



Alpine Shire

ORDINARY COUNCIL MEETING

AGENDA

M1 – 7 February 2017

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 **7 February 2017** commencing at **7:00pm**.

AGENDA

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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 is focused on a specific area however audio from the entire room is captured.

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

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

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The 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 – M13 – 6 DECEMBER 2016

RECOMMENDATION

That the minutes of Ordinary Council Meeting M13 held on 6 December 2016 as circulated be confirmed

3.2 SPECIAL COUNCIL MEETING – SPM14 – 20 DECEMBER 2016

RECOMMENDATION

That the minutes of Special Council Meeting M14 held on 20 December 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 Contracts approved by the CEO be noted.

| | | | |
|----------------|---|----------|-----------------------|
| Contract No: | CQ 16/037 | Process: | Request for Quotation |
| Title: | Dinner Plain concrete repairs and pit lid replacement | | |
| Tenderer: | Bright Concreting | | |
| \$ (inc. GST): | \$59,048 | | |
| Funding: | Works funded by 2016/17 project budget. | | |



8.1.2 Quarterly Report - Council Plan

File Number: SU600.03

INTRODUCTION

This report provides the second quarterly report against the Alpine Shire Council Plan 2013-2017 (review 2016).

RECOMMENDATION

That the Alpine Shire Council Plan Quarterly Report ending 31 December 2016 be received and noted.

BACKGROUND

Council Plan development

The Alpine Shire Council Plan 2013–2017 was developed following the election of the Council in October 2012. The Council Plan outlines the strategic objectives and strategies that were used to achieve the Council's adopted direction for the four year term of the plan.

The Council Plan must be reviewed annually to determine if any adjustments are necessary. No adjustments were made in the 2016 review. The 2016/17 annual action plan specifies what activities Council will undertake during the year to fulfil the Council Plan.

A new Council Plan must be prepared following the 2016 Council Elections. This plan will commence in the 2017/18 financial year.

ISSUES

The annual action plan details the Council Plan commitments that have been budgeted in 2016/17, and it is the annual action plan that this quarterly report provides progress against.

HIGHLIGHTS

Inspired Community Leadership

- Council initiated response to the floods experienced in the Ovens Valley during October. As well as operating a relief centre, Council's asset maintenance teams monitored and reinstated assets damaged by the floods.

Enhancing the Environment and Liveability

- Work on the Victorian Adaptation and Sustainability Partnership project has included showcase gardens, additional signage, and content for the website. The showcase gardens feature design and plant species that improve the resilience of those spaces to climate change impacts.



Strengthening the Community

- The 'Engage' project has coordinated: Youth Awards run by a volunteer youth committee; entrepreneur guest speakers presenting to Alpine Shire secondary schools; 50 secondary students from across the Shire attending "Hallogen". The "Careers" day expo involving all schools and presentations by entrepreneurs will be delivered in Q3.

Prosperous Economy, Employment And Investment

- The Spartan Trifecta event was delivered over the weekend of 26/27 November 2016. A total of 3,400 event registrations were received pre-event with another 250 occurring on the event weekend. This estimated economic value of this event for the Alpine Shire was \$2.3million.

Performance Focused Organisation

- Council continues to improve workflows and practices. This includes the current trialling of new software, as well as the purchase of new road maintenance plant and equipment.

POLICY IMPLICATIONS

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

CONSULTATION

The Council Plan is subject to public exhibition each year prior to being adopted by Council. As part of the annual review of the Council Plan, any changes to the initiatives are also subject to public exhibition.

Many of the individual initiatives and activities included in the Council Plan are subject to their own community participation and consultation processes.

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

CONCLUSION

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



DECLARATION OF CONFLICT OF INTEREST

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

- Governance Officer

ATTACHMENT(S)

- 8.1.2 Alpine Shire Council Quarterly Report - ending 31 December 2016.



