



M(6) – 1 JUNE 2021

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held on **1 June 2021** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr Katarina Chalwell

Cr Ron Janas

Cr Tony Keeble

Cr Kelli Prime

Cr Charlie Vincent

OFFICERS

Charlie Bird - Chief Executive Officer

William Jeremy - Director Assets

Ruth Kneebone – Director Commercial

APOLOGIES

Nil

Agenda

1. Recording and livestreaming of Council meetings	3
2. Acknowledgement of traditional custodians, and recognition of all people	3
3. Confirmation of minutes	3
3.1 Ordinary Council Meeting – M(5) – 4 May 2021.....	3
4. Apologies and Leave of Absence	4
5. Obituaries / congratulations.....	4
6. Declarations by Councillors of conflict of interest.....	4
7. Public questions.....	4
8. Presentation of reports by officers	5
8.1 Director Assets – William Jeremy.....	5
8.1.1 Transfer Station Loader Renewal.....	5
8.1.2 Economic Development Strategy.....	7
8.1.3 Road Management Plan 2021 (version 5).....	10
8.1.4 Great Valley Trail Alignment.....	14
8.2 Director Commercial – Ruth Kneebone.....	21
8.2.1 Procurement Policy.....	21
8.2.2 Instruments of Appointment and Authorisation - <i>Planning and Environment Act 1987</i>	24
8.2.3 Quarterly Performance Report – Council Plan	27
8.2.4 Finance Report - Quarterly Review	30
8.2.5 Information Privacy Policy.....	33
8.2.6 Revocation and amendment of policies.....	36
8.2.7 Planning Application P.2020.123 - Group Accommodation, Tawonga Gap Road	39
8.2.8 Planning Application P.2020.182 - 301 Buckland Valley Road	60
9. Informal meetings of Councillors	84
10. General business	85
11. Motions for which notice has previously been given.....	85
12. Reception and reading of petitions.....	85
13. Documents for sealing.....	86

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.

This meeting is being held online and audio and video is focused on Councillors and Council Officers. Question time will still be held, however questions must be submitted in writing prior to the meeting. By submitting a question, you consent to your question being read aloud and 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 Mayor read the following statement:

The Alpine Shire Council acknowledges the Traditional Owners of the land we are now on, we pay our respect to Elders, past and present.

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

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(5) – 4 MAY 2021

Cr Vincent

Cr Janas

That the minutes of Ordinary Council Meeting M(5) held on 4 May 2021 as circulated be confirmed.

Carried

4. Apologies and Leave of Absence

It is noted that Cr Kelli Prime is on leave of absence (parental leave) from 2 June until July 2021.

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Cr Katarina Chalwell declared a conflict of interest with respect to planning item 8.2.7. Cr Chalwell was placed in the Zoom waiting room and was not be present when this report was presented.

7. Public questions

Due to a state lockdown to address the Covid-19 outbreak, the meeting will be held entirely online. The gallery is closed to the public and community members are invited to view the meeting online. Question time will still be held, however question must be submitted in writing by midday on 1 June 2021 to info@alpineshire.vic.gov.au.

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

8. Presentation of reports by officers

8.1 DIRECTOR ASSETS – WILLIAM JEREMY

8.1.1 Transfer Station Loader Renewal

File Number: CQ21031

INTRODUCTION

This report relates to the award of a Contract for the supply and delivery of an articulated wheel loader for the Myrtleford Transfer Station.

Cr Janas
Cr Nicholas

That Council awards a Contract for the supply and delivery of one new Caterpillar 914K Compact Wheel Loader to William Adams for the lump sum price of \$198,012.36 + GST.

Carried

BACKGROUND

The loader used at the Myrtleford Transfer Station is 14 years old and at the end of its useful life. The 2020/21 Annual Budget includes an allocation of funds to replace the loader. The Tender was advertised in the local newspapers, on VendorPanel and on the Alpine Shire Council website. Three conforming submissions were received.

EVALUATION

The evaluation panel consisted of the Director Assets, Manager Asset Maintenance and the Depot Operations Officer.

The quotes were evaluated according to the following key selection criteria:

- Cost
- Suitability and previous performance
- Capacity to deliver
- Environmental sustainability
- Social

Through this evaluation process it was determined that the quote received from William Adams best met the selection criteria.

ISSUES

The existing Myrtleford Transfer Station loader suffered a significant breakdown in March 2021. The machine remains unserviceable, and due to the nature of the breakdown it has been established that it would not be cost effective to repair the machine.

An alternative loader is on hire in order to maintain service provision at the Myrtleford Transfer Station. The hire cost to date is \$7,830; and the estimated future hire cost through to the delivery of a replacement machine has been a consideration in the evaluation of the Tenders.

POLICY IMPLICATIONS

Quotes were sought and evaluated in accordance with Council's Procurement Policy. The 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 for the purchase of the articulated wheel loader within the 2020/21 Annual Budget.

CONSULTATION

Input into the decision-making process has been sought from several different councils and civil contractors, including following up on supplier referees and undertaking a demonstration of suitable models.

CONCLUSION

Following a comprehensive assessment process, the tender from William Adams for the supply of a Caterpillar 914K Compact Wheel Loader is deemed to present the best value for Council.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Maintenance
- Depot Operations Officer
- Sustainability Coordinator

ATTACHMENT(S)

Nil

8.1.2 Economic Development Strategy

INTRODUCTION

This report relates to the adoption of the Alpine Shire Economic Development Strategy, and the actions which follow.

Cr Chalwell

Cr Vincent

That Council:

- 1. Adopts the Alpine Shire Economic Development Strategy, subject to the incorporation of minor corrections and clarifications;*
- 2. Develops an Action Plan to be finalised by 31 July 2021 and addressing the key themes, strategies and opportunities identified in the strategy; and*
- 3. Prioritises the projects and programs listed in the Action Plan, identifying resources and budget required to deliver each action.*

Carried

BACKGROUND

The Economic Development Strategy (Strategy) has been prepared in consultation with communities across the Alpine Shire. The Strategy identifies key themes, opportunities and projects that will contribute to the economic prosperity and sustainability of communities in the Alpine Shire.

The draft Economic Development Strategy was endorsed at the April 2021 Ordinary Council Meeting to be placed on public exhibition. The draft strategy was placed on public exhibition for a period of 28 days and submissions to the strategy invited from the community.

Subject to adoption of the Alpine Shire Economic Development Strategy by Council, the draft Action Plan addressing key themes, strategies and opportunities will be finalised, and the actions prioritised for delivery. Finalisation of the Action Plan is scheduled to be completed before end July.

SUBMISSIONS

Five submissions were received during the public exhibition period, with each of these submissions containing multiple comments on the draft document. Each comment has been considered, and amendments made to the strategy as deemed appropriate. Stakeholders that made a submission have been provided with feedback on how their submission has been considered and influenced the final strategy.

There were no submissions received which recommended changes to the five key themes of the strategy:

- A sustainable visitor economy

- Growing and diversifying agriculture
- Enhanced liveability and resident attraction
- Attracting new industry and investment
- Supporting business

POLICY IMPLICATIONS

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

- A thriving and connected community

It is also consistent with the following priority of the Municipal Public Health and Wellbeing Plan:

- Socially connected and supported communities

FINANCIAL AND RESOURCE IMPLICATIONS

The financial and resourcing implications that will result from the adoption of the Economic Development Strategy will be driven by the agreed actions that arise from the strategy and are captured in the Action Plan.

Actions arising from the Economic Development Strategy will be prioritised. The draft 2021/22 Annual Budget includes a provision of \$20,000 for addressing the highest priority actions. In the event that high priority actions are identified for delivery in 2021/22 which exceed the allocated budget, these will be presented to Council for consideration as unbudgeted items. Actions to be delivered from 2022/23 financial year onwards will be funded through the normal Council budgeting processes.

CONSULTATION

Extensive community engagement has been carried out through three stages of the engagement plan over a 12 month period in order to deliver the Economic Development Strategy.

Stage One – Scoping and gathering background data

Engagement commenced in May 2020 when details of the project were shared via articles in the local newspapers, Council's Tourism and Economic Development Newsletter, social media sites and website page, and the community was encouraged to get involved and help to frame the project. The Social Pinpoint website was used to collection information, and 717 site visits were recorded, with 161 unique users registered on the site and 32 questionnaire responses provided.

A total of 33 targeted phone interviews were undertaken with key members of the community and business operators. Small group discussions were convened, to which key stakeholders were invited from different geographical locations across the Shire and representing different areas of interest. A total of 26 people attended these sessions.

Stage Two - Discussion Paper and preparation of the Draft Strategy

The output of stage 1 engagement was used to develop a Discussion Paper, capturing the key themes and opportunities identified through the feedback that was received. Three workshops were then convened across which 25 key business and community stakeholders were in attendance, and during which the content of the Discussion Paper was critically analysed. The output from these workshops was used, together with the data gathered in the stage one engagement, to prepare the first draft of the Economic Development Strategy.

Stage Three – Economic Development Strategy review

The Draft Economic Development Strategy was endorsed for public submission at the April Ordinary Council Meeting. Public submissions were invited for a 28 day period. The public exhibition process was advertised through the local newspapers, Council's social media site and websites, and Council's Tourism and Economic Development Newsletter. The draft document was also shared with 181 individuals who had previously been engaged through the process, and they were invited to provide comment.

Six formal submissions were received, and the feedback provided through these submissions was used to shape the final strategy document.

CONCLUSION

The Economic Development Strategy identifies key themes, opportunities and projects that will contribute to the economic prosperity and sustainability of communities in the Alpine Shire. The Strategy will inform the Action Plan which will guide Council in its approach to economic development in the future years. The Action Plan will be finalised before end July 2021. It is recommended that Council adopts the Alpine Shire Economic Development Strategy.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Economic and Community Development

ATTACHMENT(S)

8.1.2 Economic Development Strategy

8.1.3 Road Management Plan 2021 (version 5)

File Number: Policy Register

INTRODUCTION

The purpose of this report is to present the Road Management Plan 2021 for adoption by Council.

Cr Janas

Cr Prime

That following a review of the Road Management Plan in accordance with the Road Management Act 2004, and the Road Management (General) Regulations 2016, Council adopts the Road Management Plan 2021 (version 5), noting that:

- a. There have been no changes that require a public submission process under the Road Management (General) Regulations 2016; and*
- b. A further review of Council's Register of Public Roads is underway, and where there are changes that trigger a further review of the Road Management Plan (RMP), the RMP will be brought back to Council at a later date.*

Carried

BACKGROUND

Requirement to review

The Victorian Government introduced the Road Management Act in 2004. This Act provides the legislative framework for road management plans including the purpose, the contents and the review requirements.

In December 2004, Council adopted its first road management plan which was subsequently reviewed in 2009, 2013 and 2017.

In accordance with the *Road Management (General) Regulations 2016* (Regulation 8), "A municipal council must conduct and complete a review of its road management plan within the period referred to in section 125(1) of the *Local Government Act 1989*" - noting that this must be by 30 June in the year following a general election. Hence, this review is required to be completed by 30 June 2021. It should be noted that the Council Plan is now governed by the *Local Government Act 2020*, where the Council Plan is due by 31 October 2021. However, the link in the Road Management Act still refers to the older timeframe in the 1989 Act.

Content of a Road Management Plan

A Road Management Plan (RMP) sets out the broad management system and standards for the inspection, maintenance and repair of public roads. It is an important document to provide road authorities with a statutory defence against litigation provided they can demonstrate compliance with their adopted Plan.

The purpose of Council's RMP is to:

- Document a management system for the maintenance of roads and road-related infrastructure consistent with the requirements of the *Road Management Act 2004*, while recognising resource limitations; and
- Set relevant standards in relation to the discharge of duties in the performance of those road management functions.

Council's RMP applies a classification-based system in its inspection and maintenance standards to correlate with its hierarchy of roads and pathways. Contents include:

- Roles and responsibilities
- A description of road assets, including roads, footpaths and vehicle crossovers
- Classifications for roads, bridges and pathways
- Inspection and maintenance considerations, intervention levels and response times
- Council's Register of Public Roads.

ISSUES

Road Management Plan review

Council officers have reviewed the Road Management Plan to ensure that the standards in relation to, and the priorities to be given to, the inspection, maintenance and repair of the roads and classes of road to which the plan applies are appropriate. The findings and conclusions of this review are summarised in attachment 2 to this report. Through this review, it has been established that no changes are required to the plan.

Under the *Road Management (General) Regulations 2016 (RM Regulations)*, Council must give public notice in the Victorian Government Gazette (Gazette) and a locally circulating newspaper. Following this Council meeting, the written report will be made available on Council's website www.alpineshire.vic.gov.au, and advertised in the Gazette and Myrtleford Times / Alpine Observer.

Register of Public Roads review

Council's Register of Public Roads is scheduled to be reviewed during the 2021/22 financial year. This review will provide an updated list of roads recommending any shift within the road hierarchy identifying material, financial or resource implications to Council. Where any proposed updates to the Register of Public Roads triggers an update to the Road Management Plan that impact on the determination of a standard of construction, inspection, maintenance or repair, Council will follow the requirements in regulation 10 and 11 of the RM Regulations, and if required, bring an amended RMP back to Council for public consideration.

POLICY IMPLICATIONS

The Road Management Plan 2021 has been reviewed in accordance with section 54 of the *Road Management Act 2004*, and regulations 8-11 of the *Road Management (General) Regulations 2016*.

In accordance with Regulation 8 of the *Road Management (General) Regulations 2016*, Council is required to review its Road Management Plan by 30 June 2021.

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

- Infrastructure and open space that our community is proud of

FINANCIAL AND RESOURCE IMPLICATIONS

Adoption of the Road Management Plan 2021 has no material, financial or resource implications.

CONSULTATION

Review of the Road Management Plan 2021 has been carried out in consultation with the relevant Council Officers, with no amendments recommended. Gazettal will be undertaken prior to 30 June 2021 in the Victorian Government Gazette.

As there have been no proposed amendments to the Road Management Plan 2021 that relate to the determination of a standard of construction, inspection, maintenance or repair, there has been no requirement to release the document for public submissions. Where a future review of the Register of Public Roads triggers a review of the RMP, Council will consult with the public in accordance with the requirements in the RM Regulations.

CONCLUSION

It is proposed that the Alpine Shire Council Road Management Plan 2021 (version 5) be adopted as a conclusion to the review process required by the *Road Management (General) Regulations 2016*.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Maintenance
- Engineering Coordinator
- Assets Coordinator

ATTACHMENT(S)

8.1.3.a. Alpine Shire Council Road Management Plan 2021 (version 5)

8.1.3.b. Written report - Review of the Road Management Plan

8.1.4 Great Valley Trail Alignment

INTRODUCTION

This report relates to the alignment of the Great Valley Trail between Germantown and Stony Creek (Harrietville Trout Farm).

Cr Keeble
Cr Chalwell

That:

- 1. Council adopts the proposed alignment of the Great Valley Trail as shown in the attachments to this report; and*
- 2. The proponents of an alternative alignment for a section of the trail in Smoko are advised of the decision.*

Carried

BACKGROUND

Construction of a shared trail from Bright to Harrietville has been a long-term community aspiration. In response to the January 2013 Harrietville bushfires, the Victorian Government provided \$1.0m of grant funding which enabled the following two sections of the shared trail to be completed:

- Pioneer Park, Harrietville to Stony Creek (Harrietville Trout Farm) - 5km.
- Centenary Park, Bright to Germantown - 5.5km.

Since their completion in 2014, the local communities have been campaigning for the remaining section of shared trail to be delivered, linking Bright to Harrietville through Smoko and Freeburgh along a combined trail length of approximately 26km. A petition received by Council in February 2016 listed 468 signatures and requested completion of the next planned section of trail from Germantown to Freeburgh.

In March 2018, Council secured a commitment of \$1.3m from the Australian Government to enable the remaining section of shared trail to be constructed between Germantown and Stony Creek, which will complete the trail connection from Bright to Harrietville. Council has subsequently secured additional commitments from the Victorian Government's Local Sports Infrastructure Fund (\$800,000), Sustainable Infrastructure Fund (\$300,000), and from Regional Roads Victoria (\$250,000).

In the 6 April 2021 Council Meeting, Council resolved, subject to the consent of the Taungurung Land and Waters Council (TLWC), to award a Contract for the civil construction component of the trail.

ISSUES

On 12 April 2021, Council received written notification of an objection to the proposed alignment of the Great Valley Trail from landowners in Smoko whose freehold land is

located adjacent to the proposed trail alignment. The objectors have proposed an alternative alignment for consideration by Council. Council officers have completed an assessment of the proposed alternative alignment, including two site visits to inspect both the proposed and alternative alignments. The key points of difference between the two alignments are summarised below.

Adjacent landowner support

The two co-owners of titles CA69 and CA71 Parish of Freeburgh have submitted a written objection to the proposed alignment of the trail. The freehold land in question is jointly owned, zoned 'Farming' and undeveloped. The proposed alignment of the trail passes through Crown Land running between the freehold land and the Ovens River. The Crown Land is zoned 'Public Conservation and Resource Zone' (PRCZ).

The basis for the objection is their assessment that the shared trail development in the proposed alignment will irrevocably impact their future plans to develop a tourism venture on their property, through 'loss of privacy, peace, tranquillity' and in doing so 'jeopardising their financial future'.

Council officers have been engaging in good faith with one of the landowners since September 2020, believing them to be accepting of the current alignment. At no time during this engagement did the owner highlight the existence of a co-owner of the land. Council officers became aware of other owner of the land (co-owner) on 8 April 2021.

The alternative alignment is also located within Crown Land zoned PCRZ, running away from the current course of the river and through both native vegetation and cleared land. The alternative alignment would bring the trail onto land which is located immediately adjacent to two dwellings. The owner of one of these dwellings is supportive of the trail in either of the proposed or alternative alignment, and keen to see the trail construction completed without delay. The owner of the second dwelling will strongly object if the trail is moved into the alternative alignment, due to the resulting impact on their amenity as a result of the trail passing within close proximity and being visible from their dwelling.

Cultural Heritage and Traditional Owner engagement

A Cultural Heritage Management Plan (CHMP) has been completed for the proposed trail alignment. The alignment has been inspected by Taungurung Elders and Taungurung Clans Aboriginal Corporation is supportive of the alignment.

A cultural heritage investigation and amendment of the overall CHMP would be required for the alternative trail alignment. The cost of the cultural heritage assessment and amendment of the CHMP is estimated to be \$7,000.

Taungurung Elders would need to be invited to inspect the alternative alignment, and Taungurung support for this alignment negotiated. The estimated cost for this inspection and subsequent negotiations is \$10,000.

Impact on native vegetation

Native vegetation assessment has been carried out on the proposed trail alignment, and this alignment has been established to have very low impact on native vegetation as it utilises predominantly existing tracks and areas of cleared vegetation. No loss of large native trees will occur. Vegetation offsets have been determined based on the native vegetation assessment report.

Native vegetation assessment would be required on the alternative alignment, and the cost of this work is estimated to be \$5,000. It is anticipated that an alignment could be identified where the trail weaves between existing trees and does not require the physical removal of any large native trees during construction. However, for the purposes of calculating the necessary vegetation offset payments, the Department of Environment, Land, Water and Planning (DELWP) will consider trees to be lost where the trail passes on undisturbed land across the root zone of the tree. As a result, it is likely that vegetation offset payments for loss of native trees will be necessary, even though physical loss will not occur during construction. The cost of these vegetation offsets would be established through the completion of a native vegetation assessment.

Construction Costs

The civil works construction contract which has been awarded by Council, subject to the consent of the TLaWC, is based on the proposed trail alignment. In the event that the trail alignment is changed, it will be necessary to negotiate a variation to the scope of the contract, taking into consideration any difference in the total length of trail to be constructed, and the type of terrain that the trail will cross. It is anticipated that changing to the alternative alignment will likely result in a reduction in construction cost, estimated to \$10,000 - \$15,000.

Flood risk

The Ovens Valley is subject to flooding, and a proposed flood overlay exists which extends either side of the Ovens River to varying degrees for the entire length of the trail from Germantown through to Stony Creek, including the section of trail subject to the objection. The proposed trail alignment passes through areas impacted by the proposed flood overlay at various points. The trail will be closed when there is a likelihood of flooding, and the trail will be designed and constructed to minimise the impact of flooding on the trail.

The alternative alignment runs along a previous course of the Ovens River. It is not subject to a proposed flood overlay, and whilst historic flood data is not available to the team, the flood risk along this alignment is considered likely to be lower than that along the proposed alignment.

State Government Agency support and impact on streamside management

The proposed trail alignment is located on Crown Land adjacent to the Ovens River. DELWP is currently the land manager, and the North East Catchment Management Authority (NECMA) is involved as the floodplain manager. Both DELWP and NECMA are

supportive of the proposed trail alignment because of the opportunity that it presents to connect members of the public with this stretch of the Ovens River.

Council officers expect DELWP to be supportive of the alternative alignment, and NECMA will not be a key stakeholder in the alternative alignment.

Amenity considerations

The proposed trail alignment runs alongside the Ovens River. NECMA has recently completed works to remove blackberry infestation and willows from the banks of the river, and revegetation works are planned. Native revegetation is expected to improve the amenity of this proposed section of the Great Valley Trail.

The alternative trail alignment passes through native vegetation along approximately 50% of the length, and then into a largely clear grassed area for the remainder. The native vegetation is attractive, and this section of the trail offers glimpses through the trees up to Mount Feathertop. Once clear of the trees, the remainder of this section of the trail offers good views of Mount Feathertop, which is consistent with other sections of the current trail alignment where it deviates away from the river.

POLICY IMPLICATIONS

The 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

The financial implications to the project of a change from the proposed to the alternative trail alignment are anticipated to be minor, with the cost of further investigations and approvals for the alternative alignment expected to be largely offset by a reduction in the construction costs.

A change to the alternative alignment will impact on the schedule for the delivery of the works, as a result of delays whilst cultural heritage and native vegetation assessments are completed, and revised approvals sought. Whilst the delays will likely result in interim project funding milestones being missed, it is anticipated that through changing the civil works construction program it will remain possible to meet the final milestone date for completion of the project in June 2022.

CONSULTATION

Extensive public engagement has been carried out in order to establish a proposed trail alignment which best meets the competing needs and aspirations of different stakeholder groups and individuals.

Prior to the commencement of the formal public consultation period, the following activities were progressed:

- Engagement with all relevant land managers (Parks Victoria, DELWP, NECMA, TLaWC, HVP and VicRoads)
- Engagement with four landowners where existing Crown Licences were considered likely to be impacted by the delivery of the project based on the preliminary trail alignment.
- The preliminary alignment of the trail was shared with the Harrietville Community Forum, which indicated support for the alignment.
- The preliminary trail alignment was shared with members of the Freeburgh community, and particularly the residents of Dibbin Lane. Adjustments were made to the preliminary alignment to accommodate community feedback, following which the community feedback was positive.
- The preliminary alignment was shared with members of the Germantown Streamside Reserve Committee of Management, which indicated support for the alignment.
- The Freeburgh horse riding community was engaged and indicated their support to the preliminary alignment.
- The key proponent of a 2016 petition to Council in relation to the trail extension to Freeburgh was engaged and indicated support for the preliminary alignment. The preliminary alignment was then shared more broadly across the Freeburgh community by this community member.

On the basis of the key stakeholder support for the preliminary trail alignment, a formal public engagement process was instigated to establish the degree of support for the alignment across the broader community.

The public consultation period commenced on the 27 August 2020. It included a Facebook post, which received 93 comments, as well as maps and information on the Major Projects tab on the Alpine Shire Council website. On 2 September 2020 an article was published in the Alpine Observer calling for public comment. A Variable Message Sign (VMS) board with the message "Great Valley Trail route" "Have your say" "www.alpineshire.vic.gov.au" was maintained alongside the Great Alpine Road in Harrietville where it was readily visible to passing traffic. The VMS board was maintained in this location for a period of three weeks. Large temporary project information signs were also placed in the front windows of Cyclepath and All Terrain Cycles in Bright CBD. Both bicycle shops were given details of the preliminary route and a full set of maps and had them available for customers that wanted to discuss the preliminary route.

One week into the formal consultation period, on 3 September 2020, a public Zoom Webinar was held, where 19 attendees participated in discussions and had the opportunity to receive responses to their queries and suggestions. The Webinar was recorded and subsequently made available on Council's website.

A separate video with information about the trail was also recorded and posted to Council's website on 10 September 2020. The webinar and the video detailed the ways in which members of the community could share feedback within the constraints of the existing COVID-19 restrictions.

All the identified stakeholder groups were engaged, encouraged to provide feedback and to advise other members of the community about the opportunity for comment on

the preliminary trail alignment. All landowners were contacted directly where adjustments to existing grazing licences or boundary fence lines would be necessary as a result of the preliminary trail alignment.

Feedback was received throughout the period of engagement and until 23 September. All of these comments were documented and have been taken into consideration in establishing the proposed trail alignment.

Following the completion of the formal public engagement processes and in order to facilitate the completion of consultant investigations and formal notification to referral authorities and the TLaWC, Council's Director Assets endorsed the proposed trail alignment as the basis for progressing further work, including the negotiation of the civil construction contract.

The following key engagement activities have subsequently been progressed:

- DELWP has provided their in-principle agreement to Council being appointed Committee of Management over the proposed trail alignment where it passes through Crown Land managed by DELWP. Negotiations with Parks Victoria are ongoing to finalise their approvals.
- Detailed on-ground assessment has been completed with all land managers (Parks Victoria, DELWP, NECMA, HVP). All are supportive of the proposed alignment
- Flora and Fauna assessment of entire corridor has been completed, including the preparation of an Arborist report covering all significant trees in the proposed trail corridor.
- Cultural Heritage Management Plans have been progressed, with one plan approved, and one pending approval.
- Survey of the relevant property boundaries has been completed.

CONCLUSION

The proposed alignment of the Great Valley Trail between Germantown and Stony Creek is located on Crown Land either under management by DELWP or Parks Victoria, under licence to HVP, or within road reserve. It does not encroach on any freehold land.

Based on consistent feedback received during community engagement and with the aim of delivering the best user experience, the approach taken in establishing the proposed trail alignment has been to use public land alongside the Ovens River wherever it is possible and practicable to do so, and to minimise the length of trail which runs alongside or in close proximity to the Great Alpine Road.

Landowners impacted by the proposed trail alignment have been engaged in order to establish their support and to identify any constraints or conditions associated with this support. Where it is possible and remains within the interests of the community to do so, Council has committed to work within these constraints and to fulfil these conditions.

The proposed alignment is considered to deliver the best outcome from the project for both residents and visitors to the Shire.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Development

ATTACHMENT(S)

8.1.4a. Overview of Great Valley Trail proposed alignment, including elevations.

