



Alpine Shire

ORDINARY COUNCIL MEETING

AGENDA

M3 - 5 April 2016

Bright Council Chambers

7:00pm



Notice is hereby given that the next **Ordinary Meeting** of the **Alpine Shire Council** will be held in the Council Chambers, Great Alpine Road, Bright on **5 April 2016** commencing at **7:00pm**.

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO will read the following statement:

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

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

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, RECOGNITION OF ALL PEOPLE

The CEO will read the following statement:

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

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

3 CONFIRMATION OF MINUTES

3.1 ORDINARY COUNCIL MEETING – M2 - 1 MARCH 2016

RECOMMENDATION

That the minutes of Ordinary Council Meeting M2 -held on 1 March 2016 as circulated be confirmed

4 APOLOGIES

5 OBITUARIES / CONGRATULATIONS

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

7 QUESTION TIME



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY

8.1.1 Contracts approved by the CEO

RECOMMENDATION

That the Contract approved by the CEO be noted.

Contract No:	1506001	Process:	Public Tender
Title:	2015-16 Kerb Renewal Program		
Tenderer:	Bright Concreting		
\$ (excl. GST):	\$127,840.00		
Funding:	\$60,000 from the Kerb Renewal budget account # 3306 \$50,000 VicRoads Contribution for Kerb Renewal works along the Great Alpine Road associated With VicRoads assets \$17,840 from the Road Renewal budget account # 3604		



8.2 DIRECTOR CORPORATE PERFORMANCE – TREVOR BRITTEN

8.2.1 February 2016 Audit Committee Meeting

File Number: 0900.06

INTRODUCTION

The purpose of this report is to present the minutes of the February 2016 Audit Committee (the Committee) meeting to Council. Key items discussed were:

- Internal audit program;
- Draft employee leave management policy;
- 2016/17 budget process;
- 2015/16 Quarter 2 Health and Safety Report (confidential); and
- 2015/16 Quarter 2 Finance Report.

RECOMMENDATION

That:

- 1. the minutes of the 23 February 2016 Audit Committee meeting be received and noted; and*
- 2. the following Audit Committee recommendations be adopted; that:*
- 3. Council review the details of its councillor expense report and report to the next meeting of the Finance Committee.*
- 4. Council not appoint an internal auditor for a three year period but rather source quotes on a per audit basis as required under Councils Procurement Policy*
- 5. Council budget for two internal audits to be conducted each financial year*
- 6. A risk assessment and internal audit program be developed externally to inform a three year plan from 2016/17 to 2018/19.*
- 7. Input be sought from the Audit Committee on the scope of audits to be undertaken.*
- 8. The confidential 2015/2016 Quarter 2 Health and Safety Report be endorsed for Council adoption*
- 9. The 2015/2016 Quarter 2 Finance Report be endorsed for Council adoption.*

BACKGROUND

Internal Audit Program

In past years Council has engaged an independent internal auditor through a formal tender process on a three year contract with an option to extend. The existing tender will expire this financial year after a five year engagement.



At the commencement of a new internal audit engagement it is standard practice for the auditor to conduct a risk assessment and develop an internal audit program from the results of the risk assessment.

The Audit Committee endorsed an alternative approach to establish a new audit program developed by a registered company auditor and select appropriately qualified and experienced auditors on an audit by audit basis.

Employee Leave Management Policy

The Draft Employee Leave Management Policy has been in development for the last 12 months following a recommendation from the VAGO Management Letter. The policy sets guidelines for the management of balances of the following leave entitlements:

- annual leave
- long service leave
- time in lieu; and
- rostered days off.

The Audit Committee endorsed the draft policy with minor changes to ensure Award and Enterprise Agreement conditions were not repeated.

2016/17 Budget Process

The Audit Committee endorsed the 2016/17 budget development process. This process is an important control to ensure financial responsibility of Council and each department. Council employs a robust process to ensure community funds are expended appropriately. During the process Council is briefed on the various components of the budget and the public has the ability to make submissions to ensure that the budget is in line with community expectations.

2015/16 Quarter 2 Health and Safety Report - Confidential

The Audit Committee reviewed the 2015/16 Quarter 2 Health and Safety Report (Confidential). The focus for Quarter 2 was on improving health and safety event reporting, continuing the work in understanding the status of Council's health and safety management systems and raising the awareness of health and safety in the workplace. Mandatory training, education and awareness programs were well attended and there was significant participation in health and wellbeing programs.

2015/16 Quarter 2 Finance Report

The Audit Committee endorsed the 2015/16 Quarter 2 Finance report prior to consideration of the report by Council at this meeting.

IMPLICATIONS

Council complies with the following sections of the *Local Government Act 1989*.

- 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:

Council Plan 2013-2017 (2015 Review)	
Theme 5: Performance Focused Organisation	
Strategic Objective 5.2	To manage resources well to ensure sustainability
Strategic Objective 5.3	To support people and business practices
Strategic Objective 5.4	To ensure a high standard of governance
2015/16 Budget	
Section 2.5	Performance focused organisation

CONCLUSION

The Audit Committee noted the progress being made by Council in addressing recommendations of the Committee and again expressed satisfaction with the level of information being provided to the Committee in the agenda. 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 interests to disclose in providing this report.

