



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M10 – 3 October 2017

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 **3 October 2017** and commenced at **7:00pm**.

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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 CONFIRMATION OF MINUTES

3.1 ORDINARY COUNCIL MEETING – M9 – 5 SEPTEMBER 2017

Cr Keeble

Cr Pearce

That the minutes of Ordinary Council Meeting M9 held on 5 September 2017 as circulated be confirmed

Carried

4 APOLOGIES

5 OBITUARIES / CONGRATULATIONS

6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

7 PUBLIC QUESTIONS ON AGENDA ITEMS

Questions on Notice will be limited to two questions per person.

Questions on Notice can be written or from the floor.

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

8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Alpine Shire Council Annual Report 2016/17

File Number: 900.01

INTRODUCTION

The *Local Government Act 1989* (the Act) requires Council to:

- prepare an Annual Report within three months of the end of the financial year; and
- hold a meeting to consider the report within one month of submitting the report to the Minister for Local Government.

Council's 2016/17 Annual Report was submitted to the Minister for Local Government by the legislated date of 30 September, and must now be considered by Council.

Cr Roper

Cr Forsyth

- 1. That in accordance with section 134 (1) of the Local Government Act 1989, Council note the Alpine Shire Council 2016/17 Annual Report containing the audited financial and performance statements for the year ended 30 June 2017.*
- 2. That Council will give a \$30 tip voucher to the first person to notify Council via its Facebook page of a typing error in the Annual Report.*

Carried

BACKGROUND

The Annual Report for the year ended 30 June 2017 contains the following statutory information:

- A report of Council's operations;
- Audited financial statements;
- Audited performance statement;
- A copy of the report from the auditor; and
- Other matters as required by the *Local Government (Planning and Reporting) Regulations 2014* and *Local Government (General) Regulations 2015*.

The key statutory information is contained in the following three sections of the report:

- Performance Report;
- Governance Report; and
- Financial Report.

PERFORMANCE REPORT

This section of the 2016/17 Annual Report is structured to correspond with the five strategic themes outlined in the 2013-2017 Council Plan. This is the final year of reporting against the old Council Plan. The Annual Report provides a written analysis of the year and reports against the strategic objectives. Strategies and actions contained in the Council Plan and corresponding Annual Action plan for the 2016/17 period. Key achievements for each area are:

Inspired Community Leadership

- Successful transition to Council-operated Branch libraries in Bright, Mount Beauty and Myrtleford.
- Response and recovery from October 2016 flood event.
- Preparation of the new Council Plan, incorporating the Municipal Public Health and Wellbeing Plan.

Enhancing the Environment and Liveability

- Completion of the ReCLess project, assisting in identification of plant species resistant to climate change. These details are available for the public, and are used in Council's open spaces management.
- Adoption of Planning Scheme Amendment C51, adding 86 new places to the Planning Scheme Heritage Overlay.

Strengthening the Community

- Improved visitation to outdoor pools as a result of Early Bird Family Season Pass uptake.
- Delivery of youth-driven projects such as the 'Brighten the Park' refurbishment of the Apex Park amenities building in Myrtleford, and Engage programs designed specifically for students across the Shire.

Prosperous Economy, Employment and Investment

- Successful event attraction during 2016/17, including the Spartan Trifecta event held during November 2016, which has been renewed for October 2017.

Performance Focused Organisation

- Update of Council's Long Term Financial Plan (10 years), and preparation to implement an electronic-based Accounts Payable system ready for 1 July 2017.

Local Government Performance Reporting Framework

The 2016/17 Annual Report is the third time that the indicators that form part of the Local Government Performance Reporting Framework have been reported.

GOVERNANCE REPORT

This section of the Annual Report contains reports against statutory information.

FINANCIAL REPORT

This section of the Annual Report contains the audited Financial and Standard Statements, Audit Certificate, Performance Statement and Independent Auditors report.

Council's Financial Performance

Income

Council ended the 2016/17 year with a surplus of \$9.0 million, which is in greater than that predicted in the 2016/17 Annual Budget.

The favourable surplus is largely attributed to Council receiving additional income in 2016/17 of \$6.0 million which wasn't included in the 2016/17 budget, including:

- Receiving half of the allocation of the Financial Assistance Grants from the Victorian Grants Commission for the 2017/18 financial year within the 2016/17 year, being an unbudgeted payment of \$1.8 million;
- Successful grant applications awarded during 2016/17;
- \$890,000 was received by Council in the form of road and drainage assets associated with new subdivisions; and
- An additional 21km of assets identified as a result of mapping Council's drainage assets, and recognised as income which is calculated to a value of \$2.5 million.

Expenditure

Employee costs were lower than budgeted by \$918,000. A wage freeze included in Council's Enterprise Agreement, approved in December 2016, as well as a number of budgeted positions remaining vacant during the year contributed to this result.

Materials and services expenditure is higher than budgeted. Influencing this result was \$2.4 million of project expenditure identified as operating expenditure and expensed to materials and services instead of capitalised, including repairing flood damaged infrastructure, Alpine Better Places Porepunkah (landscaping), Alpine Better Places Mafeking Square (landscaping). Excluding the \$2.4 million of project works that were not capitalised, the materials and services budget would have seen a \$1.0 million favourable result.

Capital Works

Significant capital works have been undertaken during the year. These projects included:

- Alpine Better Places - Mafeking Square, Bright;
- Alpine Better Places – Porepunkah;
- Myrtleford swimming pool renewal;
- Mystic Mountain Bike Park Hero Trail;
- Mount Beauty Library refurbishment.

PERFORMANCE STATEMENT

Performance Statements are required to be prepared according to the *Local Government Act and the Local Government (Planning and Reporting) Regulations 2014*.

The performance statement comprises:

- Sustainable Capacity Indicators;
- Service Performance Indicators; and
- Financial Performance Indicators.

2017 is the third year of the 'performance statement' framework, with the current year result compared against two previous year results.

COMMUNICATION

Council's 2016/17 Annual Report will be made available electronically on Council's website on Tuesday 3 October 2017.

Printed hard copies will also be available for inspection at the following Customer Service Centres:

- Alpine Shire Council, Great Alpine Road, Bright;
- Mount Beauty Customer Service Centre, Lakeside Avenue, Mount Beauty; and
- Myrtleford Customer Service Centre, O'Donnell Avenue, Myrtleford.

CONCLUSION

That Council note the 2016/17 Annual Report as required by the *Local Government Act 1989*, as a record of Council's operations and audited financial performance.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer
- Director Corporate
- Governance Officer
- Accountant

ATTACHMENT(S)

- 8.1.1 2016/17 Annual Report

8.2 ACTING DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Provision of Contracted Services at Dinner Plain Village

File Number: 01821.00

INTRODUCTION

This report relates to the award of Contract 1707401 for the provision of maintenance, waste management, snow grooming and snow clearing services at Dinner Plain Village.

Cr Roper

Cr Nicholas

That Council:

- 1. Awards Contract No. 1707401 'Provision of Contracted Services at Dinner Plain Village' to GF and AM Peterson for maintenance, waste management and snow grooming services for a 5 year term with the option of one 5 year extension, and a year 1 lump sum price of \$334,620 + GST;*
- 2. Accepts an annual peppercorn lease payment of \$4,320 + GST for the use of Council's office and storage shed at Scrubbers End;*
- 3. Continues to work with the shortlisted tenderers to establish a cost-effective model for delivery of snow clearing services, and presents a recommendation to award a Contract for this service to the December 2017 Ordinary Council Meeting.*

Carried

BACKGROUND

At the October 2007 Council meeting, Council awarded Contract 0702801 for the 'provision of maintenance, waste and recycling services at Dinner Plain' to GF and AM Peterson. The contract was awarded for an initial five year term through to 30 November 2012 with an option for a five year extension.

At the September 2012 Council meeting, Council endorsed a three year extension of the contract term to 30 November 2015, with an option for a further two year extension.

At the November 2015 Council meeting, Council endorsed a two year extension of the contract term through to the current expiry date of 30 November 2017.

Through the ten year period of this contract, the following changes have been implemented to the contracted scope of work:

- Additional snow grooming works being undertaken as a result of the introduction of snow mobile grooming. Snow mobile grooming allows for grooming to occur at minimal snow depths, therefore providing the opportunity for cross country trails to open when the snow cover is minimal;
- Grass mowing three times per year in the new subdivision of Dinner Plain;

- Snow clearing of Castran Corner walkways and stairs;
- Providing grit to commercial businesses to spread on walkways located on Council land immediately outside of commercial businesses; and
- Grooming of the Pea Shooter toboggan slope.

The contract incorporates a CPI adjustment which has been applied annually on the anniversary of the contract.

The year 10 lump-sum price for the provision of contracted services under the current contract is \$454,825 + GST.

The current contract incorporates an annual peppercorn lease payment of \$4,413 + GST for the use of Council's office and storage shed at Dinner Plain, and an annual lease of \$2,574 + GST for Council's snow blower.

In August 2017 Council advertised a tender for 'The Provision of Contracted Services at Dinner Plain Village.'

The scope of the services to be provided under the contract includes:

- Village maintenance works (including grass maintenance, stormwater drain maintenance, roads and carpark maintenance, signs and street lighting maintenance and street furniture maintenance);
- Waste management (collection, transfer and disposal of general and recyclable materials);
- Grooming of Nordic Trails and the Pea Shooter toboggan slope; and
- Snow clearing of roads and car parks.

The invitation to tender was advertised in the Border Mail on 19 August, Alpine Observer/Myrtleford Times and Herald Sun on Wednesday 23 August and on the Tenders.net and Alpine Shire Council websites.

EVALUATION

The key selection criteria listed in the Invitation to Tender are:

1. Price
2. Qualifications and previous performance
3. Delivery
4. Social

The evaluation panel consisted of the CEO, Acting Director Assets, Manager Asset Maintenance, Manager Economic and Community Development, Manager Facilities, and the Project Manager.

Following the initial assessment, the Tenders were shortlisted for further evaluation. A detailed review of the two preferred tenders was completed. Following the assessment of the shortlisted tenders by the evaluation panel it was determined that for the provision of maintenance, waste management and snow grooming services,

the tender from GF and AM Peterson best met the selection criteria and could be demonstrated to offer the best value option for Council.

The evaluation team determined that further work is needed to demonstrate how best value can be achieved in the delivery of the snow clearing service through evaluating the use of different snow clearing technology and different ownership arrangements for snow blowing equipment.

ISSUES

Timing for award of contract

The current contract expires on 30 November 2017. Following award, the successful contractor has a lead-time necessary to prepare for delivery of the service which includes purchasing equipment and materials, establishing resources and implementing subcontracts. Delaying award of the maintenance and waste management components of the scope risks a lack of continuity in the current level of service provision during the transition to the new contract.

Maintenance

The scope and required level of service to be achieved through grass maintenance has been significantly increased under the proposed contract. This was a direct result of feedback received that the level of service being provided was failing to meet the expectations of residents and visitors, and was lower than that being delivered across other areas of the Shire. The key areas where the scope has been increased include:

- Grass maintenance around public recreational areas, including the playground, tennis courts, Community Centre, DP Hut, Scrubbers End Hut and Crisp's Hut;
- Grass maintenance along the trails; and
- Maintenance of recently established bushfire buffer zones.

As a result, the cost of grass maintenance has increased.

The scope of fire-fighting equipment maintenance has been reduced, as maintenance and out-of-hours callout is no longer required for the firefighting pump house equipment following a change to electric pumps. The cost of this service has dropped.

The scope of building maintenance has increased, with the addition of the DP Hut, Crisps Hut, Scrubbers End shelter and the community primary school to the list of buildings to be maintained. The cost of this service has increased.

Whilst the Tender called for an annual cost for the installation of replacement street signs, the evaluation team has determined that given uncertainty in the scope of this item, it is more cost-effective for the service to be provided under day-rates rather than through a lump-sum annual cost.

Waste Management

Under the current contract arrangement, the Contractor is responsible for disposal of bulk general waste and comingled recyclables. Under the proposed contract, the Contractor will continue to dispose of bulk comingled recyclables. However, bulk

general waste will be delivered to Council's Myrtleford Transfer Station, and Council will be responsible for the onward transportation and disposal of this waste.

The proposed arrangement for disposal of bulk general waste will result in a net reduction in the overall cost of the Dinner Plain waste management service, as Council has achieved a more competitive gate fee for disposal of bulk waste through a recently tendered contract than can be achieved by the recommended Contractor.

Snow Grooming

Use of the Nordic Trails has increased significantly since the previous contract was put in place. As well as an increase in the number of skiers, the number of walkers, skidoo operators and sled-dog users has also increased. This increased usage of the trails has increased the time needed to groom these trails to the required standard, which has increased the tendered cost of the service. Additional measures to manage risk to the public associated with the operation of the Pea Shooter toboggan slope have also been included in the category of 'snow grooming', which has contributed to a cost increase.

Snow Clearing

The tendered prices for delivery of the snow clearing service during the gazetted ski season have increased significantly on the prices in the current contract as a result of:

- Transfer of responsibility for the provision and maintenance of a snow blower from Council to the Contractor under the proposed contract; and
- The requirement for the Contractor to deliver the snow clearing service using soft-edged blades in order to minimise the potential for damage to Council's road infrastructure. Under the current contract, snow clearing is being delivered using a fixed steel blade, which cannot be retrofitted with a synthetic edge.

Two alternative proposals have been received for the purchase of Council's snow blower.

POLICY IMPLICATIONS

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

The recommendations are in accordance with the following Strategic Objectives of the Council Plan 2017-2021:

- A responsible and sustainable organisation; and
- Infrastructure and open space that our community is proud of.

FINANCIAL AND RESOURCE IMPLICATIONS

The annual lump-sum cost of maintenance services has increased by \$7,100 compared to the current contract. This is due to the increased scope of grass and building maintenance, offset by a reduction in fire-fighting equipment maintenance, the removal of Local Laws support, and the removal of a lump-sum provision for day-works.

The annual lump-sum cost of waste management under the contract has decreased by \$24,800, as a result of the change in disposal location for bulk general waste. However, Council will incur an additional estimated annual cost of \$15,000 for onward transportation and disposal of bulk waste from Myrtleford Transfer Station. The net impact to Council will therefore be a reduction in the annual cost of providing this service of \$9,800.

The annual lump-sum cost of snow grooming has increased by \$4,600. This is a result of the increased time needed to groom the trails to the required condition due to increased use of the trails from skiers, walkers, snowmobiles and sled dogs; and inclusion of Pea Shooter toboggan run risk management.

In summary, it will cost \$1,900 more per annum to deliver maintenance, waste management and snow grooming services in comparison to the existing contract.

There is sufficient allocation within the applicable 2017/18 budgets for Dinner Plain maintenance, waste management and snow grooming services to deliver the planned scope through award of this contract.

The contract will incorporate a CPI adjustment to be applied annually on the anniversary of the contract.

CONSULTATION

The standards of service to be delivered through this contract have been established taking into account feedback received from the Dinner Plain community throughout the period in which the current contracted services have been delivered.

Extensive engagement has taken place with the existing provider of these services in Dinner Plain, in order to ensure that the current method of delivering these services is understood, and that opportunities to either improve service delivery or reduce the cost of the service have been explored and captured appropriately within the Tender documentation.

Consultation with internal staff was undertaken to collect and analyse data arising from delivery of the current services under the existing contract, to determine the capabilities of potential alternative service providers, and to evaluate the risks associated with different contracting arrangements for delivery of the required services.

CONCLUSION

Following a comprehensive tender evaluation, the tender from GF and AM Peterson is considered to present the best value option for Council for the provision of maintenance, waste management and snow grooming services in Dinner Plain Village.

Further work is needed to demonstrate how best value can be achieved in the delivery of the snow clearing service, through evaluating the use of different snow clearing technology and different ownership arrangements for snow blowing equipment. Awarding the contract for snow clearing services at the December 2017

Council meeting will provide sufficient time for the successful tenderer to mobilise resources ahead of the snow season.

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
- Acting Director Assets
- Manager Asset Maintenance
- Manager Economic and Community Development
- Manager Facilities
- Project Manager

ATTACHMENT(S)

- Nil

8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Audit Committee Meeting - 5 September 2017 (Meeting 1)

File Number: 0900.06

INTRODUCTION

The purpose of this report is to present the minutes and recommendations of the Audit Committee meeting held on 5 September 2017.

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

- 2016/17 Annual Financial Report (Draft);
- 2016/17 Annual Performance Statement (Draft);
- Governance and risk review;
- Internal audit program; and
- Health and safety report.

Cr Nicholas

Cr Knapstein

That:

- 1. The minutes of the 5 September 2017 Audit Committee meeting be received and noted;*
- 2. The confidential 2016/17 Health and Safety Report be adopted.*

Carried

BACKGROUND

Council must establish an Audit Committee under section 139 of the *Local Government Act 1989*. The Committee's charter requires it to report to Council its activities, issues and related recommendations. This report relates to the Audit Committee meeting held on 5 September 2017.

ISSUES

External Auditor

The Audit Committee met with Kathy Teasdale, Audit Partner, Richmond Sinnott Delahunty Pty Ltd to discuss the 2016/17 year-end financial audit results, the performance statement and closing report. In addition the Committee and the Auditor discussed matters relating to infrastructure revaluations, landfill rehabilitation after care and related party transactions.

2016/2017 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 a balance sheet and statements of income, changes in equity, cash flows and capital works.

The Committee noted and endorsed the draft 2016/17 annual financial report for adoption in principle by Council.

Annual Performance Statement

The annual performance statement is a specific requirement of section 131 of the *Local Government Act 1989*, and is generated from indicators and measures from the Local Government Performance Reporting Framework. It consists of six sustainable capacity indicators, 12 service performance indicators, and 12 financial performance indicators – all of which are subject to audit.