8.1.3 Audit Committee Meeting Minutes – September and December 2016

File Number: 0900.06

INTRODUCTION

The purpose of this report is to present the minutes of the 6 September 2016 and 13 December 2016 Audit Committee meetings to Council.

Meeting held 6 September 2016

Key items presented to and considered by the Committee at this meeting were:

- 2015/16 Annual Financial Report (Draft);
- 2015/16 Annual Performance Statement;

Meeting held 13 December 2016

Key items presented to and considered by the Committee at this meeting were:

- Cash handling and credit card internal audit;
- Audit Committee self-assessment;
- Information technology update;
- Health and safety report;
- Victorian Auditor General's report on audit committee governance and IT financial systems

RECOMMENDATION

That:

- 1. The minutes of the 6 September 2016 Audit Committee meeting be received and noted.*
- 2. The minutes of the 13 December 2016 Audit Committee meeting be received and noted.*
- 3. The confidential 2016/2017 year to date 30 November 2016 Health and Safety Report be adopted.*

BACKGROUND

September 2016 meeting

External auditor

The Audit Committee met with Kathy Teasdale, Audit Partner, Richmond Sinnott Delahunty Pty Ltd to discuss the 2015/2016 year-end financial audit results, the performance statement and closing report.

2015/2016 Annual Financial Report

The Committee noted and endorsed the draft 2015/16 annual financial report for adoption in principle by Council.



Annual Performance Statement

The Committee endorsed in principle the 2015/16 annual performance statement for adoption by Council.

December 2016 meeting

Cash handling and credit card internal audit

Council appointed Johnsons MME to undertake an audit to review, assess and test Council's internal control procedures over its:

- cash receipting functions to ensure that all cash is receipted, recorded and banked in accordance with Council's policies and procedures, and
- cash security and bank accounts to ensure cash is securely stored, banked and reconciled in a timely manner.

The audit was completed during November 2016.

The audit revealed that Council had robust processes in place for both cash handling and the use of credit cards and that the introduction of VEND point of sale system had improved off-site handling of cash.

Audit Committee self-assessment

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 its overall performance (100%), and the conduct of its meetings (100%) Noted areas for improvement included developing an internal audit program and improving risk management processes.

Information technology (IT) update

The Committee was provided with an update of IT within the organisation including the infrastructure upgrade which took place in September 2016 and issues experienced during and post the upgrade.

Health and safety report - confidential

The Committee reviewed the 2016/17 year to date Health and Safety Report (Confidential). The first five months of the financial year saw health and safety event reporting consistent with previous years, a focus on mandatory training and review of designated work groups and health and safety representatives.

Victorian Auditor General's report on audit committee governance and IT financial systems

The Victorian Auditor General's office released two reports during 2016 relevant to Council's operations and that of the Audit Committee, the Financial Systems Controls Report 2015-16, November 2016 and Audit Committee Governance, August 2016 respectively.

An overview of Council's compliance with the Auditor General's recommendations was provided to the Committee with sound compliance in both instances.



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 (2016 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 |
| 2016/17 Budget | |
| Section 2.5 | Performance focused organisation |

CONCLUSION

The Audit Committee, being satisfied with the detail provided in the agenda and the officer reports, 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.

- Chief Executive Officer
- Manager Corporate (Acting)
- Health, Safety and Risk Officer

ATTACHMENT(S)

- 8.1.3 (a) Audit Committee Meeting Minutes, 6 September 2016
- 8.1.3 (b) Audit Committee Meeting Minutes, 13 December 2016



8.2 DIRECTOR ASSETS – CHARLIE BIRD

8.2.1 Contract 1608101 Civil Works - Alpine Events Park

File Number: 01780.87.00

INTRODUCTION

This report relates to the award of a Contract 1608101 - Civil Works at Pioneer Park as part of the Alpine Events Park project. This includes the delivery of underground infrastructure, internal trails, roads and parking.

