



# Alpine Shire

**ORDINARY COUNCIL MEETING**

**MINUTES**

**M1 – 4 February 2020**

**Bright Council Chambers**

**7:00pm**



The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **4 February 2020** and commenced at **7:00pm**.

## **PRESENT**

### **COUNCILLORS**

Cr Peter Roper - Mayor

Cr Sarah Nicholas - Deputy Mayor

Cr John Forsyth – Councillor

Cr Ron Janas - Councillor

Cr Kitty Knappstein - Councillor

Cr Daryl Pearce - Councillor

### **OFFICERS**

Mr Charlie Bird - Chief Executive Officer

Ms Nathalie Cooke - Director Corporate

Mr William Jeremy - Director Assets



## AGENDA

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## **1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS**

*The CEO read the following statement:*

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

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

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

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

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

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

## **2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE**

*The CEO read the following statement:*

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

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

## **3 CONFIRMATION OF MINUTES**

### **3.1 SPECIAL COUNCIL MEETING – SPM12**

*Cr Nicholas*

*Cr Forsyth*

*That the minutes of Special Council Meeting SPM12 held on 3 December 2019 as circulated be confirmed.*

*Carried*

### **3.2 ORDINARY COUNCIL MEETING – M13**

*Cr Forsyth*

*Cr Nicholas*

*That the minutes of Ordinary Council Meeting M13 held on 17 December 2019 as circulated be confirmed.*

*Carried*



#### **4 APOLOGIES**

Cr Tony Keeble

#### **5 OBITUARIES / CONGRATULATIONS**

Refer to Alpine Shire Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for obituaries and congratulations

#### **6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST**

Nil

#### **7 PUBLIC QUESTIONS**

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](http://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**

Nil



## 8.2 DIRECTOR ASSETS – WILLIAM JEREMY

### 8.2.1 Local Road Construction and Sealing Works

File Number: CT19090

#### INTRODUCTION

This report relates to the award of a contract for the pavement construction and sealing of local roads within the Alpine Shire including Grange Road in Porepunkah (1400m), Merriang South Road in Merriang (400m), Egglestons Road, Buckland (600m), and Mystic Lane Bright (650m).

*Cr Janas*

*Cr Nicholas*

*That Council awards Contract No. 1909001 for "Local Road Construction and Sealing Works" to Stadelmann Enterprises for the lump sum price of \$290,111.47 + GST.*

*Carried*

#### BACKGROUND

Council receives frequent requests from residents and landowners to seal unsealed roads in order to mitigate dust and improve safety for road users. For the following three roads which are managed by Council, recent traffic counts have exceeded the threshold level at which consideration is given to sealing the road:

- Grange Road, Porepunkah;
- Merriang South Road, Merriang; and
- Egglestons Road, Buckland.

In addition, Council received a request from Alpine Community Plantation (ACP) through the 2019/20 budget submission process to extend the seal on Mystic Lane. This section of road is not managed by Council, however due to the economic benefit that the Mystic Mountain Bike Park brings to the Alpine Shire, Council does have an interest in facilitating access into the park whilst minimising impact on the amenity of local residents.

The State Government's Fixing Country Roads Program offered Council an opportunity to seek funds to contribute towards the cost of sealing these roads. In May 2019, Council was awarded grant funding of \$210,000 under the Fixing Country Roads Program for the reconstruction and upgrading of local roads.

The Tender was advertised in the Herald Sun on 20 November 2019, on Tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded by 17 prospective tenderers and five responses were received by the closing date.



## **EVALUATION**

The evaluation panel consisted of the Manager Asset Development, the Senior Project Engineer and the Project Manager. The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

All conforming and non-conforming tender submissions were evaluated. Capability to complete the works within the required timeframe and maintain satisfactory access for logging operations, local residential and tourist traffic was an important consideration in evaluating the tender submissions.

Through this evaluation process it was determined that the conforming tender from Stadelmann Enterprises for all four Separable Portions best met the selection criteria.

## **ISSUES**

It is many years since Council has sealed an unsealed road. Sealing has been made possible through the receipt of grant funding under the Fixing Country Roads Program.

## **POLICY IMPLICATIONS**

Traffic volumes have been assessed as exceeding the threshold to be considered for sealing which is identified in Council's Sealing of Gravel Roads Policy.

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

This recommendation is consistent 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 budget to deliver the local road construction and sealing works through award of this Contract.

## **CONCLUSION**

Following a comprehensive assessment, the conforming tender from Stadelmann Enterprises is considered to present the best value option for Council.



**DECLARATION OF CONFLICT OF INTEREST**

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

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

**ATTACHMENT(S)**

- Nil



## 8.2.2 Local Sports Infrastructure Fund 2020/21

File Number: 01766.21

### INTRODUCTION

An opportunity exists for Council to seek State Government funding to assist with the delivery of three priority sporting infrastructure projects for the Shire. This report outlines the projects and details of the proposed funding application and seeks Council's financial commitment to the project.

*Cr Nicholas*

*Cr Forsyth*

*That Council authorises the submission of a grant application for the following projects:*

- 1. Construction of the Bright to Harrietville shared trail (Great Valley Trail), reducing the existing Council commitment from \$1,300,000 to \$500,000.*
- 2. Construction of the Pebble Beach Path Extension - Confluence to Damms Road, Mount Beauty with a Council commitment of no more than \$175,000.*
- 3. Delivery of an Alpine Active Sport and Recreation Plan with a Council commitment of no more than \$30,000.*

*Carried*

### BACKGROUND

The Victorian State Government recently announced the opening of the 2020/21 Local Sports Infrastructure Fund. The \$22 million fund is a state-wide competitive Victorian Government investment program that provides a range of grant opportunities across five funding streams, summarised below:

PLANNING	FEMALE FRIENDLY FACILITIES	COMMUNITY FACILITIES	STRATEGIC FACILITIES	AQUATIC CENTRES AND INDOOR STADIUMS
Municipal - \$30,000 Regional - \$50,000	up to \$500,000	up to \$250,000	up to \$800,000	up to \$2 million
1 of each	Unlimited	Maximum 2 Applications	Only 1	Only 1
 MUNICIPAL Planning up to \$30,000   REGIONAL Planning up to \$50,000	 Change Rooms  Lighting   Fields  Courts	 Play grounds  Lighting   Skate Parks  Fields   Multi Sport Courts  Trails	 Pavilions  Active Recreation   Precincts  Gymnastics	 Aquatic Centres   Indoor Stadiums



Applications for all streams close 14 February 2020.