The Committee endorsed in principle the 2016/17 annual performance statement for adoption in principle by Council.

Governance and Risk Review

The Audit Committee reviewed draft governance and risk management documents including an updated risk policy, governance and risk framework, risk register and a governance action plan. The intention of the review is that governance and risk management is prioritised and the risk register and governance action plan regularly reviewed by the executive, the Audit Committee and Council ensuring key items are identified and addressed.

Internal Audit Program

The Audit Committee endorsed the proposed internal audit of the implementation of financial systems migration – phase 1 (accounts payable) and agreed the balance of the 2017/18 and longer term internal audit program be evaluated and agreed to after completion of the current risk assessment project.

Health and Safety Report (Confidential)

The Committee reviewed the 2016/17 Health and Safety Report (Confidential). Employee hazard, incident, injury and near-miss reporting in terms of numbers and seasonal trends throughout 2016/17 has remained consistent with previous years.

Throughout the year training has focused on mandatory training, responding to needs identified through injury trends as well as mental health and wellbeing. Compliance requirements were also met.

POLICY IMPLICATIONS

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

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

This report is consistent with the following strategic objective in the Council Plan 2017-2021:

- A responsible and sustainable organisation.

CONCLUSION

The Audit Committee, being satisfied with the detail provided in its agenda and the officer reports, recommends Council adopt the detailed resolutions.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Health, Safety and Risk Officer

ATTACHMENT(S)

- 8.3.1 (a) Audit Committee Meeting No. 1 Minutes, 5 September 2017
- 8.3.1 (b) 2016/2017 Health and Safety Report (CONFIDENTIAL)

8.3.2 Instruments of Delegation and Instruments of Appointment and Authorisation

File Number: Delegations Register

INTRODUCTION

Instruments of delegation and authorisation are an important means of Council delegating its powers duties and functions under the *Local Government Act 1989* and other legislation, to the Chief Executive Officer (CEO), and to members of staff.

Previous instruments of delegation and instruments of appointment and authorisation were approved by Council in March and August 2015.

Cr Roper
Cr Forsyth

That:

- 1. Council exercise the powers conferred by section 98(1) of the Local Government Act 1989, and all other legislation enabling it, so that:*
 - a. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in attachment 8.3.2 (a) "S5 - Instrument of Delegation to the Chief Executive Officer" (the instrument), subject to the conditions and limitations specified in that instrument;*
 - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument;*
 - c. On the coming into force of the instrument the previous delegation "S5 – Instrument to the Chief Executive Officer" signed on 3 March 2015 be revoked;*
 - d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt;*
 - e. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act; and*
 - f. The instrument be signed and sealed at the appropriate stage of this meeting.*
- 2. Council exercise the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached instrument of delegation, so that:*
 - a. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in attachment 8.3.2 (b) "S6 - Instrument of Delegation to members of Council staff" (the instrument), the powers, duties and functions set*

- out in that instrument, subject to the conditions and limitations specified in that instrument;*
- b. The instrument comes into force immediately the common seal of Council is affixed to the instrument;*
 - c. On the coming into force of the instrument the previous "S6 - Instrument of Delegation to members of Council staff" signed on 3 March 2015 be revoked;*
 - d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and*
 - e. The instrument be signed and sealed at the appropriate stage of this meeting.*
- 3. Council exercise the powers conferred by section 224 of the Local Government Act 1989, and by section 188 of the Planning and Environment Act 1987, so that:**
- a. The members of Council staff referred to in attachment 8.3.2 (c) "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" (the instrument) be appointed and authorised as set out in the instrument;*
 - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it;*
 - c. On the coming into force of the instrument the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" signed on 4 August 2015 be revoked; and*
 - d. The instrument be signed and sealed at the appropriate stage of this meeting.*

Carried

BACKGROUND

Maddocks Delegation Service

Section 98(1) of the *Local Government Act 1989* (the Act) provides that a Council may, by instrument of delegation, delegate to a member of its staff any power, duty or function of a Council under the Act or any other Act, other than certain specified powers. Legislation other than the *Local Government Act 1989* also empowers a Council to delegate certain powers, duties or functions.

Council utilises the delegations service provided by law firm Maddocks. This is a template system used by many councils and provides a detailed way of ensuring that appropriate delegations and authorisations are given to Council staff. All of the relevant legislation affecting local government, including Acts and Regulations and

the sections that relate to the powers, duties and functions of Council are outlined within the template and the relevant officer is allocated accordingly.

Local Government Act 1989

Section 98 of the *Local Government Act 1989* provides for Council to delegate to a member of its staff any power, duty or function of a Council. Council can delegate the majority of its powers to the CEO via the "S5 - Instrument of Delegation to the Chief Executive Officer". This allows the CEO to further sub-delegate duties and authorise staff for the vast majority of Acts that Council operates under. However, some Acts do not allow for sub-delegation, requiring Council to delegate duties directly to staff via the "S6 – Instrument of Delegation to members of Council staff".

Planning and Environment Act 1987

Section 188(1)(b) of the *Planning and Environment Act 1987* specifies that "a planning authority ... may by instrument delegate any of its powers, discretions or functions under this Act to an officer of the authority". However Section 188(2)(c) specifically prevents an officer from further sub-delegating any duty, function or power. Therefore, as the responsible authority, Council must authorise staff directly using the "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987", rather than via the Chief Executive Officer.

ISSUES

Council's CEO and staff require current and accurate delegations and authorisations to fulfil their duties. Keeping up to date with legislative changes as well as changes in roles within the organisation is essential to ensuring that staff are appropriately delegated and authorised.

Once the "S5 – Instrument of Delegation to the Chief Executive Officer" is approved by Council, all other delegations and authorisations will be presented to the CEO for approval. Therefore, Council's entire suite of delegations and authorisations will be up to date.

Council to Chief Executive Officer Delegation

There have been no changes to the content of the "S5 – Instrument of Delegation to the Chief Executive Officer" however the re-signing of the instrument is part of best practice to coincide with updated delegations to staff, as recommended by Maddocks.

Council to Staff delegation

The addition or removal of provisions in the "S6 – Instrument of Delegation to members of Council Staff" has been made in line with advice from Maddocks. It is important to note that some new provisions are not yet in operation and will commence at a later date. These situations have been noted in the instrument of delegation, but have been included so that once the provisions are in place, there are staff delegated to undertake those duties.

Planning and Environment Act authorisation

There have been no changes to the content of the "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987", other than the updating of names and titles of the staff being authorised under the Act.

POLICY IMPLICATIONS

Section 98(6) of the *Local Government Act 1989* (the Act) requires councils to review all delegations in force within 12 months of a Council election. The review and adoption of updated delegations as part of this report ensures that Council is compliant with s98(6) of the Act, and that Council staff have all appropriate delegations and authorisation in order to fulfil their duties.

The review of delegations is consistent with the following strategic objective in the Council Plan 2017-21

- Strategic objective 1: To be a "High performing organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council has an annual subscription to the Maddocks delegation service that is allowed for in Council's annual budget. There are no other financial implications associated with these instruments of delegation.

Appropriate delegations and authorisations allow Council and Council staff to operate effectively and within legislative frameworks.

CONSULTATION

The relevant directors and managers have been consulted throughout the review of the instruments of delegation and clarification sought from specific staff where required. No additional consultation is required.

There is no requirement to involve the community in the preparation of the instruments of delegation.

CONCLUSION

The instruments of delegation to the CEO and members of Council staff, and instrument of appointment and authorisation allow staff to fulfil their duties, and should therefore be supported. The instruments come into force immediately the common seal of Council is affixed to the instrument, and will remain in force until Council determines to vary or revoke them.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Director Assets
- Acting Manager Asset Development
- Manager Economic and Community Development
- Manager Facilities
- Manager Planning and Amenity
- Governance Officer

ATTACHMENT(S)

- 8.3.2 (a) S5 - Instrument of Delegation to the Chief Executive Officer
- 8.3.2 (b) S6 - Instrument of Delegation to members of Council staff
- 8.3.2 (c) S11A - Instrument of Appointment and Authorisation – *Planning and Environment Act 1987*

8.3.3 Review of Instrument of Delegation to Section 86 Committees

File Number: Delegations Register

INTRODUCTION

The purpose of this report is to present the findings of a review of the Instruments of Delegation to special committees under Section 86 of the *Local Government Act 1989*.

Section 86 of the *Local Government Act 1989* allows councils to delegate functions, duties or powers to special committees.

Councils are required to review Section 86 delegations within 12 months of a general election.

Cr Pearce

Cr Roper

That having reviewed delegations to special committees in accordance with s86(6) of the Local Government Act 1989, Council:

- 1. Extend the Instruments of Delegation made under s86 of the Local Government Act 1989 until 31 October 2019 for the following Special Committees:
 - (a) Bright Senior Citizens Centre Committee of Management; and*
 - (b) Mount Beauty Recreation Reserve Committee of Management.**
- 2. Revoke all other Instruments of Delegation for special committees formed under s86 of the Local Government Act 1989 (other than for those listed in item 1 above);*
- 3. Ensure that the powers, duties and functions conferred on the Committees by the Instruments of Delegation are exercised in accordance with any guidelines or policies Council may from time to time adopt;*
- 4. Implement the governance and reporting obligations as detailed in the Instruments of Delegation; and*
- 5. Sign and seal the Instruments of Delegation at the appropriate time of this meeting.*

Carried

BACKGROUND

Section 86(3) of the *Local Government Act 1989* (the Act) provides that a Council may, by instrument of delegation, delegate any of its functions, duties or powers under this or any other Act to a special committee.

Section 86(6) of the Act further stipulates that Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

A detailed review of Committee of Management structures was undertaken between 2010 and 2013. Subsequent to this review only three s86 Committee Delegations remained active, these being the Bright Senior Citizens Committee of Management, Mount Beauty Recreation Reserve Committee of Management and the Murray to Mountains Rail Trail Committee.

Through this process other delegated committees in force at the time have been replaced with alternate user group governance arrangements, which included the formation of agreements with Incorporated Associations, as well as Council taking direct responsibility for management of some reserves and facilities.

The s86 delegation to the Murray to Mountains Rail Trail Committee was revoked by Council in July 2016.

A review of the current Instrument of Delegation for the Bright Senior Citizens Centre Committee of Management and the Mount Beauty Recreation Reserve Committee of Management has now been undertaken.

ISSUES

The review of Committees of Management undertaken between 2010 and 2013 recommended that s86 special committee delegation was appropriate for the Bright Senior Citizens Centre, as Council is appointed as the Committee of Management of the Crown Reserve. The Committee has not been incorporated and therefore cannot be issued a licence, and the facility has multiple users thereby ruling out the establishment of a lease agreement.

This review has confirmed that these reasons still remain in force and the current best approach to ongoing management of the Bright Senior Citizens Centre is to continue to appoint a committee under s86 of the *Local Government Act 1989*.

The 2013 review recommended consideration to alternate management arrangements for the Mount Beauty Recreation Reserve, although agreement has not been reached with the existing Committee of Management regarding this. Until such time as agreement is reached on alternate management arrangements for the Reserve the best approach for ongoing management of the Reserve is to continue to appoint a committee under s86 of the *Local Government Act 1989*.

In order to facilitate continuous improvement for both the Bright Senior Citizens Centre and the Mount Beauty Recreation Reserve further consultation will occur with the current committees, Council and the wider community users of the facility so that the best model for future governance of the site can be determined.

POLICY IMPLICATIONS

The review of delegations to s86 committees ensures that Council is compliant with the requirements of s86(6) of the *Local Government Act 1989*, to review the delegations to all special committees within 12 months of the election.

This report is consistent with the following strategic objective in the Council Plan 2017-2021:

- Highly utilised and well managed community facilities.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial and resource implications identified with the recommendations of this report.

CONSULTATION

Existing members of the Bright Senior Citizens Centre Committee of Management and Mount Beauty Recreation Reserve Committee have been consulted regarding the extension of the current delegation for an additional two years.

CONCLUSION

The current best approach to the ongoing management of the Bright Senior Citizens Centre and the Mount Beauty Recreation Reserve is through delegation to them as special committees under s86 of the *Local Government Act 1989*. These delegations are being extended until 31 October 2019, unless varied or revoked earlier, and subject to the ongoing review of the performance of the Committee's in meeting their obligations under the Instruments of Delegation.

Further consultation will continue to occur with the current committees, Council and the wider community users of the facility so that the best model for future governance of the site can be determined.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Facilities
- Governance Officer

ATTACHMENT(S)

- 8.3.3(a) Instrument of Delegation - Bright Senior Citizens Centre Committee of Management
- 8.3.3(b) Instrument of Delegation - Mount Beauty Recreation Reserve Committee of Management

8.3.4 Proposed Memorial Bench located adjacent to Mount Beauty Pondage Walk

File Number: Memorials

INTRODUCTION

The purpose of this report is to advise Council of a request to install a memorial bench adjacent to the Mount Beauty Pondage Walk.

Under Policy 57: Place, Road and Memorial Naming Policy 2005 any request for a memorial bench or stone must go to Council for a decision.

Cr Nicholas

Cr Roper

That Council approve the installation of the Ernie Pantling Memorial Bench Seat to be located adjacent to the Mount Beauty Pondage Walk

Carried

BACKGROUND

A request for a memorial bench was received by the family of Ernie Pantling (deceased). The request was for a bench with plaque on it in memory of Ernie who was a member of the Mount Beauty/Tawonga community for many years and made a contribution to the community through his volunteer work. This work included:

- Mount Beauty Visitor Information Centre – inaugural volunteer and ambassador;
- Rotary Club of Mount Beauty, (Pres 2009/10);
- Mount Beauty Music Festival Committee;
- Tutor in Latin and Ballroom Dancing at Neighbourhood Centre (raising money for the hospital); and
- Falls Creek Ski instructor.

Letters of support have been provided from Probus, Rotary and the Visitor Information Centre in Mount Beauty. The family has requested that the bench be put along the Mount Beauty Pondage Walk (the Embankment) looking towards Mount Bogong.

The family contacted AGL as the landowner of the proposed bench site for permission. AGL gave her the advice that whilst the pondage is an AGL asset there is a licensing agreement with the Alpine Shire for the path maintenance and liability. AGL indicated that the bench seat would be a fitting memorial and were supportive of the application.



Figure 1 – Mount Beauty Pondage - potential site for installation

The plaque will read:

In loving memory of ERNIE PANTLING, an active member of this community that he loved so much and who loved him in return.

27.5.1942 to 26.10.2016

ISSUES

Council is asked to make a decision based on information presented by the family and those of supporting organisations and friends within the community. Policy 57 does not stipulate that Council is required to advertise the memorial request with other people such as other community member, friends and family of Ernie.

Relevant letters of support for the proposal of a memorial bench for Ernie have already been provided. It is suggested that the bench be maintained for its operational life only.

POLICY IMPLICATIONS

This report is consistent with the following strategic objective in the Council Plan 2017-2021:

- A well planned and safe community.

This report is consistent with Policy 57: Place, Road and Memorial Naming Policy 2005.

FINANCIAL AND RESOURCE IMPLICATIONS

The bench and plaque will be purchased by the family. The installation of the bench will be carried out by Council staff and will come from existing maintenance budgets and the bench be maintained for its operational life only.

CONSULTATION

Consultation has taken place with select family members. Letters of support have been provided from Probus, Rotary, AGL and the Mount Beauty Visitor Information Centre.

CONCLUSION

It is believed that the current request to install a memorial bench in memory of Ernie Pantling is acceptable based on the information received from the applicant.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Acting Manager Planning and Amenity
- Administration Officer (Subdivision and Local Laws)

ATTACHMENT(S)

- Nil

8.3.5 Alpine Shire Council Domestic Animal Management Plan 2017-2021

File Number: DAMP2017-2021

INTRODUCTION

The purpose of the report is to request that Council adopts the revised Domestic Animal Management Plan 2017-2021 to meet its requirements under the Domestic Animal Management Act 1994.

Cr Nicholas

Cr Pearce

That Council:

- 1. adopts the revised Domestic Animal Management Plan 2017-2021; and*
- 2. authorise the CEO to make minor amendments to the plan if required.*

Carried

BACKGROUND

Council's Domestic Animal Management Plan (DAMP) is reviewed every four years to meet Council's obligations under the *Domestic Animal Management Act 1994*.

The Plan sets out how the Council will manage its domestic animal (cats and dogs only) population over a four year period.

The Plan must set out programs, services and strategies to:

- Promote responsible dog and cat ownership;
- Ensure compliance with the Act by the community;
- Minimise risk of dog attacks on people and animals;
- Address overpopulation and high euthanasia rates for dogs and cats;
- Encourage the registration and identification of dogs and cats;
- Minimise opportunities for dogs and cats to make a nuisance;
- Identify all dangerous, menacing and restricted breed dogs and ensure they are kept under control;
- Programs for training authorised officers; and
- Evaluation process for the DAMP, related strategies and other matters related to dog and cat management.

New key initiatives include:

- Cert IV in Local Government (Regulatory Services) – 2018;
- Renew 84Y Agreement with RSPCA;
- Vet discounted de-sexing;
- Improve use of existing systems; and

- Further improve public awareness program.

Other initiatives in the DAMP have been carried over from the previous DAMP because they are working and still valid as a tool for managing domestic animals in the Shire.

ISSUES

Councils Local Law No. 5 (Amenity) provides the means of enforcing the DAMP. It specifies requirements for:

- Numbers of each type of animal you can have in residential areas (e.g. two cats, 0 pigs, three ferrets and two peacocks)
- Standards for animal housing;
- Removal of animal faeces;
- Management of objectionable animal noise;
- Permit requirement for bee keeping;
- Removal of European wasp nests; and
- Unleashed dogs.

Local Law No. 5 is scheduled to be reviewed this year. The review may look at this element.

