



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M13 – 6 December 2016

Bright Council Chambers

7:00pm



The next **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **6 December 2016** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth

Cr Tony Keeble – Deputy Mayor

Cr Ron Janas - Mayor

Cr Kitty Knappstein

Cr Sarah Nicholas

Cr Peter Roper

Cr Daryl Pearce

OFFICERS

Mr Dave Barry – Chief Executive Officer

Mr Charlie Bird – Director Assets

APOLOGIES



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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 – M11 – 4 OCTOBER 2016

Cr Keeble

Cr Roper

That the minutes of Ordinary Council Meeting M11 held on 4 October 2016 as circulated be confirmed

Carried

3.2 ORDINARY COUNCIL MEETING – M12 – 8 NOVEMBER 2016

Cr Forsyth

Cr Nicholas

That the minutes of Ordinary Council Meeting M12 held on 8 November 2016 as circulated be confirmed.

Carried



4 APOLOGIES

Nil

5 OBITUARIES / CONGRATULATIONS

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording.

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording.

7 QUESTION TIME

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording.



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY

8.1.1 Contracts approved by the CEO

Cr Roper

Cr Forsyth

That the Contracts approved by the Acting CEO be noted.

Contract No:	CQ16046	Process:	Full quotation process
Title:	2016-17 Kerb Renewal Program		
Tenderer:	McPhersons Earthmoving Contractors Pty Ltd		
\$ (excl. GST):	\$55,393.10		
Funding:	Annual renewals budget		

Carried



8.1.2 Alpine Shire Council 2017 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 2017 calendar year. The time and location of the meetings will remain unchanged.

Cr Pearce

Cr Roper

That Council endorse the schedule of dates for the Ordinary Council meetings to be held predominantly in the Bright Council Chamber for 2017 as follows:

<i>DATE</i>	<i>TIME</i>
<i>7 February 2017</i>	<i>7pm</i>
<i>7 March 2017</i>	<i>7pm</i>
<i>4 April 2017</i>	<i>7pm</i>
<i>2 May 2017</i>	<i>7pm</i>
<i>6 June 2017</i>	<i>7pm</i>
<i>4 July 2017</i>	<i>7pm</i>
<i>1 August 2017</i>	<i>7pm</i>
<i>5 September 2017</i>	<i>7pm</i>
<i>3 October 2017</i>	<i>7pm</i>
<i>14 November 2017</i>	<i>7pm</i>
<i>5 December 2017</i>	<i>7pm</i>

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 2017 in order to accommodate councillor and staff leave over the Christmas, New Year and school holiday period.

Timing of November meeting

Council's regular ordinary meeting cycle is the first Tuesday of the month at 7pm.

This schedule clashes with the Melbourne Cup public holiday, which falls on the first Tuesday of November. Since 2014, council has held the November meeting on the second Tuesday of November. It is proposed that the second Tuesday of the month be continued for the 2017 November ordinary meeting of Council.

This arrangement provides consistency for councillors and executive who traditionally meet on a Tuesday and it also provides for the many staff, and councillors, who take the opportunity of the shorter week, due to the Melbourne Cup Day public holiday, to take leave.

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.

POLICY IMPLICATIONS

The proposed meeting schedule is in line with the Alpine Shire Council Plan 2013-2017 (review 2016) 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.

- Executive Assistant to CEO

ATTACHMENT(S)

- Nil



8.1.3 Quarterly Report - Council Plan

File Number: SU600.03

INTRODUCTION

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

*Cr Pearce
Cr Nicholas*

That the Alpine Shire Council Plan Quarterly Report ending 30 September 2016 be received and noted.

Carried

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

- Refurbishment of the former Myrtleford Chambers has been completed, which now houses the Library Hub. The transition of the Hub operations to Myrtleford (from the previous Wangaratta location) has occurred, and the Myrtleford Hub is now operational.

Enhancing the Environment and Liveability

- Planning Scheme Amendment C51 was adopted by Council. As a result 86 new places will be added to the Planning Scheme’s Heritage Overlay. This will help to conserve and enhance heritage places across the Shire.



Strengthening the Community

- A review of the Municipal Public Health and Wellbeing Plan has commenced. The new plan will be developed utilising data from the 2016 Census once this is available, and other data sources.

Prosperous Economy, Employment and Investment

- Spartan Australia has confirmed a two day event in Bright on 26 and 27 November. Work has commenced on a development of a new Cycle guide.

Performance Focused Organisation

- Council is implementing improved processes and software systems to simplify workflows and procedures.

Capital works

- Council has delivered key capital works in Q1, including the Bright Art Gallery storeroom upgrade, Library Hub, and Bright office refurbishment.

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)

- Alpine Shire Council Quarterly Report - ending 30 September 2016



8.1.4 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 following year.

Cr Keeble

Cr Roper

That Council:

- 1. appoint Councillor delegates on the following groups and committees (non-executive):*

<i>Municipal Association of Victoria</i>	<i>Mayor (Deputy Mayor as substitute)</i>
<i>Hume Region Local Government Network</i>	<i>Mayor (Deputy Mayor as substitute)</i>
<i>Alpine Shire Council – Audit Committee</i>	<i>Cr Nicholas and Cr Knappstein</i>
<i>Alpine Shire Council – Finance Committee</i>	<i>Cr Nicholas and Cr Knappstein</i>
<i>Alpine Shire Council – Municipal Emergency Management Planning Committee</i>	<i>Cr Knappstein</i>
<i>Alpine Shire Council – Community Resilience Committee</i>	<i>Cr Knappstein</i>
<i>Alpine Children's Services Inc.</i>	<i>Cr Keeble</i>
<i>Alpine Alliance (between Council and Alpine Health)</i>	<i>Cr Knappstein</i>

- 2. consider whether to appoint a Council delegate to the following groups (non-executive):*

<i>Timber Towns Victoria</i>	<i>Cr Pearce</i>
<i>National Timber Councils Association</i>	<i>No appointment</i>
<i>North East Multicultural Association Inc.</i>	<i>No appointment</i>
<i>Lake Buffalo Land on Water Management Plan Implementation Group</i>	<i>Cr Nicholas</i>

- 3. consider whether a Councillor be nominated to act as the regional representative for the following executive positions:*

<i>Rural Councils Victoria (for the term of Council)</i>	<i>No appointment</i>
<i>North East Local Learning and Employment Network Inc. (Board)</i>	<i>No appointment</i>



4. note the following Councillor appointments made by external organisations

<i>Municipal Association of Victoria – Board (Executive)</i>	<i>Cr Ron Janas (term expires April 2017) Appointed by MAV</i>
<i>North East Waste and Resource Recovery Group – Board (Executive)</i>	<i>Cr Ron Janas (term expires March 2017) Appointed by Minister for Environment, Climate Change and Water</i>
<i>Mount Buffalo Destination Advisory Group (Non-Executive)</i>	<i>Cr Ron Janas Appointed by Minister for Environment, Climate Change and Water</i>
<i>Municipal Association of Victoria – Emergency Management Committee (Non-Executive)</i>	<i>Cr Ron Janas Terms of Reference state that term expired on November 2016</i>

Carried

BACKGROUND

Council Representation

Councillor representation on committees is required for both Council's own committees / groups, as well as other external committees.

In addition to discretionary appointments, Council's Mayor holds executive positions on committees / boards / groups as the regional representative. These are non-discretionary appointments, and are discussed later in this report.

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

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 Committees

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.

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.

Discontinued committees

Several of the groups that Council has previously appointed Councillor representatives to have ceased to exist, or no longer require Councillor representation. These include:

Previous groups – No appointments for 2017	Comment
Alpine Shire Youth Council	In abeyance. No Councillor appointment required at this time.
High Country Library Corporation	Council has taken over operation of libraries. No Councillor appointment required.
North East Waste and Resource Recovery Group Forum	Councillor not required. Staff member attends Forum, and Mayor is member of Board.
Murray to the Mountains Rail Trail Committee	Committee was dissolved in July 2016.



Committees for determination

Timber Towns Victoria

Membership of Timber Towns Victoria (TTV) is open to all Victorian municipalities where forest industries are recognised as significant contributors to the economy and community. Timber Towns Victoria has 21 member councils across the State. Each member council may nominate two representatives to attend meetings, one of whom must be an elected councillor.

Administration of TTV is vested in the Executive Committee. This committee comprises eight nominated representatives from the member councils.

Council was previously represented on the TTV Executive, with a former Alpine Shire Councillor as Chair. Council may now nominate a Councillor delegate to attend non-executive TTV meetings.

National Timber Councils Association

Membership of the National Timber Councils Association (NTCA) is open to local government in rural and regional Australia where the timber industry is recognised as being significant to the local and national economy as well as community. Each member council may nominate two representatives to attend meetings, one of whom must be an elected councillor.

Administration of the NTCA is vested in the Executive Committee. This committee comprises eight nominated representatives from member councils across the state and territories, forming a representative view across Australia.

Council may now nominate a Councillor delegate to attend non-executive NTCA meetings.

North East Multicultural Association

The North East Multicultural Association (NEMA) offers the opportunity to support multiculturalism in the North East. Membership to NEMA is open to all persons in the community. General meetings are held on the second Monday of each month and all members are welcome to attend.

Land and On Water Management Planning Group

Council has received an invitation for a Councillor to act as Chair of the interagency community and stakeholder Land and On Water Management Planning (L&OWMP) Group for Lake Buffalo. The group is coordinated by Goulburn-Murray Water.

The purpose of the implementation group is to work in partnership with community and agency members to protect important values associated with the lake and surrounding foreshore land through the implementation of the Lake Buffalo L&OWMP.



Rural Councils Victoria

Rural Councils Victoria (RCV) is the group of 38 rural councils in the State of Victoria, Australia. Following a local government general election each MAV rural region will determine its councillor and senior officer representation on the RCV Executive Committee for the term of Council.

North East Local Learning and Employment Network

North East Local Learning and Employment Network (NELLEN) board is comprised of representatives from schools, TAFES, universities, and other education and training organisations, as well as trade unions, businesses and industry bodies, Local, State and Commonwealth government agencies and community members. Local Government is one of the categories able to nominate for the Board.

Council does not currently have representation on NELLEN, although has in previous years. There is no current call for nominations to the Board.

POLICY IMPLICATIONS

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

<i>Theme 1: Inspired Community Leadership</i>	
<i>Council values effective community advocacy and partnerships</i>	
Strategic Objectives	
1.1	To effectively communicate and engage with stakeholders.
1.2	To advocate on behalf of and represent stakeholders on key issues
<i>Theme 5: Performance Focused Organisation</i>	
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.

- Governance Officer

ATTACHMENT(S)

- Nil



8.1.5 Finance Report - Quarterly Review

File Number: 901.11

INTRODUCTION

The purpose of this report is to provide a summary of how Council has performed during the quarter against budget and forecast.

Overall Council is performing well in quarter one. This is as a result of

- Higher than expected grants predominately due to timing and forecasting.
- Higher than expected other income which included some income relating to the prior year.
- Employee costs year to date less than budget due to a wage freeze being voted on by employees, vacant positions and favourable on costs.
- Materials and services costs less than budget predominately due to the timing of large invoices relating to waste

A favourable result is forecast at year end.

Cr Roper

Cr Nicholas

That Council:

- 1. Adopt the Finance Report - Quarterly Review for the quarter ending 30 September 2016.*

Carried

BACKGROUND

Preparation of the finance report

The purpose of this report is to provide Council with a summary of the financial performance for the quarter against budget and forecast. This report provides an overview for the quarter including:

- Income statement;
- Balance sheet;
- Cash balance;
- Current investments; and
- Loans balances.

This report also includes a summary of each department's quarterly performance with explanations for variances which are approximately greater than \$10,000 or 10%.



This report has been prepared for internal management reporting purposes and as required under section 138 of the *Local Government Act 1989*. This report has not been audited.

The Quarterly Finance Report (QFR) is prepared based on a rigorous process which includes:

- Each department reviewing their budget and providing explanations for variances at the master account level.
- Departments submitting their quarterly budget explanations to the Finance department for review and further analysis.
- Departmental managers presenting to the Executive on their departmental performance for the quarter.
- Presentation of the QRF to the Finance Committee and subsequently Council.
- Forecasting is undertaken by department managers each quarter at master account level. There has been significant progress made in the maturity of forecasting which is evidenced by the minimal year to date variances against forecast.
- This report is also provided to the Audit Committee for noting.

POLICY IMPLICATIONS

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

- Section 137 (Budgeting and reporting framework) - "Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.
- Section 138 (Quarterly statements) – "At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public".

CONSULTATION

The quarterly finance report is available on Councils website once it has been adopted by Council.

CONCLUSION

Council has performed well against budget for the first quarter. This is due to a matured forecasting approach and a clear focus on controlled spending. The annual forecast is also expected to be favourable to budget, however a conservative approach has been taken and this will be monitored continuously throughout the year.



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 Corporate

ATTACHMENT(S)

- Finance Report - Quarterly Review for the quarter ending 30 September 2016



8.1.6 Planning Permit 5.2016.066 Halls Road Myrtleford

File Number: 5.2016.66

INTRODUCTION

A planning permit was issued for a 14 lot residential subdivision in Halls Road Myrtleford on 19 August 2016. A condition of the permit requires an environmental audit to be carried out due to the proximity of the development site to the old Myrtleford landfill in Mummery Road. The developer has submitted a request that Council fund 50% of the cost of the audit.

Cr Pearce

Cr Nicholas

That Council:

- 1. Contributes 50 % of the cost of an environmental audit up to an amount of \$10,772.50 for a subdivision in Halls Road Myrtleford - planning permit number - 5.2016.066.*

Carried

BACKGROUND

This subdivision is important to the growth of Myrtleford and provides a much needed supply of residential land in a desired location.

The owner claims that during the pre-application period the need for an audit was not identified. Council officers advise that the setback from the landfill was not deemed an issue until the application was submitted and more detailed assessment undertaken. The developer is represented by a planning consultant who should have been aware that this might have been an issue.

The need for an audit is primarily to assess the potential for gases to have leached into the ground, possibly permeating the area proposed for residential subdivision. The Environment Protection Authority guidelines for assessing planning applications near landfills require an audit for those developments within 500 metres of a closed landfill. The relatively recent case in Cranbourne highlights the need for Council to use caution when approving a residential development to ensure future residents are not affected.

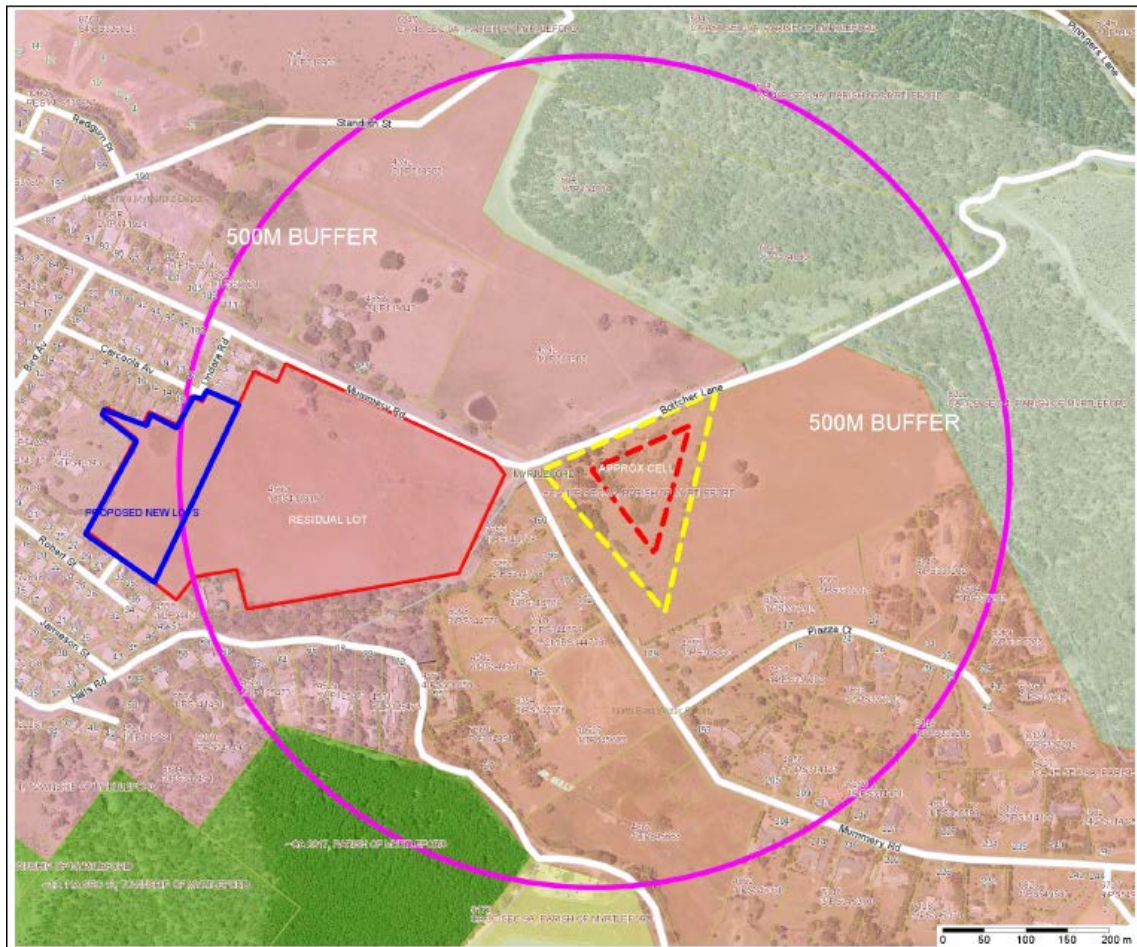


Figure 1: The proposed subdivision and the location of the land fill are shown above.

ISSUES

The landfill site in Mummery Road ceased operation about 28 years ago and ground water monitoring has been in place since 2014. This consists of 3 bores to check on water quality.

The audit required by the planning permit is a 53V Audit. There are a number of components to a 53V audit, however this audit will assess the potential for gases leaching into the soil surrounding the old landfill site.

This old Myrtleford landfill is unlicensed which is not unusual for a landfill of its age. As it is unlicensed, there is no legal obligation on Council to carry out its own audit whether this is part of a rehabilitation plan or otherwise. Council is aware of its obligations from dealing with the landfill sites at Myrtleford and Porepunkah.

The onus is on the developer to ensure that the appropriate audit is undertaken so that future residents are not impacted by any issues that may arise as a result of the development being next to an ex-landfill site. The condition requiring a Section 53V audit was included on the planning permit on the recommendation of the Environmental Protection Authority (EPA).

A 53V Audit goes directly to the EPA when finalised. In order for Council to review the report prior to it going to the EPA it would need to financially contribute to have



an interest in the report. It is not anticipated that the report will raise concerns given the age of the site. The approximate age of the site is 28 years. Generally after 30 years the EPA considers that issues are unlikely to occur.

POLICY IMPLICATIONS

Council currently has three (3) former landfills at Myrtleford, Harrietville and Porepunkah. It is carrying out water testing at these sites as they are licenced sites to ensure Council meets its legal obligations. As the ex-landfill at Mummery Road is unlicensed the obligations on Council differ from the other sites.

Council needs to consider if it wants to support development in this area of Myrtleford by making a contribution to the audit even though it does not have an obligation to do so. Making a contribution to the audit does provide Council with an interest in the report and it may therefore request to review the report before it goes to the EPA. Should concerns be identified, this will allow Council to take appropriate action. It also demonstrates that Council supports the development.

FINANCIAL AND RESOURCE IMPLICATIONS

A quotation to undertake the Environmental Audit by Coffey has been sought and is at a cost of \$21,545 excluding GST. The owner has requested that Council contribute 50% of the cost on the basis that any potential landfill gas risk occurring on the proposed development site is a result of Council's old landfill.

CONSULTATION

Ongoing consultation with the owner/developer has occurred and the requirement to carry out the audit reviewed. The EPA guidelines however are very clear that the audit must be completed.

CONCLUSION

There is no legislative requirement for Council to contribute to the cost of the audit. The provision of new housing lots in Myrtleford is needed to ensure choice and opportunities for development. Council has been requested to consider contributing to the cost of the audit. A contribution would give Council an interest in the report and enable it to become aware of any issues prior to the report going to the EPA.

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 Planning and Amenity

ATTACHMENT(S)

- Nil



8.1.7 Planning Scheme Amendment - C38 Mount Beauty Aerodrome

File Number: 1468.38

INTRODUCTION

The purpose of this report is to update Council on Amendment C38 and seek endorsement to progress to the Approval stage.

Amendment C38 to the Alpine Planning Scheme seeks to rezone the Mount Beauty aerodrome and surrounding land to facilitate an airpark development. The amendment is a collaborative project involving the Alpine Shire Council and six private landowners.

The amendment will enable Council to implement the Mount Beauty Aerodrome Master Plan (adopted by Council on 1 March 2011) and the Master Plan for the airpark prepared by EDM Group. The key difference between the two documents is that the Aerodrome Master Plan applies to Council land and the extension of the runway. The Airpark Master Plan applies to the private land that is proposed to be developed into a fly-in fly-out community with residential, commercial, industrial and mixed uses all related to aircraft. The amendment has changed since exhibition as a result of the submissions received. Further changes have also been made following the Panel hearing.

Therefore Amendment C38 now proposes to:

- Amend local planning policy at Clause 21.07-3 (Local areas) to include reference to the 'Mount Beauty Aerodrome and Air Park'.
- Insert a new Schedule 5 to the Special Use Zone titled 'Mount Beauty Aerodrome and Air Park'
- Rezone [part] Lot S3 PS549580R, Lots 1, 2, 3 and 4; PS549580R, Lot 6; LP146156S, Lot C; PS420780C; and Lot 1, PS420780C from Industrial 1 Zone (INZ1) to Special Use Zone – Schedule 5 (SUZ5)
- Rezone Lot 1, LP146156S; Lot C, PS705737; and [part] Lot S3, 549580R from Farming Zone (FZ) to Special Use Zone – Schedule 5 (SUZ5)
- Rezone Lots 1 and 2, PS705744U from Public Use Zone (PUZ7) to Special Use Zone – Schedule 5 (SUZ5).
- Rezone [part] Reserve 1, PS549580; [part] Lot C 1/PS701053V; and Reserve 1, PS701053V from Farming Zone (FZ) to Public Conservation and Resource Zone (PCRZ)

Amendment C38 was exhibited to nearby landowners and occupiers, referral authorities and prescribed Ministers. Ten submissions were received by Council. Six of these submissions were from referral authorities. Five of these submissions were resolved with the submission from North East Water requiring a panel hearing. Four other submissions from members of the public were also received. Two of these could not be resolved and so they too went to the panel hearing which took place on 21, 22, 23 June 2016.



Council officers are now seeking Council's consideration of the Panel Report and its associated recommendations. In accordance with Section 25 of the Planning and Environment Act 1987, the Panel appointed to consider Amendment C38 has reported its findings to Council. Council must now consider the Panel's report under Section 27 of the Act and decide whether to adopt Amendment C38, or any part of it, with or without changes under Section 29 of the Act.

Cr Roper
Cr Pearce

That Council:

- 1. Alpine Planning Scheme Amendment C38 Panel Report, July 2016 be accepted under Section 27(1) of the Planning and Environment Act 1987.*
- 2. All the Panel recommendations be accepted in full.*
- 3. Amendment C38 to the Alpine Planning Scheme be adopted with changes under Section 29(1) of the Planning and Environment Act 1987 in response to the Panel's recommendations.*
- 4. Amendment C38 to the Alpine Planning Scheme be submitted to the Minister for Planning for approval under Section 31(1) of the Planning and Environment Act 1987.*

Carried

BACKGROUND

The development of the Mount Beauty Aerodrome has been in the planning for 10 years. In order to facilitate this, Council needed to secure privately held land to the north of the current runway to allow for the extension. Council has worked proactively with the owners of the land needed for the runway extension as well as adjacent private landowners. Through this brokerage a scheme has been developed which allows for the extension to the current runway and an associated airpark to allow for aerodrome related development to occur in the vicinity of the Aerodrome.

