



Alpine Shire

**SPECIAL COUNCIL MEETING
AGENDA**

SPM13 – 18 December 2017

Bright Council Chambers

5:00pm



Notice is hereby given that the next **Special Meeting** of the **Alpine Shire Council** will be held in the Council Chambers, Great Alpine Road, Bright on **18 December 2017** commencing at **5:00pm**.

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO will read the following statement:

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

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

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

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

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The CEO will read the following statement:

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

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

3 APOLOGIES

4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST



5 PRESENTATION OF REPORTS BY OFFICERS

5.1 DIRECTOR CORPORATE – NATHALIE COOKE

5.1.1 Child Safe Policy

File Number: Policy Register

INTRODUCTION

The purpose of this report is to present to Council the 2017 Child Safe Policy and seek Council's adoption of the new policy.

RECOMMENDATION

That Council:

- 1. Adopt Child Safe Policy No. 108; and*
- 2. Sign and seal Child Safe Policy No. 108; at the appropriate stage of the meeting.*

BACKGROUND

On 13 November 2013, the Victorian Parliament tabled the report of its Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations (the Betrayal of Trust Inquiry). The report provided 15 recommendations, including the introduction of minimum standards for ensuring child-safe organisations.

The standards are designed to drive cultural change in organisations, so that protecting children from abuse is embedded in the everyday thinking and practice of leaders, staff and volunteers.

This is to assist organisations to:

- Promote the safety of children;
- Prevent child abuse;
- Ensure effective processes are in place to respond to and report allegations of child abuse; and
- Encourage children to 'have a say', especially on issues that are important to them or about decisions that affect their lives.

The seven child safe standards are:

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.

Standard 2: A child safe policy or statement of commitment to child safety.

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.

Standard 4: Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel.



- Standard 5: Processes for responding to and reporting suspected child abuse.
- Standard 6: Strategies to identify and reduce or remove risks of child abuse.
- Standard 7: Strategies to promote the participation and empowerment of children.

Victoria also has a Reportable Conduct Scheme to oversee allegations of child abuse and misconduct.

The scheme requires Council to respond to allegations of child abuse (and other child-related misconduct) made against their workers and volunteers, and to notify the Commissioner for Children and Young People of any allegations.

The scheme gives the Commissioner for Children and Young People certain powers to receive allegations, provide oversight of investigations or investigate allegations, refer findings to professional registration bodies and the Working with Children Check Unit and build the capacity of organisations to respond to allegations of abuse. The Scheme does not replace or interfere with policy investigations.

ISSUES

Scope

The policy provides guidance for Council's operations including those services that have direct contact with children or those that may encounter children during the course of their ordinary business. It is binding upon Councillors, all Council staff and agents of Council irrespective of their involvement in child related duties.

Agents of Council extend to include contractors, members of special committees and members of advisory committees, volunteers, work experience students or graduate placements.

Recruiting staff and volunteers

Council will implement accurate and effective screening tools during the recruitment process to employ suitable staff and volunteers. This will include robust reference checking and criminal history checks, and working with children checks for appropriate positions within the organisation.

Training and supporting staff and volunteers

Training and education is important to ensure that everyone understands that child safety is everyone's responsibility within the organisation. All staff will be made aware of their obligations and expectations of working in a child safe organisation via Council's Code of Conduct, employee induction, awareness and training sessions.

POLICY IMPLICATIONS

The report is consistent with the following strategic objective of the Council Plan 2017-2021:

- A responsible and sustainable organisation.



FINANCIAL AND RESOURCE IMPLICATIONS

The Child Safety Policy establishes Council's commitment to a Child Safe organisation. Council allocates resources through its annual budget to implement specific initiatives and training.

The cost per employee of a working with children check is \$121.40, the check is then valid for five years. A volunteer working with children check allows voluntary child-related work and does not have an associated fee.

Supporting documentation to be reviewed

The following Alpine Shire Council documentation will be reviewed or developed to incorporate relevant changes arising out of the adoption of the Child Safe Policy:

- Councillor Code of Conduct.
- Employee Code of Conduct.
- Criminal Records Check Policy.
- Staff Recruitment Policy.
- Child Safe Incident Reporting Procedure.

CONSULTATION

Council's Child Safe Policy has been consulted on within the Council's management team and with Councillors. The granularity of the detail in implementation of the policy will be contained in the supporting documentation and these documents will be consulted on with directly impacted Council staff and agents of Council, which could extend to include contractors, members of special committees and members of advisory committees, volunteers, work experience students or graduate placements.