The following table (extract from the revised DAMP) provides information on Council's domestic animals as well as providing a comparison between 2011/12 and 2016/17.

	Alpine Shire Council Key Statistics 2011/2012	Alpine Shire Council Key Statistics 2016/2017
Population	11,881	12,450
No. of EFT Authorised Officers	1.1	1
Hours training per officer annually	42	40
No. of Registered Dogs	2139	2143
No. of Registered Cats	601	551
No. of Registered Declared Dogs	4	12
No. of Prosecutions Completed	2	n/a
No. of Successful Prosecutions	2	n/a
No. of animals reclaimed	91	84
No. of animals collected	4	12
No. of dogs euthanized	10	5
No. of cats euthanized	89 total includes 78 feral 11 domestic	77 total includes 68 feral and 9 domestic

POLICY IMPLICATIONS

Council's Domestic Animal Management Plan (DAMP) is reviewed every four years to meet Council's obligations under the *Domestic Animal Management Act 1994*.

This report is consistent with the following strategic objective in the Council Plan 2017-2021:

- A well planned and safe community.

Implementation of the DAMP falls within Alpine Shire Council - Local Laws No 5.

FINANCIAL AND RESOURCE IMPLICATIONS

The revision of the Plan has come out of existing resources with employed staff writing the revised DAMP.

The initiatives contained within the DAMP are to be implemented over a four year period. The revised DAMP will not require additional overall resources over and above those already identify in the Strategic Resources Plan.

CONSULTATION

At the time of writing this report, Council received three submissions to the plan. Where relevant those comments have been incorporated into the revised document. The revised DAMP was placed on Council's website with a Facebook post advising it was available for comment by 28 September 2017. An advert was also put in the Alpine Observer and Myrtleford Times on Wednesday 13 September 2017.

The Plan was also emailed to the vets in Myrtleford and Porepunkah, the RSPCA and Ovens Valley Canine Club in Myrtleford.

Community feedback will also be considered as part of the annual review process.

CONCLUSION

The revised DAMP 2017-2021 meets Council's obligations under the *Domestic Animal Management Act 1994*. Once adopted, this DAMP will be sent to the Secretary of the Department of Economic Development, Jobs, Transport and Resources as the *Domestic Animal Management Act 1994* stipulates.

It is recommended that Council adopt this Plan.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Acting Manager Planning and Amenity

ATTACHMENT(S)

- 8.3.5 Domestic Animal Management Plan 2017-2021

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 Forsyth

Cr Pearce

That the summary of the Assemblies of Councillor for August / September 2017 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
29 August	Briefing Session
5 September	Briefing Session
19 September	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors - August / September 2017

10 GENERAL BUSINESS

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

12 RECEPTION AND READING OF PETITIONS

13 DOCUMENTS FOR SEALING

Section 173 Agreements – Planning and Amenity Department

The documents presented for signing and sealing are Section 173 Agreements. These Agreements are registered on the respective Titles of the subject land. They allow certain planning permit conditions to be tied to the land so that when ownership changes the condition is still a requirement on the land and therefore the new owner.

A decision on the planning permit application has already been made under delegation and the permit issued. Under the Local Law No: 1 signing and sealing of these documents is to be undertaken by Council following an Ordinary Council meeting.

Cr Forsyth

Cr Roper

That the following documents be signed and sealed:

1. Section 173 Agreement – Teresiano Ceradini and Maria Ceradini

Lots 1, 2 & 3 on Title Plan 124736 Volume 9988 Folio 769. Condition 5 of Planning Permit 2017.49.1 for use and development of a dwelling at 79 Clemens Lane, Myrtleford.

The Agreement addresses the implementation of a Farm Plan and that the existing dwelling be decommissioned or demolished.

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

Lot 8 on Plan of Subdivision 616760, Volume 11365 Folio 246. Condition 27 of Planning Permit 2017.33.1 for construction of two dwellings and two lot subdivision at 62 Mountain Mist Drive, Bright.

The Agreement incorporates the Bushfire Management Plan approved under this permit.

3. Section 173 Agreement – Antonio and Giuseppina Bonacci

Crown Allotment 5, Section N; Volume 9396 Folio 318 Lot 1 on Title Plan 320780W; Volume 8499 Folio 106. Condition 8 of Planning Permit 2017.7.1 for a two lot re-subdivision and creation of easement at 245-263 Myrtle Street, Myrtleford.

The Agreement restricts human habitation development and further subdivision of Lot 2.

4. Section 173 Agreement – Jido Nominees Pty Ltd

Crown Allotments 12 and 12A, Section 11, Parish of Porepunkah Volume 10080 Folio 375 and Volume 01932 Folio 353. Condition 13 of Planning Permit 2016.86.2 for a 2 lot re-subdivision at 490 Buckland Valley Road, Buckland.

The Agreement stipulates restrictions on the use of Lot 1 and restrictions of further subdivision.

- 5. Contract No 17025 in favour of Cleanaway Pty Ltd for the transportation and disposal of Kerbside Waste.*
- 6. Contract No 1705101 in favour of Barton Street Developments Pty Ltd for the Alpine Events Park – Multipurpose Facility Construction.*
- 7. S5 Instrument of Delegation to the Chief Executive Officer.*
- 8. S6 Instrument of Delegation from the CEO to members of Council Staff.*
- 9. S11A Instrument of Appointment and Authorisation – Planning and Environment Act 1987.*
- 10. Instrument of Delegation*
 - a. Bright Senior Citizens Centre Committee of Management.*
 - b. Mount Beauty Recreation Reserve Committee of Management.*

Carried

There being no further business the Chairperson declared the meeting closed at 7.46pm

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Chairperson



ALPINE

SHIRE COUNCIL

Alpine Shire Council Quarterly Report

1 July – 30 September 2017

Presented to Ordinary Council Meeting – 14 November 2017

Alpine Shire Council Plan 2017-2021 – Progress Report

1 July – 30 September 2017

Strategic Objective 1: A high performing organisation

Action	Major Initiative?	Progress to 30 September 2017
Theme 1: High performing organisation		
Improve communication with all sectors of the community	Yes	Council utilises social media such as Facebook to increase the spread of communication into the community, along with traditional means such as media releases, newspaper advertisements and website content. The August council meeting was held in Mount Beauty at the request of a community group.
Build strong relationships with our community, other stakeholders, and all levels of government	Yes	Council continues to advocate on behalf of the community to all levels of government. The appointment of a new CEO in August 2017 provides further opportunities to meet with key organisations and groups across the Alpine Shire Council.
Position Alpine Shire Council as a great place to work	No	Council continues to provide training to staff to support learning and development. "Learn from within" lunchtime sessions also contribute to sharing knowledge within the organisation. Activity-based working will be extended through the organisation once further office refurbishment is planning and delivered this financial year.
Develop and support our workforce	No	
Staff turnover as a percentage of permanent staff numbers*	Indicator	Reported at end of financial year
Percentage of councillors in attendance at ordinary and special Council meetings*	Indicator	95% in first quarter
Percentage of Council decisions made at meetings closed to the public*	Indicator	0% in first quarter
Community satisfaction with community consultation and engagement*	Indicator	56 (as at June 2017)

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Strategic Objective 2: A responsible and sustainable organisation

Action	Major Initiative?	Progress to 30 September 2017
Theme 2: A responsible and sustainable organisation		
Review the Dinner Plain Village Rate	Yes	Not yet commenced.
Review the risk management framework, including the policy system and financial governance processes	No	A review of the risk management framework has commenced, with a strategic risk review and register presented to the Audit Committee in July, with a governance and risk framework and a draft risk policy presented to the Audit Committee in September.
Drive value through a focus on efficient management of our internal functions	No	The rollout of new software in Council's accounts department on 1 July provides improvements in efficiency and a reduction in reliance on hard copy for billing and creditor payment.
Develop and implement activities that promote a customer centric centre	No	Council continues to prioritise enquiries through utilising customer request management software to ensure that requests from the community are responded to as efficiently as possible.
Working capital: Current assets as a percentage of own source revenue*	Indicator	Reported at end of financial year
Percentage of planned hazard inspections undertaken	Indicator	No planned hazard inspections undertaken in first quarter
Overall financial sustainability risk rating	Indicator	Reported at end of financial year
Lost time injury frequency rate	Indicator	No lost time injuries in first quarter
Community satisfaction with customer service provided	Indicator	71 (as at June 2017)
Available revenue: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue*	Indicator	Reported at end of financial year
Ability to pay debts: Non-current liabilities as a percentage of own source revenue*	Indicator	Reported at end of financial year

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Strategic Objective 3: Incredible places for our community and visitors

2016/17 Playground Renewal Completion

The final item in the 2016/17 Playground Renewal project was delivered and installed in September – a new train for the Mount Beauty foreshore playground. This work now closes out the outstanding works in the 2016/17 Playground Renewal project.

Bridges Renewal Program Round 3 Funding Application Successful

In September, Council was advised that it was successful in its application to receive Australian Government Funding under the Bridges Renewal Program Round 3. The Victoria Bridge Upgrade will receive up to \$88,750 (total project cost \$177,500) and the Roberts Creek Bridge Network Upgrade will receive up to \$109,563 (total project cost \$219,126).



The Victoria Bridge is a secondary crossing of Happy Valley Creek in Myrtleford. The primary arterial road (Standish Street) is frequently overtopped during flooding, cutting off this important heavy vehicle route into the Buffalo River valley. The bridge has a load limit owing to visible distress in the crossheads which was identified as part of a scheduled inspection in 2015. This funding will enable Council to strengthen the crossheads, to both increase the load capacity of the structure and lengthen the service life of the bridge.

Upgrade of the Roberts Creek Bridge network will bring the individual load limits of the bridges into line with current design loads for the route. The primary bridge is Roberts Creek Bridge No. 1 which will be strengthened using carbon fibre strips to the underside of the deck. Roberts Creek Bridge No. 2 will similarly require carbon fibre strengthening to the deck and Roberts Creek Bridge No. 3 will be a full deck replacement (timber replaced with reinforced concrete).

2016-17 Natural Disaster Resilience Grants Scheme Application Successful

In early July, Council was advised that it was successful in its application to receive Victorian Government Funding under the 2016-17 Natural Disaster Resilience Grants Scheme for the Great Alpine Road Flood Bypass project in Eurobin. Council will receive \$182,500 for this \$365,000 project which will upgrade a section of the Murray-to-Mountains Rail Trail to enable its use as a bypass for road vehicles in the event of flooding of the Great Alpine Road. Design work on this project will commence this year, to enable the construction works to be completed before the end of 2018.

Mount Beauty Scout Hall Renewal Works Completion

In early June 2017, a number of safety and building compliance works were identified for urgent rectification at the Mount Beauty Scout Hall. These works only cost in the order of \$4,000, but were fully completed in less than two months, resulting in minimal disruption to the Mount Beauty Scout Group.

Action	Major Initiative?	Progress to 30 September 2017
Theme 3: Incredible places for our community and visitors		
Myrtleford Indoor Sports Stadium expansion	Yes	Design work is currently underway. Documentation is anticipated to be completed this financial year in preparation for construction in the 2018/19 financial year.
Alpine Events Park	Yes	The Multi-purpose Facility construction tender has been awarded and works have commenced. Construction on this component will be complete by the end of June 2018. The Coronation Avenue crossing, bike hub and associated infrastructure are currently under development for implementation in 2018.
Alpine Better Places - Mafeking Square Precinct, Bright	Yes	Only the gateways and minor works remain outstanding. All works will be completed by end of March 2018.
Alpine Better Places - Porepunkah	Yes	Only minor works remain outstanding. All works will be completed by the end of 2017.
Alpine Better Places - Myrtleford	Yes	The detailed design work for all stages is nearing completion and the Standish Street Roundabout works are currently out for tender. Construction of the roundabout will occur from 8 January - 8 March 2018.
McNamara Reserve netball and tennis facility	No	Design work is currently underway. Documentation is anticipated to be completed this financial year in preparation for construction in the 2018/19 financial year.
Ratio of capital works program actually delivered compared to budgeted	Indicator	Only a couple of smaller projects have been delivered this quarter. The majority of projects are usually delivered over the drier summer months; therefore we anticipate that the majority of projects will be completed in the 3rd and final quarters of the year.
Community access to our project pipeline	Indicator	Council is currently working with a developer to progress Spark's development in readiness for community visibility of the pipeline.

Strategic Objective 4: Infrastructure and open space that our community is proud of



Drinking Bubblers

New drinking bubblers have been installed throughout Shire, providing much improved usability for the public, and replacing very dated infrastructure.

Locations where new facilities can be found are:

- Splash Park, Bright
- Rotary Park, Myrtleford
- Apex Park, Myrtleford
- Myrtleford Skate Park, Cundy Park, Myrtleford

Rotary Park, Myrtleford Upgrade

Damaged and weathered park bollards have been replaced with new Cypress Pine bollards in Rotary Park in Myrtleford. Other improvements include garden beds replanted with new plants to improve the amenity of the area.

Facility Maintenance

The Asset Maintenance and Facilities teams are currently working on management of leased building facilities and their maintenance. Both teams are working together, and with building tenants to review and update leases where possible to provide clarity around ongoing maintenance.

Re-opening of roads following snow season

The re-opening of Dargo High Plains and Bogong High Plains Roads after the snow season represents an annual challenge for Council to match community expectations with the abilities of the roads and our maintenance teams. This year will be more of a challenge given the late snow season and good snow depths experienced this year. Regular communications to the public will be released with the progress of inspections and maintenance on these roads over the coming months.

Action	Major Initiative?	Progress to 30 September 2017
Theme 4: Infrastructure and open spaces that our community is proud of		
Deliver maintenance programs for our civil infrastructure (roads, bridges, footpaths and kerb)	Yes	Delivery of the annual maintenance program for civil infrastructure is ongoing.
Maintain the Municipal Emergency Management Plan (MEMP) and respond to emergency events in line with the Plan	No	The MEMP is being maintained. There were no emergency events during the reporting period.
Maintain our Road Management Plan	No	The Road Management Plan 2017 (Version 4) was adopted at the Ordinary Council Meeting on 4 July 2017.
Deliver maintenance programs for our buildings and facilities	No	Delivery of the annual maintenance program for buildings and facilities is ongoing.
Community satisfaction with sealed local roads*	Indicator	57 (as at June 2017)
Audit of the Municipal Emergency Management Plan (MEMP)	Indicator	The next audit of the MEMP is scheduled for September 2018. Work is underway to ensure Council is well prepared for this audit.

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Strategic Objective 5: Highly utilised and well managed community facilities

Action	Major Initiative?	Progress to 30 September 2017
Theme 5: Highly utilised and well managed community facilities		
Review the operation and management of Myrtleford Holiday Park	Yes	A review of the operation of the Myrtleford Holiday Park is in progress.
Review both our kerbside collection services and the transport of bulk waste and recycling materials	Yes	The review of kerbside collection services and transport is complete. New contracts for services were awarded, and have been operational since 1 July.
Cease landfill operations at Myrtleford	Yes	Cessation of landfill operations at Myrtleford is complete. All landfill waste now being diverted out of the Shire.
Operate visitor information centres, seasonal pools and sport centres	No	Seasonal (outdoor) pools were not open in Q1, however the visitor information centres and the Bright Sports Centre were all operational.
Delivery municipal waste and recycling services	No	Delivery of municipal waste and recycling services is ongoing.
Deliver library services	No	Alpine's delivery of the Library Hub service on behalf of neighbouring Councils has continued to work well. Branch libraries have continued to provide services to our communities, with school holiday programs well attended in September.
Percentage of the population that are active library members*	Indicator	12% in first quarter
Number of visits to aquatic facilities per head of municipal population*	Indicator	0.31 in first quarter (only indoor pool open in first quarter)
Kerbside collection waste diverted from landfill*	Indicator	Reported at half-year
Kerbside collection bins missed per 10,000 households*	Indicator	1.32 in first quarter
Cost of outdoor aquatic facilities per visit*	Indicator	Reported at end of financial year
Cost of library services per visit*	Indicator	Reported at end of financial year
Cost of indoor aquatic facilities per visit*	Indicator	Reported at end of financial year

* Both Local Government Performance Framework indicators, and Council Plan indicators.

Strategic Objective 6: A well planned and safe community

Planning and building activity in the first quarter of 2017/18 has been strong, with the following key highlights:

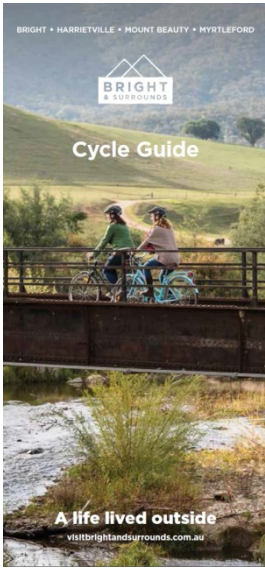
- A new development initiative has been approved in Will Street, Bright, with a combined residential / commercial site planned.
- A new medical facility has recently opened in the centre of Bright. Council's building department and environmental health officers have assisted with this project.
- New premises are opening within Bright and Myrtleford. The Alpine Shire is remaining vibrant as a small rural area.