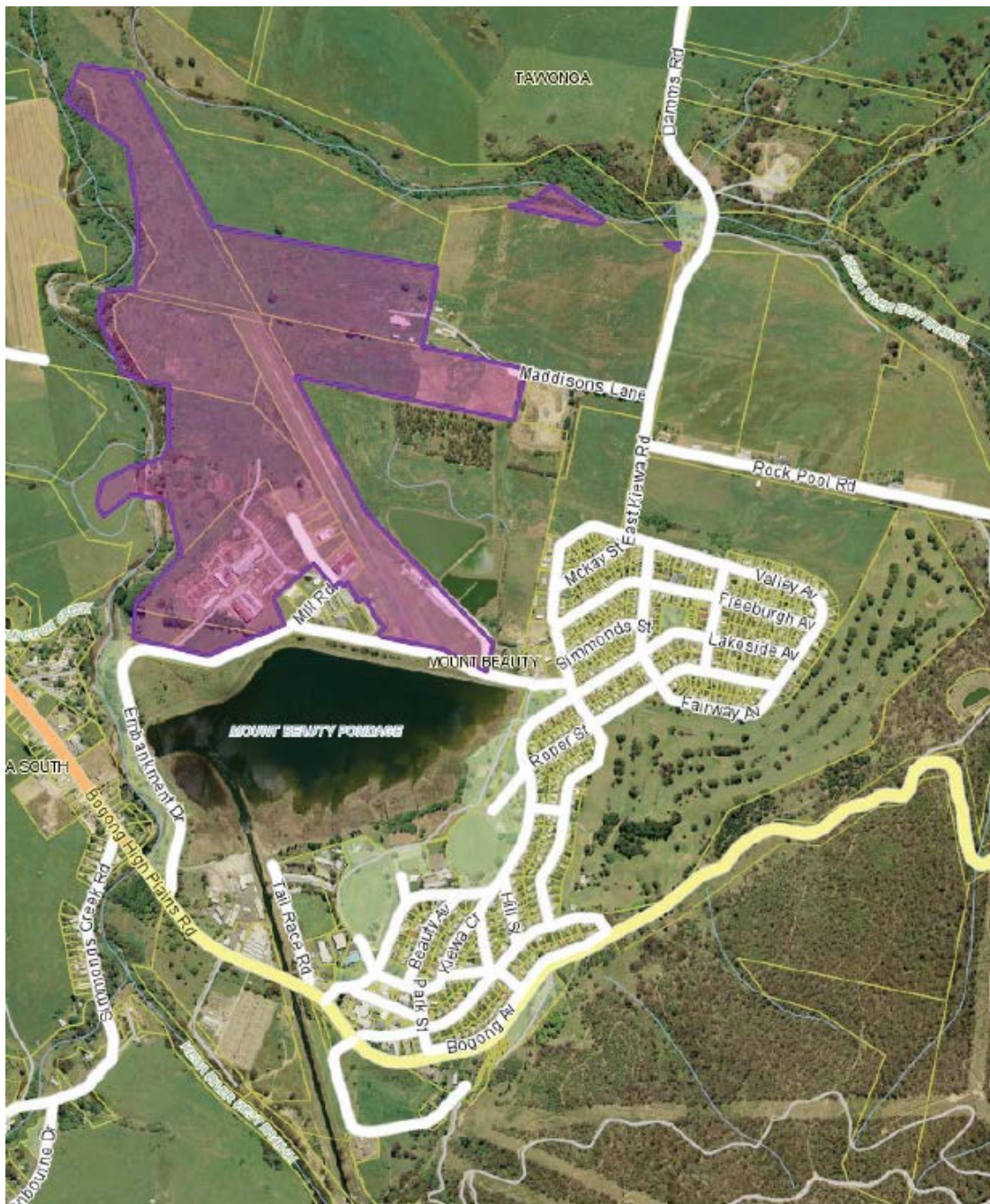
The proposal expands the capacity of the Mt Beauty Aerodrome to provide for safer conditions for aircraft. Strategic planning for this started with the Mount Beauty Aerodrome Master Plan in 2005.

The proposal is an innovative idea and has the potential to be an asset to Mt Beauty.

The proposed Airpark is approximately 67 hectares which is mostly farmland used for grazing. It is bound by the Kiewa River East branch to the north and the Kiewa River West branch to the west, farmland, an ex-landfill site now operating as a transfer station site and sewerage treatment plant to the east and industrial lots and retention pond to the south.



Figure 1: Site location plan as exhibited in September/October 2014



The aerodrome is used extensively by the Mt Beauty Gliding Club for training, joy flights and visiting glider flights. The club promotes visits by other gliding clubs who stay locally. The club has up to 40 members and operates on most weekends. Gliders are launched by a winch truck parked on private land approximately 370 meters to the north of the runway. However during special events in January, Easter and November, tow aircraft are used.

The facility is also used occasionally for charter operations by flying organisations or Ambulance Victoria, both of which are air transport operations. It is also used during bushfires to fill fire-fighting aircraft.



Mount Beauty Aerodrome is owned and operated by Council. A Committee of Management is appointed under the Local Government Act to oversee the day to day operations and consists of aerodrome users and interested community representatives. It is estimated that approximately 8,000 movements per annum occur at the Aerodrome involving all aircraft types.

Three documents form the basis of this amendment.

1. The Mount Beauty Aerodrome Master Plan 2011

This plan looked at what was required to extend and widen the runway. This document went on public exhibition for 28 days and submissions closed on 6 July 2010. 45 submissions were received: 40 supported the Masterplan and 5 did not or raised issues requiring further investigations.

2. Mount Beauty Aerodrome Master Plan 2014

Based on 2011 Master Plan private landowners in the immediate vicinity proposed a planning scheme amendment to facilitate the development of an Airpark and enable a runway extension. Heads of Agreement were drawn up to enable the transfer of land to Council for the runway extension and facilitate Airpark development.

3. 2015 works to repair the runway

During the 2013 bushfires the Mount Beauty Aerodrome was extensively used by the fire services to gain access to the area as a take-off and landing point for fire bombing. The runway was damaged as a result. In 2015 resealing works were undertaken to repair the damage. The runway was not extended during the repairs works.

The Amendment seeks to rezone the Mount Beauty Aerodrome to a Special Use Zone to allow for aircraft related development.

ISSUES AND CONSULTATION

The predominant issues raised during the exhibition process were focused on two areas: (1) flooding and (2) the requirement for buffers around the transfer station and the waste water treatment facilities.

North East Water (NEW) argued that odour modelling was required to ensure that odour from their waste treatment facilities would not impact any development in particular development that facilitates sensitive uses such as housing. NEW undertook odour modelling. The odour modeller presented at the panel hearing as an expert witness. The Panel decided that it was appropriate to apply buffers to the development area that took into account odour that could come from the wastewater treatment facilities. The Panel therefore concluded that development to the east of site should be deleted from the amendment.

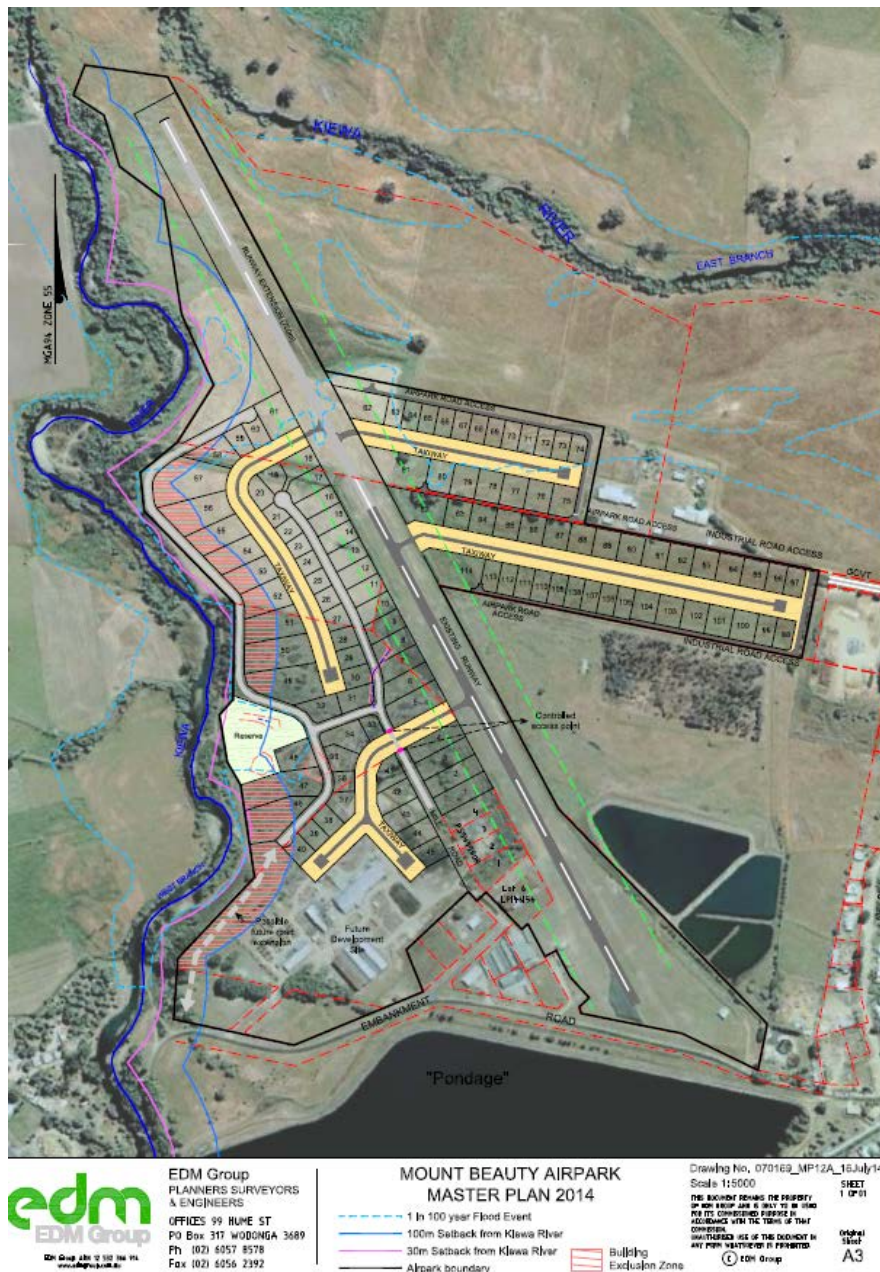
Council was also asked to investigate with the EPA the ex-landfill site now operating as a transfer station in Maddisons Lane. The investigations considered what buffer distances should apply around the site given that the landfill may be leaching toxic gases. An audit, compliant with Section 53V of the Environmental Protection Act, was



undertaken. There was found to be a low risk of carbon dioxide leaching from the site. The EPA therefore applied the 250m to the site based on its current use as a transfer station. The Panel accepted this application.

Flooding was also considered an issue. Council called expert witness evidence to show that flooding was not an issue in particular since the proposed lots 62 to 74 and 75 to 81 of the exhibited master plan (July 2014) were deleted from the amendment due to the sale of the land. NECMA did not have any objections to the amendment following this deletion. Two submitters provided photographic evidence of flooding as part of their submission to the panel hearing. The Panel found that matters related to flooding had been satisfied and flooding was not an issue in the remaining areas to be developed as shown on the revised master and precinct plan (Nov 2015).

Figure 2: Master Plan as exhibited July 2014





Expert evidence was also presented on the issue of contaminated land at the old sawmill site near the Mill Road end of the development site. The Panel decided that an Environmental Audit Overlay was not necessary on this part of the site. The Panel advised that when development occurred an environmental audit could be undertaken but it was not necessary to put a mandatory overlay on the site to stipulate this.

Recommendations from the Panel Report

Alpine Planning Scheme Amendment C38 be adopted as changed in response to the submissions received (submissions are attached in Appendix A) and subject to the following:

1. Revise the Mount Beauty Airport Master Plan presented as part of the Special Use Zone to:
 - a) delete development from the east of the runway
 - b) change the 'Mixed use' to 'Business' in the area outlined in blue (see page 2 of 41 in the Panel report)
 - c) change the 'Decisions Guidelines' to include the following considerations for the area outline in blue:
 - the sensitivity of the proposed use to odour that may be generated from the Mount Beauty Wastewater Treatment Plant
 - the availability of ameliorative measures on the site to reduce the impact of odour
 - the number of people likely to use the proposed development
 - the potential for the proposed development to expand and attract additional people
 - the degree of choice a person has to remain on the site associated with the development
 - the length and frequency of stay of any person on the site associated with the development
 - built form of the development, including:
 - building design to isolate the internal air environments for occupied rooms during an odour event
 - the layout of buildings to maximise the separation distances to the Mount Beauty Wastewater Treatment Plant
 - building design to ensure apertures (including roller doors) are orientated away from the Mount Beauty Wastewater Treatment Plant
 - vegetation to improve air flow turbulence
2. Abandon the application of Environmental Audit Overlay
3. Include in Clause 2 under 'Application requirement' of the Special Use Zone Schedule the following:

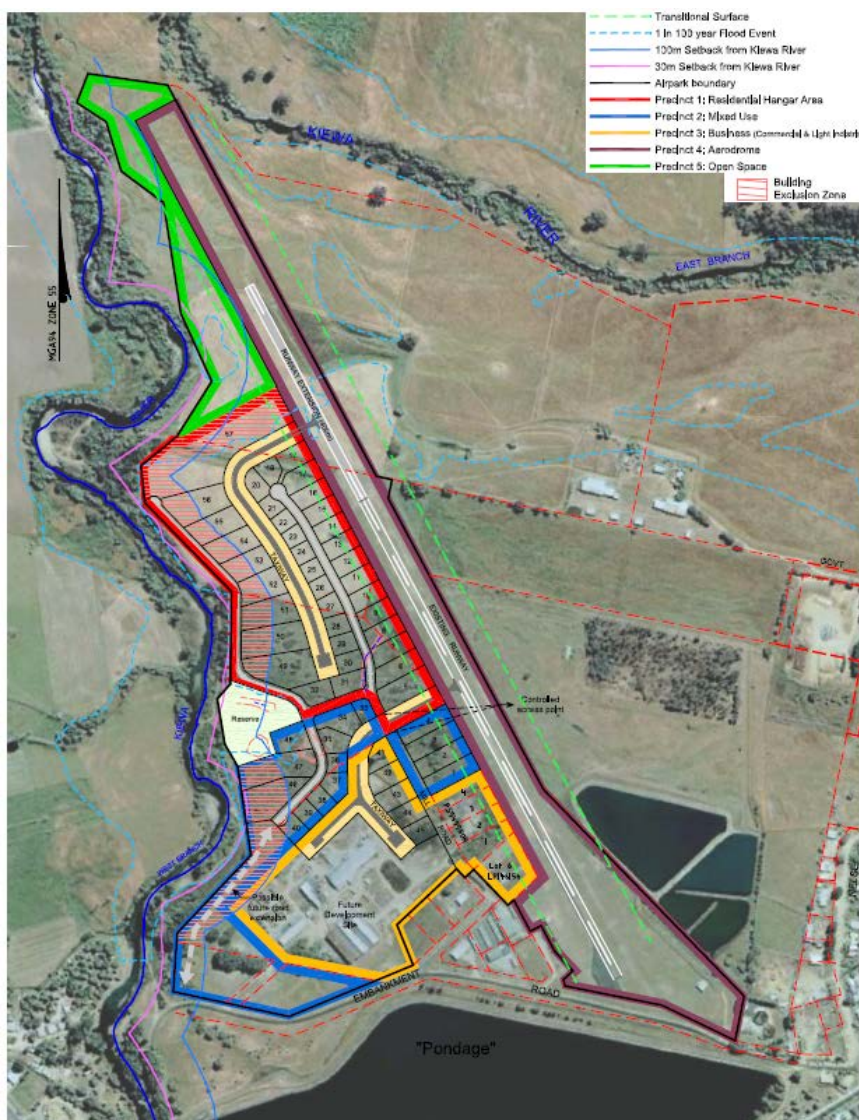


- An application to use land for a sensitive use within Precinct 3 must be accompanied by an environmental site assessment by a suitably qualified environmental professional which provides advice on whether the environmental condition of the land is suitable for the proposed use and whether an environmental audit of all, or part, of the land is recommended. A report is not required if a previous report has determined that a site does not have contamination issues.

Comments from the proponents on the Panel recommendations

The proponents in this amendment have accepted the Panel's recommendations.

The revised Master Plan (Nov 2016) following the Planning Panel report is detailed below.



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MOUNT BEAUTY AIRPARK
MASTER PLAN 2016

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POLICY IMPLICATIONS

The amendment will amend strategic directions for general land use in Alpine Shire.

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 all seven key directions of:

4. Unspoilt natural environment;
5. Sympathetic and balanced development;
6. Economic prosperity;
7. Identity and character of our towns, villages and rural communities;
8. Services and facilities (health, wellbeing and lifestyle);
9. Linkages between communities; and,
10. Strong and safe communities.

FINANCIAL AND RESOURCE IMPLICATIONS

The Panel costs for Amendment C38 were \$30,000. The cost of the Council officers' time in preparing for this panel has not been included in this amount. These costs included expert witness attendance to give evidence at the hearing. Expenditure came out of the 2015/2016 financial year. There is a cost of \$798.00 to send the amendment to the Minister for Planning for approval and this can be met through existing budgets defined for 2016/2017.

CONCLUSION

The Amendment seeks to rezone the Mount Beauty Aerodrome to a Special Use Zone to allow for aircraft related development.

The Amendment C38 was authorised on 19 August 2014 and exhibited to landowners and occupiers, referral authorities and prescribed Ministers. Exhibition was between 11 September and 13 October 2014. Ten submissions were received by Council. Six of these submissions were from referral authorities. Five of these submissions were resolved with the submission from North East Water requiring a panel hearing. Four other submissions from members of the public were also received. Two of these could not be resolved and so they too went to the panel hearing which took place on 21, 22, 23 June 2016.

The predominant issues raised during the exhibition process were focused on two areas: (1) flooding and (2) the requirement for buffers around the transfer station and the waste water treatment facilities. The Panel recommended:



1. Revise the Mount Beauty Airport Master Plan presented as part of the Special Use Zone to:
 - a) delete development from the east of the runway
 - b) change the 'Mixed use' to 'Business' in the area outlined in blue (see page 2 of 41 of the Panel report)
 - c) change the 'Decisions Guidelines'
2. Abandon the application of Environmental Audit Overlay
3. Include in Clause 2 under 'Application requirement' of the Special Use Zone Schedule the following: an application to use land for a sensitive use within Precinct 3 must be accompanied by an environmental site assessment

Council is now requested to consider the recommendations in the Panel's report and authorise progression to the next stage of the amendment process: Approval.

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 Planning and Amenity
- Statutory Planner
- Strategic Planner

ATTACHMENT(S)

- Amendment C38 – Copy of Submissions
- Amendment C38 – Copy of Panel report July 2016



8.1.8 Planning Application 5.2016.31.1

Application Number:	5.2016.31.1
Proposal:	28 lot subdivision and creation of access to a road in a Road Zone Category 1
Applicant's Name:	Oxley and Company
Owner's Name:	M E & A T Newton
Address:	240 Myrtle Street, Myrtleford
Land size:	4.552 ha
Current use and development:	Vacant
Site features:	The site is relatively flat with a moderate fall towards the south west. Vegetation consists of scattered trees located near the north-eastern boundary with the remainder of the site containing predominantly pasture grass. The land does not contain any buildings or structures.
Why is a permit required?	A permit is required for subdivision pursuant to Clause 32.08-2 of the General Residential Zone Schedule 1. A permit is required to subdivide land and to create access to a road in a Road Zone Category 1 pursuant to Clause 52.29 Land Adjacent to a Road Zone Category 1.
Zoning:	General Residential Zone Schedule 1
Overlays:	No current overlays Proposed Land Subject to Inundation Overlay Proposed Floodway Overlay
Restrictive covenants on the title?	No
Planner:	Simon Maughan

Cr Knapstein

Cr Nicholas

That Council:

Issue a Notice of Decision to Grant a Planning Permit for a 28 lot subdivision and creation of access to a road in a Road Zone Category 1 at 240 Myrtle Street, Myrtleford in accordance with the conditions outlined in Appendix A.

Carried

REASON FOR THE RECOMMENDATION

- The proposed subdivision is consistent with the relevant provisions of State and Local Planning Policy Frameworks.



- The proposed subdivision complies with the objectives and standards of Clause 56 Subdivision.
- Vic Roads has given consent to the proposed access to Myrtle Street.
- The proposal will increase the diversity of residential development opportunities in Myrtleford by creating residential lots that will cater for the demand for housing in the town.

PROPOSAL AND BACKGROUND

It is proposed to subdivide the subject site into 28 lots and alter access to Myrtle Street. The lots would range in size from 845 square metres to 4,014 square metres, with all lots having frontage to a proposed internal street. The internal street would be the continuation of Geoffrey Street to the east of the site. The extension to Geoffrey Street would dissect the middle of the site and turn to the south to create a new access point to Myrtle Street.

An open space reserve of 512 square metres is proposed to be located between Lots 27 and 28 in the north of the site where it adjoins Barton Street. This reserve will provide a pedestrian link to the soccer fields. No road connection to Barton Street is currently proposed however the reserve provides the necessary land for a connection to Barton Street in the future if necessary.

Figure 1 illustrates the proposal. See Appendix B for plan of subdivision and Myrtle Street and Geoffrey Street intersection design.

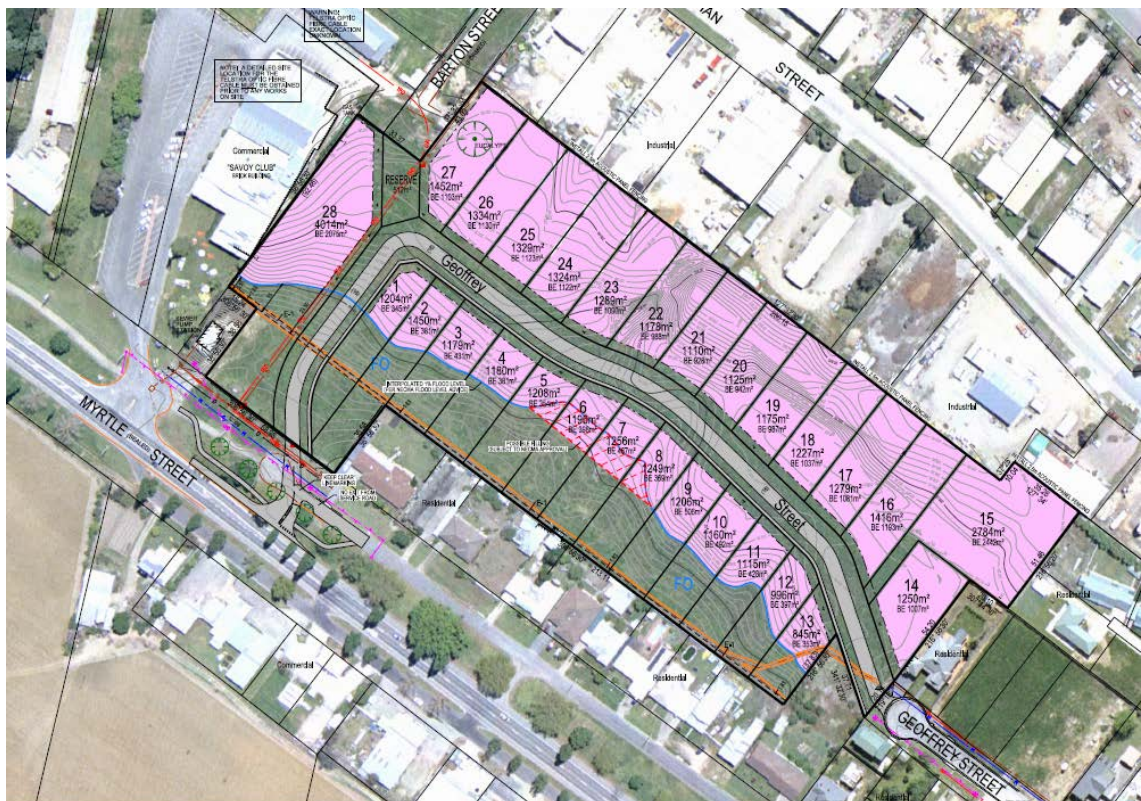


Figure 1: Proposed plan of subdivision



SUBJECT LAND AND SURROUNDS

The subject site is located on the north-eastern side of Myrtle Street, Myrtleford. It also has frontage to Barton Street in the north and Geoffrey Street in the east. The site is made up of two titles - Lot 2 on PS302095 and Lot A on PS344763 - and is 4.552 hectares in area. The land is currently vacant.