- Director Corporate Performance
- Manager Corporate

ATTACHMENT(S)

- 8.2.1 Audit Committee Meeting Minutes 23 February 2016



8.2.2 Appointment of Independent Audit Committee Members

INTRODUCTION

A recruitment process has been undertaken seeking two independent audit committee members. The Audit Committee (the Committee) has comprised of four independent members and two Councillors. Two independent members have now retired allowing for the appointment of two new members. The Committee Charter requires a minimum of five members with a majority of these being independent.

RECOMMENDATIONS

That:

- 1. Jane Shepherd and Sinead Ryan be appointed to the audit committee for a term of three years commencing from 1 May 2016 pending satisfactory completion of pre-appointment paperwork.*
- 2. Retiring committee members John Kantor and Narda Cain be acknowledged and thanked for their service.*

BACKGROUND

Council advertised an expression of interest for two independent audit committee members with the following skills

- Accounting and Finance
- Audit
- Risk
- Governance; or
- Compliance

The expression of interest was advertised in the local paper, on Facebook and Council's website, and sent to Council's auditors (Johnsons MME and Crowe Horwath) for circulation amongst their networks. There were several enquiries, but only two applications.

Both applicants were shortlisted and interviewed by the Mayor, Chief Executive Officer and the Director Corporate Performance.

The applicants were assessed against the listed selection criteria and consideration was also given to their industry experience and previous experience on a board or audit committee. Offers were made to both applicants.

Jane Shepherd resides in Myrtleford and holds three qualifications, in Business, Information Systems and Commercial Law. Jane is currently a member of the Alpine Health Board of Management and the Alpine Children's Services Board of Management. Jane is currently employed as Contracts Coordinator for North East Water and has previously worked as a Procurement Specialist and a Financial Analyst at Carter Holt Harvey.



Sinead Ryan resides in Bright and holds a qualification in Management Science and Industrial System Studies. Sinead has a background in general management and business transformation, predominately in the retail and the power industries. Sinead is currently employed by Deloitte Touche Tohmatsu as Contract Principal. Pre-appointment paperwork is currently being prepared for the new members including a formal letter of offer, police check, confidentiality agreement and conflict of interest declaration. Appointment by Council would be subject to the satisfactory completion and return of all documents prior to commencement and attendance at the first meeting.

IMPLICATIONS

Financial

Independent audit committee members are paid an attendance allowance of \$200 per meeting. The Chairperson is paid \$400 per meeting.

Legislative Issues

The Local Government Act (the Act) requires the following relating to financial management:

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.

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

CONCLUSION

A rigorous recruitment process was undertaken for independent audit committee members and the calibre of both applicants is outstanding. It is recommended that Council appoint the recommended applicants to the audit committee for a three year term.

DECLARATION OF CONFLICT OF INTEREST

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

- Manager Corporate Services
- Director Corporate Performance
- Chief Executive Officer

ATTACHMENTS

Nil



8.3 ACTING DIRECTOR ASSETS – RORY HAZELDINE

8.3.1 Petition - Proposed Extension of Rail Trail from Germantown to Freeburgh

File Number: 1766.10

INTRODUCTION

The purpose of this report is to inform Council and to provide response to a petition for a proposed extension of the Rail Trail (shared trail) from Germantown to the east border of Freeburgh.

RECOMMENDATION

That Council:

- 1. Note the petition for a proposed extension of the Rail Trail from Germantown to the East border of Freeburgh.*
- 2. Note that a proposed extension of the shared trail from Germantown to Webster's Lane in Freeburgh is listed in Council's Strategic Project Pipeline.*
- 3. Advise the main proponent that Council's \$200,000 annual commitment to new paths and trails is proposed to be allocated to commence other higher priority projects (i.e. Pebble Beach Walk Extension in Mount Beauty) in the draft 2016-17 Capital Works Budget.*
- 4. Advise the main proponent by 30 June 2016 of the most likely period that the proposed project (extension of the shared trail from Germantown to Webster's Lane in Freeburgh) will be delivered, noting that project delivery into the longer term future is subject to many factors (e.g. future Councils, maintaining an ongoing \$200,000 annual commitment to new paths trails).*

BACKGROUND

In November 2011 a 'Harrieville Bike Trail' scoping study was completed. Potential trail alignments between Bright and Harrieville were investigated, resulting in a preferred route being recommended.

In 2013, Council secured \$1M of State Government funding to progress stage 1 of the project. A detailed investigation was carried out at the Bright and Harrieville extremities of the trail.

In 2014, a 5 km section of shared trail was completed from Centenary Park in Bright through to Germantown Bridge, and a further 5 km section from Pioneer Park in Harrieville to Stony Creek.

A petition for the extension of the Rail Trail from Germantown to the East border of Freeburgh was received on 15 February 2016. The petition has 468 signatures, and the accompanying letter notes 'over 100 likes' on the Facebook page 'Ride to Freeburgh'. The wording of the petition is:

I support the extension of the rail trail from Germantown Bridge to the east side of Freeburgh, which is approximately 6km long. It is currently a dangerous stretch of



road for all users - tourists and residents alike. I would utilise the Rail Trail as a cyclist, jogger or walker.

ISSUES

The following points should be considered in relation to the proposed extension of the shared trail from the current termination point at Germantown Bridge, through to Webster's Lane in Freeburgh:

- Council recently completed two 5 km stretches of shared trail between Bright and Harrierville, with \$1M State Government funding.
- Council has made a commitment to invest approximately \$200,000 annually on new paths and trails across the shire for a four-year period, from 2014-15 to 2017-18. To date, Council has delivered the following projects under this commitment:
 - 2014-15 - Widening the rail trail within Bright (railway station to town entry)
 - 2015-16 - Strategic path connections across the Shire.
- The new Freeburgh Bridge will include a shared path lane and provide a river crossing for a shared trail between Germantown Bridge and the east side of Freeburgh. It is estimated that a standalone shared trail crossing would have added \$100,000 to the proposed shared trail project.