RECOMMENDATION

That Council award Contract Number 1608101 – Civil Works – Alpine Events Park to North East Civil Construction for the lump sum price of \$463,307 + GST.

BACKGROUND

In May 2015, Council was awarded grant funding of \$1.87m from the Commonwealth Department of Infrastructure and Regional Development's National Stronger Regions Fund for the redevelopment of Pioneer Park into the Alpine Events Park (AEP). A further \$1.87m has been committed by Council bringing the total funding to \$3.74m.

The project will deliver a scalable outdoor precinct capable of hosting events large and small with the aim of increasing economic development in the region. The project is being delivered across four financial years, between 2015/16 and 2018/19.

The drainage, roads, parking and underground services form the civil works component of the project, which is the focus of this report. Detailed design was completed in November 2016, and the work was subsequently tendered.

The invitation to tender was advertised in the Alpine Observer and Border Mail on 14 December 2016, and on the Tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded by 23 prospective Tenderers, and three submissions were received.

EVALUATION

- The key selection criteria listed in the Invitation to Tender are:
- Price
- Qualifications and previous performance
- Delivery
- Social

The evaluation panel consisted of the Director Assets, Manager Asset Development, Manager Asset Maintenance, Engineering Coordinator and the Project Manager.

ISSUES

Pioneer Park Recreation Reserve is made up of a number of parcels of Crown land controlled by the Department of Environment, Land, Water and Planning (DELWP).



Alpine Shire Council has been appointed as Committee of Management over these parcels of Crown land by DELWP. The approval of DELWP is required prior to the civil works commencing, and this approval is currently being sought.

POLICY IMPLICATIONS

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

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

- 4.1 - To effectively plan and deliver strategic and major projects.

FINANCIAL AND RESOURCE IMPLICATIONS

The AEP project is jointly funded by Alpine Shire Council (\$1.87m) and the Commonwealth Department of Infrastructure and Regional Development's National Stronger Regions Fund (\$1.87m).

Including design costs, there is sufficient budget to deliver the scope of the civil works contract (underground infrastructure, internal trails, roads and parking).

CONSULTATION

A Community Working Group (CWG) was established at the commencement of the project, comprising representatives from each of the key groups utilising Pioneer Park. In collaboration between the CWG and Alpine Shire Council Project Team, a masterplan for the Alpine Events Park was completed in August 2016. The masterplan defined the location of the utility services, internal roads, footpath and car parking.

The draft masterplan was placed on public display for two weeks from 15 August 2016 to 29 August 2016, with copies displayed in the Council offices, Bright Library, on Council's website, and circulated to each member of the CWG.

Detailed civil engineering was progressed based upon the approved master plan, and copies of the civil engineering documents were made available to both the CWG and Project Team for comment prior to Tenders being issued.

During construction, access and use of the park will be interrupted. Feedback has been sought from all members of the CWG on their calendar of events planned in Pioneer Park, and a construction window for the civil works has been identified which aims to avoid major events, and minimise disruption to users of the park.

Consultation with user groups will continue throughout the delivery of the civil works.

CONCLUSION

Following a comprehensive Tender evaluation assessment, interviews and reference checks, the Tender from North East Civil Construction is considered to present 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
- Manager Asset Development
- Manager Asset Maintenance
- Engineering Coordinator
- Project Manager

ATTACHMENT(S)

- Nil



8.2.2 Petition - Alpine Better Places Bright

File Number: 1780.78

INTRODUCTION

This report is to inform Council and provide response to a petition tabled at the December 2016 Council Meeting in relation to the proposed works to be undertaken in the Mafeking Square Precinct under the Alpine Better Places project.

RECOMMENDATION

That Council:

- 1. Note the petition received from the community and the decision to proceed with the award of the primary works contract for the Mafeking Square Precinct.*

BACKGROUND

A petition was tabled at the December 2016 Council meeting in relation to concerns from Bright town centre traders regarding the proposed works to occur in the Mafeking Square Precinct under the Alpine Better Places Project. The proponent was concerned about the award of the primary works contract at the December 2016 Council Meeting which would enable the project works to commence on site on Monday 30 January 2017.