The site generally slopes from the north-east to the south-west and is largely cleared with the exception of some scattered vegetation located near the north-eastern boundary. The remainder of the site is pasture grass.

The land surrounding the site contains a number of uses. Land to the south-east is a residential area developed with dwellings. Land to the north-east is industrial, while land to the north-west is zoned residential and has been developed with the Myrtleford Savoy Sporting Club. Across Myrtle Street to the south-west is a commercial strip and beyond is Farming Zone.

Figure 2 below depicts the subject site and surrounds.



Figure 2: Subject site (Lot 2 on PS302095 & Lot A on PS344763) and surrounds

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987. Notice of the application was sent to 67 surrounding landowners and occupiers. Two signs were displayed on the subject land. The application was readvertised in the same manner when amended plans were submitted by the applicant. Eight objections were received with two subsequently being withdrawn. The grounds of the objections are discussed in detail later in the report.



A planning forum was held on 10 August 2016 at the Myrtleford Senior Citizens Centre to discuss the proposed subdivision. Invitations to the meeting were sent to all submitters. The planning forum was attended by eight members of the local community, representatives from Oxley and Company (the applicant), three Council officers and a councillor.

During the meeting the following matters were discussed:

- Details of the application
- Traffic issues and road connection to Myrtle Street
- The industrial interface and proposed acoustic fencing
- Potential unit development on proposed Lots 14, 15 and 18
- Drainage issues and ability to drain proposed Lot 15.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 Referrals	AusNet Services – conditional consent CFA - conditional consent EPA - conditional consent North East Water - conditional consent Vic Roads – conditional consent NECMA - conditional consent
Internal / external referrals	Engineering – conditional consent

PLANNING ASSESSMENT

State Planning Policy Framework

The purpose of including State policy in planning schemes is to inform local governments of State planning policy to be taken into account in making planning decisions. A separate assessment of the proposal against the relevant State Planning Policy Framework is provided in Appendix C. The proposal meets all of the requirements of the relevant State planning policy.

Local Planning Policy Framework

The Local Planning Policy Framework (LPPF) provides:

- Clause 21.03-1 Townships and villages

Relevant objective – Direct the majority of urban growth in the Shire to Bright, Porepunkah, Myrtleford and Mount Beauty/Tawonga South.

The proposal is located within the Myrtleford town boundary as identified on the Myrtleford Structure Plan at Clause 21.07-2. The proposal has had regard to the constraints of the site and the existing lot sizes and density of the surrounding neighbourhood and is considered to have successfully responded to this character.



- Clause 21.04-4 Environmental risk

Relevant objectives -

- *Identify, recognise and plan for environmental risks and constraints in planning for the use and development of land.*
- *Manage the risks of environmental hazards, including bush fire, flooding and land slip, to avoid adverse consequences on the natural and man-made environment.*
- *Ensure that land use and development addresses relevant site context and natural features of the area including the potential for bush fire, flooding and landslip risk.*
- *Facilitate a risk-based approach to land use planning in areas subject to environmental risk and require land use planning to integrate with and support other risk management and mitigation strategies*

The subject site is partially located in a proposed Floodway Overlay and proposed Land Subject to Inundation Overlay generally near the south-western boundary. Building envelopes for each are located outside the area designated as at risk of flooding. Permit conditions recommended by NECMA will further ensure that the proposal will not intensify the impacts of flooding on or near the site.

- Clause 21.06 Infrastructure

Relevant objective – *Support consolidation of the Shire’s population in the main towns and some villages so as to make effective use of existing infrastructure with sufficient spare capacity.*

Myrtleford has the capacity within its infrastructure provision to support the proposed subdivision. The proposal is located within an existing residential area which has access to all available services.

- Clause 22.04-1 Infrastructure

Policy basis - New residential subdivision and development is required to satisfy standards regarding service connections, road construction and development impact.

Relevant objectives -

- *Ensure that all forms of residential subdivision and/or development are connected to reticulated sewerage, water, power and stormwater facilities.*
- *Ensure that urban development does not adversely impact on the environment and on downstream water quality.*
- *Ensure that all roads that service a residential development are fully constructed and sealed.*

The following is a response to the policy:

- The subdivision will be provided with reticulated services.



- A condition of any approval issued will require the submission of a drainage discharge plan which demonstrates how stormwater is to be disposed of from the site.
- The application has been referred to the relevant servicing authorities for the provision of reticulated water, sewerage and power to the site. Permit conditions have been provided.
- Conditions regarding road construction will be included on any permit issued.
- Provision of infrastructure will be to the satisfaction of the Council and in accordance with the Infrastructure Design Manual.

Clause 22.04-4 Urban Stormwater Management

Relevant objectives -

- *Maintain and enhance stormwater quality throughout the Shire.*
- *Ensure that new development complies with the Infrastructure Design Manual.*

The following is a response to the policy:

- Best practice measures such as those contained in the Alpine Shire Stormwater Management Plan and the Urban Stormwater Best Practice Management Guidelines will be required to be incorporated into the design of the subdivision.
- Off-site discharge of stormwater will be required to be minimised.
- Stormwater management infrastructure will be required to be provided at the time of development of the subdivision.

GENERAL RESIDENTIAL ZONE

The subject land is zoned General Residential Zone pursuant to the Alpine Planning Scheme. The relevant purpose of the zone is:

- *To encourage development that respects the neighbourhood character of the area.*
- *To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.*

A planning permit is required for subdivision of land in the General Residential Zone. An application must be assessed against the provisions of Clause 56 Residential Subdivision. This will be discussed in more detail under the Particular Provisions section of this report.

Overlays

The site is not currently subject to any overlays' however a Floodway Overlay and Land Subject to Inundation Overlay are proposed for the south-western part of the site. On this basis, the application was referred to NECMA for its recommendation due to the risk of inundation from the Happy Valley Creek/Ovens River system.



NECMA has provided its conditional consent to the proposal, which includes allowing for limited cut and fill of the land to create practical building envelopes for proposed lots 5 – 8 that achieve a finished surface level that will be free from inundation.

Particular Provisions

Clause 52.01 Public Open Space Contribution and Subdivision

Pursuant to Clause 52.01, a person who subdivides land must make a contribution to Council for public open space equivalent to 5% of the land, or 5% of the site value of the land, or a combination of both.

The public open space requirement will be provided via a combination of land (512sqm reserve) and a monetary contribution equivalent to 5% of the site value of the balance land.

Clause 52.29 Land Adjacent to a Road Zone Category 1

A planning permit is required to subdivide land and create access to Myrtle Street. The application was refereed to Vic Roads who has provided conditional consent for the proposal. As such it is considered that the proposed subdivision will not impact on the operations and safety of this road.

Clause 56 Residential Subdivision

The application was assessed against the provisions of Clause 56 Residential Subdivision. The proposed subdivision has been found to have addressed the objectives and standards of the clause which will result in lots with areas and dimensions that will enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking and water management. The extension to Geoffrey Street and connection with Myrtle Street will allow for the movement of cars, bicycles and pedestrians through the subdivision by providing connections to the existing road network.

A separate assessment has been undertaken against the provisions of Clause 56 and is located on the planning permit file 5.2016.31.1.



General Provisions

Clause 65.02 of the Alpine Planning Scheme provides the decision guidelines for subdivision that must be considered before deciding on an application. The decision guidelines that are appropriate to consider in this instance include:

The suitability of the land for subdivision

The land is suitably zoned and located for the proposed lot sizes and dimensions.

The existing use and possible future development of the land and nearby land.

The site is currently vacant. Uses surrounding the site are varied and include residential uses to the south-east, industry to the north-east, the Myrtleford Savoy Sporting Club to the north-west, and across Myrtle Street to the south-west land in the Mixed Use Zone and Farming Zone.

The interface between the site and the industrial land to the north-east has been considered. The applicant has proposed a 3.5 metre high acoustic fence be constructed along the north-eastern boundary of the site which will mitigate noise impacts on the residential estate.

The Savoy Club raised concerns with the potential for complaints about its operations by future residents of proposed Lot 28 which would directly abut the boundary with the club. The applicant has agreed to a planning permit condition that a section 173 agreement be placed on the title for Lot 28 restricting it to short term accommodation use only and that future owners be made aware that they may be subject to noise from the club from its operations.

Residents of Geoffrey Street who abut the site have also raised concerns regarding the potential for proposed Lots 14 and 15 to be developed with multiple dwellings. There were also concerns that two-storey development on these lots would impact on amenity. The applicant has agreed that a section 173 agreement be placed on the titles for these lots restricting development to single-storey only. It is noted that any future application for two or more dwellings on a lot would be subject to a separate planning permit application assessed on its merits and that this application would be subject to further public notification.

The availability of subdivided land in the locality, and the need for the creation of further lots.

The proposal is for the subdivision of land zoned for residential purposes and therefore the creation of further lots is supported.

The effect of development on the use or development of other land which has a common means of drainage.

The development will be required to connect into the existing stormwater network.

The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.

As discussed, the design of the subdivision has taken into consideration the fall of the land and issues associated with flooding and inundation. It has also successfully addressed connections into the existing road network. No native vegetation is



proposed to be removed as part of the proposal with the retention of a eucalypt in the northern corner of the site on proposed Lot 27.

The density of the proposed development.

The lot sizes are comparable with the surrounding residential area and are appropriate for Myrtleford.

The area and dimensions of each lot in the subdivision.

The area and dimensions of each lot will allow for the siting of a dwelling, solar access, private open space, vehicle access, parking, and water management.

The layout of roads having regard to their function and relationship to existing roads.

The proposed road layout and connections into the existing road network will allow the subdivision to provide for the movement of vehicles, bicycles and pedestrians whilst not impacting on existing roads and footpaths.

The provision and location of reserves for public open space and other community facilities.

A reserve is proposed in the north of the site to provide a pedestrian link to Savoy Sporting Club Reserve. A monetary contribution will also be required to be made as a public open space contribution, as discussed.

The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.

The site is located in an established urban area and will be able to be connected to all available utilities.

MATTERS OF CONTENTION – OBJECTIONS

The grounds of objection are summarised as follows:

- Traffic issues – Increase in traffic in Geoffrey Street. Geoffrey Street is a narrow street with no footpaths and may be used as a cut-through to Myrtle Street. The amenity of Geoffrey Street as a no through road will change. The service road on Myrtle Street may be used by vehicles exiting the subdivision creating conflict with rail trail users.
- Proposed Lots 14 and 15 may be used for high density living. These lots should be developed with single storey single dwellings only.
- Subdivision may cause drainage and flooding issues.
- Subdivision may impact on operations of adjoining industrial property through noise complaints. Objection withdrawn.
- Future development of proposed lot 28 and potential for impact on operation of the Savoy Club. Savoy Club submission also raised concerns with the proposed road connection to Myrtle Street. Objection withdrawn.



Traffic issues

Four objections were received that raised various potential traffic issues.

It is acknowledged that the subdivision will result in a small increase in traffic in Geoffrey Street, however with a pavement width of between 8 and 10 metres the existing section of Geoffrey is wide enough to cater for this additional traffic. Geoffrey Street is defined as an 'Access Street' in the road hierarchy – "a street providing local residential access where traffic is subservient, speed and volume are low and pedestrian and bicycle movements are facilitated". The extension of the street and its connection to Myrtle Street provides a logical connection to the arterial road network.

The construction of a footpath along the existing section of Geoffrey Street will be included as part of Council's project pipeline for funding consideration. Approval of the proposed subdivision provides additional justification for Council to construct the footpath to provide a safe route for pedestrians accessing the Myrtleford town centre.

It is not anticipated that the road will be used as a short-cut as the existing road network provides the most direct route for all vehicle movements other than for residents accessing Geoffrey Street. That said, the extension of Geoffrey Street through to Myrtle Street will be designed and built such to minimise vehicle speeds and to discourage vehicles using the road as a short-cut between Prince and Myrtle Streets.

Whilst Geoffrey Street will no longer be a no-through road, it is considered a reasonable expectation that the subject land would one day be subdivided resulting in the extension of Geoffrey Street. Further, the linking of Geoffrey Street through the subdivision to Myrtle Street demonstrates good urban design principles allowing residents of the street to enter and exit either via Myrtle Street or Prince Street.

The extension of Geoffrey Street has been designed to avoid conflict with rail trail users. The intersection of Geoffrey Street with the Myrtle Street service lane will be designed to make left hand turns into the service lane difficult. Further, the intersection will be designed such to provide a safe crossing point for cyclists and pedestrians.

Proposed lots 14 and 15 may be used for high density living. These lots should be developed with single storey single dwellings only.

The applicant has agreed to a Section 173 agreement being placed on any approval issued that Lots 14 and 15 be developed with single storey dwellings only. It is noted that any development of these lots for two or more dwellings would be subject to a separate planning application that would be assessed against the requirements of Clause 55 ResCode and subject to public notification.

Subdivision may cause drainage and flooding issues.

The application has been referred to Council's Engineering Department and NECMA. Permit conditions provided in both referral responses will ensure the site is drained and development is sited so that there will be no offsite or onsite effects in terms of flooding and inundation.



CONCLUSION

The application is considered to be consistent with the Alpine Planning Scheme as:

- The proposed subdivision has been well designed taking into account the site's opportunities and constraints and minimising any off site amenity impacts.
- The proposed subdivision would create a well-connected addition to the residential neighbourhood of Myrtleford by providing lots that are located within easy walking distance to shops, schools, and community and recreational facilities.
- The proposed subdivision complies with the objectives and standards of Clause 56 Residential Subdivision and will create lots that are capable of containing a dwelling with suitable levels of amenity, open space and car parking.
- The proposed subdivision will be appropriately connected to the existing street network and will provide for vehicles, pedestrians and cyclists within the subdivision and onto Myrtle Street.
- The proposal will increase the diversity of residential development opportunities in Myrtleford by creating residential lots that will cater for the demand for housing in the town.

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.

- Statutory Planner

ATTACHMENT(S)

- Attachment A - Permit Conditions
- Appendix B - Plans for Endorsement
- Appendix C - SPPF Assessment



8.2 DIRECTOR ASSETS – CHARLIE BIRD

8.2.1 Petition - Reducing the speed limit on Station Street Porepunkah

File Number: 42010.01

INTRODUCTION

The purpose of this report is to inform Council and provide response to a request to reduce the speed limit on Station Street, Porepunkah from 60 km/h to 50 km/h to improve the safety of pedestrians, school children, cyclists and all other road users.

Cr Nicholas

Cr Keeble

That Council:

- 1. Note the petition for a proposed speed limit reduction on Station Street, Porepunkah from 60km/h to 50 km/h;*
- 2. Note the proposed approach to engage with the community and seek their feedback on the proposed speed limit reduction; and*
- 3. Advise the main proponent of petition that a recommendation will be put to Council at the April 2017 Council meeting regarding the speed limit on Station Street, Porepunkah.*

Carried

BACKGROUND

A petition for a proposed speed limit reduction from 60 km/h to 50 km/h on Station Street, Porepunkah was tabled at the November 2016 Council meeting. Station Street is located in Porepunkah between the Great Alpine Road and the Back Porepunkah Road at the intersection with Service Street.

The petition has been signed by 75 residents from 63 properties out of 112 properties along Station Street Porepunkah. The petition wording indicates that the objective of reducing the speed limit on Station Street, Porepunkah to 50 km/h is to improve the safety of pedestrians, school children, cyclists and all other road users.

Station Street is defined as Collector Road in Council's Road Management Plan. Collector Roads primarily provide a route between and through residential, industrial, agricultural, tourist and forest traffic nodes and the declared road network (main roads). These roads usually have a higher proportion of through traffic, higher traffic volumes and have sealed or gravel surface.

The main proponent of the petition has been in discussion with Council officers about their safety concerns regarding the speed of vehicles along Station Street. In response Council officers have:

- Explained the approach to determine speed limits
- Informed the police of the concerns raised



- Advised that community support would be required to change the speed limit
- Provided a petition template.

The current speed limit of 60 km/h on Station Street is in line with the VicRoads Speed Zoning Guidelines. VicRoads has recently undertaken an onsite assessment and confirmed that 60 km/h is still an appropriate speed limit.

ISSUES

Station Street and the Back Porepunkah Road provide an alternative to the Great Alpine Road to travel between Bright and the Myrtleford side of Porepunkah. Station Street is not only used as residential access but is also provides a through route for industrial, agricultural and tourist traffic.

Reducing the speed limit on Station Street Porepunkah from 60 km/h to 50 km/h would increase the travel time by 24 seconds, assuming a vehicle is travelling at the speed limit. Reducing the speed limit and hence increasing the travel time may reduce the quantum of vehicles using Station Street and increase the traffic on the Great Alpine Road, which is an Arterial Road.

Community support is a key factor to consider when determining an appropriate speed limit. Given that Station Street is a Collector Road it would be prudent to seek feedback from the broader community on the proposal by the broader community to allow Council to make an informed decision.

Any speed limit reduction would involve consultation with VicPol and require approval by VicRoads.

POLICY IMPLICATIONS

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

- 2.3 - To improve the condition and management of Council's assets.

FINANCIAL AND RESOURCE IMPLICATIONS

The main resource implication will be Council officers' time to engage with the community and other key stakeholders.

If the speed limit is changed there would be a cost to change the speed limit signs.

CONSULTATION

Given that Station Street is a key collector road Council will be consulting with the broader community and will invite feedback to the proposed speed reduction to help inform the recommendation to Council. Council will seek feedback from the community regarding this matter via the following methods:

- Signage on site
- Facebook
- Newspaper



- Information session.

Council will seek feedback VicPol and VicRoads regarding the proposed speed limit reduction. Any speed limit change would require VicRoads approval.

CONCLUSION

A petition with 75 signatures has been received for a proposed speed reduction along Station Street, Porepunkah from 60 km/h to 50 km/h. To allow Council to make an informed decision it would be prudent to seek feedback from the broader community on the proposal. It is proposed that a recommendation be put to Council at the April 2017 Council meeting regarding the speed limit on Station Street, Porepunkah.

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.

- Engineering Coordinator
- Acting Manager Asset Maintenance
- Director Assets

ATTACHMENT(S)

- Petition for reducing the speed limit on Station Street Porepunkah, received 8 November 2016.



8.2.2 Porepunkah Landfill Rehabilitation - Stage 1 Construction

File Number: 1811.02

INTRODUCTION

This report relates to the award of Porepunkah Landfill Rehabilitation - Stage 1 Construction works as tendered in CT1605601.

Cr Roper

Cr Nicholas

That Council:

1. *Award Contract Number 1605601 Porepunkah Landfill Rehabilitation - Stage Construction to James Excavation for the Lump Sum price of \$552,204 + GST.*

Carried

BACKGROUND

Porepunkah Landfill has been operating as a landfill waste facility under EPA licence number ES102 since May 1980 and ceased receiving landfill waste in 2008.

As a requirement of licence ES102, an After Care Management Plan (ACMP) must be developed in accordance with the Best Environmental Practice Management (BEPM) specifying the rehabilitation plan and long term environmental monitoring program to be implemented.

On 28 April 2016 Alpine Shire Council provided the Environment Protection Agency (EPA) with the ACMP for the Porepunkah Landfill site. The ACMP detailed a three stage program to be completed over a three year period, including the follow key rehabilitation requirements:

1. A long term environmental impact monitoring program
2. Clay capping design, in accordance with the landfill BEPM, for final closure of existing waste cells and a rehabilitation program
3. Design of future premises use as a potential transfer station inclusive of pre and post settlement contours.

On 12 May 2016 the EPA approved the ACMP for implementation. Stage 1 of the Rehabilitation construction works is due to be completed by the end of the 2016/17 financial year.

EVALUATION

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

The invitation to tender was advertised in the Herald Sun on Wednesday 12 October, the Border Mail on Saturday 15 October and on Tenders.net and the Alpine Shire Council website from Friday 7 October.



The tender closed at 12 noon, Monday 7 November 2016. The Tender documents were downloaded by 38 prospective tenderers and three tender submissions were received.

The evaluation panel consisted of the Director Assets, 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.

ISSUES

Clay capping material

The most cost effective way of sourcing the clay capping material required to meet the stringent specification approved by the EPA is by excavating a borrow site on an adjacent private property. Council officers are finalising royalty payment negotiations with the landowner.

Change to public access to Porepunkah Transfer Station

The available construction window is constrained by weather. To ensure the works are completed within the available construction window during 2016/17, the Porepunkah Landfill site will only be open to the public during weekdays between 2.00pm and 5.00pm on Fridays throughout the construction period. The Porepunkah Transfer Station, currently operated out of the Porepunkah Landfill site, will be open to the public on Saturdays and Sundays with extended hours to compensate for reduced hours during weekdays. Waste removal contractors will still have access to the landfill site during the week.

POLICY IMPLICATIONS

This recommendation is in accordance with the following Strategic Objectives for the 2013-2017 Council Plan (Review 2016):

- 2.2.1 - Minimise the impact of Council services on environmental amenity of the community
- 4.1.1 - Develop and deliver a major projects plan.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has an adopted Waste Services charges policy which establishes the criteria for determining the basis of the annual waste services charges in accordance with section 162 of the *Local Government Act 1989*. The purpose of the policy is to provide a sound and equitable basis on which to determine the application of waste



collection, recycling and waste management charges to properties as determined by the policy.

Council levies a Waste management charge to recover the costs incurred relating to the provision of its landfills and transfer stations. Expenditure included within the Waste management charge includes:

- Landfill rehabilitation expenditure
- Landfill monitoring expenditure
- Landfill and transfer stations capital works (renewal and development) expenditure
- Transfer station operations
- Waste diversion
- Public place bin renewals, purchases and service costs.

The waste management charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto ratepayers. If revenue raised from the Waste management charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the waste reserve. The waste reserve will then be used for future purposes. Balances within the waste reserve must be considered each year in determining any future Waste management charge with the aim of minimising increments being applied to ratepayers. Future rehabilitation costs also need to be considered as part of the annual budget setting process to ensure that changes are factored into the Long Term Financial Plan. As at 30 June 2016 the balance of the waste reserve was \$977,000.

