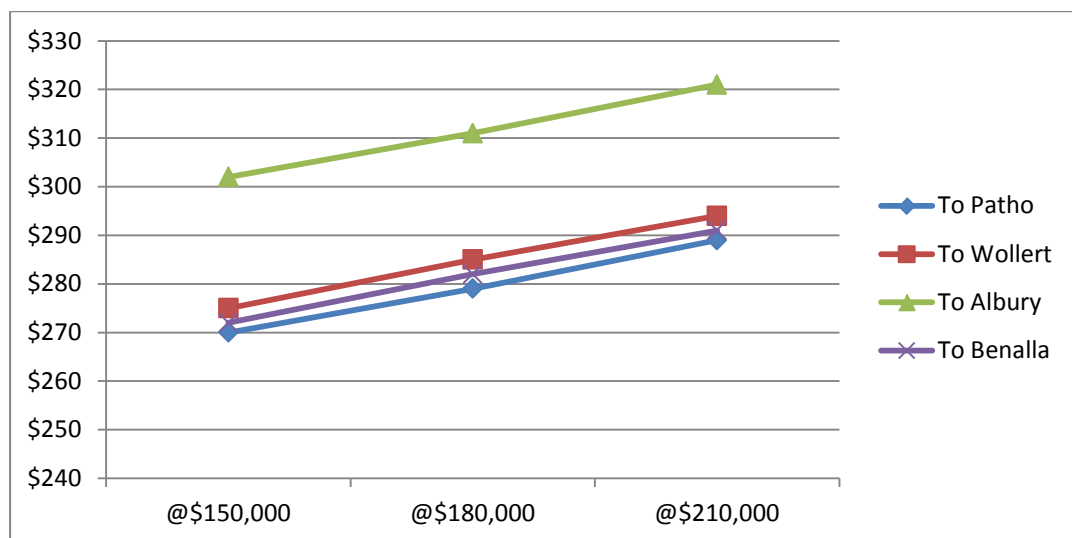
Sensitivity to transport costs is relatively low, as shown below:

Transport hourly charge	Average load 25 tonnes		
	\$140/hr	\$145/hr	\$150/hr
No change	\$363	\$363	\$363
To Patho	\$270	\$270	\$270
To Wollert	\$275	\$277	\$278
To Albury	\$302	\$302	\$303
To Benalla	\$272	\$273	\$273

**Sensitivity to Diversion Operator costs**

Three different Diversion Operator cost scenarios are examined as follows:

Operating costs	Annual Diversion Operating costs		
	@\$150,000	@\$180,000	@\$210,000
To Patho	\$270	\$279	\$289
To Wollert	\$275	\$285	\$294
To Albury	\$302	\$311	\$321
To Benalla	\$272	\$282	\$291





The reference amount for Diversion Operator costs is \$145,000. As expected, an increase in this figure has a direct and proportional effect on \$/tonne. The range depicted is based upon staffing levels of 2.5, 3.0 and 3.5FTE using the waste industry award as a reference. The Nolan report proposes a range of 2.5 – 3.0 FTE for a non-compacted method of operation.

A \$30,000 increase in Diversion Operator costs corresponds to a \$10/tonne increase in unit cost.

At the highest end of the Diversion Operator cost models:

- Albury is still \$40/tonne below the status quo, and
- the others are in the order of \$70/tonne below the status quo

### **Sensitivity to Operator Cost variables if continuing with the status quo**

Three different variations to continuing with the status quo have been analysed as follows:

Operating costs	Annual contract fee from July 2018		
	@\$430,000	@\$400,000	@\$350,000
Status quo	\$430	\$353	\$337

The \$430,000 scenario reflects a new contract being awarded in 2018 at current contract rates, the second scenario assumes a revised baling process allowing a significant reduction in labour costs, and the third scenario reflects possible further savings via competitive tender.

But these savings are unlikely and fall short of those that will be achieved by diversion.

### **FOGO**

The introduction of an organics/green waste kerbside collection service (FOGO) has been considered in this modelling. Data from regional councils that have introduced a FOGO service indicates a reduction in kerbside waste to landfill of 40 to 50%.

Savings associated with these reductions are likely to be offset by increased kerbside collection costs and the introduction of a third bin.

### **Landfill Licence**

Current advice is that the EPA will issue a Pollution Abatement Notice calling for the closure and rehabilitation of the Myrtleford Landfill if operations cease. This would mean that the current works approvals would become void, and effectively end Councils option to operate a landfill in the municipality.



## **POLICY IMPLICATIONS**

This report is consistent with following sections of the Council Plan:

- 2.3 - Improve the condition and management of Council's assets
- 2.4 - Reduce Council's ecological footprint
- 4.1 - Effectively plan and deliver strategic and major projects
- 5.2 - Manage resources well to ensure sustainability

## **FINANCIAL AND RESOURCE IMPLICATIONS**

### **Recurrent savings**

Refer to the 'Total Life Costs (Net Present Value) 2015/16 to 2036/37' table in the body of the report; indicating recurrent annual savings of at least \$170,000.

### **Capital conversion costs**

The analysis identifies the following significant capital investments necessary to successfully decommission the Myrtleford Landfill and operate the site as a transfer station:

- Site conversion works, and
- Purchase of an Excavator

Sustainability Victoria has approved and will provide matched funding of up to \$500,000 for the site conversion.

\$550,000 is allocated in the 2015/16 budget for the development of a new cell at the Myrtleford landfill.

## **CONSULTATION**

Extensive consultation has taken place with Councillors, the current Landfill Operator, Sustainability Victoria, NEWRRG, EPA, Infrastructure Solutions and other regional landfill operators.

Numerous site visits and investigations have been undertaken.

Reference has also been made to the findings of the two FLOS reports commissioned by NEWRRG, as well as the State-wide Waste and Resource Recovery Infrastructure Plan (SWRRIP).

Both Sustainability Victoria and NEWRRG are supportive of the recommendation in this report.

## **CONCLUSION**

The business case to close the Myrtleford Landfill and divert waste to an efficient regional site is sound, the following advantages are identified:

- significant financial savings have been demonstrated and will be achieved
- the efficient management of waste in a large regional site is environmentally responsible



- Council's risk exposure to increasing regulation and compliance requirements is minimised
- ongoing rehabilitation responsibilities are capped
- external funds have been secured to assist with the conversion of the site, and
- the opportunity to consolidate services and contracts is achieved

Sensitivity analysis indicates a low risk associated with change.

Adoption of the recommendation will deliver further savings and complete another element of Council's business transformation project.

#### **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)**

- 4.2.3(a) Briefing Session presentation - 8 December 2015
- 4.2.3(b) Detailed 'Total Life Costs (NPV) 2015/16 to 2036/37' spreadsheet
- 4.2.3(c) Nolan report
- 4.2.3(d) Future Landfill Options Study



### **4.3 DIRECTOR ASSETS – CHARLIE BIRD**

#### **4.3.1 Regional Jobs Infrastructure Fund – Implementation of Alpine Better Places priority projects in Bright**

File Number: 1780.78

##### **INTRODUCTION**

An opportunity exists for Council to seek funding for the implementation of Alpine Better Places priority projects in Bright. This report outlines the project and details on funding the project.

*Cr Vonarx*

*Cr Keeble*

*That Council:*

- 1. Authorise the submission of a State Government grant application with a Council commitment of no more than \$600,000.*

*Carried*

##### **BACKGROUND**

Regional Development Victoria (RDV) is the lead agency in developing rural and regional Victoria. Delivering on the Victorian Government's commitment to drive jobs and more prosperous communities in regional Victoria they are implementing the Regional Jobs and Infrastructure Fund (RJIF).

The RJIF supports major projects, job creation and the building of stronger regional communities through funding opportunities across three streams.

The Regional Infrastructure Fund (RIF) is the main infrastructure program of the RJIF. It aims to harness key regional strengths to improve regional Victoria's productivity and liveability. The RIF provides funding for four program streams.

Projects seeking funding under the Rural Development stream need to demonstrate how they will improve economic performance; harness key regional strengths; improve the liveability and attractiveness of rural towns; and enhance the resilience and competitiveness of the location.

The Rural Development program is only accessible to the 38 rural Local Government areas. Under this program stream, grants for infrastructure are capped at \$500,000. RDV will contribute maximum funding ratios of up to \$2:\$1.

Council commenced its Alpine Better Places design project in early 2015. The soon to be completed Stage 1 of the project will deliver detailed concept designs for two to three priority projects in each of the town centres of Porepunkah, Bright and Myrtleford. The project is progressing well with two rounds of community consultation complete and a final round currently in progress.

Council is seeking \$500,000 through the RJIF to support stage two of the project; implementation of priority projects for Bright.





These projects will:

- Provide cycle friendly infrastructure that recognises Bright not only as the final destination of the Murray to Mountain Rail but as the centre of road, mountain and recreational cycling in North East Victoria.
- Identify clear township gateways that welcome visitors and direct them to the town centre.
- Recognise Mafeking Square as the social and cultural heart of Bright and resolve issues of vehicle, bike and pedestrian circulation to make it a safer and friendlier environment for people to move about.
- Create distinctive settings within the town centre that invite people to visit and stay longer.

### **ISSUES**

Released in August 2015 the Regional Jobs and Infrastructure Fund is the first state regional funding opportunity available since the change in Government in November 2014. This is Council's first submission under this fund. It is expected that there will be future submissions for the implementation of Alpine Better Places projects in the townships of Porepunkah and Myrtleford.