The petition with 59 signatures was received 6 December 2016 with the wording:

Alpine Better Places Bright

Do you agree with the proposed changes to the Mafeking Square Precinct in their current form?

Of the 59 signatures received, all but one of the signatories wrote 'no'.

The proponent, as well as a number of the signatories, were present at the December 2016 Council Meeting. The proponent presented their concerns to Council which are summarised as follows:

- The process feels rushed and there has been no consultation received around the recent plans, which indicate the inclusion of the area west of Mafeking Square;
- The extent of the memorial should be constrained to the clock tower;
- Mafeking Square in its current form works well and the proposed changes will prevent the hosting of festivals and other events in the precinct; and
- The construction works will be disruptive to the town centre traders and require the removal of mature trees.

ISSUES

The redevelopment of Mafeking Square has been under consideration since 2001. From 2001 until 2012, various concepts were investigated and the community consulted, before Council adopted a Concept Plan for the precinct at the August



2012 Council Meeting. Documentation of these works was completed in 2012, however the project did not proceed at the time due to lack of funding.

In late 2014, Council commenced the Alpine Better Places Project which was undertaken as follows:

- Nov 2014 – Alpine Better Places project commenced.
- March 2015 – Our Town community workshops to determine priority projects (30 attended in Bright).
- June 2015 – Day of Design community workshops (30 attended in Bright).
- Nov/Dec 2015 – Draft detailed concept designs went on public exhibition for comment.
- 16 Dec 2015 – Submissions closed. 14 formal submissions received resulting in minor changes to the plans.
- March 2016 - The final Alpine Better Places detailed concept designs were adopted by Council.

The final detailed concept plan for the Mafeking Square Precinct was very similar to the concept adopted by Council in June 2012.

In July 2016 Council adopted a budget of \$1,475,000 to undertake the Mafeking Square Precinct works.

Documentation progressed for the works and through further consultation it was determined that the inclusion of Mafeking Square West was important, so that the entire precinct could be finished to a high standard. A concept for the newly included area was tabled at the July 2016 public information and drop-in session and feedback sought. Comments were then addressed and considered in the final documentation plans in preparation for tendering the works so that construction could commence Monday 30 January 2017.

If the primary works contract was not awarded in December 2016, the award of the contract would be delayed until the February 2017 Council meeting. This would push the works into the wet winter period which is not recommended. The works could commence in spring, however Bright hosts a great number of events during this period. Equally, summer is a busy event period and Bright's busiest tourist period. The most suitable window for construction would therefore be the following autumn in 2018.

Bright's war memorial, known as Mafeking Square includes the clock tower and immediate surrounds and is defined by the existing outer ring of bollards. This area was recently included on the Alpine Shire's Schedule to the Heritage Overlay as a listed heritage place with local significance.

Although Mafeking Square is a useful space for events and markets, The square is very open and exposed, with no seating, shade or protection from the sun and surrounding vehicles. The inclusion of seating walls, low planting and trees will provide this space with shade and protection from vehicles and encourage people to use this space during non-event times. The walls, in combination with removable



bollards, will also protect the space from unauthorised access. The Bright RSL Sub-branch has stated that they object to the hosting of commercial events on the Square, however they do not object to community events being held. In recognition of the loss of existing event space on the square itself, Council has ensured that the new open space in front of the Uniting Church remain open and unencumbered, enabling it to host events once completed.

The construction works will be disruptive to all business owners and visitors to the town centre. Council Officers have considered this carefully in the assessment of tender submissions. It is proposed that the works period be as short as possible and also be staged. Night road works will be undertaken wherever possible and reasonable under the contract. This will reduce the time period of disturbance, as well as stagger the disruption across the precinct. Council Officers and the contractor will also continue to work with individual business owners to understand each business' unique requirements.