In the 2016/17 Budget an amount of \$760,000 was allocated for stage 1 rehabilitation works for Porepunkah Landfill. This project does not appear in the list of capital works projects in the adopted budget because, from a finance perspective, the works are not a new capital project, rather it is funded from the landfill provision (liability). As at 30 September 2016 the forecast for this project has increased to \$901,225 as stated in the Quarterly Finance Report. The drivers of this increase are early delivery of some elements of the stage 2 construction works, where it has been determined to be more cost effective to deliver these works as part of stage 1, and inadequate provision for construction quality assurance in the original 2016/17 budget.

CONSULTATION

The Porepunkah Landfill rehabilitation design has been approved by the EPA.

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) has been consulted, and confirmed that a licence is not required for the establishment of a borrow site on the private property as the source of clay capping material.

The Department of Environment, Land, Water and Planning (DELWP), Catchment Management Authority (CMA), and Murray-Goulburn Water (MGW) have each been



consulted to confirm that no permits or approvals are required for the proposed borrow site works.

A planning permit application has been submitted to Alpine Shire Council for the establishment of a borrow site on the adjacent private property. Through the assessment of this application, the neighbouring property owners have been given the opportunity to provide feedback. The immediate neighbours have been engaged in-person to explain the proposed works on both the borrow site and within the Porepunkah Landfill.

The community has been notified of the temporary change to landfill operating hours during the construction works.

CONCLUSION

Following a comprehensive evaluation assessment and tender clarification process, the tender from James Excavation presents the best value for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



8.2.3 Contract 1602001 – Supply and delivery of one new motor Grader and trade-in

INTRODUCTION

This tender report relates to the award of a contract for the supply and delivery of one motor grader and trade-in of Council's existing grader.

Cr Pearce

Cr Keeble

That Council:

- 1. Award William Adams Pty Ltd Contract No: 1602001 for the supply and delivery of one new motor grader and trade-in Council's existing grader for the contract price of \$301,900 + GST.*

Carried

BACKGROUND

Council owns and operates two graders to maintain its unsealed road and drainage network. One of these graders has reached the end of its useful life and is due for replacement as part of the annual plant replacement program.

Tenders were sought through the Municipal Association of Victoria (MAV) Vendor Panel. The tender documents were downloaded by three contractors and all submitted offers.

EVALUATION

The evaluation panel consisted of the Director Assets, the Acting Manager Asset Maintenance, Depot Operations Officer and both grader operators. The tender was evaluated according to the selection criteria listed below:

- Price
- Suitability
- Maintenance
- Social

Following an exhaustive assessment of offers by the evaluation panel it was determined that the tender from William Adams Pty Ltd best met the selection criteria and provided the best value for Council.

POLICY IMPLICATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

The supply and delivery of the motor grader is funded out of the plant replacement budget. The net changeover allowed for the motor grader is \$338,000 (purchase price \$405,000, resale price \$67,000). The tendered price of the preferred motor grader is



\$369,900 with a trade-in price of \$68,000, resulting in a net changeover cost of \$301,900 for the motor grader.

CONSULTATION

An extensive evaluation was carried out by Acting Manager Asset Maintenance, Depot Operations Officer and both grader operators. This included a hands-on demonstration of the graders, and discussions with other councils and referees.

CONCLUSION

Acceptance of the tender from William Adams 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
- Acting Manager Asset Maintenance
- Depot Operations Officer
- Grader Operators

ATTACHMENT(S)

- Nil



8.2.4 Contract 1604701 - Road Resealing (2016-17) - Sprayseal

File Number: CT1604701

INTRODUCTION

This report relates to the award of the Alpine Shire Council's Road Resealing (2016-17) - Sprayseal Tender. Council undertakes resealing each year as part of its local roads renewal program.

Cr Nicholas

Cr Knappstein

That Council:

- 1. Award Contract No. 1604701 for Road Resealing (2016-17) - Sprayseal to Roads Corporation T/as Sprayline for the lump sum price of \$640,488.68 + GST.*

Carried

BACKGROUND

The 2016-17 resealing program is based in the Upper Ovens Valley and resealing will be carried out in Bright, Porepunkah, Wandiligong, Freeburgh, Harrietville, Eurobin and Buckland Valley. A total road area of approximately 146,500 m² (36.7 km in length) is scheduled to be resealed this year.

The 2016-17 resealing program will be completed as two separate contracts; one for Sprayseal works and one for Asphalt Overlay works. This report relates only to the Sprayseal works.

The Invitation to Tender was advertised in the Herald Sun on 12 October 2016, the Border Mail on 15 October 2016 and on the Tenders.Net and Alpine Shire Council websites.

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

EVALUATION

The evaluation panel consisted of the Senior Project Engineer, Project Engineer, and 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 Roads Corporation T/as Sprayline best met the selection criteria and achieved the overall highest assessment score. The contractor is known by the evaluation panel and has a track record of completing similar projects to a very high standard. The evaluation panel is confident that the contractor has the capability and experience to fulfil the requirements of this contract.

ISSUES

The Road Resealing 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 surface condition of the road. Council will approve the final seal designs and it will form 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 may be slightly less or more than the awarded contract price.

Reinstatement of line marking is included within the scope of works and will be completed by the contractor following resealing works. Line marking works will be completed based on a schedule of rates provided as part of the tender. A provisional allowance of \$20,000 has been included within the contract value to account for line marking. The amount payable under the contract will depend on actual quantities of line marking completed.

POLICY IMPLICATIONS

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

The "Resealing (2016-17) - Sprayseals" contract is funded by Alpine Shire Council's 2016-17 Resealing Budget. The total 2016-17 Resealing budget amount is \$730,000.

The contract value has been set at \$640,488.68 as calculated based on the reference seal designs and rates provided by the recommended tenderer. This value is inclusive of a Provisional Sum allowance for line marking works.

CONCLUSION

Acceptance of the tender from Roads Corporation T/as Sprayline 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
- Manager Asset Development
- Senior Project Engineer
- Project Engineer
- Engineering Coordinator
- Under Section 80C of the *Local Government Act 1989*, the following officers declare that they do have interests to disclose in providing this report.
- Acting Manager Asset Maintenance
- The Acting Manager Asset Maintenance has only been involved in technical aspects of the tender evaluation only, including completion of reference seal designs and provision of other advice of a technical nature.

ATTACHMENT(S)

- Nil



8.2.5 Contract 1605001 - Alpine Better Places: Bright (Stage 1) Landscape & Civil Works

File Number: 1780.78

INTRODUCTION

This report relates to the award of the Alpine Better Places: Bright (Stage 1) Landscape & Civil Works Tender. The work includes the upgrade of the Mafeking Square Precinct in Bright.

Cr Forsyth

Cr Pearce

That Council:

- 1. Award Contract No. 1605001 for the Bright (Stage 1) Landscape & Civil Works to Excell Gray Bruni Pty Ltd for the lump sum price of \$769,896 + GST.*

Carried

BACKGROUND

Council commenced its Alpine Better Places project in early 2015, with the aim of delivering detailed concept designs for priority projects in each of the town centres of Porepunkah, Bright and Myrtleford. Following an extensive process of community consultation and design, the Draft Detailed Concept Designs and the priority for implementing projects was adopted by Council in March 2016.

As a result, Council committed to deliver Stage 1 of the Bright works (the Mafeking Square Precinct) and all of the Porepunkah works in the 2016/17 financial year. Detailed design and documentation was completed in October 2016 and the works subsequently tendered.

The tendered contract 16050 consisted of three separable portions, listed as follows:

- Portion A: Bright (Stage 1) - Mafeking Square Precinct landscape and civil works;
- Portion B: Porepunkah - Nicholson Street, Park and Gateway landscape and civil works; and
- Portion C: Porepunkah Electrical Works - Street lighting upgrades, including public and private power supply modifications.

The Invitation to Tender was advertised in the Herald Sun 12 October 2016, Border Mail 15 October 2016, on Tenders.Net and the Alpine Shire Council website. Tenders closed on Friday 11 November 2016.

The Tender documents were downloaded by 37 prospective tenderers and five tender submissions were received.



EVALUATION

The evaluation panel consisted of the Manager Asset Development, the Project Manager and Senior Project Engineer.

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, three of the tenders were shortlisted to take part in further evaluation. The tenderers were invited to clarify aspects of their tender, present their qualifications and evidence of previous performance and confirm their proposed methodology and staging plan, including their ability to meet the required timeframes. The shortlisted tenders were then reassessed in accordance with the selection criteria.

Following the assessment of the shortlisted offers by the evaluation panel it was determined that the tender from Excell Gray Bruni (EGB) for Portion A - Bright (Stage 1) - Mafeking Square Precinct best met the selection criteria.

ISSUES

EGB has demonstrated previous experience in the delivery of similar contracts, including the High Street upgrade for Wodonga. EGB previously completed the Mount Beauty Progressing Place town centre roadworks for Council. These works were completed to an acceptable standard in a timely manner; however the standard of traffic management was poor due to the lack of dedicated resources assigned to this task. EGB has confirmed that they would have a dedicated traffic management team assigned to this contract throughout the works.

A separate Council Report will be prepared in relation to the award of Portions B and C - Porepunkah landscape, civil and electrical works.

POLICY IMPLICATIONS

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

This recommendation is in accordance with the requirements of the Local Government Act and with the following Strategic Objectives 2.1, 2.2, 2.3, 3.1 and 4.1 of the Council Plan:

- 2.1 - To provide and maintain quality parks, gardens and natural environment;
- 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

In June 2016, Council adopted a total budget of \$1,475,000 to implement the Bright (Stage 1 - Mafeking Square Precinct) works. This budget is for design and permit costs, and delivery of landscape and civil works, site furniture, the Gavan Street gateway treatments, costs to upgrade street lighting. There is sufficient budget to award the contract for the delivery of landscape and civil works component of this project.

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 in Bright and Porepunkah 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

Following a comprehensive assessment, tender clarifications and interviews, the tender from EGB for Portion A - Bright (Stage 1) - Mafeking Square Precinct was deemed to present the best value for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Manager
- Senior Project Engineer

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.

Cr Nicholas

Cr Keeble

That the summary of the Assemblies of Councillor for November 2016 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 9.0 to this report.

Date	Meeting
15 November	Briefing Session
22 November	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – November 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

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording.

12 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil

13 RECEPTION AND READING OF PETITIONS

Petition regarding proposed changes to the Mafeking Square Precinct in its current form was tabled.

14 DOCUMENTS FOR SEALING

Cr Keeble

Cr Nicholas

That the following documents be signed and sealed.

1. *Section 173 Agreement – Mountbatten Avenue Properties Pty. Ltd., Denis Alan Payton and Robyn Elizabeth Payton and Payton Super Pty. Ltd. (as trustee of Payton Superannuation Fund) –*
 - **Lots 1 and 2 on TP: 754050Q, being Certificates of Title Volume 5932 Folio 527**
 - **Lot 1 on TP: 513766Q being Certificates of Title Volume 8093 Folio 604**
 - **Lot 15 on LP: 90397 being Certificates of Title Volume 8881 Folio 847**
 - **Lot 1 on TP: 090605T being Certificates of Title Volume 10060 Folio 368**
 - **Lot 4 on LP: 054199 being Certificates of Title Volume 8485 Folio 134**
 - **Lot 2 on LP: 054199 being Certificates of Title Volume 8485 Folio 195**
2. *The owners (AAB Svarmisk Pty Ltd) of 84 Bogong High Plains Road, Mount Beauty known as Lot 3 PS537092 are entering into a Section 173 Agreement. A planning permit has been issued for an 8 lot subdivision of which a condition requires them to enter into a Section 173 Agreement that will require all future land owners to build dwellings in accordance with the approved residential design guidelines.*

Carried



15 CONFIDENTIAL ITEM

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

In accordance with the Act, Council resolved at 9.21pm to close the meeting to consider a confidential item.

Cr Roper
Cr Nicholas

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

Carried

There being no further business the Chairperson declared the meeting closed at 9.36 p.m

.....

Chairperson



Alpine Shire

**SPECIAL COUNCIL MEETING
MINUTES**

**SPM14 - 20 December 2016
Senior Citizens Hall Myrtleford
5:00pm**



The **Special Meeting** of the **Alpine Shire Council** was held in the Senior Citizens Hall, 13 Smith Street, Myrtleford on **20 December 2016** commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth
Cr Tony Keeble – Deputy Mayor
Cr Ron Janas - Mayor
Cr Kitty Knappstein
Cr Sarah Nicholas
Cr Peter Roper
Cr Daryl Pearce

OFFICERS

Mr Dave Barry – Chief Executive Officer
Mr Charlie Bird – Director Assets

APOLOGIES

Cr Sarah Nicholas
Cr Peter Roper



AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO 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 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 APOLOGIES

Cr Roper

Cr Nicholas

4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil



5 PRESENTATION OF REPORTS BY OFFICERS

5.1 CHIEF EXECUTIVE OFFICER – DAVE BARRY

5.1.1 Addendum report for Amendment C38 - Mount Beauty Airpark

File Number: 1468.38

INTRODUCTION

At its meeting on 6th December Council resolved to:

- Accept the Alpine Planning Scheme Amendment C38 Panel Report, July 2016 under Section 27(1) of the Planning and Environment Act 1987.
- Accept all the Panel recommendations in full.
- Adopt Amendment C38 to the Alpine Planning Scheme with changes under Section 29(1) of the Planning and Environment Act 1987 in response to the Panel's recommendations.
- Submit Amendment C38 to the Alpine Planning Scheme to the Minister for Planning for approval under Section 31(1) of the Planning and Environment Act 1987.

A further resolution is required to make minor wording alterations to facilitate business development in the proposed Airpark as there is no officer delegation to do this.

Cr Keeble

Cr Pearce

That Council:

1. *Amendment C38 to the Alpine Planning Scheme be adopted with changes (as detailed in attachment 1 to this report) under Section 29(1) of the Planning and Environment Act 1987.*
2. *Amendment C38 to the Alpine Planning Scheme be submitted with these changes to the Minister for Planning for approval under Section 31(1) of the Planning and Environment Act 1987.*

Carried

BACKGROUND

Amendment C38 was presented to Council for adoption and endorsement for it to be sent to the Minister for Planning for Approval on 6th December.

Prior to this the proponents had suggested that wording in 'Section 1.0 Table of uses - Section 2 - Permit required' be changed under Caretakers house.

The suggested wording change is to include the words highlighted in bold:

*'Must be within, attached to or located to the rear of an aircraft hangar **or other section 2 use compatible with the Aerodrome**'.*



(This is shown on page 2 of attachment 1: Draft Schedule to the Special Use Zone 5 - Mount Beauty Airpark).

The changes to this wording facilitate business development where a caretaker's house or on-site living may be required for the businesses but a hangar is not necessary.

There is clear interpretation of a caretaker's house set out in the planning scheme under Clause 74 - Land Use Terms:

Caretaker's house - 'A dwelling on the same site as a building, operation, or plant, and occupied by as supervisor of that building, operation, or plant'.

ISSUES

While this was not raised as an issue either by a submitter or at the panel, the wording allows flexibility for commercial and industrial development where an aircraft hangar may not be needed. There are protections in the planning scheme to ensure that a caretaker's house is used in conjunction with a business related to the aerodrome.

A caretaker's house may be required for some of the other Section 2 uses such as fuel, heliport and tourist facility because they may operate out of standard business hours however they may not require a hanger. It is prudent to ensure that development and new uses are strictly related and compatible with an Aerodrome however it is also necessary to ensure that there is flexibility for business development.

POLICY IMPLICATIONS

There are no new policy implications related to this minor word change. The policy implications remain as per the report to Council on 6th December 2016

FINANCIAL AND RESOURCE IMPLICATIONS

There are no resource implications.

CONSULTATION

This change has been made at the request of the proponents.

CONCLUSION

This is minor wording change that will provide flexibility and clarity for developers and in doing so enable development in the Airpark.

**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.

- CEO
- Manager Planning and Amenity
- Strategic Planner

ATTACHMENT(S)

- Attachment 1: Draft of Schedule 5 to the Special Use Zone - Mount Beauty Airpark



5.2 DIRECTOR ASSETS – CHARLIE BIRD

5.2.1 Dunstan Track Crossing

File Number: 11241.00.00

INTRODUCTION

This report seeks Council's commitment to fund an improvement to the existing crossing of German Creek on Dunstan Track through the implementation of a box culvert crossing, and to take on maintenance responsibility for the crossing and a 300m continuation of unsealed road beyond the crossing.

Cr Pearce

Cr Keeble

That Council:

- 1. Endorse capital expenditure of up to \$150,000 + GST for the implementation of a box culvert crossing on Dunstan Track during the 2016/17 financial year;*
- 2. Offset this capital cost to the maximum extent allowable from the Natural Disaster Financial Assistance fund; and*
- 3. Assume responsibility for the maintenance of the box culvert crossing and a 300m length of unsealed road on Dunstan Track beyond the crossing.*

Carried

BACKGROUND

Dunstan Track is utilised to access four dwellings across German Creek, as well as providing access to land currently used for grazing cattle, access for water licence holders to their infrastructure, and access to State Forest.

Council currently maintains Dunstan Track up to the ford crossing at German Creek. The ford crossing and continuation of Dunstan Track is within a road reserve, designated a Limited Access Road and not listed on Council's road register. An existing bridge located within the road reserve is not a Council asset.

The ford crossing becomes impassable following heavy rain and during sustained periods of wet weather, during which time the existing bridge provides the only access over German Creek. Concerns were first documented with the integrity of this bridge following flooding in early 2011. In the October 2016 floods, the upstream approach to the bridge was further compromised.

A submission was received to the 2016/17 draft budget in which a commitment was requested from Council to improve access across German Creek on Dunstan Track. In response to this submission, Council committed to meet with the landowners who access their properties via Dunstan Track, review access solutions, and submit a proposal to the September quarterly budget review.



A meeting has been held with the affected landowners and other key stakeholders, and alternative access solutions have been identified and evaluated. Options which have been considered include:

1. Upgrading the existing bridge crossing
2. Installation of a new free-span bridge
3. Installation of a box culvert crossing
4. Developing a new road through an existing road reserve to link Dunstan Track to Harpers Lane

The most cost-effective solution that has been identified through this process is implementation of a box culvert crossing.

ISSUES

A search of historic planning permits for dwellings utilising Dunstan Track revealed that an inconsistent approach was applied to requirements for providing all-weather access and responsibility for maintaining this access. Given there is no clear responsibility for the various landowners to provide and maintain access, it is considered that this responsibility lies with Council. To achieve consistency with the approach applied in other similar circumstances, Council would assume responsibility for the crossing, and a 300m length of unsealed road beyond the crossing through to the 'second last house' on the road.

Council sought endorsement from the North East Catchment Management Authority (NECMA) for implementing a box culvert crossing in 2013. This proposed solution was not supported at that time. Following recent engagement, NECMA has approved a Works-on-Waterways application to implement a box culvert crossing.

The Department of Treasury (DTF) was engaged following flooding in 2013 to explore the possibility of securing funding for works at the Dunstan Track crossing through the Natural Disaster Financial Assistance (NDFA) fund. Funding was not secured at that time. Recent engagement with DTF has secured confirmation that works related to addressing the flood damage at the existing crossing is eligible for support from the NDFA fund, including banks stabilisation and channel realignment works. This support excludes costs associated with betterment of the crossing.

POLICY IMPLICATIONS

Implementing the recommendation of this report is consistent with the following Strategic Objectives of the Council Plan:

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

FINANCIAL AND RESOURCE IMPLICATIONS

The estimated capital cost of implementing the box culvert crossing, including project management costs, channel realignment and bank stabilisation works upstream of the existing bridge, is \$150,000 + GST.



The extent of the works which is considered likely to be claimable under the NDFA fund is in the region of \$30,000 + GST.

The estimated additional maintenance cost associated with Council taking on responsibility for the box culvert crossing and 300m length of unsealed road is \$1,500 per annum, consisting of:

- \$500 per annum for routine bridge assessment and maintenance
- \$1,000 per annum for maintenance and renewal of unsealed road.

CONSULTATION

Affected landowners and other key stakeholders, including the water licence holders with infrastructure accessed from Dunstan Track, have been engaged to understand their use of the Dunstan Track crossing, the limitations of the existing crossing, and to discuss alternative access solutions.

NECMA has been engaged to discuss the proposed crossing, and has approved Works-on-Waterways permits covering the scope of the planned box culvert works, and the upstream bank stabilisation and channel realignment works.

CONCLUSION

Responsibility for providing and maintaining safe all-weather access across German Creek on Dunstan Track lies with Council. Approval has been secured from NECMA to implement a box culvert crossing, which has been identified as the most cost effective solution. Funding is available from the NDFA for limited aspects of the works which are not directly related to the new crossing implementation. Deferring the implementation of the crossing improvements prolongs the situation where residents do not have safe, all-weather access to their dwellings, and carries a risk that the existing bridge crossing will be further impaired during the next flooding event.

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

ATTACHMENT(S)

- Nil



5.2.2 Contract 1607001 - Bridge Renewal Works

INTRODUCTION

This report relates to the award of the Bridge Renewal Works Tender. The work consists of structural upgrade to Taylors Bridge, Martins Bridge and Mud Creek Bridge on Morses Creek Road and Smarts Creek Bridge on Kancoona South Road.

Cr Forsyth

Cr Pearce

That Council:

- 1. Award Contract No. 1607001 Bridge Renewal Works to Waratah Constructions Pty Ltd for the lump sum price of \$139,651.00 + GST.*

Carried

BACKGROUND

Level three bridge inspections conducted in 2015 determined that Taylors Bridge, Martins Bridge and Mud Creek Bridge on Morses Creek Road and Smarts Creek Bridge on Kancoona South Road required strengthening to maintain heavy vehicle access and operate without load limit restrictions. Works include:

- Welding strengthening plates to existing steelwork
- Installing additional bracing
- Replacing the timber deck on Martins Bridge with a precast concrete deck.

The works will provide a network of bridges which are not load limited, secure safe access for residents and industry, and reduce the ongoing maintenance requirements of the structures. Council has received \$164,000 funding from the Commonwealth Government's Bridge Renewal Programme to complete these works.

The Request for Quotation was issued directly to five contractors and advertised on the Tenders.Net and Alpine Shire Council websites. Tenders were not advertised in newspapers.

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 Council's Senior Project Engineer, Engineering Coordinator and Manager Asset Development. Following detailed assessment and scoring by the evaluation panel, Waratah Constructions was recommended as the



preferred tenderer. Waratah Constructions has performed similar works for Council in previous years to a high standard, and has the capacity and experience to fulfil the requirements of this contract.

ISSUES

Communication with industry and residents regarding the timing of the works will be critical to delivering the bridge works successfully. All the bridges will remain open to traffic for the majority of the time during works; however there will be some disruption and delay to traffic at times. The greatest interruption will occur on Martins Bridge during the deck replacement, which will be completed in a single day. Martins Bridge provides access to 10 residential properties (19 properties in total). Council officers will work with the contractor to ensure there are provisions in place for emergency vehicles to access Martins Bridge during the day of the deck replacement, should the need arise.

Planned disruptions will be minimised and Council will consult those directly affected.

POLICY IMPLICATIONS

The engineering estimate of the cost of the works was \$138,000 (GST inclusive), which is less than the \$150,000 (GST inclusive) threshold to conduct a Public Tender Process. However, the recommended tender award is \$3,616.10 (GST inclusive) over this threshold. All requirements of the Public Tender Process were followed with the exception of advertising the tender in the local and state newspapers. Given the wide range of interest in the tender demonstrated by the response to advertising on Tenders.Net, it is not expected that advertising in the local and state papers would have resulted in additional tenderers participating in the tender process.