8.1.4b. Map of Great Valley Trail proposed alignment

8.2 DIRECTOR COMMERCIAL – RUTH KNEEBONE

8.2.1 Procurement Policy

File Number: Policy File

INTRODUCTION

The Procurement Policy is a key instrument that outlines the principles and standards for the purchase of all goods, services and works by the Council.

Under Section 186A of the Local Government Act 1989 it must be reviewed at least once in each financial year.

The purpose of this report is to propose amendments to the Procurement Policy and seek Council's adoption of the revised Policy.

Cr Vincent
Cr Nicholas

That Council:

- 1. notes that the 2021 review of the Procurement Policy No. 089 has been completed*
- 2. revokes Alpine Shire Council Procurement Policy No. 089, Version 7*
- 3. adopts Alpine Shire Council Procurement Policy No. 089, Version 8*
- 4. signs and seals Alpine Shire Council Procurement Policy No. 089, Version 8 at the appropriate time of the meeting.*

Carried

BACKGROUND

There is currently transition occurring between the *Local Government Act 1989* ("LGA 1989") and the *Local Government Act 2020* ("LGA 2020"), some provisions within LGA 1989 are still in effect and are yet to be repealed and replaced by LGA 2020; and some provisions within LGA 2020 have yet to come into effect and the corresponding provisions in LGA 1989 repealed. For the remainder of the paper reference is made to the Act which is in effect as relevant to the given provision.

The Procurement Policy ("the Policy") is a key instrument in supporting Council to achieve best value outcomes. Each year the Policy is reviewed to ensure that it best supports Council's purchasing objectives, that it is clear and easy to understand, and that it is fit-for-purpose given the obligations it sets out for people undertaking procurement on behalf of Council.

ISSUES

The Policy has been reviewed in conjunction with Council's senior management as well as Council's Audit Committee. Officers assessed the impacts of lifting the thresholds to balance efficiency with internal control. This involved examining the number of suppliers in each threshold category, assessing the cost/benefit of various procurement scenarios and determining the appropriate bracket for each layer of increased procurement control. The revision recommends that Council retain its current approach to procurement and amend three of the thresholds to improve efficiencies.

Current Threshold	Proposed Threshold	Conditions
Up to \$1K	Up to \$1K	Seek and receive at least one quote No purchase order required
>\$1K-\$2.5K	>\$1K-\$10K	Seek and receive at least one quote Purchase order required
>\$2.5K- \$10K	>\$10K- \$30K	Seek and receive at least two quotes Purchase order required
>10K - \$75K	>30K - \$75K	RFQ published on Council's tender website RFQ open to response from any supplier Purchase order required
>\$75K - \$150K	>\$75K - \$150K	RFQ published on Council's tender website RFQ open to response from any supplier Written contract required
>\$150K	>\$150K	ITT published in newspaper ITT published on Council's tender website ITT open to response from any supplier ITT open to response from any supplier Written contract required

Figure 1: Spend Threshold Table

POLICY IMPLICATIONS

The Policy has been reviewed in accordance with Sections 186 and Section 186A of the *Local Government Act 1989*. It is noted that a review must also be completed between 1 July and 31 December 2021 to reflect amended provisions under the Local Government Act 2020 which becomes effective on 1 July 2021.

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

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The Procurement Policy is a key instrument in ensuring that Council obtains best value outcomes for ratepayers.

It is noted that the proposed amendments will redirect workload for Council officers from lower threshold transactions to more complex or higher valued transactions.

CONSULTATION

The proposed Policy amendments have been based on consultation with senior Council officers.

CONCLUSION

Changes are proposed to the Procurement Policy, primarily to strengthen Council's purchasing practises and to ensure that best value is obtained for ratepayers. The amended Procurement Policy is presented for Council's consideration and adoption.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Corporate
- Commercial Officer

ATTACHMENT(S)

8.2.1 Alpine Shire Council Procurement Policy No.089 version 8

8.2.2 Instruments of Appointment and Authorisation - *Planning and Environment Act 1987*

File Number: Delegations register

INTRODUCTION

Instruments of appointment and authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers. This report provides for a change in title for an officer with planning responsibilities.

Cr Janas
Cr Chalwell

That Council exercise the powers conferred by section 147 of the Planning and Environment Act 1987, so that:

- 1. the member of Council staff referred to in attachments 8.2.2 "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the instruments) be appointed and authorised as set out in the instruments*
 - a. Manager Planning and Amenity*
 - b. Director Commercial.*
- 2. the instruments come into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.*
- 3. on the coming into force of the instrument, the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following members of Council staff, as dated, be revoked;*
 - a. Director Corporate dated 1 September 2020*
 - b. Planning Officer (AD), dated 2 July 2019.*
- 4. The instrument be signed and sealed at the appropriate stage of this meeting.*

Carried

BACKGROUND

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has engaged a new Manager Planning and Amenity, and the Director Commercial has taken over interim responsibility from the Director Corporate following her resignation. Once a new Director Corporate Performance is appointed, they will resume oversight of the planning department, and a new authorisation will be presented to Council. One of Council's Planning Officers has also resigned so their authorisation needs to be revoked.

ISSUES

Authorised Officers

Section 224(1) of the *Local Government Act 1989* (LGA 1989) provides that "a Council may, appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of Council". Legislation other than the LGA 1989 also empowers a Council to delegate certain powers, duties or functions, and appoint authorised officers.

It should be noted that the power to appoint authorised officers remains in the LGA 1989 and is not transitioning to the *Local Government Act 2020* (LGA 2020). However, the power to institute proceedings has been transitioned to the LGA 2020, meaning that staff who are likely to institute proceedings on behalf of Council require an updated authorisation. Council must utilise s224 of the LGA 1989 to appoint officers under various legislation, including the ability to institute proceedings under s313 of the LGA 2020.

Authorised officers have statutory powers under relevant legislation. In the case of Council's staff in the Planning department, the attached Instruments of Appointment and Authorisation under the *Planning and Environment Act 1987* mean that they are authorised officers for the purposes of that Act.

While Council may delegate its powers, duties or functions to staff, so that a delegate acts on behalf of the Council, staff appointed as authorised officers have their own statutory powers under the relevant Act.

Planning and Environment Act 1987

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

Maddocks Delegations and Authorisations Service

Council utilises the delegations and authorisations service provided by law firm Maddocks. This is a template system used by many councils and provides a detailed way of ensuring that appropriate delegations and authorisations are given to Council staff.

POLICY IMPLICATIONS

Ensuring authorisations are kept up to date ensures that Council's planning staff can undertake their statutory roles.

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

- A well planned and safe community

FINANCIAL AND RESOURCE IMPLICATIONS

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

CONSULTATION

The relevant staff and Director have been consulted during the preparation of the IoAAs. There is no requirement to consult the community in the preparation of these instruments.

CONCLUSION

The appropriate appointment of authorised officers to enforce the *Planning and Environment Act 1987* is required to ensure that Council officers can undertake their statutory roles.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

8.2.2.a S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* - Manager Planning and Amenity

8.2.2.b S11A - Instrument of Appointment and Authorisation - *Planning & Environment Act 1987* - Director Commercial

8.2.3 Quarterly Performance Report – Council Plan

File Number: SU600.03

INTRODUCTION

This report provides the third quarterly report for 2020/21 against the Alpine Shire Council Plan 2017-2021 (review 2020).

Cr Keeble

Cr Nicholas

That Council receives and notes the Alpine Shire Council Plan Quarterly Performance Report ending 31 March 2021.

Carried

BACKGROUND

The Alpine Shire Council Plan 2017-2021 outlines the strategic objectives, strategies and indicators determining Council's direction for the four-year term of the Plan. The document is reviewed by Council annual and will remain in place until 30 June 2021.

A new Council Plan Council Plan must be adopted by 31 October 2020 and will be effective from 1 July 2021.

While there is no legislative requirement to report to Council on the progress against the Council Plan, the Governance and Management Checklist that forms part of the Local Government Performance Reporting Framework (LGPRF) suggests that it is best practice to report at least on a six-monthly basis.

By reporting quarterly, Council ensures that progress against the Council Plan is on schedule, and that actions and indicators are maintained as priorities throughout the year.

Where quarterly or half-yearly reporting of indicators does not generate meaningful results, these are reported at end of financial year as part of the annual report.

HIGHLIGHTS

A high performing organisation

Council welcomed a \$4.6 million boost for two key local projects during February, as part of a funding program aimed at stimulating growth and building economic resilience in bushfire affected regions. The Great Alpine High-Country Connectivity: Dargo High Plains Road Upgrade project will receive \$2.6 million, while the Gateway to Alpine Adventure: Dinner Plain Activation project will receive \$2 million.

Council commenced community consultation that will contribute to development of the Community Vision and Council Plan. A community panel is being established to undertake deliberative engagement in Q4.

The Victorian Parliament announced that a regional sitting of the Legislative Council would take place in Bright during April.

A responsible and sustainable organisation

Council continued the rollout of a new health and safety management system, and a new customer request management system.

Libraries recommenced key services such as hosting community group meetings, story and rhyme time for children and hosted visiting authors. These had been on hold during COVID-19 restrictions.

Incredible places for our community and visitors

Council continues to deliver key capital projects. The completion of the Buckland Bridge was a highlight for Q3, the upgraded bridge will provide access for critical firefighting and emergency response vehicles. Many other projects received additional scoping and are due for completion during Q4.

Infrastructure and open space that our community is proud of

Council continued to maintain the open spaces across the Shire to a high standard. Maintenance programs for civil infrastructure and road maintenance continue to be delivered.

Highly utilised and well managed community facilities

A successful summer swimming season was supported by Council at both its outdoor pools in Myrtleford and Mt Beauty.

Council commenced preparation for the development of a Climate Action Plan, with the aim of Council reducing its greenhouse emissions and carbon footprint. This will encompass areas such as energy use, fleet, renewable energy infrastructure/systems, procurement, and the circular economy. A draft is due at the end of Q4.

A well planned and safe community

Council completed the first stage of consultation on the Land Development Strategy in conjunction with the Community Vision/Council Plan engagement sessions.

Part 1 of Planning Amendment C60 was sent to the Minister for approval, with the balance referred to an Independent Planning Panel for review. A hearing is scheduled during Q4.

A thriving and connected community

Bushfire Recovery support continued during Q3, with the hosting of Community Agency Response breakfasts in Myrtleford and Porepunkah.

Bushfire Recovery Events were held across Bright, Myrtleford, Mount Beauty and Harrierville. Each of the session attracted 200-300 people.

Day trip and overnight visitation to the Alpine Shire during January was at a level commensurate with pre-bushfires and pre-COVID.

POLICY IMPLICATIONS

The current Council Plan is a specific requirement of the *Local Government Act 1989* and is a guiding document for Council until 30 June 2021. The Council Plan and Budget identify and commit Council to the completion of specific initiatives each year.

A new Council Plan will be developed in accordance with the *Local Government Act 2020*, which will be effective from 1 July 2021.

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

- A high performing organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The Council Plan is a key document informing the financial and human resources required to achieve Council's objectives.

CONSULTATION

The Council Plan is subject to public exhibition prior to being adopted by Council.

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

CONCLUSION

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

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report:

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

8.2.3 Alpine Shire Council Quarterly Performance Report – ending 31 March 2021

8.2.4 Finance Report - Quarterly Review

INTRODUCTION

The purpose of this report is to note the Finance Report - Quarterly Review for the period ending 31 March 2021.

Cr Nicholas

Cr Vincent

That Council receives and notes the Finance Report - Quarterly Review for the period ending 31 March 2021.

Carried

BACKGROUND

The purpose of the Finance Report - Quarterly Review (the "Report") is to provide Council with an overview of the quarter three results and an update on the forecast financial position against the full year budget. Explanations are provided for variances to budget greater than \$100,000.

ISSUES

Quarter Three Report Highlights

Council is forecasting a full year surplus of \$5.1m, which is \$2.8m higher than the budgeted surplus of \$2.3m.

The major driver of the forecasted increase in the surplus is additional grant income received of \$4.2m. The most significant items are for:

- Working for Victoria \$1.3m.
- 2019/20 Bushfire Recovery \$0.7m.
- Great Valley Trail \$0.5m.
- Various other infrastructure projects \$1.0m.

This increased income is partially offset by a forecast increase in employee costs and materials and services totalling \$1.7m, predominately as a result of additional expenditure related to the Working for Victoria grant of \$1.3m.

Major forecast variances to capital works incomes and expenditures are as follows:

- Buckland Bridge income - changes in accounting standards has increased the income recognised by \$115k.
- Buckland Bridge expenditure – additional expenditure has been carried over from 2019/20.
- Bay Creek Bridge - \$95k additional project partially funded from Bridges Renewal Program.

- Tawonga Caravan Park Upgrade - \$150k additional grant funding and expenditure for this project as the grant funding agreement was finalised after the budget for 2020/21 was completed.
- Great Valley Trail income - \$460k higher than budgeted income as additional funding is forecast from the Local Roads and Community Infrastructure Program.
- Alpine View Children's Centre Expansion Project- \$350k additional project partially funded from the Department of Education.
- Mount Beauty Airport Upgrade- \$244k unbudgeted project which includes cost for design, flood modelling and government road purchase.
- Dinner Plain Activation – the forecast has been reduced as a result of project delays due to additional community engagement to clarify scope, and subsequent delay in planning approvals and native vegetation offset by DELWP.
- Gavan Street Pedestrian Crossings - \$226k of unbudgeted expenditure as additional expenditure has been carried over from 2019/20.
- Porepunkah Landfill Rehabilitation - Design ongoing with construction tender pending and works will be contracted in the 21/22 FY.

POLICY IMPLICATIONS

The Report has been prepared in line with the requirements of the *Local Government Act 1989* (LGA 1989) and *Local Government Act 2020* (LGA 2020), as both Acts are relevant for the reporting period.

Section 138(1) of the LGA 1989 (Quarterly statements) was repealed on 24 October 2020 but is relevant for the Q1 report– "At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public".

Section 97(1) of the LGA 2020 (Quarterly budget report) commenced on 24 October 2020 and is relevant for the Council meeting at which the Q1 report is presented - "As soon as practicable after the end of each quarter of the financial year, the CEO must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public".

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

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Financial performance to date indicates a full year surplus of \$5.1m, which is \$2.8m higher than the budgeted surplus of \$2.3m.

CONSULTATION

The Report has been prepared through a rigorous process which includes each department reviewing their budget and providing explanations for variances at the master account level.

The Report has been presented to the Finance Committee and the Audit Committee for noting.

CONCLUSION

The Finance Report - Quarterly Review for the period ending 31 March 2021 is presented for noting.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Corporate
- Accountant

ATTACHMENT(S)

8.2.4 Finance Report - Quarterly Review for the period ending 31 March 2021.

8.2.5 Information Privacy Policy

File Number: Policy Register

INTRODUCTION

Council is in the process of finalising a holistic review of its policies. This report relates to the review and adoption of the Information Privacy Policy.

Cr Nicholas

Cr Prime

That Council:

- 1. adopts the Information Privacy Policy No. 45, version 3;*
- 2. revokes the Provision of Information and Privacy Policy No. 45, version 2 dated 11 November 2014; and*
- 3. signs and seals the Information Privacy Policy No. 45, version 3, at the appropriate stage of this meeting.*

Carried

BACKGROUND

Council must have a privacy policy to provide guidance on the way the organisation collects, holds, uses, and discloses personal and health information of individuals. The policy also outlines how individuals can request access to their information and provides a process for privacy complaints.

The Provision of Information and Privacy Policy was last adopted by Council in November 2014, following the introduction of the *Privacy and Data Protection Act 2014* (PDP Act). The PDP Act sets out 11 Information Privacy Principles (IPPs), which provide the minimum standard for how Victorian public sector organisations must manage personal information. The IPPs are:

1. Collection
2. Use and disclosure
3. Data quality
4. Data security
5. Openness
6. Access and Correction
7. Unique identifiers
8. Anonymity
9. Transborder data flows
10. Sensitive information

The *Health Records Act 2001* has similar Health Privacy Principles (HPPs), with 1-9 being the same as IPPs. HPP 10 and 11 deal with transfer of health information in the event of a health service being discontinued.

ISSUES

Review of existing policy

During 2019, the Office of the Victorian Information Commissioner (OVIC) reviewed privacy policies across the local government sector. Generally, it was recommended that Councils schedule regular reviews of their privacy policies, ensure that there is an explanation of the process for accessing and correcting personal information, and that Councils consider plain English drafting principles. Policies should also ensure that there is a clear explanation and process for making a privacy complaint.

Proposed updates to policy

Council engaged external assistance in reviewing several of its policies during 2020, including the privacy policy. Improvements in terminology have been made throughout, with two key additions, the first being a commitment to providing staff training not only at the induction of new staff, but ongoing as well. The second addresses the OVIC requirement, to outline the process for making a privacy complaint.

The previous policy did not refer to the *Health Records Act 2001* - this has now been linked in the updated policy. The readability and layout of the policy has also been improved.

POLICY IMPLICATIONS

Adoption of a current privacy policy assists Council in meeting the requirements of the *Privacy and Data Protection Act 2014*, and the *Health Records Act 2001*.

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

- A high performing organisation

CONSULTATION

The Director Commercial and Manager Corporate were consulted in the review of these policies. Council also engaged external assistance in providing an initial review of the privacy policy. The assistance was budgeted for in the 2020/21 Budget.

CONCLUSION

The regular review and update of policies is important to ensure that Council is providing adequate and correct guidance for its officers. The Information Privacy Policy has been reviewed to ensure that it meets legislative requirements and presented for adoption.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

8.2.5 Information Privacy Policy, No. 45, version 3.

8.2.6 Revocation and amendment of policies

File Number: Policy Register

INTRODUCTION

Council is in the process of finalising a holistic review of its policies. This report relates to the completed review of the Accounting Policy - Property, Plant and Equipment, and a correction to the number of the Councillor Expenses Policy.

Cr Janas

Cr Prime

That Council:

- 1. revokes Accounting Policy - Property, Plant and Equipment Policy No. 58, Version 1, 2 November 2005; and*
- 2. renumbers Councillor Gift Policy No. 118, Version 1, 6 April 2021, to Policy No. 119.*

Carried

BACKGROUND

Over time Council has developed several policies outlining its position in relation to a range of diverse issues. Council is coming to the end of a holistic review of policies that have been in place for many years and are now out of date or have been replaced.

As part of reviewing these policies, officers discovered that the Councillor Gift Policy had been erroneously allocated policy number 118, which is currently the number for the Community Engagement Policy. For the avoidance of doubt, this report recommends renumbering the Councillor Gift Policy to number 119.

ISSUES

Accounting Policy - Property, Plant and Equipment Policy No. 58

This policy was originally adopted in 2005 in response to a requirement in the Australian Accounting Standards (AASB 27). This policy should now be revoked and replaced with policies that reflect the current financial practices required by Council.

Section 102 of the *Local Government Act 2020* (LGA 2020) commences on 1 July 2021 and requires Councils to adopt financial policies that give effect to the Financial Management Principles in the LGA 2020. Council will develop new policies in accordance with the LGA 2020, and the Australian Accounting Standards.

Council must revoke the Accounting Policy - Plant, Property and Equipment No. 58, as it was originally adopted by Council. As any replacement policies will be operational policies, they will be approved by the Chief Executive Officer. Replacement policies include the Assets Held for Sale Policy, Intangible Assets Policy and Investment Policy, which are ready for signature.

Councillor Gift Policy - update of numbering

The Councillor Gift Policy was adopted by Council on 6 April 2021. At the time of adoption, it was assigned as policy number 118. Following the Council meeting, officers discovered that policy number 118 had previously been assigned to the Community Engagement Policy.

While the policy numbering could be updated more simply through administrative processes, the motion adopting the Councillor Gift Policy specifically listed the policy number as follows:

That Council:

- 1. adopt the Councillor Gift Policy (Policy 118, version 1);*
- 2. notes that all references to "elected members" in the Gifts, Benefits and Hospitality Policy (Policy 65) are superseded on the adoption of the Councillor Gift Policy (Policy 118, version 1); and*
- 3. sign and seal the Councillor Gift Policy (Policy 118, version 1) at the appropriate stage of this meeting.*

For the avoidance of doubt, officers are requesting Council to endorse the updated number 119 for the Councillor Gift Policy. There is no change proposed to the content of the policy, and the policy does not need to be re-adopted. The adoption date of 6 April 2021 remains.

POLICY IMPLICATIONS

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

- A high performing organisation

FINANCIAL AND RESOURCE IMPLICATIONS

No financial or resource implications - policy review and development is conducted by officers.

CONSULTATION

The Director Commercial and Manager Corporate were consulted in the review of these policies.

CONCLUSION

The review of policies has established that the Accounting Policy - Property, Plant and Equipment is no longer current and requires revocation by Council, with new policies to be adopted in line with the *Local Government Act 2020*, and Australian Accounting Standards. The updated policy number for the Councillor Gifts Policy removes any confusion over policy numbering. Both the revocation and numbering updates will assist Council in finalising the review of policies.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

Nil

It be noted that Cr Chalwell declared a conflict of interest with item 8.2.7 was moved into the Zoom virtual meeting waiting room at approximately 6.18pm.

8.2.7 Planning Application P.2020.123 - Group Accommodation, Tawonga Gap Road

Application number:	<i>P.2020.123</i>
Proposal:	<i>Use and Buildings and Works for Group Accommodation, and Alterations of Access to Road in a Road Zone Category 1</i>
Applicant's name:	<i>Mr Nick Vlahandreas (Mountain Planning)</i>
Owner's name:	<i>Jennifer Chalwell</i>
Address:	<i>101 Tawonga Gap Road, Bright (Crown Allotment 1 Section P Parish of Bright)</i>
Land size:	<i>2.866 hectares</i>
Current use and development:	<i>Dwelling and associated shedding</i>
Site features:	<i>The site is triangular in shape and located at the intersection of the Tawonga Gap Road and Back Germanton Road. The site has an average slope downwards of 6.88% from the northern to southern corner. The site contains some scattered native trees, a centrally sited, single storey dwelling, and associated outbuildings. The dwelling is surrounded by manicured gardens. The remainder of the site is used for the grazing of sheep and alpacas. Vehicle access to the dwelling is via an existing crossover located near the north east corner of the site, off Tawonga Gap Road.</i>
Why is a permit required?	<i>Clause 35.07-1 Use (FZ) Clause 35.07-4 Buildings and Works (FZ) Clause 44.06-2 Buildings and Works (BMO) Clause 52.29-2 Alter access to a road in a Road Zone Category 1</i>
Zoning:	<i>Farming Zone (FZ)</i>
Overlays:	<i>Bushfire Management Overlay (BMO)</i>
Restrictive covenants on the title?	<i>None</i>
Date received:	<i>24 August 2020</i>
Statutory days:	<i>252 days at 17 May 2021</i>
Planner:	<i>James Trimble</i>

Cr Keeble

Cr Janas

That a Notice of Decision to grant a planning permit be issued for Use and Buildings and Works for Group Accommodation, and Alterations of Access to a Road in a Road Zone Category 1 in accordance with the conditions outlined in Appendix 8.2.7(a) and the following summarised reasons:

- 1. The proposal generally meets the relevant provisions of the:*
 - a. State and Local Planning Policy Framework*
 - b. Farming Zone*
 - c. Particular provisions including clause 52.06 Car Parking, 52.29 Land Adjacent to a Road in Road Zone - Category 1 and 53.02 Bushfire Planning*
 - d. Decision Guidelines at Clause 65.01.*
- 2. The proposal is compatible with adjoining and nearby land uses and has minimal potential to limit the operation and expansion of adjoining and nearby agricultural uses.*

Carried

In accordance with Council's Governance Rules Ch3 Part F, section F8.3 Votes, where there is an equal division of votes on a matter, the chairperson is entitled to a casting vote. As chairperson of the meeting, Cr Forsyth used his casting vote to vote in favour of the recommendation motion.

Cr Nicholas called for a division

For: Cr Janas, Cr Vincent and Cr Forsyth

Against: Cr Keeble, Cr Prime and Cr Nicholas

Chairperson casting vote (Cr Forsyth): For the motion.

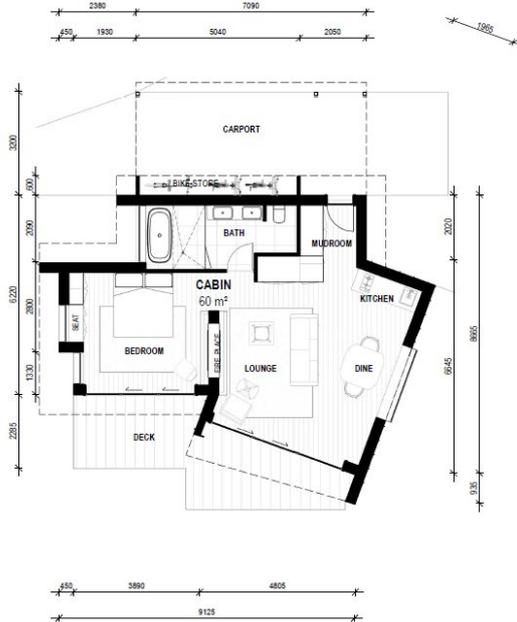
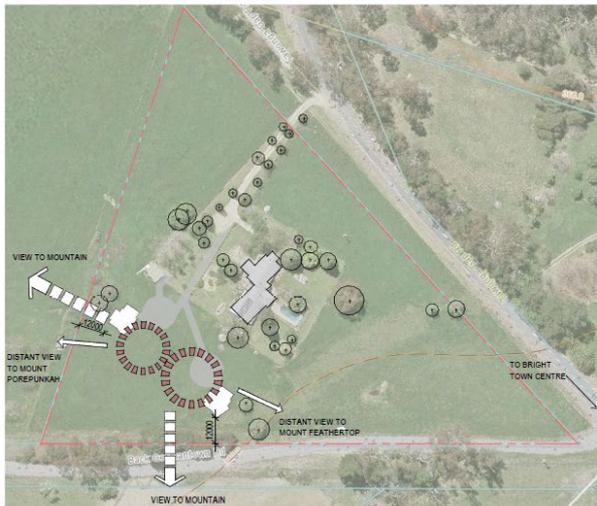
Cr Chalwell has re-admitted from into the Zoom meeting at 6:42pm.

PROPOSAL

The proposal involves Use and Buildings and Works for Group Accommodation, and Alterations of access to Road in a Road Zone Category 1.

Two (2) cabins of identical design are proposed with each having a single carport, bike store, deck, one (1) bathroom, one (1) bedroom, and an open plan kitchen/dining/lounge room. The cabins are proposed with a minimum setback of 12 metres from the south-western and north-western lot boundaries. Each cabin has an approximate total floor area of 96.48sqm and a maximum height of five (5) metres. The proposed cabins will be used for short term accommodation. Onsite effluent disposal is proposed for each cabin. A 22,250-litre capacity water supply tank is proposed in close proximity of each cabin.