POLICY IMPLICATIONS

This proposal in the petition is consistent with the following Strategic Objectives of the Council Plan:

- 3.1 - To support the health and wellbeing of communities
- 4.1 - To effectively plan and deliver strategic and major projects
- 4.2 - To support investment and existing enterprise.

FINANCIAL AND RESOURCE IMPLICATIONS

The preliminary cost estimate for the project is \$210,000, for a 4.3km extension of the shared trail from the current termination point at Germantown Bridge, through to Webster's Lane in Freeburgh. Council has made a commitment to invest approximately \$200,000 annually on new paths and trails across the shire for a four-year period, from 2014-15 to 2017-18. Council has not made a commitment to complete the proposed trail, however will be considering the draft Council Budget for 2016-17 in the coming months.

CONSULTATION

The proposed route of the shared trail between Germantown Bridge and Freeburgh Bridge passes through Crown Land managed by Parks Victoria along an existing Telstra easement. Parks Victoria has been engaged during the scoping study, and is aware of the potential shared trail project.



Between Freeburgh Bridge and Webster's Lane in Freeburgh, the proposed route passes through the road reserve for the Great Alpine Road, managed by VicRoads.

Each of Parks Victoria, VicRoads and Telstra will need to be included in the Stakeholder Engagement Plan for the project.

CONCLUSION

A petition with 468 signatures has been received for a proposed Rail Trail from Germantown to the East border of Freeburgh. This project is included in Council's Strategic Project Pipeline, however it is proposed that other higher priority projects (i.e. Pebble Beach Walk Extension in Mount Beauty) be included in the draft 2016-17 Capital Works Budget.

DECLARATION OF CONFLICT OF INTEREST

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

- Manager Asset Development
- Director Assets

ATTACHMENT(S)

- 8.3.1 Document Number 3319 received 15 February 2016 titled "Extension of Rail Trail from Germantown to East border of Freeburgh"



8.3.2 Contract CT16009 - Alpine Events Park: Hero Trail Design and Construction

File Number: 1780.87

INTRODUCTION

This report relates to the award of the contract for the management of the design and construction element of the 'Hero Trail' as part of the Alpine Events Park project. The Hero Trail is a feature mountain bike trail constructed within Mystic MTB Park and is expected to be a major attraction for cycle based tourism within Alpine Shire. At the completion of the Alpine Events Park project works, the Hero Trail will link Mystic MTB Park to Pioneer Park.

RECOMMENDATION

That Council:

- 1. Approve a procedural exemption from Council's Procurement Policy for the procurement of the management of the Design and Construction of the Hero Trail, which is part of the Alpine Events Park project.*
- 2. Award Contract No. CT16009 Hero Trail Design and Construction to Alpine Community Plantation for the lump sum price of \$175,000 (excl. GST).*
- 3. Note that contract award is subject to the signing of the Funding Agreement between the Federal Department of Infrastructure and Regional Development (DIRD) and Alpine Shire Council for the Alpine Events Park project.*

BACKGROUND

The objective of the Hero Trail is to deliver a high quality mountain bike trail that is connected to both the Mystic MTB Park and Pioneer Park as part of a larger project that will increase the functionality of Pioneer Park to enable hosting of large scale events.

The proposed works will include the design and construction of a feature mountain bike trail, suitable for recreational as well as competitive use. The trail will reflect international best practice trail construction and course guidelines.

Funding for the Alpine Events Park project is based around regional economic development. The Hero Trail is relevant to a broad market segment with the aim of attracting new visitors to Bright and surrounding areas.

As land manager, and financial partners of the project it is proposed that Alpine Community Plantation (ACP) manage the design and construction of the Hero Trail. This approach to trail delivery allows the greatest level of ownership and engagement of the project by ACP with its stakeholders including the Alpine Cycling Club, who have committed \$25,000 in-kind support to the project.

A description of the broader Alpine Events Park project has been included in Attachment 1.



ISSUES

The direct award of the contract to ACP to manage the design and construction of the Hero Trail as sole source is founded on ACP being a financial partner in the Alpine Events Park project and an agreement between Council and ACP at the time of the funding application. At this time it was agreed between Council and ACP that:

- ACP would be a financial partner to the Alpine Events Park project
- \$200,000 of the total project budget is directed to ACP to manage the trail construction element of the Alpine Events Park project. Refer to Attachment 2 - ACP File Note 10/11/14.

The \$200,000 project budget for the Hero Trail element comprises:

- \$175,000 (GST excl.) cash
- \$25,000 in-kind support from the Alpine Cycling Club

As of 22 March 2016 the Funding Agreement between ASC and DIRD has not been signed. The details of the agreement have been finalised and are undergoing quality assurance review at DIRD. It is expected that the agreement will be signed by mid-April 2016. Subject to the execution of the funding agreement, the contract with ACP can be awarded with 50% of the cost to be paid by DIRD.

POLICY IMPLICATIONS

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

- 3.1 - To support the health and wellbeing of communities
- 4.1 - To effectively plan and deliver strategic and major projects
- 4.2 - To support investment and existing enterprise.