Council has consulted with Sport and Recreation Victoria and has identified that the following projects are eligible for funding:

**Strategic Facilities: Great Valley Trail**

Council has already secured \$1.3 million of Federal Government funding for the completion of a shared trail from Bright to Harrietville through their Building Better Regions Fund. Council is eligible to apply for an additional \$800,000 through the Strategic Facilities stream, which would reduce Council's financial commitment to the project to no more than \$500,000. Planning and design is currently underway for this project, with the first stage anticipated to be ready for construction in Spring 2020.

**Community Facilities: Pebble Beach Path Extension - Confluence to Damms Road**

Up to \$250,000 is available for the construction of eligible facilities, including shared trails, under the Community Facilities stream where Council provides a co-contribution of \$1 to every \$2 of funding provided. Council is currently completing the Pebble Beach Path Extension to the Confluence along the Kiewa River West Branch with funding provided through the State Government's Pick My Project funding program.

An extension of this trail from the confluence back to Damms Road has long been requested by the community and will provide a strategic return loop along the Kiewa River East Branch. Some planning and cultural heritage investigations have already been undertaken for this section of trail which is listed in Council's Project Pipeline for delivery between the 2022 and 2025 financial years.

**Planning: Alpine Active Sport and Recreation Plan**

Across the Shire our existing sport and recreation facilities are ageing and in need of renewal or replacement, and demand for different facilities is also changing or growing. The key issues identified by the community include the following:

- Ageing outdoor pools in Myrtleford and Mount Beauty.
- Community support for an upgrade of the Ablett Pavilion in McNamara Reserve.
- Community support for the development of a second oval and athletics track at Pioneer Park, as well as growing community support for the development of a 50-metre pool at Pioneer Park, Bright.
- Inadequate cricket facilities at the Memorial Oval in Myrtleford, and a related proposal to establish a second oval at McNamara Reserve.
- Desire for an upgraded soccer pavilion and improved irrigation for the Myrtleford Savoy Soccer Club.
- Inadequate soccer and female change facilities in the Mount Beauty Recreation Reserve.
- Growing community support for a splash park and bike track in Myrtleford.



The strategy will identify and address the following in consultation with the community:

- An assessment of the Shire's existing sport and active recreation facilities, their condition and location.
- A gap analysis of the current and predicted demand for existing and future facilities.
- Where gaps are identified, a feasibility assessment of alternative facility development options to deliver best value and benefits to the community.
- High level scoping and costing for any recommended new or upgraded facilities.
- A recommended priority list and timeframes for project implementation.

### **ISSUES**

It is taking longer than originally forecast to secure the necessary approvals to deliver the Great Valley Trail project. However, successful applicants have two years to complete Strategic Facilities projects and the Great Valley Trail is already resourced with a dedicated internal project officer and programmed for completion within the timeframe required by the funding terms.

Along the Kiewa River East Branch, the landholder adjacent to the proposed Pebble Beach Path Extension currently holds a waterfront licence agreement over the Crown Land proposed for the trail alignment. Preliminary discussions have been held with both the Department of Environment, Land, Water and Planning and the affected landholder, and it is considered that a solution to this waterfront access can be resolved to enable the project to proceed.

Council receives multiple requests for new or upgraded sport and recreational facilities. A Shire wide plan will enable informed decision making around the benefits and costs of these works, as well as a proposed priority for implementation of the identified projects. A community endorsed and Council adopted plan will also support future funding applications for sport and recreation infrastructure identified through this project.

### **POLICY IMPLICATIONS**

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

- Incredible places for our community and visitors.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

#### **Great Valley Trail**

The budget to deliver the Great Valley Trail is \$2.6 million. Currently, \$1.3 million has been committed by the Federal Government's Building Better Regions Fund. Up to \$800,000 can be applied for under the State Government's Strategic Facilities stream and requires a 1:1 co-contribution from Council. The federal funding can be attributed towards Council's contribution therefore reducing Council's financial contribution from \$1.3 million to \$500,000.



### **Pebble Beach Path Extension - Confluence to Damms Road**

The estimated cost to complete the Pebble Beach Path Extension from the Confluence to Damms Road is \$375,000. Up to \$250,000 can be applied for under this funding stream and Council is required to make a \$1 contribution for every \$2 of funding received. It is recommended that the full \$250,000 is applied for with a co-contribution of \$125,000 from Council.

Successful applicants have 18 months to complete Community Facilities projects once notified. Therefore, it is anticipated that most of the expenditure will be in the 2020/21 financial year, allowing enough time to source a dedicated project manager for this project.

### **Alpine Active Sport and Recreation Plan**

The estimated cost to complete the Alpine Active Sport and Recreation Plan is \$60,000. Up to \$30,000 can be applied for under this stream and Council is required to make a \$1 contribution for every \$2 of funding received. It is recommended that the full \$30,000 is applied for with a co-contribution of \$30,000 from Council.

Successful applicants have 18 months to complete Planning stream projects once notified. Therefore, it is anticipated that most of the expenditure will be in the 2020/21 financial year, allowing enough time to source a dedicated project manager for this project.

### **CONSULTATION**

There is strong and demonstrated community and stakeholder support for the Great Valley Trail.

The Mount Beauty community have been strong advocates for the completed Pebble Beach Path loop for many years. This project is a high priority for the community which is reflected by its listing in Council's Project Pipeline for delivery between the 2022 and 2025 financial years.

The Alpine Active Sport and Recreation Plan will enable Council to have strategic discussions with the broader community, as well as individual sporting and user groups, to identify the demand, as well as support for various sport and recreation facilities across the Shire.

Should funding be secured, then a detailed stakeholder engagement plan will be prepared and implemented throughout the delivery of all projects.

### **CONCLUSION**

There is strong community demand as well as an identified need for all of the proposed projects and the Local Sports Infrastructure Fund presents an opportunity to secure significant grant funding to enable completion of these projects. All projects are eligible for funding, and if the grant funding applications were to be successful, Council has the financial capacity to commit the balance of funds needed to deliver the projects.