Following discussion with RDV the Rural Development stream has been identified as the most appropriate funding option for this project. The project satisfies all of the program's criteria particularly improving economic performance and harnessing key regional strengths.

### **POLICY IMPLICATIONS**

Implementation of the Alpine Better Places priority projects in Bright is consistent with the following Strategic Objectives of the Council Plan:

- 2.2 - To improve the quality of the built environment and amenity;
- 2.3 - To improve the condition and management of Council's assets;
- 3.1 - To support the health and wellbeing of communities; and
- 4.1 - To effectively plan and deliver strategic and major projects.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The first stage of this project is being delivered in partnership with the State Government of Victoria through the Putting Locals First Program. The total cost of this stage is \$200,000 with 75% being funded by the State Government of Victoria. This stage included stakeholder engagement, planning and design phases only and will be completed in February 2016.

Whilst this project would involve asset renewal, discretionary capital expenditure would be required. A review of Council's Long Term Financial Plan indicates that these priority projects can be delivered by June 2017. Council has already committed \$100,000 towards the commencement of delivering the Mafeking Square project in its 2015-16 Budget. This is one of the priority Alpine Better Places projects for Bright



and is expected to be completed by June 2017, with the majority of capital expenditure in 2016-17.

The current project budget to implement the priority Alpine Better Places projects in Bright (trail head, Mafeking Square and gateways) is \$1,003,000. Funding of \$500,000 is being sought from the RJIF to supplement Council's contribution to implementation of these priority projects. It is proposed that Council commit to capital expenditure of up to \$600,000 over two years; \$100,000 has been committed in 2015-16 and the remainder would need to be committed in 2016-17.

### **CONSULTATION**

Council and the Bright community have been involved through the development of the Alpine Better Places design project:

1. Council and community input was sought in March to prioritise projects in each of the townships
2. Council and Community feedback on the preliminary concept designs was sought in June.
3. The draft detailed concept designs are currently on public exhibition and due to close on 16 December 2015.

The regional office of RDV is very encouraging of this proposal. Assistance has already been provided with the preparation of the application.

### **CONCLUSION**

Implementation of the Alpine Better Places priority projects in Bright will be significant and has the potential for enormous benefits not only for Bright but as the catalyst for the implementation of Alpine Better Places projects in Porepunkah and Myrtleford. Council has the ability to fund and deliver this project by June 2017 and should seize this opportunity to secure funding from the State Government.

### **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
- Project Consultant

### **ATTACHMENT(S)**

- Nil



#### 4.3.2 **Contract 1504901 - Construction of Mount Beauty Town Centre and Foreshore Landscape Works**

File Number: 1543.17

##### **INTRODUCTION**

This tender report relates to the award of the Contract for the construction of the Mount Beauty Town Centre and Foreshore Landscape Works.

*Cr Keeble*

*Cr Vonarx*

*That Council:*

- 1. Award Contract No: 1504901 – Construction of Mount Beauty Town Centre and Foreshore Landscape Works to Fineblade Pty Ltd for a lump sum price of \$471,250.15 (excl. GST).*

*Carried*

##### **BACKGROUND**

The upgrading of the Mount Beauty Foreshore (Bicentennial Park) and Town Centre together comprise the Progressing Place Project. Delivery of Progressing Place is supported by funding obtained through Regional Development Victoria and contributions from the Alpine Shire Council and Alpine Health.

Contract 1504901 is for the construction of both the Town Centre and Foreshore Landscape Works and comprised two parts, listed as follows.

Part A: Town Centre landscape works include:

- Site establishment
- Provision for traffic and environmental management
- Demolition of existing surfaces
- Set out of works
- Earthworks, drainage and grading
- In-situ concrete and gravel paving
- Freestanding and retaining stone walls
- Edging
- Grassing
- Garden beds and planting
- Irrigation
- Installation of site furniture
- Maintenance of installed works.



Part B: Foreshore landscape works include:

- Site establishment
- Provision for traffic and environmental management
- Demolition of existing surfaces
- Set out of works
- Earthworks, drainage and grading
- In-situ concrete, asphalt, stone and gravel paving
- Playground softfall mulch and sand
- Freestanding stone walls
- Edging
- Grassing
- Garden beds and planting
- Post and rail fencing
- Installation of site furniture
- Application of painted finish to existing barbeque
- Installation of a drinking fountain
- Lighting and electrical works
- Maintenance of installed works.

The Invitation to Tender was advertised in the Herald Sun 14 October 2015, Border Mail 17 October 2015, and on the Tenders.Net and the Alpine Shire Council web-sites. Tenders closed on Wednesday 4 November 2015.

The Tender documents were downloaded by 17 prospective tenderers and four tender submissions were received.

### **EVALUATION**

The evaluation panel consisted of the Director Assets, Acting Manager Asset Development and Project Officer - Delivery.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social

Following the initial assessment of offers, two of the tenders were shortlisted to take part in further evaluation. The tenderers were contacted to discuss their overall offers, to clarify some of their rates and pricing, as well as their ability to meet the required



timeframes. The revisions to the offers were then reassessed in accordance with the selection criteria.

Following the assessment of offers by the evaluation panel it was determined that the tender from Fineblade Pty Ltd, for both Part's A and B, best met the selection criteria and offered the best value for Council.

### **ISSUES**

Fineblade Pty Ltd has not previously undertaken landscape works for Council, however reference checks have confirmed that they are a reliable contractor for this type of work, who have completed works to the required quality, on time and on budget.

Fineblade Pty Ltd also confirmed that they can complete the Park Street Reserve landscape works in January 2016, allowing the Lake View Children's Centre to expand their temporary outdoor space into this reserve from the start of February.

### **POLICY IMPLICATIONS**

The works associated with Contract 1504901 are consistent with the following Council Plan's strategic objectives:

- 2.1 - To provide and maintain quality parks, gardens and natural environment;
- 3.1 - To support the health and wellbeing of communities.

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The total budget for Progressing Place Project is \$875,000, with \$525,000 allocated to the Foreshore and \$350,000 allocated to the Town Centre.

The tendered price for these works (\$471,250.15) is within the budget allocated for the Foreshore and Town Centre landscape works.

### **CONSULTATION**

Council officers have engaged with the Mount Beauty and surrounding community regarding the proposed landscape works on numerous occasions. This has been achieved through targeted consultation meetings with key stakeholders, letter drops to directly affected stakeholders, a listening post at the July community market in Mount Beauty and monthly updates on the Alpine Shire Council website.

### **CONCLUSION**

Following a comprehensive tender assessment and reference checks, the tender from Fineblade Pty Ltd is considered to offer 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 Officer - Delivery

**ATTACHMENT(S)**

- Nil



#### 4.3.3 **Contract 1504401 – Supply and installation of Myrtleford Holiday Park Cabins**

File Number: 1780.81

##### **INTRODUCTION**

This report relates to the award of the Contract for the supply and installation of two fully furnished two bedroom cabins for the Myrtleford Holiday Park.

*Cr Vonarx*

*Cr Farrell*

*That Council:*

- 1. Award Contract No. 1504401 for the supply and installation of two fully furnished two bedroom cabins at the Myrtleford Holiday Park to Town and Country Homes Pty Ltd for the lump sum price of \$163,466 excluding GST.*

*Carried*

##### **BACKGROUND**

Invitation to Tender 15044 comprised two separable parts, A) Supply of two fully furnished two bedroom cabins and B) Supply of two twin ensuite units. This report relates only to Part A.

Alpine Shire Council is the appointed Committee of Management for the Myrtleford Holiday Park and has been directly managing the Park since November 2008. The Park has experienced continued improvement in the appearance, reputation and increased patronage and revenue since Council has been the operator.

The Myrtleford Holiday Park Business Plan provides a strategy for investing in the park to increase the star rating and subsequently further increase revenue. The addition of two fully furnished two bedrooms cabins is identified as a key objective responding to market preference.

There have been two Invitation to Tender periods for this purchase. The first was advertised in the Herald and Border Mail on the 14 October 2015, with tenders being received up until the 11 November 2015. Tenders were made available on the Tenders.Net and Alpine Shire Council websites. There were 16 downloads with two submissions received. Only one of these offers was considered viable however following evaluation the offer was not considered best value.

The Invitation to Tender was then released a second time and advertised in the Herald and Border Mail on the 14 November 2015, with tenders being received until 9 December 2015. Tenders were also made available on the Tenders.Net and Alpine Shire Council websites for this period. There were 17 downloads with three submissions received from this second tender process.

##### **EVALUATION**

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



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

- Price
- Qualifications and previous performance
- Product quality
- Delivery
- Social

Clarification of the product, fixtures and fittings, and timing for delivery was ascertained via further correspondence and phone interview.

The references of the preferred Tenderer were checked and all provided positive endorsement regarding quality of product and timeliness.

### **ISSUES**

Supply and installation in readiness for Easter is a critical issue. Easter is a peak visitor period and it is important the cabins are completed including site stabilisation and landscaping ahead of this time.

### **POLICY IMPLICATIONS**

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

- Council Plan: Strategic objective 4.2 – To support investment and existing enterprise.

Myrtleford Holiday Park Business Plan.

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The purchase of the cabins has been provided for through the allocation of \$275,000 in the current 2015/16 Budget. Other costs associated with this project include supply and installation of Part B – Two twin ensuite units, connection to services, landscaping and project management.

The tendered price for these works (\$163,466) is within the budget allocated for the supply and installation of two fully furnished two bedroom cabins at the Myrtleford Holiday Park.