Under Section 186 of the Local Government Act 1989 (Act) Council has the discretion to establish its own business rules for the procurement of goods and services with a value less than \$150,000 (incl. GST) and works with a value less than \$200,000 (incl. GST). The value of works for this contract is (\$175,000 excl. GST), consequently Council Procurement Policy applies.

Council's policy advises that for purchases of \$150,000 or more the appropriate method for procurement is an Invitation to Tender process. Approval is sought for a procedural exemption from Council's Procurement Policy for the procurement of the management of the Hero Trail Design and Construction.

Dispensation is sought from running an Invitation To Tender Process and to directly award the contract for the management of the Hero Trail Design and Construction to ACP for a lump sum of \$175,000 (excl. GST).

This approach is founded on the agreement between Council and ACP at the time of the funding application for the Alpine Events Park project, refer to Attachment 2 for supporting information.



ACP is well positioned to deliver this project. It is the land manager, a financial project partner, has a good understanding of the project and sound governance arrangements, including its own procurement policy, ensuring prudent and efficient delivery of Hero Trail. ACP will also be required to comply with the conditions included in Council's funding agreement with DIRD.

FINANCIAL AND RESOURCE IMPLICATIONS

There is allocation for this expenditure within the AEP project budget (\$3.87m), of which 50% is funded through the National Stronger Regions Fund. However, due to the timing of the funding announcement this expenditure is not included in the 2015/16 Council Budget.

CONSULTATION

Noting the agreement between Council and ACP at the time of funding submission, community consultation regarding this appointment has been via the Alpine Events Park Community Working Group. This project specific group represents the financial partners of the project (HVP Plantations, United Bright Football & Netball Club, Alpine Cycling Club and Alpine Community Plantation), existing user groups of Pioneer Park, and local business through the Bright chamber of Commerce.

Council officers have spent significant time with this group since the announcement of funding and members are aware of the intention to appoint ACP following the signing of the Funding Agreement.

CONCLUSION

Subject to the signing of the Funding Agreement with DIRD, it is recommended that Council award the contract for design and construction of the Hero Trail to ACP.

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.

- Project Manager
- Manager Asset Development
- Director Assets

ATTACHMENT(S)

- 8.3.2 Attachment 1 - Alpine Events Park Project background
- 8.3.2 Attachment 2 - Alpine Community Plantations file note 10/11/2014



8.4 DIRECTOR SUSTAINABLE DEVELOPMENT – HEATHER GREEN

8.4.1 Alpine Amendment C51 - Review of the Heritage Overlay to include new properties of heritage significance

File Number: 1468.51

INTRODUCTION

The purpose of this report is to:

1. Advise council of proposed Amendment C51 which reviews existing and adds new properties of heritage significance to the Heritage Overlay.
2. Recommends that Council seek authorisation from the Minister for Planning to prepare Amendment C51, and when authorised, exhibit the amendment.

RECOMMENDATIONS

That Council:

1. *Request under Section 8A (2) and (3) of the Planning and Environment Act 1987 that the Minister for Planning authorise Alpine Shire Council to prepare Amendment C51 to the Alpine Planning Scheme;*
2. *Notify the Minister for Planning that when it exhibits Amendment C51, Alpine Shire Council intends to give full notification of the amendment under Section 19 of the Planning and Environment Act 1987 for the minimum statutory exhibition period of one month; and*
3. *When authorised by the Minister for Planning, exhibit Amendment C51 to the Alpine Planning Scheme under Section 19 of the Planning and Environment Act 1987.*

BACKGROUND

The Schedule to the Heritage Overlay was last reviewed in March 2013 under Amendment VC85 which updated the Schedule in line with the heritage database which is administered by State Government (Department of Environment, Land, Water & Planning). The database has a list of buildings and sites (properties) which have either historical or archaeological significance within the municipality. Specifically, for those properties listed on the Heritage Register it is good practice for them to be included in the Local Planning Scheme's Schedule to the Heritage Overlay.

Prior to the 2013 update two reports were prepared which looked at the history within the Alpine Shire municipality with a further, later, report identifying properties for inclusion within the Schedule to the Heritage Overlay. In 2004 a Thematic Environmental History of the Alpine Shire was prepared by LRGM Services which detailed the history of the municipality. In 2008 the Historical Archaeological Report was prepared by RJ Kaufman of LRGM Services which provided details of properties that could be included in a review of the Schedule to the Heritage Overlay.



Amendment C51 reviews the existing Schedule to the Heritage Overlay to check its currency including deleting properties that no longer exist and updating the addresses of properties from parcel numbers (where possible) to postal addresses. The revised Schedule has drawn on the 2004 and 2008 reports and includes new properties recommended for inclusion in the Schedule as identified in these reports that add to the historical significance of the Alpine Shire's history and archaeology.

Heritage is increasingly forming a large part of the Shire's visitor attractions encouraging visitors to come to the municipality throughout the year and ensuring that we offer all year round attractions. Heritage tourism is an important contributor to our local economy. In fact cultural and heritage tourism is one of the few tourism sectors that is growing and at the same time produces a higher yield in APEC regions. In the Alpine Shire municipality our rivers, creeks, parks, forests mining sites and township histories with mining legacies all provide an opportunity to grow this growing tourism sector.

This amendment also includes referencing the Wandiligong Heritage Guidelines. Wandiligong is currently on the Schedule to the Heritage Overlay as a heritage precinct as well as acknowledging individual buildings and sites. The Wandiligong Heritage Guidelines have been used as part of the process of assessing and granting planning permits for buildings and works in the town. The inclusion of these guidelines in this amendment formalises that process.