An extension of the existing vehicle access which connects with Tawonga Gap Road is proposed, to provide vehicle access to the carport associated with each cabin.



1 SITE ANALYSIS
 FE03 1:1500

2 FLOOR PLAN
 FE03 1:100

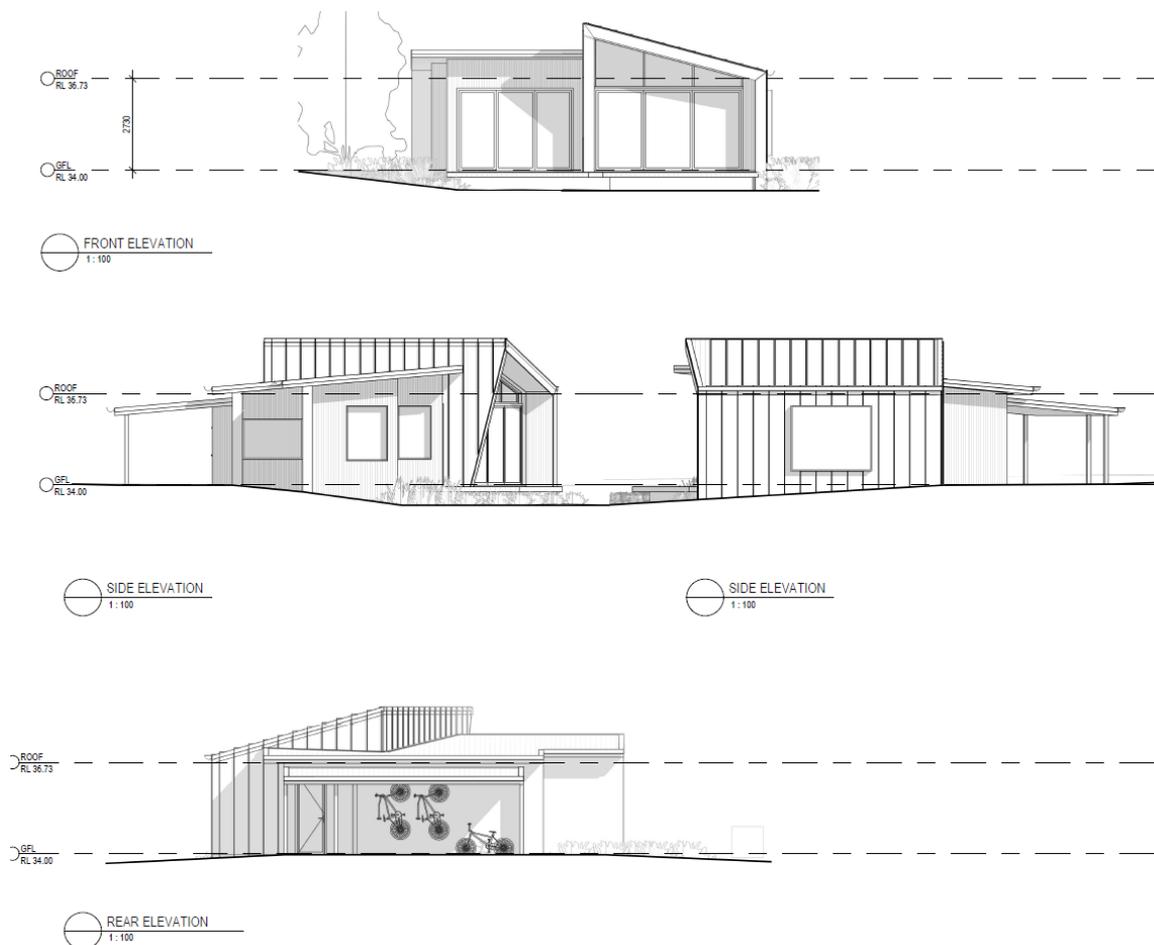


Figure 2: Shows the development layout on site.

SUBJECT LAND AND SURROUNDS

The site has a total area of 2.866 hectares, is triangular and located at the intersection of the Tawonga Gap Road and Back Germanton Road. The site has a slope down of approximately 20 metres from the northern to southern corner, over approximately 290.4 metres, with an average slope of 6.88%. The site contains some scattered native trees, and an existing centrally sited, single storey dwelling, and associated outbuildings. Minor overhead powerlines traverse the site to the east of the dwelling. The dwelling is surrounded by manicured gardens. The remainder of the site is used for the grazing of sheep and alpacas.

Vehicle access to the dwelling is via an existing crossover located near the north east corner of the site, off Tawonga Gap Road, which is zoned Road Zone - Category 1.

Surrounding lot sizes vary from 5965sqm at 36 Tawonga Gap Road to 22.5 hectares at 178 Tawonga Gap Road. Most surrounding sites contain an existing dwelling. The land to the north of the site at 111 Tawonga Gap Road is used for farming activities including chestnut farming and cattle grazing. Surrounding land is predominantly zoned Farming Zone.



Figure 3: Subject land.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to surrounding landholders and occupiers. A sign was displayed on the site. One (1) objection was received and maintained. The matters raised in the objection have been summarised as follows:

1. Impact of the proposal on existing farming activities, which includes spraying, haymaking, use of heavy noisy machinery at all times, farming cattle and harvesting chestnuts with spraying. Do not want existing farming activities to be challenged because of this proposal.
2. Will there be dogs? Dogs are not a good mix with cattle as they may cause distress.
3. The increased noise from the proposal and/or the barking of dogs in close proximity to an existing residence.
4. Safety concerns with the proposed vehicle entry/exit point.
5. The impact of the proposed effluent field on the quality of drinking water.
6. ... it appears to open the way for other rural property owners to supplement their income with a similar proposal.

The applicant provided a response to the objection which has been summarised as follows:

1. We are happy with a Section 173 agreement to make the owner and occupiers aware of the adjoining farming operations.
2. Dogs will not be permitted.
3. No response.

4. The access is existing and provides logical entry to the site. Any other access points would require VicRoads approval and they would be reluctant to allow an additional entrance to the subject land.
5. Effluent disposal is downstream of the bore and will not impact water quality.
6. No response.

The assessing officer's response is provided as follows:

1. Relevant provisions of the applicable SPPF, LPPF and the Farming Zone include:
 - i. Ensure that use or development of land is compatible with adjoining and nearby land uses.
 - ii. Avoid or otherwise minimise adverse off-site impacts from commercial, industrial and other uses through land use separation, siting, building design and operational measures.
 - iii. Protect existing commercial, industrial and other uses from encroachment by use or development that would compromise the ability of those uses to function safely and effectively.
 - iv. Consider the impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production.
 - v. Consider the compatibility between the proposed or likely development and the existing use of the surrounding land.
 - vi. Avoid the loss of productivity to adjoining land owners arising from land use conflict.
 - vii. Consider whether the proposal is compatible with adjoining and nearby land uses.
 - viii. The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.

The applicant has agreed to a Section 173 Agreement which acknowledges that the land is within a rural area where there is agricultural activity where there may emission of noise, odour, dust, amenity changes, from time to time, and that the owner of 101 Tawonga Gap Road must notify any occupier of the proposed group accommodation of the above. The proposal is compatible with adjoining and nearby land uses and has minimal potential to limit the operation and expansion of adjoining and nearby agricultural uses, subject to conditions if approved. *The site is not currently used for any substantial agricultural purpose, and is currently removed from agriculture, due to an existing centrally sited dwelling, and the site having an area of less than 4 hectares. Both Dwelling and Group Accommodation are nested within Accommodation.*

2. Dogs onsite associated with guests of the proposed Group Accommodation is not a relevant planning consideration.
3. The Environmental Protection Authority has legislation which controls noise, beyond the Planning and Environment Act 1987. The proposal is not considered to result in a situation which would breach this legislation.
4. The application was referred to Regional Roads Victoria (previously VicRoads) and Alpine Shire Engineering Department for comment. Conditional consent was

provided by both. Specific design requirements apply to the proposed vehicle access point which take into consideration safety.

5. The application was referred to Goulburn Murray Water and Alpine Shire Council's Environmental Health Department. Conditional consent was provided by both. Further approvals are required in relation to onsite wastewater management.
6. All other planning applications for similar proposals will be assessed on their own merits. Should this application be approved, it does not provide any guarantee that other applications for similar proposals would be approved.

An objectors' forum was held on 23 February 2021. As a result of this forum the applicant prepared a draft Section 173 Agreement for consideration by the objector. The objector generally agreed with the proposed Section 173 Agreement however further requested:

1. That the proposed group accommodation buildings be setback a minimum of 30 metres from the common lot boundary with 111 Tawonga Gap Road, Bright; and
2. Text be added to the section 173 agreement referring to the use of chemicals, and that no further dwelling (group accommodation) buildings will be permitted to be built on the property.

The assessing officer's response is provided as follows:

1. The proposal as currently submitted, which indicates a minimum 12 metre lot boundary setback, from the common boundary with 111 Tawonga Gap Road, Bright is compatible with adjoining and nearby land uses, and has minimal potential to limit the operation and expansion of adjoining and nearby agricultural uses, subject to conditions if approved.
2. The section 173 agreement drafted by the applicant states ' the subject land is in a rural area where there is agricultural activity where there may be emission of noise, odours, dust, amenity changes, etc. from time to time.' This statement is considered to cover the use of chemicals as it states amenity changes, etc from time to time. Further planning permit approval is required from Alpine Shire Council for buildings and works for additional cabins on the site, in addition to those identified in the subject proposal. Such an application may be subject to public notification. It is not considered appropriate to include a restriction within the section 173 agreement prohibiting any further group accommodation cabins on the site, as there is a requirement to obtain further planning permit approval from Alpine Shire, for such buildings and works.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals	Country Fire Authority - No objection, subject to conditions. Goulburn Murray Water - No objection, subject to conditions. Regional Roads Victoria - No objection, subject to conditions.

Referrals / Notice	Advice / Response / Conditions
Internal referrals:	Alpine Shire Health Department - No objection, subject to conditions. Alpine Shire Engineering Department - No objection, subject to conditions.

PLANNING ASSESSMENT

All applicable policy and decision guidelines can be found in Appendix 8.2.7(b).

State Planning Policy Framework

The following State Planning Policy Framework (SPPF) gives support to the proposal.

14.04-1S Facilitating Tourism as the proposal encourages tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination, as it:

- Encourages the development of a well-designed and sited tourist facility;
- Promotes tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions;
- Creates an innovative tourism experience; and
- Encourages investment that meets demand and supports growth in tourism.

Local Planning Policy Framework

The following Local Planning Policy Framework (LPPF) gives support to the proposal.

21.05-1 Tourism as the proposal enhances and expands the tourism industry, while protecting the environmental, landscape and cultural values of the Shire and the lifestyle of its residents, encourages a diverse range of tourist facilities and will generate increased visitation and yield, as it:

- Encourages use and development that will increase visitor length of stay and increase visitor numbers;
- Facilitates growth in tourism to assist with diversification of the economy, encouraging new tourist development;
- Encourages growth in rural tourism and facilitates future tourism opportunities to diversify the rural economy.
- Encourages new tourist development in an appropriate rural location.

Zoning

The subject land is zoned Farming Zone. The proposal is consistent with the purposes and decision guidelines of the Farming Zone for the following reasons:

- The proposed non-agricultural use does not adversely affect the use of land for agriculture. The site is not currently used for any substantial agricultural purpose, and

is currently removed from agriculture, due to an existing centrally sited dwelling, and the site having an area of less than 4 hectares.

- The site is capable of accommodating the proposed use and development including the disposal of effluent.
- The proposal is compatible with adjoining and nearby land uses, subject to conditions if approved; and the
- The proposal has minimal potential to limit the operation and expansion of adjoining and nearby agricultural uses, subject to conditions if approved.

Bushfire Management Overlay

The land is covered entirely by the Bushfire Management Overlay. There is a planning permit trigger for the proposal at clause 44.06-2. The application was referred to the Country Fire Association (CFA) for comment. Consent was provided. The application is considered to meet the relevant requirements of the Bushfire Management Overlay.

Particular Provisions

Clause 52.06 - Car Parking

There is no specified required number of car parking spaces for the proposal. Car parking spaces must be provided to the satisfaction of responsible authority. Each cabin is proposed with a single carport, and space within the site is proposed for vehicle access and manoeuvring. A detailed assessment of the proposal against the provisions of Clause 52.06 is contained on the planning file – reference no. P.2020.123. The application is considered to meet the relevant requirements of this clause.

Clause 52.29 - Land Adjacent to a Road Zone Category 1

The application was referred to Regional Roads Victoria (RRV) for comment. Consent was provided. The application is considered to meet the relevant requirements of this clause.

Clause 53.02 – Bushfire Planning

The application was referred to the Country Fire Association (CFA) for comment. Consent was provided. The application is considered to meet the relevant requirements of this clause.

General Provisions

Clause 65.01 of the Alpine Planning Scheme provides the general decision guidelines that must be considered before deciding on an application. A detailed assessment of the proposal against the provisions of Clause 65.01 is contained on the planning file – reference no. P.2020.123. The proposal is generally in accordance with the decision guidelines.

CONCLUSION

The application is considered to be consistent with the Alpine Planning Scheme and should be approved for the following summarised reasons:

1. The proposal generally meets the relevant provisions of the:
 - a. State and Local Planning Policy Framework;
 - b. Farming Zone;
 - c. Particular provisions including 52.06 Car Parking, 52.29 Land adjacent to a road in Road Zone Category 1 and 53.02 Bushfire Planning;
 - d. Decision Guidelines at Clause 65.01.
2. The proposal is compatible with adjoining and nearby land uses and has minimal potential to limit the operation and expansion of adjoining and nearby agricultural uses, subject to conditions if approved.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Planning Coordinator
- Planning Officer

APPENDICIES

- 8.2.7.a. Conditions
- 8.2.7.b. Policy and decision guidelines

8.2.7(a) Conditions

Amended Plans

1. Before the use and/or development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - a. Carparking and vehicle access areas designed, constructed and delineated in accordance with clause 52.06-9 Design standards for Car Parking within the Alpine Planning Scheme and current standards,
 - b. An amended Bushfire Management Plan in accordance with the requirements of condition 32 within this permit.

Section 173 Agreement Required

2. Before the use starts, the owner must enter into an Agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987 to provide the following:
 - a. The owner acknowledges that the subject land is located in a rural area where there is agricultural activity where there may be adverse amenity impacts from noise, odour, dust, chemicals, light, etc. from time to time.
 - b. In the event that the owner makes the cabins authorised by this permit available to accommodate persons away from their normal place of residence, the owner is obliged to notify any occupier of the cabin/s as far as is reasonably possible, that the property is located in a rural area where agricultural activity takes place from time to time as described in 1. a. above, and that adverse amenity impacts may be experienced.

The owner must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement. Evidence of the registration of the section 173 agreement must be provided to the responsible authority prior to the commencement of the use authorised by this permit.

Endorsed Plans

3. The layout of the site and the size of the proposed buildings and works, and the layout of the uses must be generally in accordance with the endorsed plans which form part of this permit. The endorsed plans must not be altered or modified (whether or not to comply with any statute statutory rule or local law or for any other reason) without the consent of the responsible authority.

Development Use

4. Occupants of the approved Group Accommodation approved under this permit must only use the premise on a short-term basis. Any occupant of the approved premises must not reside onsite for any more than 60 days in a calendar year unless otherwise approved by the responsible authority.

External Building Colour Reflectivity

5. The external materials of the building(s) including the roof must be constructed of materials of muted colours to enhance the aesthetic amenity of the area. No materials having a highly reflective surface shall be used. For the purpose of this clause "highly reflective" shall include unpainted aluminium, zinc or similar materials.

Construction Requirements

6. Silt fencing material or straw hay bales (staked and keyed into the ground surface) must be placed at the bottom of the construction area prior to the commencement of construction to prevent storm water runoff entering a drainage line. Batters steeper than 2:1 (horizontal: vertical) must have a layer of straw over the entire batter to retain the topsoil.
7. An area for the storage of construction materials must be designated prior to the arrival of equipment and materials onsite. Wherever possible, disturbed areas should be used rather than areas of good quality indigenous vegetation and significant stands of trees. At the completion of construction all excess materials must be removed and the site should be regenerated to the satisfaction of the Alpine Shire.

Car Parking

8. Car parking areas must be well lit and clearly signed to the satisfaction of the responsible authority.
9. No less than 2 car space(s) must be provided on the land for the use and development, including spaces clearly marked for use by disabled persons (if required).
10. Areas set aside for car parking, and movement of vehicles as shown on the endorsed plans must be made available for such use and must not be used for any other purpose.
11. Prior to the commencement of use authorised by this permit, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - a. constructed to an appropriate standard, and treated to prevent dust generation;
 - b. properly formed to such levels that they can be used in accordance with the endorsed plans;
 - c. drained;
 - d. line marked to indicate each car space and all access lanes;
 - e. clearly signed directing drivers to the area(s) set aside for car parking. (Such signs are to be sited and maintained to the satisfaction of the responsible authority, and not exceed a display area of 0.3 square metres);
 - f. all to the satisfaction of the responsible authority.

Noise

12. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2 (SEPP N-2).
13. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.

Garbage

14. Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be graded, drained and screened from public view to the satisfaction of the responsible authority.

External Lighting

15. All external lighting provided on the site must be suitably baffled so that no direct light is emitted beyond the boundaries of the site and no nuisance is caused to adjoining properties, to the satisfaction of the responsible authority.

Security Alarms

16. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.

Mandatory Bushfire Condition

17. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

Alpine Shire Environmental Health Conditions

18. An application must be made for a Permit to Install a Septic Tank System to the satisfaction of Council's Environmental Health Officer prior to a building permit being issued in accordance with the requirements of the Building Act 1993. The septic system must comply with the Code of Practice – onsite Wastewater Management Publication 891.4 and AS1546.1 to 1546.4 and generally be in accordance with the Land Capability Assessment (Project. 401427 Revision 0 –June 2020) from SJE Consulting

Alpine Shire Engineering Department Conditions**Rural Drainage Works**

19. Prior to occupation of the buildings, all stormwater and surface water discharging from the site, buildings and works must be retained and treated on site to the satisfaction of responsible authority. No effluent or polluted water of any type will be allowed to enter council's stormwater system or the natural waterways. Once treated

to the satisfaction of the responsible authority, the stormwater shall be conveyed to the legal point of discharge to the satisfaction of the responsible authority.

Drainage Discharge Plan

20. Prior to issue of building permit, a properly prepared drainage discharge plan with computations must be submitted to, and approved by, the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The information submitted must show the details listed in Council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual. The information and plan must include:
- a. details of how the works on the land are to be drained and/or retarded.
 - b. connection points for drainage for each cabin
 - c. drains conveying stormwater to the legal point of discharge from each cabin
 - d. measures to enhance stormwater discharge quality from the site and protect downstream waterways

Prior to occupation of the buildings authorised by this permit, all works constructed or carried out must be in accordance with those plans to the satisfaction of the responsible authority.

Construction Management

21. Mud on the roads, dust generation and soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the responsible authority. Details of a contact person/site manager must also be provided, so that this person can be easily contacted should any issues arise.

No Mud on Roads

22. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Alpine Shire Council.

Goulburn Murray Water Conditions

23. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
24. All wastewater requiring disposal to land must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The system must be an EPA approved system, installed, operated and maintained in accordance with the relevant EPA Code of Practice and Certificate of Conformity. Peak and intermittent flow must be managed to the satisfaction of Council's Environmental Health Department.
25. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a

- minimum 2 double occupancy bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land.
26. All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.
 27. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.
 28. The accommodation units and their wastewater management systems must not encroach on the existing wastewater treatment system (for dwelling) or disposal area or breach the minimum setback distances specified in the relevant EPA Code of Practice – Onsite Wastewater Management.

Regional Roads Victoria Conditions

29. Only one access will be permitted from the subject land to the Tawonga Gap Road as shown on the plan appended to the application.
30. Prior to the occupation of the dwelling, the access must be constructed and sealed in accordance with VicRoads standard drawing - GD4010 Typical Access to Rural Properties (as applicable) to the satisfaction of and at no cost to the Roads Corporation.
31. The driveway/s must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (eg. by spilling gravel onto the roadway).

Country Fire Authority Conditions

Bushfire Management Plan

32. Before the development starts, an amended Bushfire Management Plan (BMP) which is generally in accordance with BMP prepared by Mountain Planning, drawing Rev: 0, dated 19/08/2020 must be submitted to and endorsed by the Responsible Authority. The plan must show the following bushfire protection measures, unless otherwise agreed in writing by the CFA and the Responsible Authority:
 - a. Defendable Space
Show an area of defendable space for a distance of 32m around the proposed building where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:
 - i. Grass must be short cropped and maintained during the declared fire danger period.
 - ii. All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
 - iii. Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.

- iv. Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
 - v. Shrubs must not be located under the canopy of trees.
 - vi. Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
 - vii. Trees must not overhang or touch any elements of the building.
 - viii. The canopy of trees must be separated by at least 5 metres.
 - ix. There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
- b. Construction Standard
Nominate a minimum Bushfire Attack Level of BAL – 29 that the buildings will be designed and constructed.
- c. Water Supply
Show 10,000 litres of effective water supply for firefighting purposes which meets the following requirements:
- i. Be stored in an above ground water tank constructed of concrete or metal.
 - ii. Have all fixed above ground water pipes and fittings required for firefighting purposes made of corrosive resistant metal.
 - iii. Include a separate outlet for occupant use.
 - iv. Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.
 - v. Be located within 60 metres of the outer edge of the approved building.
 - vi. The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
 - vii. Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
 - viii. Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling)
- d. Access
Show the access for firefighting purposes which meets the following requirements:
- i. All weather construction.
 - ii. A load limit of at least 15 tonnes.
 - iii. Provide a minimum trafficable width of 3.5 metres
 - iv. Be clear of encroachments for at least 0.5 metre on each side and at least 4 metres vertically.
 - v. Curves must have a minimum inner radius of 10m.
 - vi. The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.
 - vii. Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.

- viii. Incorporate a turning area for fire fighting vehicles close to the building by one of the following:
 - A. A turning circle with a minimum radius of eight metres.
 - B. A driveway encircling the dwelling
 - C. The provision of vehicle turning heads – such as a T or Y head – which meets the specification of Austroad Design for an 8.8 metre Service Vehicle.

Bushfire Emergency Plan

33. Before the development is occupied or the use commences, a bushfire emergency plan (BEP) to the satisfaction of the Responsible Authority and CFA must be submitted to and endorsed by the Responsible Authority. The BEP must clearly describe the proposed emergency management arrangements and should address the following matters:
- a. Premises details
 - i. Describe property and business details.
 - ii. Identify the purpose of the BEP stating that the plan outlines procedures for:
 - A. Closure of premises on any day with a Fire Danger Rating of Code Red & Extreme for the North East District.
 - B. Evacuation (evacuation from the site to a designated safer off-site location).
 - C. Shelter-in-place (remaining on-site in a designated building).
 - b. Review of the BEP
 - i. Outline that the plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period.
 - ii. Include a Version Control Table.
 - c. Roles & Responsibilities
 - i. Detail the staff responsibilities for implementing the emergency procedures in the event of a bushfire.
 - d. Emergency contact details
 - i. Outline organisation/position/contact details for emergency services personnel
 - e. Bushfire monitoring procedures
 - i. Details the use of radio, internet and social networks that will assist in monitoring potential threats during the bushfire danger period.
 - ii. Describe and show (include a map) the area to be monitored for potential bushfire activity.
 - f. Action Statements – trigger points for action
 - i. Prior to the Fire Danger Period

- A. Describe on-site training sessions and fire equipment checks.
- B. Identify maintenance of bushfire protection measures such as vegetation management (including implementation of protection measures required by any endorsed Bushfire Management Plan).
- ii. Closure of premise during forecast Fire Danger Rating of Code Red & Extreme days for the North East District
 - A. Outline guest notification procedures and details of premises closure (including timing of closure).
- iii. Evacuation
 - A. Identify triggers for evacuation from site. For example, when evacuation is recommended by emergency services.
 - B. Details of the location/s of the offsite emergency assembly location.
 - C. Transport arrangements for staff and guests including details such as:
 - Number of vehicles required
 - Name of company providing transportation
 - Contact phone number for transport company
 - Time required before transportation is likely to be available
 - Estimated travelling time to destination
 - D. - Actions after the bushfire emergency event.
- iv. Shelter-in-place
 - A. - Show the location and describe the type of shelter-in-place.
 - B. - Triggers for commencing the shelter-in-place option.
 - C. - Procedures for emergency assembly in the shelter-in-place building.

Premises closure

1. The use of the Group Accommodation Buildings approved under this permit must not operate after 10.00am on any day with a declared Fire Danger Rating of Code Red & Extreme for the North East District

- End of CFA Conditions -

Expiry

1. This permit will expire if one of the following circumstances applies:
 - a. the development is not started within two (2) years of the date of this permit.
 - b. the development is not completed within four (4) years of the date of this permit.
 - c. the use has not commenced within four (4) years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within six (6) months afterwards.

End of Conditions

Planning Notes

1. The proposed development requires the construction of a crossover. Separate approval under the Road Management Act for this activity will be required from VicRoads (the Roads Corporation). Please contact VicRoads prior to commencing any works.
2. A road opening/crossing permit must be obtained from the Alpine Shire Council prior to working in or occupying the road reserve with construction equipment or materials. Applications may be accessed via the following link [Work on Council land permit](#), or from the Alpine Shire Council website
3. This permit does not authorise approval under the Building Act. It is the responsibility of the applicant to determine if a building permit is required for the proposed buildings and works.
4. This permit does not authorise the removal of any native vegetation from the site.
5. Unless no permit is required under the planning scheme, no sign must be displayed without a further permit.
6. It is noted that on the Bushfire Management Plan (BMP) submitted the incorrect distance of 75m was detailed in the Defendable Space conditions. It needs to read 32m as depicted on the plan.
7. Additionally, the Water Supply conditions on the BMP needs to state that the water supply is "for firefighting purposes". This condition needs to be amended to reflect this correct wording to ensure 10,000 litres is always available for firefighting purposes.
8. The water supply may be in the same tank as other water supplies provided that a separate outlet is reserved for firefighting water supply.

8.2.7(b) POLICY AND DECISION GUIDELINES

All of the below mentioned relevant planning considerations from the Alpine Planning Scheme may be viewed at the following link: <https://planning-schemes.delwp.vic.gov.au/schemes/alpine>.