### **CONSULTATION**

The current park managers and the Department of Land Environment, Water and Planning as the Crown land manager were consulted during the preparation of this Tender.

### **CONCLUSION**

Following an open competitive tender process, comprehensive tender evaluation, interviews and reference checks the tender from Town and County Dwellings Pty Ltd





is considered to be the best value option for Council and can deliver before the Easter holiday period.

#### **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



#### 4.3.4 **Contract 1506301 - Supply of Electricity and Public Lighting**

File Number: SU1745.01

##### **INTRODUCTION**

This report relates to the award of the Contract for the supply of electricity (large and small market) and public lighting throughout the Alpine Shire. The contract term is three years, and will define levels of service and costs for electricity at all Alpine Shire Council operated facilities, as well as public lighting.

*Cr Farrell*

*Cr Keeble*

*That Council:*

- 1. Award Contract No. 1506301 - Supply of electricity (large and small market) and public lighting to AGL for a three-year contract term.*

*Carried*

##### **BACKGROUND**

Alpine Shire Council is currently serviced for both electricity and public lighting under contract from AGL. The existing contract for public lighting has been extended from its original term to expire on the 30 June 2016. The contract for the supply of electricity is for a three year period, which also expires on the 30 June 2016.

The recently conducted Procurement Australia tender enabled partnership of a large amount of Councils throughout Australia, in part to offer a large and attractive package for tenderers and also to take advantage of similar and shared customer requirements.

The tender called for pricing on large market electricity, small market electricity, supply of natural gas (not relevant for Alpine Shire) and public lighting. Respondents to the tender could bid for a single sub category or all of them. The tender prices have been assessed as a load weighted single price, including tariffs and any extra charges for monitoring or billing services.

Procurement Australia reported that nine retailers attended the initial briefing, with a total of seven tender submissions for electricity and public lighting. The process then involved short listing of four suppliers for second round pricing followed by a BAFO process (Best and Final Offer).

Tenders were evaluated on value for money, considering both price and non-price criteria. The non-price criteria considered the tenderers commitment to the Federal Renewable Energy Target, quality assurance processes, customer relationship process, corporate governance, social involvement and environmental programs.

Billing service improvements were included in the tender, which will allow consolidated billing and/or data capture that will provide clarity around expenditure for different asset classes and inform decisions into the future.



After the final and BAFO round, AGL was assessed as providing the best option within each tender sub category. The difference was minor in the large market and more distinct with public lighting and small market electricity.

## ISSUES

There are two factors that contribute to the end cost of energy for Council, the wholesale price of electricity and the margin that retailers apply to then on-sell this energy to us, their customer.

The wholesale price of energy has gone up by between 10-15% in 2015. Future projections see increases in wholesale prices being more likely than reductions (this is in part linked to recent announcements of Renewable Energy Targets, and subsequent announcements of closures of Coal Fired Power stations). Ultimately, whilst it may have been preferable to go to the market 12 months ago, if we do not secure pricing now the likelihood is that wholesale pricing will continue to rise.

The proposed offer presents a 43% discount on the normal retail price of small retail electricity supply, which compares well with the 39% discount in Council's current contract. It should be noted however that the gazetted tariff itself has gone up significantly, and is not subject to strict regulatory control.

Results and competitiveness of the tender give confidence that the increase in retail price follows increase in wholesale pricing, i.e. that the retail margin is not excessive.

The wholesale price offers fair value, and the retail margin applied for service and supply also offers good value.

## POLICY IMPLICATIONS

The tender process run by Procurement Australia is meets the requirements in Council's Procurement Policy.

## FINANCIAL AND RESOURCE IMPLICATIONS

Impact statements have been forwarded by Procurement Australia to each member of the tender, which outline the expected financial impact of a contract with the successful tenderer. The impact detailed for the Alpine Shire Council in Year 1 is summarised in the table below.

**Figure 1: Forecast electricity and public lighting cost in 2016-17**

<b>Item</b>	<b>Current contract</b>	<b>Proposed contract</b>	<b>Saving</b>
Electricity	\$214,960	\$189,297	\$25,663
Public lighting	\$99,926	\$105,139	-\$5,213
Total	\$314,886	\$294,436	\$20,450

It is important to note that an annual price increase will be subject to CPI, and also will be affected to some degree by product offerings that increase efficiencies.



Tender participants must return agreements by 15 January, or deemed outside the contract conditions and subject to price increases. This issue has been highlighted by various council officers at the recent briefing as a deficiency in the process.

### **CONSULTATION**

In partnership with other Councils, Alpine Shire Council has engaged with Procurement Australia to:

- Inform the non-financial criteria for the tender assessment
- Ensure the successful service provider(s) provides electricity consumption data in an improved format.

### **CONCLUSION**

The procurement process run by Procurement Australia has recommended AGL as the preferred supplier of electricity (small and large market) and public lighting in Victoria for a three-year period. This offer presents value to Council and it is recommended that Council award AGL the contract.

### **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 Maintenance
- Engineering Coordinator

### **ATTACHMENT(S)**

- Nil



#### 4.3.5 **Storm damage - Emergency declaration for the purpose of infrastructure reinstatement**

File Number: 535.26

##### **INTRODUCTION**

The purpose of the report is to advise Council of the emergency situation as a result of the Tuesday 8 December 2015 storm event and seek an exemption from Council's Procurement Policy to reinstate Council infrastructure damaged by the storm event.

*Cr Vonarx*

*Cr Farrell*

*That as a result of the emergency situation caused by Tuesday 8 December 2015 storm event, Council:*

- 1. Resolves, in accordance with Section 186 (5)(A) of the Local Government Act 1989, that contracts be entered into for the following:*
  - a. General road and associated infrastructure repair / replacement*
  - b. General culvert repair / replacement*
  - c. General debris clean up and vegetation removal.*
- 2. Authorises the Chief Executive Officer to*
  - a. Negotiate with contractors for the necessary works to be undertaken*
  - b. Split contracts as required to enable reinstatement works to be completed*
  - c. Enter into the necessary contracts and sign and seal the relevant contract documents*
  - d. Appointment of a project manager to manage the infrastructure reinstatement program for infrastructure damaged by the storm event.*

*Carried*

##### **BACKGROUND**

On Tuesday 8 December 2015 there was significant storm event that resulted in widespread damage to Council infrastructure across the Shire, including roads, drainage and trees. The areas that appear to have incurred the greatest damage include the Kiewa Valley, Nug Nug and surrounding area, Porepunkah and Bright.

##### **ISSUES**

It is imperative that Council acts quickly to reinstate infrastructure damaged by the storm event. Delay in completing reinstatement works presents a risk to public safety and further infrastructure damage, as the infrastructure cannot function as intended.

If we do not act quickly in appointing contractors we could possibly experience delay in addressing the infrastructure reinstatement as the contractors will be in demand from other affected areas in North East Victoria.



## **POLICY IMPLICATIONS**

Section 6.4 of Council's current procurement policy states that *under specific circumstances exemption from the methods of this policy can be sought.*

Under the Local Government Act Council is able, in an emergency situation, to also step outside the procurement limits set for Council under the Act.

Excerpt from the Local Government Act 1989:

*Part 9 – Specific Functions, Powers and Restrictions*

*Section 186 Restriction on power to enter into contracts*

*(5) This section does not apply if –*

*(a) The Council resolves that the contract must be entered into because of an emergency.*

## **FINANCIAL AND RESOURCE IMPLICATIONS**

These events are above and beyond Council's normal funding sources as such Council officers have requested access to the Natural Disaster Financial Assistance Fund (NDFA) for Local Government

The NDFA provides financial assistance for the restoration of essential public assets. The Victorian Government will meet 75% of approved restoration costs between \$10,000 and \$110,000, and 100% of the proportion of costs above \$110,000.

An initial assessment of damaged infrastructure indicates that the cost reinstatement works could exceed \$200,000.

## **CONSULTATION**

Council has been in contact with directly affected community members, relevant agencies and the Department of Treasury and Finance.

Community members who have been affected have requested that infrastructure repairs are undertaken in a quick and timely manner. The community has been very understanding of the situation.

## **CONCLUSION**

It is imperative that Council acts quickly to reinstate infrastructure damaged by the storm event. Delay in completing reinstatement works presents a risk to public safety and further infrastructure damage.

## **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 Maintenance

## **ATTACHMENT(S)**

- Nil



#### 4.4 ACTING DIRECTOR SUSTAINABLE DEVELOPMENT – ELAINE BURRIDGE

##### 4.4.1 New Event Funding

File Number: 1610.25

#### INTRODUCTION

Further to the Event Funding recommendation endorsed by Council at the 4 August Council meeting, whereby an amount of \$10,000 was set aside for "Event Attraction", the following new events have presented applications to hold events and for event funding for events being held in Alpine Shire within the 2015/2016 FY. The budgeted amount of \$10,000 for "Event Attraction" is intended to be utilised for the recommended events.

*Cr Keeble*

*Cr Farrell*

*That Council:*

- 1. Approve funding for two new events as detailed.*

Event	Applicant	Funding
<i>Community Outdoor Cinema Christmas Event</i>	<i>Cloud 9 Cinema</i>	<i>\$750 Sponsorship \$500 capped Logistics</i>
<i>Beyond the Buckland 4WD event</i>	<i>4WD Victoria</i>	<i>\$1,000 capped Logistics</i>

- 2. Approve additional funding to support the Mount Beauty Music Festival to a maximum of \$3,000.*

*Carried*

#### BACKGROUND

The 2015/16 Event Funding round opened on Monday 25 May and closed on Friday 10 July. During this time 52 applications were received, which is approximately 15 more than in previous years. A total of \$169,500 was endorsed by Council and has been allocated to events across sponsorship, logistical support and includes an amount of \$10,000 for new event attraction. The two events that have applied to hold an event within Alpine Shire and have lodged applications seeking event funding support were received outside of the normal event funding program and are new events for the region. In addition an established event has sought funding due to the loss of a venue.