Action	Major Initiative?	Progress to 30 September 2017
Theme 6: A well planned and safe community		
Review Local Laws: No.2 Municipal Places; No.4 Livestock; No.5 Amenity; No.6 Streets and Roads; and No.7 Murray to the Mountains Rail Trail.	Yes	Scoping for the review of Local Laws has commenced. Targeted reviews will commence in the coming months.
Progress amendments to the Planning Scheme including Dinner Plain Design Guidelines, Upper Ovens and Kiewa Valley land subject to inundation and bulk water extraction	Yes	Dinner Plain design guidelines - a report will be presented to Council in Q2 to obtain approval to prepare a planning scheme amendment. Bulk water - the proposal to prepare a planning scheme amendment has been authorised by the Minister. Further work on amendment C40 is now underway.
Undertake domestic animal management across the Shire	No	The Domestic Animal Management Plan has been reviewed and will be presented to the October council meeting for endorsement. Domestic animal management continues to make up more than 40% of all jobs relating to Local Laws.
Issue and monitor permits relevant to statutory planning, building, wastewater, and local laws	No	Permits continue to be a key responsibility of Council.
Enforce compliance with environmental and food safety regulations, statutory planning regulations and local laws	No	Compliance work has continued across all teams during the first quarter.
Deliver the immunisation program	No	Immunisation clinics have continued across the Shire in the first quarter.

Action	Major Initiative?	Progress to 30 September 2017
Time taken to decide planning applications*	Indicator	Reported at half-year
Percentage of required food safety assessments undertaken*	Indicator	Reported at half-year
Percentage of planning applications processed within 60 statutory days*	Indicator	Reported at half-year

** Both Local Government Performance Framework indicators, and Council Plan indicators.*

Strategic Objective 7: A thriving and connected community



Destination Marketing Collateral:

The new Bright & Surrounds Cycle Guide has been completed, including the development, print (15,000) and distribution. The guide has since been inserted in to leading cycle publication, Treadlie magazine (1,000 copies) and has digital presence on the Treadlie website.

A review and re-print of the Walks & Trails Guide (20,000) was undertaken, with collateral inserted into the Great Walks magazine plus Green Magazine (total 7,950).



Youth Awards

Youth Awards were delivered in Myrtleford in September. A youth committee of 12 young people from Myrtleford assisted to deliver the event. A total of 62 nominations were received across the 10 categories. The evening was well attended by 240 people from across the Shire. Year 9 Marian College staff provided catering for the evening. The guest speaker for the evening was Lincoln Budge, a local from Yackandandah who was left a paraplegic after a car accident. Lincoln told his inspiring story of how he overcame the hard times and achieved his goal of representing Australia at the Winter Olympics.

Action	Major Initiative?	Progress to 30 September 2017
Theme 7: A thriving and connected community		
Support events and community programs	Yes	The event funding program for 2017/18 was completed in this quarter. A total of 54 applications were received, with Council endorsing a recommendation for 49 of those events to be funded to the total of \$198,700.
Build strong relationships to implement the Municipal Public Health and Wellbeing Plan Action Plan	Yes	The MPHWP Action Plan has been developed and key "health" stakeholders engaged to assist with the delivery of the actions. The Action Plan is a 4 year plan with ongoing activity.
Provide support and advice to encourage investment and strengthen our economy	No	Alpine Shire Council in collaboration with five other North East Victorian Councils deliver various business workshops through the Small Business Festival annually. A total of eight workshops were held in Q1, across the Shire with other workshops planned for Q2-Q4.

Action	Major Initiative?	Progress to 30 September 2017
Promote Alpine Shire as a destination of choice for visitors	No	Tourism North East (Regional Tourism Board) and Council develop an annual action plan for the delivery of destination marketing activity and product development to be undertaken across the year. Q1 activities have been executed as planned.
Deliver the Learner to Probationary (L2P) driving program	No	The L2P program is an ongoing program delivered by Council, assisting (on average) 20 young people to gain their driver's licence annually.
Deliver the community grants program	No	The community grant funding program for 2017/18 was completed in this quarter. A total of 32 applications were received, with Council endorsing a recommendation for 27 of the projects to be funded to the total of \$79,535. This contribution will assist \$236,640 worth of projects to be delivered by community groups across the Shire in this FY.
Visitor numbers	Indicator	Reported at end of financial year
Percentage of people who volunteer in the community	Indicator	Reported at end of financial year
Participation in the Maternal Child Health service*	Indicator	53% in first quarter
Number of permitted festivals and events in the Alpine Shire	Indicator	Reported at end of financial year
Increase small business and light industry in the Shire	Indicator	Reported at end of financial year

* Both Local Government Performance Framework indicators, and Council Plan indicators.

COUNCIL POLICY



CCTV SURVEILLANCE CAMERA POLICY

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 93	Status: DRAFT	
Approved by: Council	Date approved/adopted: 3 June 2014 <u>14 November 2017</u>	Next review date: June 2015 <u>November 2019</u>
Directorate: Corporate and Community	Department: Corporate Governance	Contact officer: Governance Support Officer

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REVISION RECORD

Date:	Version:	Revision description:
13/05/14	1.0	Draft
22/05/14	1.1	Final Draft
<u>03/06/14</u>	<u>2.0</u>	<u>Adopted Version 2</u>
<u>24/10/17</u>	<u>2.1</u>	<u>Draft for discussion</u>
<u>17/11/17</u>	<u>3.0</u>	<u>Adopted Version 3 – inclusion of additional location</u>

1. TITLE

CCTV Surveillance Camera Policy

2. POLICY STATEMENT

The intent of this policy to ensure the effective, appropriate and lawful use of Closed Circuit Television (CCTV) surveillance cameras at the Alpine Shire Council ('Council') office in Bright, ~~and~~ Council depot in Bright, and the Bright Sports Centre.

The *Surveillance Devices Act 1999* in conjunction with the ~~*Information Privacy Act 2000*~~ *Privacy and Data Protection Act 2014*, governs the use of CCTV surveillance cameras in public areas. This policy will address Council's requirements under these and other Acts.

3. PURPOSE

The purpose of this policy is to provide guidance for the appropriate installation and use of CCTV surveillance cameras and use of footage collected at the Council office in Bright, ~~and~~ Council depot in Bright, and the Bright Sports Centre.

4. SCOPE

This policy applies to all Council employees and councillors, contractors, volunteers, and representatives.

5. OBJECTIVE

The objectives of this policy are to:

- ensure the safety of Council employees, councillors and members of the public;
- protect property from theft and damage;
- discourage unlawful activity ~~and~~;
- improve the investigation of incidents at the Council office and depot in Bright; and
- enable unsupervised use of the Bright Sports Centre by members or participants in approved programs.

6. POLICY DETAILS

Definition of public place

For the purposes of installation and use of CCTV surveillance cameras, the Victorian Law Reform Commission has identified a 'public place' as "any place to which the public have access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place". Under this definition, the Council office in Bright, Council ~~and~~ depot in Bright, and the Bright Sports Centre are considered public places and as such, any use of CCTV surveillance in these areas must comply with various State and Commonwealth Victorian and Australian legislation, Australian Standards and other guidelines.

CCTV operation

The CCTV surveillance cameras are used to capture any incidents involving threats to Council employee or public safety, theft, and unauthorised access to 'staff only' areas.

The cameras operate for twenty-four hours a day, seven days a week. The majority of monitoring will be retrospective reviews, however there will be occasional periods of passive monitoring.

The cameras will not be used to record or monitor the daily activities of Council employees nor will they be used to assess employee performance.

All reasonable steps will be taken to ensure the identity and images of any individual captured on camera remains anonymous where lawful and practicable.

~~Appropriate s~~Signage will be displayed at the entrances of the Council office in Bright, and Council depot in Bright, and the Bright Sports Centre, and positioned below each camera within those areas, to inform Council employees, councillors and the public of the use of cameras for security purposes.

Definition of an incident

An incident is defined as an occurrence or event that could result in harm to persons, property or business operations.

An incident may occur at any time, and may involve members of the public, Council employees and/or councillors.

Camera locations

CCTV surveillance cameras are located at the Council office in Bright, Council ~~and~~ depot in Bright, and the Bright Sports Centre.

Purpose of collection

Footage recorded and retained by the CCTV surveillance cameras will be used for the sole purpose of monitoring and investigating incidents.

The primary purpose of collection is:

- ~~incident monitoring;~~
- ~~detection of any Council employee and/or public safety issues;~~
- ~~detection and deterrence of theft;~~
- ~~and monitoring any unauthorised access to 'staff only' areas;~~ and
- to ensure the safety of Bright Sports Centre members during unsupervised after-hours access of the dry area (gymnasium).

Access to footage

Access to live streaming or recorded footage for the purposes of viewing, copying or disclosing the footage will be restricted to Council's CEO, Directors, ~~and~~ Manager Project Delivery Facilities and Manager Asset Maintenance.

Use and disclosure of footage

Live streaming and recorded footage must only be used for the purposes of investigating and providing evidence of an incident.

Footage of an incident may be disclosed to a third party such as Victoria Police, and copies may be provided on the condition that the third party has an official role in investigating the incident or some other legitimate reason for requiring access to the footage.

Any request by members of the public to view records of incidents must be done through the same Freedom of Information (FOI) process as is required to access any Council record.

Storage of footage

Any recorded footage of incidents must be stored in a secure location with restricted access.

Footage must be protected from unauthorised viewing, copying, alteration, deletion and disclosure.

7. ROLES AND RESPONSIBILITIES

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating reviewing and providing advice on the policy and procedures:

Implementation	<ul style="list-style-type: none"> • CEO, Directors and Managers
Compliance	<ul style="list-style-type: none"> • All employees and Councillors
Development/Review	<ul style="list-style-type: none"> • Governance Support Officer • Risk Management <u>Health, Safety and Risk</u> Officer
Interpretation/Advice	<ul style="list-style-type: none"> • Governance Support Officer • <u>Health, Safety and Risk</u> Risk Management Officer • Information Technology Advocate <u>Coordinator</u>

8. SUPPORTING DOCUMENTS

This Policy should be read in conjunction with all other relevant Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Surveillance Devices Act 1999 (Vic)*
- ~~*Information Privacy Act 2000*~~ *Privacy and Data Protection Act 2014 (Vic)*
- *Public Records Act 1973 (Vic)*
- *Private Security Act 2004 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Evidence Act 2008 (Vic)*
- *Charter of Human Rights and Responsibilities Act 2006*

Related **Council** Policies

- *Employee Code of Conduct*
- *Corporate Records Policy (No.31)*
- *Corporate Records Disposal Policy (No.84)*
- ~~*Occupational Health and Safety Policy (OP02)*~~
- *Risk Management Policy (No.84)*
- *Prevention of Bullying and Occupational Violence Policy (No.85)*

Related Procedures

- *CCTV Surveillance Camera Operating Procedures* ([P93.1 and P93.2](#))

Related Guidelines

- *Closed Circuit Television (CCTV): Management and operation (Australian Standards 4806.1-2006)*
- *Closed Circuit Television (CCTV): Application guidelines (Australian Standards 4806.2-2006)*
- *Closed Circuit Television (CCTV): PAL signal timings and levels (Australian Standards 4806.3-2006)*
- *Closed Circuit Television (CCTV): Remote video (Australian Standards 4806.4-~~2006~~2008)*
- *Closed Circuit Television in Public Places – guidelines (Victorian Ombudsman) [2012](#)*
- *[Guide to Developing CCTV for Public Safety in Victoria \(Department of Justice 2011\)](#)*

Other documents

- *Crime Prevention Office Security Survey – Alpine Shire Offices (2009)*
- *[Info Sheet 03.12 – Surveillance and Privacy \(Privacy Victoria\) Guidelines to surveillance and privacy in the Victorian public sector \(Commissioner for Privacy and Data Protection\) May 2017](#)*
- ~~*[Info Sheet 04.10 – Privacy in the Workplace \(Privacy Victoria\)](#)*~~
- *Surveillance in Public Places (Victorian Law Commission 2010)*
- ~~*[Guide to Developing CCTV for Public Safety in Victoria \(Department of Justice 2011\)](#)*~~

9. HUMAN RIGHTS CHARTER

This policy has been considered in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

10. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed ~~on an annual basis~~ in line with the documented review date.

The effectiveness of the CCTV system to achieve the objectives of this policy will be reviewed on a regular basis as prescribed by the CCTV Surveillance Camera Operating Procedures. This will include reviewing the location of the cameras to ensure they are capturing appropriate footage, the storage and disclosure of any footage, the operation and administration of the system and compliance with appropriate legislation.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy.

11. NON-COMPLIANCE, BREACHES AND SANCTIONS

Failure to comply with this Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action and potential legal ramifications.

12. DEFINITIONS AND ABBREVIATIONS

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

Term	Meaning
<u>Bright Sports Centre</u>	<u>Dry area (gymnasium) in the Bright Sports Centre, Delany Avenue, Bright</u>
<u>CCTV</u>	<u>Closed circuit television</u>
<u>Council</u>	<u>Alpine Shire Council</u>
<u>Council depot</u>	<u>Works and Open Spaces depot complex, Churchill Avenue, Bright</u>
<u>Council employees</u>	<u>Alpine Shire Council employees, volunteers, contractors</u>
<u>Council office</u>	<u>Main office building complex, 2 Churchill Avenue, Bright</u>
<u>Passive monitoring</u>	<u>Where CCTV monitors are intermittently observed by operators</u>
<u>Retrospective review</u>	<u>Where CCTV is reviewed after an incident</u>
Term	Meaning

<u>Term</u>	<u>Meaning</u>
CCTV	Closed circuit television
Passive monitoring	Where CCTV monitors are intermittently observed by operators
Retrospective review	Where CCTV is reviewed after an incident
Council	Alpine Shire Council
Council employees	Alpine Shire Council employees, volunteers, contractors
Council office	Main office building complex, corner Great Alpine Road and Churchill Avenue, Bright
Council depot	Works and Open Spaces depot complex, Churchill Avenue, Bright

13. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this..... 14th.day of
.....November 2014-2017 in the
presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER

Human Rights Charter – Assessment of Compatibility

November 2017

In accordance with section 28 of the *Charter of Human Rights and Responsibilities Act 2006*, this statement of compatibility is made with respect to Alpine Shire Council's CCTV Surveillance Camera Policy (No. 93).

This policy is compatible with the human rights protected by the Charter.

Objectives

The objectives of the policy are to:

- ensure the safety of Council employees, councillors and members of the public;
- protect property from theft and damage;
- discourage unlawful activity;
- improve the investigation of incidents at the Council office and depot in Bright; and
- enable unsupervised use of the Bright Sports Centre by members or participants in approved programs.

Human Rights Assessment

What human rights are impacted?	Will any person feel their rights are limited and why?	What are the interests you have to balance?	Is the limitation reasonable?	What practical solutions are available to reduce the limitation?
13. A right to privacy and reputation	Yes. Persons captured on CCTV footage may feel that being filmed is an invasion of their personal privacy and would be concerned about how the footage will be used and by whom.	Protection of personal privacy needs to be balanced against the community's expectation of Council to deliver on its Council Plan priorities. The key Council Plan strategic objectives for 2017-2021 that CCTV surveillance can positively impact on include: <ul style="list-style-type: none"> - A responsible and sustainable organisation - Highly utilised and well managed facilities - A well planned and safe community 	Limitation is reasonable as the whole purpose of the policy and associated procedures is to ensure the safeguard of public safety, while ensuring that personal privacy and the handling of personal information is secured.	The policy and associated operational procedures put in place protections for the capture, access, storage and retention of the CCTV footage to mitigate any breaches of privacy. Access will only be available for lawful usage.

COUNCIL POLICY



RISK MANGEMENT

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy Number: 054		Status:
Approved/adopted by:	Date approved/adopted:	Next review date: November 2019
Directorate: Corporate	Department: Corporate	Contact officer: Manager Corporate

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REVISION RECORD

Date:	Version:	Revision description:
05/04/2005	1.00	Adopted by Council
06/02/2007	2.00	Adopted by Council
24/08/2017	2.01	Draft for internal review and discussion
01/09/2017	2.02	Draft circulated to Audit Committee
	3.00	Version 3.00 for Council Adoption

1. TITLE

Alpine Shire Council Risk Management Policy

2. POLICY STATEMENT

Alpine Shire Council is committed to:

- managing its resources effectively;
- achieving its goals as outlined in the Council Plan; and
- safeguarding its employees and the community.

Risks can potentially prevent Council from meeting its planned commitments. Through this Risk Management Policy, Council will reduce this threat through:

- having an integrated approach to the identification, management, and mitigation of risk in all forms;
- ensuring governance and risk management is an integral part of Council's functions, operations, and processes;
- promoting a workplace culture of governance and risk awareness; and
- ensuring employees have the knowledge and tools to manage risk.

3. PURPOSE

The purpose of this policy is to:

- outline Council's commitment to governance and risk management;
- promote an integrated approach to the management of risks that could impact the achievement of Council's objectives, services and activities; and
- embed governance and risk management into Council's strategic and operational planning and decision making processes.

4. SCOPE

This policy applies to:

- Council, its representatives, employees, contractors and volunteers; and
- all activities conducted by or on behalf of Council.

It is not intended to be a prescriptive instruction in the management of risk.

As such this policy is supported by a Governance and Risk Framework that incorporates legislative and industry guidelines, best practice instruction and internal procedures and processes.

5. OBJECTIVE

The objectives of this policy are to:

- create a culture within the organisation that embraces accountability, governance and risk management;
- equip the organisation with the skills and tools to identify, assess and treat risks to an acceptable level;
- incorporate risk management into planning, decision making and operations;
- improve governance and compliance with legislative requirements; and
- maximise the achievement of Council's objectives, services and activities.

6. POLICY DETAILS

6.1 Governance and Risk Culture

Council is committed to developing a culture that embeds effective governance and risk management in all its services, activities, business processes and projects.

Council is committed to the development of a culture where governance and risk is proactively managed and where issues are reported and managed transparently. In this culture, blame is not attributed to genuine error, however is identified and used as an opportunity to strengthen controls and training.

To achieve this, it is necessary for the organisation to be open to identifying and discussing risks, as well as understanding the process of risk management and the potential consequences of ineffective risk management.

6.2 Governance and Risk Framework

A governance and risk framework must be developed and approved.