State Planning Policy Framework

The State Planning Policy Framework (SPPF) provides relevant direction to the proposal at the following clauses:

- 11.03-6S Regional and local places
- 13.01-1S Natural hazards and climate change
- 13.02-1S Bushfire planning
- 13.07-1S Land use compatibility
- 14.01-1S Protection of agricultural land
- 14.01-2S Sustainable agricultural land use
- 14.02-1S Catchment planning and management
- 15.01-2S Building design
- 15.01-6S Design for rural areas
- 17.04-1S Facilitating tourism
- 18.02-3S Road system
- 18.02-4S Car parking

Local Planning Policy Framework

The Local Planning Policy Framework (LPPF) provides relevant direction to the proposal at the following clauses:

- 21.03-1 Townships and villages
- 21.03-3 Rural lifestyle, subdivision and dwellings
- 21.04-3 Landscapes
- 21.04-4 Environmental risk
- 21.04-6 Catchments and waterways
- 21.05-1 Tourism
- 21.05-3 Agriculture
- 21.06-1 Infrastructure
- 21.07-11 Rural precincts
- 22.03-1 Tourist use and development
- 22.03-2 Agriculture

Zone

The land is zoned Farming Zone.

Overlays

The land is covered by the Bushfire Management Overlay.

Particular Provisions

52.06 Car Parking

52.29 Land adjacent to a Road in a Road Zone Category 1

53.02 Bushfire Planning

General Provisions

Clause 65.01 within the Alpine Planning Scheme provides the general decision guidelines.

Cr Chalwell was readmitted back into the Zoom virtual meeting by the CEO at 6.23pm.

8.2.8 Planning Application P.2020.182 - 301 Buckland Valley Road

Application number:	<i>P.2020.182</i>
Proposal:	<i>USE AND DEVELOPMENT OF LAND FOR AN EXTRACTIVE INDUSTRY (STONE EXTRACTION)</i>
Applicant's name:	<i>Mountain Planning - Nick Vlahandreas</i>
Owner's name:	<i>Ann Wallace</i>
Address:	<i>301 Buckland Valley Road - 301 BUCKLAND VALLEY ROAD, POREPUNKAH - CA: 9 & 9C, SEC 10 PARISH OF POREPUNKAH and LOTS 1, 2, 3, 4 & 5 on TP: 382143</i>
Land size:	<i>Subject Land is 53.44ha Development area is 34.58ha</i>
Current use and development:	<i>Extractive Industry and Agriculture (Grazing)</i>
Site features:	<i>Existing Stone Extraction and processing area and predominately cleared fenced paddocks, cleared and improved to pasture which gently undulates due to historic mechanical dredging.</i>
Why is a permit required?	<i>A planning permit is required: - to use and develop the land for stone extraction pursuant to Clause 35.07-1 and Clause 35.07-4 respectively of the Farming Zone - Buildings and works on land affected by the Significant Landscape Overlay - Schedule 4, pursuant to Clause 42.03-2 - to use and develop land for earth and energy resources industry pursuant to Clause 52.08-1 of Clause 52.08 Earth and Energy Resources Industry</i>
Zoning:	<i>Farming zone (FZ)</i>
Overlays:	<i>Significant Landscape Overlay - Schedule 4 (SLO4) Bushfire Management Overlay (BMO) - Not Applicable Land Subject to Inundation Overlay (LSIO)</i>
Restrictive covenants on the title?	<i>None</i>
Date received:	<i>18 November 2020</i>

<i>Statutory days:</i>	<i>194</i>
<i>Planner:</i>	<i>Sam Porter</i>

Cr Keeble moved an alternative motion which was seconded by Cr Nicholas.

*Cr Keeble
Cr Nicholas*

That Council defers consideration of this recommendation to a future meeting and that this matter be presented to Council no later than the August Council Meeting.

Carried

PROPOSAL

Planning Permit 5.2009.49 issued in September 2012 approved a 4.98ha area to be used for stone extraction. This existing stone extraction has operated continually since its establishment following its approval. The current application seeks fresh approval to reconsider and capture the already approved development area for stone extraction and further expand the extraction area to the north. The details of the application are summarised as follows and shown in Figure 1 below.

- Existing development area is 5ha with 3.4ha available for extraction.
- Proposed development will increase the development area to 34.58ha with 22.2ha available for extraction.
- The expected life of the quarry is 20-30years.
- The quarry will extract cobbles and gravels down to 3m below the surface.
- The ground water is located between 5-7m deep.
- The extraction will occur in six stages and ensure a progressive rehabilitation retains the disturbed area to a maximum of 12ha at any one time.
- The entire proposed area has been previously subject to mechanical gold dredging.
- The application presents the following reports.
 - Rehabilitation and Closure Plan
 - Community Engagement Plan
 - Surface Water Management Strategy
 - Imported Materials Management Plan
 - Risk Management Plan
 - Risk Based Plan
 - Fire Response Readiness Plan
 - Ecological Assessment
 - Dust Assessment
 - Landscape Plan.
- The total volume of material sought for removal is 370,000m³

- The site currently extracts between 10,000 and 15,000m³ per year and this rate is proposed to continue.
- The applicant has requested truck movements be limited to 10 trucks per day (20 movements) via condition but maintains the daily average is two trucks.
- No blasting is proposed to occur.
- The site currently employs two full-time employees.
- The hours of operation proposed are:
 - 7am-6pm Monday to Friday
 - 7am to 1pm Saturday
 - Closed Sundays and Public Holidays

SUBJECT LAND AND SURROUNDS

The subject land, in the context of the surrounding area, is shown in Figure 2 below.

The subject land is made up of multiple land parcels and is bound by the Buckland River and Mount Buffalo National Park to the west. These areas are zoned Public Conservation and Resource Zone (PCRZ).

The remaining surrounding freehold land predominately sits on the valley floor and is zoned Farming. Despite this, there are several dwellings on smaller lots that have been removed from the agricultural land base and are now solely residential in use. These residences are within close proximity to the subject land.

These surrounding residences are concentrated in Wallace Drive which presents as a residential street setting, located between 450m and 800m south of the subject land. Wallace Drive contains 23 dwellings on small lots ranging from between approximately 675m² and 1,670m². Five more dwellings are located between 500m and 1km from the subject land centre. A further 20 dwellings are situated out a further 1km to 2km from the subject land centre.

The Porepukah Airfield is 300-600m east of the development. The airfield has a grass runway and contains two areas clustered with hangars used to house small and light aircrafts.

The broader Buckland Valley locality contains predominately a mixture of agricultural land uses. The main uses are beef cattle grazing and horticulture (grapes, nuts, apples). The largest agriculture land use and the most visually impacting are the large pine plantation areas on the hillsides east of the Buckland Valley Road.

The Buckland Valley Road runs north/south and provides uninterrupted views westerly to Mount Buffalo while travelling along it. The proposed development site is visible along a stretch of the Buckland Valley Road north of the airfield entrance, however, beyond this section of roadway the development site is largely concealed or obscured from public viewpoints.

Figure 2.

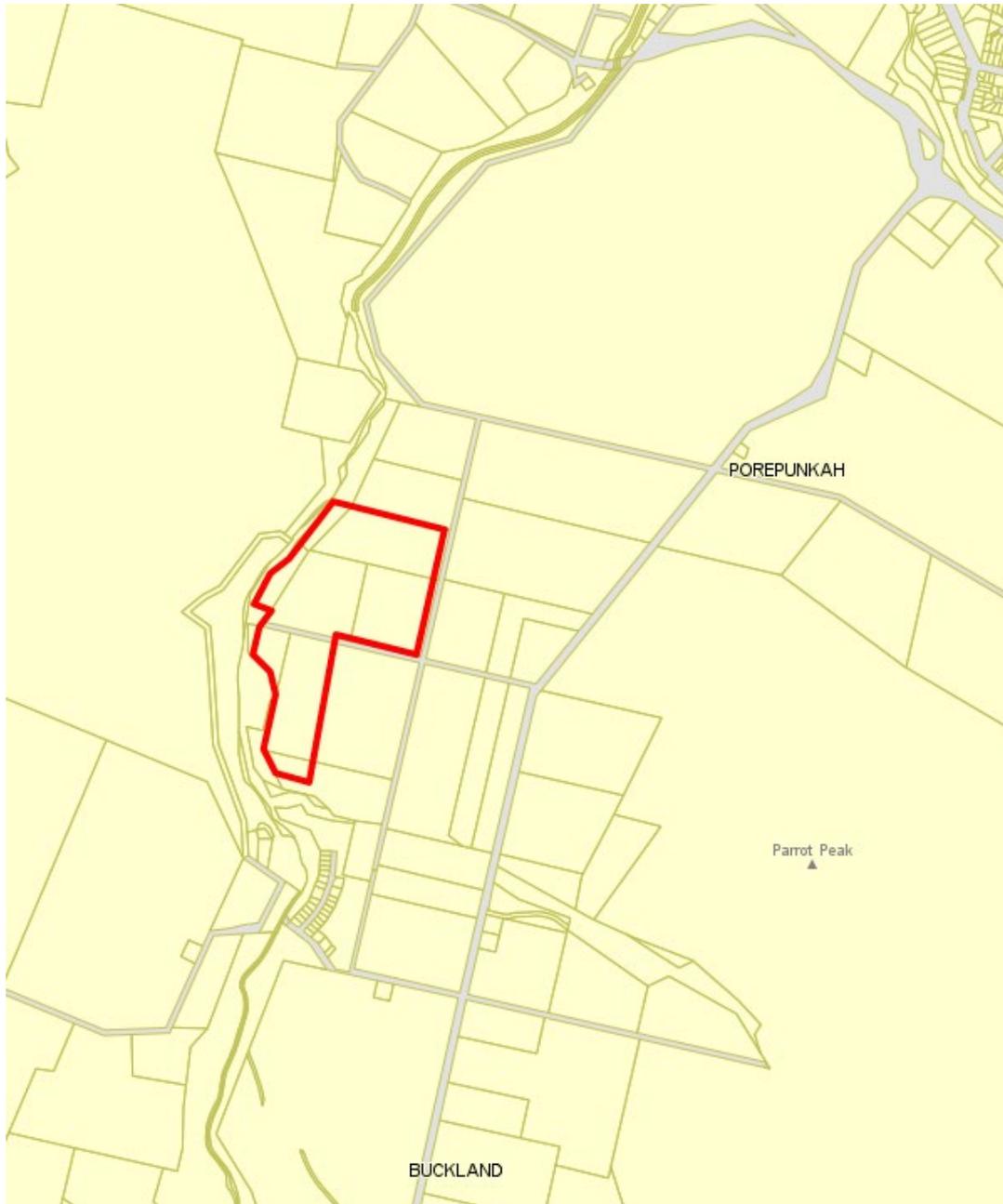




Figure 2: Shows the Subject land marked red in two images one with aerial imagery and one without.

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the Planning and Environment Act 1987. Notice of the application was sent to 97 surrounding landholders and occupiers within a 2km radius of the site, Figure 3 below. A sign was displayed on the subject land and a notice was published in the local newspaper (Alpine Observer) six (6) objections were received, the reasons for objecting are as follows:

- Lack of community benefit
- Very long extraction and processing lifetime of the use
- Adverse landscape impact

- Dust from truck movements
- Noise Impacts
- Insufficient screening proposed
- Negative environmental impacts
- Adjoining airport usage issues due to anticipated dust
- Concern over previous progressive site rehabilitation
- Insufficient community consultation
- Number of truck movements and their travelling speed
- The conducting of onsite purchasing of material
- Potential for the importation of waste
- Flood management controls
- Concerns with the proposed fuel storage
- Lack of compliance on the existing approved stone extraction area

A Planning Forum meeting was held on 29 March 2021. All objecting parties were represented at the meeting along with the applicant, the existing and proposed business operation and the land owner. Following the meeting one objection was withdrawn.

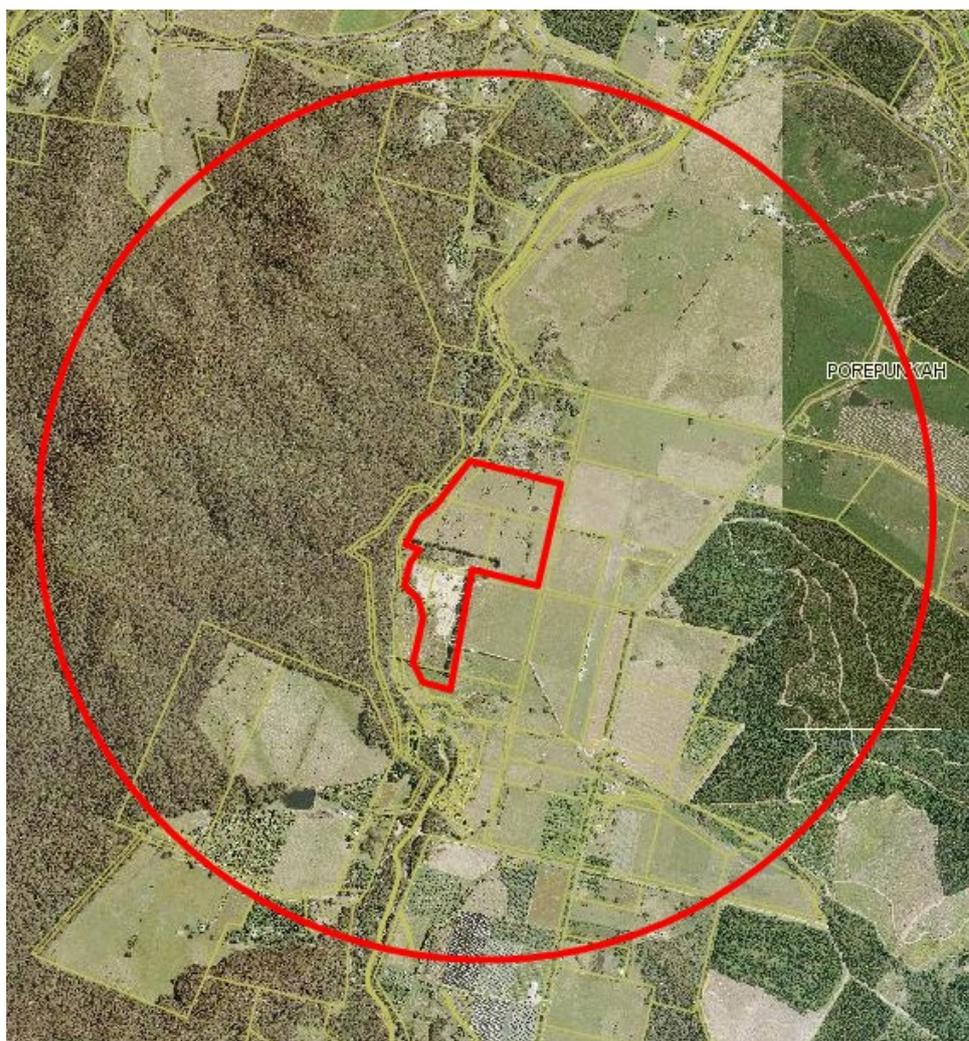


Figure 3: Shows a 2km radius from the development site.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals:	<p>No Section 55 Referrals were required.</p> <p>*Note*</p> <p>As part of the Earth Resources consideration of the proposed variation to the Work Authority, referrals to:</p> <ul style="list-style-type: none"> • Department of Environment Land Water and Planning (DELWP) • Goulburn Murray Water (GMW) • Department of Economic Development, Jobs Transport and Resources (DEDJTR) • Heritage Victoria • North East Catchment Management Authority (NECMA) <p>were undertaken exempting the need to undertake these referrals under the planning permit consideration. This is a deliberate process structure to remove an unnecessary process duplication.</p>
Internal / external referrals:	<p>External Section 52 Referrals:</p> <p>Country Fire Authority (CFA) Environmental Protection Authority (EPA) North East Regional Water Authority (NERWA) Regional Roads Victoria (RRV)</p> <p>Internal Referrals:</p> <p>Alpine Shire Council Engineering Department</p> <p>All authorities have granted either conditional or unconditional consent.</p>

PLANNING ASSESSMENT AND RESPONSE TO GROUNDS OF OBJECTION

All applicable policy and decision guidelines can be found in Appendix 8.2.8(b).

Planning Policy Framework

The Planning Policy Framework (PPF) and Local Planning Policy Framework (LPPF) give support to the proposal. Clause 14.03-1S Resource Exploration and Extraction and Clause 14.03-1R Resource Exploration and Extraction - Hume encourage the exploration and extraction of natural resources in accordance with acceptable environmental standards. With regard to quarrying, clearly defined buffers between extractive activities and sensitive land uses must be established and maintained.

Clause 13.05-1S Noise seeks to "[e]nsure that development is not prejudiced, and community amenity is not reduced by noise emissions, using a range of building design, urban design and land use separation techniques as appropriate to the land use functions and character of the area". EPA guideline NIRV should be considered in the assessment of an application where noise from industry may affect sensitive land uses.

Clause 13.06-1S Air Quality Management seeks to "ensure, wherever possible, that there is suitable separation between land uses that reduce air amenity and sensitive land uses". State Environment Protection Policy (Air Quality Management) and Recommended Buffer Distances for Industrial Residual Air Emissions (Environment Protection Authority, 1990) should be considered in decision making.

Clause 14.01-1S Protection of Agricultural Land aims to preserve and protect productive farmland, and Clause 17.03-2S Industrial Development Siting requires "adequate separation and buffer areas between sensitive uses and offensive or dangerous industries and quarries to ensure that residents are not affected by adverse environmental effects, nuisance or exposure to hazards".

The above policy gives clear support to the proposal. The following response can be provided:

- As listed above the applicant presenting for consideration with this application a variety of targeted reports specifically aimed at addressing the known environmental constraints to the site. In addition to Council's own review of these documents they have been further considered by the ten listed referral authorities. Following these reviews, the proposed conditions requested for inclusion by both Council and the referral authorities to manage the development are all reasonable and readily achievable.
- A noise assessment has demonstrated the development can operate within the requirements of the applicable EPA Noise from Industry in Regional Victoria (NIRV) guidelines. Compliance with such a guideline isn't to say a noise issue may not exist. Therefore, based on the business operator's suggestion a large rock stockpile bund will be constructed. This bund will be south of the screening plant which based on surrounding community feedback is the background noise that could be reduced.
- Known issues with air quality have occurred historically onsite primarily due to vehicles movements on the gravel access road. This access road now has a remotely controlled sprinkler system installed for use as part of its dust management plan. The Endorsed Work Plan considered and assessed the likelihood of excessive dust leaving the proposed Work Authority boundary as unlikely. Inspection of the existing site has shown the existing stockpiles even after prolonged dry periods maintain moisture content justifying this unlikely risk assessment. Should the risk change due to the combination of heat and prevailing winds the operation must cease.

The LPPF seeks to protect agricultural land, preserve landscapes and promote tourism. It is largely silent on stone extraction activities in the Shire. The proposed use and development is an acceptable use in an agricultural setting and will assist in providing a valuable construction material. Importantly, long term the site will become improved as

a result of having the large stone materials removed and finer sands left in a level state for pasture improvement.

Clause 21.08 Reference Documents include the Alpine Shire Rural Land Strategy 2015. This document is available at

<https://www.alpineshire.vic.gov.au/sites/default/files/resources/Alpine-Shire-Rural-Land-Strategy.pdf> and divides the municipality into multiple precincts. Precinct 5 covers the Buckland Valley (page 38) which gives a number of directions within certain sub-precincts. Sub precinct 1, 2 and 3 cover the valley from the Buckland Bridge north to Porepunkah. Each of the precincts seek to support stone extraction where it does not compromise the landscape.

Whilst the proposed development site is largely very recessive in the valley landscape, the application presented a landscaping plan to address the developments impact where some visibility exists east of the site along the Buckland Valley Road. This landscaping plan is in addition to an existing, recently established wind break planting onsite. A review of the site and proposed plan established there was some deficiencies. In order to satisfactorily address the landscaping impact an amended landscaping plan condition is necessary. Proposed condition 28 requires the widening of the proposed landscaping buffer and an improved selection of plants to include some fast-establishing varieties. The approval and planting of this landscaping is triggered to occur prior to the progression of Stage 1.

Overall it is considered that the proposed use and development of the site has both State and local planning policy support.

Zoning and land use

The subject land is located in the Farming Zone. A planning permit is required for the use and development of the land for stone extraction. The use and development is consistent with the Farming Zone purpose and decision guidelines as:

- with emissions of noise and dust from the site kept at levels as recommended by EPA guidelines, the extraction of stone from the site should not impact on the operations of nearby agricultural uses and or airfield activities. The proposed conditions requiring the developments activities to accord with the dust and noise management measure gives clear direction to the operator and certainty to the surrounding community.
- the development has proposed a surface water management strategy that NECMA have approved of which ensure neighbouring lands are not impacting during any future flood events. The depth of the extraction will not enter the ground water table and all runoff water will be captured and appropriately managed and reused on site for dust suppression to ensure no impact on surrounding agricultural properties.
- Beyond the life of the stone extraction use the farming land will be restored less the large rocks and crater like landscape left behind following the historic dredging of the valley floor. The resulting progressive rehabilitation of this farmland will deliver an improved agricultural outcome as the soil profile will be improved long term and become more productive than it is currently able to be.

- The purpose and decision guidelines of the Zone aim to protect agriculture from non-agricultural uses and the protection of the amenity of rural residential uses in the Zone is not contemplated. However, the existing permit that currently approves the extraction onsite contains many conditions aimed at amenity protection, particularly for those residents in Wallace Drive. The amenity based conditions from the existing planning permit are proposed to be carried across to any approval given. Importantly in many cases these conditions are now able to be improved upon due to an increased understanding of the use already conducted onsite combined with the ability to reference the detailed reports that justify the proposal.

Overlays

Clause 42.03 Significant Landscape Overlay - Schedule 4 (Buckland Valley Significant Landscape Area)

A planning permit is required for the works pursuant to the overlay.

The purpose of the overlay is

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify significant landscapes.
- To conserve and enhance the character of significant landscapes.

Schedule 4 (Buckland Valley Significant Landscape Area) to the overlay is identified as applying to the subject land. A statement as the nature and key elements of the landscape provides:

The Buckland Valley is a pastoral valley, wide at its northern end, narrowing in its upper reaches. The key element of this landscape is the steep and rugged contrast of Mount Buffalo against the cleared valley floor.

It identifies the following landscape character objectives to be achieved:

Maintain the contrasts in landform and land use between the valley floor and the imposing Mt. Buffalo.

Maintain the existing pastoral landscape of the valley floor.

Maintain the view of Mt. Buffalo from the valley.

Encourage appropriately sited development to reduce ribbon development along the Buckland Valley Road and the impact on the views to Mt. Buffalo on the western side of the road.

Encourage rural development of a "human" scale and form.

Minimise vegetation clearance along the Buckland River, creeks and roadsides.

In response to the above the following is submitted:

1. The development site is setback from roadways and isn't located in a section of the valley floor that is readily visible from surrounding public vantage locations.

2. This existing use benefits from the remaining perimeter trees of a pipe plantation to screen it from the east. However, the proposed new expansion area moving to the north doesn't enjoy the same existing establish vegetation buffer.
3. The proposed landscaping solution to plant a new vegetation screen around the parts of the new northern and southern boundary not currently treed and the entire easterly boundary is a workable solution to help preserve the valley floor vista.
4. Following detailed discussion at the planning forum and site visits, a proposed conditional request for a revised landscaping plan and its implementation prior to stage 1 commencing has been drafted. The revised position requests three rows of trees be expanded to five and plant species be mixed to provide for some quick establishing species like wattles.
5. Based on the current extraction rate the north westerly corner of the proposed work authority area isn't likely to be accessed for 20 or more years if approval is granted. The land owner has made it known that they intend to plant out a firewood lot in this area. Consequently, the proposed landscaping condition provides for an opportunity to show this additional planting.
6. Based on the landscaping requirements set out in proposed condition 28 combined with the Council involvement of ensuring rehabilitation is consistent with the surrounding farmland pasture (condition 26) the development addresses the objectives of SLO4.

The site is subject to the Bushfire Management Overlay however there is no permit requirement for the use and development under the overlay provisions.

Clause 52.06 Car Parking

Where a use of land is not specified in Table 1 to Clause 52.06-5, car parking spaces must be provided to the satisfaction of the responsible authority before a new use commences. Stone extraction is not listed in Table 1 therefore car parking must be provided to Council's satisfaction.

Clause 52.08 Earth and Energy Resources Industry

A planning permit is required to use and develop land for the earth and energy resources industry under this clause. Stone extraction is a use associated with this industry. The clause has a purpose but no decision guidelines for stone extraction. The Clause's additional purpose is to ensure the need for the applicant to have an approved work plan that has received statutory endorsement under section 77TD of the Mineral Resources (*Sustainable Development*) Act 1990 prior to applying for a Planning Permit at Council.

Clause 52.09 Extractive Industry and Extractive Industry Inters Area

With the permit requirement captured via Clause 52.08, Clause 52.09 provides the specific decision guidelines around the proposed extraction development.

The listed decision guidelines are:

'The effect of the proposed extractive industry on any native flora and fauna on and near the land.

The impact of the proposed extractive industry on sites of cultural and historic significance, including any effects on Aboriginal places.

The effect of the proposed extractive industry on the natural and cultural landscape of the surrounding land and the locality generally.

The ability of the proposed extractive industry to contain any emissions within the boundaries of the land in accordance with relevant legislation.

The effect of vehicular traffic, noise, blasting, dust and vibration on the amenity of the surrounding area.

The ability to rehabilitate the affected land to a form or for a use which is compatible with the natural systems or visual appearance of the surrounding area.

The ability to rehabilitate the land so it can be used for a purpose or purposes beneficial to the community.

The effect of the proposed extractive industry on groundwater quality and the impact on any affected water uses.

The impact of the proposed extractive industry on surface drainage and surface water quality.

Any proposed provisions, conditions or requirements in a work plan that has received statutory endorsement under the Mineral Resources (Sustainable Development) Act 1990.'

In response to the above the following is submitted:

1. Minimal native vegetation is impacted under this development. However, the native vegetation removal that is needed to facilitate this development has already been consented to via the endorsement of the Work Plan by Earth Resources. The native vegetation consideration is therefore exempt from consideration under this application.
2. The entire mapped Aboriginal Sensitivity area that is within 200m of the Buckland River has been impacted by mechanical gold dredging. No Cultural Heritage Management Plan is necessary.
3. See above assessment under SLO4.
4. The dust management plan submitted with this proposal and the risk analysis of it done by Earth Resources assessment team is an acceptable outcome for the area. Significant dust shouldn't leave the proposed Work Authority Area if processes are followed.
5. Vehicle traffic won't change beyond the current frequency to the site as per the last 10 years of use. The previous permit didn't limit truck movement to the site, this has now been proposed. No blasting is proposed.
6. The rehabilitation of the site has historically been monitored by only Earth Resources compliance team. Given the high-quality landscape value the proposed recommendation sees Council also responsible for monitoring rehabilitation which will ensure the landscape aesthetics are considered and, therefore, likely beyond Earth Resources accepted rehabilitation standard.