CONCLUSION

A Child Safe Policy has been developed to reflect Council's legislative responsibility in meeting the requirements of both the Victorian Government's Child Safe Standards and the Reportable Conduct Scheme and our commitment to the community to create and sustain an environment where children are safe and protected from harm and abuse.

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)

- 5.1.1 Alpine Shire Council Child Safe Policy No. 108



5.2 DIRECTOR ASSETS – WILLIAM JEREMY

5.2.1 Transfer Station Upgrade Works

File Number: CT 17085

INTRODUCTION

This report relates to the award of Contract 1708501 Mount Beauty Transfer Station Upgrade and Contract 1708601 Myrtleford Transfer Station Upgrade.

RECOMMENDATION

That Council:

1. *Awards Contract 1708501 Mount Beauty Transfer Station Upgrade to James Excavations for the lump sum price of \$236,720 + GST; and*
2. *Awards Contract 1708601 Myrtleford Transfer Station Upgrade to McPherson's Earthmoving Contractors for the lump sum price of \$341,832 + GST.*

BACKGROUND

In 2015, an extensive review of the Myrtleford Landfill and its future operation was conducted as part of Council's ongoing commitment to efficiency and business improvement. The findings of this review were presented to the December 2015 Ordinary Council Meeting, where the following recommendation was carried:

That the Myrtleford Landfill Facility be converted to a best practice waste transfer station and closed according to EPA requirements with no impact on the services provided to the public or opening hours, subject to Sustainability Victoria contributing \$500,000 towards the new assets required at Myrtleford, Porepunkah and Mount Beauty waste facilities to enable this outcome to be achieved.

In May 2017, Sustainability Victoria committed to providing \$500,000 funding under their Rural and Regional Landfill Support program to develop transfer station facilities at Mount Beauty and Myrtleford. The ongoing landfill rehabilitation works at the Porepunkah Landfill precluded any transfer station upgrade works being delivered within the funding agreement timelines.

EVALUATION

The Mount Beauty and Myrtleford Transfer Station Upgrade works were tendered separately. The Invitations to Tender were advertised in the Alpine Times/Observer and Herald Sun, and on the Tenders.net and Alpine Shire Council websites.

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

- Price
- Qualifications and previous performance
- Delivery
- Social



Three tenders were received for the Mount Beauty Transfer Station Upgrade, and a single tender was received for the Myrtleford Transfer Station Upgrade.

The evaluation panel consisted of the Director Assets, Manager Facilities and the Project Manager.

Mount Beauty Transfer Station Upgrade - Tender Evaluation

Following the initial assessment of the tenders, one of the tenders was shortlisted for further evaluation. A detailed review was completed including a tender interview and reference checks.

Following the assessment by the evaluation panel it was determined that the tender from James Excavations best met the selection criteria for the Mount Beauty Transfer Station Upgrade.

Myrtleford Transfer Station Upgrade - Tender Evaluation

Detailed assessment was conducted on the tender received from McPherson's Earthmoving Contractors for the Myrtleford Transfer Station Upgrade. The breakdown of rates was benchmarked against Council's in-house estimate of the work, and against recent similar work carried out for Council by other contractors. A tender interview was conducted as well as reference checks. In the tender evaluation process it was noted that the tenderer had successfully delivered upgrade works in the Myrtleford Transfer Station during the previous year.

Following the assessment by the evaluation panel it was determined that the tender from McPherson's Earthmoving Contractors met the selection criteria and could be demonstrated to offer value for money.

ISSUES

Delivery of the works in the Mount Beauty and Myrtleford Transfer Stations will result in a change in the operating hours of the Transfer Stations, and therefore have an impact on the users of these facilities. Works are expected to occur at the two transfer stations between January 2018 and April 2018. Public notification of the proposed changes will be made well in advance of the works commencing, using engagement methods which proved successful during the delivery of rehabilitation works which impacted on the operation of the Porepunkah Transfer Station during 2016/17.

The deadline for completing works eligible for funding from Sustainability Victoria is 30 June 2018. An extension of the project completion deadline has already been granted and no further extension will be considered.

POLICY IMPLICATIONS

Tenders were advertised and evaluated according to Council's Procurement Policy.

This recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors.



FINANCIAL AND RESOURCE IMPLICATIONS

There is sufficient allocation within the project budgets of both the Mount Beauty Transfer Station Upgrade and the Myrtleford Transfer Station Upgrade projects to deliver the planned scope of work through award of these contracts.