## **ISSUES**

### **Assessment**

The applicants for the two new events have provided event management plans with their application which includes: a brief outline of what the event is, who is likely to participate and how many people are expected to participate, what the funds are required for as well as risk, communications and marketing plan/s and budget. Due to the timing of these applications being received, assessment of the two event funding applications was undertaken by: Manager of Community and Economic Development, and Development Officer (Events). As a result of the assessment it is considered that these two events are worthy of support.

### **Community Outdoor Cinema Christmas Event**

This event is a concept put forward by Cloud9 Cinema as a community Christmas movie celebration for residents of the Shire. Cloud9 have proposed to host similar events into the future across Shire townships. A community Christmas cinema is a feel good concept that provides Cloud9 Cinema opportunity to test success for other community events.

### **Beyond the Buckland 4WD**

This event is in augural year, and will be held from the 12th to 20th March 2016. The event will bring approximately 200 people into the region with the event based in the Buckland Valley, Beveridge Station. The event will include escorted tours to different locations in the region for predominantly four-wheel drive vehicles, tours to local wineries, gourmet food venues, historic sites and attractions. The funding through the new events budget will be utilised for waste management and other resources.

### **Mount Beauty Music Festival**

Further to the event funding recommendation above, representatives of the Mount Beauty Music Festival have met with Council officers to raise concerns regarding the loss of use of the Mount Beauty Country Club due to its recent closure. This venue has been used for festival activities hosting between 300 -350 people at a time in the past. This event is a very well-run community event attracting in the vicinity of 1,000 participants each year. It is the major event for Mount Beauty and continues to evolve and create new audiences. Council officers are currently working with the event organiser exploring solutions, including the possible erection of a portion of Councils marquee or sound proofing of the stadium. It is likely that additional funding will be required, on top of the \$1,000 financial contribution and \$1,500 logistical contribution already provided for the 2016 event. It is estimated that this extra contribution will not exceed \$3,000.

### **Future of events in the Shire**

Council supports all events held in the Shire by providing ongoing logistic support and seed funding for new events.

Consideration will need to be given in the preparation of next year's budget for allocation of additional funding for events if event attraction remains a high priority to Council.





<b>Event</b>	<b>Applicant</b>	<b>Town</b>	<b>Requested sponsorship</b>	<b>Estimated logistics requested</b>	<b>Funding</b>
<b>Community Outdoor Cinema Christmas Event</b>	<b>Cloud 9 Cinema</b>	<b>Bright</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$750 Sponsorship \$500 capped Logistics</b>
<b>Beyond the Buckland</b>	<b>4WD Victoria</b>	<b>Buckland &amp; Surrounds</b>	<b>Nil</b>	<b>\$3,000</b>	<b>\$1000 capped Logistics</b>

### **POLICY IMPLICATIONS**

Alpine Shire Council Plan

- Strategy 4.2.1 Prosperous Economy, Employment and Investment – Implement targeted tourism and business support

Arts and Culture Strategic Plan 2008 – 5.5 Events

- Creative, efficient, effective and strategic support of culture and arts programs, events and facilities.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

In this report, the total recommended for sponsorship and logistics for the two events is \$2,250. This will leave a residual of \$7,750 for other new events from the \$10,000 new event attraction budget.



## **CONSULTATION**

The annual Event Funding program was widely advertised in the local paper, on the Alpine Shire Council website and emailed directly to all event organisers listed in Council's directory.

As these applications were received outside of the normal annual event funding program an assessment of the applications was undertaken by Manager of Economic and Community Development, both Development Officers (Events) and in consultation with Director Sustainable Development.

Applications were assessed against the following criteria:

- Alignment with the Alpine Shire Council Tourism Development strategies
- Alignment with township brands
- Level to which the event will attract outside visitors (intrastate and interstate)
- Future growth and sustainability of the event
- Value added to the existing calendar of events
- Offer a significant economic benefit to the wider Alpine Shire community
- Marketing/ promotional strategies – how they complement Alpine Shire Council
- Organisational capacity of the event and its managing participants
- Potential for the event to develop into a key tourism or visitor attraction in the foreseeable future.

There was general agreement about the events that met the criteria and have greatest benefit to the Shire.

## **CONCLUSION**

Events are extremely important to the Shire by providing economic activity, community and cultural enrichment. Council officers assist event organisers by providing guidance, ongoing logistic support and where possible recommend sponsorship.

This recommendation aligns with event funding criteria.

## **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 Community and Economic Development
- Event Development Officer

## **ATTACHMENT(S)**

- Nil



#### 4.4.2 **Dinner Plain unbudgeted asset renewal works**

File Number: 110.01

##### **INTRODUCTION**

The purpose of this report is to provide Council with an update of asset renewal works to be undertaken in Dinner Plain in the current financial year.

*Cr Farrell*

*Cr Keeble*

*That Council:*

- 1. Endorse the asset renewal works to be undertaken at Dinner Plain;*
- 2. Endorse the additional funds required (\$47,739) which is above the current financial year budget allocation, to complete all works.*

*Carried*

##### **BACKGROUND**

An amount of \$50,000 was allocated to the capital works budget for the 2015/16 financial year for Dinner Plain road renewal. A comprehensive review of roads, carparks, footpaths and kerb and channel throughout Dinner Plain was undertaken in September with a number of works identified as requiring immediate attention. Quotes for the works have been received and collectively are higher than the budget allows.

##### **ISSUES**

The asset renewal works identified include:

###### **Castran Corner**

The footpath and stairs concrete that was laid when the Castran Corner complex was developed in 2010 has failed. The walkway and stairs surface has diminished and currently poses an OH&S risk. The failure is as a result of the materials used and snow clearing (by machinery) required over the winter season. The concrete and stairs replacement works have been quoted with a cost of \$60,000. The current balustrade arrangement on the walkway that protect pedestrians from falling from height onto the road has also failed and is estimated to cost \$20,000 for replacement.

###### **Scrubbers End Car Park**

Scrubbers End Car park surface requires renewal. There has been limited programmed maintenance works undertaken on the car park in recent years and over time snow clearing operations have damaged the surface along with normal wear and tear from traffic. This car park serves as over night and day time parking for the village and is heavily utilised over the winter season by ski slope patrons and guests staying in the village.



### Road Kerb and Channel concrete renewal

A review of all of kerb and channel for Dinner Plain has been undertaken. Works that require immediate attention have been quoted with costing of \$50,000. The Roads to Recovery program will fund works as planned.

### Fire Access Trail

Council has recently been successful in securing funding from the state government through the CFA Road Access Funding program to create a 380m fire access trail from the Great Alpine Road to the industrial precinct of the village. This serves as a second access for emergency service vehicles to access Dinner Plain village. The funding has been provided on a 1 : 7 basis and so will require some funding from Council. The trail is an existing trail that requires upgrade to allow movement of emergency services vehicles.

### POLICY IMPLICATIONS

The works outlined in this report are consistent with the following strategic objective in the Council Plan:

- 2.3 - Improve the Condition and Management of Council Assets.

### FINANCIAL AND RESOURCE IMPLICATIONS

The financial implications of the proposed asset renewal works are outlined in the table below, which shows a deficit of \$47,739 to complete the proposed works.

Item	Cost	Funding
Castran Corner stairs concrete replacement	\$60,000	
Castran Corner balustrade replacement	\$20,000	
Scrubbers End car park repair	\$15,000	
Kerb and channel replacement	\$50,000	
Fire access trail upgrade	\$21,909	
Dinner Plain road renewal 2015-16 budget		\$50,000
Roads to Recovery funding		\$50,000
CFA Road Access Funding		\$19,170
<b>Total</b>	<b>\$166,909</b>	<b>\$119,170</b>

### CONSULTATION

Consultation has occurred through Dinner Plain Advisory Committee and through other informal discussions and correspondence with business operators and rate payers. Consultation with respect to the fire access trail works has been undertaken with local and regional CFA representatives.

**CONCLUSION**

The priority works proposed are required to maintain infrastructure at Dinner Plain and provide safe movement of pedestrians and vehicles throughout.

**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
- Director Assets
- Manager Economic and Community Development

**ATTACHMENT(S)**

- Nil



**5 DOCUMENTS FOR SEALING**

*Cr Vonarx*

*Cr Farrell*

*That the following documents be signed and sealed.*

- 1. Section 173 Agreement – Douglas & Margaret McConville. Lot 1 on Lodged Plan no. 78528, Volume 6238 Folio 526.*

*Conditions 23 and 27 of Planning Permit 2012.007 for the subdivision of land to create three lots and an easement at 3 Robertson Street, Myrtleford.*

*The Agreement identifies Country Fire Authority conditions and Bushfire Management Plan.*

- 2. Contract 1503901 in favour of Murray Valley Piling Pty Ltd for the Freeburgh Bridge Replacement.*

*Carried*

There being no further business the Chairperson declared the meeting closed at 6.03 p.m.