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

The Bridge Renewal Works are funded from Alpine Shire Council's 2016/17 Bridge Renewal Budget. This budget includes \$164,000 contribution from the Commonwealth Government's Bridge Renewal Programme. Considering design, guardrail, minor works and other allowances there is sufficient budget to award this contract.

CONSULTATION

The Morses Creek Road Bridge network provides access to 28 residential properties (42 properties in total) past Taylors Bridge along Morses Creek Road. Hancock Victorian Plantations (HVP) also accesses their timber plantations from the end of Morses Creek Road past Mud Creek Bridge and from Kancoona South Road past Smarts Creek Bridge.



Council has engaged with Hancock Victorian Plantations (HVP) and received their support for the funding application to the Commonwealth Government's Bridge Renewal Programme to upgrade the bridges.

Council officers will engage with directly affected stakeholders, such as residents and HVP to ensure that the scope and timing of the works is fully understood. Scheduling of the work will endeavour to take into account any specific access requirements identified by stakeholders.

CONCLUSION

Acceptance of the tender from Waratah Constructions is considered to represent the best value for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Senior Project Engineer
- Engineering Coordinator

ATTACHMENT(S)

- Nil



6 DOCUMENTS FOR SEALING

Cr Forsyth

Cr Pearce

That the following documents be signed and sealed.

1. *Section 173 Agreement – Peter Maxwell Smith Lot 3 on Lodged Plan 202048; Volume 9659 Folio 429 Condition 10 of Planning Permit 2016.20.1 for a two lot subdivision at 9 Showers Avenue, Bright. The Agreement incorporates the Bushfire Defendable Space Plan.*
2. *Section 173 Agreement – Stephen Robert Gilliver and Jennifer Gilliver Lot 1 on Title Plan 129419E; Volume 09484 Folio 521. Condition 2 of Planning Permit 2011.104.1 for use of land as a host farm and the development of a single cottage for accommodation in conjunction with the host farm at 6132 Great Alpine Road, Eurobin.*
The Agreement states the cottage must only be used for temporary tourist accommodation; the cottage must not be excised from the lot; guests must be informed of potential impacts from the agricultural activities on surrounding land.
3. *Contract No. 1605601 for “Porepunkah Landfill Rehabilitation - Stage 1” in favour of James Excavations*
4. *Contract 1605001 - Alpine Better Places: Bright (Stage 1) Landscape & Civil Works in favour of Excel Gray Bruni.*

Carried

There being no further business the Chairperson declared the meeting closed at 5.21 p.m

.....
Chairperson



Alpine Shire

Alpine Shire Council Quarterly Report

1 October 2016 – 31 December 2016

Presented to Ordinary Council Meeting – 7 February 2017

Alpine Shire Council Plan 2013-2017 (review 2016) – Progress Report

1 October – 31 December 2016

Theme 1: Inspired community leadership

"Council values effective community advocacy and partnerships"

Flood event in Ovens Valley

Quarter two has seen a variety of weather events including a moderate flood event in early October. All parts of the Shire were affected with the largest impact being felt in Myrtleford. Council initiated a relief centre, responding to issues and then ensuring a smooth transition into the recovery phase.

The Asset maintenance team worked tirelessly during the event to ensure assets were protected and the safety of the public was paramount. Urgent areas were rectified or made safe with follow up work to reinstate all assets still occurring.



The Asset maintenance team utilised the asset inspection app to inspect and collect the detail on all the damage that had occurred which was essential in obtain natural disaster funding in a timely manner.

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
Strategic Objective 1.1: Effectively communicate and engage with Stakeholders			
<i>Strategy 1.1.1: Regularly inform and involve our community</i>			
Transition Myrtleford, Mount Beauty and Bright libraries to Council from High Country Library Corporation with a focus on customer service and process improvement.	Yes	Complete and operational. No notable operational or service disruption.	Activity
Continue to trial participative budgeting techniques.	No	Not commenced.	Activity
<i>1b. Consultation and engagement: Community satisfaction rating out of 100 with the consultation and engagement efforts of Council</i>		60	<i>Indicator</i>
Strategic Objective 1.2: Advocate on behalf of and represent stakeholders on key issues			
<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.	No	Council continues to meet 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>		90%	<i>Indicator</i>
Strategic Objective 1.3: Provide exceptional emergency response and recovery services			
<i>Strategy 1.3.1: Proactively manage emergency response and recovery</i>			
No activities			
<i>Service Standard: Successful audit of the Municipal Emergency Management Plan</i>		Completed November 2015.	<i>Indicator</i>

Theme 2: Enhancing the environment and liveability

"An environment managed for now and the future"

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
Strategic Objective 2.1: Provide and maintain quality parks, gardens and natural environment			
<i>Strategy 2.1.1: Use sustainable practices to manage open spaces</i>			
Undertake Council's tree planting and maintenance programs.	No	Commenced and ongoing.	Activity
<i>Service Standard: Completion of the Victorian Adaptation and Sustainability Partnership project to make Council's open spaces more sustainable</i>		<i>Showcase gardens in place. Signage due for completion in February. Website content in progress and due for completion in February 2017.</i>	<i>Indicator</i>
Strategic Objective 2.2: Improve the quality of the built environment and amenity			
<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/organic waste.	Yes	Work on the waste strategy is in progress.	Activity
<i>6a. Satisfaction: Number of kerbside bin collection requests per 1,000 kerbside bin collection households</i>		<i>42.47</i>	<i>Indicator</i>
<i>6b. Service Standard: Number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts</i>		<i>1.37</i>	<i>Indicator</i>
<i>6c. Service cost Direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
<i>6c. Service cost Direct cost of the kerbside recyclables collection service per kerbside recyclables collection bin</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
<i>Strategy 2.2.2: Control development to protect the environment</i>			
No activities			
<i>2a. Timeliness: Median number of days between receipt of a planning application and a decision on the application</i>		<i>46</i>	<i>Indicator</i>
<i>2b. Service Standard: Percentage of planning application decisions made within 60 days</i>		<i>72%</i>	<i>Indicator</i>
<i>2c. Service Cost: Direct cost to council of the statutory planning service per planning application</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
<i>2d. Decision Making: Percentage of planning application decisions subject to review by VCAT that were not set aside</i>		<i>Nil</i>	<i>Indicator</i>
Strategic Objective 2.3: Improve the condition and management of Council's assets			
<i>Strategy 2.3.1: Manage Council assets to ensure sustainability</i>			
Implement stage one of the Asset Management System to provide greater detail on how Council manages its assets and centralising asset maintenance, finance and valuation requirements.	No	Tender documents being prepared for issue next quarter.	Activity
<i>4b. Condition: Percentage of sealed local roads that are below the renewal intervention level set by council and not requiring renewal</i>		<i>99%</i>	<i>Indicator</i>
<i>4c. Service Cost: Direct reconstruction cost to council per square metre of sealed local roads reconstructed</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
<i>4c. Service Cost:Direct resealing cost to council per square metre of sealed local roads resealed</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
Strategic Objective 2.4: Reduce Council's ecological footprint			
<i>Strategy 2.4.1: Reduce impact of Council's operations on the environment</i>			
Cease landfill operations and transition to a landfill diversion strategy.	Yes	Completing the use of remaining airspace in current cell at Myrtleford landfill. Anticipated to be full by March / April 2017.	Activity
<i>Timeliness: Conduct energy and water audit</i>		<i>An audit of Council's open spaces water usage has been completed. The final report is due now from the consultant, and will be used to identify areas to reduce water usage.</i>	<i>Indicator</i>

Theme 3: Strengthening the community

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

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
Strategic Objective 3.1: Support the health and wellbeing of communities			
<i>Strategy 3.1.1: Facilitate increased community participation</i>			
Review of the Municipal Public Health and Wellbeing Plan	Yes	Review of the MPHWP and all other "health" related plans continues. An external source will be used to determine whether a combination of the MPHWP and Council Plan should be considered; review all plans; develop new plans and consult with the community throughout development.	Activity
<i>7c. Utilisation: Number of visits to aquatic facilities per head of municipal population</i>		1.53	Indicator
<i>7a. Service Standard: Number of WorkSafe reportable aquatic safety incidents</i>		Nil	Indicator
<i>7b. Service Cost: Direct cost to council less any income received of providing indoor aquatic facilities per visit</i>		Reported at end of financial year	Indicator
<i>7b. Service Cost: Direct cost to council less any income received of providing outdoor aquatic facilities per visit</i>		Reported at end of financial year	Indicator
Strategic Objective 3.2: Improve the resilience of communities			
<i>Strategy 3.2.1: Strengthen the capacity and resilience of communities</i>			
Improve affordability and accessibility to community facilities	No	Early Bird Family Pool Passes were strongly supported with 24% more sold than the previous year.	Activity
<i>Service Standard: Total value of community projects delivered by the community grants program</i>		Community grants were awarded by Council in August 2016. Council awarded grants totalling \$87,000, assisting in the delivery of over \$500,000 worth of community projects in 2016/17.	Indicator

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
<i>Strategy 3.3.1: Best possible start for children and families within the Alpine Shire</i>			
Undertake year two of the Engage program aimed at capacity building in young people.	No	Year two activities continue. In Q2 activities included: Youth Awards run by a volunteer youth committee; entrepreneur guest speakers presenting to 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.	Activity
<i>11b. Service Standard:</i>			
<i>Percentage of infants enrolled in the MCH service</i>		100%	Indicator
<i>11c. Service Cost:</i>			
<i>Cost to council of the MCH service per hour of service delivered</i>		<i>Reported at end of financial year</i>	Indicator
Strategic Objective 3.4: Support positive living and ageing			
<i>Strategy 3.4.1: Support independence and accessibility</i>			
No activities			
<i>10d. Participation:</i>			
<i>Percentage of the municipal target population that receive a HACC service</i>		<i>N/A - Council no longer provides the HACC service</i>	Indicator
<i>10c. Service Cost:</i>			
<i>Cost to council of the domestic care service per hour of service delivered</i>		<i>N/A - Council no longer provides the HACC service</i>	Indicator

Theme 4: Prosperous economy, employment and investment

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

Heritage Overlay

The review of the Heritage Overlay has now been formally gazetted, meaning that 86 new items are now on the Overlay and therefore protected under the Alpine Planning Scheme. Two items have been deleted and 42 existing properties on the Heritage Overlay in Wandiligong had their addresses updated. The Planning Scheme has been brought up to date and has implemented a project that was first started in 2004 and received State Government funding.

Statutory Planning

Q2 saw the Statutory Planning team undertake prompt approval of permits for long term annual events and new developments / businesses. This prompt assessing of applications has enabled significant economic return to the Shire.

Spartan Trifecta event



The two-day Spartan Trifecta event was held on 26 and 27 November 2016. The event attracted 3,400 pre-event/online registrations and a further 250 registrations received after registrations closed online. It is estimated that there was a total of 4,800 participants and spectators attended this event and it is estimated that the event provided stimulation to Alpine Shire economy of \$2.3million. The Spartan Trifecta Event in Bright was the only Trifecta event undertaken by Spartan Australia in the southern hemisphere. It attracted participation from all over Australia and from countries



abroad. Approximately 180 competitors were residents of the Alpine Shire. The Trifecta event featured: 7km (Sprint), 14km (Super) and 21km (Beast) personal challenge distances with competitors choosing to participate in one, two or all of the distance challenges across the two days. A Junior Spartan event was also undertaken of which 550 children raced.

Other events



A significant number of events/large scale events were delivered across the Shire in November, including:

Mount Beauty to Falls Creek Cycle Challenge; Rotary Markets Rod Run; Bright's Iconic Rod Run; Remembrance Day Ceremonies; Repco 4WD Challenge; BMW Club Motorrad Rally; Bright 24hr MTB Challenge; Myrtleford Fun Run; Mountain Grass; Adventure Riders Southern Congregation; Alpine Shire Relay for Life; Myrtleford Show and Spartan Trifecta. It is estimated that over 15,000 people participated across these events. Annually, November is shaping up to be the busiest month of the year for delivery of events of various types and scale.

New tourism initiatives

A number of new "Tourism" initiatives were delivered in Q2 including:

- Inaugural Spring Instameet
- Spring photography shoot
- Event photography including Myrtleford Show and Spartan
- Filming of 'Girly Weekend' promo
- Township videos condensed
- Completion and distribution of the reviewed "Walks and Trails" Brochure
- Advertising in Cloud 9 cinema and pop up cinema
- Fishing trip pro advertising
- Supported famils – Aust Brews News, The Crafty Pint, Ride on and NZ Travel
- Advertising in 2017 Victoria Cabin, Caravan and camping guide

Dinner Plain



Three events were delivered throughout Q2: (Existing event) - Mile High Trail Run; (New event) - Great Alpine Road Marathon – both of these events attracted good participation over the weekend of 19/20 November, an otherwise quiet weekend for visitation to Dinner Plain. New Year's Eve fireworks were delivered at Dinner Plain, attracting visitors from surrounding areas some converting from a day trip visitor to "walk in" overnight visitors. A 15% increase to occupancy rates in Dinner Plain for the Christmas to New Year holiday period have been reported by accommodation providers.

The Enduro Event scheduled in Dinner Plain was postponed. The event was unable to run on the traditional Melbourne Cup weekend as a result of snowfalls throughout Spring, conditions of trails and the inability to undertake maintenance works on trails pre-event. Considering this, the event will now occur annually on the first weekend of April.

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
Strategic Objective 4.1: Effectively plan and deliver strategic and major projects			
<i>Strategy 4.1.1: Develop and deliver a major projects plan</i>			
Develop a new Alpine Shire Cycle Guide to assist with promoting North East Victoria as the chosen cycle destination in Australia.	No	Content continues to be collated for the Cycle Guide. Design and development is underway. It is expected that collateral will be print ready by the end of Q3 with print delivered and distributed by the end of Q4.	Activity
Event attraction including Spartan and Enduro World series to increase the economic benefit derived within the Alpine Shire.	No	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 Shire was \$2.3million. New events occurring in Q3 - Pre-World Paragliding Cup (Bright); MTBA downhill event (Mount Beauty); Herald Sun Tour (Mount Beauty).	Activity
<i>Effectiveness:</i>			
<i>Capital program delivered (\$ Actual) / Capital program (\$ Budgeted)</i>		\$1,897K / \$11,620K	<i>Indicator</i>
Strategic Objective 4.2: Support investment and existing enterprise			
<i>Strategy 4.2.1: Implement targeted tourism and business support</i>			
Market test operations of the Myrtleford Holiday Park to ensure long term sustainability.	No	Market test to be undertaken after Easter 2017 to assess impact of new cabins and ensuite sites on revenue.	Activity
<i>Service Effectiveness:</i>			
<i>Number of new events attracted to the Alpine Shire</i>		0	<i>Indicator</i>
<i>Strategy 4.2.2: Support a diverse and sustainable economy</i>			
Review operations of Council's business facilities to achieve optimal efficiency.	Yes	A review of Council's business facilities is in progress.	Activity

Theme 5: Performance focused organisation

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

Workflow and technology improvements

Council is currently trialling new software in its accounts department to automatically capture data from invoices, bills and receipts which then sends it straight to the accounting package, thus reducing the handling and requirement for manual data entry. The trial is ongoing and looks positive to implement once the product is fully integrated.

Road maintenance

Council replaced its road maintenance truck as part of its ongoing plant replacement program. This unit carries out the majority of sealed road repairs and renewal works. It has some major improvements over the old unit which include: superior heating components, critical in winter conditions; patching nozzle moved to front of machine for improved visibility and safety; and a broom attachment, allowing the machine to be self-sufficient.



Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
Strategic Objective 5.1: Provide excellent customer service			
<i>Strategy 5.1.1: Deliver outstanding customer service</i>			
No activities			
<i>Timeliness:</i>			
<i>Implement new Customer Request Management (CRM) system</i>		<i>Not yet commenced.</i>	<i>Indicator</i>
<i>Satisfaction:</i>			
<i>Satisfaction with customer service (community satisfaction rating out of 100 for Council's customer service)</i>		71	<i>Indicator</i>
Strategic Objective 5.2: Manage resources well to ensure sustainability			
<i>Strategy 5.2.1: Deliver responsible and prudent financial management</i>			
Review and update the Long Term Financial Plan (LTFP).	No	Review as part of current budget process.	Activity

Proposed 2016/17 Activity	Major initiative?	Progress to 31 December 2016	Activity / Indicator
<i>1. Adjusted underlying result: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
<i>2a. Working Capital: Current assets as a percentage of current liabilities</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
<i>3b. Indebtedness: Non-current liabilities as a percentage of own-source revenue</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
Strategy 5.2.2: Deliver best value programs and services			
Continue to simplify workflows and procedures.	No	Council is continuing the current trial period with implementing its Purchase to Pay project, which will simplify the accounts payable process.	Activity
Strategic Objective 5.3: Support people and business practices			
Strategy 5.3.1: Develop and maintain a dedicated and passionate workforce			
No activities			
<i>5c. Workforce Turnover: Number of permanent staff resignations and terminations as a percentage of average number of permanent staff</i>		<i>Reported at end of financial year</i>	<i>Indicator</i>
Strategy 5.3.2: Deliver effective and innovative process and technology solutions			
Develop and implement automated business solutions (priorities include customer requests, time and attendance and purchase to pay).	Yes	Council is continuing the current trial period with implementing its Purchase to Pay project, which will simplify the accounts payable process.	Activity
Strategic Objective 5.4: Ensure a high standard of governance			
Strategy 5.4.1: Provide good governance			
Implement web based health and safety management system.	No	A cloud-based OHS system is being implemented - set up of the process is in progress.	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>		<i>1%</i>	<i>Indicator</i>

Capital Works – Q2 update

Myrtleford Swimming Pool

The renewal of the Myrtleford Swimming Pool was successfully completed in early November 2016 in readiness for the swimming season. The project included the repair and repainting of the pool, repairs to the concrete deck surrounding the pool, and the installation of new pool cover rollers. The total project cost was \$57,586.

The flood event in early October presented a significant risk of the pool shell lifting out of the ground, as the pool had been emptied in anticipation of the works commencing. The Myrtleford CFA came to the rescue and refilled the pool with almost 600,000 litres of water in only a few hours. The pool was subsequently emptied a few days later when the flood water subsided and the contractor was able to proceed with the work.



Before the works



Myrtleford CFA to the rescue!



Following completion

Indoor Sports Stadium - Myrtleford

A study was completed in September 2016 in which the feasibility of providing a second indoor sports stadium court in Myrtleford was investigated. Future demand on indoor sports facilities was forecast, and alternative locations were evaluated, including an expansion of the existing Myrtleford Indoor Sports Stadium and co-locating a new facility at either of the Myrtleford P-12 or Marion College sites.

The total study cost was \$40,395. Funding of \$26,930 has been received from Sport and Recreation Victoria, with the balance funded by Alpine Shire Council.

The study concluded that strong future demand is forecast which supports development of a second indoor court in Myrtleford, and that the optimum location for this court is to expand the existing facility at an estimated total cost of \$2.6 million. The feasibility study has supported an application for \$1.3 million funding from the State Government Better Indoor Stadiums fund. The outcome of this funding application is awaited.

Bright Council office refurbishment

The refurbishment of the Mystic Wing of the Bright Council Office was completed in November 2016. In addition to the visible changes to the office space, the reopening of the Mystic Wing has spearheaded a significant change in the way in which staff work, with a transition into an activity-based working environment. Due to the significant engagement with staff during the concept design phase, and the hard work of all the people involved in the delivery of the project, this transition from the old to the new way of working has been almost seamless, with staff adapting extremely quickly to the new working environment. Planning for the next stage of the office refurbishment is currently underway.



MINUTES

MEETING: Audit Committee Meeting No: 2
HELD: Tuesday, 6 September 2016 at 1.00pm
LOCATION: Council Chambers, Bright Office

IN ATTENDANCE:

Members:

Sue Lebish, Chair Elect
Mark Anderson
Sinead Ryan
Jane Shepherd
Cr Peter Roper
Cr Tony Keeble

Officers:

Dave Barry, Chief Executive Officer
Trevor Britten, Director Corporate Performance
Charlie Bird, Director Assets
Leanne Williams, Manager Corporate
Kirsten McDonald, Health, Safety and Risk Officer

Via Teleconference: Item 3 only – 1.05pm to 2.08pm
External Auditor, Kathy Teasdale, Audit Partner, Richmond Sinnott Delahunty Pty Ltd,
Bendigo

Vision Statement:

*The Alpine Shire provides outstanding opportunities
for its residents and visitors through sustainable growth
in balance with the natural environment.*



AGENDA

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1. APOLOGIES

Nil

2. DECLARATION OF CONFLICT OF INTEREST

Nil

Chair Elect, Sue Lebish, requested that it be noted that her husband had been employed as a sub-contractor on the stage 1 Lakeview Children’s Centre project.

3. TELECONFERENCE WITH EXTERNAL AUDITOR

External Auditor, Kathy Teasdale, Audit Partner, Richmond Sinnott Delahunty Pty Ltd, Bendigo joined the meeting via teleconference at 1.05pm. The teleconference was held in two sessions as follows:

Session	Participants	Items discussed
1	Committee members and management	Year-end financial audit results Performance statement Closing report Specific queries in financial report relating to other debtors, discussion around drainage assets, defined benefits scheme exposure, waste reserve
2	Committee members only	Matters raised by Committee or External Auditor under section 5.6 of Committee Charter

The teleconference concluded at 2.08pm.

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

The Committee requested that the recommendations from the Dinner Plain Special Rate and Operations Review, item 8.1 of the Minutes, be added to the Committee’s Action Sheet.

RECOMMENDATION

That the Minutes of Audit Committee 2016/2017 Meeting No. 1 held on 26 July 2016 be confirmed.

Moved: M Anderson

Second: J Shepherd

Carried

Attachments

4.1 Audit Committee, 2016/2017 Meeting No.1, Minutes, 26 July 2016

5. STANDING ITEMS

5.1 Progress of Action Sheet

INTRODUCTION

The Audit Committee action sheet is a register of all Audit Committee resolutions and requests that require a subsequent action to be implemented. This report provides an update on the progress and status of the actions.

Chair Elect, S Lebish, noted that a WorkCover report was due to be presented to the Committee at this meeting. The Manager Corporate explained that Council had changed insurer and that officers were working with the new insurer on its required reports. S Lebish requested that a WorkCover report be presented to the November meeting of the Committee.

S Ryan raised the issue of risk assessments and gaps in business continuity planning particularly for critical processes.

RECOMMENDATION

That progress of the Action Sheet be noted.

Moved: S Ryan

Second: J Shepherd

Carried

Attachments

5.1 Audit Committee Action Sheet

5.2 Business Arising from Previous Meeting

Asset Revaluation Reserve

A balance breakdown of the asset revaluation reserves was requested. The breakdown as at 30 June 2015 was supplied to the Committee members by email dated 11 August 2016.

The Committee questioned and discussed matters relating to drainage revaluations, linkages with the asset management system, condition assessments and internal versus external asset valuations.

Director Assets provided an overview of the proposed process and timeframe:

<i>Condition assessment – drains</i>	<i>December 2016</i>
<i>Condition assessment – roads and other assets</i>	<i>February 2017</i>
<i>Revaluation of assets (3-5 year rolling program)</i>	<i>March 2017</i>
<i>Audit</i>	<i>April 2017</i>
<i>Report to Audit Committee</i>	<i>May 2017</i>

6. OFFICER REPORTS

6.1 2015/2016 Annual Financial Report (Draft) - Endorsement in Principle

Directorate: Corporate Performance **Department:** Corporate

Manager: Corporate **Author:** Manager Corporate

INTRODUCTION

The purpose of this report is to present the draft Annual Financial Report for the year ended 30 June 2016 for review and endorsement.