ISSUES

The Alpine Planning Scheme does require Council to take action to ensure that its places of local heritage significance are identified and protected. Specifically, the Alpine Shire Planning Scheme contains a provision under Clause 43.01 "*to conserve and enhance those elements which contribute to the significance of heritage places*", and "*ensure that development does not adversely affect the significance of heritage places*". To this extent this amendment satisfies the planning scheme requirements.

The review of the Schedule to the Heritage Overlay is likely to generate submissions when the Amendment is exhibited. It is proposed to write to all those property owners who are going to be affected by the Schedule with a personalised letter and Frequently Asked Questions fact sheet to increase understanding of the value of heritage within the Shire and to dispel any myths about what the application of the Heritage Overlay means. A draft FAQ is attached in Appendix A.

Not all the recommendations in the 2004 and 2008 have been included in the Schedule this is because a site visit to some of the sites has not been carried out due to weather and topographical conditions. It has been important to undertake site visits as many of the citations were written a few years ago. For example a citation on the Mudgegonga Hall was carried out in May 2004. Since this time works have occurred on the building and the original features listed as of historical significance have changed. Therefore this building has not been included in the Schedule. A complete list of properties that have been included or changed (such as the property address) has been included in Appendix B.



It is likely that another amendment dealing with the heritage properties that can't be included in this amendment will be forth coming in the future.

There are areas that have been given heritage significance and indeed could form a precinct. These include Mount Beauty and Bogong Village. While they have heritage significance it may be more prudent to consider a different overlay such as a Design and Development Overlay to ensure the *character* of these towns remain. This requires further investigation and if deemed appropriate will be the subject of a separate amendment.

POLICY IMPLICATIONS

The amendment will amend some of the strategic directions for land use related to heritage in Alpine Shire, including amending policy directions for protection and conservation of significant heritage items through the review of the Schedule to Heritage Overlay.

This complements Council's own policies and strategies namely the Alpine Shire Council Plan 2013-2017 (review 2015).

The amendment links to and implements the Council Plan, in particular the themes:

- Enhance the environment and liveability; and,
- Prosperous economy, employment and investment.

The amendment links to and implements the whole of the Alpine Shire 2030 Community Vision (2010 review), that is the vision and five out of the seven key directions of:

2. Sympathetic and balanced development;
3. Economic prosperity;
4. Identity and character of our towns, villages and rural communities;
5. Services and facilities (health, wellbeing and lifestyle);
6. Linkages between communities; and,

The amendment also meets Council's obligations under the Local government Act 1989 Sections 126(2A and 2B) relating to the four-year Strategic Resource Plan.

FINANCIAL AND RESOURCE IMPLICATIONS

The review of the Schedule to the Heritage Overlay was largely completed in house. The two reports of 2004 and 2008 were undertaken using funding sourced from State Government. This also provided some funding to undertake preliminary work on a planning scheme amendment to implement the report(s) findings.

The revised Schedule to the Heritage Overlay will promote economic opportunities by providing attractors to year round tourism.

Amendment C51 has been prepared using internal resources. Exhibition costs for the amendment will be funded from the 2015/2016 budget as a Panel hearing was not



required for Amendment C39 (Review of the Local Planning Policy Framework and the insertion of the Rural Land Strategy).

CONSULTATION

No formal consultations on the amendment have been carried out with the community and agency stakeholders. Consultations arising as a result of the reports of 2004 and 2008 are too old to be considered in this amendment as forming part of any formal consultation process. However these consultations did not result in any negative issues in relation to the properties affected by this proposed amendment that could not be resolved. As heritage can be a sensitive issue consultation for exhibition will include a detailed letter to those property owners whose property is to be included in the Schedule to the Heritage Overlay. This letter will include the individual heritage citation on the property along with the FAQ sheet.

Full notice of the amendment will be provided across the municipality through letters to those owners and occupiers affected by the amendment, newspaper and gazette notices, websites for council and DELWP and social media outlets.

In the event of unresolved submissions being received, submissions will be referred to an independent panel for consideration.

TIMING

This section has been added to provide an indication of the likely timings of a planning scheme amendment taking into account caretaker period. During caretaker period it will not be possible to seek a resolution on a planning scheme amendment. It is considered that this amendment has time to follow the full process within the appropriate timescale.

Council meeting: Tuesday 5th April - get resolution to prepare and exhibit amendment.

Authorisation: Wednesday 6th April - Planning Scheme Amendment documents sent to Minister for Planning.

Exhibition: Thursday 28th April - all notices are provided under the Planning and Environment Act with the final notice being to the Government Gazette on Thursday 28th April.

Submissions close: Friday 27th May.

Report to council - Tuesday 5th July (timings are tight so it may be necessary to go to Council on Tuesday 2nd August) - requesting endorsement of Amendment and approval to go to Minister for Planning for final Approval (final stage in process).

CONCLUSION

Council has used existing reports written in 2004 and 2008 that identify historical data and properties of significance to be included in a revision of the Schedule to the Heritage Overlay. Proposed amendment C51 will improve the effectiveness of the Alpine Planning Scheme by implementing the findings of this revision and in doing so acknowledge the Shire's heritage and associated properties.



This report recommends that Council seek authorisation from the Minister for Planning to prepare the amendment, and when authorised, exhibit the amendment to provide for community and agency input.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. The following officers declare that they have no interests to disclose in providing this report.