.....  
Chairperson



# Alpine Shire

## **Alpine Shire Council Quarterly Report**

**1 September 2015 – 31 December 2015**

**Presented to Ordinary Council Meeting – 2 February 2016**

# Alpine Shire Council Plan 2013-2017 (review 2015) – Progress Report

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1 September 2015 – 31 December 2015

## Theme 1: Inspired community leadership

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*“Council values effective community advocacy and partnerships”*

### Mount Buffalo Chalet

Council’s Mayor and CEO were part of a delegation to meet with the Minister for Environment, Climate Change and Water, Lisa Neville to discuss a revised plan for the redevelopment and reopening of the Mount Buffalo Chalet. Members of the delegation included members of Community Action for the Chalet, Council, and Tourism North East. Following the meeting, the Minister announced the go-ahead of a revised package for the Chalet and surrounding area of \$5.6 million, including \$1.3 million already spent maintaining the building.

### Municipal Emergency Management Plan

Alpine Shire Council is now better prepared to respond to, and recover from emergencies after its updated and improved Municipal Emergency Management Plan (MEMP) Version 3.0 2015 was adopted in November. Following Council’s endorsement, the MEMP was audited and approved by a panel comprising the Victorian State Emergency Service, Department of Health and Human Services and Victoria Police. The improved MEMP will ensure Council will be better equipped during emergencies.

### Severe rainfall event

The month of December saw a large rain event with isolated 1 in 100 year falls across the Shire. During this event, in excess of \$300,000 worth of damage to Council’s unsealed road network occurred.

Funding was successfully applied for through the Natural Disaster Fund. The timely response to this event was aided by the use of the in-house developed road inspections app, as well as the expertise of the Asset Maintenance team.

Work to repair these damaged assets was underway before Christmas and will be completed in January.



Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 1.1: Effectively communicate and engage with Stakeholders</b>		
<i>Strategy 1.1.1: Regularly inform and involve our community</i>		
Trial participative budgeting techniques within a discrete Council budget area (community grants?).	Six community members representing a diversity of geographical locations, age and gender met with Council officers to consider the Community Grant applications during November 2015.	Activity
Podcast Council meetings.	Audio-visual recording of Council meetings will commence at the February 2016 ordinary council meeting.	Activity
Utilise contemporary community engagement techniques to reach the whole community (not just the 'squeaky wheels').	Council continues to utilise Facebook as a means of improving the reach of communications, enhancing traditional newspaper channels. Other techniques such as after-hours drop-in sessions, coffee shop meetings and town-hall meetings are being regularly utilised to engage with the whole community.	Activity
<i>1b. Consultation and engagement: Community satisfaction rating out of 100 with the consultation and engagement efforts of Council</i>	56 <i>(CSS results from March 2015)</i>	<i>Indicator</i>
<b>Strategic Objective 1.2: Advocate on behalf of and represent stakeholders on key issues</b>		
<i>Strategy 1.2.1: Advocate for beneficial community outcomes</i>		
Strategically lobby and network with key decision makers to positively influence funding applications and opportunities.	Council continues to meet and correspond with key industry, organisations and government to identify and pursue common goals and issues.	Activity
<i>1c. Attendance: Percentage of attendance at ordinary and special council meetings by Councillors</i>	86%	<i>Indicator</i>
<b>Strategic Objective 1.3: Provide exceptional emergency response and recovery services</b>		
<i>Strategy 1.3.1: Proactively manage emergency response and recovery</i>		
Clarify EM roles in new structure, develop and implement Emergency Management (EM) staff training plan.	Emergency management roles (including emergency managers and deputies) have been identified. Identified staff have completed the SES 'Introduction of Emergency Management' training course. 'CrisisWorks' (Council's EM information system) refresher courses have been completed by all relevant staff.	Activity
<i>Service Standard: Successful audit of the Municipal Emergency Management Plan</i>	<i>Council's Municipal Emergency Management Plan has been audited and approved</i>	<i>Indicator</i>

## **Theme 2: Enhancing the environment and liveability**

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*"An environment managed for now and the future"*

### **Review of Myrtleford Landfill**

Council completed a review of the Myrtleford Landfill during Quarter 2 as part of its ongoing commitment to efficiency and business improvement. At the special council meeting in December, Council resolved to convert the facility to a best practice waste transfer station and close the landfill according to EPA requirements, with no adverse impact on the services provided to the public or opening hours. This course of action will deliver significant financial savings, dispose of waste in an environmentally responsible manner, and minimise Council's risk exposure. Extensive consultation has taken place with Councillors, the current landfill operator, Sustainability Victoria, the North East Waste and Resource Recovery Group (NEWRRG), the Environment Protection Authority (EPA), Infrastructure Solutions and other regional landfill operators.

### **Recycling bin upgrades**

Council commenced the rollout of 360 litre recycle bins, as a free upgrade from the standard 240 litre recycling bins. Residents interested in the free upgrade need to make the request through Council's customer service staff. To date, over 170 bins have been upgraded.

### **Parks, gardens, open spaces and road maintenance**

The open spaces and multi-purpose crews have had a busy quarter keeping on top of grass cutting, preparing roads for resealing, maintaining gravel roads and drainage, rejuvenating outdoor furniture, and ensuring all parks and gardens are well presented for the community and visitors.

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 2.1: Provide and maintain quality parks, gardens and natural environment</b>		
<i>Strategy 2.1.1: Use sustainable practices to manage open spaces</i>		
Complete the Victorian Adaption and Sustainability Partnership 'Recless' project to make Council's open spaces more sustainable.	The 'RecLess' Project is currently underway and is a combined project with Benalla City Council. It is progressing well with interim outcomes expected next quarter.	Activity
<i>Service Standard: Completion of the Victorian Adaptation and Sustainability Partnership project to make Council's open spaces more sustainable</i>	<i>Sustainable practices are part of the Open Spaces management plan</i>	<i>Indicator</i>
<b>Strategic Objective 2.2: Improve the quality of the built environment and amenity</b>		
<i>Strategy 2.2.1: Minimize the impact of Council services on environmental amenity of the community</i>		
Develop and implement a holistic strategy for the collection, transfer and disposal of waste, recyclables and green/organics waste.	The decision to cease operating the Myrtleford Landfill and convert the site to a best practice transfer station was adopted at the December Special Council Meeting. The review of transfer station waste to landfill, and kerbside collection services, has now commenced.	Activity
<i>6a. Satisfaction: Number of kerbside bin collection requests per 1,000 kerbside bin collection households</i>	<i>49</i>	<i>Indicator</i>
<i>6b. Service Standard: Number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts</i>	<i>1</i>	<i>Indicator</i>
<i>6c. Service cost Direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<i>6c. Service cost Direct cost of the kerbside recyclables collection service per kerbside recyclables collection bin</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<i>Strategy 2.2.2: Control development to protect the environment</i>		
Implement the Rural Land Strategy to ensure the protection of rural areas.	Amendment C39, which includes recommendations from the Rural Land Strategy was placed on exhibition during Q2. During Q3 Council will consider submissions and make a determination whether or not to refer the amendment to a panel if submissions cannot be resolved.	Activity
<i>2a. Timeliness: Median number of days between receipt of a planning application and a decision on the application</i>	<i>34</i>	<i>Indicator</i>
<i>2b. Service Standard: Percentage of planning application decisions made within 60 days</i>	<i>86%</i>	<i>Indicator</i>

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<p>2c. Service Cost: Direct cost to council of the statutory planning service per planning application</p>	<p>Cost indicators will be reported annually</p>	<p>Indicator</p>
<p>2d. Decision Making: Percentage of planning application decisions subject to review by VCAT that were not set aside</p>	<p>No VCAT decisions in Q2</p>	<p>Indicator</p>
<p><b>Strategic Objective 2.3: Improve the condition and management of Council's assets</b></p>		
<p><i>Strategy 2.3.1: Manage Council assets to ensure sustainability</i></p>		
<p>Improve asset data in all classifications to accurately inform and manage the renewal budget.</p>	<p>The roads, bridges and drains Asset Management Plans (AMPs) are in draft form and contain current data that informs all decision making; the AMP will be finalised by June 2016. Buildings inspection app developed and being trialled. Roads inspection app developed and implemented. Road polygonisation completed, helping with decision making and response to customer requests. Asset Management (AM) software is still being deliberated, we are better placed to choose sensibly with a well mapped AM approach.</p>	<p>Activity</p>
<p>4b. Condition: Percentage of sealed local roads that are below the renewal intervention level set by council and not requiring renewal</p>	<p>99%</p>	<p>Indicator</p>
<p>4c. Service Cost: Direct reconstruction cost to council per square metre of sealed local roads reconstructed</p>	<p>Cost indicators will be reported annually</p>	<p>Indicator</p>
<p>4c. Service Cost: Direct resealing cost to council per square metre of sealed local roads resealed</p>	<p>Cost indicators will be reported annually</p>	<p>Indicator</p>
<p><b>Strategic Objective 2.4: Reduce Council's ecological footprint</b></p>		
<p><i>Strategy 2.4.1: Reduce impact of Council's operations on the environment</i></p>		
<p>Review putrescible waste disposal arrangements (Myrtleford vs Regional landfill), and implement the findings.</p>	<p>The decision to cease operating the Myrtleford Landfill and convert the site to a best practice transfer station was adopted at the December Special Council Meeting. The initial diversion of waste and the development of a long term diversion strategy has commenced.</p>	<p>Activity</p>
<p>Timeliness: Conduct energy and water audit</p>	<p>Energy contract awarded, which will allow consolidated billing. This will allow clear information about resource consumption and allow prioritisation of energy / environmental projects.</p>	<p>Indicator</p>

## **Theme 3: Strengthening the community**

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*"A community supported to be healthy, active and involved"*

### **Resilience Month**

Council coordinated a REAP (Resilience Emergency Action Planning) Day in Myrtleford during October. Students spent the day rotating through various activities presented by representatives from Council, State Emergency Service, Victoria Police, Country Fire Authority, Parks Victoria, Alpine Health, Department of Environment Land Water and Planning, and the Red Cross.