The governance and risk framework must be:

- consistent with the risk management Standard AS/NZS ISO 31000:2009 (Risk Management - Principles and Guidelines);
- published on StaffNet and be available to all employees;
- reviewed in conjunction with the review of this policy.

The framework provides an effective process for the identification, analysis and management of risks in line with standards, best practice and good governance.

The key elements of the governance and risk framework are:

- this risk management policy;
- risk management assessment tools;
- a risk register;
- a governance action sheet;
- a statutory compliance matrix; and
- the Audit Committee.

All directorates must implement the governance and risk framework.

6.3 Risk Register

A risk register must be established and maintained.

The risk register enables:

- key risk events that would likely impact Council achieving its strategic objectives or delivering its services and activities to be recorded;
- the assessment of identified risks;
- the identification of measures to mitigate or control the risks; and
- risks and controls measures to be monitored.

6.4 Monitoring and Reporting

The application and management of this policy, the governance and risk framework and key risks identified in the risk register must be monitored and reported at least every six months to:

- the Alpine Management Team;
- the Audit Committee; and
- Council.

6.5 Training and Awareness

The value of training in and awareness of risk management is recognised and relevant staff will be afforded the opportunity to undertake training in a range of governance and risk topics. Training will be scheduled on a regular basis through the Human Resource Officer.

In addition to formal training, the Health, Safety and Risk Officer provides advice to Council officers on the identification and assessment of risks and the development, implementation and monitoring of control measures.

Governance and risk management training will be incorporated into the new employee induction program.

7. ROLES AND RESPONSIBILITIES

The roles and responsibilities for risk management are outlined in detail in the governance and risk framework.

With regard to this policy, the following positions are responsible for approving, implementing, complying with, monitoring, evaluating reviewing and providing advice on the policy and procedures:

Action	Responsible Officer
Implementation	<ul style="list-style-type: none"> • Chief Executive Officer • All directors • All managers
Compliance	<ul style="list-style-type: none"> • All staff

Action	Responsible Officer
Development/Review	<ul style="list-style-type: none"> • Director Corporate • Manager Corporate • Health, Safety and Risk Officer • Audit Committee
Interpretation/Advice	<ul style="list-style-type: none"> • Director Corporate • Manager Corporate • Health, Safety and Risk Officer

8. SUPPORTING DOCUMENTS

This Policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Local Government Act 1989*
- *Local Government (Planning and Reporting) Regulations 2014*
- *Charter of Human Rights and Responsibilities Act 2006*

Related Policies and Guidelines

- Alpine Shire Council Governance and Risk Framework
- Alpine Shire Council Fraud and Corruption Control Policy No.091

Standards

- Australian and New Zealand and International Risk Management Standard AS/NZS ISO 31000:2009
- Australian Standard for Fraud and Corruption Control (AS8004:2008)

9. HUMAN RIGHTS CHARTER

This policy has been considered in relation to the Victorian *Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

10. MONITORING, EVALUATION AND REVIEW

Review of this policy and associated documentation will occur every two years.

Minor amendments to the policy may be authorised by the Chief Executive Officer at any time where such changes do not alter the substance of the policy.

11. NON-COMPLIANCE, BREACHES AND SANCTIONS

Failure to comply with this Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

12. DEFINITIONS AND ABBREVIATIONS

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

Term	Meaning
Alpine Management Team	Council's Chief Executive Officer, directors and managers.
Control	An existing process, policy, device or practice that acts to minimise negative risk or enhance positive opportunities
Consequence	Outcome or impact of the risk occurrence
Council	Alpine Shire Council
Likelihood	A general description of probability or frequency
Risk	The effect of uncertainty on objectives. It is measured in terms of a combination of the likelihood of an event and its consequence.
Risk management	The coordinated activities to direct and control an organisation with regard to risk. It relates to all aspects of the organisation's operations and practice.
Governance and risk framework	Means the documents which provide the foundation and arrangements for designing, implementing, monitoring, reviewing and continually improving risk management at Council. Improving risk management that will be consistently applied at both a strategic and operational level
Risk register	A document containing a record of information about identified risks

13. APPROVAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this ____ day
of _____ 2017 in the
presence of:

COUNCILLOR

COUNCILLOR

CHIEF EXECUTIVE OFFICER

SCHEDULE 1 TO CLAUSE 37.01 SPECIAL USE ZONE25/01/2007
ProposedShown on the planning scheme map as **SUZ1**.**DINNER PLAIN – VILLAGE AREA****Purpose**

To provide for the use and development of a quality integrated alpine tourist village which includes a range of residential, tourist and recreation facilities supported by appropriate ancillary services.

To ensure that the scale, intensity, bulk and character of all development is sympathetic and complimentary to the alpine environment and the village neighbourhood character.

To ensure that further subdivision does not adversely affect the existing character and amenity of the village.

1.0**Table of uses**19/01/2006
Proposed**Section 1 - Permit not required**

USE	CONDITION
Apiculture	Must meet the requirements of the Apiary Code of Practice, May 1997
Dwelling (except caretaker's house)	Must be in Precinct B
Informal outdoor recreation	
Any other use listed in Clause 62.01	Must meet the requirements of Clause 62.01

Section 2 - Permit required

USE	CONDITION
Accommodation (except dwelling)	Must not be in Precinct D or E
Caretaker's house	Must not be in Precinct E
Industry (except Research and Development and Transfer Station)	Must be in Precinct D
Leisure and recreation (except informal outdoor recreation and motor racing track)	Must not be in Precinct E
Retail	Must not be in Precinct E
Any other use not in Section 1 or 3	

Section 3 - Prohibited

USE

Abattoir
Agriculture (except apiculture)
Cemetery
Crematorium
Motor track racing
Saleyard

2.0 Use of land

25/01/2007
Proposed

The use of land must generally be in accordance with the precincts identified and described in Figure 1 and Table 1.

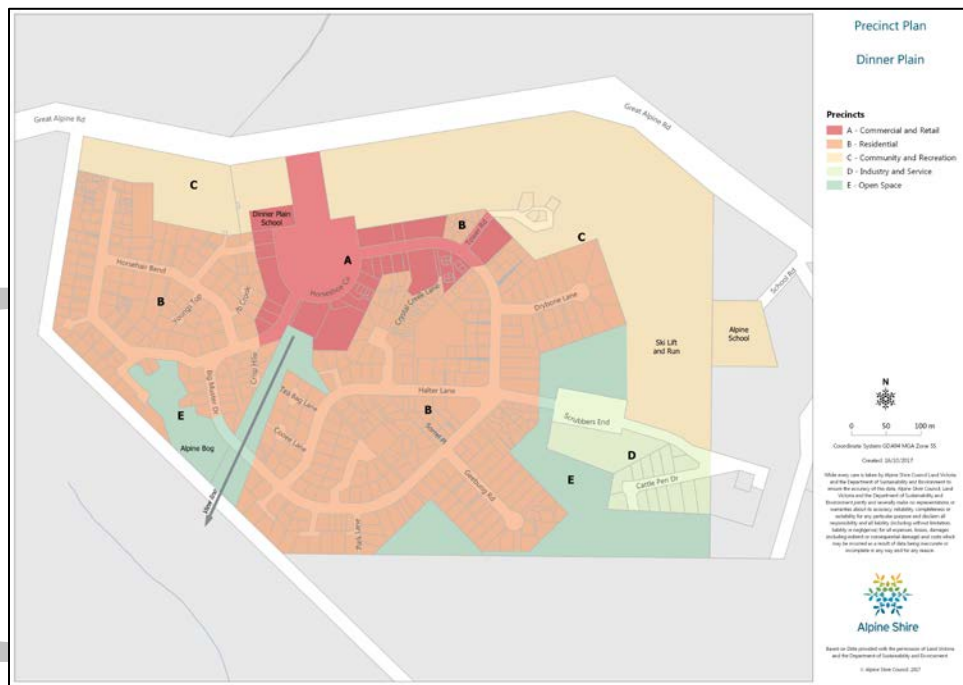


Figure 1: Dinner Plain Precinct Plan

Precinct	Name	Description
A	Commercial and retail	This precinct is the heart of commercial activity in Dinner Plain and the location of core commercial and retail uses, and ancillary group accommodation. Uses should operate during the summer and the winter to facilitate a year round alpine destination. Development should provide space for people to interact and socialise.
B	Residential	The Residential Precinct is the location of residential and accommodation uses. Future development is encouraged to adopt the 'clustered' arrangement as seen in the original section of Dinner Plain.

C	Community and recreation	The Community and Recreation precinct contains community, tourism and recreational uses including playgrounds, historic huts, educational facilities and emergency services and is the recreational hub for sporting and active uses. Further use and development should retain the natural character of the space, including snowgums.
D	Industry and service	The Service and Industry precinct contains the existing depot, East Gippsland treatment plant and other related service uses. There is opportunity for the development of rural industry in this precinct.
E	Open space	The Open Space precinct contains pockets of fragile Alpine Bog ecosystems, significant view lines, and open space that acts as a buffer between Dinner Plain Village and the broader Dinner Plain Area.

Table 1: Description of precincts**Application requirements**

The following application requirements apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- The use and the type of activities that will be carried out.
- The months and hours of operation of the use.
- The nature of traffic that is likely to be generated by the use and the impact on the road network.
- Any potential interaction between the use and sensitive Alpine environmental features.

Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The impact of the use on other uses and development in the immediately surrounding area.
- The impact of the use on sensitive significant Alpine environmental features within Dinner Plain Village.
- The ability of the road network to accommodate traffic movements that may be associated with the use.
- Whether the use contributes to the development of Dinner Plain village as a year round tourist destination.

3.025/01/2007
Proposed**Subdivision****Permit requirement**

A permit is required to subdivide land.

Residential subdivision must meet the objectives, standards and requirements of Clause 56. Each lot within Precinct B must be at least 220 square metres in area.

A permit may be granted to create lots less than 220 square metres in Precinct B in a Residential Hotel or Motel. There must be sufficient common area available for occupants to use for passive and active recreational purposes.

Application requirements

The following application requirements apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

A plan which shows:

- How the subdivision will maintain views and identified view corridors
- Solar access provision.
- Compatibility with the existing neighbourhood scale.
- The development of a diverse range of lot sizes ensures a varying array of building forms and sizes, maintaining a lot average of 220 square metres.
- How the natural environment and character of the area will be protected including the retention of vegetation along waterways, gullies and property boundaries.

In addition, an application for residential subdivision:

- Must be accompanied by a site and context report and a design response
- Must meet all of the objectives specified in Clause 56
- Should meet all of the standards specified in Clause 56

Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- For a residential development the objectives, standards and decision guidelines of Clause 56.
- The protection and enhancement of the natural environment and character of the area including the retention of vegetation along waterways, gullies and property boundaries.
- The availability and provision of utility services, including sewerage, water, drainage, electricity, gas and telecommunications.
- Whether the average lot size of at least 220 square metres is maintained.

4.0

19/01/2006
Proposed

Buildings and works

Permit requirement

A permit is required to construct a building or construct and carry out works including:

- A fence.
- A domestic swimming pool or spa and associated mechanical and safety equipment associated with one dwelling on a lot.
- An open sided pergola or verandah to a building with a finished floor level not more than 800mm above the ground level and a maximum building height of three metres above ground level.
- A deck to a dwelling with a finished floor height not more than 80mm above ground level.
- Domestic services normal to a dwelling if the services are visible from a street or public park.
- A solar energy facility attached to a building unless exempted below.
- Externally painting an unpainted surface.

A permit is required to:

- Remove any indigenous vegetation other than vegetation shown on an approved development plan.

- Plant any vegetation other than species indigenous to the Dinner Plain area.

A development must meet the standards, objectives and requirements of Clause 54 for single dwellings on a lot and Clause 55 for two or more dwellings on a lot and residential buildings unless a variation is specified in this Clause.

No permit required

No permit is required to construct a building or construct or carry out works for the following:

- A solar energy facility where the solar panels are located flush with the roof line of the building in which case a permit is not required.

4.1 Building and works requirements

The following requirements apply to construct a building or to construct and carry out works.

Siting and design of buildings and works

- Minimise soil disturbance by taking advantage of the natural topography of the site.
- Maximise the retention of existing snow gums on the site.
- Ensure that snow deposition from the building and adjoining buildings will not affect any existing or proposed pedestrian or vehicle access ways.
- Buildings should be designed in the content of the alpine climatic demands and conditions to ensure buildings function well when subjected to the rigours of that climate.

4.1-1 Neighbourhood character

19/01/2006
v4.32-1.1

Neighbourhood character

In addition to the requirements of Clause 54.02-1 (Standard A1) for single dwellings on a lot and Clause 55.02-1 (Standard B1) for all other buildings:

- Buildings must be designed and constructed in a way that is consistent and complementary to the neighbourhood character elements identified in Table 1.
- Building design should strongly relate to the unique natural climatic environment.
- Buildings should use materials, finishes and colours that complement the colours and materials of the alpine environment. Acceptable building materials include local stone and earth, and stained timber, Colorbond® roofs and elements of Colorbond® walls.

Neighbourhood character element	Characteristics
Streetscape	<ul style="list-style-type: none"> • Varying roof pitches and non-aligned sidewalls, create an informal and clustered image. • Predominantly double storey buildings which incorporate single storey elements to present a human scale to the street. • The winding nature of the street reveals the sides and corners of houses, emphasising the cluttered and informal characteristic of the village. • The street network intermixes pedestrians with cars. • Meandering access ways create a “level of intrigue” in traversing the village and reinforces intimacy of scale. • The subtle use of various materials and colours, the proximity to trees and retention of surrounding natural landscape assists integration of buildings with the landscape.

Neighbourhood character element	Characteristics
	<ul style="list-style-type: none"> • Large snowgums de-emphasise the scale of houses. • Loosely scattered houses, no formal property boundaries, undefined front gardens, no fencing and the proximity of adjoining houses enhances the communal character. • Elements of varying heights, such as towers, add to visual diversity and create visual landmarks. • Considered and restrained use of colour and natural materials enables harmony between the architecture and natural environment and creates a cohesive image.
Architecture	<ul style="list-style-type: none"> • Human scale entry spaces with single porticos framed by low roofs. • Buildings have varying roof profiles. • Overall height and length of walls reduced with stone entry porticos supported by timber columns and projecting rooms create a sense of depth and relief. • Irregular placement of windows and lofts creates nooks and crannies that add charm and variety. • The retention of the trees in most developments allows buildings to merge into the landscape. • Small-scale windows and irregular windows enhances the character and visual intrigue of buildings. • Rooflines dropping down to almost ground level, with no gutters or downpipes to facilitate snow shedding. • Use of a mix of wall materials including timber, stone and small elements of Colorbond® and glass. • Detail to gable roof ends, intimate entry porches, stone walling, irregular timber columns, intricate timber fretwork detail around the eave line. • Subdued colour schemes throughout each house in the walls, roof and trim details so as to blend with the snow gums. • Front elevations have an intimate scale, assisted by sweeping rooflines, chimney articulation, highlight windows and small window openings. • External balconies are built around existing trees which extends the interior of the house outside and integrates the architecture with the natural environment. • Recessed, single entry garage doors.
Dwelling diversity	<ul style="list-style-type: none"> • A range of dwelling sizes and types in the resort development as a whole.

Table 1: Description of neighbourhood character elements at Dinner Plain Village.

4.1-1.2

Integration with the street

19/01/2006
VC37

In addition to the standard of Clause 54.02-2 (Standard A2) for single dwellings on a lot and Clause 55.02-5 (Standard B5) for all other buildings:

- Fencing is not permitted unless required by a statutory authority or a service yard. Fencing must be of an appropriate design.

4.1-2 Site layout and building massing

4.1-2.1 Site layout

19/01/2006
VC37

Site layout should achieve a coherent layout that provides a pleasant and energy efficient living environment as follows:

- The design and layout of buildings should enhance existing streets, maintain amenity for adjacent properties and provide a sense of address and identity.
- In larger scale developments, varied building types and forms should be integrated throughout the development to provide an interesting sense of mix and contrast.
- Siting of buildings should capitalise on views from the site including views to existing vegetation.
- Significant stands of native vegetation, in particular snow gums or other viable native vegetation, should be retained on the site.

4.1-2.2 Street setbacks

25/01/2007
C18

The objectives and standards of Clause 54.03-1 (Standard A3) for single dwellings on a lot and Clause 55.03-1 (Standard B6) for all other buildings do not apply. They are varied as follows:

Development should be setback a minimum from the Great Alpine Road to protect the visual and environmental amenity of the resort as follows:

- 120 metres for buildings other than tennis courts, information centres, gatehouses, service utility installations and community use facilities
- 100 metres for commercial and residential development on the western side of the village entrance to the water bore reserve, as shown on Figure 1 - Dinner Plain Precinct Plan. 50 metres for community use buildings and car parking areas on the western side of the village entrance road.
- 50 metres for residential development on the western side of the water bore reserve as shown on Figure 1 - Dinner Plain Precinct Plan.
- 25 metres for community use buildings and car parking areas on the eastern side of the village entrance road.

Front setbacks may be varied to enhance the existing informal character of buildings.

Setback of buildings from streets should be in accordance with Table 2 and:

- Align with the existing tree line where possible.
- Align with specified viewlines.

Table 2 Street setbacks

DEVELOPMENT CONTEXT	MINIMUM SETBACK FROM FRONT STREET (METRES)	MINIMUM SETBACK FROM A SIDE STREET (METRES)
There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner	The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 4 metres, whichever is the lesser.	Not applicable
The site is on a corner.	If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front	The same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser.

DEVELOPMENT CONTEXT	MINIMUM SETBACK FROM FRONT STREET (METRES)	MINIMUM SETBACK FROM A SIDE STREET (METRES)
	street or 4 metres, whichever is the lesser. If there is no building on the abutting allotment, 4 metres minimum.	