- Strategic Planner;
- Manager Planning and Amenity;
- Director Sustainable Development

ATTACHMENT(S)

- 8.4.1 Appendix A - Frequently Asked Questions and Information sheet
- 8.4.1 Appendix B - List of changes to the Heritage Overlay



8.4.2 Dinner Plain Advisory Committee Meetings and Recommendations

File Number: 110.02

INTRODUCTION

The Dinner Plain Advisory Committee (“DPAC”) meets on a quarterly basis in Dinner Plain with Council representation by: Director of Sustainable Development, the Manager of Economic and Community Development and the Dinner Plain Marketing and Events Support Officer. Minutes are attached from the recent meeting of 25 February 2016.

RECOMMENDATIONS

That:

- 1. the minutes of the Dinner Plain Advisory Committee meeting 25 February 2016 be noted.*
- 2. Howling Huskys be endorsed to operate sled dog tours in Dinner Plain for the 2016 winter season with an option for a further two years agreement upon satisfactory completion of the 2016 winter season.*
- 3. Council notes Dinner Plain Advisory Committees recommendation for no increase to the Special Rate applied to ratepayers for the 2016/2017 FY and the increases to the “marketing” and “events” expenditure lines for the 2016/2017 Financial Year.*

BACKGROUND

Most items raised at the DPAC meetings are matters that can be dealt with operationally by Council officers and within budget. Therefore Council is required to make limited decisions – (minutes of DPAC meetings are located on Councils website). The recent DPAC meeting on 25 February 2016, the following items were discussed:

- Recent resignation of the Dinner Plain Coordinator;
- Recent temporary appointment to a Dinner Plain Marketing and Events Officer role;
- Special Rate Survey to be undertaken with property owners (April 2016);
- Dinner Plain Finance Audit;
- Pre-feasibility report for an oval – preliminary report received;
- Picnic table installation at the playground;
- Improvements to ski slope and toboggan run;
- Regional Digital Platform website rollout;
- Public WiFi – request for quote process;
- Dinner Plain Residents Business Operators Society invitation for an executive member to attend DPAC meetings as a non-voting member;



- Capital Project Pipeline;
- Planning – an update from responsible officer;
- Quarterly Finance report;
- Draft Budget 2016/2017;
- Issues with venues operating over the summer;
- 30th Anniversary Celebration Event – Expression of Interest.

ISSUES

The following matters require Councils consideration and decision:

Sled Dog tour Operator:

An expression of interest was sought for an operator to run sled dog tours in Dinner Plain for the 2016 winter season. Two submissions were received. Howling Huskys submission sufficiently addressed all selection criteria of the expression of interest with the most important criteria being the availability of the operator to run tours any day of the week throughout the winter season.

Sled Dog Tour Operators pay a fee of \$250 for an Operator Licence to operate tours on Council's land and to cover administrative costs. The Operator is responsible for the grooming of their own trails. There is no rental fee for the use of Crisps Hut in the first year; however, a rental fee will be negotiated in years two and three. Due to limitations of trail availability and a space (building) for an operator to operate from, only one Sled Dog Tour operator is engaged year on year to operate tours.

DPAC recommendation to Council: That Council endorse Howling Huskys to operate sled dog tours for winter 2016 in Dinner Plain with the option to extend for a further two year at the end of winter 2016.

Budget 2016/2017:

A draft of the 2016/2017 financial year budget was discussed at the DPAC meeting, including forecast of Special Rate income and expenditure.

DPAC recommendation to Council: (1) That the Special Rate applied to property owners not be increased for the 2016/2017 financial year; (2) That Marketing activity expenditure in the budget to be presented to Council be increased to \$100,000; (3) That Event expenditure in the budget to be presented to Council be increased to \$80,000. The budget with the revised figures will be presented to Council as part of the whole of Council budget.

Dinner Plain Special Rate Survey:

The survey will be undertaken with property owners in April. Results will be presented to Council for consideration at a future Council meeting and will inform the 2016/2017 financial year budget.



FINANCIAL AND RESOURCE IMPLICATIONS

Budget 2016/2017 – Special Rate:

Income:

DPAC recommendation to Council that the Special Rate not be increased for the 2016/2016 financial year. The income forecast for the financial year is \$564,045.

Expenditure:

DPAC has recommended to Council that the “marketing” and “event” activities expenditure lines be increased to \$100,000 and \$80,000 respectively. Most other expenditure lines are fixed costs, contracted costs and a portion of associated costs for a resource to deliver services. The increase to “marketing” and “event” activities will result in an overspend to the forecast income. DPAC is recommending that the \$28,099 overspend is taken from the reserve balance. This is for Council to consider when the budget is presented at a later date.

Special Rate 2016/2017 Budget	
Forecast Income:	\$564,045
Forecast Expenditure:	
Marketing	\$100,000
Events	\$ 80,000
Bus Service (winter)	\$185,000
Dinner Plain TV Maintenance	\$ 2,000
Nordic Trail Grooming	\$ 59,500
Road Snow Clearing	\$125,000
Employee Costs	\$ 40,644
Total	\$592,144

CONSULTATION

Consultation has occurred through DPAC, and through other informal discussions and correspondence with business operators and rate payers.

CONCLUSION

The recommendations of DPAC provide a clear pathway 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.