**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Manager Asset Development

**ATTACHMENT(S)**

- Nil



**8.3 DIRECTOR CORPORATE – NATHALIE COOKE**

Nil



## 9 ASSEMBLY OF COUNCILLORS

### INTRODUCTION

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

*Cr Nicholas*

*Cr Janas*

*That the summary of the Assemblies of Councillor for December 2019 be received.*

*Carried*

### BACKGROUND

The written records of the assemblies held during the previous month are summarised below. A detailed assembly record can be found in Attachment 9.0 to this report.

Date	Meeting
17 December	Briefing Session

### ATTACHMENT(S)

- 9.0 Assembly of Councillors – December 2019



**10 GENERAL BUSINESS**

Nil

**11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

Nil

**12 RECEPTION AND READING OF PETITIONS**

Nil



### **13 DOCUMENTS FOR SEALING**

*Cr Janas*

*Cr Pearce*

*That the following documents be signed and sealed.*

- 1. Section 173 Agreement – Gregory Bernard Chalwell – Lot 3 on Plan of Subdivision 545519R Volume 11005 Folio 173. Condition 20 of Planning Permit 5.2019.73.1 for the development of a dwelling and outbuilding and removal of vegetation at Morses Creek Road, Wandiligong. The Agreement restricts the number of bedrooms in the dwelling, and wastewater requirements.*
- 2. Contract No CT1819-03 in favour of WM Waste Management Services Pty Ltd for the collection transportation and reprocessing of mattresses and soft furnishings from Councils Transfer Stations in Myrtleford, Porepunkah and Mount Beauty for a three year term.*
- 3. Contract No 1907001 in favour of Waratah Bridge Constructions (Vic) Pty Ltd for Guardrail Upgrades.*

*Carried*



**14 CONFIDENTIAL ITEM**

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

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

*Cr Nicholas*

*Cr Janas*

*That, in accordance with the provision of Section 89(2)(a) of the Local Government Act 1989, the meeting be closed to members of the public for consideration of personnel matters as a confidential item.*

*Carried*

There being no further business the Chairperson declared the meeting closed at 7:38p.m

.....  
Chairperson

# COUNCIL POLICY

# Sealing of Unsealed Roads

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DOCUMENT UNCONTROLLED WHEN PRINTED

## DOCUMENT CONTROL

<b>Policy number</b> 038	<b>Status</b> Draft for adoption	<b>Approved by</b> Council
<b>Date approved</b>	<b>Next review date</b> March 2024	
<b>Directorate</b> Assets	<b>Department</b> Asset Maintenance	<b>Internal / External</b> External

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## REVISION RECORD

Date	Version	Revision description
03/08/1999	1.0	Version 1.0 adopted by Council
04/04/2006	2.0	Version 2.0 adopted by Council
29/03/2019	2.1	Revised draft based on 2006 Policy No. 38
03/03/2020	3.0	Version 3.0 for adoption by Council

# 1. Purpose

To facilitate the development of unsealed roads on an objective basis and within Council's financial constraints. This policy establishes a consistent, transparent and equitable approach to the prioritisation of road sealing projects for inclusion in Council's Project Pipeline.

# 2. Scope

This policy applies to all road sealing requests relating to roads listed in Council's Register of Public Roads, including requests received from individuals, businesses and other Government organisations.

# 3. Policy details

Council aims to provide and maintain infrastructure, including roads, to a standard which meets the needs of the community. Council's Project Pipeline contains a list of infrastructure projects for delivery into the future. Council prioritises the delivery of the projects in the Project Pipeline in a way which is financially sustainable and achieves the maximum benefit for our community.

The assessment of road sealing requests is based predominantly on the principle that the standard to which a road is to be constructed and maintained is directly related to the amount of traffic using the road. Roads carrying higher traffic volumes are providing a larger benefit to the community and will be constructed and maintained to a higher standard than those carrying lower traffic volumes.

## 3.1 Methodology

A three-step process is used to assess road sealing requests and to prioritise eligible road sealing projects for future delivery. The steps in this process are:

1. Establish whether the traffic volumes on the road exceed the minimum comparative score of 100.
2. For road sealing requests where the comparative score exceeds 100, establish a provisional prioritisation for the delivery of the road upgrade project relative to the existing projects in the Project Pipeline.
3. Validate the prioritisation of the road upgrade project in the Project Pipeline.

### 3.1.1 Establishing the comparative score

For each road sealing request which is received, Council will establish the number of vehicles using the road each day, and will then calculate a comparative score to take into account seasonal fluctuations in road usage, the proportion of heavy vehicles using the road, and whether or not the road is considered a strategic route.

For a road to be considered for sealing, a minimum comparative score of 100 must be demonstrated.

**Calculating the comparative score**

The comparative score is calculated using the following formula:

Comparative score = VPD x F1 x F2 x F3

- **VPD** - Average number of vehicles per day

This will be determined using a traffic counter in place for a minimum of 14 days. If seasonal variability is a known factor, traffic counts will be taken during the low season.

- **F1** - Known intensive seasonal traffic

This could be due to local circumstances or other intensive type usage patterns that can dramatically vary the traffic volume, eg. orchards, tourism etc., at certain times of the year.

Scoring is as follows:

	High	Medium	Low	Not Applicable
Score	1.3	1.2	1.1	1.0

As a guide to scoring, a high rating will be applied where high season traffic volumes are assessed to be more than double the low season volumes.

- **F2** – Percentage of heavy vehicles

Freight tonnage increases damage to roads, the percentage of heavy vehicle use will be determined using a traffic counter.

Scoring is as followings:

	High	Medium	Low	Not Applicable
Percentage	>3%	2-3%	1-2%	0%
Score	1.3	1.2	1.1	1.0

- **F3** - Strategic Route

These are defined by the Victorian Grants Commission as follows:

- Local roads that are tram or bus routes

For rural roads carrying less than 100 vehicles a day (other than natural surface roads), the following roads are also deemed to be strategic routes:

- Roads carrying at least 10 trucks a day (on average);
- Roads with average grades exceeding 6 per cent, carrying at least 50 vehicles a day on average; and
- Roads carrying at least 50 vehicles a day on average in a drip or flood irrigated horticultural or agricultural areas.

Scoring is as follows:

Strategic Route?	Yes	No
Score	1.3	1.0

The following table demonstrates the methodology for calculating a Comparative Score (CS) for a number of (fictitious) roads.