Development should be set back a minimum of 20 metres from significant environmental areas as identified on the Dinner Plain Precinct Plan.

- Development must be setback from the village’s water supply bore a minimum of 250 metres unless a Section 173 Agreement incorporating a management plan to control use and development within the 250 metre buffer is entered into with the land owner(s), the responsible authority and the water supply authority.

4.1-2.3 Building height

19/01/2006
VC37

The objectives, standards and requirements of Clause 54.03-2 (Standard A4) for single dwellings on a lot and Clause 55.03-2 (Standard B7) for all other buildings do not apply. They are varied as follows:

- The maximum height of any building must not exceed 11 metres.
- Changes of building height between existing buildings and new buildings should be graduated.
- The built form should be articulated and appear fragmented to break up the mass of the building.
- Buildings should include multiple roof pitches of varying heights.

4.1-2.4 Site coverage

25/01/2007
C18

In addition to the objectives, standards and requirements of Clause 54.03-3 (Standard A5) for single dwellings on a lot and Clause 55.03-3 (Standard B8) for all other buildings:

- Site coverage should not exceed 50% in Precinct 2 (Residential precinct)
- Site coverage should not exceed 60% in Precinct 1 (Commercial and retail precinct)

4.1-2.5 Permeability and snowshed

19/01/2006
VC37

In addition to the objectives, standards and requirements of Clause 54.03-4 (Standard A6) for single dwellings on a lot and Clause 55.03-4 (Standard B9) for all other buildings the following requirements apply:

- A minimum of 40% of the site should be permeable to control the snowshed from roof so it does not spill or have impact on neighbouring properties and protects vehicular and pedestrian access ways.
- In environmental setback areas, ensure stormwater runoff from buildings and roadways does not detrimentally increase the discharge into protected and sensitive areas.

4.1-2.6 Energy efficiency

19/01/2006
VC37

In addition to the objectives, standards and requirements of Clause 54.03-5 (Standard A7) for single dwellings on a lot and Clause 55.03-5 (Standard B10) for all other buildings, buildings should:

- Be designed to minimise fossil fuel energy use and to maximise use of natural ventilation, daylight and solar energy.
- Have layouts and orientation that minimise winter heat loss and make use of solar energy where practical.

- Have living areas and larger wall openings and windows on the northern side where solar access is available, and double-glazing on all windows and glazed doors.

4.1-2.7 Open space

19/01/2006
VC37

The objectives and standards of Clause 54 for single dwellings on a lot and Clause 55.03-26 (Standard B11) for all other buildings do not apply. They are varied as follows:

- Private open space associated with accommodation and dwellings is not required.
- Communal open space, where provided, should be capable of effective maintenance and management considering the alpine conditions.

4.1-2.8 Landscaping

25/01/2007
C18

In addition to the objectives, standards and requirements of Clause 54.03-6 (Standard A8) for single dwellings on a lot and Clause 55.03-8 (Standard B13):

- Development should respect the landscape character of the Dinner Plain alpine environment.
- Development should provide for the retention and planting of indigenous trees (snow gums) and other indigenous alpine vegetation.
- Landscaping should bring together the design of the buildings, a sense of space and maintenance of the existing landscape character of the locality.
- Landscaping should contribute to a pleasant, safe and attractive alpine village environment.
- Development should blend into the existing landscape.
- Compensatory planting will be required in alternative locations if it cannot be contained on site. Priority given to retention of existing native vegetation. Only native species can be re-established.
- A 10 metre planted buffer is required between Precinct B (Residential) and Precinct D (Industry and service area).

4.1-3 Amenity impacts

4.1-3.1 Walls on boundaries

19/01/2006
VC37

The objectives and standards of Clause 54.04-1 (Standard A10) for single dwellings on a lot and Clause 55.04-2 (Standard B18) for all other buildings apply with the following variation:

- Setback provisions apply for new buildings not on or within 150mm of a boundary.

4.1-4 On site amenity and facilities

4.1-4.1 Building Entries

19/01/2006
VC37

In addition to the objectives and standards of Clause 54 for single dwellings on a lot and Clause 55.05-2 (Standard B26) for all other buildings the following requirements apply:

- Building entries should be clearly visible and easily identified from public areas. Access should be convenient, direct and free from the possibility of falling snow.
- Entries should be designed to give each building an individual identity.
- Entries should incorporate a transition space from the front protected porch area to warm interior dry areas.
- Entries should include a ski room/drying room as a practical transition from wet areas.
- For larger public buildings, access for the disabled should also be provided where practicable by minimising changes of level for steps being replaced by ramps.
- Access to buildings should be all weather.

4.1-5 Detailed design

4.1-5.1 Front fences

The objectives and standards of Clause 54.06-2 (Standard A20) for single dwellings on a lot and Clause 55.06-2 (Standard B32) for all other buildings do not apply. They are varied as follows:

- Fencing is not permitted unless required by a statutory authority or a service yard. Fencing must be of an appropriate design.

4.1-5.2 Site services

In addition to the objectives and standards of Clause 54 for single dwellings on a lot and Clause 55.06-4 (Standard B34) for all other buildings the following requirements apply:

19/01/2006
VC37

- Design and layout of dwellings and buildings must respond to the particular requirements of an alpine village environment.
- Services, including garbage bin enclosures, electricity and gas metres, service yards, letter boxes and clotheslines may be grouped and shared amongst leaseholders.
- Adequate provision should be made of storage and collection of garbage and other solid wastes and service yards and for the appropriate screening or fencing of areas and equipment used for such purposes from public view.
- Garbage bin enclosures, mailboxes, service yards and clothesline areas must be adequate in size and location and appropriate in design, with adequate screening or fencing.
- No water or waste should be discharged from the site other than means of an underground pipe or drain connected to an approved outlet or to an underground drain to the satisfaction of the responsible authority.

4.2 Car parking

19/01/2006
VC37

In addition to the requirements of Clause 52.06, the following carparking requirements apply:

- One car space should be provided per dwelling under 100 square metres. One space must be at least 6 metres long and 3.5 metres wide.
- Two car spaces should be provided per dwelling up to 200 square metres. If the space is provided in a garage, the use of double doors should be ideally avoided by tandem parking.
- Buildings in excess of 200 square metres to provide parking based on generated demand (demonstrated to the responsible authority- taking account of bed capacity for residential buildings, or customer demand generated by commercial land uses).
- A building may project into a car space if it is at least 2.1 metres above the space.
- Car parking facilities including access ways, garages and car storage areas should not dominate the view of the building from the road and should be visually compatible with the building.

4.3 Exemption from notice and review

An application to:

- construct or extend one dwelling on a lot (and construct related outbuildings and site facilities)
- construct a fence, domestic swimming pool, pergola, verandah, deck, solar energy facility and domestic services normal to a dwelling
- externally paint an unpainted surface
- remove indigenous vegetation
- plant non indigenous vegetation

is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

4.4 Application requirements

The following application requirements apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A Neighbourhood and Site Description and Design Response as set out in Clause 54.01 for single dwellings on a lot and Clause 55.01 for two or more dwellings on a lot and residential buildings.
- Details of the present use of land.
- Boundaries and dimensions of the site.
- The existing landform and topographic features of the site including drainage lines and existing vegetation.
- Details of any indigenous vegetation proposed to be removed.
- Proposals for landscaping and rehabilitation of any disturbed areas.
- Proposed access to the site and provisions for car parking on the lot.
- Details of the exterior treatment and finish of walls and roofs.
- The plan, elevation and section views of the proposed building.
- Snow management proposals such as roof snow shedding design, and impact on pedestrian areas, car parks and adjoining properties. Details of the manner in which snow is to be cleared from pedestrian and vehicle access ways and car parking areas.
- Details of site servicing including water and sewerage connections and installations, drainage provisions, and the location of a garbage collection point.
- Details of sediment pollution control works.

4.5 Decision guidelines

The following decision guidelines apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- Whether the use is consistent with the Dinner Plain Precinct Plan at Figure 1.
- Whether the proposal is consistent and compatible with the Neighbourhood Character elements identified at 4.1-1.1 Neighbourhood Character, Table 1.
- For more than 2 dwellings on a lot and other accommodation, whether the development provides a variety of accommodation.
- How the layout of the proposal responds to the site including:
 - The size and shape of the site.
 - Location, function and management of public or shared open spaces.
 - The effects of adjoining structures and vegetation.
 - Energy efficiency, solar orientation and predominating winds.
 - Ground conditions and site drainage.
 - Snow shedding, personal safety, and access.
 - Traffic flows around and through the site and its connectivity to the village.
- Whether site-specific constraints such as steep or undulating topography, vegetation retention or recognised view protection areas, or major physical limitations or servicing inadequacies can be satisfactorily overcome.
- The practicality of achieving at least 40 per cent site coverage of permeable surfaces particularly on lots of less than 300 square metres.

- The distance from environmentally sensitive features such as water bores, alpine bog and likely water infiltration impacts and requirements of responsible authorities.
- The site slope, adequacy of roof pitch, building setback and distance of roof eaves from neighbouring properties, vehicular and pedestrian access ways and walkways and likely impact of snow shedding.
- The likely effects on the surrounding area, including noise levels, air borne emissions, emissions to land or water, traffic, hours of operation and light spill.
- Provisions for the storage of trade wastes and garbage receptacles, and for the screening of these areas from public view.
- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- The reduction of on-street car parking spaces resulting from the provision of car parking on the site, particularly for lots of less than 300 square metres.

5.0 Advertising signs

19/01/2006
VC37

Advertising sign requirements are at Clause 52.05. This schedule is in Category 4.

Exempt Signs

In addition to the exemptions in Clause 52.05-4, a permit is not required to display:

- skier and pedestrian control signs
- direction signs
- identification signs erected or constructed for the safety of users of the resort.

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Appendix A: Examples of preferred development at Dinner Plain Village

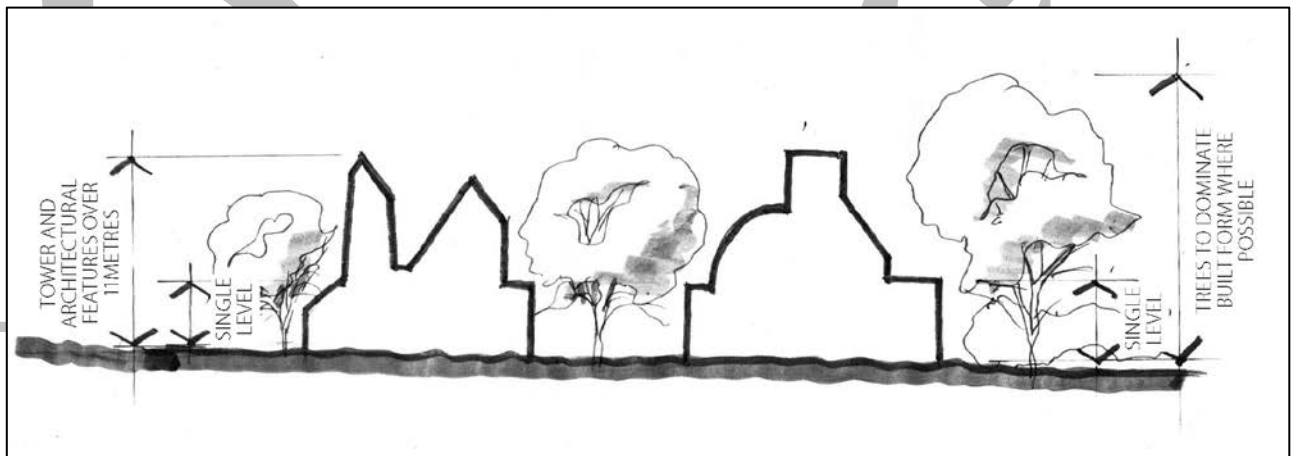
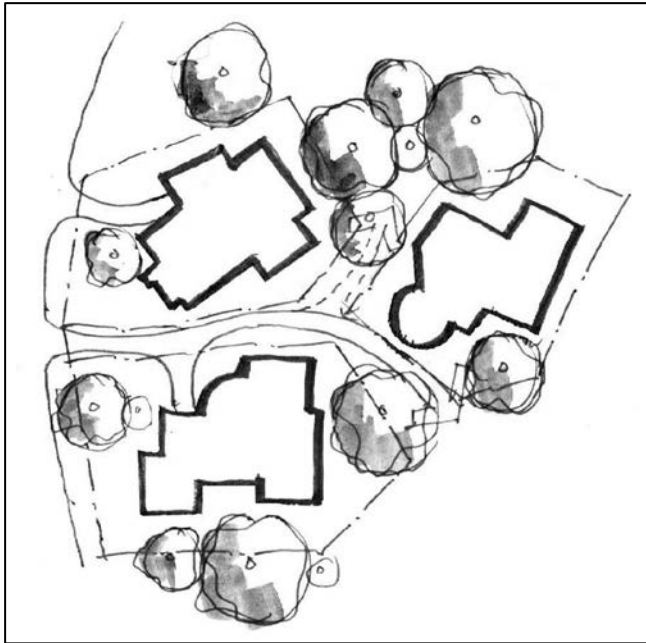