6.1.1 ANNUAL FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2016 (DRAFT)

In addition to items discussed during the teleconference with the External Auditor, the Committee questioned and discussed the statement of capital works in relation to measuring not just percentage of budget spent but scope and time indicators as well. The Manager Corporate referred the Committee to the 2015/2016 Quarter 4 Finance Report for a project by project report on budget performance.

6.1.2 MOMENTUM ONE ANNUAL FINANCIAL STATEMENT 2015-2016 (DRAFT)

The Manager Corporate explained that Council would not be making any changes to its annual financial statement even if there are changes to the Momentum One financial statements post audit due to any adjustments being immaterial to Alpine Shire Council.

The Committee questioned and discussed:

- *the profit and loss statement in relation to "income tax equivalents expense"; and*
- *tax factors and competitive tendering by Momentum One.*

Manager Corporate informed the Committee tax advice was still being sought on this matter.

RECOMMENDATION

That the Annual Financial Report for the year ended 30 June 2016 (Draft) as presented be endorsed for adoption in principle by Council.

Moved: S Ryan

Second: J Shepherd

Carried

BACKGROUND

Annual Financial Report

Each year Council is required to prepare an Annual Financial Report containing financial statements that are audited according to Australian Accounting Standards.

The financial statements show Council's financial performance, financial position, and cash flows against the previous year, and comprise of a:

- Comprehensive Income Statement,
- Balance Sheet,
- Statement of Changes in Equity,
- Statement of Cash Flows, and
- Statement of Capital Works.

In summary, Council ended the 2015/16 year with a deficit of \$198K. The unfavourable result is attributed to only receiving half of its allocation of the Financial Assistance Grants due to the Victorian Grants Commission paying \$1.7 million in advance in June 2015, last financial year. If the Financial Assistance Grants full amount had been received in the current year Council would have derived a surplus of \$1.5 million.

Employee costs are slightly unfavourable to budget. This is due to Council incurring redundancy costs of \$562K for all Home and Community Care (HACC) staff. Council's HACC services were recommissioned to another provider by the Department of Health and this change was effective from 30 June 2016. Without this unexpected expense Council's employee costs would have been \$458K favourable to budget.

The landfill rehabilitation expense is mainly attributed to an unbudgeted increase in remediation costs for the Myrtleford Landfill. The Myrtleford landfill (not the transfer station) is going to be closed and waste will be diverted to alternate, more efficient landfills. This decision was made by Council due to the low volume and high costs associated with maintaining the landfill. Work conducted has provided more accurate costings associated with the remediation.

Council had a capital works budget of \$8.7 million of which \$7.4 million was spent. Within the projects residing in the Asset Development area there was \$1.6 million identified as operating expenditure and this has been expensed to materials and services rather than capitalised. The Capital Works Statement thus shows \$5.8 million in capitalised assets.

Projects expensed included:

- Flood recovery \$245K – attributed to the mudslide at Eurobin.
- Mount Beauty Progressing Place – Lakeside \$170K due to much of the works being outdoor furniture and landscaping works which are not capitalised under Council's Capitalisation policy.
- Mount Beauty Progressing Place – CBD \$224K due to much of the works being outdoor furniture and landscaping works which are not capitalised under Council's Capitalisation policy.
- Porepunkah landfill works \$166K – remediation of landfill sites is not considered an asset.
- Rural roads drainage \$151K – earth works for drainage are not capitalised under Council's capitalisation policy.

Delivery of the capital works program included increased road renewal spend due to additional Roads to Recovery funding, completion of Mount Beauty Progressing Place Lakeside and CDB, completion of Lakeview Children's Centre stages one and two and installation of additional holiday cabins at the Myrtleford Holiday Park.

Financial Performance and Sustainable Capacity Indicators

Some movement in financial indicators has occurred, primarily due to Council paying out its loans in July 2015, and receiving Financial Assistance Grant payments for 2015/16 in the prior year.

Nevertheless, the indicators show that Council is financially sustainable and that services are being delivered within expected parameters.

ISSUES

The Annual Financial Report and Performance Statement were still being audited at the time of writing this report. Whilst the Victorian Auditor General can still make changes, any changes would be expected to be minor in nature. The Financial Statements must be adopted by Council prior to 30 September each year as required by section 133 of the *Local Government Act 1989*.

The authorised Councillors will be required to certify the report and statement after any amendments or changes requested by the Victorian Auditor General have been made.

KEY IMPLICATIONS

Legislative Issues

Section 131 of the *Local Government Act 1989* (Annual Report – contents) requires Council to prepare an annual report which contains:

- Audited financial statements;
- Audited performance statements; and
- Audited financial statements against the budget (section 127) known as Standard Statements.

Section 132 of the *Local Government Act 1989* (Annual Report - Preparation) requires Council to submit an annual financial report which is audited.

Division 2 of the *Local Government (Planning and Reporting) Regulations 2014* prescribe the performance statement contents and form.

Part 3 of the *Audit Act 1994* requires Council's auditors to prepare a report on the financial statements.

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Change in accounting standards	L	L	<ul style="list-style-type: none"> • Continuous liaison with auditors. • Receive updates from industry bodies including FinPro and Institute of Chartered Accountants. • Regular staff training.
Change in legislation	L	L	<ul style="list-style-type: none"> • Continuous liaison with auditors. • Receive updates from industry bodies including FinPro and Institute of Chartered Accountants. • Regular staff training
Error in financial statements	L	L	<ul style="list-style-type: none"> • Financial statements are audited. Any errors will be amended. • Council has year-end controls and reconciliations in place to minimise the risk of errors occurring. • Auditors Closing Report identifies issues raised by the auditors.

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
			<ul style="list-style-type: none"> Auditors have a teleconference with the Audit Committee without managements presence to gain comfort over the year end controls.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

The Annual Financial Report and Performance Statement outcomes are consistent with the Council Plan and Budget as follows:

Council Plan 2013-2017 (2015 Review)	
<i>Theme: Performance Focused Organisation</i>	
Strategic Objective 5.2	To manage resources well to ensure sustainability
2015/16 Budget	
Section 2.5	Performance focused organisation
Audit Committee Charter	
Clause 5.1	Financial report
Clause 5.6	External audit
Clause 5.8	Reporting responsibilities

CONCLUSION

Council has ended the financial year with a deficit, however this was derived due to \$1.7 million of the Financial Assistance Grants being received in the prior year. If Financial Assistance Grants were received in the year to which they relate Council would have derived a profit of \$1.5 million.

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.

- Director Corporate Performance
- Manager Corporate

Attachments

6.1.1 Annual Financial Report for Year Ended 30 June 2016 (Draft)

6.1.2 Momentum One Annual Financial Statement 2015-2016 (Draft) – Not Audited

6.2 2015/2016 Annual Performance Statement – Endorsement in principle

Directorate: Executive

Department: -

Manager: Chief Executive Officer

Author: Governance Officer

INTRODUCTION

The introduction of the Local Government Performance Reporting Framework (LGPRF) on 1 July 2014 required all councils in Victoria to report against a uniform Performance Statement in their annual reports, which consists of indicators and measures derived from the LGPRF.

This report provides the end of financial year result for those LGPRF indicators that form part of Council's Performance Statement.

The Committee:

- *noted that page numbering of the document required updating; and*
- *questioned and discussed the figures relating to workforce turnover.*

The Committee requested that these be checked and updated as required prior to finalisation of the performance statement.

The Committee also questioned how the governance satisfaction was measured and was advised that Council participated in the Local Government Victoria community satisfaction survey to address this measure.

RECOMMENDATION

That the Annual Performance Statement for the year ended 30 June 2016 be endorsed for Council adoption.

Moved: *J Shepherd*

Second: *S Ryan*

That the Annual Performance Statement for the year ended 30 June 2016 be endorsed in principle for Council adoption.

Carried

BACKGROUND

Performance statements are required to be prepared according to the *Local Government Act 1989* (section 131) and the *Local Government (Planning and Reporting) Regulations 2014* (regulations 15, 16, 17 and 18).

The performance statement comprises:

- 6 Sustainable Capacity Indicators,
- 12 Service Performance Indicators, and
- 12 Financial Performance Indicators.

2016 is the second year that uniform performance reporting across all Victorian councils has been implemented.

Service Performance Indicators

Council now has one year's worth of data to compare performance results to, with some movement in Council's results being evident. In some cases this is due to a

concerted effort to improve Council's performance – for example, visitation to Council's pools has improved on the previous year, attributable to early bird season passes, extended operating / opening hours, and growing Learn to Swim programs. In other cases, it is due to a change in ability to report or capture data more accurately, a decision to implement demand reduction, or to focus on increased participation in a service.

ISSUES

Material variations and comparative data

As 2015/16 is the second year of uniform reporting, the performance statement will include the current year data, as well as 2014/15 results. In the future, up to three years of previous data in addition to the current year will be displayed, so a trend in Council's performance will be evident. In the case of financial capacity indicators, the forecast Strategic Resource Plan results are also required to be reported.

For all measures, material variation commentary is required when results are outside set variances. Council has utilised the guidance in the "Local Government Better Practice Guide 2015-16 – Performance Statement" to guide when to make comment on both previous results and for the forecast financial performance indicators.

The guidance suggests using a material variance of 10% of the 2014/15 State-wide average result for each measure. Council has utilised this approach for triggering material variation commentary in 2015/16. Interestingly, officers have also compared the impact of applying a 10% variance in Council's own year on year results, with material variances occurring on the same indicators as when 10% of the State-wide average is applied.

A copy of the material variance thresholds for 2015/2016 is included as attachment 6.2.2 to this report.

Requests for alteration of 2014/15 results

Local Government Victoria (LGV) has advised in an email to all councils that there is an ability to request change to previous year results. Any changes must be approved by Council's CEO, and forwarded to LGV to modify. Data will only change on the Know Your Council website once 2015/16 results are available to the public (expected to be 1 November 2016).

Three indicators are to be updated for 2014/15 data, two of which are audited. This is to ensure that the comparative year on year data is based on the same methodology, and is consistent. Otherwise, large material variances would occur, which may be misleading to the public, and not a true reflection of Council's performance. Auditors have advised that when making a modification to the previous year's result, there should be material variation commentary to advise the public that the result had been changed, and what the previously reported result had been.

Changes that are being made are to the following measures:

Service Performance indicator: Libraries – active library members

Improvements have been made to the reporting ability of the SWIFT software used by many of the libraries across the state. Previously, active members included any activity within the library, including checkouts, renewals, placing holds, etc. The definition in the LGPRF workbook defines an active user as 'borrowing' a library collection item,

which is much more specific than 2014/15 data was able to isolate. Improvements through using BC Analytics has meant that the libraries can now isolate (for both 2015/16 and 2014/15) an active member as ‘borrowing’ a library collection item. This means that less ‘active users’ are reported, as it is not picking up other activities outside of the definition. Therefore, if no change was made to 2014/15 data, it would appear as though there were significantly less users year on year, which is incorrect.

Original 2014/15 result:	Adjusted 2014/15 result:	2015/16 result:
28.57%	24.07%	23.21%

Sustainable Capacity indicator: Relative socio-economic disadvantage

The relative socio-economic disadvantage figure summarises a range of information about the economic and social conditions of people and households within an area. The index includes only measures of relative disadvantage and is expressed as a decile for the municipality. It is drawn from the Australian Bureau of Statistics catalogue 2033.0.55.001. The workbook defines the decile as ‘within Victoria’. The ABS catalogue supplies deciles both within Australia and within the State in which the municipality exists. In 2014/15, the decile within Australia was inadvertently used, instead of the decile within Victoria. The deciles do not change from year to year, and hence an unexplained change in data (from decile 6 to 5) would suggest that Alpine has become more disadvantaged, which is incorrect. For reference, the 1st decile is the most disadvantaged, while the 10th decile is the least disadvantaged.

Original 2014/15 result:	Adjusted 2014/15 result:	2015/16 result:
6	5	5

Sustainable Capacity indicator: Infrastructure per head of municipal population

Through checking material variations, Council detected an anomaly in the methodology of calculating property values. In 2014/15, land had been included in “all other property, plant and equipment”, whereas it should have been separated out as a distinct category. With land separated out in 2014/15, the movement in infrastructure values in 2015/16 is more in line with expectation.

Original 2014/15 result:	Adjusted 2014/15 result:	2015/16 result:
\$16,325	\$14,702	\$14,965

Other changes in methodology, with no adjustment to 2014/15 results

Service Performance Indicator: Food safety – critical and major non-compliance outcome notifications.

Previously, Council had utilised the audit certificates that are provided by third party auditors as the means of picking up whether any non-compliance notifications had occurred. In 2014/15, none of these audit certificates contained non-compliances, therefore Council’s result was reported as 0 with commentary to advise that there had been no notifications received (and not that 0% had been followed up).

Council has reviewed the workbook and consulted with LGV, and determined that non-compliance notifications picked up by Council’s own Environmental Health Officers should also be included in the result. This change in methodology picks up a much wider group of notifications as compared to the 2014/15 report, and hence there are

notifications and follow ups to report in 2015/16. At the time of writing this report, officers are not certain that Council is able to report the same data for 2014/15, and hence no change to data will be made, but an explanation will be included in the material variations to explain the change in methodology.

Original 2014/15 result:	Adjusted 2014/15 result:	2015/16 result:
No notifications	-	45.61%

Governance and Management Checklist

While not part of the Performance Statement (and not required to be audited), both the CEO and Mayor are required to sign off on the Governance and Management checklist (Attachment 6.2.3). It is a suite of items that are considered part of a council’s good governance structure. As in 2014/15, the community engagement policy and guidelines are the only items that Council does not answer in the affirmative. All dates have been updated for 2015/16.

KEY IMPLICATIONS

Legislative Issues

Section 131 of the *Local Government Act 1989* (Annual Report – contents) requires Council to prepare an annual report which contains audited performance statements.

Regulations 15, 16, 17 and 18 of the *Local Government (Planning and Reporting) Regulations 2014* prescribe the contents of the performance statement.

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
Qualified Performance Statement due to lack of supporting evidence	M	H	<ul style="list-style-type: none"> Liaison with relevant members of staff to ensure Council has developed, scrutinised, and provided supporting evidence for all of the data provided as part of the performance statement.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2013-2017 (2015 Review)	
<i>Theme 5: Performance Focused Organisation</i>	
Strategic Objective 5.4	To ensure a high standard of governance
2015/16 Budget	
Section 2.5	Performance focused organisation
Audit Committee Charter	
Clause 5.7	Compliance
Clause 5.8	Reporting Responsibilities

CONCLUSION

Council has devoted significant resources towards providing data and supporting evidence for all Local Government Performance Reporting Framework indicators, and the resultant performance statement. Figures in the report have been through significant scrutiny internally, and are currently being subject to an external audit.

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.

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

Attachments

- 6.2.1 Annual Performance Statement for Year Ended 30 June 2016
- 6.2.2 LGPRF Audited Measures Material Variance Thresholds for 2015/2016
- 6.2.3 LGPRF Governance and Management Checklist for 2015/2016

7. FOR INFORMATION ONLY**7.1 2015/2016 Quarter 4 Finance Report**

Refer Attachment 7.1

Moved: J Shepherd

Second: S Ryan

That the 2015/2016 Quarter 4 Finance Report be received and noted.

Carried

7.2 Annual Audit Committee Agenda Program

Suggested draft annual Audit Committee agenda program for discussion.

Refer Attachment 7.2

8. GENERAL BUSINESS**8.1 Audit Committee Performance Assessment**

The Manager Corporate advised that a self-assessment survey would be issued to Committee Members prior to the November meeting.

8.2 Director Corporate Performance

The Chair Elect, S Lebish, advised the Committee that this was Director Corporate Performance, Trevor Britten 's, last meeting and wished him well in the future on behalf of the Committee.

8.3 Councillor Committee Members

The Chief Executive Officer advised that due to Council elections in October this would potentially be the last meeting for councillors Tony Keeble and Peter Roper.

The Chair Elect, S Lebish, thanked the councillors on behalf of the Committee for their guidance to independent members and contribution to the Committee.

9. NEXT MEETING**Proposed**

Ordinary Meeting: 22 November 2016 at 1.00pm

Agreed

Due to Committee Members commitments it was agreed that the next meeting of the Committee would be held on: 29 November 2016 at 1.00pm

10. ATTACHMENTS

- 4.1 Audit Committee, 2016/2017 Meeting No.1, Minutes, 26 July 2016
- 5.1 Audit Committee Action Sheet
- 6.1.1 Annual Financial Report for Year Ended 30 June 2016 (Draft)
- 6.1.2 Momentum One Annual Financial Statement 2015-2016 (Draft) – Not Audited
- 6.2.1 Annual Performance Statement for Year Ended 30 June 2016
- 6.2.2 LGPRF Audited Measures Material Variance Thresholds for 2015/2016
- 6.2.3 LGPRF Governance and Management Checklist for 2015/2016
- 7.1 2015/2016 Quarter 4 Finance Report
- 7.2 Annual Audit Committee Agenda Program (Draft)

11. MEETING CLOSE

The Meeting closed at 3.18pm.



MINUTES

MEETING: Audit Committee Meeting No: 3
HELD: Tuesday, 13 December 2016 at 10.20am
LOCATION: Committee Room, Bright Office

IN ATTENDANCE:

Members:

Sue Lebish, Chair
Mark Anderson
Sinead Ryan
Jane Shepherd
Cr Kitty Knappstein
Cr Sarah Nicholas

Officers:

Dave Barry, Chief Executive Officer
Charlie Bird, Director Assets
Leanne Williams, Manager Corporate, via teleconference
Kirsten McDonald, Health, Safety and Risk Officer

Auditor:

Stephen Clarke, Johnsons MME

Vision Statement:

*The Alpine Shire provides outstanding opportunities
for its residents and visitors through sustainable growth
in balance with the natural environment.*

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1. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE

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.

2. APOLOGIES

Nil

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. ORGANISATIONAL STRUCTURE

Dave Barry, Chief Executive Officer gave a verbal update on the level 2 organisational structure implementation and the strategies in place during the recruitment of the Director Corporate Performance and Manager Corporate.

Guy Wilkinson has been engaged on a short term arrangement to fulfil the core Manager Corporate responsibilities and Scott Cooper has been engaged to progress the purchase to pay project in implementing Zero and Approval Max.

Applications for the Director and Manager roles close this week. To date 33 applications received for the Director role with 14 of those making direct contact with the CEO to discuss the role. Fifteen applications have been received to date for the Manager role. Interviews will be held in the New Year and at this stage the priority will be the appointment of the Manager Corporate.

Moved: M Anderson

Second: S Ryan

5. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDATION

That the Minutes of Audit Committee Meeting No: 2 held on 6 September 2016 be confirmed.

Moved: M Anderson

Second: S Ryan

That:

1. the syntax error in item 8.2 of the Minutes of Audit Committee Meeting No: 2 held on 6 September 2016 be corrected; and

2. the corrected Minutes of Audit Committee Meeting No: 2 held on 6 September 2016 be confirmed

Carried

Attachments

5.1 Minutes of Audit Committee Meeting No: 2, 6 September 2016

6. STANDING ITEMS

6.1 Progress of Action Sheet

INTRODUCTION

The Audit Committee action sheet is a register of all Audit Committee resolutions and requests that require a subsequent action to be implemented. This report provides an update on the progress and status of the actions.

RECOMMENDATION

That:

- 1. Progress of the Action Sheet be noted.*
- 2. The request for extensions of time for items identified in the action sheet be agreed to.*

Moved: M Anderson

Second: J Shepherd

That:

- 1. Progress of the Action Sheet be noted.*
- 2. The request for extensions of time for items identified in the action sheet be agreed to as requested except for the risk register review and internal audit program with the due date for these two items set as the date of the May 2017 meeting of the Audit Committee.*
- 3. A draft of the Dinner Plain Rating Policy required under recommendation 4.1a of the Dinner Plain Special Rate and Operations Review be tabled at the May meeting of the Audit Committee for review and discussion.*
- 4. Occupational health and safety key performance indicators for managers be considered during the 2016/2017 budget process.*

Carried

Attachments

- 6.1 Audit Committee Action Sheet

6.2 Strategic Risk Progress Report

INTRODUCTION

The Alpine Shire Council Risk Assessment Report 2014 was prepared at the request of the Audit Committee. The purpose of the review was to assist in determining the high risk areas within Council to assist in prioritising the controls and actions to manage the risk. This report provides an update on the progress of the outstanding actions.

RECOMMENDATION

That progress of the Strategic Risk Progress Report be noted.

Moved: S Nicholas

Second: J Shepherd

That:

- 1. Progress of the Strategic Risk Progress Report be noted.*
- 2. Plan for monthly back up of identified critical IT systems and data to off-site or cloud storage and include process in business continuity plan.*

Carried

Attachments

6.2.1 Strategic Risk Assessment Progress Report

6.2.2 Road Asset Management Plan, December 2016

6.2.3 Bridges Asset Management Plan [to be provided under separate cover]

6.3 Business Arising from Previous Meeting

7. OFFICER REPORTS

7.1 Cash Handling and Credit Card Internal Audit

Directorate: Corporate Performance **Department:** Corporate
Manager: Manager Corporate **Author:** Manager Corporate

INTRODUCTION

The Audit Committee recommended at its meeting held on 26 July 2016 that Council undertake a cash handling and credit card 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.

Mr Clarke provided an overview of the two audits. He advised the Committee that he was satisfied that Council had robust processes in place for both cash handling and the use of credit cards. The Committee were advised that the introduction of VEND point of sale system had improved off-site handling of cash and resulted in improved customer service.

ACTION

- *Update Corporate Credit Card Policy to include recommendations of audit.*
- *Ensure all new and existing credit card holders receive and sign a copy of the Corporate Credit Card Policy*
- *Investigate additional VEND point of sale at Alpine Visitor Information Centre.*

REPORT

Presentation by auditor, Stephen Clarke, Johnsons MME

SUMMARY OF FINDINGS

Cash Handling

Issue	Risk Rating
1 Council's Cash Handling and Receipting Policy and associated procedures do not specifically address requirements relating to: <ul style="list-style-type: none"> • the operation of petty cash accounts; and • security over the use of credit/debit cards by customers to make payments/ 	Moderate
2 Lack of security over cash tills and till keys when left unattended at some cash collection sites	Low
3 No manual receipt books are held by the Myrtleford Holiday Park and Myrtleford Visitor Information Centre in case of VEND point of sale system crashing.	Low
4 No monthly review of cancelled/missing reports from VEND point of sale system.	Low
5 No monitoring of cash reconciliation variances (unders/overs) by Finance.	Low

6	Quick deposit bags have not been used by Myrtleford Holiday Park, Myrtleford Visitor Information centre and Mount Beauty Visitor Information Centre.	Low
7	Customer service officers at the Bright office do not change “users” when processing receipts in the receipting module of Authority, nor do staff at all remote sites change ‘users’ when processing receipts through the VEND point of sale system.	Moderate
8	Instances identified where cash deposits were not banked within required timelines as defined in the Cash Handling and Receipting Policy.	Low
9	We noted that a ‘spare change float’ is being used at the Mount Beauty Transfer Station which is separate from the approved daily cash float of \$150 and is not included in the end of day reconciliations.	Low
10	Instance identified where the manual daily banking sheet had not been signed off as reviewed by finance staff.	Low

Credit Cards

Issue	Risk Rating
1 Corporate Credit Card Policy – Council has developed a policy over credit card use however it does not address some specific matters as identified in the ‘Credit Card best Practice Guide’ as issued by the NSW Treasury Department.	Low
2 Cardholders are not being given a copy of the Corporate Credit Card policy when they are issued a credit card and there is no formal acknowledgement that they have read and understood the conditions.	Moderate
3 Credit card testing identified two instances where purchase on credit cards were for fuel which is specifically not permitted under Council’s policy.	Low

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

Attachments

7.1.1 Review of Cash Handling Report, Johnsons MME, November 2016

7.1.2 Review of Credit Cards Report, Johnsons MME, November 2016

Auditor, Stephen Clarke, Johnsons MME left the meeting at 11.12am.