Road Name	Strategic Route	Segment Length (m)	Traffic Study Date	Traffic Study Duration	VPD	% Heavy	F1	F2	F3	CS	Rank
Brick Lane	No	770	24/12/18	2 weeks	112	0%	1.3	1.0	1.0	146	2
Route 66	Yes	1062	12/05/19	2 weeks	48	1%	1.1	1.1	1.3	76	N/A
Champs-Élysées	No	1469	3/03/18	2 weeks	40	1%	1.2	1.1	1.0	53	N/A
Hollywood Boulevard	No	1815	17/08/18	3 weeks	54	1%	1.3	1.1	1.0	77	N/A
Wall Street	Yes	1748	11/02/18	2 week	75	1%	1.3	1.1	1.3	138	3
Abbey Road	No	1296	12/05/19	4 weeks	123	0%	1.2	1.0	1.0	148	1

Based on the example, the roads which have met the threshold to be considered for sealing include:

1. Abbey Road
2. Brick Lane
3. Wall Street

The remainder of the example roads have not met the threshold to be considered for sealing having demonstrated a Cumulative Score which is less than 100.

### 3.1.2 Establishing the provisional priority for delivery

For roads which meet the threshold to be considered for sealing, a cost-benefit analysis will be carried out in order to establish the provisional prioritisation of the road upgrade project relative to existing projects in the Project Pipeline.

The following variables will be considered in this analysis:

- The annual maintenance cost of the unsealed road based on actual expenditure;
- The estimated useful life and renewal cost of the unsealed road;
- The estimated capital cost to upgrade to a sealed road, considering the length of road proposed for sealing and the standard to which the sealed road will be constructed;
- The estimated annual maintenance cost of the sealed road; and
- The estimated useful life and renewal cost of the sealed road.

Road sealing projects demonstrating a larger benefit relative to cost over their lifecycle will be given a higher priority for delivery in the Project Pipeline than those demonstrating a lower benefit relative to their cost.

### 3.1.3 Validation of the project priority

Council regularly reviews the priority assigned to projects in the Project Pipeline in order to ensure that the Pipeline accurately reflects the needs and aspirations of the community. Through this process, a provisional priority assigned to a new road upgrade project in the Project Pipeline by Council Officers will be validated by Council.

The delivery of projects listed in Council's Project Pipeline remains subject to Council's annual budget approval processes and the availability of funding.

### 3.2 Financial contributions

Road sealing requests which include a proposed financial contribution from the applicant towards the cost of sealing works will be assessed on a case-by-case basis, with the impact of the proposed financial contribution on the results of the cost-benefit analysis being tested.

### 3.3 Alternative dust suppression treatments

Council recognises that the amenity of residents who choose to live in close proximity to unsealed roads can be impacted by dust.

Sealing of unsealed roads is recognised to be the most effective long-term treatment to address nuisance dust, however Council also recognises that not all unsealed roads will meet the traffic volume threshold to be considered for sealing.

Council does not currently use dust suppressants on its unsealed road network. Current dust suppressant treatments are not considered cost effective due to their short-term effectiveness. Dust suppressant technology is constantly evolving, and Council continues to monitor the available technologies.

Implementation of appropriate signage can have a benefit in modifying driver behaviour to reduce the generation of dust on unsealed roads.

## 4. Roles and responsibilities

The following positions are responsible for implementing, reviewing and advising on this policy:

Responsibility	Role / Position
Implementation	<ul style="list-style-type: none"> <li>Manager Asset Maintenance, Manager Asset Development, Civil Works Coordinator.</li> </ul>
Development/Review	<ul style="list-style-type: none"> <li>Manager Asset Maintenance.</li> </ul>
Interpretation/Advice	<ul style="list-style-type: none"> <li>Director Assets, Manager Asset Maintenance, Manager Asset Development.</li> </ul>

## 5. Breaches

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

## 6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

## 7. 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 [Vic]*
- *Road Management Act 2004 [Vic]*
- *Victoria Grants Commission Act 1976 [Vic]*

### Related Guidelines, Operational Directives or Policies

- Annual Budget: Rating Policy and Fee Schedule
- Road Management Plan
- Road Register

## 8. Definitions and abbreviations

Term	Meaning
VPD	Vehicles per Day
CS	Comparative Score - Vehicles per Day weighted to take into account additional factors

## 9. Approval

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this ..... day of  
.....2020 in the  
presence of:

.....  
COUNCILLOR

.....  
COUNCILLOR

.....  
CHIEF EXECUTIVE OFFICER



1 OCTOBER – 31 DECEMBER 2019

# Q2 - Quarterly Report

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Presented to Ordinary Council Meeting  
3 March 2020

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## Strategic Objective 1: A high performing organisation

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<b>Strategy: Advocate for the community on key issues</b>		
Conduct advocacy to all levels of government, and to key groups within the North East and Hume region.	No	Council continues to advocate to all levels of government, and key organisations within the North East. Advocacy on behalf of bushfire affected communities will occur in Q3.
<b>Strategy: Build a skilled organisation with a positive culture</b>		
Provide mandatory and targeted training to staff	No	34 training opportunities were provided to staff during the second quarter of 2019/20, through a mix of group training sessions and individual learning opportunities. A total of 204 staff received training in Q2. This included mandatory Bystander training for all staff, as part of the Gender Equity program.
Staff turnover as a percentage of permanent staff numbers*	Indicator	Reported at end of financial year.
<b>Strategy: Communicate and engage with stakeholders</b>		
Council website refresh phase II	Yes	New website 'beta testing' mode carried out and finalised.  Phase II has not yet commenced. This phase is awaiting the introduction of Datascape systems to enable seamless integration and customer experience.
Community satisfaction with community consultation and engagement	Indicator	56 (June 2019).
<b>Strategy: Lead and govern with integrity</b>		
No initiatives in 2019/20		
Percentage of Council decisions made at meetings closed to the public*	Indicator	0.96% (Q1-Q2).
Percentage of councillors in attendance at ordinary and special Council meetings*	Indicator	91.84% (Q1-Q2).