CONSULTATION

Alpine Shire Council engaged PLC Consulting, waste management consultants specialising in the rehabilitation of landfills and the design and management of transfer stations, to complete a masterplan for both the Myrtleford Transfer Station and Mount Beauty Transfer Station. Stakeholders consulted through the development of these masterplans include transfer station operational staff and contractors both within and outside Alpine Shire, and Environment Protection Authority (EPA) Victoria. A tour of operational transfer stations was conducted in order to learn about best-practice transfer station infrastructure and operations.

CONCLUSION

Following a comprehensive tender evaluation assessment, interviews and reference checks;

- The tender from James Excavations is considered to present the best value option to Council for the award of Contract 1708501 Mount Beauty Transfer Station Upgrade; and
- The tender from McPherson's Earthmoving Contractors is considered to present good value to Council for Contract 1708601 Myrtleford Transfer Station Upgrade.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Facilities
- Project Manager

ATTACHMENT(S)

- Nil



5.2.2 Dinner Plain Village Green

File Number: 111.13.00

INTRODUCTION

This report summarises the key outcomes and recommendations to Council resulting from the Dinner Plain Village Green feasibility study and community engagement process.

RECOMMENDATIONS

That Council:

- 1. Does not proceed with the Dinner Plain Village Green project; and*
- 2. Investigates the potential to establish Lot 3 as a Native Vegetation Credit Register Offset Site for future Dinner Plain projects.*

BACKGROUND

In May 2015, the Dinner Plain Master Plan identified a 'Village Green' as a potential 'high' impact project with a 'medium' priority for implementation.

In April 2016, Council asked Dinner Plain ratepayers which projects they would like to see developed to improve their community. The highest rating response from 46% of respondents was for a 'village green or oval open space area'. This was followed by 18% of respondents preferring 'new and improved mountain bike trails'.

In September 2016, the Dinner Plain Advisory Committee (DPAC) requested that Council 'progress the village green project for a space of 1.35 – 1.45 Ha'. Council subsequently undertook a detailed feasibility study including a feature survey, preliminary engineering design, cost estimate, flora and fauna assessment and cost benefit analysis.

In August 2017, the Village Green project proposal was presented to all Dinner Plain ratepayers and their feedback sought as to whether Council should continue to progress this project.

COMMUNITY ENGAGEMENT RESULTS

The outcomes of the community engagement process are detailed in the attached report, and based on the following response to the survey:

- 138 ratepayers responded to the survey, representing 29.7% of Dinner Plain's ratepayers.
- 17 non-ratepayers responded to the survey.
- A number of email submissions were received from both ratepayers and non-ratepayers.



The analysis of the responses documented in the attached report is based on the total of 155 survey responses, which includes both ratepayer and non-ratepayers. The outcomes as summarised below are based on the feedback from the 138 ratepayers who responded to the survey, and exclude the non-ratepayer responses to the survey:

- 54% said the Village Green was important to them, 44% said it wasn't important to them and 2% were unsure.
- 51% said the Village Green would benefit the Dinner Plain community, 37% said it would not and 12% were unsure.
- 41% want to proceed with the project based on the current proposal, 49% of respondents do not want to proceed based on the current proposal, and 10% were unsure.
- The most frequently noted concerns with the project are that it is too costly, and that it has unacceptable environmental, cultural heritage or visual impact.

ISSUES

A participation rate of 29.7% for the survey was achieved, which is considered to be high in terms of community engagement, and the results of the survey are considered to be representative of the views of the Dinner Plain community. Community support for the Village Green project is split, with no clear majority in favour of the project.

Notwithstanding the community engagement outcome, the following significant issues would need to be addressed to achieve successful project delivery:

- Native vegetation removal will trigger the requirement for a planning permit. The permit application will be subject to public exhibition and based on the results of the community engagement we expect objections to be raised to the proposal from members of the Dinner Plain community and from further afield. Opposition to the project has the potential to escalate, particularly on environmental grounds.
- The Department of Environment, Land, Water and Planning (DELWP) is a referral authority for the planning permit, and their support for the project is contingent on demonstrating an overwhelming benefit for the project to proceed, and that all reasonable steps have been taken to minimise impact on native vegetation.
- Three specific vegetation offsets are yet to be identified.
- Significant cultural heritage value may be found at the project site.
- Escalation in costs is possible, particularly with respect to vegetation offset management costs.

The potential value of Lot 3 as a source of specific vegetation offsets has become clearly apparent through the Village Green feasibility study work. Irrespective of the Village Green decision, there is a benefit in formally establishing the potential of Lot 3 as a Native Vegetation Credit Register Offset Site for future Dinner Plain projects where native vegetation removal is a requirement.