7. No impact based on the consent to Surface Water Management Strategy report, the limitation set for extraction depths and should ground water be struck the operation must cease.
8. The statutory endorsed work plan has been supplied and considered.

Response to Submission

The following responses are provided to relevant planning matters:

Very long extraction and processing lifetime of the use

Clause 52.09-5 states that a permit must not contain a condition to cease the use unless the applicant suggests it. The applicant has not suggested any such condition.

Adverse landscape impact

The landscaping impact has been discussed and addressed above. Based on the discussion held at the Planning Forum meeting it was acknowledged that some visual impact would be unavoidable, however, with effective screen planting established that the site can be hidden before stage 2 onwards get underway.

Dust from truck movements

The dust management plan requires the use of the recently installed sprinkler system to be used as needed along the access road. Council has inspected and witnessed the successful use of this system and irrespective of the outcome of this proposal will continue to monitor its use.

Noise Impacts

Whilst the acoustic assessment demonstrated compliance with the NIRV and Council had no reason to question its finding. It is evident from the surrounding residents to the south that some nuisance noise can still be audible even though compliant. Following discussion with the site operator it is proposed that a 6m high rock bund be constructed to the south of the future plant establishment area (condition 16). Council's consultation with acoustic consultant has previously shown that earth and rock bunds around these exact uses significantly lessen the noise emissions.

Insufficient screening proposed

Proposed condition 28 has now alleviated this concern.

Negative environmental impacts

No adverse environmental impacts are expected as a result of the development. Sufficient conditions are proposed so that in an unexpected event, compliance action can be undertaken to rectify any issues.

Adjoining airport usage issues due to anticipated dust

The existing stone extraction use has operated for more than 10 years in close proximity to the airfield. There are no reported issues or instances of dust impacting the airfield use. With ongoing dust management practices conducted no additional issues towards the airfield are expected.

Concern over previous progressive site rehabilitation

The site operator has acknowledged some delays in finalising some rehabilitation of the already approved Work Authority area. Ensuring completion of this is a compliance matter separate to the consideration of this proposal. However, if approved, condition 25 proposes to ensure a minimum of 2ha is rehabilitated south of the central road reserve before development can commence north of this same road reserve.

Insufficient community consultation

The applicant undertook its own community consultation, prior to Council undertaking its own process. Sufficient community input time has been provided for in both instances.

Number of truck movements and their travelling speed

Truck movements were previously unlimited to this site. The proposal is now for a maximum of 10 trucks per day (20 movements) with an average of two (2) per day. The applicant has further offered to avoid running trucks on the Buckland Valley Road during school bus hours, see condition 24.

The conducting of on-site purchasing of material

This activity isn't proposed, see condition 10.

Potential for the importation of waste

The importation of clean fill is permitted; however, no waste products are proposed to be imported. An additional planning permit approval would be required should this scenario change in future.

Flood management controls

A hydrologist has prepared the surface water management strategy which requires the construction of drains around the site. This strategy has been consented to by the Floodplain Manager at NECMA.

Concerns with the proposed fuel storage

EPA condition 35 addressing this matter.

CONCLUSION

The application is considered to be consistent with the Alpine Planning Scheme and should be approved for the following reasons:

- The proposed development is generally consistent with the relevant provisions of the Planning Policy Framework and Local Planning Policy Framework.
- The proposal is consistent with the purpose and decision guidelines of Clause 35.07 Farming Zone as the proposed use and development would not adversely affect the use of the land including nearby land for agriculture and the Porepunkah Airfield and will result in the land progressively over time being rehabilitated and returned to a more usable agricultural area.
- The proposal has addressed the purpose and submitted the requirements of Clause 52.08 Earth and Energy Resources Industry.
- The proposal has appropriately and satisfactorily addressed the guidelines of Clause 52.09 Extractive Industry and Extractive Industry Interest Areas.
- With appropriate conditions imposed, as discussed above, and as outlined in appendices A, the amenity of the rural residential properties in the surrounding area will be managed and protected.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Planning & Amenity
- Planning Coordinator

APPENDICIES

8.2.8(a) Conditions

8.2.8(b) Policy and decision guidelines

8.2.8(a) CONDITIONS

GENERAL CONDITIONS

1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. All buildings and works are to be constructed and/or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority.
2. The use and development hereby approved must be carried out generally in accordance with the Work Plan (which includes but not limited to a Rehabilitation and Closure Plan, Community Engagement Plan, Surface Water Management Strategy, Imported Materials Management Plan, Risk Management Plan, Risk Based Plan and Fire Response Readiness Plan) approved under WA 1401 this includes compliance with the following, unless otherwise approved by the Responsible Authority:
 - a. no blasting or use of explosives onsite
 - b. the total area of extraction must be no greater than 24.4ha
 - c. product stockpiles must be less than 8 metres in height and must be located within the excavated area
 - d. a water cart must be onsite and used during summer conditions or on dry windy days to prevent dust emissions leaving the site boundaries
 - e. the average depth of excavation must not exceed approximately 3 metres
 - f. no washing of stone, gravel or sand materials is to occur onsite
 - g. no fixed plant equipment onsite
 - h. no permanent buildings associated with the use are to be erected onsite
 - i. no oil changes, washing or degreasing of mobile equipment and no maintenance except for greasing and minor running maintenance, is to be conducted on the site
 - j. all engine powered equipment must be fitted with mufflers and spark arresters and firefighting equipment, which must be maintained to be fully effective at all times
 - k. all lubricant containers and wastes must be collected and removed from the site
 - l. marker posts must clearly define the extraction area and must be maintained in position
 - m. any domestic waste must be contained in bins and removed from the site on a regular basis
 - n. the works authority boundary must be marked with an electric stock fence and
 - o. no wastewater is to be treated onsite.
3. Access to the site must be provided and constructed to the satisfaction of the Responsible Authority.
4. Warning signs to the satisfaction of the Responsible Authority are to be erected and maintained to warn or remind drivers of trucks entering and leaving the land of the possible presence of aircraft landing or taking off from the adjoining airfield.
5. Loading and unloading vehicles must not be greater than 12.5 metres in length (excluding trailer).

6. Proper truck loading and covering techniques must be employed to the satisfaction of the Responsible Authority to ensure that extracted material is not spilled on to public roads.
7. Except with the written consent of the Responsible Authority no extracting, moving or processing of material is to be carried out except between the hours of 7.00 am and 6.00 pm on weekdays and 7.00 am and 1.00 pm on Saturdays with no such activities to occur on Sundays or Public Holidays.
8. The use hereby permitted, the processes carried on, the materials used or stored, machinery employed or transportation of materials, goods and commodities to and from the premises must not cause injury or prejudicially affect the amenity of the locality by reason of the appearance of such building, works or materials or by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or the presence of vermin or otherwise.
9. Except with the consent of the Responsible Authority no signs or advertising are to be erected in conjunction with the development.
10. No direct retail sales of any goods/material from the subject site are permitted unless otherwise approved by the responsible authority.
11. No stormwater contaminated with waste including sediment is to be discharged beyond the boundary of the premise.
12. Gravel extraction must cease if groundwater flows into the excavation and the wastewater cannot be managed onsite.
13. Construction must follow sediment control principles outlined in Construction Techniques for Sediment Pollution Control (EPA, 1991).
14. The extraction area including stockpiles must be located a minimum of 100 metres from the Buckland River.
15. Prior to the commencement of Stage 1, Planning Permit 5.2009.49 must be cancelled via an application to VCAT.

NOISE MANAGEMENT CONDITIONS

16. The screen plant must operate at the base of previously extracted area once space for the equipment becomes available or alternatively a bund wall no less than 6m high located immediately to the south (but not limited to) of the screen area must be maintained to the satisfaction of the responsible authority.
17. All mobile equipment must be fitted with the new generation, broadband reverse alarms, which vary their noise output according to the ambient noise level and are only audible close to the machine to which they are attached.
18. Except with the consent of the Responsible Authority no broadcast or loudspeaker system, external alarm or telephone ringer (apart from mobile telephones) is to operate on the site.

DUST MITIGATION PLAN CONDITION

19. Prior to the use and development commencing, a Dust Mitigation Plan (DMP) must be prepared by a suitably qualified person and submitted to the Responsible Authority for approval. The DMP must detail, but not be limited to, a risk

management strategy addressing measures to reduce air emissions to acceptable levels at nearby sensitive locations and to address the potential for nuisance dust off-site including details of the following:

- a. a baseline monitoring program of nuisance dust which must be completed prior to the commencement of the use
- b. how activities which generate dust on site will be managed to minimise dust emissions
- c. the circumstances in which quarrying activities will cease on site due to weather conditions that will result in visible dust being discharged beyond the boundaries of the premises
- d. how dust will be monitored if requested, such monitoring to be in compliance with the State Environmental Protection Policy (Air Quality Management) 2001 and to include use of dust deposition gauges following the receipt of complaints at locations to be determined in consultation with the Responsible Authority.
- e. contingency measures to deal with any elevated dust conditions or upset conditions.

Once approved, the DMP will be endorsed and will form part of this permit.

20. The use and development must at all times be conducted in accordance with the DMP to the satisfaction of the Responsible Authority.

COMPLAINTS REGISTER

21. The operator must keep a register of any complaints by the public concerning the operations and the register must be made available to the Responsible Authority on request.

TRUCK MOVEMENTS

22. The number of trucks accessing the site is limited to 10 per day (20 movements total) unless otherwise agreed to in writing by the Responsible Authority.
23. All trucks must be covered to minimise dust generation from the load, prior to leaving the site.
24. No truck movements may occur to or from the subject site between hours 8am - 9am and 3:30 pm and 4:30pm on any school day.

REHABILITATION CONDITIONS

25. Prior to the development occurring north of the unmade government road, rehabilitation of no less than 2ha must have been completed south of the unmade government road to the satisfaction of the Responsible Authority.
26. Each phase of rehabilitation conducted must be approved by the Responsible Authority. Rehabilitation must be completed to a standard so as to ensure visual consistency with the surrounding broader farming landscape.
27. Grazing on the rehabilitated areas must only recommence following a satisfactory inspection from the Responsible Authority.

LANDSCAPING CONDITIONS

28. Before the commencement of Stage 1, a landscape plan generally in accordance with the Human Habitats dated 2/11/2020 must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions. The plan must show:
- A revised permitter landscaping buffer strip. The landscaping strip must be in the same location and dimensioned no less than 6m in width and contain a minimum of 5 rows of plantings. The planting species selected must contain a variety of species consisting of fast establishing plants.
 - Details of the proposed woodlot plantation to be established in the north easterly corner of the work authority area.

All species selected must be to the satisfaction of the Responsible Authority.

29. Before the commencement of Stage 1b or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
30. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

ENGINEERING CONDITIONS

Rural Drainage Works

31. Prior to commencement of use, all stormwater and surface water discharging from the site, buildings and works must be retained and treated on site to the satisfaction of the Responsible Authority. No effluent or polluted water of any type will be allowed to enter the stormwater drainage system or Buckland River. Once treated to the satisfaction of the Responsible Authority, the stormwater shall be conveyed to the legal point of discharge to the satisfaction of the Alpine Shire Council /North East Catchment Management Authority.

Road Upgrade

32. Prior to commencement of use, the vehicular crossing shall be upgraded to the satisfaction of the Alpine Shire Council, and shall comply with the following:
- crossings are to be concrete or have a bituminous seal applied where they abut a sealed road. If the road is unsealed the crossing may remain an unsealed crushed rock pavement. Dimensions and roadside drainage treatments are to be generally in accordance with IDM drawing SD255.
 - The eastern road shoulder fronting the entrance at Buckland Valley Road to be sealed for 20m both directions.
 - 'Trucks Turning Ahead' Signage to be installed 60m from crossing on both directions

EPA CONDITIONS

33. Nuisance dust and/or airborne particles must not be discharged beyond the boundaries of the premises.
34. Noise emitted from the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
35. A secondary containment system must be provided for liquids, which if spilt, are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347 Bunding Guidelines 1992 or as amended.
36. Stormwater contaminated with waste oil, grease, chemicals, leachate or sediments must not be discharged beyond the boundary of the premises.

EXPIRY CONDITION

37. This permit will expire if one of the following circumstances applies:
 - a. the development and use are not started within five years of the date of this permit.

The Responsible Authority may extend the period referred to if a request is made in writing before the permit expires or within six months afterwards if the development has not lawfully commenced.

Notes:

CFA recommends the site complies with the Guideline for Mineral Exploration Projects 2019 to help prepare a risk treatment plan to mitigate risks from bushfires burning onto the licence area and from fires igniting on-site and escaping to surrounding areas.

Road Opening/Non-Utility Minor Works on Municipal Road Reserve/Consent for Works on Road Reserves Permit Required. A road opening/crossing permit must be obtained from the Alpine Shire Council prior to working in or occupying the road reserve with construction equipment or materials. Applications may be accessed via the following link [Work on Council land permit](#), or from the Alpine Shire Council website.

8.2.8 (b) POLICY AND DECISION GUIDELINES

Planning Policy Framework

The Planning Policy Framework (PPF) provides relevant direction to the proposal at the following clauses:

Clause 11.01 Settlement

Clause 11.01-1R Settlement - Hume

Clause 13.05 Noise

Clause 13.06 Air Quality

Clause 13.07 Amenity and Safety

Clause 14.01 Agriculture

Clause 14.03-1S Resource Exploration and Extraction

Clause 14.03-1R Resource Exploration and Extraction - Hume

Clause 17.01 Employment

Clause 17.04 Tourism

Clause 18 Transport

See: <https://www.planning.vic.gov.au/schemes-and-amendments/browse-planning-scheme/planning-scheme?f.Scheme%7CplanningSchemeName=alpine>

Planning Policy Framework

Applicable local planning policy can be found in the Local Planning Policy Framework (LPPF) section.

Clause 21.03-2 Rural residential living

Clause 21.05-1 Tourism

Clause 21.05-3 Agriculture

Clause 21.07-11 Rural Precincts

Clause 22.03-1 Tourist use and development

Clause 22.03-2 Agriculture

See: <https://www.planning.vic.gov.au/schemes-and-amendments/browse-planning-scheme/planning-scheme?f.Scheme%7CplanningSchemeName=alpine>

Zone

The subject land is zoned Farming Zone pursuant to the Alpine Planning Scheme. The purpose of the zone and applicable decision guidelines can be found at the following link: <https://planning->

[schemes.api.delwp.vic.gov.au/schemes/vpps/35_07.pdf?_ga=2.10116725.1793305565.1621219198-1986562058.1620805910](https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/35_07.pdf?_ga=2.10116725.1793305565.1621219198-1986562058.1620805910)

Overlays

The planning permit application must address the objective of the Significant Landscape Overlay - these provisions plus the schedule number 4 for the Buckland Valley can be found at the following links:

https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/42_03.pdf?_ga=2.75627733.1793305565.1621219198-1986562058.1620805910

https://planning-schemes.api.delwp.vic.gov.au/schemes/alpine/ordinance/42_03s04_alpi.pdf?_ga=2.120339656.1793305565.1621219198-1986562058.1620805910

Particular Provisions that Require, Enable or Exempt a Permit

Clause 52.06 Car Parking

Clause 52.08 Earth and Energy Resources Industry

Clause 52.09 Extractive Industry and Extractive Industry Interest Areas

General Provisions

Clause 65 of the Alpine Planning Scheme provides for the general decision guidelines applicable to all application, see: https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/65_01.pdf?_ga=2.22109819.1793305565.1621219198-1986562058.1620805910

9. Informal meetings of Councillors

Introduction

In accordance with Chapter 8, section A1 of Council's Governance Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting, or Community Asset Committee meeting;

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are tabled at the next convenient Council meeting and are recorded in the minutes of that Council meeting.

Cr Janas
Cr Chalwell

That the summary of informal meetings of Councillors for May 2021 be received.

Carried

Background

The written records of the informal meetings of Councillors held during the previous month are summarised below. Detailed records can be found in Attachment 9.0 to this report.

Date	Meeting
6 May	Briefing Session
11 May	Planning Forum
18 May	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – May 2021

10. General business

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

11. Motions for which notice has previously been given

Nil

12. Reception and reading of petitions

Nil

13. Documents for sealing

Cr Nicholas

Cr Vincent

That the following documents be signed and sealed.

- 1. Contract No. CT20118 in favour of Colin Joss & Co Pty Ltd trading as Joss Facility Manager for the Bright Sports Centre structural repairs / construction be signed and sealed.*
- 2. Contract No. CQ21003 in favour of Modus Projects for the Alpine View Children's Centre Expansion Project be signed by and sealed.*
- 3. Deed of Variation - Collection Transport and Disposal of Kerbside Recyclables - Contract No 17026 be signed;*
- 4. Information Privacy Policy No. 45, version 3;*
- 5. Procurement Policy No. 89, version 8;*
- 6. S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987 - Manager Planning and Amenity*
- 7. S11A - Instrument of Appointment and Authorisation - Planning & Environment Act 1987 - Director Commercial;*
- 8. Contract No 2100801 in favour of North East Civil Constructions Pty Ltd for the Great Valley Trail Civil Works be signed.*

Carried

There being no further business the Chairperson declared the meeting closed at 6:43p.m.

.....

Chairperson



SPM(7) – 15 JUNE 2021

Special Council Meeting

Minutes

The **Special Meeting** of the **Alpine Shire Council** was held on **15 June 2021** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor
Cr Sarah Nicholas – Deputy Mayor
Cr Katarina Chalwell
Cr Ron Janas
Cr Tony Keeble
Cr Charlie Vincent

OFFICERS

Charlie Bird - Chief Executive Officer
William Jeremy - Director Assets
Ruth Kneebone – Director Commercial

LEAVE OF ABSENCE

Cr Kelli Prime

Agenda

1.	Recording and livestreaming of Council meetings	3
2.	Acknowledgement of traditional custodians, and recognition of all people	3
3.	Apologies	3
4.	Declarations by Councillors of conflict of interest.....	3
5.	Presentation of reports by officers	4
5.1	DIRECTOR COMMERCIAL - RUTH KNEEBONE.....	4
5.1.1	Submissions to the Draft 2021/22 Budget	4
5.1.2	Declaration of the Dinner Plain Special Rate (2021/22)	12
5.1.3	Adoption of 2021/22 Budget.....	18
5.1.4	Revenue and Rating Plan.....	22
6.	Documents for sealing	25

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.

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 Mayor read the following statement:

The Alpine Shire Council acknowledges the Traditional Owners of the land we are now on, we pay our respect to Elders, past and present.

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 and Leave of Absence

Cr Prime is on Leave of Absence until July 2021.

4. Declarations by Councillors and Staff of conflict of interest

Cr Charlie Vincent declared a conflict of interest with respect to item no 5.1.1 and the submission made by Into our Hands Foundation Community Foundation (submission number 6).

Ruth Kneebone declared a conflict of interest with respect to item no 5.1.1. and the submission made by Into our Hands Foundation Community Foundation (submission number 6).

William Jeremy declared a conflict of interest with respect to item no 5.1.11 and the submissions made by William Jeremy (submission 7), Alpine Cycling Club (submission 5) and Alpine Community Plantation (submissions 8 and 9).

Cr Vincent was admitted into the virtual waiting room at 5:05pm due to a declared conflict of interest.

5. Presentation of reports by officers

5.1 DIRECTOR COMMERCIAL - RUTH KNEEBONE

5.1.1 Submissions to the Draft 2021/22 Budget

File Number: 2021/22 Budget

INTRODUCTION

The purpose of this report is to respond to the submissions received under section 223 of the *Local Government Act 1989* relating to the draft Budget 2021/22 for the Alpine Shire Council.

Cr Nicholas
Cr Chalwell

That Council:

1. *considers written and verbal submissions received pursuant to Section 223 of the Local Government Act 1989 and section 96 of the Local Government Act 2020, in relation to the Alpine Shire Council Budget 2021/22.*
2. *makes the following amendments to the Alpine Shire Council Budget 2021/22:*

<i>Submission #</i>	<i>Budget section</i>	<i>Submission / Amendment</i>	<i>Value in Draft Budget</i>	<i>Amount to be Adopted</i>
<i>Carry forward expenditure for the following 2020/21 capital projects:</i>				
<i>#10</i>	<i>5.4.3</i>	<i>Porepunkah Drainage Strategy</i>	<i>\$0</i>	<i>\$33,000</i>
		<i>McCullough Road Drainage Design</i>	<i>\$0</i>	<i>\$50,000</i>
		<i>Bright Depot Fuel Tank Renewal</i>	<i>\$0</i>	<i>\$30,000</i>
		<i>Electronic Waste Infrastructure Upgrade</i>	<i>\$0</i>	<i>\$60,000</i>
		<i>Bright Railway Museum Renewal</i>	<i>\$0</i>	<i>\$43,000</i>
		<i>Myrtleford Memorial Hall Renewal</i>	<i>\$0</i>	<i>\$180,000</i>

<i>Submission #</i>	<i>Budget section</i>	<i>Submission / Amendment</i>	<i>Value in Draft Budget</i>	<i>Amount to be Adopted</i>
		<i>Vehicle Renewal</i>	<i>\$0</i>	<i>\$42,000</i>
		<i>Large Plant Renewal</i>	<i>\$0</i>	<i>\$91,000</i>
		<i>Alpine Better Places Harrietville and Tawonga</i>	<i>\$0</i>	<i>\$13,000</i>
<i>Allocate budget to the following capital projects:</i>				
<i>#10</i>	<i>5.4.2</i>	<i>Alpine Active Sport and Recreation Plan</i>	<i>\$0</i>	<i>\$20,000</i>
		<i>Harrietville Wastewater Treatment Cluster Design</i>	<i>\$0</i>	<i>\$20,000</i>
		<i>Kiewa River Trail Car Park</i>	<i>\$0</i>	<i>\$65,000</i>
		<i>Tronoh Dredge Reserve Car Park</i>	<i>\$0</i>	<i>\$70,000</i>
		<i>Bright Railway Museum Renewal</i>	<i>\$0</i>	<i>\$38,000</i>
		<i>Myrtleford Memorial Hall Renewal</i>	<i>\$0</i>	<i>\$85,000</i>
		<i>Alpine Better Places Harrietville and Tawonga</i>	<i>\$0</i>	<i>\$17,000</i>
		<i>Porepunkah Transfer Station Master Plan Design</i>	<i>\$0</i>	<i>\$25,000</i>
		<i>Mount Beauty Community Centre Audio Visual Upgrade</i>	<i>\$0</i>	<i>\$40,000</i>
		<i>Oaks Lawn Electrical Upgrade Design</i>	<i>\$0</i>	<i>\$18,000</i>

<i>Submission #</i>	<i>Budget section</i>	<i>Submission / Amendment</i>	<i>Value in Draft Budget</i>	<i>Amount to be Adopted</i>
		<i>Big Hill Carpark Sealing</i>	<i>\$0</i>	<i>\$125,000</i>
		<i>Buckland Valley Road Upgrade</i>	<i>\$0</i>	<i>\$385,000</i>
		<i>Project Pinnacle</i>	<i>\$180,000</i>	<i>\$226,000</i>
		<i>Workforce - Capitalised wages</i>	<i>\$1,082,000</i>	<i>\$1,130,471</i>
<i>Carry forward expenditure for the following operational items:</i>				
<i>#10</i>	<i>4.1</i>	<i>Local Government Act Implementation</i>	<i>\$40,000</i>	<i>\$44,800</i>
<i>Amend expenditure related to the following operational items:</i>				
<i>#10</i>	<i>4.1</i>	<i>Community Events</i>	<i>\$25,000</i>	<i>\$90,000</i>
		<i>High Country Library Network Freight</i>	<i>\$37,095</i>	<i>\$43,595</i>
		<i>Workforce - Operating (Non-Road Maintenance)</i>	<i>\$8,701,753</i>	<i>\$8,902,144</i>
		<i>Tourism North East - Annual Campaign</i>	<i>\$115,270</i>	<i>\$16,000</i>
		<i>Community Connector</i>	<i>\$0</i>	<i>\$50,000</i>
		<i>Destination Marketing - Media Famils</i>	<i>\$16,000</i>	<i>\$5,000</i>
		<i>Other Buildings</i>	<i>\$28,500</i>	<i>\$33,500</i>
		<i>Myrtleford Transfer Station</i>	<i>\$710,000</i>	<i>\$740,000</i>
		<i>Mount Beauty Transfer station</i>	<i>\$210,125</i>	<i>\$225,125</i>
		<i>Porepunkah Transfer station</i>	<i>\$311,984</i>	<i>\$361,984</i>
		<i>Business Systems (licences)</i>	<i>\$300,000</i>	<i>\$355,000</i>
<i>Allocate budget to the following operational items:</i>				

<i>Submission #</i>	<i>Budget section</i>	<i>Submission / Amendment</i>	<i>Value in Draft Budget</i>	<i>Amount to be Adopted</i>
#10	4.1	<i>Telecommunications Strategy - Bushfire Recovery</i>	\$0	\$50,000
		<i>Gender Equality Act 2020</i>	\$0	\$20,000
		<i>Tawonga Holiday Park</i>	\$0	\$75,000
		<i>Housing Strategy</i>	\$0	\$100,000
#2	4.1	<i>Wandiligong Preservation Society Inc. funding (annually for three years)</i>	\$0	\$5,000
#6	4.1	<i>Into Our Hands Community Foundation funding (annually for three years)</i>	\$0	\$10,000
#9	4.1	<i>Mystic Park Turnaround Point</i>	\$0	\$30,000
<i>Amend the following Grant Income:</i>				
#10	5.1	<i>Fire Services Levy</i>	\$0	\$53,032
<i>Amend the following Rates and Charges Income:</i>				
#10	5.1	<i>Dinner Plain Special Rate Income</i>	\$925,000	\$923,000
		<i>General Rates Income</i>	\$15,288,000	\$15,283,000
		<i>Kerbside Collection Income</i>	\$2,471,836	\$2,491,025
		<i>General Waste Management Income</i>	\$620,000	\$621,440

3. The following submissions may be further assessed or managed by the Alpine Shire Council as per comment detail, however, do not result in changes to the Alpine Shire Council Budget 2021/22 for the stated reasons:

<i>Submission #</i>	<i>Submission proposal</i>	<i>Value</i>	<i>Rationale and Approach</i>
#1	<i>Kiewa Valley Historical Society storage room</i>	<i>Not specified</i>	<i>Concept needs further development and scoping.</i>
#3	<i>Rental Accommodation – request to Council to consider</i>	<i>Not specified</i>	<i>Council has allocated \$100,000 towards a Housing strategy. Will continue to review based on community needs.</i>
#4	<i>Myrtleford Mosaic Trail and Mural funding</i>	<i>\$8,000</i>	<i>Council recommends this submitter fund ongoing operational expenses Council encourages this submitter to resubmit \$5,000 to the Community Grants process.</i>
#5	<i>Maintenance Officer for Mystic Mountain Bike Park</i>	<i>Not specified</i>	<i>Council recommends that Alpine Community Plantations be responsible for ongoing operational expenses.</i>
#7	<i>Footpath extension in Martley and Francis Streets, Porepunkah</i>	<i>Not specified</i>	<i>Project requires further development and scoping. Council recommends consideration in 2022/23 budget.</i>
#8	<i>Engineering Assessment for an alternative route for commercial and private shuttles to Mystic Park</i>	<i>\$25,000</i>	<i>Project requires further development and scoping. Council recommends consideration for 2022/23 budget (no capacity in current Capital Works Program).</i>

4. notifies in writing each person or persons who made a submission of the decision and the reasons for that decision, in accordance with Section 223 (1)(d) of the Local Government Act 1989.