## Strategic Objective 2: A responsible and sustainable organisation

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<b>Strategy: Balance financial, economic and community outcomes</b>		
No initiatives in 2019/20		
<b>Strategy: Identify and manage Council's risk</b>		
IT governance framework and IT risk controls	No	Protective Data Security Framework and Information Security policy are complete. Next steps in the project will be to source the consultants who will help us build out the details of the framework. An RFQ is in process.
Review of Health and Safety systems	No	No progress. An RFQ will be initiated in early February.
Lost time injury frequency rate	Indicator	Not available at time of reporting.
Overall financial sustainability risk rating	Indicator	Reported at end of financial year.
Percentage of planned hazard inspections undertaken	Indicator	100% workplace hazard inspections undertaken with two completed by the end of Q2.
<b>Strategy: Manage our financial resources sustainably</b>		
No initiatives in 2019/20		
Ability to pay debts: Non-current liabilities as a percentage of own source revenue*	Indicator	Reported at end of financial year.
Available revenue: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue*	Indicator	Reported at end of financial year.
Working capital: Current assets as a percentage of own source revenue*	Indicator	Reported at end of financial year.
<b>Strategy: Provide an excellent customer experience</b>		
Customer request management system	Yes	Contract negotiations have successfully concluded between Alpine, Indigo and Towong Shire Councils and chosen vendor Datacom. Implementation of the new solutions in in progress.
Planning, Building and Local Laws system	Yes	
Property, Rates and Receipting system	Yes	
Community satisfaction with customer service provided	Indicator	69 (June 2019).

**Business Systems**

The Business Systems Transformation project has made significant progress in Q2 with the successful completion of the tender and extended negotiation process that was undertaken by Alpine, Indigo and Towong Shire Councils and their preferred systems vendor. This agreement will enable all Councils to proceed immediately with the implementation phase of the project which will commence in January 2020.

Council also completed a successful migration of its Office desktop environment to the Office 365 suite of tools and day-to-day business software.

**Better Approvals**

Council has successfully completed the Better Approvals Project that was funded by Small Business Victoria. The Better Approvals Project engaged several areas of Council including the planning, building, local laws, events and customer service team to design a dramatically improved process for small business customers to navigate the approvals process and shorten the time required to obtain approvals on their permits. More than thirty Councils across Victoria have successfully implemented this project. The new process will be activated with the community in January.

## Strategic Objective 3: Incredible places for our community and visitors

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<i>Strategy: Deliver Council's capital works program on time, to budget, and to the satisfaction of stakeholders</i>		
Buckland Bridge	Yes	The construction contract has been awarded and it is anticipated that the works will commence in February 2020.
Great Valley Trail	Yes	Refinement of the alignment and planning approvals are currently underway with the aim of construction of Stage 1 occurring in 2020.
Alpine Better Places - Harrietville	Yes	The project management and design services are currently out to tender with the consultancy anticipated to be awarded at the March 2020 Council meeting.
Alpine Better Places - Tawonga	Yes	The project management and design services are currently out to tender with the consultancy anticipated to be awarded at the March 2020 Council meeting.
Pebble Beach footpath extension to confluence	Yes	The construction contract has been awarded and it is anticipated that the works will commence in February 2020.
Mount Beauty Skate Park upgrade	Yes	The design and construct contract is currently out to tender with the contract anticipated to be awarded at the March 2020 Council meeting.
Myrtleford Indoor Sports Stadium expansion	Yes	This project was completed in Q1.
Gavan Street pedestrian crossings	Yes	Design is currently underway, and construction is anticipated in early 2020.
Myrtleford Memorial Hall	No	Work has been undertaken to investigate the condition of the internal flooring as well as clear out the excess furniture in readiness for the renewal works in 2020.
Dinner Plain Toboggan and Ski Run	No	The CHMP and ecological investigations will be finalised in early 2020 to enable the works to occur ahead of the 2020 snow season.
Centenary Park toilets	No	The tendered works came in higher than budgeted and will therefore be re-tendered in early 2020.
Ratio of capital works program actually delivered compared to budgeted	Indicator	Due to the difficulty sourcing adequately qualified resources in 2019 we anticipate less than 100% delivery ratio this year.
<i>Strategy: Identify our community's infrastructure expectations</i>		
No initiatives in 2019/20		
Community access to our project pipeline	Indicator	The community has access to our project pipeline via Council's new website.

### **Victoria Bridge Load Limit Upgrade**

The Victoria Bridge provides a critical secondary crossing of Happy Valley Creek in Myrtleford but had a load limit of 25 tonne previously applied due to visible structural distress evident in the crossheads. The recent load limit upgrade was made possible through the application of Carbon Fibre Reinforced Polymer (CFRP) strips applied to strengthen the existing concrete structure and enable the lifting of the load limit to 50 tonnes.

This upgrade will permit the bridge to be used by heavy vehicles in times of flood when the primary lower level crossing at Standish Street is inundated. The works were able to be completed with no disruption to traffic owing to the strengthening technology and methodology applied.

The project was partially funded by the Federal Government's Bridges Renewal program (\$88,750) and an additional contribution from VicRoads under the Building Our Regions – Small Scale Initiatives 2017/18 program (\$44,000), with the balance of the funding provided by Council.



### **Kerb & Channel Renewal 2019/20**

This year's Kerb and Channel Renewal project was completed on time and budget in various locations around Bright this year. Kerb and channel renewal is undertaken ahead of the annual pavement renewal and reseals program and typically rotates between the Upper Ovens, Lower Ovens and Kiewa Valley towns.

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

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<i>Strategy: Maintain Council's parks, trees and reserves</i>		
No initiatives in 2019/20		
<i>Strategy: Manage and maintain Council infrastructure</i>		
Deliver maintenance programs for civil infrastructure	No	Works are underway.
Undertake activities in accordance with Road Management Plan (RMP)	No	Inspections undertaken and identified works underway.
Community satisfaction with sealed local roads*	Indicator	64 (June 2019).
<i>Strategy: Prepare for and assist in the response to emergency events</i>		
Undertake activities in accordance with Municipal Emergency Management Plan (MEMP)	No	Assistant Fire Prevention Officer engaged and inspections underway.
Audit of the Municipal Emergency Management Plan	Indicator	Certificate of compliance received.
<i>Strategy: Understand and plan for Council's asset renewal requirements</i>		
Asset management system	Yes	External resource started on Asset management and valuation report priorities.
Chain of responsibility solutions	Yes	Priority works are being undertaken to large plant.