Figure X: Traditional Dinner Plain style dwelling

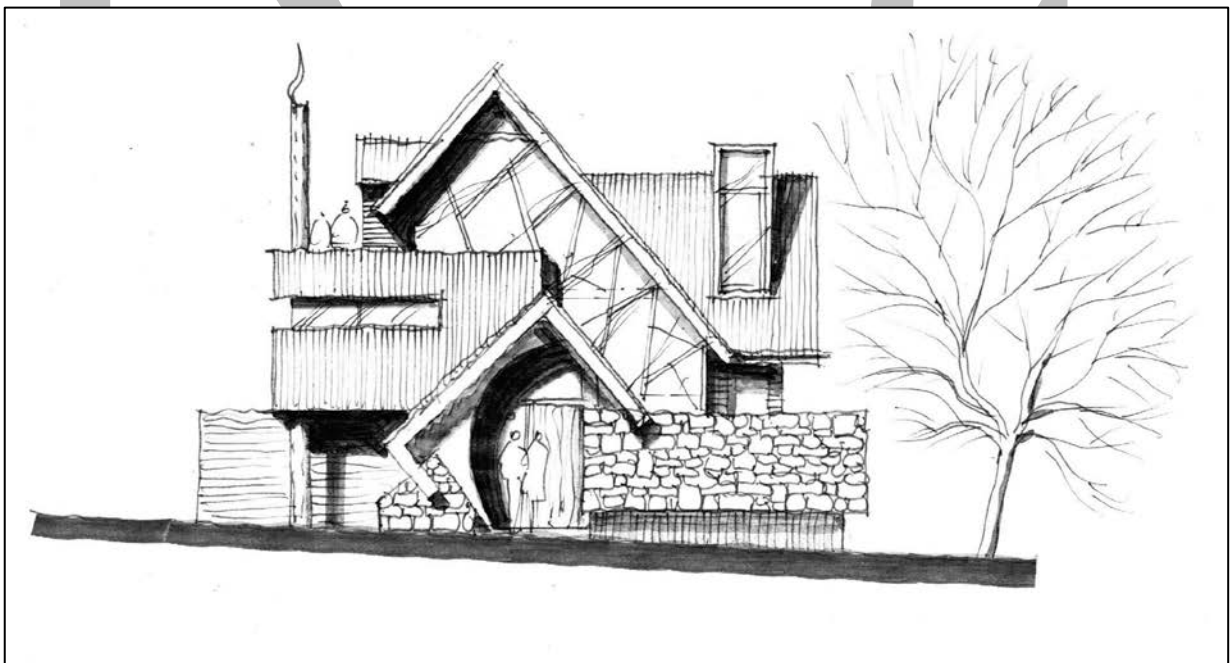
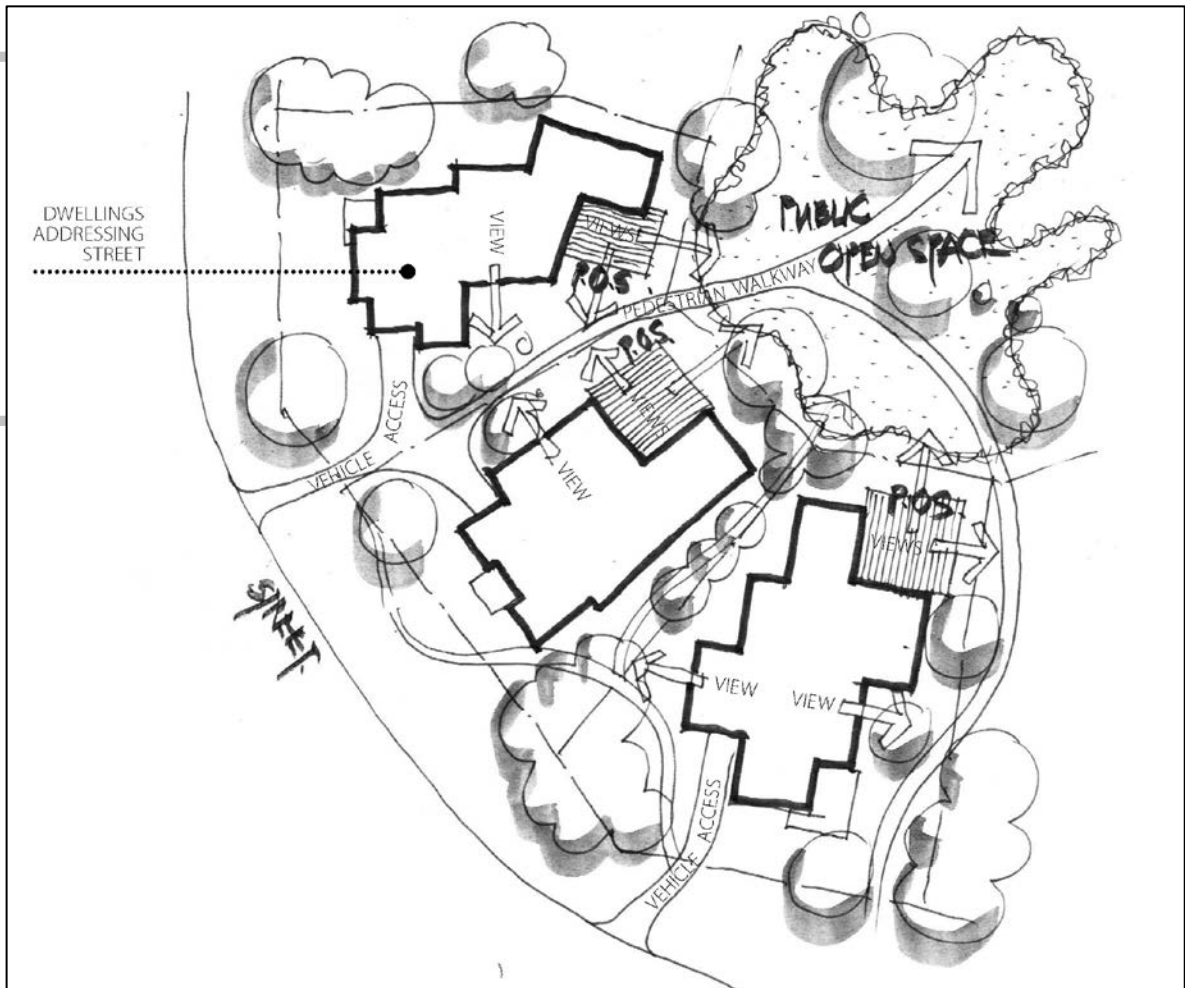
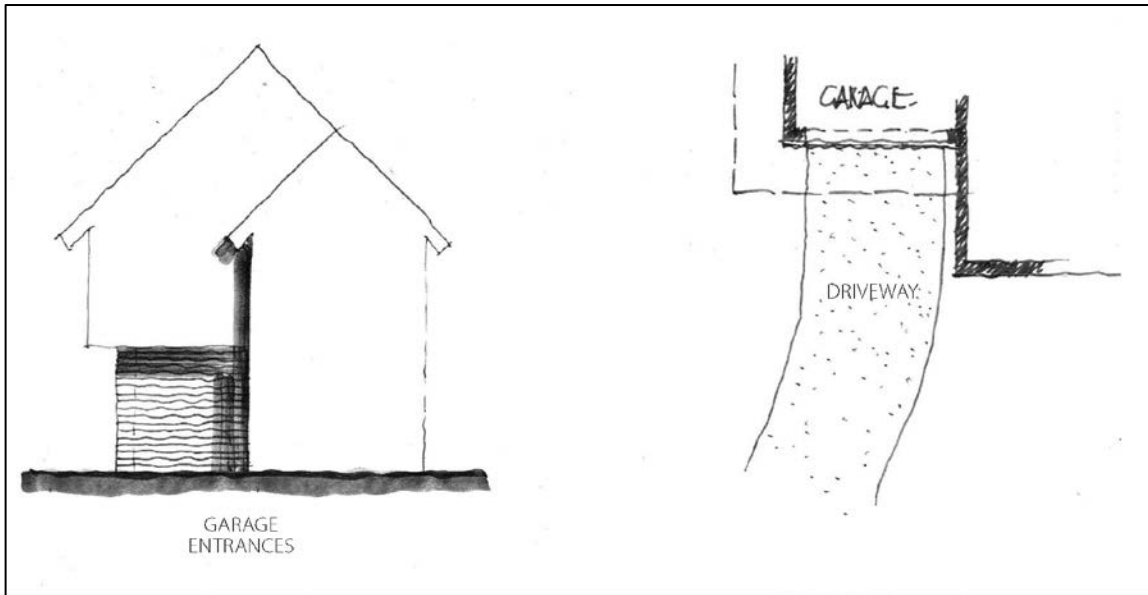
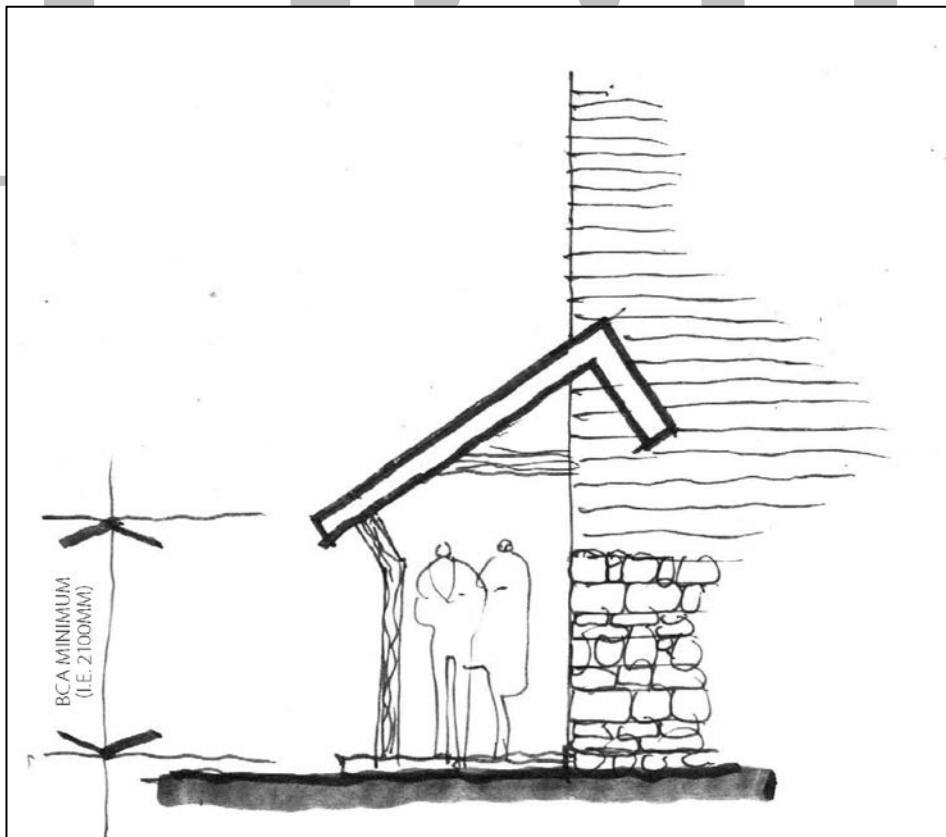


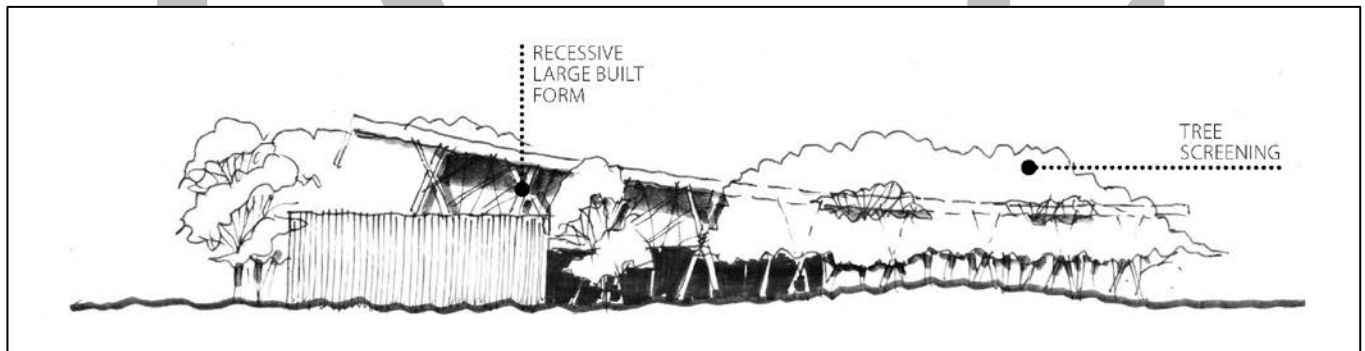
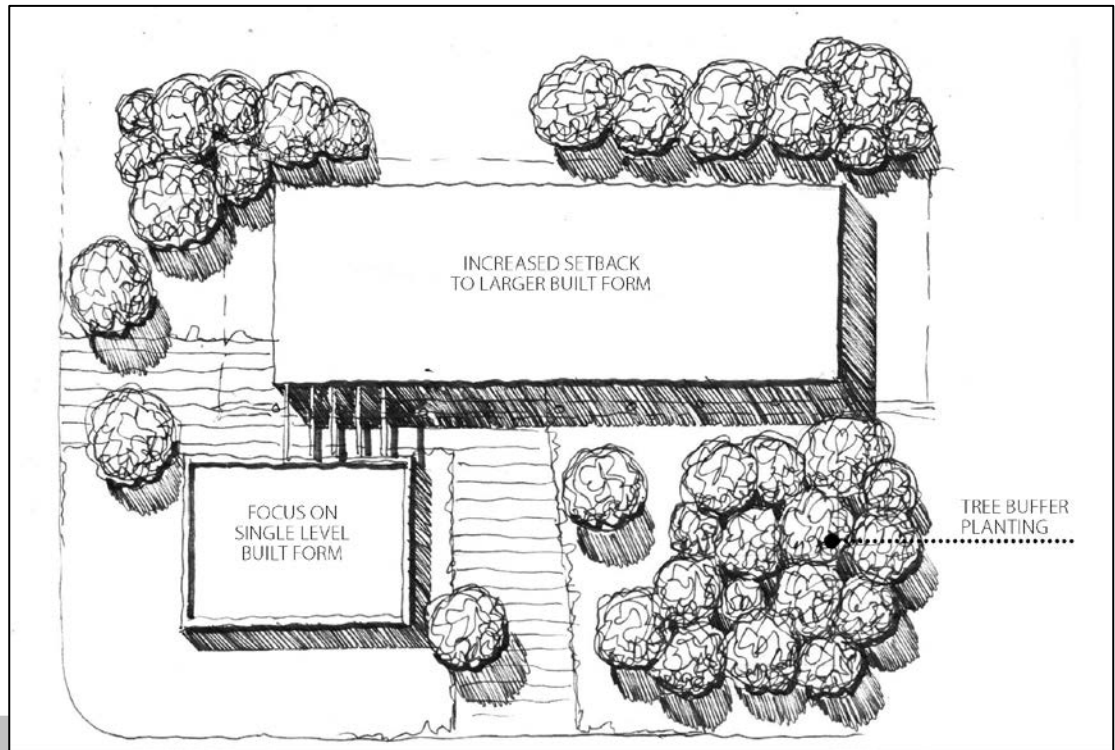
Figure X: Modern interpretation of Dinner Plain style dwelling

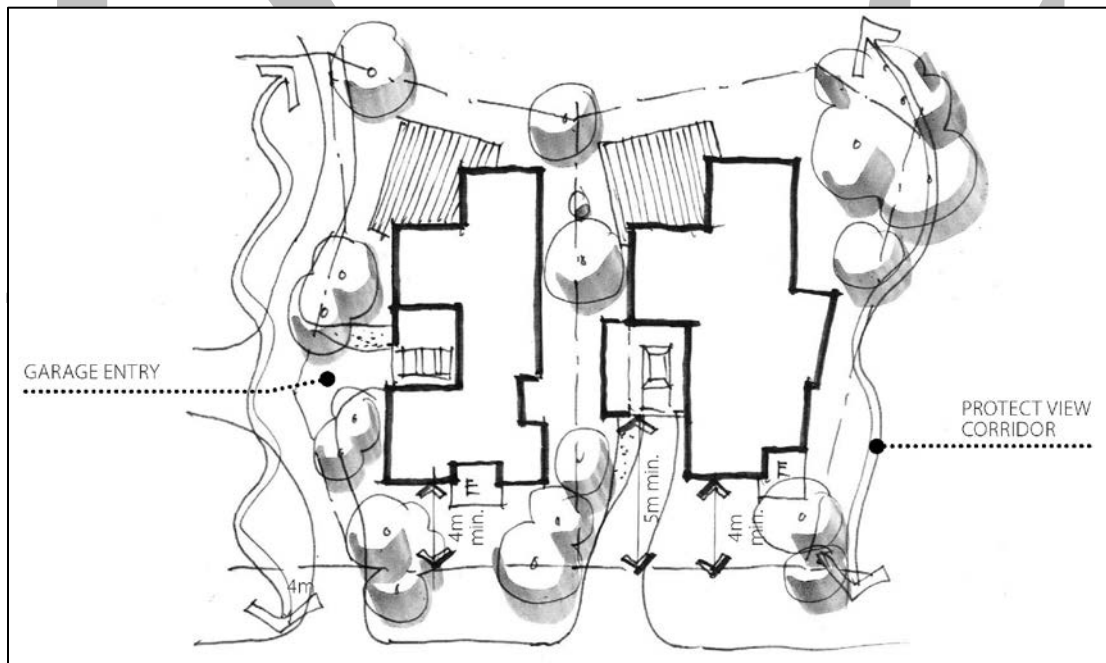
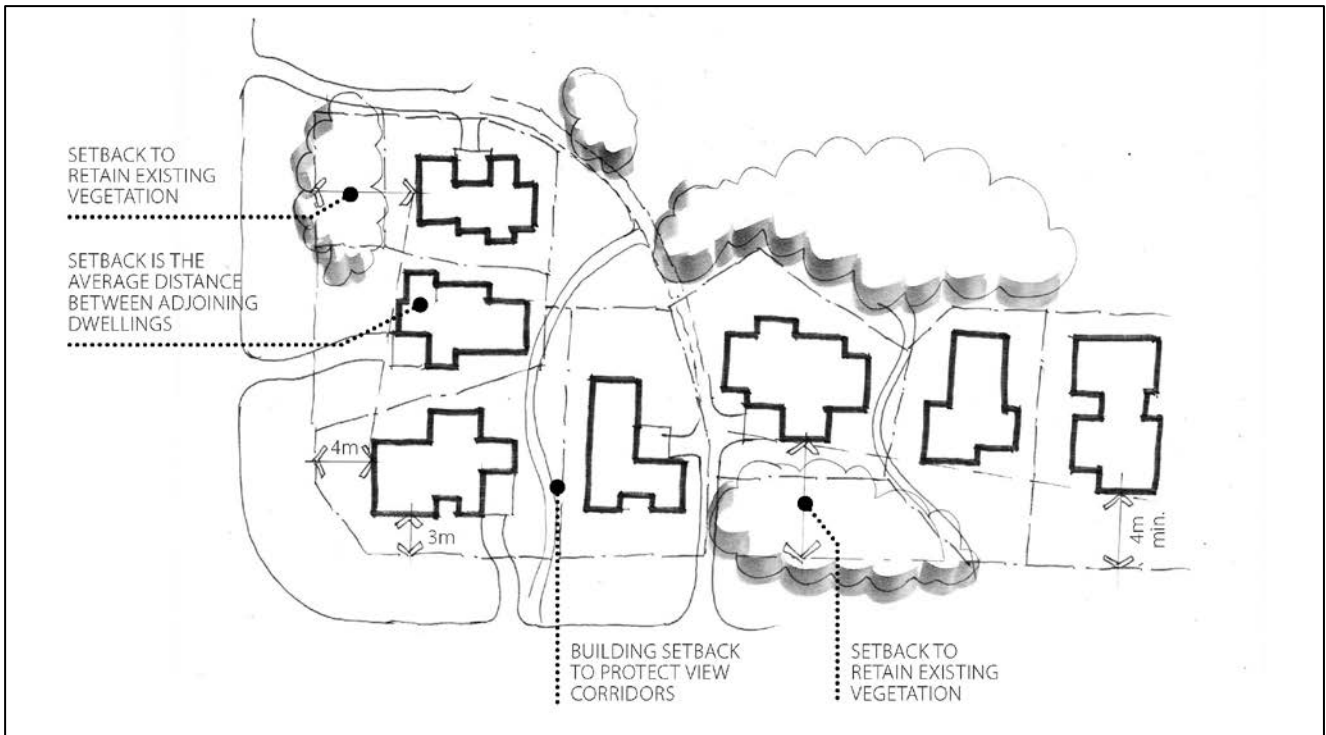