Carried

BACKGROUND

Budget Overview

Based on ongoing community consultation, Council has prepared a Budget for 2021/22 which is aligned to the vision in the Council Plan 2017-21.

Through continued strong cost management, the Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects as conditions evolve.

Key budget information is provided in the Budget 2021/22 including details of the rate increase, the strategic objectives of the Council, the operating result, ongoing service provision, capital works projects and the Council's financial position.

Submission Process

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with financial management principles and Council's Community Engagement Policy. Section 96(2) provides for Council to run a consultation process in accordance with the previous *Local Government Act* for the draft 2021/22 Budget if a community engagement policy is not in place.

Under Section 223 of the *Local Government Act 1989*, Council is required to give public notice that it intends to adopt the draft 2021/22 Report. It must allow a minimum 28 days after the public notice to receive submissions and make the Draft 2021/22 Budget Report available for inspection at its offices and on its website. Council elected to use the s223 process and apply this to Budget submissions.

Council Officers have also made internal submissions. The purpose of an internal submission is to ensure that relevant information arising after the Budget has been placed on exhibition for public comment is considered by Council for inclusion in the final Budget. Internal submissions must be endorsed by Council under the same process as external submissions.

Submissions 1-9 are submissions from the public. Submission 10 is Council's internal submission. All submissions were treated in accordance with Section 223 requirements.

POLICY IMPLICATIONS

The Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. Submissions have been governed by the *Local Government Act 1989*. The following requirements are set out:

Local Government Act 1989

- Section 223 – Right to make a submission

Local Government Act 2020

- Section 94 – The budget
- Section 96 – Preparation of budget or revised budget

Local Government (Planning and Reporting) Regulations 2020

- Regulation 7 - The financial statements
- Regulation 8 - Other information to be included

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

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The net impact of the submissions which are recommended for incorporation into the Budget 2021/22 is as follows:

- Carried forward capital works - \$542k
- New capital works - \$1,002k
- Carried forward operational expenditure - \$5k
- Additional operating expenditure - \$657k
- Additional rates, charges and other income - \$67k
- Overall, the projected surplus is \$6.6m compared to the draft Budget surplus of \$7.2m.

CONSULTATION

Council is required to provide an opportunity for the public to make submissions regarding any proposal contained within the draft Budget. This is conducted through a formal process in accordance with s223 of the *Local Government Act 1989*, which includes a 28-day period where the public can provide Budget submissions and can request to be heard by a committee of Councillors in support of their submission.

The draft Budget 2021/22 was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Thursday 13 May.

Those that formally requested to be heard in support of their written submission attended a committee of Council on Tuesday 25 May which was formed according to Section 223(1)(b) of the *Local Government Act 1989*.

CONCLUSION

All submissions received have been considered by Council. This report reflects the Officers' recommendations to Council following a review of the cost and scope of each submission, and overall deliverability of the full scope of 2021/22 work.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have a conflict of interest in the budget submissions as detailed below:

- Director Commercial – Submission 6
- Director Assets – Submission 7, Submission 8, and Submission 9
- Cr. Vincent - Submission 6

Councillors and officers and that declared a conflict of interest removed themselves from Briefing Sessions where submissions were discussed.

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Manager Corporate
- Accountant

ATTACHMENT(S)

Nil

Cr Vincent was returned to the meeting at 5:11pm.

5.1.2 Declaration of the Dinner Plain Special Rate (2021/22)

File Number: 600.03

INTRODUCTION

Council may declare a special rate for the purpose of defraying the expenses of performing a function that is of special benefit to the persons required to pay the special rate. The declaration of a special rate is a requirement of the *Local Government Act 1989*, Section 163.

The purpose of this report is to declare a Special Rate for the Dinner Plain village (the "Dinner Plain Special Rate") applicable to Commercial / Industrial land only for the period 1 July 2021 to 30 June 2022.

Cr Nicholas

Cr Keeble

That Council:

- 1. notes that one submission was received regarding the proposed declaration of the Dinner Plain Special Rate (2021/22)*
- 2. declares the Dinner Plain Special Rate (2021/22) for the period 1 July 2021 to 30 June 2022 as follows:*
 - a. a special rate (the Dinner Plain Special Rate) be declared for the purpose of defraying any expenses in relation to the provision of services of special benefit to the owners of Commercial / Industrial land within the Dinner Plain village*
 - b. the total cost of the performance of this function is estimated to be \$648,000 over one year, based on inclusion of the following services:*
 - i. The Dinner Plain to Hotham winter bus service*
 - ii. Roadways snow clearing*
 - iii. Cross country snow grooming*
 - iv. Marketing and events support specific to Dinner Plain*
 - v. Cable Television Maintenance.*
- 3. notes that the Dinner Plain Special Rate will apply to Commercial / Industrial land within the Dinner Plain village as defined in the attached map*
- 4. notes that the definition of Commercial / Industrial land is the definition provided in the Budget 2021/22, supported by the Alpine Shire Council Revenue and Rating Plan*
- 5. notes that the basis of the calculation of the Dinner Plain Special Rate for the 2021/22 financial year be 43% of the rate in the dollar levied as general rates for rateable residential properties, as specified in the Alpine Shire Council Budget 2021/22, multiplied by the Capital Improved Value of each parcel of Commercial / Industrial land*

- 6. notes that the amount of the Dinner Plain Special Rate to be levied is estimated to be \$178,000 over one year, or such other amount as is lawfully raised as a consequence of this Resolution*
- 7. notes that the amount of the Special Rate will be the amount shown as due and payable in any notice sent to a person required to pay the Dinner Plain Special Rate*
- 8. notes that each person liable to pay the Dinner Plain Special Rate is to pay by instalments in line with Council's general rate payment requirements each year and*
- 9. notifies in writing, each person or persons who made a submission of the decision and the reason for that decision, in accordance with the Local Government Act 1989.*

Carried

BACKGROUND

The Dinner Plain village has for some time been subject to a Special Rate to defray the expenses associated with services of special benefit to Dinner Plain ratepayers. Within the Alpine Shire Council's draft Council Budget Report 2021/22, this includes:

- the Dinner Plain to Hotham winter bus service (\$270,000)
- roadways snow clearance (\$160,000)
- cross country snow grooming (\$66,000)
- marketing and events support specific to Dinner Plain (\$150,000), an increase of \$10,000 to expand events
- Cable Television Maintenance (\$2,000), a reduction of \$13,000 due to extensive component replacement now completed.

ISSUES

Proposed Rating Approach

A declared Special Rate for Dinner Plain reduced from 180.7% in 2015/16, to 165% in 2016/17, to 143% in 2017/18. In 2018/19, the Special Rate was aligned to the differential rate for Commercial / Industrial Land in the rest of the shire and was only paid by ratepayers who own Commercial / Industrial land in the Dinner Plain village (including holiday lets).

This approach was continued in 2019/20 and 2020/21, and it is proposed that it be maintained for the declaration of a Special Rate in 2021/22.

Submissions Received

At the April 2021 Ordinary Council Meeting, Council resolved to give notice of its intention to declare a special rate for the provision of services of special benefit to the Dinner Plain village for the period 1 July 2021 to 30 June 2022. One submission was received throughout the public exhibition period as summarised below:

Submission	Summary Description	Council response
Submitter 1	Dinner Plain Special Rate (DPSR) should be borne by all ratepayers	<ul style="list-style-type: none"> Change from all residents & businesses paying the DPSR to businesses only paying, occurred in 2018, bringing it into line with the Commercial/Industrial Differential Rate applicable to the rest of the Shire. It is acknowledged that residential ratepayers also gain benefit from these services, however it is estimated that Commercial / Industrial property owners gain further benefit due to their ability to generate income being enhanced by these services. It is noted that a Special Rate does not need to be applied to all ratepayers that benefit from the Special services.

It is noted that the estimated cost of the Special Rate services is \$648,000 for 2021/22 which is considerably more than the Special Rate raises (estimated at \$178,000 for 2021/22). At the same time the Special Rate is aligned to the rate paid by Commercial / Industrial ratepayers in the rest of the Shire. The Special Rate does not penalise Dinner Plain ratepayers compared to other ratepayers in the Shire.

Feedback regarding the utility of Special Rate services is appreciated and Council continues to consult regularly with the Dinner Plain community regarding the best application of Council funds.

Council will provide a formal individual response to the submitter.

Dinner Plain Financial Commitments

It is noted that the Dinner Plain village operates on a total cost recovery basis. If there is a deficit or surplus based on the difference between

- a. all general and Special income attributable to Dinner Plain and
- b. all general and Special costs attributable to Dinner Plain,

this is allocated to a reserve, namely the 'Dinner Plain Reserve'. This is inclusive of all relevant income and costs, including, for example, the general rates paid by Dinner Plain ratepayers; an apportionment of general Council grants; an apportionment of Council services relevant to Dinner Plain; an apportionment of Council overheads; all Special Rate costs; and all capital works expenditure in Dinner Plain. Based on current forecasts, Dinner Plain expenditure will continue to exceed income as it has in 2020/21.

It is noted that in line with the 2019/20 Dinner Plain Special Rate declaration, Council is committed to delivery of a pipeline of \$1.5m new and upgrade capital works within Dinner Plain by 2027. It is anticipated that by the end of 2021/22, \$1,532,000 of this pipeline will have been delivered, including:

2017/18 Works

- Toboggan Run Access Improvements - \$19,000
- Dinner Plain Mountain Bike Trails - \$187,000
- Dinner Plain Village Green - \$32,000

2018/19 Works

- Toboggan and Ski Run Safety Improvements - \$24,000
- Dinner Plain Mountain Bike Trails Stage 2 - \$70,000 (\$187,000 total cost, \$117,000 grant funded)
- Dinner Plain Tracks and Trails Signage - \$43,000
- Dinner Plain Village Detailed Designs - \$48,000
- Dinner Plain Tube Slide - \$4,000

2019/20 Works

- Toboggan and Ski Run Safety Improvements - \$60,000
- Dinner Plain Snowmaking Options Analysis - \$37,000 (\$56,000 total cost, \$19,000 grant funded)
- Dinner Plain Mountain Bike Trails Stage 2 - \$3,000 (\$16,000 total cost, \$13,000 grant funded)
- Dinner Plain Village Detailed Designs - \$17,000
- Dinner Plain Tube Slide - \$1,000

2020/21 Works (Forecast)

- Dinner Plain Activation - \$81,000 (\$321,000 total cost, \$240,000 grant funded)
- Toboggan and Ski Run Safety Improvements - \$6,000

2021/22 Works (Proposed)

- Dinner Plain Activation - \$900,000 (\$1,200,000 total cost, \$300,000 grant funded)
- Dinner Plain Bus Shelter and Bus Bay (\$140,000 total cost, fully grant funded)
- Dinner Plain Pump Track Design (\$80,000 total cost, fully grant funded)

POLICY IMPLICATIONS

The preparation of the Dinner Plain Village Special Rate 2021/22 is in accordance with the:

- Special Rates and Charges, Ministerial Guidelines, September 2004
- *Local Government Act 1989*
- Council's Draft Revenue and Rating Plan.

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

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Based on current property valuations across the Alpine Shire, the Dinner Plain Special Rate for 2021/22 is proposing to raise an estimated \$178,000 over the 12-month period. This is significantly less revenue than the cost of the Special Rate services which are estimated to cost \$648,000 over the same period.

Analysis indicates that Dinner Plain expenditure will exceed income into the foreseeable future. This deficit will be covered by the Dinner Plain Reserve whilst it has a positive balance.

The Dinner Plain reserve is forecast to be \$297,000 as at 30 June 2022.

CONSULTATION

Under Section 163 of the *Local Government Act 1989*, Council must give public notice of its intention to make a special rate declaration. This is conducted through a formal process in accordance with s223 of the *Local Government Act 1989*, which includes a 28-day period where the public can provide submissions regarding the proposed declaration and can request to be heard by a committee of Councillors in support of their submission.

The Dinner Plain Special Rate 2021/22 was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Thursday 13 May. One submission was received. No submitters requested to be heard by a committee of Councillors.

CONCLUSION

Council can now declare the Dinner Plain Special Rate (2021/22) in line with the requirements of the *Local Government Act 1989*.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Director Assets
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

5.1.2 Dinner Plain Village Rate Map

5.1.3 Adoption of 2021/22 Budget

File Number: Budget 2021/22

INTRODUCTION

The purpose of this report is to adopt the Budget 2021/22 for the Alpine Shire Council, incorporating the rates and charges for the 2021/22 financial year.

Cr Vincent

Cr Janas

That Council:

- 1. adopts Alpine Shire Council Budget 2021/22 incorporating the amendments adopted by Council in the submissions report (agenda item 5.1.3 of this Special Council Meeting)*
- 2. declares rates and charges of \$19,203,340 be raised in the 2021/22 financial year and featuring a 1.5% rate increase, for the purpose of section 94(1) of the Local Government Act 2020, based on setting the 'rate in the dollar' and 'charges' as follows:*
 - a. General (residential) rate (0.003649)*
 - b. General (residential) rate Dinner Plain (0.003649)*
 - c. Commercial/Industrial differential rate (0.005218)*
 - d. Farm differential rate (0.002664)*
 - e. Special rate for rateable Dinner Plain properties (0.001569)*
 - f. Waste – 80 litre bin (weekly) \$226.50*
 - g. Waste – 240 litre bin (weekly) \$502.20*
 - h. Waste – 240 litre bin (fortnightly) \$226.50*
 - i. Recycling – 140 litre bin (fortnightly) \$99.55*
 - j. Recycling – 240 litre bin (fortnightly) \$104.90*
 - k. Recycling – 360 litre bin (fortnightly) \$110.85*
 - l. Recycling – 240 litre bin (weekly) \$209.93*
 - m. Recycling – 360 litre bin (weekly) \$221.83*
 - n. Dinner Plain standard waste service \$695.88*
 - o. Dinner Plain commercial waste service \$1581.49*
 - p. General waste charge \$80.00.*
- 3. declares that Rates and charges must be paid by four instalments on or before 30 September 2021, 30 November 2021, 28 February 2022 and 31 May 2022 in accordance with Section 167 of the Local Government Act 1989*
- 4. authorises the Chief Executive Officer to give public notice of adoption of the Budget 2021/22.*

Carried

BACKGROUND

Based on ongoing community consultation, Council has prepared a Budget for 2021/22 which is aligned to the vision in the Council Plan 2017-21.

Through continued strong cost management, the Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects as conditions evolve.

ISSUES

The budget projects a surplus of \$6.6m which is influenced by:

1. A Rate increase of 1.5%, in line with the Fair Go Rates System which caps Victorian Council rate increases in line with inflation.
2. A capital works program totalling \$15.5m in FY2021/22, delivering the largest Capital Works Program that Council has embarked on to date, reflecting a steady pipeline of asset renewal and increased development activity as a result of many successful grant applications.
3. An increased material and services budget arising from the additional Capital Works projects, various Strategic Planning projects, additional landfill levy costs and triennial Elm Leaf Beetle treatment.
4. A temporary increase in staffing levels in response to changing service requirements, including continued support for Bushfire Recovery initiatives, circular economy, climate action initiatives, increased demand for statutory planning services and an increase in capacity required to deliver the Capital Works program.

Council has also updated its pipeline of initiatives to align budgeted activities to the strategic objectives outlined in the Council Plan 2017-21.

In addition, a full review of Council fees and charges has been conducted. Fees have been increased or decreased in line with movements in the actual costs to provide various services.

Further detail on the operating result, strategic objectives, initiatives, services, cash and investments, capital works, financial sustainability, and rates, charges and fees can be found within the annexed report.

It is noted that in accordance with sections 170 and 171 of the *Local Government Act 1989*, there are financial hardship options for ratepayers who are having difficulty paying their rates. In this instance, ratepayers are encouraged to contact Council to have a confidential discussion regarding their situation and putting in place an appropriate hardship plan.

POLICY IMPLICATIONS

The draft 2021/22 Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

There is a transition period between the previous *Local Government Act 1989*, and the new *Local Government Act 2020*, with the draft 2021/22 Budget being the first prepared under 2020 legislation.

Where previously the Budget was for a single year, the new requirement is for the Budget to cover a four-year period, including the budget year 2021/22, and the subsequent three financial years.

Rating provisions remain in the *Local Government Act 1989*, with no set timeframe for a transition to the *Local Government Act 2020*. The Victorian government has released the final report and government response on the Local Government Rating System Review, however this has not yet translated to legislative change.

The 2021-2025 Council Plan is currently in development and will be completed by 31 October 2021, as required in the new *Local Government Act 2020*. In future years, the Council Plan will be already in place during Budget development and will inform the themes and deliverables in the Budget document.

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

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council prepares its Budgets with the objective of balancing long-term financial sustainability and prioritised delivery against community needs.

The Budget 2021/22 proposes to raise \$19,203,240 in rates and charges based on proposed rates in the dollar and waste charges, or \$19,687,287 inclusive of estimates for rates in lieu, rates interest and additional income due to forecast supplementary development in the Shire. The draft 2021/22 Budget forecasts an operating surplus of \$6.6 million and a working capital ratio of 4.2.

Materials and services expenditure has increased due to the additional capital works projects. Departmental budgets have largely been managed to remain flat or have increased with the Consumer Price Index.

CONSULTATION

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with the financial management principles, and Council's community engagement policy. Section 96(2) provides for Council to run a consultation process in accordance with the previous *Local Government Act* for the draft 2021/22 Budget if a Community Engagement Policy is not in place. Council elected to mirror the

Section 223 process required for the Dinner Plain Special Rate and apply this to Budget submissions.

Under Section 223 of the *Local Government Act 1989*, Council is required to give public notice that it intends to adopt the draft 2021/22 Report. It must allow a minimum 28 days after the public notice to receive submissions and make the Draft 2021/22 Budget Report available for inspection at its offices and on its website.

The draft Budget 2021/22 was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Thursday 13 May.

Those that formally requested to be heard in support of their written submission attended a committee of Council on Tuesday 25 May which was formed according to Section 223(1)(b) of the *Local Government Act 1989*.

CONCLUSION

All submissions received have been considered by Council. This report reflects the Officers' recommendations to Council following a review of the cost and scope of each submission, and overall deliverability of the full scope of 2021/22 work.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declared conflicts of interest in matters relating to specific Budget submissions, with the record of conflicts of interest in report 5.1.3, but do not have a conflict of interest in the preparation of the overall Budget.

- Director Commercial
- Director Assets

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Manager Corporate
- Accountant

ATTACHMENT(S)

5.1.3 Alpine Shire Council Budget 2021/22

5.1.4 Revenue and Rating Plan

File Number: 951.01

INTRODUCTION

The Local Government Act 2020 requires each Council to prepare and adopt a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of this report is to adopt the Revenue and Rating Plan.

Cr Chalwell

Cr Nicholas

That Council:

- 1. notes that no submissions were received regarding the draft Revenue and Rating Plan;*
- 2. notes that minor amendments to update legislative references were made to the draft Revenue and Rating Plan;*
- 3. adopts the Alpine Shire Council Revenue and Rating Plan; and*
- 4. signs and seals the Revenue and Rating Plan at the appropriate stage of the meeting.*

Carried

BACKGROUND

In 2019, the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020.

The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, the recommended changes have not yet been implemented and timelines to make these changes have not been announced.

The Revenue and Rating plan (the Plan) is a new legislative requirement. It is for a four year 'block' period starting in June in the year after each general council election.

ISSUES

The purpose of the Plan is to determine the most appropriate and affordable revenue and rating approach for Alpine Shire Council which, in conjunction with other income sources will adequately finance the objectives in the council plan.

It will identify financial and revenue related risks and ensure these are mitigated and effectively managed.

The plan outlines the principles and strategic framework that Council will utilise in calculating and distributing rates to property owners. However, the quantum of rate revenue and rating differential amounts will be determined in the annual Alpine Shire Council budget.

Submissions Received

The draft Plan was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Thursday 13 May.

No submissions were received throughout the public exhibition period.

After the close of submissions, Council was made aware that there were four legislative references that required updating. Minor administrative amendments have been made, ensuring that the relevant legislative references are current. These minor changes do not change the context of the Plan. These amendments are as follows:

Page 4, reference to *Local Government Act 2020* (LGA 2020), amended to *Local Government Act 1989* (LGA 1989)

Page 25, reference to LGA 1989 amended to LGA 2020

Page 25, Fire Property Services Levy was introduced in 2012, rather than 2016

Page 25, reference to Metropolitan Fire Brigade replaced with Fire Rescue Victoria

POLICY IMPLICATIONS

The Plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its Vision "The Alpine Shire provides outstanding opportunities for its residents and visitors through sustainable growth in balance with the natural environment."

Strategies outlined in the Plan align with the objectives contained in the Council Plan, in particular, "A responsible and Sustainable Organisation" and will feed into Council's budgeting and long-term financial planning documents, as well as other strategic planning documents under Council's strategic planning framework.

The Plan is underpinned by policies that provide stability and predictability.

Council's strategic risk register refers to the Plan as a control for the risk of Financial Sustainability.

FINANCIAL AND RESOURCE IMPLICATIONS

The Plan will explain how Council calculates the revenue needed to fund its activities, and how Council revenue will be apportioned between ratepayers and other users of Council facilities and services.

The Plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

CONCLUSION

Council can now adopt its Revenue and Rating Plan for a period of at least four years, in line with the requirements of section 93 of the *Local Government Act 2020*.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Commercial
- Manager Corporate
- Rates Coordinator

ATTACHMENT(S)

5.1.4 Alpine Shire Revenue and Rating Plan

6. Documents for sealing

Cr Nicholas

Cr Vincent

That the following document be signed and sealed.

1. Alpine Shire Council Revenue and Rating Plan.

Carried

There being no further business the Chairperson declared the meeting closed at 5:28p.m.

.....

Chairperson



Alpine Resilience Committee

Terms of Reference (ToR)

CONTENTS

1. INTRODUCTION.....	3
2. SCOPE.....	3
3. MEMBERSHIP.....	4
3.1 Change of Representative.....	5
3.2 Quorum.....	5
4. ROLES AND RESPONSIBILITIES.....	5
4.1 Conflict of Interest.....	7
4.2 Proxies.....	7
4.3 Observers.....	8
4.4 Non-voting members.....	8
5. MEETINGS.....	8
5.1 Meeting Principles.....	8
5.2 Decision making processes.....	9
6. SUB-COMMITTEES AND WORKING GROUPS.....	9
7. SECRETARIAT.....	10
8. ISSUE ESCALATION.....	10
9. FINANCIAL MANAGEMENT.....	10
10. DOCUMENT INFORMATION.....	10
11. COMMON SEAL.....	11

1. INTRODUCTION

Community resilience is the capacity of communities to respond positively to crises. It is the ability of a community to adapt to pressures and transform itself in a way which makes it more sustainable in the future.

Key features of resilient communities are social learning, adaptiveness, and flexibility.

The Alpine Shire is vulnerable to a variety of shocks and natural disasters, including floods, storms, drought, bushfires, and other events, which can influence agriculture, the local economy, health, and wellbeing.

The severity of a disaster is determined by both the scale of the disaster and the level of community preparedness. Community resilience is critical in minimising the effect of these disasters and contributes to a quicker, more effective response.

Community resilience is best strengthened continuously, not just in times of crisis. It involves people working together to create sustainable links and solutions within their community.

2. SCOPE

The Alpine Resilience Committee (ARC) is a Committee of Council with a focus on preparedness and planning.

ARC is the forum for government and non-government agencies and community representatives to develop strategies and frameworks to support coordinated resilience planning for the municipality.

ARC will support communities to understand the nature of shocks and disasters and to actively prepare, plan for and mitigate against the impacts of emergencies.

ARC is the conduit between community, resilience groups and the Municipal Emergency Management Planning Committee (MEMPC). ARC will help identify community issues and concerns, and where appropriate, advocate and lobby, in conjunction with the community, government departments, other agencies and council to implement programs and initiatives to address these concerns.

ARC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response, and recovery activities. Where appropriate the Committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

ARC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

The Alpine Community Recovery Committee (CRC) has been formed under the direction of Bushfire Recovery Victoria to enable long-term recovery for the community following the serious and widespread impacts of the 2019/2020 bushfires. CRC and ARC will work together to develop implementation pathways to achieve goals identified in the Alpine Community Recovery Plan, based on the needs and priorities of the community.

3. MEMBERSHIP

The ARC seeks to be representative of communities across the Alpine Shire and is made up of representatives from local emergency and support agencies, community groups and community representatives.

Each member shall have one vote.

The following agencies, organisations and community groups will be invited to be represented on the committee:

Agency	
Alpine Shire Council (Officer)	Agency
Alpine Shire Council (Councillor)	Community
Alpine Shire Council (MRM)	Agency
Alpine Health	Agency
Ambulance Victoria	Agency
Anglicare	Agency
Australian Red Cross	Agency / Community
Community Recovery Committee	Community
Country Fire Authority	Agency / Community
Department of Families, Fairness and Housing	Agency
Department of Environment, Land, Water and Planning / Forest Fire Management	Agency
Local Community Resilience Planning Groups	Community
Other community groups	Community
Mount Beauty Neighbourhood Centre	Community
Myrtleford Neighbourhood Centre	Community
North East Multicultural Association	Agency
Parks Victoria	Agency
Rapid Response Team	Agency
Salvation Army	Agency
Victorian Council of Churches	Agency / Community
Victoria Police	Agency
Victoria State Emergency Service	Agency / Community

Agency	
Women's Health Goulburn North East	Agency

The Committee may invite or recruit additional people with key skills or knowledge to join the ARC as necessary. Community groups including members of Community Recovery Committee or individuals who represent community are encouraged to apply to be included on the Committee.

When deciding whether to invite new members to the ARC, consideration should be given to the reason for the invitation; for example, a potential member may be needed to add subject matter expertise to a specific project or body of work and therefore an invitation to participate in a sub-committee or working group may be a more appropriate strategy.

The Committee will review its membership on a yearly basis, or more frequently if needed.

3.1 Change of Representative

The relevant agency, organisation, or community group will advise the ARC Chair in writing of any formal changes to their nominated representative. This relates to a permanent change of membership and does not relate to attendance as a proxy (refer to section 7.8).