## Strategic Objective 5: Highly utilised and well managed community facilities

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<i>Strategy: Align services with community expectations</i>		
Kerbside organic waste collection survey	No	Council is waiting on the release of the Victorian State Governments Circular Economy Policy as it is considered this may provide additional information that should be included in any consideration of the findings of the survey. The policy was due for release in November but has been postponed.
<i>Strategy: Deliver quality services for our community</i>		
Libraries RFID implementation	Yes	The RFQ process has concluded and a vendor has been awarded the project. Project implementation will commence in Q3.
Kerbside collection bins missed per 10,000 households*	Indicator	42.69 (Q1-Q2).
Kerbside collection waste diverted from landfill*	Indicator	39.63% (Q1-Q2).
<i>Strategy: Soundly operate and manage community facilities</i>		
Porepunkah landfill rehabilitation	Yes	Design review is continuing, and once finalised and approved works will be undertaken
E-waste infrastructure	Yes	Tender process completed with contracts awarded for works to be undertaken in January and February 2020
Operate Visitor Information Centres, seasonal pools and sports centres	No	Visitor Information Centres operating as normal. Outdoor pool season commenced as scheduled.
Deliver library programs to engage patrons	No	School holiday programs continue to be well-attended.
Cost of indoor aquatic facilities per visit*	Indicator	Reported at end of financial year.
Cost of outdoor aquatic facilities per visit*	Indicator	Reported at end of financial year.
Number of visits to aquatic facilities per head of municipal population*	Indicator	1.34 (Q1-Q2) – noting that outdoor pools opened in November.
Cost of library services per visit*	Indicator	Reported at end of financial year.
Percentage of the population that are active library members*	Indicator	14.2% Q1-Q2.

## Strategic Objective 6: A well planned and safe community

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<i>Strategy: Enforce local laws, regulations and codes</i>		
Implement Domestic Animal Management Plan (DAMP) initiatives	No	Adoption of reviewed DAMP, and ongoing educational and promotional activities undertaken e.g. responsible pet ownership information on social media in lead up to Christmas.
Domestic Wastewater Management Plan (DWMP) implementation	Yes	Initial DWMP actions under way. Some impact on delivery due to Better Approvals project which took a lot of staff time in Q2.
Issue permits and enforce compliance for building, local laws, and environmental health	No	Business as usual.
Percentage of required food safety assessments undertaken*	Indicator	Final 2019 result is 56% (Food Act reporting is by calendar year). While this is low, it is an improvement on the previous year which was 38%.
<i>Strategy: Plan for and manage development to enhance liveability</i>		
Land Development Strategy	Yes	Tenders received and evaluation under way. High quality of responses received indicates that it will be possible to appoint a consultant to undertake this work.
Urban design principles - Bright	No	Ongoing liaison with Victorian Planning Authority (VPA) under way regarding project scope and methodology. Expected that project funding may not be spent in current FY and that rollover to next FY may be required (in part). This has been flagged with VPA.
Issue permits and enforce compliance for statutory planning	No	Council received 123 planning applications between July - December 2019 and issued 107 outcomes during this time. Median processing days for this period was 53 days, with 67% of applications completed within 60 days.
Percentage of planning applications processed within 60 statutory days*	Indicator	67% standard decisions completed within 60 days(Q1-Q2). 63.6% for all applications including VicSmart.
Time taken to decide planning applications*	Indicator	53 days (Q1-Q2).

**River Pool testing**

Council's environmental health team has introduced a new round of river pool water testing for 2019-20, to implement the new State Environmental Protection Policy (SEPP) requirements. Weekly testing is undertaken at a range of sites in Bright and Porepunkah to ensure that the river is safe for recreational usage over the busy summer period.

Council will continue to gather data to gain a better understanding of how the river water quality responds to events such as rainfall and high seasonal bather loadings.

**Local Laws**

Council's new Community Local Law 2019 has been successfully implemented, with a key test being the designation of alcohol restrictions to support Bright's Iconic Rod Run in November. The event was successful despite cold and wet weather, with a more family friendly atmosphere than some previous years.

The alcohol restrictions were introduced through a comprehensive risk assessment process for the event, including input from Victoria Police, Ambulance Victoria, Alpine Health and other agencies.

**Strategic Planning**

Council has sought and received tenders for the preparation of the Land Development Strategy, Economic Development Strategy and the development of a Community Vision, with tender award expected in Q3 2019-20.

Council is working collaboratively with the Victorian Planning Authority (VPA) on the Bright Gateway development plan, and has received \$45,000 in State funding to assist in the delivery of this project. This project will provide a framework for the development of the western entry to Bright, and ultimately release an important supply of residential land for Alpine Shire.

A key input to the Land Development Strategy is bush fire mapping. The 2019-20 Victorian bush fire crisis has created some uncertainty and delays to the preparation of this work, due to the need to understand the current fire impacts.

## Strategic Objective 7: A thriving and connected community

Initiative / Indicator	Major initiative?	Progress to 31 December 2019
<b>Strategy: Create socially connected and supported communities</b>		
Resilient Myrtleford	Yes	The Myrtleford Resilience Plan was adopted by Council at the ordinary Council meeting in November 2019. An Action Plan has been developed to support the roll out of activity as identified. Identified 'short term' activities are occurring currently with some activity being delivered in Q3.
Deliver Maternal Child Health services	No	Service is being delivered. Recruitment of an additional two casual nurses has been completed with nurses commencing in January 2020. Two scholarships have been offered to nurses undertaking their studies over 2020/2021. This initiative goes a long way to supporting workforce succession planning into the future.
Deliver Learner to Probationary (L2P) driving program	No	The service continues to be delivered successfully.
Participation in the Maternal Child Health service*	Indicator	41.17% Q2 only.
Percentage of people who volunteer in the community	Indicator	Reported at end of financial year.
<b>Strategies:</b> <i>Improve healthy eating and physical activity</i> <i>Stop family violence against women and children</i> <i>Reduce the incidence of alcohol and other drug related harm</i>		
Provide community programs from youth to seniors	No	Seniors Festival, Children's Week and Walk to School activities were all delivered in Q2.
<b>Strategy: Strengthen visitor attraction and experience</b>		
Alpine Events Strategy	Yes	This strategy will be delivered alongside the Economic Development Plan
Deliver destination marketing programs	No	Activity is being delivered as planned.
Number of permitted festivals and events in the Alpine Shire	Indicator	Reported at end of financial year.
Visitor numbers	Indicator	Reported at end of financial year.
<b>Strategy: Support and encourage investment and enterprise</b>		
Economic Development Strategy	Yes	This strategy will be delivered alongside the Land Development Plan.
Deliver business support programs	No	Nil training events were delivered over Q2.
Deliver grant funding programs	No	Community Grant projects and programs are being delivered as planned.
Increase small business and light industry in the Shire	Indicator	Reported at end of financial year.