- Manager Economic and Community Development
- Director Sustainable Development

ATTACHMENT(S)

- 8.4.2 Dinner Plain Minutes - 25 February 2016
- 8.4.2 Dinner Plain Action log - 25 February 2016



8.4.3 Building Resilience in Business across Alpine Shire - Community Resilience Committee

File Number: 1780.70

INTRODUCTION

A grant was received from Regional Development Victoria (RDV) to build resilience in business across Alpine Shire. The intent of the grant was to introduce Business Continuity Planning to businesses. After the "Harrietville" fires in 2013 it was very apparent that businesses did not have a plan to cope with a disruption of "business as usual".

The Building Resilience in Business across Alpine Shire project is now complete.

RECOMMENDATION

That Council:

- 1. note the completion of this project and the key achievements; and*
- 2. be aware of this project and the opportunity presented to businesses across Alpine Shire to develop a plan to cope with any disruptions to their normal business.*

BACKGROUND

The bushfires in January 2013 had a massive economic impact on businesses in Harrietville. They did not have a plan to cope with this sort of disruption.

The Alpine Shire Council's Community Resilience Committee (ASC CRC) recognised this problem and applied for a grant from RDV to build resilience in businesses across Alpine Shire.

A tender was put out to invite a consultant to:

- Conduct five workshops around the shire. These were held in Harrietville, Bright, Myrtleford, Mount Beauty and one specifically for farmers (Myrtleford).
- Provide one-on-one consultations after the workshops to help individual businesses complete their plans.
- Provide materials that could be posted on the ASC's website for anyone to use at any time.

The successful tenderer was AgBiz Assist and the consultant, who conducted the workshops, was Jan Barned, Financial Management Trainer.

The Community Development Officer, Alpine Shire Council, liaised with the consultants and the business community to promote this program and to encourage businesses to take advantage of this opportunity.



ISSUES

There is an obvious need for businesses to develop Business Continuity Plans. Alpine Shire is prone to natural disasters, whether it be bushfires, floods, storms, landslips; all of these events can negatively impact on a business. In some cases, the impact is so severe businesses will have to close; in other cases the loss of income due to disruption may take many years to recover from.

This project highlighted disruptions to business need not always be as a result of a natural disaster. Disruptions could include loss of suppliers, changes in government regulations, a global financial shock, loss of IT systems which have not been backed up and prolonged power outage.

From the workshops undertaken across the shire the following issues were raised:

- All participants agreed they were not prepared for a disruption to their business.
- All participants thought the workshops were very well conducted and the materials provided were relevant and easy to use.
- Participants wondered where they would get the time to prepare their Business Continuity Plan due to the pressures of their business.

In response to these issues templates are now available on the ASC's website for anyone to use.

What did we learn?

- It was difficult to convince the various business groups to really encourage this project with their members.
- The take up of this offer by businesses was not as big as originally planned for.
- This process prompted one farmer to complete succession planning for his farms.

Where to from here?

All businesses who attended the workshops will be encouraged to complete their business continuity plans and may still receive free one-on-one consultations from AgBiz Assist.

POLICY IMPLICATIONS

This project is consistent with the:

1. Council Plan 2013-17:
 - a. Strategy 1.3.1: Proactively manage emergency response and recovery
 - b. Strategy 3.2.1: Strengthen the capacity and resilience of communities.
2. 2030 Community Vision: Key Direction Seven: Enhancing Our Strong and Safe Communities.
3. Liveability Plan 2013-17 - Sustainability - To ensure community resilience as key to Council decision making.



FINANCIAL AND RESOURCE IMPLICATIONS

Funding of \$80,000 was granted from the Resilient Communities Program, Regional Development Victoria with "In Kind" funds of \$35,000 promised from Alpine Shire Council.

On completion of the project \$72,710 of the grant was expended and \$24,650 "In Kind" from Alpine Shire Council was used.

This project came in under budget because the tender process resulted in a project price below original estimates and the catering and venue hire was less than predicted.

This project has been acquitted and accepted by RDV.

CONSULTATION

Consultation with the community for this project was wide ranging. The following was done:

- a. Contact was made with the business/tourism associations in Bright, Myrtleford, Mount Beauty, Harrierville and Dinner Plain.
- b. Advertisements were placed in the local papers
- c. A "Resilience Column" was dedicated to this project, encouraging people to attend the workshops.
- d. Notices were posted on ASC's website and Facebook page.
- e. A personalised mail out to all businesses in Myrtleford and district.
- f. Notices distributed through email address lists in various communities e.g. Mudgegonga and Harrierville.
- g. Interview with Alpine Radio.
- h. Invitation extended to businesses to participate in this project via the TAFCO newsletter

CONCLUSION

All participants, who attended the workshops, acknowledged that a Business Continuity Plan for their business would be beneficial, not only to cope with a disruption but to develop better processes and systems.

Business Continuity Planning should be normal business practice for all businesses. This will become an issue at various times, especially after a disaster. Alpine Shire Council needs to be aware of the benefits of this planning, particularly in our roles of recovery and building resilience.

All templates are available under the Emergency tab on Councils website which can be found at: www.alpineshire.vic.gov.au



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.

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

ATTACHMENT(S)

- Nil



9 ASSEMBLY OF COUNCILLORS

INTRODUCTION

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

RECOMMENDATION

That the summary of the Assemblies of Councillors for March 2016 be received.

BACKGROUND

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

Date	Meeting
1 March	Briefing Session
15 March	Briefing Session
29 March	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors - March 2016



10 PRESENTATION OF REPORTS BY DELEGATES

INTRODUCTION

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

RECOMMENDATION

That the summary of the presentation of reports by delegates for March 2016 be received.