3.2 Quorum

The Quorum will be made up of at least 50% of the Committee including at least 2 community representatives and includes the Chair or Deputy Chair.

Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum for that item.

In the event that a matter arises requiring a decision to be made outside of the meeting schedule, the Chair may initiate an 'out of session' process whereby the matter is considered by e-mail, phone and other communication processes as pre-determined by the Committee. All members will be provided the opportunity to participate. Out of session decision-making will have the same quorum and other requirements as face to face meetings. A record of the out of session decision will be documented and formally presented to the next face to face meeting for endorsement and inclusion in the minutes.

4. ROLES AND RESPONSIBILITIES

Chair

ARC will elect a Chair.

Chair responsibilities

The Chair has the following functions:

- chairing ARC meetings
- facilitating the ARC to perform its functions and operates in accordance with the requirements of these Terms of Reference
- on behalf of ARC provide information and recommendations to the MEMPC

- Confirm the agenda for each meeting
- Manage acceptance/advice of last-minute papers or agenda items prior to ARC meetings.
- Ensure that the ARC meets according to its schedule
- Ensure that ARC meetings are efficient and effective
- Provide leadership to the Committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Refer issues or matters of concern identified by the ARC, or members of the ARC, to the MEMPC
- Sign correspondence on behalf of the ARC
- Represent the ARC in other forums where appropriate
- Coordinate out of session matters

Deputy Chair

ARC will elect a Deputy Chair.

Deputy Chair responsibilities

- Undertake the role of the Chair if the elected Chair is absent
- Receive delegated responsibilities of the Chair as agreed with the Chair

Member responsibilities

The representatives prescribed in Section 3 above and additional invited Committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the ARC as a partnership and provide advice or make decisions in the best interest of Alpine Shire communities. The ARC acknowledges and respects members' existing responsibilities, accountabilities, and associated levels of resourcing.

ARC members will:

- Seek to understand the needs of each Alpine Shire community
- Share knowledge, advice or advocate to support communities to achieve their resiliency goals
- Prepare for, prioritise, and attend scheduled meetings
- Proactively contribute to the work of the ARC
- Provide meeting papers to the Chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agency, organisation or community
- Report on recent relevant agency, organisation or community activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities

- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies, organisation or community to participate in the ARC, its sub-committees or working groups
- Advocate for and report back to their agencies or communities on ARC outcomes and decisions.

MEMPC Representative

The ARC Chair will represent ARC on the MEMPC.

MEMPC Representative responsibilities

- Attend MEMPC Meetings as scheduled
- Represent the views and activities of ARC to the MEMPC
- Report the actions and activities of MEMPC to ARC
- Respect confidential and privileged information

MEMPC Representative Proxy

The Deputy Chair will be the designated MEMPC Representative Proxy.

The MEMPC Representative Proxy will undertake the role of the MEMPC Representative if the elected representative is unavailable to attend MEMPC meetings or activities.

4.1 Conflict of Interest

If an ARC member or their proxy has a direct or indirect interest in a matter to be decided by the Committee, they must declare their conflict or perceived conflict and must not vote on the issue. The ARC will determine if the member should be excluded from all or part of the proceedings related to the matter.

4.2 Proxies

Members should prioritise ARC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive ARC member unless the Chair is advised otherwise.

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the Chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the Chair of the name, role, and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the Committee member is unable to provide advice to the Chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer for the meeting.

4.3 Observers

An observer may attend a meeting for any number of reasons. ARC members will advise the Chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the ARC, and must not:

- propose or vote on motions
- intrude on the procedures of the ARC
- take part in the meeting proceedings without the invitation of the Chair.

4.4 Non-voting members

If deemed necessary for transparency and equity, the Committee can invite additional standing members who may not have voting rights. Where this is the case, the membership list will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the ARC.

5. MEETINGS

The Committee will meet as a group, either in person, by videoconference, teleconference, or other means with consideration of seasonal requirements and considering operational constraints of members on the first Wednesday in March, May, July, September, and November.

The Chair may schedule additional meetings as required.

Three meetings will be held in Council Offices, Bright. One meeting annually will be held in Myrtleford at a location to be confirmed and one meeting annually will be held in Mount Beauty at a venue to be confirmed.

5.1 Meeting Principles

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in formal minutes which will be distributed to all members.

Any member can submit items to be included on the agenda. The Chair will confirm the agenda prior to each meeting.

Members are to receive meeting agendas and information at least 7 days prior to an upcoming meeting.

All efforts will be made to ensure meeting technology runs efficiently and smoothly.

Meeting Minutes will clearly articulate action items follow-up, response times and will contain a 'Parking Lot' to capture topics not related to the Agenda for later discussion.

All proceedings and documentation of the ARC are confidential until the ARC agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. Noting this, ARC records remain discoverable under the Freedom of Information Act 1982.

5.2 Decision making processes

In general, the Committee will adopt a consensus approach to decision-making, where a majority of members agree, with the remainder content to give way. The Chair will seek further advice from the members and attendees or through external subject matter experts to support decision making.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the Chair will cast the deciding vote.

The Chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each ARC member has one (1) vote on any matter decided by the Committee unless that member is identified as a non-voting member. To vote, an ARC member must be present at the meeting or represented by a proxy.

Where ARC must reach a decision between Committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, with a collective decision reached where the majority of respondents vote in the affirmative. Decisions made by circular resolution will be confirmed by the Committee at the next ARC meeting.

6. SUB-COMMITTEES AND WORKING GROUPS

ARC will determine the need to establish sub-committees / working groups to investigate and report on specific issues that will assist the ARC in meeting its goals.

ARC will determine the Terms of Reference and reporting timeframes for the sub-committees and/or working groups. The ARC can delegate this task to the sub-committee or working group but will endorse or accept them at an ARC meeting.

The membership of any sub-committee and/or working group may consist of agencies and organisations represented on ARC, and other representatives deemed necessary.

The established sub-committees will report to ARC for any actions to be undertaken and recommendations that will be required to go to Council.

Minutes will be taken at all sub-committee / working party meetings and will be distributed in accordance with ARC meeting minutes and agendas.

If the function of a sub-committee is completed, the sub-committee can be disbanded at a meeting of ARC. Sub-committees may continue with a watching brief for their area of responsibility and not be required to meet until necessitated by a review or change in circumstances. A currency and accuracy review of sub-plans should occur every 12 months, with full reviews every three years, unless otherwise stated.

Recovery Committee

In the event of a serious emergency after CRC has dissolved, ARC will form the Community Recovery sub-committee and invite membership from ARC community members and other members of the community for the purpose of planning a community led recovery.

7. SECRETARIAT

Administrative support will be provided by Alpine Shire Council and may include:

- Scheduling meetings
- Providing Committee members with the meeting agenda
- Recording minutes of meetings
- Distributing minutes of meetings to members
- Inducting new Committee members
- Preparing and sending correspondence for and on behalf of ARC
- Maintaining the contact list of ARC members.

8. ISSUE ESCALATION

The Chair may escalate any matters of significance to the CEO, Alpine Shire Council for advice or decision.

Members of the Committee may also seek to escalate items to the CEO, Alpine Shire Council, through the Chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

Issues requiring escalation should be well documented and include:

- A description of the issue or advice sought and the consequences if it remains unresolved.
- Actions taken to resolve the issue.
- Recommended actions or options that may assist resolution.

9. FINANCIAL MANAGEMENT

Alpine Shire Council has committed funds and resources for activities and coordination of ARC.

Member agencies may agree to commit funds to an ARC activity or event, in which instance the expenditure is considered expenditure of the agency and not the ARC. The member agency is responsible for all aspects of financial management within their existing governance arrangements. The ARC does not accept liability for any agency-led initiatives.

10. DOCUMENT INFORMATION

Criteria	Details
Document ID	Version 2
Document title:	Terms of Reference
Document owner:	Alpine Resilience Committee

11. COMMON SEAL

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was hereunto
affixed this 6th day of July 2021 in the
presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

CELEBRATING
30
YEARS
1989-2019

urban planning
enterprise economics+tourism

ALPINE SHIRE EVENTS STRATEGY

DRAFT REPORT

ALPINE SHIRE COUNCIL | JUNE 2021



www.urbanenterprise.com.au



AUTHORS

Mike Ruzzene
(Director)

Jonathan Rochwerger
(Senior Associate)

Madeleine Hornsby
(Consultant)

FILE

Alpine Shire Events Strategy_Working Draft V5

VERSION

1

DISCLAIMER

Neither Urban Enterprise Pty. Ltd. nor any member or employee of Urban Enterprise Pty. Ltd. takes responsibility in any way whatsoever to any person or organisation (other than that for which this report has been prepared) in respect of the information set out in this report, including any errors or omissions therein. In the course of our preparation of this report, projections have been prepared on the basis of assumptions and methodology which have been described in the report. It is possible that some of the assumptions underlying the projections may change. Nevertheless, the professional judgement of the members and employees of Urban Enterprise Pty. Ltd. have been applied in making these assumptions, such that they constitute an understandable basis for estimates and projections. Beyond this, to the extent that the assumptions do not materialise, the estimates and projections of achievable results may vary.

COPYRIGHT

© Copyright, Urban Enterprise Pty Ltd, 2020

This work is copyright. Apart from any uses permitted under Copyright Act 1963, no part may be reproduced without written permission of Urban Enterprise Pty Ltd.



L1 302-304 Barkly St, Brunswick VIC 3056
+61 3 9482 3888 urbanenterprise.com.au

CONTENTS

EXECUTIVE SUMMARY	1
1. INTRODUCTION	6
1.1. BACKGROUND	6
1.2. REPORT STRUCTURE	6
1.3. DEFINITIONS	7
PART A. BACKGROUND RESEARCH AND ANALYSIS	8
2. PROJECT CONTEXT	9
2.1. INTRODUCTION	9
2.2. ABOUT ALPINE SHIRE	9
2.3. TOURISM CONTEXT	11
2.4. STRATEGIC AND POLICY CONTEXT	12
3. EVENTS PROFILE	14
3.1. INTRODUCTION	14
3.2. EVENTS PROFILE	14
3.3. ECONOMIC AND COMMUNITY IMPACTS	16
4. EVENT INFRASTRUCTURE	18
4.1. INTRODUCTION	18
4.2. EVENT INFRASTRUCTURE AUDIT	18
5. EVENT RESOURCING AND SUPPORT	20
5.1. INTRODUCTION	20
5.2. ALPINE SHIRE COUNCIL	20
5.3. STAKEHOLDER PARTNERSHIPS	21
6. CHALLENGES AND OPPORTUNITIES	22
6.1. INTRODUCTION	22
6.2. CHALLENGES AND OPPORTUNITIES	22
PART B. FUTURE DIRECTIONS	23
7. STRATEGIC EVENT FRAMEWORK	24
7.1. INTRODUCTION	24
7.2. VISION	24
7.3. STRATEGIC OBJECTIVES	24
7.4. STRATEGIC DIRECTIONS	25
8. EVENT APPROVAL AND FUNDING FRAMEWORK	32
8.1. INTRODUCTION	32
8.2. EVENT CATEGORISATION	32
8.3. EVENT PERMITTING CONDITIONS	34
8.4. EVENT FUNDING CONDITIONS	35
APPENDICES	37
APPENDIX A CONSULTATION PROCESS AND OUTCOMES	37

FIGURES

F1. ALPINE SHIRE	10
F2. BRIGHT CBD BOUNDARY	35

TABLES

T1. ALPINE SHIRE EVENTS SECTOR CHALLENGES AND OPPORTUNITIES	2
T2. EVENT PERMITTING AND FUNDING CONDITIONS	5
T3. PROJECT DEFINITIONS	7
T4. ALPINE SHIRE VISITATION 2019	11
T5. EVENT VISITOR BENCHMARKING 2019	12
T6. COUNCIL EVENT FUNDING	20
T7. ALPINE SHIRE CHALLENGES AND OPPORTUNITIES	22
T8. EVENT TYPOLOGIES	25
T9. ALPINE SHIRE EVENTS POLICY RECOMMENDATIONS	29
T10. EVENT IMPACTS AND CONSIDERATIONS	32
T11. EVENT CATEGORISATION	33
T12. EVENT PERMITTING CONDITIONS	34
T13. EVENT FUNDING CONDITIONS	35

EXECUTIVE SUMMARY

INTRODUCTION

Alpine Shire Council (Council) has engaged Urban Enterprise to prepare the *Alpine Shire Events Strategy* (Strategy). This document is intended to be a blueprint for Council to guide decision making, forward planning and strategic direction for events within the Alpine Shire (Shire).

As such, this Strategy, identifies the needs and priorities of the community and provides a clear and realistic framework for Council to guide the future delivery of events. The outcome of this is to ensure the sustainability of the events sector whilst delivering the best possible outcomes for the Alpine Shire community.

The events sector has been significantly disrupted due to the impacts of COVID-19 and bushfires. As such, data relating to the events sector reflects pre-2020 economic conditions. This Strategy, therefore, supports short-term recovery of the sector and opportunities for growth following the easing of restrictions.

EVENTS PROFILE

The Shire has a strong and popular events sector, averaging 107 tourism and community events p.a. and attracting around 170,000 attendees¹.

The events calendar is heavily concentrated in the Bright and surrounds region, which attracts 51% of events and 64% of total attendees. This generally includes events being held during peak periods of high-visitation (e.g. public holidays, weekends). As a result, this creates congestion (and market saturation), leading to reduced resident amenity, and even safety issues within Bright, creating the need to disperse events across the Shire and spread out the events calendar across non-peak visitation periods.

The events sector also aligns with the branding and product strengths of the area, driven by nature-based events, sport and outdoor recreation. Whilst these are key drivers of visitation, there are opportunities to develop a more diverse range of event types, particularly *Arts and Culture* and *Food and Beverage* events. These events typically attract high-yielding lifestyle leader visitor markets and may provide higher contribution to the economy.

ECONOMIC AND COMMUNITY IMPACT ASSESSMENT

Events held within the Shire attract an average of around 122,000 event visitors p.a. from outside the Shire and generate \$22.6 million in visitor expenditure p.a.², which directly supports 138 jobs within the Shire³. In addition to the economic benefits, there are numerous important social and community benefits, including:

- Developing a sense of community and increasing community engagement;
- Promoting civic pride and cultural identity;
- Revitalisation of local areas and improving liveability;
- Contributing to the resilience of local economies; and
- Improving the tourism 'brand' of the Shire.

These community benefits need to be measured against some of the potential disbenefits of the events sector, including the impact to resident amenity and liveability, particularly in Bright which hosts most larger events.

¹ This information is based on a three-year average from 2016-17 to 2018-19 (based on information provided by Alpine Shire Council)

² This assumes that daytrip visitors (24%) spend an average of \$112 per person, while overnight visitors (76%) spend an average of \$208 per trip (over one night).

³ The economic impact is calculated using the input-output method (developed by REMPLAN and calculated by Urban Enterprise). This method is based on the interdependencies and relationship between industry sectors and is widely used across the public and private sector to estimate the direct and flow on economic impacts of a project or activity to an economy (using industry multipliers for Victoria).

EVENT INFRASTRUCTURE

A total of 69 event venues were audited based on information provided by Council, stakeholder consultation and desktop research. Around one-third of these venues are located in the Bright area, which requires a diverse range of high-quality venues to support the large number of events in the township.

Over half the audited facilities are outdoor venues only, which caters to the large proportion of outdoor and nature-based events. However, this presents issues in terms of seasonality as these venues can only host events during warmer (peak) months. In addition, many of these venues (as identified by stakeholders) require significant upgrades in terms of quality, supporting infrastructure and, in some cases, size.

There is also a gap in the provision of high-quality 'all-weather' indoor venues, which would allow for a larger range of events to occur during off-peak times, particularly the colder winter months.

Whilst Bright is well supported with outdoor event venues, Mount Beauty is identified as having limited dedicated outdoor event spaces to cater for larger events.

EVENT RESOURCING AND SUPPORT

As outlined in the Council Plan, the Alpine Shire is committed to "support festivals and events" as this promotes economic growth and liveability outcomes for residents.

More specifically, Council supports the management and delivery of the events sector through its events funding program and support services including the provision of event approvals. In the 2020-21 financial year, Council approved around \$160,000 in financial sponsorship and logistics support to 39 events. Whilst over the past four financial years, Council has provided an average of around \$200,000 p.a. to the sector.

Council has a challenging role in providing support to the events sector, as it must consider the strategic direction of the events calendar, utilising limited resources to deliver a large event portfolio and meet community expectations. Council should, therefore, consider introducing alternative revenue sources (e.g. event venue hire fees) to help fund events and grow the overall budget.

CHALLENGES AND OPPORTUNITIES

The following summarises the key challenges for the events sector, based on the background research, and subsequent opportunities to improve the delivery and management of events in the Shire.

T1. ALPINE SHIRE EVENTS SECTOR CHALLENGES AND OPPORTUNITIES

Challenges	Opportunities
<ul style="list-style-type: none"> Lack of event diversity (e.g. event type and size). Calendar congestion during peak visitation periods Concentration of events in the Bright area Limited indoor 'all-weather' venues to hold large events. Lack of suitable facilities and poor supporting infrastructure and accommodation. Lack of direction/events policy for delivery and planning. Poor industry awareness of funding and available support. Inconsistent process for event approvals and funding. Mitigating the environmental impact of events. Competing with other regional destinations for events and visitors. No standardised assessment to measure the impact of events. 	<ul style="list-style-type: none"> Adopt a more consistent and effective event permit application and approval process. Adopt a more consistent and effective event funding approval process. Develop clear and coherent event guidelines and policy. Implement a more strategic approach to event attraction to diversify and enhance the calendar. Prioritise investment and advocacy to upgrade existing and develop new event infrastructure. Encourage seasonal and geographic dispersal of events. Spreading the economic benefits of events to smaller townships outside Bright. Promote environmental consideration of event procedures. Align the events sector to the local product strengths and the regional product pillars⁴. Increase collaboration with organisers to build capacity.

⁴ Includes the following product strength of the High Country tourism region: Cycling, Food and Beverage, Snow, Nature-based tourism and Arts and Culture.

STRATEGIC EVENT FRAMEWORK

The strategic framework for event delivery and management in the Shire sets the vision, objectives and guiding directions for the sector.

Vision

Develop a sustainable events sector that generates positive economic outcomes across the Shire, aligns with community values and maintains the region's natural assets.

A sustainable events sector will ensure alignment to economic, community and environmental outcomes. Achieving this balance, by considering all three categories, is critical to ensuring the needs of relevant stakeholders are met, including Council, the community and industry.

Strategic Objectives

1. Encourage the delivery of safe, compliant and self-sustaining events.
2. Provide a clear and transparent system for determining Council event approvals and funding.
3. Support events that foster community development, engagement and contribute to health and wellbeing.
4. Stimulate economic activity across the Shire and encourage the geographic and seasonal dispersal of events.
5. Support event visitation and promote the area as a destination to stay, explore and invest.
6. Minimise the environmental impact of events.

Strategic Directions and Strategies

The following directions have been developed in response to issues, opportunities and needs of the events sector. These guide the future delivery and management of events and inform the strategies and recommendations to be delivered by Council.

Strategic Direction 1: Enhance and Diversify Events	
Description	Enhance and diversify events, whilst maintaining sustainability in the sector, in order to achieve positive economic and community outcomes and minimise impact on the environment.
Outcomes	<ul style="list-style-type: none"> • Diversify event typologies and event size • Align events to the local brand and regional product pillars • Maximise visitor yield • Provide a sustainable program of events (balancing tourism and community events) • Monitor and mitigate environmental impacts
Strategies	<p>Strategy 1.1: Deliver a diverse calendar of events</p> <p>Strategy 1.2: Attract major and significant tourism events</p> <p>Strategy 1.3: Increase collaboration with the Alpine Resorts</p>

Strategic Direction 2: Deliver Improved Event Facilities and Supporting Infrastructure	
Description	Improve the variety and quality of event infrastructure, including indoor and outdoor venues to provide for a diverse range of events.
Outcomes	<ul style="list-style-type: none"> • Upgrade existing event facilities and infrastructure • Deliver strategic infrastructure to support the vision and objectives for the sector (e.g. indoor venues, supporting visitor accommodation) • Increase awareness of available facilities and infrastructure
Strategies	<p>Strategy 2.1: Improve existing event infrastructure</p> <p>Strategy 2.2: Promote utilisation of event infrastructure</p> <p>Strategy 2.3: Develop new strategic event infrastructure</p>

Strategic Direction 3: Support Event Delivery and Management	
Description	Provide efficient and effective support to improve the sustainability of the events sector and enhance the delivery and management of events in the Shire.
Outcomes	<ul style="list-style-type: none"> • Encourage event dispersal (geographically and seasonally) • Use Council policy and funding levers to influence the direction of the events sector • Improve the efficacy of the event approvals process to meet stakeholder needs • Increase industry capacity and resilience • Improve awareness of event support (financial and non-financial) • Increase event promotion • Standardise the assessment of events to inform decision-making
Strategies	<p>Strategy 3.1: Develop an Alpine Shire Events Policy and Events Management Procedure</p> <p>Strategy 3.2: Establish new event funding criteria and funding allocations</p> <p>Strategy 3.3: Build industry capacity</p> <p>Strategy 3.4: Improve the efficiency of the approvals process</p> <p>Strategy 3.5: Support industry awareness of events</p> <p>Strategy 3.6: Review event staffing resources</p>

EVENT APPROVAL AND FUNDING FRAMEWORK

An event approval and funding framework was developed by Council to help achieve the above strategic objectives, strategies and outcomes for the events sector. This forms Council's policy in permitting and funding future events in the Alpine Shire (to be implemented from 1 July 2022) and is a key lever for Council to improve event delivery and management.

The framework is summarised in Table T2 (overleaf), with greater detail and rationale provided in Section 8 of this report. This includes recommendations for event categories, ranging from **Signature, High Impact, Medium Impact, Low Impact** and **Private – Low Impact**, which will be determined by the anticipated *social, environmental* and *economic* impact of the event (to be assessed by Council).

Each event category will be subject to specific permitting and funding approval conditions to ensure the proposed new event aligns with agreed objectives and outcomes for the events sector.

T2. EVENT PERMITTING AND FUNDING CONDITIONS

Event Categorisation	Key Characteristics	Permitting Conditions	Funding Conditions
Signature Event	<ul style="list-style-type: none"> International or National significance. Delivers state-wide publicity for the region. Capacity to attract a significant proportion of intrastate, interstate and/or international visitation. Delivers significant economic benefit to the Shire. 	<ul style="list-style-type: none"> Subject to a resolution of Council or decision taken under CEO delegation as appropriate. 	<ul style="list-style-type: none"> Subject to a resolution of Council or decision taken under CEO delegation as appropriate.
High Impact Event	<ul style="list-style-type: none"> National or State significance. Delivers significant economic benefit to Shire. Event attendance exceeding 5,000 people, including significant intra and interstate visitation. 	<ul style="list-style-type: none"> Applications must be received a minimum of 6 months prior to the date of the planned event. Not permitted in Bright over public holiday weekends. Not permitted to run in Bright CBD over school holidays if road closures required⁵. Not permitted to run in Howitt Park and/or Centenary Park. Mandatory referral to Risk Assessment Panel 	<ul style="list-style-type: none"> The maximum amount of funding (cash sponsorship plus the monetary value of logistics support) will not exceed \$10,000, provided for up to three years Cash sponsorship will not be provided to events being delivered in Bright during school holidays or over public holiday weekends.
Medium Impact Event	<ul style="list-style-type: none"> State or Regional significance. Delivers high-level of economic benefit to the Shire. Event visitation exceeding 1,000 people, with the potential to attract intra and interstate visitation. 	<ul style="list-style-type: none"> Applications must be received a minimum of 12 weeks prior to the date of the planned event. Not permitted in Bright CBD over school holidays or public holiday weekends if road closures required⁶. Not permitted to run in Howitt Park and/or Centenary Park (if patronage exceeds 500). Discretionary referral to Risk Assessment Panel. 	<ul style="list-style-type: none"> The maximum amount of funding (cash sponsorship plus the monetary value of logistics support) provided to a medium impact event will not exceed \$5,000.
Low Impact Event	<ul style="list-style-type: none"> Regional or Local significance. Provides a small contribution to the local economy. Visitation up to 1,000 people with little or no intra or interstate visitation. 	<ul style="list-style-type: none"> Applications must be received a minimum of six weeks prior to the date of the planned event. Events to run in Howitt Park and/or Centenary Park (if patronage exceeds 500). 	<ul style="list-style-type: none"> The maximum amount of funding (cash sponsorship plus the monetary value of logistics support) provided to a low impact event will not exceed \$2,000.
Private – Low Impact Event	<ul style="list-style-type: none"> Visitation of 50 to 200 people. 	<ul style="list-style-type: none"> Applications must be received a minimum of 10 working days prior to the date of the planned event. 	<ul style="list-style-type: none"> Not eligible for funding.

Source: Alpine Shire Council, 2021

⁵ Some exemptions apply to civic events and events such as Anzac Day, Remembrance Day and Australia Day.⁶ Some exemptions apply to civic events and events such as Anzac Day, Remembrance Day and Australia Day.

1. INTRODUCTION

1.1. BACKGROUND

Alpine Shire Council (Council) has engaged Urban Enterprise to prepare the *Alpine Shire Events Strategy* (Strategy). This document is intended to be a blueprint for Council to guide decision making, forward planning and strategic direction for events within the Alpine Shire (Shire).

Events are a vital part of the region's livelihood, providing a range of economic and social benefits for both residents and visitors. However, over recent years the Shire has experienced significant growth in the events sector, which averages over 100 tourism and community events p.a. and attracting around 170,000 attendees⁵. Despite this growth, there are several challenges for Council, including the lack of strategic direction to manage events, as well as utilising limited resources to deliver the event portfolio and meet stakeholder expectations.

This Strategy, therefore, identifies the needs and priorities of the community and provides a clear and realistic framework for Council to guide the future delivery of events. The outcome of this is to ensure the sustainability of the events sector whilst delivering the best possible outcomes for the community.

The events sector has been significantly disrupted due to the impacts of COVID-19 and bushfires. As such, data relating to the event sector reflects pre-2020 economic conditions. This Strategy, therefore, supports short-term recovery of the sector and opportunities for growth following the easing of restrictions.

1.2. REPORT STRUCTURE

The Strategy includes the following components:

- **Project context** – a summary of government policies and strategies relevant to the events sector, as well as an overview of the Alpine Shire event tourism sector.
- **Events profile** – an assessment of the Shire's events sector, including event typology, attendees, location and calculating the sector's economic and community impacts. This information is used to identify gaps and opportunities for future delivery of events.
- **Event infrastructure** – an overview of the available facilities and infrastructure used to host tourism and community events, including type of venues and location.
- **Events resourcing** – an overview of the level of resources and support provided by Council and other stakeholders to manage and deliver events in the region.
- **Strategic framework** – outlining the vision, objectives and strategic directions to guide event management and delivery. This includes the key strategies and recommendations for Council to help achieve the agreed vision and objectives for the sector.