7.2 Audit Committee Annual Self-assessment Survey

Directorate: Corporate Performance **Department:** Corporate
Manager: Manager Corporate **Author:** Manager Corporate

INTRODUCTION

The purpose of this report is to present to the Audit Committee the outcome of its annual self-assessment survey.

RECOMMENDATION

That:

- 1. The 2016 annual Audit Committee self-assessment survey results be noted;***
- 2. A risk management process for asset projects and maintenance be developed and implemented;***
- 3. An annual internal audit program be established and implemented; and***
- 4. The Chief Executive Officer promote attendance at the Audit Committee meetings by all members of Council's executive team.***

Moved: S Ryan

Second: J Shepherd

Carried

BACKGROUND

The Victorian Governments *Audit Committees – A Guide to Good Practice for Local Government* and the Audit Committee Charter require the Committee to undertake a self-assessment of its performance each year.

An online survey was made available to Committee members for the 2016 survey. The survey comprised nine 'yes or no' questions with the option to provide comment. The tenth question allowed Committee members to provide suggested improvements for the performance of the Committee.

This year the survey was only distributed to the four independent members of the Committee. The two councillor representatives on the Committee were unable to participate in the survey due to the timing of the survey falling within the election period.

FINDINGS

There was a 75% return rate of the survey. Of the three surveys completed, the results are summarised in the table below.

	Question	Yes	No	Comment
1.	The Audit Committee has received whatever information, presentations or explanations that it considers necessary to fulfil its responsibilities?	66.67%	33.33%	<ul style="list-style-type: none"> • Some information in regards to risks, assets and projects we are still waiting for. As risk is a major area for large infrastructure items we see this as an important part of our responsibilities. • Two meeting in it is difficult to say.

	Question	Yes	No	Comment
2.	The Audit Committee has reviewed the effectiveness of management information including financial controls and reporting?	100%	-	<ul style="list-style-type: none"> To date the controls and reporting appear robust.

	Question	Yes	No	Comment
3.	The Audit Committee has gained a level of assurance that systems are in place within Council to identify high risks?	33.33%	66.67%	<ul style="list-style-type: none"> As per comment for Q1 Normally this is provided by internal audit. Self-assessment is adequate. Do not feel confident that there is a comprehensive risk management process with detailed mitigation and contingency planning.
4.	The Audit Committee has scheduled audit reviews in accordance with risk assessments?	66.67%	33.33%	<ul style="list-style-type: none"> In progress
5.	The Audit Committee has made recommendations to address control deficiencies?	100%	-	-
6.	The Audit Committee has approved the annual Internal Audit Program?	33.33%	66.67%	<ul style="list-style-type: none"> Being developed. Not on agenda to date.
7.	The Audit Committee have attended meetings on a regular basis?	100%	-	-
8.	Meetings have been conducted in accordance with agendas, reports and supporting work-papers have been well written and meetings allow for full participation?	100%	-	-
9.	Are you happy with the overall performance of the audit committee?	100%	-	<ul style="list-style-type: none"> Too early to say
10.	Please detail any improvements you feel management can make to improve the performance of the Audit Committee.	<ul style="list-style-type: none"> Assets maintenance and project risks are a major concern and once the agreed reviews are in place and documented this will improve the performance of the Committee. Regular attendance by CEO and director is good. Attendance by all members of the executive team would be an improvement. A detailed 3 year business plan may bridge the gap between the Council Plan and the annual Budget. 		

The feedback from the Committee this year has been generally positive. Key areas for management to consider include:

- risk management processes – particularly in relation to infrastructure projects and assets;
- establishment of an internal audit program; and
- encouraging all members of the executive team to attend the Committee meetings.

KEY IMPLICATIONS AND OPTIONS

Legislative Issues

Compliance with section 139 of the *Local Government Act 1989*.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2013-2017 (2016 Review)	
<i>Theme: Performance Focused Organisation</i>	
Strategic Objective 5.2	To manage resources well to ensure sustainability.
Strategic Objective 5.4	To ensure a high standard of governance
Audit Committee Charter	
Clause 5.3	Risk management
Clause 5.7	Compliance
Clause 5.8	Reporting responsibilities
Clause 5.9	Other responsibilities

CONCLUSION

The Audit Committees self-assessment survey for 2016 has been completed and submitted to the committee for review and discussion.

The survey results indicate that management should focus on risk management processes and an internal audit program.

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

Attachments

Nil

7.3 IT Update

Directorate: Corporate Performance **Department:** Corporate
Manager: Manager Corporate **Author:** Manager Corporate

INTRODUCTION

The purpose of this report is to provide the Audit Committee (Committee) with an overview of the IT infrastructure upgrade which took place in September 2016 and note the issues experienced during the upgrade. This report also outlines how the issues have been mitigated from future occurrence.

Manager Corporate gave an overview of both the infrastructure upgrade and the ransomware infection. Issues relating to certified graphics cards, CPU replacement and full retest in February 2017 in relation to the infrastructure upgrade were discussed. Anti-virus software, regular security checks on user profiles and hardware and staff awareness were also discussed in relation to the ransomware infection.

RECOMMENDATION

That the report be noted.

Moved: J Ryan

Second: S Nicholas

Carried

ACTIONS

- *Report on February 2017 full retest of infrastructure upgrade to May meeting of the Committee.*
- *Undertake regular (quarterly) security check of user profiles and hardware.*
- *In relation to ransomware infection, follow up failures in email scanning; user training and awareness; security policies; and web filtering*

BACKGROUND

Infrastructure Upgrade

Council planned and budgeted for a major upgrade of its IT storage infrastructure to be undertaken in quarter one 2016/17. The main objectives for the infrastructure replacement were:

- Replace out-of-warranty, aging hardware from the production environment;
- Improve application and user desktop performance; and
- Increase capabilities at the Disaster Recovery site to support full production failover.

There is a global trend towards reduction of spinning disk technology in favour of solid state disk (SSD). SSD and other flash devices offer significant improvements in performance and when combined with data deduplication and data compression make the replacement of spinning disk with SSD cost comparable.

A Virtual Storage Area Network (VSAN) replaces a traditional physical Storage Area Network (SAN) appliance by utilising local disk installed in each server (node) and then using software to aggregate and share this disk between all nodes. For this reason

Virtual SAN is called software defined storage. Virtual SAN Advanced is a VMware licenced product.

A VSAN provides fault tolerance in the event of disk or node failure. The method of fault tolerance, number of faults to tolerate, and node redundancy, determine the minimum number of nodes required for the solution to function, and the storage capacity and performance overheads.

A large number of options were considered, trying to reduce the solution costs while maintaining sufficient resources (CPU and Memory) to operate fully, and allow enough redundancy to provide acceptable risk. VSAN will run on 3 nodes, however it is recommended (VMware Virtual SAN 6.2 Design and Sizing Guide, March 2016, p. 14) to deploy on four or more nodes to provide redundancy or the ability to evacuate a node for maintenance tasks. See the table below for assessed options.

	Best practice	Good Practice	Space Efficient	Minimal possible
Nodes	4	4	4	3
Fault domains ⁱ	8	4	4	3
Faults to Tolerate	2 ⁱⁱ	1	1	1
Node redundancy	1	1	0	0
Fault Tolerance method	RAID 5/6	RAID 1	RAID 5/6	RAID 1
Capacity overhead	50%	100%	30%	100%
Performance overhead	Medium	Low	Medium	Low
Required cache per node	2 * 200GB	400GB	400GB	600GB
Unformatted raw capacity required	15.1TB	17.3TB	12.5TB	17.3TB
Raw capacity for in-place rebuild	20.1TB	23.07TB	n/a	n/a
CPU's per node	2	1	1	2
vCPU/Core ratio after 1 node failure ⁱⁱⁱ	4.32	4.65	4.65	4.98
VSAN Licencing	\$36,488	\$18,064	\$18,064	\$27,366
Cost per Node	\$24,190	\$21,440	\$21,440	\$26,000
Total Solution cost	\$133,208	\$103,842	\$103,842	\$105,366

The solution is sized (CPU, memory and storage) to allow Council's environment to operate with one node removed either through maintenance of failure and still tolerate a disk or controller failure without losing data. The VSAN licencing has been kept to a minimum of four CPU's (1 per node). Because of hardware limitations with one CPU any future storage expansion will be achieved by adding nodes rather than expanding existing nodes. The all flash array will provide 1-2 orders of magnitude performance improvement over current equipment, and when combined with the NVIDIA graphics cards delivers an improved end-user desktop experience to support Councils business function into the future.

The upgrade commenced in a test environment in mid-August and was monitored for a period of two weeks prior to going 'live' with the transition. The test environment indicated no failures or issues, however it was noted that the storage controller was not

compatible. This was raised with VMWare and was written into the contract as a requirement. The migration of data was then undertaken in a staged manner.

Four to five days from the go live transition, Council experienced a 'purple screen' which indicates that the server has crashed. Given the new infrastructure design and having four nodes, Council's environment was still fully operational. However over the course of three weeks, there were seven crashes in total and one of these instances included two nodes. On this occasion (two nodes down) the environment was not operational for staff. On this occasion the environment was down for half a day. There were periods where crashes were only one day apart or up to four or five days apart.

There were a number of issues identified during the process:

- Server crashing (purple screen);
- Graphics card causing virtual machine (VM) dropouts for users; and
- The storage controller not being compatible.

Over the course of the three weeks the CEO, Director Asset Development, Manager Corporate and IT Coordinator met regularly to monitor the changes and progress of the environment. Towards the end of this period the server crashes increased in frequency and the following options were assessed as a path forward:

- Upgrade the software as recommended by VMWare; or
- Roll back the upgrade.

Rolling back the upgrade was seen as the least preferred option as this would take between 25 to 30 hours to transfer the data and there would be compatibility issues with rolling back the hosts. Additionally, the rolled back environment would operate more slowly and would still have user issues that required fixing.

Upgrading the servers was seen as a viable option to fix the issues being experienced. This too would take considerable time, however would be a far smoother solution for users if it was successful.

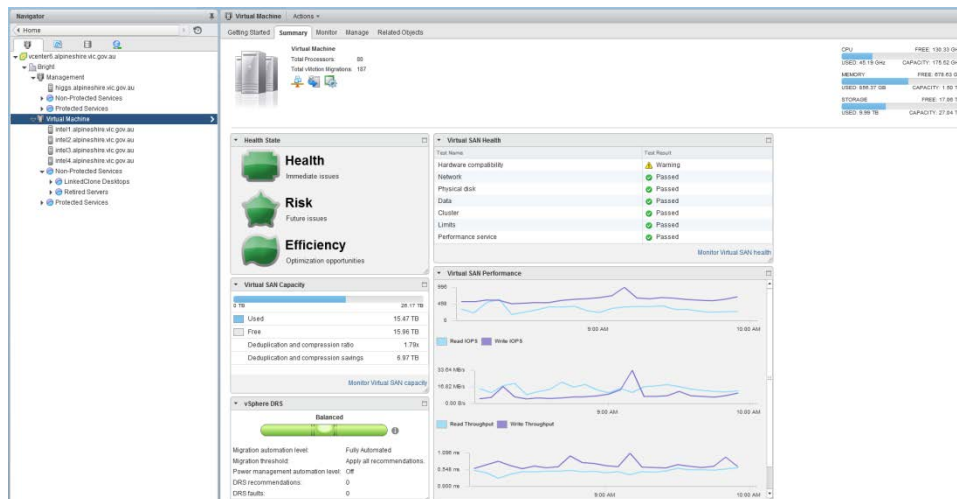
The upgrade was undertaken over a weekend so there was minimal impact to users. This took two days and was successful, rectifying the VM dropouts and no further crashes have occurred. There is currently a service called logged with VMWare regarding the server crashes. Intel and VMWare have not been able to replicate the issue, however the ticket remains open and we were being updated on a weekly basis. The ticket has now been closed due to no further crashes occurring.

There was no data lost during the crashes. This was mitigated by the initial design of the upgrade to four nodes as well as the disaster recovery processes. The disaster recovery processes are in place, working and tested but are still to be documented. This will be documented as part of the full annual disaster recovery test in February/March 2017.

A new controller (for each node) has been ordered (under warranty) and has arrived. These will be installed early in December as a staged process (one controller per node per week) to ensure continuity of service and minimise the risk of issues occurring.

The old hosts have been transferred to the depot to upgrade the disaster recovery infrastructure. The old storage is also going to be transferred to the depot to increase the speed of the DR site.

The screen shot below provides an example of the environment dashboard which is monitored for performance on a daily basis. The dashboard shows three main items being efficiency, risk and health. The bottom right graph looks at the latency of the environment which indicates how responsive the desktop and servers environments are - less than 1 millisecond is what we are aiming for. The top right corner shows the CPU. We aim to have at least 25% of the CPU and memory free in order to run on three servers if one crashes.



Ransomware Infection

On Monday 3rd October 2016, Council experienced a malware attack. This attack affected approximately 270,000 files representing approximately 5-10% of Councils files. The infection occurred at approximately 16:40pm with the infection being found at 17.10pm and stopped immediately. The source was located as running on the Manager Facilities VM. The VM was powered down immediately.

The ransomware that affected our environment had only been released six days earlier. The Locky ransomware was downloaded by a spam e-mail when the macro's in the attachment "Receipt 38-56479.xls" ran on a user's virtual machine (VM). There was no body of text with the e-mail. It spoofed as being from jamey.morisset@gmail.com but originated from India. The e-mail was not blocked by Council's Barracuda Spam and Firewall.

The ransomware was executed on the virtual machine and was not detected or sandboxed by Webroot endpoint antivirus due to the antivirus not running on the VM. Initial investigation indicated that Webroot was present on the VM, but not running. Several other VM's have been found with the antivirus not running.

Investigation and mitigation regarding the ransomware revealed the following:

1. Email scanning failed – have not been able to determine why.
2. User training and awareness failed.
3. Security policies failed – macros were disabled however the user bypassed these due to a lack of awareness.
4. Web filtering failed – have not been able to determine why.
5. Endpoint scanning failed – resolved. The antivirus was installed but not running on the VM. This was due to a bug in the deployment of cloned VM's. The installation of antivirus is now completed after the cloning of the machines has occurred (rather than installing the antivirus on the machine set up for cloning).
6. Backups – successful.

There are two types of backup. The first method is local recovery which is used when the computing environment is still available. The second is disaster recovery which is used when this environment is not available (ie. fire etc.). In this instance a combination of local recovery and disaster recovery were used. The local recovery was used for all files whilst the disaster recovery was used for the Web Application Server which hosts BIS (budget module) and Health Manager (environmental health).

The Web Application Server was not protected by local recovery when it should have. This server was created after the original local recovery plan was created and had been inadvertently omitted. Adding the web server into the local recovery is currently an administration ticket in the help desk system. There was also a terabyte of mapping imagery on a disk which was not in local recovery but on DR. This has now been included in the local recovery.

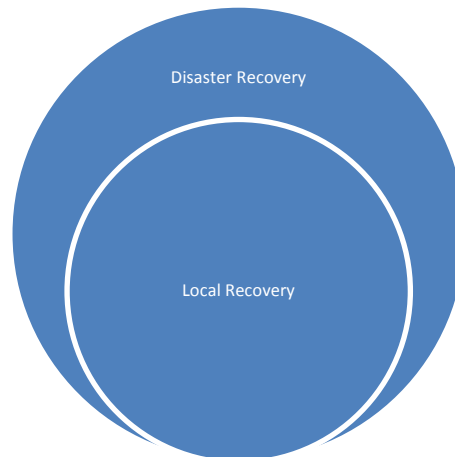


Figure: Overall recovery plan

The recovery was completed within 5 days. All data was recovered and took approximately 4 hours. The worst case scenario would have been to lose 1 hour of data. It took 6 to 8 hours to recover the encrypted files. Further investigation is recommended on why the web filtering failed to detect the virus. There was no ransom paid.

CONCLUSION

The upgrade has now been stable for 6 weeks at the time of drafting the report. The controllers will be replaced in December and a full annual disaster recovery test will be undertaken in early 2017 consistent with prior years. Moving forward such upgrades will incorporate greater testing of the environment prior to going live, however there is always a risk of unforeseen issues occurring.

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

Attachments

Nil

¹ Fault domain can be a disk group, server, or combination of servers (i.e. entire rack).

¹ As there are two fault domains per node, faults to tolerate = 2, to survive a node failure.

¹ Based on 279 vCPU from current operating environment.

7.4 Health and Safety Report

Directorate: Corporate Performance **Department:** Corporate
Manager: Manager Corporate **Author:** Health Safety Risk Officer

INTRODUCTION

The purpose of this report is to provide the Audit Committee with an overview of Council's quarterly performance in regards to health and safety matters. A detailed confidential report has been prepared and will be circulated separately to the agenda.

The report details the following:

- Reported events for the quarter;
- Health and safety statistics;
- Health and Safety Committee attendance; and
- WorkCover summary.

RECOMMENDATION

That the Confidential 2016/2017 Year to Date 30 November 2016 Health and Safety Report be endorsed for Council adoption.

Moved: S Nicholas

Second: S Ryan

Carried

BACKGROUND

Alpine Shire Council is committed, so far as is reasonably practical, to ensuring the health, safety and wellbeing of all employees, contractors, volunteers and community members while participating in business or undertakings on its behalf.

Employee Health and Safety - Register of Events

A total of 18 employee health and safety events were reported during the period 1 July to 30 November 2016: 13 incidents/injuries; 4 hazard reports and 2 near misses.

Reporting for this period is reasonably consistent with previous years.

Health and Safety Representation

The Health and Safety Committee did not meet during the period due to the expiration of term of two Health and Safety Representatives (HSRs) and the loss of two further HSRs due to the cessation of the Home and Community Care Service.

These circumstances triggered a review of designated work groups (DWGs) and HSRs.

Training, Education and Awareness

Limited health and safety training was undertaken during the period and training completed had a focus on mandatory training and mental wellbeing.

WorkCover Claims

Three new WorkCover claims were lodged during the period as a result of two injuries sustained in July 2016 and one in October 2016. Two claims are active and ongoing with one employee remaining on leave and the second returned to work on modified duties and hours. The third claim has been closed and the employee returned to full duties and hours within the period. The one remaining active claim from 2015/2016 was closed during the period with the employee returning to full duties and hours.

KEY IMPLICATIONS AND OPTIONS

Legislative Issues

Compliance with *Occupational Health and Safety Act 2004*

Compliance with *Occupational Health and Safety Regulations 2007*

Risk Management

Identified Risk	Risk Likelihood (H,M,L)	Impact of Risk (H,M,L)	Strategy to Manage Risk
WorkCover claims management	H	H	<ul style="list-style-type: none"> Engage external consultant for claims advice, support and management. Ensure return to work coordinators trained. Regular reporting to Executive.
Health and safety management	H	H	<ul style="list-style-type: none"> Further develop and enhance the safety system framework. Increase attendance at HS Committee. Provide health and safety training to staff.
Public liability management	M	L	<ul style="list-style-type: none"> Ensure appropriate insurance coverage. Maintain customer request system. Increase reporting to Executive.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2013-2017 (2016 Review)	
<i>Theme 5: Performance Focused Organisation</i>	
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
Audit Committee Charter	
Clause 5.3	Risk management
Clause 5.7	Compliance
Clause 5.8	Reporting Responsibilities

CONCLUSION

The 2016/2017 Year to Date 30 November 2016 Health and Safety Report indicates that employee reporting of health and safety events is consistent with previous years. A focus on finalising employee health and safety representation will be required for the 2016/2017 quarter 3.

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.

- Health, Safety and Risk Officer

Attachments

7.4 2016/2017 Year to Date 30 November 2016 Health and Safety Report -

CONFIDENTIAL

7.5 VAGO Report on Audit Committee Governance

Directorate: Corporate Performance **Department:** Corporate
Manager: Manager Corporate **Author:** Health Safety Risk Officer

INTRODUCTION

This report provides an overview of this Audit Committee’s compliance with the recommendations of the Victorian Auditor General’s report on Audit Committee Governance tabled in August 2016.

RECOMMENDATION

That the report be noted.

ACTION

The Director Corporate Performance to assess risk awareness within the Council and training needs of management and key employees.

BACKGROUND

The Victorian Auditor General reviewed the governance arrangements of the audit committees of the seven Victorian Government departments as well as the Victoria Police during 2016. The report was tabled in Parliament in August 2016.

While the report addresses state government audit committees, it does make recommendations that are equally valid to Council’s Audit Committee.

The report makes a total of 15 recommendations. This Committee’s compliance with those recommendations is outlined in attachment 7.5.1.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2013-2017 (2016 Review)	
<i>Theme 5: Performance Focused Organisation</i>	
Strategic Objective 5.4	To ensure a high standard of governance
Audit Committee Charter	
Clause 5	Responsibilities

CONCLUSION

The governance of Council’s Audit Committee is sound. Of the 15 VAGO recommendations, Council complies with 12. In response to the remaining three recommendations, education is undertaken as required, conflict of interest for outsourced audit providers is currently not an issue and it is acknowledged that further development is required in relation to the committee’s risk responsibilities.

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
- Health, Safety and Risk Officer

Attachments

7.5.1 Compliance Summary with VAGO Recommendations on Audit Committee Governance

7.5.2 VAGO Report 2016-17:2 Audit Committee Governance, August 2016

7.6 VAGO Report on Financial Systems Controls

Directorate: Corporate Performance **Department:** Corporate
Manager: Manager Corporate **Author:** Manager Corporate

INTRODUCTION

This report provides an overview of Council’s compliance with the recommendations of the Victorian Auditor General’s report on Financial Systems Controls tabled in November 2016.

RECOMMENDATION

That the report be noted.

ACTION

VAGO recommendations 6 and 8, requiring alignment of IT control frameworks with IT security standards and a gap analysis against Australian Signals Directorate respectively, to be captured on the Action Sheet.

BACKGROUND

This report provides a high-level overview of the strength of information technology controls that operate across a number of Victorian Government agencies to protect financial information. The report was tabled in Parliament in November 2016.

While the report primarily addresses state government agencies, it did also audit seven local government councils/service providers and therefore the recommendations are equally valid to Council’s operations and systems.

The report makes a total of eight recommendations. Council’s compliance with those recommendations is outlined in attachment 7.6.1.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2013-2017 (2016 Review)	
<i>Theme 5: Performance Focused Organisation</i>	
Strategic Objective 5.3	To support people and business functions
Audit Committee Charter	
Clause 5.3	Risk management

CONCLUSION

Of the eight VAGO recommendations, two were not applicable to Council operations. Of the remaining six recommendations, Councils operations meet with four and further analysis is required in relation to alignment with Victorian Government IT security standards and a gap analysis against Australian Signals Directorate strategies.

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

Attachments

7.6.1 Compliance Summary with VAGO Recommendations on Financial Systems Controls

7.6.2 VAGO Report 2016-17:7, Financial Systems Controls Report 2015-16, Nov 2016

8. FOR INFORMATION ONLY

8.1 2016/2017 Quarter 1 Finance Report

Refer Attachment 8.1

The Committee questioned the variance in the “provision for landfill rehabilitation” on the Balance Sheet. The Committee were advised that the variance is attributed to changing Environmental Protection Authority provisions.