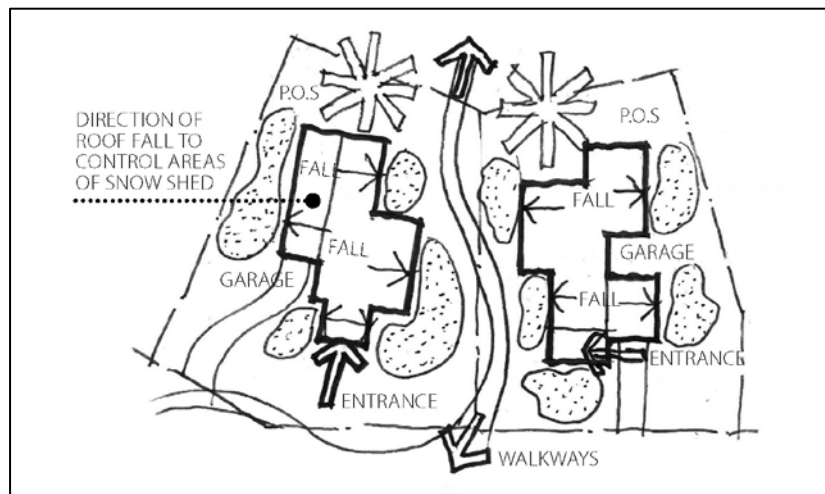
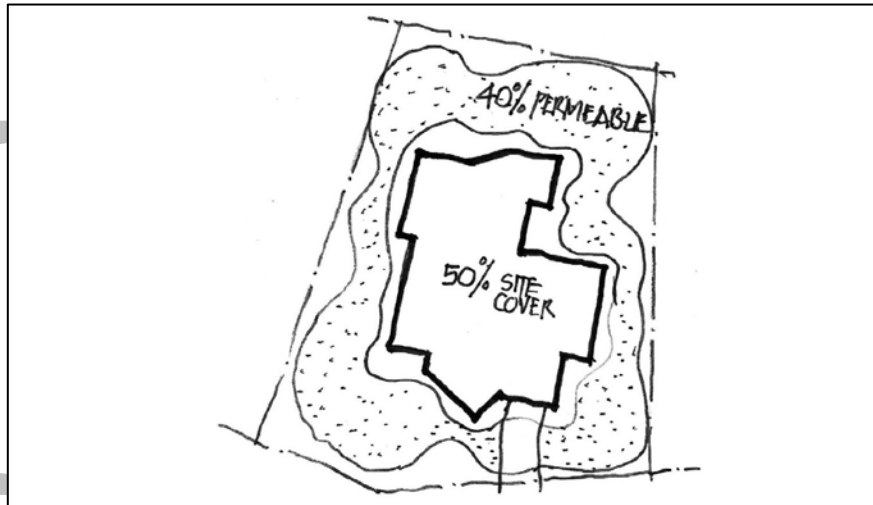
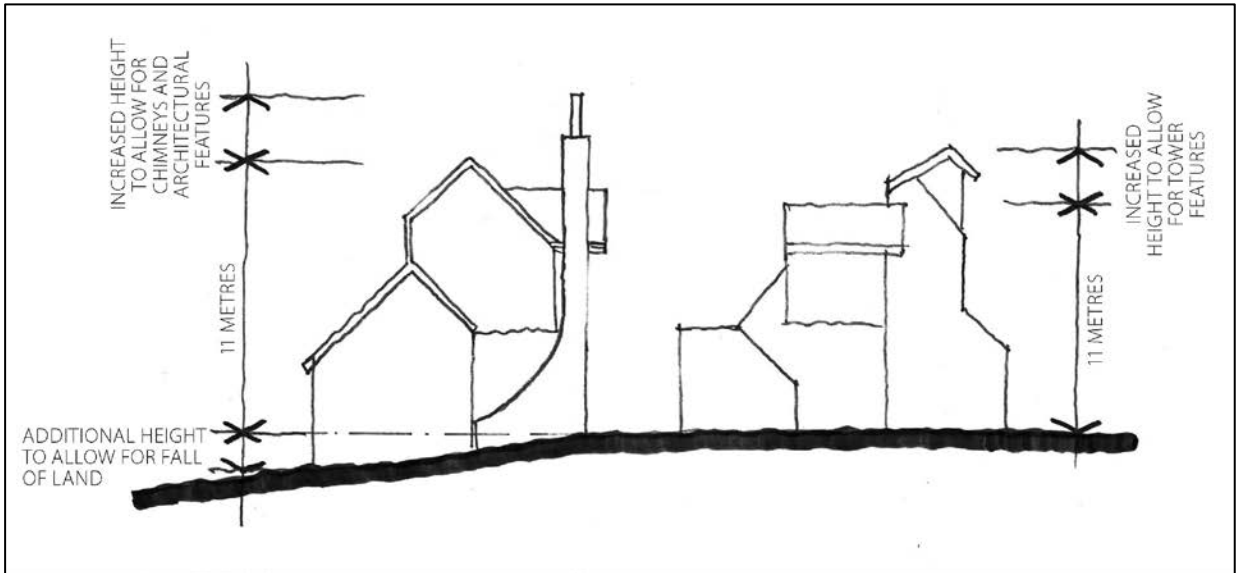


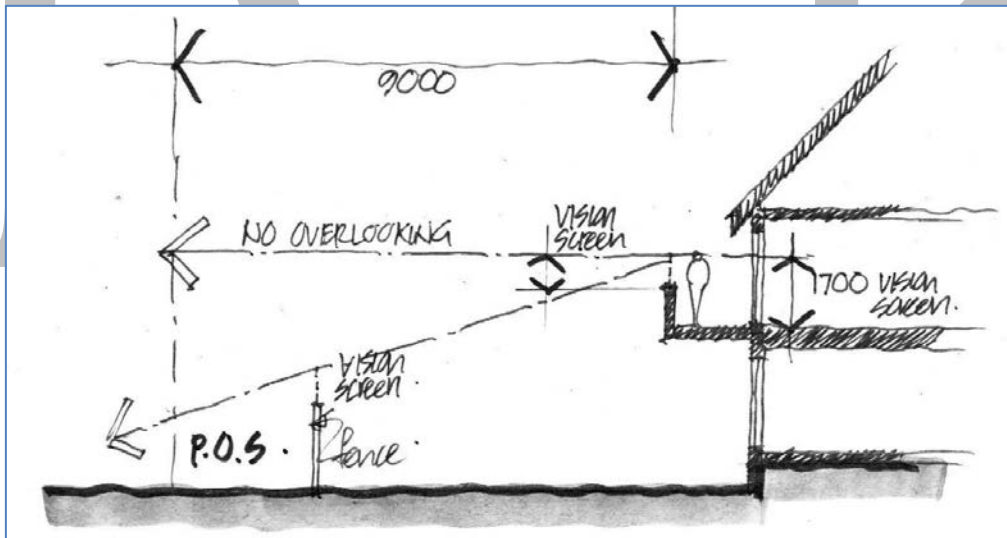
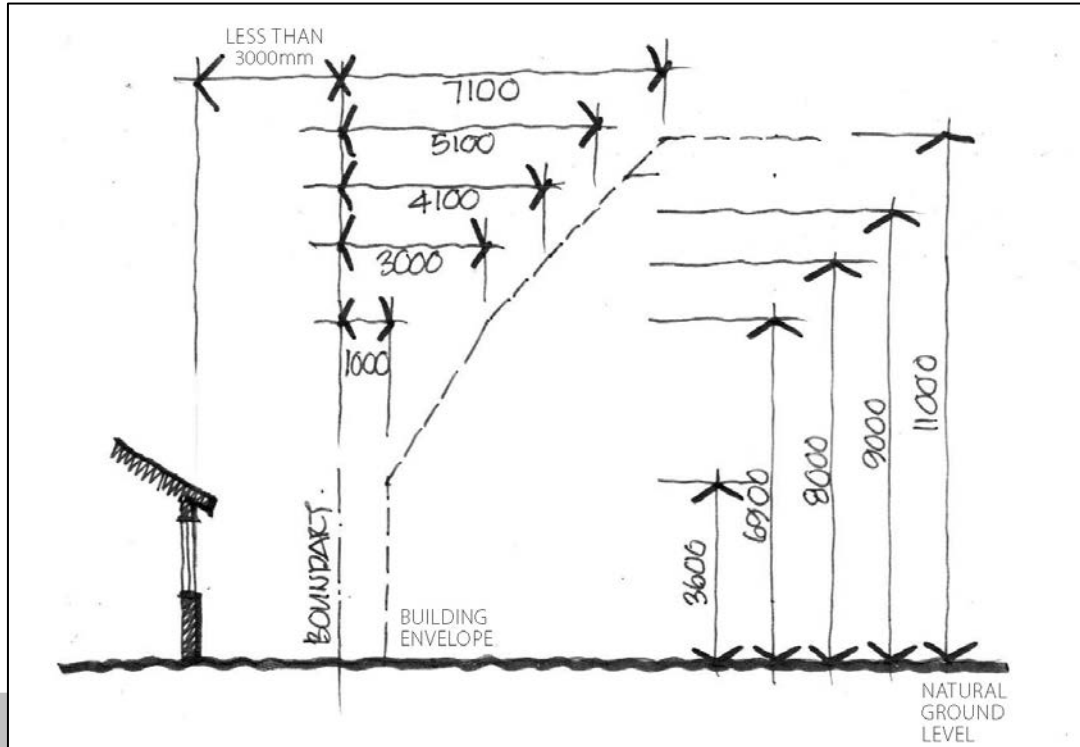
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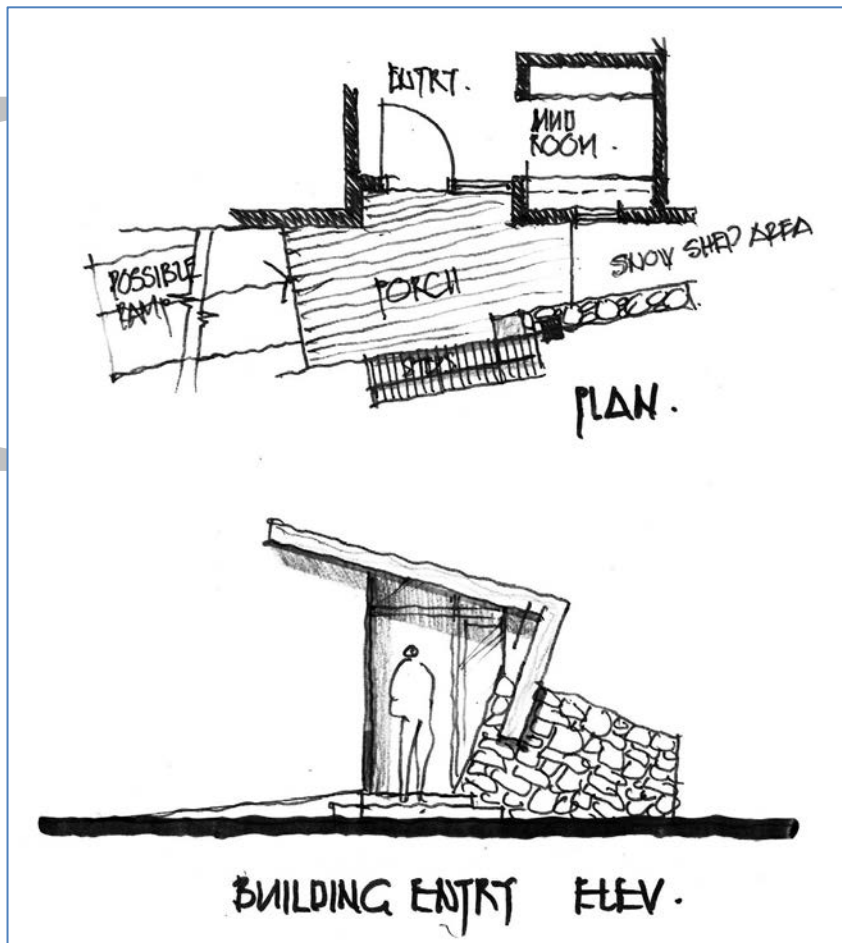
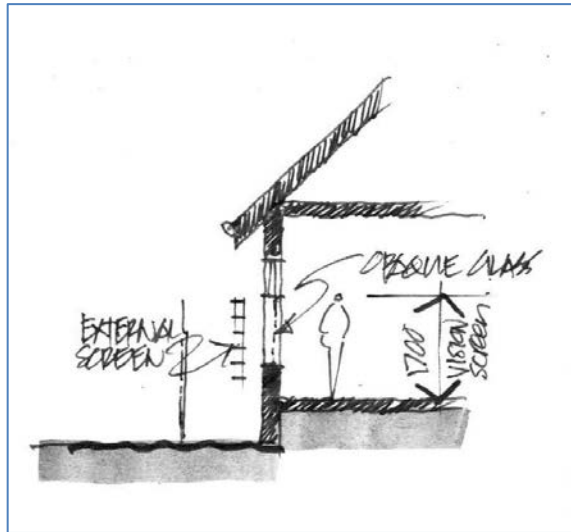


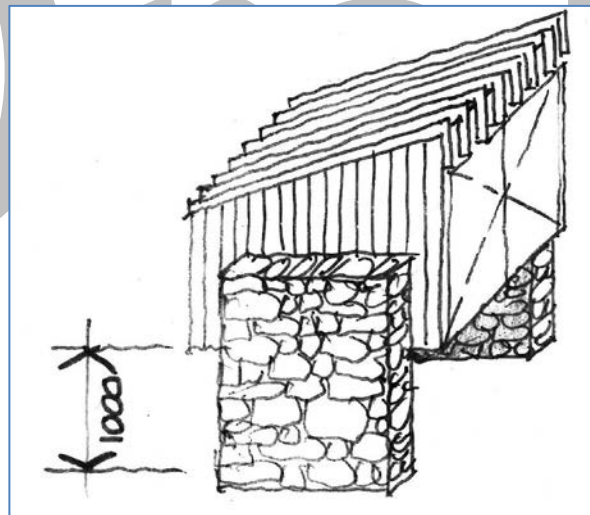












MEETING AGENDA

Meeting Title: Briefing Session
Date: Tuesday 26 September 2017
Location: Committee Room, Bright
Start Time: 3.00pm
Chairperson: Cr Ron Janas
Catering required: Tea, coffee and biscuits

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	Chief Executive Officer
Cr Tony Keeble	Deputy Mayor	Will Jeremy	Acting Director Assets
Cr John Forsyth	Councillor	Brett Jordan	Acting Director Corporate
Cr Peter Roper	Councillor		
Cr Daryl Pearce	Councillor		
Cr Kitty Knappstein	Councillor		
Cr Sarah Nicholas	Councillor		
Name	Position	Name	Position
		Nathalie Cooke	Director Corporate

1. Conflict of interest disclosures**2. Record of Councillors that have disclosed a conflict of interest leaving the assembly****3. Written record of an Assembly of Councillors**

The attached written record of an Assembly of Councillors will be reported at an Ordinary Council Meeting and incorporated in the minutes of that Council Meeting as required by Section 80A of the *Local Government Act 1989*.

5. Strategic items

This section of the agenda contains items where it is important that strategic views of Council are known in order for staff to deliver Council's strategic objectives.

Time	Item	Presenter(s)
3.00	Councillor only time	Mayor
3.25	Preliminaries	Mayor
3.30	Bright car parking plan update	A/DA
3.40	School Road Wandiligong roadworks	A/DA
3.50	Anderson Street project update	A/DA
4.00	Alpine Better Places – Porepunkah and Myrtleford	A/DA
5.00	Cenotaph parking at Mafeking Square	A/DA
5.10	Annual Report	CEO
5.20	Delegations	CEO
5.30	Ordinary Council Meeting Agenda Review	CEO
5.50	Town entry signage	A/DA

6. Councillor Non Delegate Reports

7. Councillor Expenses

8. Administrative items

This section of the agenda allows for Councillor attendance at conferences, events and training to be discussed. It also allows for new processes and systems relevant to Council to be communicated. The number of items listed in the section will be kept to a minimum and addressed with using email and other technology solutions where possible.

Date	Item
1 October	Seniors Week <ul style="list-style-type: none"> • Bright Community Centre • All Crs invited
19 October	Municipal Association of Victoria annual conference <ul style="list-style-type: none"> • Sofitel Melbourne • Conference and Dinner \$495 • Cr Janas as MAV Representative • CEO conference only

9. General Business

10. Meeting attended by Mayor

- Mount Buffalo Destination Advisory group teleconference
- Briefing Session
- Launch of Alpine Telechat
- Rural and Regional Councils Sustainability
- Friends of Bright Library

11. Meetings attended by CEO

- Regional Development Australia
- Mount Buffalo Destination Advisory group teleconference
- Roundtable meeting with Cathy McGowan AO, MP
- Interview – Director Assets position
- Briefing Session
- Meeting with Lyndon Seys, Alpine Health
- Numerous internal meetings
- Rural and Regional Councils Sustainability
- Friends of Bright Library

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 19 September 2017
Location: Committee Room, Bright Office
Start Time: 3.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	CEO
Cr Tony Keeble	Deputy Mayor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC
Cr John Forsyth	Councillor		
Cr Peter Roper	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor

1. Conflict of interest disclosures**2. Record of Councillors that have disclosed a conflict of interest leaving the assembly****3. Matters considered**

- Councillor only time
- Preliminaries
- Domestic Animal Management Plan – review 2017
- Street naming and numbering (Standish Street)
- Memorial Bench
- AusNet Community Development Fund
- Destination Marketing (including Tourism North East and Council activity)
- Dinner Plain Services contract
- Myrtleford Library funding

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 3 October 2017
Location: Committee Room, Bright Office
Start Time: 5.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	CEO
Cr Tony Keeble	Deputy Mayor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC
Cr Daryl Pearce	Councillor		
Cr Kitty Knappstein	Councillor		
Cr Peter Roper	Councillor		
Cr John Forsyth	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

- Councillor only time
- Preliminaries
- Ordinary Council Meeting Agenda Review

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 17 October 2017
Location: Committee Room, Bright Office
Start Time: 3.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	CEO
Cr Tony Keeble	Deputy Mayor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC
Cr Daryl Pearce	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr John Forsyth	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

- Councillor only time
- Preliminaries
- Dinner Plain Bus
- Dinner Plain Design guidelines
- Planning Application – Irias Lane Bright
- NECMA Memorandum of Understanding
- Cenotaph – Mafeking Square
- Sustainability Victoria Funding opportunity
- Working with Children Checks

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 24 October 2017
Location: Committee Room, Bright Office
Start Time: 3.00pm
Chairperson: Cr Ron Janas, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Ron Janas	Mayor	Charlie Bird	CEO
Cr Tony Keeble	Deputy Mayor	Will Jeremy	A/DA
Cr Sarah Nicholas	Councillor	Nathalie Cooke	DC
Cr Daryl Pearce	Councillor		
Cr Kitty Knappstein	Councillor		
Cr Peter Roper	Councillor		

Councillor and staff apologies:

Name	Position
Cr John Forsyth	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Preliminaries
- Mayoral Election
- CCTV Policy
- Local Laws Review
- Crankworx World Tour
- Alpine Better Places – Standish Street Roundabout
- Planning for 2018 funding applications