REAP days have become a regular part of resilience month (held annually in October), and provide a great opportunity for the younger members of the community to learn about and be prepared for emergencies.

### **Pool season passes**

Council introduced an Early Bird Family Season Pass along with reduced pricing on other season passes for Outdoor pools in 2015/16. This has seen a significant increase in Season Pass sales over last season and positive community feedback.

### **Youth Awards**

The Alpine Shire Youth Award presentation evening was held in Mount Beauty during October. The evening was attended by record numbers of young people and family and friends. Awards were granted for academic, artistic and sporting achievements as well as community leadership.

### **Community Grants**

Council awarded its annual community grants program in December. Twenty-six community organisations were successful in their grant applications. A total of \$79,000 of Council funds will be turned into \$196,000 worth of community projects through the grants process.

### **Events**

The months of October, November and December are when many of the Shire's events occur. Council continues to provide support to those events where required, to ensure that they run smoothly. This includes coordinating road closures, waste and recycling services among others.

### **Maternal and Child Health**

Council's Maternal and Child Health (MCH) team continued to deliver its Service Improvement Plan, including a focus on increasing participation and engagement of vulnerable families, and developing innovative ways to increase awareness of family violence. The 'courageous conversation' literature talks about Respect & Equality in relationships, with Council partnering with Alpine Health to deliver some of the key messages.

In addition, Council's MCH team have delivered the following highlights:

- An Infant and toddler social, emotional and behavioural health clinic was held, providing families with access to a psychologist, Maternal and Child Health Nurses and Allied Health Professionals. Further sessions will be held in 2016.

- Council's MCH team collaborated with Alpine Children Services, High Country Library Corporation, local playgroups and toy libraries for Children's Book Week activities.
- The 2015 First Time Parent's Christmas gathering was held in December providing a great opportunity for first-time parents to meet others in the community.

### **Immunisations**

Council is now offering free monthly immunisation sessions in Bright, Myrtleford and Mount Beauty. This change effectively doubles the number of immunisation sessions available across the Shire, making it easier for parents to get their children immunised, with the aim of improving immunisation rates.

Immunisation sessions are now held at the Myrtleford Senior Citizens Centre, the Bright Hospital's Community Health Centre, and the Lakeside Community Centre in Mount Beauty.

The administration for the immunisation program is now being undertaken by Council's Home Care administration team. Nurse immunisers, including Council's Maternal and Child Health Nurses, provide the immunisation service.

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 3.1: Support the health and wellbeing of communities</b>		
<i>Strategy 3.1.1: Facilitate increased community participation</i>		
Improve affordability and accessibility to community facilities.	Council introduced a new pricing structure in Quarter 1 to encourage community participation. No further actions this quarter.	Activity
<i>7c. Utilisation: Number of visits to aquatic facilities per head of municipal population</i>	<i>1.6 (outdoor pools opened in mid-November)</i>	<i>Indicator</i>
<i>7a. Service Standard: Number of WorkSafe reportable aquatic safety incidents</i>	<i>Nil</i>	<i>Indicator</i>
<i>7b. Service Cost: Direct cost to council less any income received of providing indoor aquatic facilities per visit</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<i>7b. Service Cost: Direct cost to council less any income received of providing outdoor aquatic facilities per visit</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<b>Strategic Objective 3.2: Improve the resilience of communities</b>		
<i>Strategy 3.2.1: Strengthen the capacity and resilience of communities</i>		
Commence the 'Engage' project, aimed at capacity building in young people.	The 3-year 'Engage' program has commenced and activity continues.	Activity
<i>Service Standard: Total value of community projects delivered by the community grants program</i>	<i>Panel assessment and endorsement by Council of 2015/16 'Community Grants' projects was undertaken in Quarter 2. A total of \$79,000 was approved across 26 community projects.</i>	<i>Indicator</i>
<i>Strategy 3.3.1: Best possible start for children and families within the Alpine Shire</i>		
Participate in the 'Tomorrow Towns' pilot program to develop and implement a youth driven, future economic and community action plan.	2015/16 planned activity complete which will feed into the development of a Youth Strategy to be delivered in 2016/17.	Activity
<i>11b. Service Standard: Percentage of infants enrolled in the MCH service</i>	<i>96%</i>	<i>Indicator</i>
<i>11c. Service Cost: Cost to council of the MCH service per hour of service delivered</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 3.4: Support positive living and ageing</b>		
<i>Strategy 3.4.1: Support independence and accessibility</i>		
Complete the 'New Futures for Senior Citizens Centres and Clubs' project to help people to better understand and utilize facilities.	Collection of data for the 'New Futures' project was completed in Quarter 2 with report results available in Quarter 3.	Activity
<i>10d. Participation: Percentage of the municipal target population that receive a HACC service</i>	25%	Indicator
<i>10c. Service Cost: Cost to council of the domestic care service per hour of service delivered</i>	Cost indicators will be reported annually	Indicator



## **Theme 4: Prosperous economy, employment and investment**

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*"A dynamic local economy that is sustainable and supported to respond to opportunities and attract appropriate new investment"*

### **Myrtleford Skate Park**

The Myrtleford Skate Park Upgrade was successfully delivered prior to its December 2015 deadline, with construction being completed in early November and the official opening held on Friday 4 December 2015.

The \$160,000 project was funded by Sport and Recreation Victoria (\$100,000) and Council, and was completed on budget.

Delivery of this project has resulted in a boost in the use of the facility from local and visiting skaters, scooter users and riders, across a broad spectrum of age groups.

### **Gapsted Hall upgrade**

Quarter 2 also saw the completion of the Gapsted Hall upgrade. The project included the addition of a new kitchen and meeting room, improved amenities, the addition of a covered verandah and painting of the existing building.

The work was carried out by a range of contractors as well as substantial in kind contribution from local community members. The project was valued at \$115,850 and was funded by the Victorian State Government, Putting Locals First program, the Alpine Shire Council and financial and in kind contribution from the local community.

Delivery of the project has provided an improved and safer community facility to better accommodate the community's needs.

### **Lighting upgrades – Safer Parks Programme**

A range of lighting improvements in public open spaces was completed in Quarter 2 as part of the Federal Department of Justice Safer Streets Programme. The lighting was implemented across a range of open spaces including Cundy Park and the Victoria Bridge in Myrtleford, Howitt Park in Bright and the Mount Beauty Recreation Reserve. The lighting installed included sensor lights, flood lighting and solar lights. The project was made possible through a \$50,000 grant from the Safer Streets Programme and a contribution of \$4,370 from the Alpine Shire Council.

Completion of this work has contributed to an improvement in safety in our public spaces.

### **Myrtleford Holiday Park**

Council has upgraded the Myrtleford Holiday Park camp kitchen, communal lounge area and bunk house. Other improvements including the installation of two 2 bedroom cabins will be completed by Easter 2016. The improvements are aimed at improving patronage and revenue of the park, which is consistent with the Park's Business Plan.

### **Lyndhurst building**

Council has successfully negotiated a lease for the old childcare centre (Lyndhurst building) in Bright, following an advertised Expression of Interest process. The successful lessor has taken possession and will renovate the facility in January with the aim of opening an 'Educational Sports and Training Facility' in February. The lease will return \$20,000 per annum.

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 4.1: Effectively plan and deliver strategic and major projects</b>		
<i>Strategy 4.1.1: Develop and deliver a major projects plan</i>		
Develop and communicate Council's 10-year Strategic Projects Pipeline and incorporate in the Long Term Financial Plan.	Ignite (an on-line tool to track and manage projects and services) has been developed and populated. The data is now being prioritised and will inform the budget and the LTFP.	Activity
<i>Effectiveness: Capital program delivered (\$ Actual) / Capital program (\$ Budgeted)</i>	<i>\$1.187m spent / \$8.792m budget (13.5%). The capital program budget has increased by \$695,000 due to additional road funding, and Lakeview Children's Centre works. If works committed were included, this result would be 66%.</i>	<i>Indicator</i>
<b>Strategic Objective 4.2: Support investment and existing enterprise</b>		
<i>Strategy 4.2.1: Implement targeted tourism and business support</i>		
Deliver the annual Tourism Activity plan; with particular emphasis on events and marketing new Dinner Plain infrastructure.	Council's photographic library has been significantly updated for use in both online and published collateral.	Activity
<i>Service Effectiveness: Number of new events attracted to the Alpine Shire</i>	<i>Four new events occurred in Q2. New event development continues.</i>	<i>Indicator</i>
<i>Strategy 4.2.2: Support a diverse and sustainable economy</i>		
Conduct a tour of the municipality to familiarize Councillors with local businesses and enterprises.	This activity to be undertaken in Quarters 3 and 4.	Activity

## **Theme 5: Performance focused organisation**

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

### **Health and Safety**

Council conducted a health and safety culture survey and presented the results to the December 2015 Audit Committee meeting. This information informed the development of a draft health and safety strategic plan, communication plan and improvement plan which will be further developed. This is a significant body of work that will raise awareness and enhance a positive OHS culture at the Alpine Shire Council.