8.2 2016/2017 Quarter 1 Purchasing Spot Audit

The payments are selected using the random number function in excel to allocate a number between 1 and the total number of payments for the quarter. The payments that have been allocated a number between 1 and 10 are the ones chosen for the audit.

Refer Attachment 8.2

The Committee discussed the results of the audit and the findings in relation to a purchase outside financial delegations and requested that the process be reviewed and reported back.

ACTION

Review purchasing process to ensure issue resolved and report to February meeting of the Committee.

8.3 Project Management Spot Audit

A procedure for undertaking the project management spot audit has been developed. Council’s finance officers will undertake the spot audits in accordance with the procedure every six months.

Refer Attachment 8.3.1 Project Management Procedure

Refer Attachment 8.3.2 Project Management Spot Audit Results, December 2016

8.4 Purchase to Pay Project - Approval Max and Xero

Presentation/verbal update – D Barry

This item was deferred until February 2017 meeting.

8.5 VAGO Final Management Letter

Refer Attachment 8.5

ACTION

Outstanding VAGO recommendations to be captured on the Action Sheet.

8.6 WorkCover Report

Refer Attachment 8.6

9. GENERAL BUSINESS

9.1 Meeting Schedule Dates

Request by member S Ryan to discuss dates of future meetings.

The Committee discussed suitable days and times for its 2017 meeting dates.

AGREED

It was agreed that meetings will be extended to 2.5 hours and held at 9.30am on a Friday on the following dates:

- *24 February 2017*
- *26 May 2017*
- *21 July 2017*
- *22 September 2017 (date subject to VAGO closing report)*
- *24 November 2017.*

9.2 JMAPP Audit Report 2014-2016

Request by Chair S Lebish to discuss JMAPP Audit Report 2014-2016 recommendations.

The Committee discussed the need to address the recommendations and that many of these would be captured as part of the risk review. The Committee also wanted to be assured that any outstanding recommendations from previous audits were captured on the Action Sheet.

AGREED

It was agreed that the 2012/2014 JMAPP Audit recommendations would be reviewed and any outstanding actions included on the committee's Action Sheet.

9.3 Crisis Management Procedures

Request by member M Anderson for management to brief the Committee on Councils preparedness to manage a public incident crisis.

The Mayor and Chief Executive Officer undertook crisis management training, including a simulation exercise, in December 2015. The training provided participants with an understanding of:

- How to assess the incident and develop a strategic response.
- How a response strategy informs communication, rather than the other way around
- The Mayor's role during a crisis.
- Council processes and an opportunity to explore how they could be improved to ensure an effective and efficient crisis response.

Refer Attachment 9.3 Municipal Emergency Management Plan, November 2015

10. NEXT MEETING

Friday 24 February 2017 at 9.30am

11. ATTACHMENTS

- 5.1 Minutes of Audit Committee Meeting No: 2, 6 September 2016
- 6.1 Audit Committee Action Sheet
- 6.2.1 Strategic Risk Assessment Progress Report
- 6.2.2 Road Asset Management Plan, Final, December 2016
- 6.2.3 Bridges Asset management Plan, [to be provided under separate cover]
- 7.1.1 Review of Cash Handling Report, Johnsons MME, November 2016
- 7.1.2 Review of Credit Cards Report, Johnsons MME, November 2016
- 7.4 2016/2017 Year to Date 30/11/2016 Health and Safety Report - **CONFIDENTIAL**
- 7.5.1 Compliance Summary with VAGO Recommendations on Audit Committee Governance
- 7.5.2 VAGO Report 2016-17:2 Audit Committee Governance, August 2016
- 7.6.1 Compliance Summary with VAGO Recommendations on Financial Systems Controls
- 7.6.2 VAGO Report 2016-17:7, Financial Systems Controls Report 2015-16, November 2016
- 8.1 2016/2017 Quarter 1 Finance Report
- 8.2 2016/2017 Quarter 1 Purchasing Spot Audit Results
- 8.3.1 Project Management Procedure
- 8.3.2 Project Management Spot Audit Results, December 2016
- 8.5 VAGO Final Management Letter Year Ended 30 June 2016
- 8.6 WorkCover Report
- 9.3 Municipal Emergency Management Plan, November 2015

12. MEETING CLOSE

The meeting closed at 12.36pm

Sue Lebish, Chair

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 6 December 2016
Location: Committee Room, Bright Office
Start Time: 4.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr Sarah Nicholas	Councillor	Heather Green	DSD
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Peter Roper	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Confidential Agenda item
- Planning Compliance matter
- Buffalo Creek Road path – Community driven initiative
- Simmonds Creek Road update
- Ordinary Council meeting agenda review

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 20 December 2016
Location: Senior Citizens Hall, 13 Smith Street, Myrtleford
Start Time: 3.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Dave Barry	CEO
Cr Tony Keeble	Deputy Mayor	Charlie Bird	DA
Cr John Forsyth	Councillor		
Cr Daryl Pearce	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Sarah Nicholas	Councillor
Cr Peter Roper	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

- Presentation: Dinner Plain Advisory Committee Members
- Special Council Meeting Agenda review
- Domestic Waste Water Management Plan
- Simmonds Creek

Mongans Bridge Recreation and Camping Park Reserve

President:*Paul Moulton***Secretary/ treasurer:***Elwyn Ried**970 Calimo Street**Albury NSW 2640*

Alpine Shire Council	
Received	
13 DEC 2016 1543-06	
File No.	03 5754 5226
Doc No.	5377
Action Officer	CB
C.C.	
C.C.	
C.C.	
C.C.	
C.C.	

Committee:*James Trennery, Lindy Seymour, Paul Moulton, Joyce Vail, Paul Walker Vice President**RMB 1106 Wodonga 3691, PO BOX 139 Mt Beauty 3699, Ph**ABN: 15 891 294 268***30 November 2016****Mr Ron Janus**

On Behalf of the managing committee of the above reserve I wish to submit the enclosed petition relation to the speed limits on the roads surrounding the reserve.

This petition is in response to repeated near misses that have occurred on the intersection of Bay Creek Lane and Redbank- Mullagong road between walkers and vehicles.

Every year during the summer the reserve is very busy with visitors and campers to the local area and we are continually being asked why nothing has been done about the speed of the vehicles that use the roads shared by the many reserve users walking along the road and even crossing to the river.

The river near the reserve is also used daily by many locals and day trippers.

The committee has approached the Alpine Council, Vic Roads and even the local Police trying to come up with a safe solution to the problem. We have been informed that the intersection was to be re-marked and new larger signage added to make the intersection safer but this is still to be carried out.

At our own cost the committee has placed signs in the park ensuring that campers and visitors are aware of the dangers.

The committee has approached the locals that would be affected by the proposed changes listed in the petition and all have signed in support of the petition.

We hope that the Alpine Shire Council are willing to help and support us in making the shire a safer place for the visitors to the area.

If you wish to discuss any of our concerns about the above, please give me a call on 0409 924005.

Thank you for your time.

Paul Walker
Vice President

Mongans Bridge Recreation and Camping Park Reserve LOCALS 1

President:
Leon Stewart



Secretary/treasurer:
Elwyn Ried
970 Calimo Street
Albury NSW 2640

Committee:

James Treagay, Lindy Seymour, Paul Morita, Joyce Vain, Paul Walker

RMB 1106 Wodonga 3691, PO BOX 139 Mt Beauty 3699, Ph: 03 5754 5226

ABN: 15 891 294 268

We the undersigned hereby express our wish to have the speed on the sections of road described below lowered to 60km per hour, and have appropriate signage notifying drivers of pedestrians and children using this area.

This petitions aim is to keep the users of the Mongans Bridge Reserve and locals using the Kiewa river safe in this area.

The road sections under this petition are:

- Mullagong Road from the Bay Creek Lane intersection for a distance of 2km towards Gundowring.
- Redbank Road from the Bay Creek bridge to the Bay Creek Lane intersection and,
- Bay Creek Lane from the Kiewa Valley Highway to Ceccanti Winery.

Name	Address	Signature
MOYA CECCANTI	285 BAY Creek Lane Mongans	[Signature]
ANGELO CECCANTI	285 BAY Creek Lane Mongans	[Signature]
Seymour (Lindy)	15 Baycreek Lane Mongans Bridge	[Signature]
Judith	24 BAY CREEK LANE	[Signature]
JACQUE BATHURAS	592 Redbank - Mongans Rd, Mongans Bridge	[Signature]
MARK BATHURAS	592 Redbank - Mongans Rd	[Signature]
DEAN O'KEEFE	2117 Gundowring Rd Gundowring	[Signature]
AMY O'KEEFE X2 KIDS	2117 Gundowring Rd 3691	[Signature]
DAN SEYMOUR	15 Bay Creek Lane Mongans Bridge	[Signature]
GEORGINA SEYMOUR	762 Mullagong Rd Gundowring	[Signature]
BETH SEYMOUR	182 Mullagong Rd Gundowring	[Signature]
Luke Seymour	15 Bay Creek Lane	[Signature]
ROBERT DAVORE	54 SAVILLE AVENUE	[Signature]
BRUCE WATERS	6112 KIEWA VALLEY HWY	[Signature]
Bec Howat	15 Baycreek Lane Mongans Bridge	[Signature]
GIORGIO BAREL	6109 Kiewa Valley Hwy	[Signature]
Antoinette Barel	6109 Kiewa Valley Hwy	[Signature]

Mongans Bridge Recreation and Camping Park Reserve

President:
Leon Stewart



Secretary/ treasurer:
Elwyn Ried
970 Calimo Street
Albury NSW 2640

Committee:
James Trennery, Lindy Seymour, Paul Moutin, Joyce Vail, Paul Walker
RMB 1106 Wodonga 3691, PO BOX 139 Mt Beauty 3699, Ph: 03 5754 5226
ABN: 15 891 294 268

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Lindy we all think speed humps would be better than flashing lights.

The road sections under this petition are:

- Mullagong Road from the Bay Creek Lane intersection for a distance of 2km towards Gundowring.
- Redbank Road from the Bay Creek bridge to the Bay Creek Lane intersection and,
- Bay Creek Lane from the Kiewa valley Highway to Ceccanti Winery.

Name	Address	Signature
David Nothall	51 Freeburgh Ave Mt Beauty	<i>[Signature]</i>
Heath Matheson	154 Louder Lane Tawonga	<i>[Signature]</i>
Marg. Trnka	5 Buckland St Tawonga Sth	<i>[Signature]</i>
Esther Bottomley	55 Valley Ave, Mt. Beauty	<i>[Signature]</i>
Simone Roy	174 Simmonds Cr Rd Tawonga Sth	<i>[Signature]</i>
Kate Parris	1 Marum Cr Tawonga Sth	<i>[Signature]</i>
Sharon Lidden	120 Liddens Ln Corabank	<i>[Signature]</i>
Sarwar Khan	" " "	<i>[Signature]</i>
Janet Segull	5 Coland Ct. Brgt.	<i>[Signature]</i>
Rachel Cosgriff	283 Simmonds Cr Rd Tawonga Sth	<i>[Signature]</i>
LUISE MOCK	180A Simmonds Cr P. Tawonga Sth 3698	<i>[Signature]</i>
RHONDA GARGAN	10 Stewards Rd, Tawonga Sth	<i>[Signature]</i>
SUE TILLEY	10 Sunrise Lane Tawonga Sth	<i>[Signature]</i>
Michele Wilson	14 Hunter St West Wodonga 3690	<i>[Signature]</i>
Sean Flou	Gundowring	<i>[Signature]</i>

Park Reserve

1

President:
Lynn Spencer



Secretary/ treasurer:
Elwyn Kien
970 Calamba Street
Albury NSW 2640

Committee:

RMB 117 Wodonga 3691, PO BOX 150 Mt Beauty 3699, Ph: 05 5754 5220
ARN: 15 891 204 268

We the undersigned hereby express our wish to have the speed on the sections of road described below lowered to 20km per hour, and have appropriate signage notifying drivers of pedestrians and children using this area.

This petition aims to keep the users of the Mongans Bridge Reserve and locals using the Kiewa valley safe in this area.

The road sections under this petition are:

- Mullalong Road from the Bay Creek Lane Intersection for a distance of 2km towards Wodonga.
- Redbank Road from the Bay Creek bridge to the Bay Creek Lane Intersection and,
- Bay Creek Lane from the Kiewa valley Highway to Decanti Winery.

NAME	Address	Signature
Elwyn TREBILCO	15 CORAL BANK RD CORAL BANK	[Signature]
KES TREBILCO	" " " " " "	[Signature]
PATRICIA HAMILTON	6108 KIEWA VALLEY HIGHWAY CORAL BANK	[Signature]
GREG GATTA	25 ST BELWARD DR	[Signature]
TEA SMITH	42 BAY CREEK AVE RED BANK	[Signature]
Iain Hamilton	6128 KIEWA VALLEY HWY	[Signature]
Lucea Barel	18 STREETS LANE 6109 Kiewa valley Hwy Coral Bank 3691	[Signature]
Lina Luay	6083 KVAT Coral Bank	[Signature]
Mark Luay	6083 Kiewa valley Coral Bank	[Signature]
NEIL GRESH	18 STREETS LANE DEPERASK	[Signature]
Steve LANE	13 Reids Ln Coral Bank	[Signature]
Bridget Lane	13 Reids Ln Coral Bank	[Signature]
Ronald Blake	80 Lakeside Rd Mt Beauty	[Signature]
Judith Pollard	23 WERMATONG AVE MTS VALLEY	[Signature]
Hannah Seymour	RMB 6709 Wodonga Kiewa Hwy	[Signature]
Kim Lane	13 Reids Lane Coral Bank	[Signature]
Frank Chubbuck	407 Mullalong Rd Upper Sun	[Signature]
Rae Dast	6301 Kiewa valley Hwy	[Signature]

Mongans Bridge Recreation and Camping Park Reserve Mt B.

President:
Leon Stewart



Secretary/ treasurer:
Elwyn Ried
970 Calimo Street
Albury NSW 2640

Committee:

James Treasery, Lindy Seymour, Paul Moulton, Joyce Van, Paul Walker

RMB 1100 Wodonga 3691, PO BOX 139 Mt Beauty 3699, Ph: 03 5754 5226
ABN: 15 891 294 268

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This petitions aim is to keep the users of the Mongans Bridge Reserve and locals using the Kiewa river safe in this area.

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- Redbank Road from the Bay Creek bridge to the Bay Creek Lane intersection and,
- Bay Creek Lane from the Kiewa valley Highway to Ceccanti Winery.

Name	Address	Signature
D. Mc DONALD	3 Hillmankin Cr. Tawonga Stk	[Signature]
ALAN REYNOLDS	80 ST BERNARD DV TAWONGA STK	[Signature]
EMIL SZAR	1071 MARGARET DR. TAWONGA STK	[Signature]
PETER PANOZZO	18 NELSE ST MT Beauty	[Signature]
Derek Hubton	Kiewa v/Hwy Tawonga Stk	[Signature]
Rob von der Linder	13 LEID CT TAWONGA STK	[Signature]
Carl Brown	97 Beck Creek Rd Yackandandah	[Signature]
Jennifer Schmagge	26 Valley Ave Mt Beauty Vic.	Jennifer Schmagge
KATHY KAPPAS	4 BRIDGET LANE OVENS V	Kathy Kappas
CAROLINE DIERIG	8 Isaacs Avenue, Yackandandah	[Signature]
Phillip Micholls	858 Beck Creek Rd Yackandandah	[Signature]
JOAN SELZER	176 SELZER LANE OVENS	[Signature]
Melissa Rudolph	7 Keeble way, Yackandandah	[Signature]
ROBERT BLAKE.	1 BLACK POSSUM RD BOGONG 3699	[Signature]
Elaine Gregg	18 Streets Lane Deering 3691	[Signature]
Alan [unclear]	104 Albany Lane	Alan [unclear]
Ziggy Laeks	56 Roper St Mount Beauty	[Signature]
Stuart Rudolph	7 Keeble Yack.	[Signature]

Mongans Bridge Recreation and Camping Park Reserve

President:
Leon Stewart



Secretary/ treasurer:
Elwyn Ried
970 Calimo Street
Albury NSW 2640

Committee:

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Name	Address	Signature
KARL DRABER	GARDNER ST WODONGA	[Signature]
Jacqui Packer	227 Kiewa Valley H/W	[Signature]
Roddy Packer	16 William St, Wodonga	[Signature]
Shane Packer	16 William St Wodonga	[Signature]
Moya CECCANTI	285 Bay Creek Lane	[Signature]
Rob. Hunt	285 Bay Creek Lane	[Signature]
Louise Steine	22 HORES LAKE, TALWONGA	[Signature]
Claudia Lortsch	12-4 Momen Street Mongana	[Signature]
Jane Lortsch	" " "	[Signature]
James Dent	85 Bay Road Mount Martha	[Signature]
ROB CHARK	290 EAGLESNEST RD ARTHURS CREEK	[Signature]
DOUG OWENS	66 BARBARA RD HURST BRIDGE	[Signature]
Mary Owens	66 Barbara Rd H/Bridge	[Signature]
Robert Schaefer	10 Norman Ct Fawcett	[Signature]
ELIZABETH CLARKE	227 KIEWA VALLEY H/W	[Signature]
Tobina ARIET	201/203 March St Wallacott	[Signature]
Lore Hamilton	1919 CHAPPEL RD WODONGA	[Signature]
Helena Walsh	4 Platypus Court Barandah	[Signature]

Mongans Bridge Recreation and Camping Park Reserve

President:
Leon Stewart



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Elwyn Ried
970 Calimo Street
Albury NSW 2640

Committee:

James Treasury, Lindy Seymour, Paul Maudlin, Joyce Vels, Paul Wares

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Name	Address	Signature
Lara O'Brien	10 TANONGA CRESCENT Mt Beauty	[Signature]
Mirella Franzke	11 Range Rd Tanongga	[Signature]
JOHN GUERIN	21 MOUNTAIN AVE Mt Beauty	[Signature]
VICKI BURTON	76 Lakeside Ave Mt Beauty	[Signature]
Jasper O'Brien	10 TOWONGA CRT	[Signature]
Lox McFadyen	40 Kew Valley	[Signature]
Megan New	12 CHARLES ST TANONGGA	[Signature]
KEITH KILPATRICK	133 FIELDS RD TANONGGA	[Signature]
Alexander Condon-Van Kriel	204 Running Creek Rd Keweenaw	[Signature]
LUKE MODER	25 Standish St Murrumbidgee	[Signature]
Sean Henderson	2 HORNER CL KNOTFIELD	[Signature]
FAY HENDERSON	2 HORNER CL KNOTFIELD	[Signature]
CAROL HUGUENIN	6 WINGA PL ST. HELENA	[Signature]
BRIAN HUGUENIN	6 WINGA PL ST HELENA	[Signature]
ELWYN MATHEWS	7 ARROW CRT RIDDELLS CREEK	[Signature]
RICHARD BENSON	14 March Ct Riddells Creek	[Signature]
JOHN MATHEWS	7 ARROW CT RIDDELLS CREEK	[Signature]
Annette Benson	14 March Ct Riddells Creek	[Signature]

Rhonda Smith EDWARD SMITH	196 Nell St Greensborough 196 NELL ST GREENSBOROUGH	Children crossing VERY NECESSARY FOR CAMPER'S SAFETY!!
CHRISTINA COWMAN JOIM COWMAN	74 ESTHER CR. MOOROOBARK	CHILD SAFETY
Leighton Reginato Jarrod Reginato	184 Oxley Greta West Rd Oxley 184 Oxley Greta West Rd Oxley	Leighton Jarrod Reginato
Rhonda Houston Paul Moulton	11 Malloo Cr Croydon Mills 11 MALLOO CRT CROYDON MILLS	Rhonda Paul Moulton
ANTHONY WEST Deicke Stewart	70 GRANT CLOSE BERWICK 18 COLEMAN CRT NEW GISSBORO	Anthony West Deicke Stewart
Jill Hayes Tony Hayes	Towong Upper Towong Upper	Jill Hayes Tony Hayes
Michael Cole VAL DANFORTH	34 Keeble Gchlandale 1 KELLY ST WOODGATE	Michael Cole Val Danforth
Don Brown ROBIN GIBBS	1 KELLY ST WOODGATE 2/1 BENT PLACE WODONGA VIC	Don Brown Robin Gibbs
PHILLIP JANISSEN Martin O'Sullivan	2/1 BENT PLACE WODONGA VIC 21 Church St Yackandandah Vic	Phillip Janissen Martin O'Sullivan
LEON STEWART Elwyn Ried	18 COLEMAN CRT NEW GISSBORO 970 Colimo St Albury	Leon Stewart Elwyn Ried
Liz Smith Lenore Wallace	5 mayfair Ct, Albury 2675 KIEWA VALLEY HWY KIEWA	Liz Smith Lenore Wallace
Lauren Smith CAMERON WALLACE	5 mayfair Ct Albury 2675 KIEWA VLY HWY KIEWA VIC	Lauren Smith Cameron Wallace
Tony Smith Catherine Lyndley	5 mayfair Ct Albury 5923/1/1/1/1 ST CHERMSIDE VIC	Tony Smith Catherine Lyndley
IVONE BARZEN Gary Cherey	23 Andrews Ave Wagga 27 Myall Cres Wagga	Ivone Barzen Gary Cherey
MARIE BARCLAY JOHN BARZEN	14 MILLVILLE PL NAGAI 23 ANDREWS AVE, WAGGA	Marie Barclay John Barzen
Belinda Cherey Jenny Wainock	27 Myall Cres Wagga 278 Joomalabee Rd Renalla	Belinda Cherey Jenny Wainock
Randy Wainock Rupert Fyney	" " " 15 Lake Rd Bulbridge	Randy Wainock Rupert Fyney
Shirley Fyney	" " " " " "	Shirley Fyney

Mongans Bridge Recreation and Camping Park Reserve

President:
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Name	Address	Signature
Sylvia Wiseman	P.O BOX 66 St. ANDREWS St.	Sylvia Wiseman
Robert Wiseman	" " " "	Robert Wiseman
LOVIN WHITEHEAD	37 CRAIGMUIR DR MURDOORA	Lovin Whitehead
CHERYL WHITESIDE	32 CRAIGMUIR DR. MURDOORA	Cheryl Whiteside
Cameron Hutchinson	657 CHANT ST LAVINGTON	Cameron Hutchinson
Samuel R Buswell	32 Shelton Dr Beechworth	Samuel R Buswell
Jennie Buswell	32 Shelton Dr. Beechworth	Jennie Buswell
Rohyn Doig	657 Chant St. Lavington	Rohyn G. Doig
Kathleen Lengrand	235 Gravel Pit Rd Wang	Kathleen Lengrand
Melissa Hackett	17 Langtree Ave, Wang	Melissa Hackett
Nikolas Gurdik	48 HIGHWAY 7 AVE E. BUNDAGE	Nikolas Gurdik
CAROLINE GURDIK	" " " "	Caroline Gurdik
Lara Reginato	184 Oxley Crest West Rd Oxley	Lara Reginato
Dino Reginato	" " " "	Dino Reginato
PATRICK LENGGRAND	235 Gravel Pit Rd WANGARATA	Patrick Lengrand
BILL HACKETT	17 LANGTREE AVE WANG.	Bill Hackett
Jason Reginato	184 Oxley Crest West Rd Oxley	Jason Reginato
Hayden Hackett	17 Langtree Ave vic	Hayden Hackett