Council highly values mature trees and recognise that they are important assets which contribute significantly to the Shire. We consider any tree removal very carefully before proceeding as we understand that the amenity they provide takes many years to regain. Unfortunately the removal of four trees is required to enable the realignment of Ireland Street and the installation of stormwater drainage. Twelve semi-advanced trees will be re-planted in the precinct. The replacement stock will be the largest we can source and all will be in excess of three metres tall.

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

In June 2016, Council adopted a total budget of \$1,475,000 to implement the Bright (Stage 1 - Mafeking Square Precinct) works. Council has also entered into a funding agreement with the Victorian State Government, valued at \$500,000, for the implementation of these works. The funding agreement obliges Council to commence these works in early 2017.

If the works did not commence Monday 30 January 2017 then the adopted budget could not be expended in the 2016/17 financial year. Council would also be required to negotiate a variation to the funding agreement with the State Government. This would create a poor perception of Council's ability to deliver projects and place it in risk of receiving funding for future projects.

CONSULTATION

Council has consulted extensively with internal and external stakeholders, all relevant authorities and the community on the development of the Alpine Better Places detailed concept plans.

Throughout the detailed design and documentation phase Council has continued to engage with all stakeholders, as well as the broader community. Questionnaires have been distributed to all directly impacted stakeholders, drop-in and information



sessions have been held and project updates distributed via email and on Council's website and Facebook page. The implementation of the project stakeholder and communication plan will continue throughout the duration of the project.

CONCLUSION

Consultation regarding the upgrade of the Mafeking Square Precinct commenced in 2001 and has been exhaustive in recent years. The works proposed to be implemented under the primary works contract are largely consistent with those adopted by Council in June 2012. The existing space in the Square currently used for events, will be replaced by the open space area proposed in front of the Uniting Church on the west side of Ireland Street. Council has chosen the autumn period for construction to avoid the wet weather as well as the peak tourism and event period in Bright. This will minimise the construction period and the disruption to the town centre.

At the December 2016 Council meeting, Councillors awarded the primary works contract taking into consideration the concerns raised by the petition proponent and other petition signatories, the extensive consultation undertaken and 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 Officer



9 ASSEMBLY OF COUNCILLORS

INTRODUCTION

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

RECOMMENDATION

That the summary of the Assemblies of Councillor for December 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 9.0 to this report.

| Date | Meeting |
|-------------|------------------|
| 6 December | Briefing Session |
| 20 December | Briefing Session |

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – December 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.

It be noted that no reports by delegates 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 10.0 to this report.

| Date | Meeting | Councillor |
|------|---------|------------|
| | | |

ATTACHMENT(S)

- Nil



11 GENERAL BUSINESS

12 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

13 RECEPTION AND READING OF PETITIONS

13.1.1 Petition in relation to speed limit of Bay Creek Lane and Redbank-Mullagong Road

Council has received a petition from the Mongans Bridge Recreation and Camping Park Reserve in relation to the speed limits on the roads surrounding the reserve.

A report will be tabled at the next Ordinary Council meeting in March 2017.



14 DOCUMENTS FOR SEALING

RECOMMENDATION

That the following documents be signed and sealed.

1. Section 173 Agreement – Cas-Bak Building Supplies Pty Ltd

Lot: 15 Plan of Subdivision 441436, Certificate of Title Volume 10665 Folio 271

Condition 12 of Planning Permit 2016.104.1 for the subdivision of land (2 lots) and development of two dwellings at 6 Kilfinan Crescent, Bright.

The Agreement states the

- Dwelling Bushfire Management Overlay exemption
- Ensures the approved dwellings are built in accordance with the endorsed plans due to the associated subdivision proceeding first.

2. Road Resealing – Sprayseal Contract No 1604701 in favour of Roads Corporation trading as Sprayline.

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

.....

Chairperson