### **Learn from within**

Council continued its process of utilising the expertise and learning experiences of individual staff to provide lunchtime presentations to increase knowledge and understanding across the organisation.

### **Road inspection app**

Council's Asset Maintenance department commenced using an in-house developed app for road inspections. This continues to provide efficiencies, and the use of technology will continue to be an important part of asset maintenance into the future.

### **Technology solutions at pools**

Council has introduced a cloud-based rostering system for all outdoor and river pool staff. This has resulted in decreased rostering time and better communication of rostering with seasonal pool staff. The rostering system has been linked to the point of sale system used at the pools, to improve tracking of shift commencement and end times.

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 5.1: Provide excellent customer service</b>		
<i>Strategy 5.1.1: Deliver outstanding customer service</i>		
Work with the new Customer Service team (and organization) to introduce and embed innovative and modern processes, systems and culture.	The customer service team has continued to improve processes, including the customer service strategy (awaiting approval), in-house education, development of a training program, and systems review.	Activity
<i>Timeliness: Implement new Customer Request Management (CRM) system</i>	<i>Not yet commenced</i>	<i>Indicator</i>
<i>Satisfaction: Satisfaction with customer service (community satisfaction rating out of 100 for Council's customer service)</i>	<i>68 (CSS results from March 2015)</i>	<i>Indicator</i>
<b>Strategic Objective 5.2: Manage resources well to ensure sustainability</b>		
<i>Strategy 5.2.1: Deliver responsible and prudent financial management</i>		
Review and update the 10-year Long Term Financial Plan.	The 10-year Long Time Financial Plan is scheduled to be delivered in Quarters 3 and 4.	Activity
<i>1. Adjusted underlying result: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<i>2a. Working Capital: Current assets as a percentage of current liabilities</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<i>3b. Indebtedness: Non-current liabilities as a percentage of own-source revenue</i>	<i>Cost indicators will be reported annually</i>	<i>Indicator</i>
<i>Strategy 5.2.2: Deliver best value programs and services</i>		
Complete stages 2b and 3 of the Strategic Alignment Project.	Ignite (an on-line tool to track and manage projects and services) has been developed and populated. The data is now being prioritised, which will complete stage 2b of the SAP. Further work will be undertaken during the next Quarter to address stage 3, including alignment with the Council Plan and the development of milestones and KPIs.	Activity
Continue to simplify workflows and procedures.	Officers continue to develop solutions to internal processes. This is an ongoing project.	Activity

Proposed 2015/16 Activity	Progress to 31 December 2015	Activity / Indicator
<b>Strategic Objective 5.3: Support people and business practices</b>		
<i>Strategy 5.3.1: Develop and maintain a dedicated and passionate workforce</i>		
Complete HR review elements to ensure; <ul style="list-style-type: none"> <li>• clarity of responsibility, expectation and authority,</li> <li>• consistent application of policies and rules,</li> <li>• equity, and</li> <li>• accountability.</li> </ul>	Phase 1 of the HR review has been completed including the elements identified in the activity description. Position descriptions have been updated, policies are being reviewed, expectations are clear, and performance is being managed. Ignite will be utilised to manage accountability.	Activity
<i>5c. Workforce Turnover: Number of permanent staff resignations and terminations as a percentage of average number of permanent staff</i>	9%	Indicator
<i>Strategy 5.3.2: Deliver effective and innovative process and technology solutions</i>		
Complete the introduction of Point of Sale systems.	The Point of Sale project (the introduction of Vend) was completed in the first quarter.	Activity
Introduce cloud based rostering system into outdoor pools as first stage introduction to all facilities	Cloud-based rostering system is being used for outdoor pools. The system will be trialled in VICs and transfer stations during Quarters 3 and 4.	Activity
Develop and implement automated business solutions (priorities include customer requests, time in attendance, and purchase to pay).	Not yet commenced	Activity
<b>Strategic Objective 5.4: Ensure a high standard of governance</b>		
<i>Strategy 5.4.1: Provide good governance</i>		
Focus on improving OHS management and reporting.	Health and safety culture survey completed. Health and Safety improvement plan, strategic plan and communication plan drafted and presented to audit committee.	Activity
<i>1a. Transparency: Percentage of Council resolutions made at an ordinary or special meeting of Council, or at a meeting of a special committee consisting only of councillors, close to the public under section 89(2) of the Local Government Act 1989.</i>	5%	Indicator



State and federal government emergency services reviews and reforms (2011/2012) point to the need for increased capability amongst local communities to participate in the shared responsibility of preparing for and recovering from disasters.<sup>1 2 3</sup> A crucial factor in building community capability is to listen to and strengthen local knowledge and successes by actively highlighting and endorsing good practice initiatives within local communities.<sup>4</sup> The 2009 Bushfires Royal Commission Implementation Monitor identified the Alpine Shire Council Community Resilience Committee (ASC CRC) as an example of good practice.<sup>5</sup>

## Welcome to the Alpine Shire Council Community Resilience Committee Case Study

The National Disaster Resilience Grants Scheme funded the development of a case study to provide information about the ASC CRC success factors and support the development of local government and community structures to increase disaster resilience.

The ASC CRC understands that 'one size does not fit all' in addressing disaster resilience, and offers this case study in the spirit of sharing useful insights with interested communities, agencies and governments seeking to collaborate and share responsibility for community resilience.

The Alpine Shire is situated in the north east of Victoria approximately 300km from Melbourne. In recent times the shire has experienced a prolonged drought, major bushfires (4) and flood events (3) and the loss of agricultural industries.

The Community Resilience Committee is central to the Alpine Shire Council's long-term commitment to working together to build individual and community resilience, thus enabling all residents and visitors to look to the future with hope. For further details about Alpine Shire's resilience planning please see the Resilience Plan 2012-2015 at [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au) Emergency – Being Prepared – Community Resilience.

## Evidence of Success

**Data** for the case study has been collected by reviewing ASC CRC documents (2007-2014 Minutes, reports), an ASC CRC Focus Group (19 participants) and semi-structured interviews (9) with key stakeholders. A review of the key themes and quotes from the interviews was subsequently undertaken by eight CRC members to prioritise the case study contents.

## THE FACTS - Alpine Shire Community Resilience Committee

- Sustainability = 8 years of successful action since 2007 following the 2006/7 bushfires
- Meetings = 51 bimonthly meetings during the case study period (January 2007 - December 2014)
- Attendance = 840 attendees at CRC meetings came from 55 different agencies/groups, average of 19 participants at each meeting, with the minimum number of people at any one meeting being 9 and the maximum being 26
- Participants are from emergency management agencies, local government, state and federal government departments, local community groups, primary industries, volunteer emergency service organisations, employer groups, environmental organisations, community service agencies, infrastructure providers, academic researchers and local community representatives

<sup>1</sup> COAG 2011

<sup>2</sup> Comrie Flood Review 2011

<sup>3</sup> Victorian Government 2012

<sup>4</sup> Victorian Government 2012: 5

<sup>5</sup> Bushfires Royal Commission Implementation Monitor Report, 2012:216

## ASC CRC Significant Resilience Issues, Activities and Achievements (2007-2014)

<b>Resilience Challenges:</b>	Bushfires – including Black Saturday and Harrietville fire, Bogong power station development, flooding and storms, loss of tobacco industry, changing agricultural conditions, chestnut blight, drought, climate change, black spot communications.
<b>Relief and Recovery activities:</b>	Black Saturday bushfire relief centre & coordination of recovery services to fire affected people - accommodation, food, counselling, financial assistance, volunteer support, fencing, grants, potable water, feed stations, information & newsletters, 'No Bull' workshops, Men's Health nights, Pamper Days, Mental Health First Aid courses, advocacy letters
<b>Projects looking beyond the immediate:</b>	Coordinating Victorian bushfire recovery funding applications and projects, communication black spots lobbying, disaster anniversary events, recognising volunteers, Neighbourhood Safer Places vulnerable person's register, Victorian bushfire recovery funding applications and projects volunteer training, Victorian Bushfire Appeal Fund Into Our Hands development, safety DVD, information kits and fridge magnets.
<b>Building resilience with communities:</b>	Resilience Workshop, Resilience Week, CFA community planning, National Broadband Network planning, Disaster Recovery Toolkit workshop, Business Continuity workshops, 'It's Up To You for 72' project, Resilience Month, Farming Seminar - Succession Planning & suicide/trauma, Teens and Alcohol Forum, REAP (Resilience Emergency Action Prepare) school sessions, Myrtleford Show – Emergency Management Display, Family Violence workshops, Harrietville Community Plan, Community Foundatio workshops, Resilience Champions Project, Emergency Information Kits, Health Promotion, Food Security
<b>Research, planning and policy:</b>	Bushfire research, Murray Darling Basin plan submission, ASC Community Resilience Plan, Through Women's Eyes project, heatwave planning, input to Department of Justice Bushfire planning report, Monash Uni Disaster Resilience Initiative presentations, ASC Liveability Plan, 'Just Ask' conference, Victorian state gender & disaster taskforce, heatwave planning, ASC CRC case study

### Success and Sustainability Factors – What has worked?

The **Relationship building between community/agencies + agencies/agencies** that happens at the ASC CRC was clearly identified as being at the heart of all the success factors because it improves **Networking, Communication, Avoids duplication and 'adds value', 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**

*"It is easier to pick up the phone and ask someone about a different area to the one you're in if you've chatted over a CRC lunch and met around the table and heard their story, it does help those networks work better"*

**Relationship building:** "you can only do it by talking" + "everyone together from different sectors"

**Networking:** "we know who to speak to"

**Communicating:** "more communication avenues" + "get an ear to the ground"

**Avoid duplication and value-add:** "it is the community's resilience plan" + "one and one equals three"

**Building on community resilience:** "supporting the community to look after themselves through leadership" + "identify and work with the community leaders"

**Resilience work enhances response and recovery capacity:** "networking & relationship building pre-emergency - it pays off" + "CRC has wonderful networks, available to a response phase"

**New knowledge:** "increased awareness" + "professional knowledge sharing at the CRC like we did today is invaluable"

Key Factors

Quotes

## Starter recipe for a successful and sustainable CRC... *Make it your own*

This CRC recipe has proven to be successful and sustainable in the Alpine Shire and is shared in a spirit of collaborative development. Each community will have its own special flavour to make this recipe its own.