POLICY IMPLICATIONS

This recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has committed to the delivery of \$1.5 million worth of new and upgrade infrastructure projects in Dinner Plain by 2027. This will be funded from the Dinner Plain Reserve which has a current balance of approximately \$1 million, with additional funds allocated by Council through the annual budgeting process.

Expenditure of \$65,000 has been incurred on the Dinner Plain Village Green project to date, and the estimated cost of implementing the project is an additional \$1.25 million.

Separate to this project, a planning permit has recently been granted for the construction of 7.1 km of new mountain bike trails in Dinner Plain, and the estimated cost of delivering this project is \$400,000. Trail construction work is planned to commence in early 2018.

In the event that a decision was taken to proceed with the Village Green project, Council's \$1.5 million commitment towards new and upgraded infrastructure in Dinner Plain would be exhausted through the delivery of the Village Green and new mountain bike trails. Requests for delivery of additional infrastructure projects would be added into Council's project pipeline, and would be prioritised for delivery alongside other projects across the shire in the pipeline.

CONSULTATION

Council undertook extensive community consultation in August and September this year, outlined as follows:

- August: Information booklet and survey posted to all of the 465 Dinner Plain ratepayers. Project information was uploaded to the Alpine Shire Council website.
- 2 September: Public information meeting and drop-in session held at Dinner Plain. 30 attendees recorded. Online survey uploaded.
- 8 September: Video footage of the public information meeting was uploaded to ASC website, with 32 views recorded.
- 18 September: The submission period closed. 155 survey responses and a number of email submissions were received.
- 7 December: The results of the community engagement were posted to all Dinner Plain ratepayers and the attached engagement report was uploaded to Council's website.



Council is committed to delivering capital projects that achieve value for money and which are supported by Dinner Plain ratepayers. The recent engagement process identified a number of alternative projects and priorities including:

- Toboggan run safety and access improvements
- Scrubbers End Precinct improvements (including additional parking and upgraded amenities)
- Tennis court upgrade
- Recreation signage improvements

CONCLUSION

The results of the community engagement process indicate that the Dinner Plain community is divided on the Village Green proposal, and that there is not a clear majority in favour of this project.

The risks associated with proceeding with the project are significant and will require a considerable amount of additional time and expense to resolve, with no guarantee that the project will receive the approvals required to enable construction.

Based on the results of the community engagement process and consideration of the risks to successful delivery of the project, it is recommended that the project does not proceed.

There is a benefit in formally establishing the potential of Lot 3 as a Native Vegetation Credit Register Offset Site for future Dinner Plain projects where native vegetation removal is a requirement.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Acting Manager Asset Development
- Project Manager

ATTACHMENT(S)

- 5.2.2(a) Dinner Plain Village Green Information Book, August 2017
- 5.2.2(b) Dinner Plain Village Green Project Community Engagement Report, October 2017



5.2.3 Resource Recovery Infrastructure Fund

File Number: 1820.13

INTRODUCTION

An opportunity exists for Council to seek funding to implement a food organics and garden organics recovery program in urban communities in the Alpine Shire. This report outlines the details of the proposed funding application and seeks Council's financial commitment towards the project.

RECOMMENDATION

That Council:

- 1. Authorises the submission of a State Government grant application for the implementation of a food organics and garden organics recovery program with a Council commitment of up to \$450,000 + GST.*

BACKGROUND

Alpine Shire Council does not currently include recovery of food organics and garden organics (FOGO) in its kerbside collection service.

Organic material recovery is one of the top priorities in the Victorian Government's Statewide Waste and Resource Recovery Infrastructure Plan (2015), and in the North East Region Waste and Resource Recovery Implementation Plan (2017).

Recovery of organics provides the following potential benefits:

- Reduction in methane emissions, contributing to greenhouse gas abatement;
- Diversion of material from landfill;
- Reduction in health and amenity risks associated with the disposal of organic material in landfills; and
- Opportunity to use processed organic material as a soil improver or for power generation.

Council had previously investigated the provision of a FOGO kerbside collection service and found the cost of transportation and processing of the material to be prohibitive. However, the Rural City of Wangaratta Council has recently received a licence to process organic materials and has indicated willingness to accept organic and garden waste from the Alpine Shire when the facility is operational. The proximity of the planned processing facility to Alpine Shire could reduce the costs of a FOGO kerbside collection service.

Sustainability Victoria has recently opened applications for the Resource Recovery Infrastructure Fund. The Fund prioritises projects aiming at diverting organic materials away from landfill, and presents a potential opportunity to partially fund the implementation of a FOGO service in Alpine Shire.