### **Dinner Plain MTB trail launch – 16 November**

An open ride day was held to kick off the summer riding season and build awareness of the newly completed mountain bike trails amongst MTB influencers. The day saw over 100 enthusiasts on the trails. Pleasing was the number of riders that came from Bright, Beechworth and Mount Beauty which will assist with word of mouth. Based at the ski run, participants had the opportunity to learn about the new trails from the people who built them, compete over the various trails, hit the pump track, listen to live music, sip coffee, local beer as well as enjoy tasty bites from the High Plains crew.

New "Z" card MTB Trail Maps have been developed and distributed around the North East, Omeo, Bairnsdale and targeted areas in Melbourne. To complement the MTB experience available at Dinner Plain, bike service stations have been installed at DP Hut and Scrubbers End Hut.

### **Halogen – Young Leaders Conference – 11 November**

50 young people from across the Shire attended the conference in Melbourne, featuring guest speakers / leaders from across a number of sectors, including Holly Ferling (Australian Women's Cricketer), Tim Diamond (General Manager Cotton On) and John Coutis born with a severe disability and has overcome adversity to become one of the world's most inspirational speakers. This is the third time that Council have been able to offer local schools and students with the opportunity to attend the conference and as a result of the Engage! funded program.

### **Maternal Child Health Scholarships**

Council have awarded two scholarships to local nurses undertaking / completing their Maternal Child Health studies over 2020/2021. Alpine Shire Council are the only Council in the North East that have offered this initiative which is a positive move to building a sustainable team of nurses to Alpine's Maternal and Child Health workforce.

### **Events during October - December**

Rod Run: Another successful Rod Run event was held over 9 and 10 November. The declaration of restriction to consumption of alcohol on Council land and forecast severe weather likely to have had minimal impact on total numbers of people attending over the weekend. It is encouraging to note that accommodation providers reported no change to occupancy rates = 100% occupancy over the weekend and future bookings were made for the 2020 event.

Spartan: Successfully delivered over 16 and 17 November. It is estimated that 8,814 people participated in the event with 43% of participants being from overseas and interstate and 57% participants being from intrastate and locals.

### **Kiewa Valley Fires – 25 November**

As a result of lightning strikes, a number of fires commenced in the Kiewa Valley and surrounds during November. These fires were managed from the Tallangatta Incident Control Centre. Council's role in emergency management is in response / relief and recovery. These roles are in addition to substantive role requirements. In this instance, Council's role was in the coordination of Community Meetings in Mount Beauty for the Incident Controller to talk with the local community and distribution of information to the community outside of those meetings. Two meetings were held in Q2.

Fires also impacted the Alpine Shire during Q3 – more updates on this impact will be provided as part of Q3 reporting – due to be presented to Council in May.

# COUNCIL POLICY

# Public Memorials

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DOCUMENT UNCONTROLLED WHEN PRINTED

## DOCUMENT CONTROL

<b>Policy number</b> 113	<b>Status</b> Draft for adoption	<b>Approved by</b> Council
<b>Date approved</b>	<b>Next review date</b> March 2024	
<b>Directorate</b> Corporate	<b>Department</b> Building and Amenity	<b>Internal / External</b> External

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## REVISION RECORD

Date	Version	Revision description
09/10/2019	0.1	Draft for discussion
29/10/2019	0.2	Revised draft
12/11/2019	0.3	Revised draft for exhibition
12/2/2020	0.4	Revised draft for internal discussion and finalisation
03/03/2020	1.0	Version 1.0 for adoption by Council

## 1. Purpose

The Public Memorial Policy provides guidance on eligibility, process for applications and approvals for placing public memorial plaques for deceased persons on Council land in the Alpine Shire.

## 2. Scope

The Policy applies to all applications for public memorial plaques on land owned, managed or controlled by Council ("Council land"). It defines:

- Application requirements and fees.
- What types of memorials can be approved under this policy.
- Internal Council approval, installation and management responsibility.
- Arrangements for return of memorial plaques.

There are many ways an individual, family or group could choose to commemorate or memorialise people, groups, places or events outside the scope of this policy. These alternatives provide a lasting positive legacy within our community and should be considered prior to applying for a memorial plaque on Council land. Opportunities to memorialise could include:

- The naming or renaming of a road (whether public or private) or place. For information on the process to submit names contact the Alpine Shire Council's Building and Amenity Department. New road and place names need to comply with the State Government's *Naming rules for places in Victoria. Statutory requirement for naming roads, features and localities 2016* that are established under the *Geographic Place Names Act 1998*.
- Starting or contributing to a scholarship, bursary or grant, for example through a local school or other institution.
- Donating to a museum, historical society, community organisation or other relevant charitable organisation.
- Developing a website, app or writing an online history. These can allow significant places to be mapped digitally and for people in the area to access information via their mobile devices.
- Approaching private or federal, state or other local government landowners, who may have more appropriate sites for memorialisation. These include places that are significant to cultural communities or activities, such as RSLs, sports grounds or areas where many people from a country of origin have settled.

## 3. Policy details

### 3.1 Application requirements

Council will consider applications for memorial plaques on Council land for deceased persons that meet the following criteria:

- The application must be made on behalf of the deceased person by a registered organisation (e.g. a community group), rather than by an individual or a family.
- The registered organisation is responsible for ensuring that the person was resident in Alpine Shire for a significant part of their life, or have made a significant contribution to the Alpine Shire in the time they were resident, and that there is sufficient community support for the memorialisation.
- The application must be made on the correct form, with supporting information as required.
- Consideration must be given to other options for memorialisation (examples listed in Section 2), and reasoning given for why a memorial plaque on Council land is the most appropriate option for memorialisation.
- Required administration fees must be paid upon lodgement of the application.