### Ingredients -

#### *CRC operational success and sustainability factors*

- Bringing a broad range of agencies, community representatives and sectors to the table
- Providing paid facilitator role and local government support
- Creating a safe and trusted meeting space
- Nurturing and valuing members
- Supporting local knowledge
- Nothing is off limits
- Very professional, very timely, very routine
- Taking on 'change'
- Amazing cooperation
- Keep moving forward
- Staying focused on resilience and involving community
- Building relationships and partnerships
- Being responsive to new members
- Bringing community development approach into what has traditionally been an emergency response culture
- Aligning with and contributing to state and federal resilience strategies and emerging research

*"you just come together at the CRC and all the lunch ingredients are there and you just put your salad roll together - it puts everyone on that same level"*

### Instructions

1. Take a local community or local government area with a paid facilitator role
2. Place all ingredients on the table on a regular basis (bi-monthly)
3. Invite people to make their own and joint resilience activities whilst talking to each other and passing each other various ingredients
4. Create a 'safe and trusted' meeting i.e. respectful information sharing, inclusive processes and mutual commitments to community wellbeing
5. Ensure everyone knows what they have said they would do and follow up actions
6. Develop an agreed resilience plan pointing everyone in the same direction
7. Adapt as circumstances change

### Improving the recipe – *adding more flavour and complexity*

- ◆ Ongoing membership balance between agencies and communities
- ◆ Work with more communities by either focusing on a new community each 12 months; or with existing local groups and bring their resilience issues/ activities/learnings/initiatives back to the CRC
- ◆ Undertake more short and long term planning, including a 'heat map' of resilience needs and where CRC activities have been happening
- ◆ Strengthen agency information sharing section of CRC meeting by focusing on resilience impact and outcomes
- ◆ build more connections between CRC and Council disaster response, relief and recovery planning and processes
- ◆ Measure and evaluate more as a basis for identifying and improving CRC success and sustainability

*"The CRC is a three hour meeting... lunch is provided as a note of appreciation. Initially lunch was ordered in and it was obviously expensive, there wasn't much of a budget, so the CRC facilitator started to order bread rolls, bread and make up platters of salads, meats, and fruit - no cake or sweet stuff. And, as a result, people then pass platters to each other, and pass the butter, stand around the table shoulder to shoulder rather than just grab a sandwich and walk out the door with them. The networking really improved significantly. So, it's not difficult, it's not rocket science, but people appreciate the freshness of it, the fact that they can have what they want to have, and just the camaraderie of it has been an unbelievable bonus."*



## Building on success - What can be improved?

*“We’re talking about resilience in community, and one of the roles the CRC could look at is how it gets other communities involved and encourage people at the grassroots that have got a project and are going to motivate within the community”*

**Membership:** *“ongoing challenge is community membership” + “when there is an emergency communities want their own people involved” + “Review membership balance re: agencies, government, communities, industry, agri-business, tourism”*

**Working with communities:** *“findings ways to extend the CRC's work into all at risk communities” + “strengthen local knowledge in planning and decision making” + “undertake a 'heat map' or use Community Emergency Risk Assessment to decide which other communities to prioritise”*

**Measuring impact and outcomes:** *“fly the flag when successful to ensure CRC is supported and keeps developing” + “communicate benefits and demonstrate effectiveness - reviews, examples, attendance/participation data”*

Quotes

Key Factors

**Meetings:** *“technology to connect more people” + “maybe once a year CRC meets with youth council or disability access groups” + “agency reports and information sharing to focus on resilience e.g. 'what activities, projects, or programs do you have underway that are building resilience and how can the CRC help?’”*

**Activities:** *“keep building resilience information and focus onto existing community activities e.g. Rotary/Apex raffle/BBQ/markets” + “resilience focus includes agricultural and other risks too”*

**Resourcing:** *“facilitator role makes it all possible” + “externally funded projects have contributed a lot” + “keep finding and supporting local champions” + “guest speakers, conferences with report back to CRC” + “combine efforts with other councils and disaster affected communities” + “there's only so much part-time and volunteer resourcing can do - achievable targets”*

**Council and Emergency Management Integration:** *“clearer links with Municipal Emergency Management Plan (MEMP), Municipal Emergency Management Enhancement Group (MEMEG), Community Emergency Risk Assessment (CERA) Review and Council Recovery Plan”*



### Conclusion

*“We are now at the point where communities, agencies and researchers are coming to us ... to be part of resilience month or talk about a community resilience issue or project or ask emerging research questions”*

### Further Information

A project report containing additional details is available from: Jan Mock - Community Development Officer  
Ph: (03) 5755 0555  
Email: [janm@alpineshire.vic.gov.au](mailto:janm@alpineshire.vic.gov.au)  
Alpine Shire Council [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au)

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 1 December 2015  
**Location:** Committee Room, Bright Office  
**Start Time:** 5.00pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr Kate Farrell	Councillor	Trevor Britten	DCP
Cr John Forsyth	Councillor	Heather Green	DSD
Cr Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>
Cr Jan Vonarx	Councillor

**1. Conflict of interest disclosures**

Nil

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

Nil

**3. Matters considered**

- Preliminaries
- Review of Prayer and Welcome to Country discussion
- Ordinary Council Meeting agenda review
- Councillor calendar
- Mayoral and Councillor Allowances – annual adjustment

**RECORD OF ASSEMBLY OF COUNCILLORS**

**Meeting Title:** Briefing Session  
**Date:** 8 December 2015  
**Location:** Committee Room, Bright Office  
**Start Time:** 3.30pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Ron Janas	Mayor	Brett Jordan	Manager Facilities
Cr Kate Farrell	Councillor		
Cr John Forsyth	Councillor		

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Daryl Pearce	Councillor	Dave Barry	CEO
Cr Peter Roper	Councillor	Charlie Bird	DA
Cr Jan Vonarx	Councillor	Trevor Britten	DCP
Cr Tony Keeble	Deputy Mayor	Heather Green	DSD

**1. Conflict of interest disclosures**

Nil

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

Nil

**3. Matters considered**

- Waste Services Review and discussion

**RECORD OF ASSEMBLY OF COUNCILORS**

**Meeting Title:** Briefing Session  
**Date:** 17 December 2015  
**Location:** Committee Room, Bright Office  
**Start Time:** 3.30pm  
**Chairperson:** Cr Ron Janas, Mayor

**Councillor and staff attendees:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr Kate Farrell	Councillor	Trevor Britten	DCP
Cr Jan Vonarx	Councillor	Elaine Burridge	A/DSD

**Councillor and staff apologies:**

<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
Cr Daryl Pearce	Councillor	Heather Green	DSD
Cr Peter Roper	Councillor		
Cr John Forsyth	Councillor		

**1. Conflict of interest disclosures**

Nil

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

Nil

**3. Matters considered**

- Preliminaries
- Special Council Meeting agenda review
- Waste Services Review and discussion
- Mount Beauty Township Sculpture
- Myrtleford Holiday Park
- Mount Buffalo Chalet
- Dinner Plain Update
- Frasers Land, Licence – Expression of Interest



# Councillor Report by Delegate

Cr Ron Janas

**Meeting /  
Committee  
attended**

Other (please specify below)

Other:

MAV Emergency Management Committee

Date:

18 December 2015

**Details of Issues discussed at meeting, and how they relate to or affect Council:**

Item	Schedule 13 Permits to Burn
Outcome	<p>The chair Cr Malcolm Hole invited Councils to provide an update from their region. Several themes emerged , including various council approaches to the Schedule 13 permit to burn issue.</p> <p>In addition to this, it was requested the the EMC chair follow up on the SES review with the MAV Board on behalf of the EMC</p>
Item	Crisisworks
Outcome	<p>The chair raised the issue of Crisisworks and gave councils opportunity to provide comment on the program in lieu of the contract coming to completion. Comments were broadly in support of the program, within some comments stating that the version 4 update was currently 'slightly clunky'</p>
Item	Bushfires
Outcome	<p>Associate Professor Kevin Tolhurst, University of Melbourne gave a brief update on lessons learnt from living with fire in Australia. Kevin discussed the intricacies of fire creating its own weather patterns, and the capacity for fire to be uncontrollable in a small percentage of fires in Victoria.</p>

**Councillor Report by Delegate - Cr Ron Janas {Page 2}**

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Item 

Alpine Shire Council Community Resilience Case Study
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Outcome 

Inn the MAV Emergency Management Update the Alpine Shire Councilwas given praise for its pioneering work in the long term commitment to working together to build individual and community resilience. Although a modified approach is required for each community when building community resilience , many councils have undertaken work similar to this and the case study can act as a resource for councils.
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Item 

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Outcome 

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Item 

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Outcome 

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Item 

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Outcome 

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