ISSUES

Proposed implementation of a FOGO kerbside collection service has not been tested in the community. Based on experience in other North East councils, such a proposal is likely to generate significant community interest, including both support and opposition. The proposed changes to the waste collection service would require behavioural change for residents, and a thorough education program would be necessary both prior to and throughout the implementation of the new service.

Based on the experience of other North East councils, a reduction in waste to landfill in the order of 45% to 52% is anticipated. An increase of 350 tonnes in the total amount of material collected has been estimated, comprising garden waste which is not currently collected.

Given the priority currently being placed on diversion of organic material from landfills in State and regional strategies, there is a possibility that the implementation of an organics recovery program will be mandated in the future for all Victorian councils.

POLICY IMPLICATIONS

Implementation of a food organics and garden organics kerbside collection service is consistent with strategic objectives documented in the North East Waste and Resource Recovery Implementation Plan, and those of the North East Waste and Resource Recovery Group, of which Alpine Shire Council is a member.

This report is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Highly utilised and well managed community facilities.

FINANCIAL AND RESOURCE IMPLICATIONS

With input from neighbouring councils who have already implemented an organics kerbside collection service, a proposed model for Council's kerbside collection service has been developed which incorporates a new organics kerbside collection service. This model has not yet been tested in the community, however has provided a basis on which the costs and benefits of delivering the service can be assessed.

Based on this model, the cost of implementing a FOGO kerbside collection service is estimated to be \$1 million, which includes:

- Dedicated organics household wheelie bins;
- Organics transfer shed at Myrtleford Transfer Station;
- Kitchen caddies and an initial roll of compostable liners;
- Community engagement;
- Landfill Bins;
- Bright Depot bin storage facility; and
- Project management and implementation resources.



The maximum grant income provided under the Resource Recovery Infrastructure Fund is \$500,000, with the remaining \$500,000 to be provided by Council. Up to \$50,000 of Council's contribution can comprise in-kind support.

Modelling has demonstrated that the Waste Reserve can absorb the estimated \$450,000 implementation cost to Council without an increase in the annual Waste Management Charge. The Waste Management Charge would need to be maintained at the current level beyond the completion of planned landfill rehabilitation projects in order to fund the implementation of the FOGO kerbside collection service.

The operational cost of the additional service would be borne by the properties receiving the service, and would result in an increase in the annual waste charge of between \$80 and \$100 for these properties, depending upon how the overall waste collection service is reconfigured and the resulting frequency of the 'red bin' collection for those properties receiving the new organics kerbside collection.

Alpine Shire Council would need a firm cost to deliver the FOGO service before proceeding to implementation.

CONSULTATION

Consultation has been carried out with representatives from the Rural City of Wangaratta Council, and with members of the North East Waste and Resource Recovery Group. Based on the experiences of the four North East councils that have implemented a kerbside organics collection process, it is anticipated that engagement and education of the community prior and during roll out would be extensive and at a minimum would involve:

- Community survey and information drop-in sessions as input into establishing the new kerbside collection model;
- Community meetings in each of the main townships prior to roll-out;
- Advertisements in local newspapers and on local radio about proposed changes to the kerbside collection service;
- Communication materials delivered to all households on the proposed changes to the kerbside collection service.

Sustainability Victoria has been engaged and provided confirmation that the proposed project meets their criteria in order for it to be considered for funding.

CONCLUSION

Diversion of organics from landfill brings a number of potential benefits, and is aligned with the priorities in State Government and regional resource and waste recovery plans.

Implementation of a food organics and garden organics service (FOGO) service meets the criteria to be considered for funding by Sustainability Victoria through their Resource Recovery Infrastructure Fund.



Securing funding under the Resource Recovery Infrastructure Fund will enable Council to deliver a FOGO kerbside collection program along with local processing infrastructure with a 1:1 cost share with the Victorian Government.

Significant community engagement and education would be necessary throughout the planning, implementation and rollout of an organics kerbside collection service in Alpine Shire, however Council is in a position to benefit from the learning acquired by adjacent councils in the implementation of such a service.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Facilities
- Acting Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



6 DOCUMENT FOR SEALING

RECOMMENDATION

That the following documents be signed and sealed.

- 1. Alpine Shire Council Child Safe Policy No. 108.*
- 2. Contract No CT1707201 in favour of GW & BR Crameri Pty Ltd for provision of Resealing Kiewa Valley (2017-18) – Sprayseal.*

There being no further business the chairperson declared the meeting closed at ____pm.

Chairperson