### 3.2 Type of memorial

Under this policy, Council will only consider the installation of plaques on existing seats on Council Land (defined as land that Council owns and/or manages). Generally, one plaque per seat will be permitted, however Council may at its absolute discretion approve the installation of more than one plaque on a seat.

Requests for other types of public memorials may be considered by Council on an exceptional basis, but the decision as to whether to consider an application for a different type of memorial rests solely with Council.

### 3.3 Approvals, installation and management

The Manager Building and Amenity will review requests for memorial plaques against the requirements of this policy, in consultation with the Manager Asset Maintenance. The Manager Building and Amenity has delegation for approval.

An administrative fee is payable upon lodgement of the application. If the application is approved, then the applicant is responsible for providing a plaque that is in accordance with the specification required in the application form.

Ongoing maintenance of the plaque is the responsibility of the applicant or their family. Council may undertake maintenance of the plaque, but only in so far as it may be undertaking maintenance or repairs on the seat itself.

The plaque will be displayed for up to ten years but may be removed or relocated earlier if the requirement for the seat no longer exists. Removal or relocation will be undertaken in consultation with the relevant next of kin, where these can be contacted.

### 3.4 Return of memorial plaques

After ten years, or when the seat is no longer required, the plaque will be returned to the next of kin (if they can be contacted). Where next of kin can't be contacted, Council may dispose of the plaque after a period of 60 days from its removal.

If a plaque is still deemed to be required by the next of kin or a community group, a new application may be made for the installation of the plaque (in the same location or on another appropriate seat) for a further period of ten years.

Plaques that have been installed prior to the adoption of this policy may be removed and returned to next of kin (or disposed of) as the plaque falls into disrepair; when the seat is no longer required; or after a period of ten years from the adoption date of this policy.

Plaques that are, or have been, erected on Council land without approval will be removed and returned to the next of kin, or disposed of.

## 4. Roles and responsibilities

The following positions are responsible for the implementation of the policy.

Responsibility	Role / Position
Approval of application for memorial plaques	Manager Building and Amenity in consultation with Manager Asset Maintenance
Installation and removal of memorial plaques	Manager Asset Maintenance
Application for memorial plaques	Community group (must be Incorporated Association located within Alpine Shire)
Maintenance of memorial plaques	Applicant / next of kin

## 5. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

## 6. 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

- *Geographic Place Names Act 1998 [Vic]*

### Related Guidelines, Operational Directives or Policies

- *Naming rules for places in Victoria. Statutory requirement for naming roads, features and localities 2016 (or as amended)*

## 7. Definitions and abbreviations

Term	Meaning
Council land	Any land, building or road owned, occupied, vested in, managed by or under the control of Council
Memorial plaque	Design and specification as defined in the form <i>Application for a memorial plaque</i>
Council seat	A seat owned and / or installed by Council. Must be located on Council land.

## 8. Approval

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this ..... day of  
.....2020 in the  
presence of:

.....  
COUNCILLOR

.....  
COUNCILLOR

.....  
CHIEF EXECUTIVE OFFICER

# 2019/20 REGISTRATION AND PERMIT SUMMARY



Type of premise	No of Premises	Fee	Total
<b>Food Act 1984</b>			
Class 1	8	\$537	\$4,296
Class 2	156	\$466	\$72,696
Class 3	53	\$266	\$14,098
<b>Public Health and Wellbeing Act 2008</b>			
Prescribed Accommodation	48	\$215	\$10,320
Personal care & body art	13	\$164	\$ 2,132
<b>Residential Tenancies Act 1997</b>			
Caravan Parks	18	\$14.81 per unit	\$23,118.40
<b>Community Local Law 2019</b>			
Portable signage	12	\$72	\$864
Footpath trading / dining	45	\$153	\$6,885
Roadside trading	1	\$236	\$236
Additional Local Laws permits yet to be obtained	Estimate of value of permits yet to be obtained by businesses		\$5,000
<b>Total</b>			<b>\$139,645.40</b>

**NOTE: all fees are GST exempt)**



## RECORD OF ASSEMBLY OF COUNCILLORS

**Meeting Title:** Briefing Session  
**Date:** Tuesday 28 January 2020  
**Location:** Bright Committee Room  
**Briefing Session** 3.00pm – 5.45pm  
**Chairperson:** Cr Peter Roper, Mayor

### Councillor and staff attendees:

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

### Councillor and staff apologies:

Name	Position		
Nil			

#### 1. Conflict of interest disclosures

Nil

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

Nil

### 3. Matters considered

Item
Bushfire update and recovery plan
Circular Economy update
Bright Sports Centre update
Contravention Application 5.2010.125.1
2019/20 Capital Projects Progress update
Brighter Days and Rod Run events
Pioneer Park asbestos contamination
Ordinary Council Meeting Agenda Review
Ashwood Avenue Subdivision



## RECORD OF ASSEMBLY OF COUNCILLORS

**Meeting Title:** Briefing Session  
**Date:** Tuesday 4 February 2020  
**Location:** Bright Committee Room  
**Briefing Session** 5.00pm – 6.30pm  
**Chairperson:** Cr Peter Roper, Mayor

### Councillor and staff attendees:

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

### Councillor and staff apologies:

Name	Position		
Cr Tony Keeble	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

Item
Introducing Steve Robertson – Manager Bushfire Recovery
Communications Plan
Pioneer Park Second Oval
Ordinary Council Meeting Agenda review
Local Road Construction and Sealing Tender
Local Achiever Australia Day Award



## RECORD OF ASSEMBLY OF COUNCILLORS

**Meeting Title:** Briefing Session  
**Date:** Tuesday 18 February 2020  
**Location:** Bright Committee Room  
**Briefing Session** 3.00pm – 6.45pm  
**Chairperson:** Cr Peter Roper, Mayor

### Councillor and staff attendees:

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

### Councillor and staff apologies:

Name	Position

### 1. Conflict of interest disclosures

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

**Matters considered**

<b>Item</b>
Spartan – request for funding
Budget briefing including capital works
Pioneer Park – second oval
Visit Victoria event
Dinner Plain events
Alpine Shire startup shakeup – verbal update
Kindergarten Central Enrolment Scheme
LaFiera
Stockman agreement novation
Memorial policy
Rod Run 2020 alcohol designation
Land Development Strategy / Economic Development Strategy