BACKGROUND

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

Date	Meeting	Councillor
7 March	North East Waste Resource & Recovery	Cr Ron Janas
18 March	Municipal Emergency Management	Cr Ron Janas

ATTACHMENT(S)

- 10.0 Presentation of Reports by Delegates - March 2016



11 GENERAL BUSINESS

12 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

13 RECEPTION AND READING OF PETITIONS - BRIGHT SPORTS CENTRE

13.1.1 Bright Sports Centre Extended Hours petition

INTRODUCTION

A petition has been received to:

- 'extend the hours of the Bright Sports Centre to remain open all day, 7 days per week, to improve access for the whole community and enhance health outcomes; and
- lower membership and usage fees so that a broader range of community can afford to use the facility'.

The purpose of this report is to receive the petition and to identify both issues for consideration in the 2016/17 budget.

RECOMMENDATION

That:

- 1. the 'Bright Sports Centre Extended Hours' petition be received*
- 2. Council resolve to consider the petition at this meeting*
- 3. equipment and technology necessary to allow unsupervised access to the dry areas of the Bright Sports Centre be added to the Strategic Projects Pipeline for prioritisation and 2016/17 budget consideration*
- 4. Bright Sports Centre membership and usage fees be reviewed as part of the 2016/17 budget process, and*
- 5. the main proponent of the petition be advised of these outcomes*

BACKGROUND

The Bright Sports Centre has been operated by Council since 2009. The centre offers a gym, spin classes, group exercise room, indoor heated activity pool, squash courts and change rooms. The current opening hours are:

Monday to Thursday - 7am to 1pm, and 4pm to 8pm

Friday - 7am to 1pm, and 3pm to 7pm

Saturday - 9am to midday

Sunday - closed



A recent member survey identified limited access as a key issue. The petition (with 104 signatures) supports this finding.

24/7 and extended hours fitness centres are now common across Australia with four major chains operating approximately 700 centres, and numerous independent or small chain operators also adopting this model. A 24/7 fitness centre is now operating in Beechworth.

The recent opening of the Alpine Fitness Centre in Bright offers a range of programs including small group exercise, personal training and specialised training programs. This facility currently does not open after 7pm Monday to Friday, and 12pm Saturday.

ISSUES

The key barriers to the introduction of extended trading hours are supervision and staff costs, but technology and systems supporting low or non-staffed operation of fitness centres is now common-place.

The key issues to consider in relation to providing unstaffed access to the Bright Sports Centre are:

- pool access
- opening times
- access
- security
- emergency management
- Pool access

Unsupervised access is only possible in the dry areas of the Bright Sports Centre, all access to the pool and wet area would be locked down when the centre is unsupervised (or low staffed).

Opening Times

24/7 access is not appropriate or desirable due to the centres location in the residential zone, and feedback indicates that 'reasonable' weekday and weekend access would be acceptable. Therefore the following opening hours may be possible:

Monday to Friday - 6am to 10pm

Saturday - 9am to 10pm

Sunday - 9am to 8pm

Access

Controlling access to current members only during unsupervised times would be necessary. RFID technology linked to supporting membership software is commonly used to control access to facilities. Systems utilise movement monitoring technology and security cameras to record individual users and to supervise entry and exit.



Security/Emergency Management

Personal security and emergency response during unsupervised times are critical issues to resolve. Security cameras, duress buttons and personal duress/panic button lanyards worn by the member (and linked to a security service) deliver a satisfactory and common-place solution.

Other considerations

Movement sensitive lighting systems would be necessary to overcome lighting remaining on or not being activated as required.

No members to be allowed to use the facility unsupervised without full induction.

Abuse of access by members will result in cancellation of membership (no refund) and future banning from membership at the centre.

POLICY IMPLICATIONS

This proposal is consistent with the following Council Plan objectives:

3.1 Facilitate increased community participation

5.2.2 Deliver best value programs and services

5.3.2 Deliver effective and innovative process and technology solutions

The introduction of unsupervised access would require the following policy revisions:

- update the current CCTV policy to recognise the Bright Sports Centre, and
- develop a Bright Sports Centre member use and access policy.

FINANCIAL AND RESOURCE IMPLICATIONS

The estimated capital cost of installing the equipment and technology described above to allow safe, unsupervised access to the dry areas of the Bright Sports Centre is \$25,000.

Recurrent costs associated with security monitoring and software licenses would amount to approximately \$3,000 per annum.

Staffing arrangements will be reviewed if this proposal is implemented.

CONSULTATION

Refer to the previously mentioned petition and member's survey.



CONCLUSION

Prioritisation within the Strategic Projects Pipeline and referral to the normal budget development process is the correct methodology to consider this petition. But Council should consider the weight of community support in their deliberations.

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.

- Facilities Officer – Recreation and Leisure
- Manager Facilities
- Director Corporate Performance

ATTACHMENT(S)

- 13.1.1 Bright Sports Centre Extended Hours petition



14 CONFIDENTIAL REPORT

The following item was deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89(2)(c)(d) of the *Local Government Act 1989*.

In accordance with the Act, Council may resolve to consider these issues in open or closed session.

RECOMMENDATION

That, in accordance with the provision of section 89(2)(c)(d) of the Local Government Act 1989, the meeting be closed to members of the public for consideration of a confidential item.

There being no further business the Chairperson declared the meeting closed atpm

Confirmed,

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Chairperson