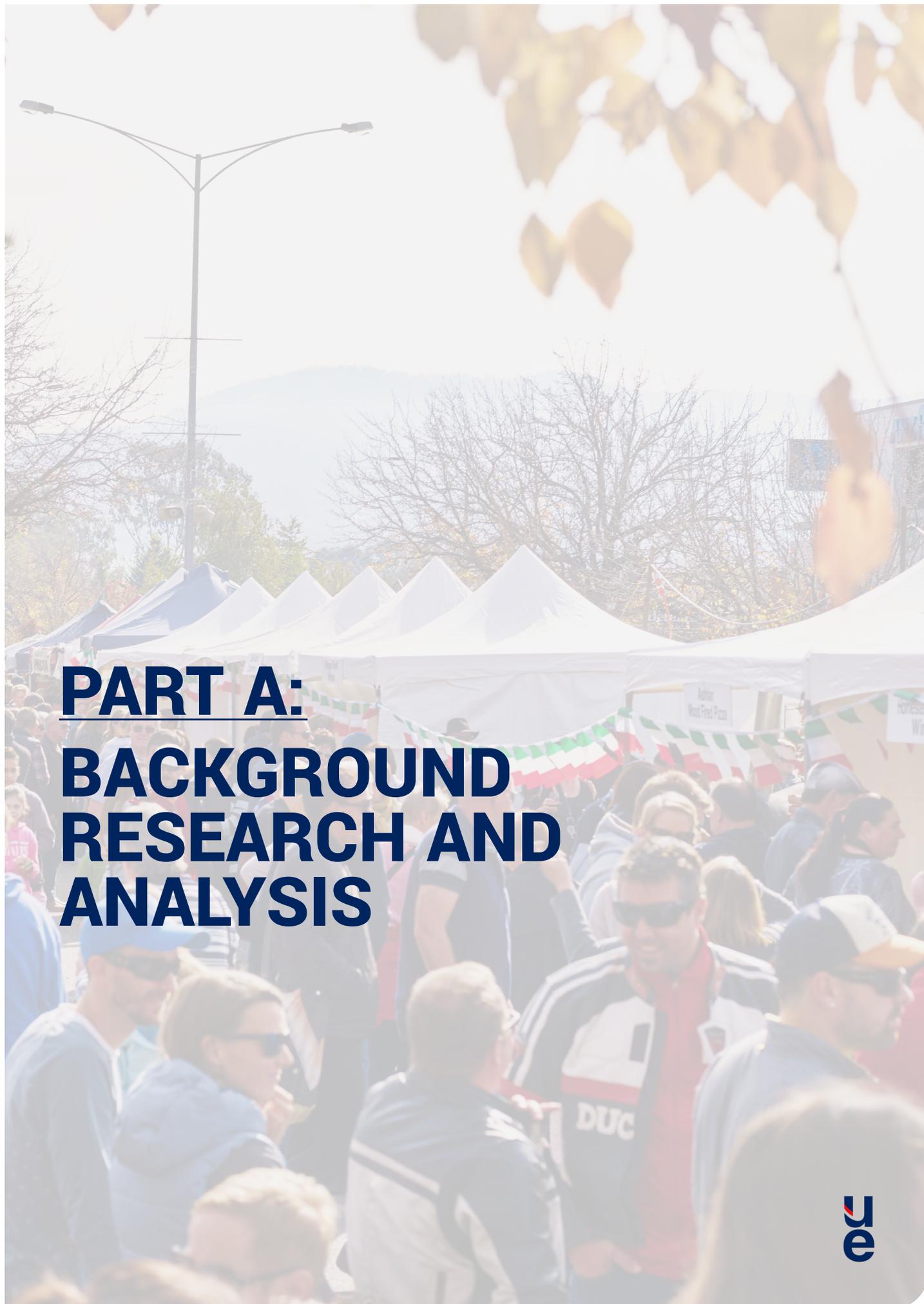
⁵ This information is based on a three-year average from 2016-17 to 2018-19 (based on information provided by Alpine Shire Council)

1.3. DEFINITIONS

For the purpose of this Strategy, the following definitions and classifications apply.

T3. PROJECT DEFINITIONS

Term	Definition
Event	An event is defined as a facilitated or planned public occasion.
Tourism Event	A tourism event is where a large proportion of the attendees (at least 75%) travel to the event from outside the Shire. In these instances, the event is the 'main' driver of visitation to the region.
Community Event	A community event is where a large proportion of attendees (at least 75%) are residents of the Shire.
Event Attendees	Event attendees refers to the total number of persons attending an event, including locals and visitors.
Event Visitors	Event visitors are defined as those visiting from outside of the Shire for the purpose of attending an event.
Event Sector Sustainability	A sustainable events sector focuses on achieving <u>economic</u> , <u>community</u> and <u>environmental</u> outcomes for the Shire. More practically, this includes the development of an events calendar that generates economic growth, aligns with community values and helps maintain the natural environment.
High Country	The High Country is a defined tourism region in Victoria's north-east, which includes seven shires – Alpine, Benalla, Indigo, Mansfield, Murrindindi, Towong and Wangaratta – and the three major alpine resorts of Falls Creek, Mt Buller and Mt Hotham. The region is represented by a regional tourism board (Tourism North-East), charged with the long-term and overarching strategic vision and direction for the High Country region, ensuring a platform for future tourism growth.
Regional Product Pillars	This refers to the strategic product strengths and tourism drivers for the High Country region (as identified by Tourism North-East): <ul style="list-style-type: none"> • Cycling; • Food and Beverage; • Snow; • Nature-based tourism; and • Arts and Culture.



PART A:
**BACKGROUND
RESEARCH AND
ANALYSIS**



2. PROJECT CONTEXT

2.1. INTRODUCTION

This section includes contextual information to support development of (and influence) the Strategy. This includes an overview of the Shire and its visitor economy, as well as key policies and strategies that will influence the strategic direction of the report.

2.2. ABOUT ALPINE SHIRE

Alpine Shire Local Government Area (LGA) covers around 4,788 square kilometres and is located in Victoria's north-east, approximately 300km north-east of Melbourne, 50km south of Albury-Wodonga and 40km south-west of Wangaratta. The Shire is accessible via key transport routes including the Kiewa Valley Highway and the Great Alpine Road.

In 2019, the estimated resident population of the LGA was 12,814, with the population concentrated in the towns of Bright, Myrtleford, Mount Beauty, Harrietville and Porepunkah.

There are also two major alpine resorts – Falls Creek and Mount Hotham – that are located within the municipal borders but fall outside the Shire boundaries (and managed under their own Resort Management Boards). These drive visitation to the Shire, particularly during the winter months, and provide significant contributions to the Shire's tourism industry in terms of flow-on spend.

2.2.1. SUB-REGIONAL APPROACH

There are several key townships within the Shire that influence the level of residential, employment and economic growth. In addition, the townships provide a variable contribution to tourism and the events sector, meaning the priorities and needs of the community (and industry) are likely to vary across the Shire.

Therefore, it is necessary to provide analysis and strategic direction at a **township** level, which disaggregates the Shire into the following key township areas (based on Council's local tourism regions)⁶:

- Bright and surrounds;
- Harrietville and surrounds;
- Mount Beauty and surrounds;
- Myrtleford and surrounds;
- Dinner Plain; and
- Other towns as specified.

The locational context of the Shire and key townships are illustrated in Figure F1.

⁶ <https://www.alpineshire.vic.gov.au/community/tourism-and-events/tourism>

F1. ALPINE SHIRE



Source: Urban Enterprise 2021

2.3. TOURISM CONTEXT

Tourism (including tourism-related events) plays a key role in driving the economy, contributing \$163 million in output (15% of total) and 807 jobs (19% of total) p.a.⁷. The visitor economy directly supports the *Accommodation and Food Services* industry, and *Retail Trade*, as well as providing indirect benefits to a broad range of other service industries and businesses within the supply chain.

Alpine Shire received around 850,000 visitors in 2019, driven by the domestic market. Visitors are drawn to the Shire for numerous reasons, with the following product and experience strengths providing strong motivation for visitation:

- Events and festivals;
- Nature-based assets (inc. national parks, alpine resorts, etc.);
- Cycling tourism (aligning with the 'Ride High Country' brand); and
- Food and beverage (e.g. wine and beer).

As shown in Table T4, event visitors to the Shire totalled almost 80,000 in 2019, which only includes visitors where the primary purpose of visit was to attend an event. This visitor market is a relatively high proportion of total visitation (9.4%) and, therefore, provides a significant contribution to the visitor economy in terms of visitation (and subsequent visitor spend).

Therefore, it is important that the events sector is managed efficiently and effectively to ensure it continues to provide value to the tourism industry and the economy more broadly.

T4. ALPINE SHIRE VISITATION 2019

	All Visitors		Event Visitors		Event Visitors as % of total
	No.	%	No.	%	
Daytrip	331,674	39%	20,889	26%	6.3%
Domestic Overnight	508,342	60%	57,900	73%	11.4%
International	12,047	1%	1,036	1%	8.6%
Total Visitors	852,063	100%	79,826	100%	9.4%

Source: Tourism Research Australia (TRA), National Visitor Survey (NVS) and International Visitor Survey (NVS), 2019 YE Dec.

Note: Event visitors provided by TRA data does not include all event attendees, as it excludes residents as well as 'incidental' visitors that may not list events as the primary purpose of visit (e.g. existing visitors to the region, travellers accompanying event participants, etc.). This leads to undercounting of event visitors.

BENCHMARKING EVENT VISITATION

Table T5 benchmarks the number and proportion of event visitors against three competing Victorian tourism regions with identified strengths in the events sector.

It shows that, relative to these regions, the Alpine Shire performs favourably in terms of proportion of event visitors, which demonstrates its strong and popular events sector.

⁷ Economy ID, 2020 (represents the 2018-19 year)

T5. EVENT VISITOR BENCHMARKING 2019

	Geelong and the Bellarine	Yarra Valley and the Dandenong Ranges	Phillip Island	Alpine Shire
Event Visitation	702,319	397,293	135,626	79,826
Total Visitation	6,427,688	6,989,966	2,657,628	852,063
Proportion of Event Visitors	10.9%	5.7%	5.1%	9.4%

Source: TRA, NVS and NVS, 2019 YE Dec

2.4. STRATEGIC AND POLICY CONTEXT

In 2018, Council commissioned the development of an *Events Delivery Review*, which provided an overview of the Shire's events sector and outlined opportunities for improvements. This led to a number of recommendations that were subject to further review and are subsequently examined in this Strategy, including:

- *Council pursues continued growth in events, with a focus on bolstering events held outside peak periods, the use of towns other than Bright, and the use of Alpine Events Park.*
- *Council invests in undertaking community consultation to understand community tolerance and community thresholds for event delivery in each key township.*
- *Council works closely with external approval agencies to develop succinct joint guidelines (Event Principles) to consistently manage events through the Shire.*
- *Establish a competitive application process for events held during peak periods in Bright.*
- *Introduce criteria to prioritise funding for applicants who demonstrate their event is held outside of peak periods, at Alpine Events Park, or in a town other than Bright.*
- *Council develops and implements a fee schedule for use of community buildings, facilities, parks and open space.*

In addition, the following local, regional and state-wide strategies and policies have been examined to determine the implications for event development in Alpine Shire.

- The Alpine Shire Economic Development Strategy 2021;
- The Alpine Shire Community Vision 2030 (new version in progress);
- The Alpine Shire Council Plan 2017-2021 (new version in progress);
- The Hume Regional Growth Plan;
- Victoria's High Country Destination Management Plan;
- The North East Victoria Cycling Optimisation Masterplan; and
- Victoria's 2020 Tourism Strategy.

At a local level, Council's Economic Development Strategy and other policy documents focus on the achievement of *sustainable* economic growth, which also balances the needs of the community and the environment. In the context of the events sector, this includes development of the events calendar to foster economic prosperity, whilst also promoting liveability outcomes and preserving the region's natural assets.

The regional policies focus on leveraging the strength of cycle tourism and, more specifically, achieving positive outcomes for the Shire by expanding the cycling events program.

At the State level, Victoria's 2020 Tourism Strategy highlights that events play an important tourism role in Victoria in terms of regional dispersal, generating visitor expenditure and encouraging year-round visitation.

2.4.1. AUSTRALIAN EVENTS AND TOURISM CONTEXT

Until recently, Australia and the state of Victoria, had experienced a period of sustained visitor economy growth. There has been a dramatic shift in the tourism landscape both nationally and internationally as a result of the unprecedented 2019-20 bushfire season and COVID-19 pandemic. The full extent and impact of these events is yet to be determined.

A recent analysis produced by Austrade⁸ forewarns that the pandemic is likely to have a 'widespread and long-lasting impact on tourism'. The key factors most likely to have a damaging impact on Australia's visitor economy includes escalation of travel restrictions, sharp reductions in air capacity, social distancing, self-quarantine and restrictions on non-essential travel.

These impacts will be acutely felt across the events sector, with larger events requiring long lead times to plan and organise, and limited flexibility regarding date, number of attendees (for social distancing purposes) or location changes. This could subsequently impact the visitor economy of regional areas, as regional events are often used as promotional tools to attract visitation during the off-peak season.

Ensuring mechanisms are in place to support and assist industry during the significant rebuilding period will be key to re-establishing a vibrant visitor economy and events sector for the region. This should include prioritising improvement of Councils events resourcing and support frameworks to enable event operator training and development to occur while events themselves are unable to be conducted. This will be explored further in later sections of this report.

⁸ Coronavirus Analysis and Insights Note, Austrade, 2020

3. EVENTS PROFILE

3.1. INTRODUCTION

A profile of the Alpine Shire events sector was prepared for this report, including an analysis of the type of event, location and attendance. The purpose of this is to provide a holistic understanding of the sector, identify strategic gaps and opportunities for improving the future management and delivery of events. The events profile was developed using the following assumptions and data:

- Unless otherwise indicated, the data is presented as a three-year average covering the period 2016-17 to 2018-19⁹;
- Both tourism and community events are included in the profile;
- Events that were held more than once annually were counted overall as one event (the exception being for event seasonality and attendance, where each occurrence of the same event was counted separately for each month and total attendance aggregated); and
- For events where attendance and/or visitation figures were not available, no estimate was provided (and this represents a gap in the data).

A snapshot of the events sector is illustrated at the end of this section.

The information presented in this section is drawn from events data provided by Council and supported by desktop research, event organiser surveys and stakeholder input. Whilst this information is comprehensive, it is not an exhaustive list of all events and, as such, some small-scale events are excluded from the analysis.

3.2. EVENTS PROFILE

NUMBER OF EVENTS AND ATTENDANCE

The Shire hosts an average of **107 events p.a.**, which includes one-off events, annual events, seasonal and monthly events (counted as one event for the purposes of this assessment). These events attract, on average, around **170,000 attendees p.a.**, which includes both local residents and visitor markets.

Using survey data to estimate the number of visitors as a proportion of total attendees, it is estimated that, on average, there were a total of **122,000 event visitors p.a.** from outside the Shire.¹⁰ Overall, the number of attendees is significant in relation to the number of Shire residents and visitors to the region. As a result, there is risk of overcrowding in some of the townships, which could have a negative impact on resident amenity as well as the environment.

In addition to the events that are hosted within the Shire, it is important to identify the list of events occurring within the Alpine Resort boundaries, including Falls Creek and Mount Hotham. Whilst these are not under the direct influence of Council, these should be considered when reviewing the future management of events to avoid any duplication or conflicts with events within the Shire. Based on an audit conducted by Urban Enterprise, there are 14 significant events held across both alpine resorts, which are predominantly sport and outdoor recreation events.

Therefore, there is an opportunity for Council to collaborate with the Resort Management Boards to ensure events are coordinated across multiple jurisdictions to avoid duplication or congestion. This could also benefit Council by leveraging visitors to the resorts and encouraging dispersal to the Shire, which can promote increases in visitor expenditure and flow-on economic benefits.

⁹ The event schedule for 2019-20 was excluded due to disruptions caused by the bushfires and COVID-19 pandemic

¹⁰ This assumes that 30% of attendees to community event are visitors; and 75% of attendees to other tourism events are visitors; This figure is greater than TRA data as it includes all visitors that attend events, not just those who list events as the primary purpose of visit.

EVENTS BY LOCATION

There is a high degree of variability in terms of the number of events by location (i.e. township). The events calendar is driven by the Bright township, which hosts over 55 events p.a., which equates to over half the events held in the Shire (51%). This is followed by the other major township areas of Myrtleford (18%) and Mount Beauty (15%). There are also 8 events (7%) held in multiple locations, which have not been attributed to a single township as the impact is shared across the Shire, with the balance being in the Harrietville (4%) and Dinner Plain (4%) areas.

As such, Bright attracts the majority of event attendees to the Shire (64% of total attendance), with the next most popular location being Myrtleford (22%).

The events sector is heavily concentrated in Bright, which creates pressure on existing infrastructure and services due to the high volume of events and attendees. Developing and/or re-locating events to other locations could help to alleviate the pressure off Bright, promote visitor dispersal and maintain the amenity of residents.

EVENTS BY TYPE

Events in the Shire have been categorised by genre (using Council categories), with the data showing that the sector is driven by **Nature and Recreation-based events**, leveraging the Shire's natural assets and product strengths. This includes Sport and Outdoor Recreation events (35% of events and 34% of attendees) and Cycling events (15% of events and 8% of attendees). When aggregated, these types of events generate 50% of all events and almost half of all attendees (42%).

In terms of event occurrence, this is followed by Arts and Culture events¹¹ (15% of events and 16% attendees), Community events (14% of events and 6% attendees) and Markets (12% of events and 28% of attendees).

The sector is driven by nature-based and recreation event-types, which should be a key focus for Council to help strengthen and consolidate the events calendar. However, with consideration given to the location and timing of events, there are opportunities to diversify the events calendar, focusing on attracting events that attract high-yielding visitor markets (e.g. Arts and Culture, Food and Beverage).

SEASONALITY OF EVENTS

The busiest times for events are across the **Autumn** (33% of total events) and **Spring** (27%) shoulder seasons, driven by the months of April (13%), March and October (11%).

This is followed by the Summer seasons (25% of total events), with most events occurring in January (11%); while the Winter months (15%) held the lowest number of events – with the fewest events held in July (4%).

Autumn is the dominant event season, which also makes it the busiest in terms of events held and number of attendees, which is attributed to school holidays and cooler weather making outdoor and recreation events more appealing.

However, to avoid market saturation and encourage seasonal dispersal (during off-peak visitation periods), there is an opportunity to host more events during the slower winter months and/or during the shoulder months of February and September. This is key to creating a more sustainable event sector and providing greater economic and social benefits to the Shire.

EVENTS BY SIZE

The size of events, which is represented by attendance figures, is categorised according to Council's *Event Funding Program Guidelines*. The data obtained from Council shows that, on average, over half of all events (59%) are small events (less than 1,000 attendees), followed by major events of between 1,000 to 5,000 attendees (36%). However, there are very few significant events with greater than 5,000 attendees (5%).¹²

¹¹ Includes heritage events and Indigenous events,

¹² Note: the totals do not equal the average number of events as some events missing attendance data.

Therefore, there are opportunities to identify and attract more major and significant events, as these events generate the greatest level of visitation, provide substantial economic benefits and help promote the region as a visitor destination. However, consideration should be given to the location and timing of these large-scale events, so they do not adversely impact resident amenity or the environment (through congestion or over-crowding).

3.3. ECONOMIC AND COMMUNITY IMPACTS

ECONOMIC IMPACT OF EVENTS

The events sector delivers significant economic benefits to the Alpine Shire as a result of increased visitation and visitor expenditure. Drawing on existing tourism data (Section 2.3), the 122,000 event visitors from outside the Shire generates an estimated **\$22.6 million in visitor expenditure p.a.¹³, which directly supports 138 jobs within the Shire¹⁴.**

When disaggregated by event type, Markets, Food and Beverage and Arts and Culture events have a greater *relative* impact in terms of output and employment *per event*, as these events typically attract high-yielding lifestyle leader visitor markets. Understanding the varying impacts of event typologies for the local economy will help shape Council's focus for future event attraction and promotion.

COMMUNITY IMPACT OF EVENTS

Events provide destinations with exposure and create community engagement, in order to enhance liveability and favourability¹⁵. The development of events can create a range of social and community benefits for the local community, including:

- **Events build communities and connect people** – Linking people through social events builds health, confidence and self-esteem, which can have significant positive impacts on both individuals and communities and strengthen their engagement and resilience. Events can also be a mechanism to deliver important messages to residents, share information and knowledge;
- **Increases community engagement** – Community events can increase community engagement through participation, as well as the use of volunteers to assist in the delivery of events.
- **Promoting diversity** – Participation in multicultural arts and culture events leads to the promotion of trust, recognition and acceptance.
- **Civic pride and cultural identity** – Events provide opportunities for individuals and groups to generate pride through public celebrations and local festivals.;
- **Contributing to the resilience of local economies** – Investment in events and required infrastructure contributes to the local economy by promoting the region as a desirable visitor destination and assists in attracting high skilled and educated workers to communities.¹⁶

However, the community benefits – whilst important – need to be measured against some of the disbenefits when considering the future management of events, particularly the **impact on resident liveability**. Tourism events, through increased traffic and pedestrian congestion, can reduce amenity and create safety issues associated with over-crowding.

Although events generally provide a positive economic and social impact, consideration should also be given to community and business needs. This will influence the future management and delivery of events.

¹³ This assumes that daytrip visitors (24%) spend an average of \$112 per person, while overnight visitors (76%) spend an average of \$208 per trip (over one night).

¹⁴ The economic impact is calculated using the input-output method (developed by REMPLAN and calculated by Urban Enterprise). This method is based on the interdependencies and relationship between industry sectors and is widely used across the public and private sector to estimate the direct and flow on economic impacts of a project or activity to an economy (using industry multipliers for Victoria).

¹⁵ Tourism and Transport Forum, 2014

¹⁶ Creative Victoria, The Arts Ripple Effect: Valuing the Arts in Communities

Alpine Shire Events Profile

NUMBER OF

107
Events p.a.

170,000
Attendees p.a.

122,000
Visitors p.a.

ONGOING ECONOMIC IMPACT

\$22.6 MILLION Visitor Expenditure

138 Jobs Created

EVENTS BY LOCATION

	Number of Events	% of Total Events
Bright and Surrounds	55	51%
Myrtleford and Surrounds	20	18%
Mount Beauty and Surrounds	16	15%
Multiple	8	7%
Harrietville and Surrounds	4	4%
Dinner Plain	4	4%

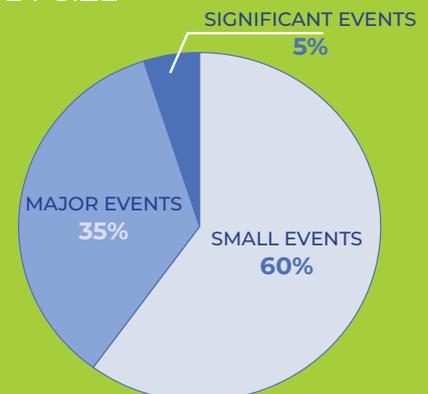
EVENT TYPE

	% of Events	% of Attendees
Sport and Outdoor Recreation	35%	34%
Arts and Culture	15%	16%
Cycling	15%	8%
Community	14%	6%
Market	12%	28%
Food and Beverage	6%	7%
Snow	3%	1%

EVENTS BY MONTH



EVENTS BY SIZE



Small Events: Up to 1,000 attendees
 Major Events: 1,000-5,000 attendees
 Significant Events: over 5,000 attendees

Note: the information compiled in this section is sourced from Council's event database and derived by Urban Enterprise. All data is presented as a three-year annual average from 2016-17 to 2018-19.

4. EVENT INFRASTRUCTURE

4.1. INTRODUCTION

The following provides an overview of the available facilities and infrastructure used to host tourism and community events. The information presented below is based on an audit of venues identified as currently hosting tourism and community events. This is drawn from Council's events database, supplemented by survey results and desktop research.

Note: whilst this audit is comprehensive, it may exclude smaller venues not included in Council's database.

4.2. EVENT INFRASTRUCTURE AUDIT

A snapshot of the events sector is illustrated at the end of this section, with key points to note as follows:

- A total of **69 event venues** were identified across the Shire;
- Most facilities are **outdoor venues only (35 or 51%)**, while around 40% are indoor venues. However, a further six venues can be utilised for both indoor and outdoor events; and
- **39 venues (57%) are managed by Council**, while the remaining are 'non-council' facilities (i.e. DELWP, Committees of Management, private, community organisations, not-for-profits, clubs, etc.).

EVENT VENUES BY LOCATION

The audit demonstrates that the majority of event venues and facilities are located in Bright (22 or 32%), closely followed by the Myrtleford (19 or 28%) and Mount Beauty (17 or 25%) areas. With the balance being in Harrietville, Dinner Plain and other areas.

It is important that the Bright area has a sufficient number of quality and fit-for-purpose venues to support over 50 events held across the year. With venues concentrated across Bright and Myrtleford, additional event infrastructure should be considered in other areas of the Shire to encourage event dispersal.

EVENT VENUES BY TYPE

The most common facility type (27 or 39%) is outdoor reserves, gardens or parks, comprising over one-third of the audited venues. This capitalises on the large number of outdoor recreation and nature-based events but has limitations in terms of seasonality and the cost of providing temporary infrastructure. Other popular venues include community based facilities such as halls (16 or 23%) and sporting clubs/showgrounds (6 or 9%).

Private operators of accommodation, restaurants and cafes (7 or 10%) are also responsible for hosting a number of events in the Shire. These are generally used by the community for private (and smaller) functions.

This analysis highlights gaps in conferencing facilities and purpose-built 'all-weather' venues that allows for events to occur during off-peak times, particularly the colder winter seasons, as well as night-time. There is also a lack of large-scale indoor performance venues to host one-off music concerts or festivals.

SUPPORTING VISITOR ACCOMMODATION

In order to attract overnight visitors to tourism events held within the Shire, particularly for multi-day events, there needs to be sufficient quantity and quality of accommodation. The total capacity (at a given point in time) of holiday beds and camping sites across the Shire is 25,301. However, this is concentrated around the Bright area (62%), which includes accommodation in nearby Porepunkah, reflecting the strong events calendar in this area.

It is important that there are sufficient accommodation options (and bed capacity) to attract high-yielding overnight visitors to events. Having relatively limited capacity in other towns across the Shire will impact the ability to host larger tourism events and promote visitor dispersal.

Alpine Shire Events Infrastructure

NUMBER OF EVENT VENUES



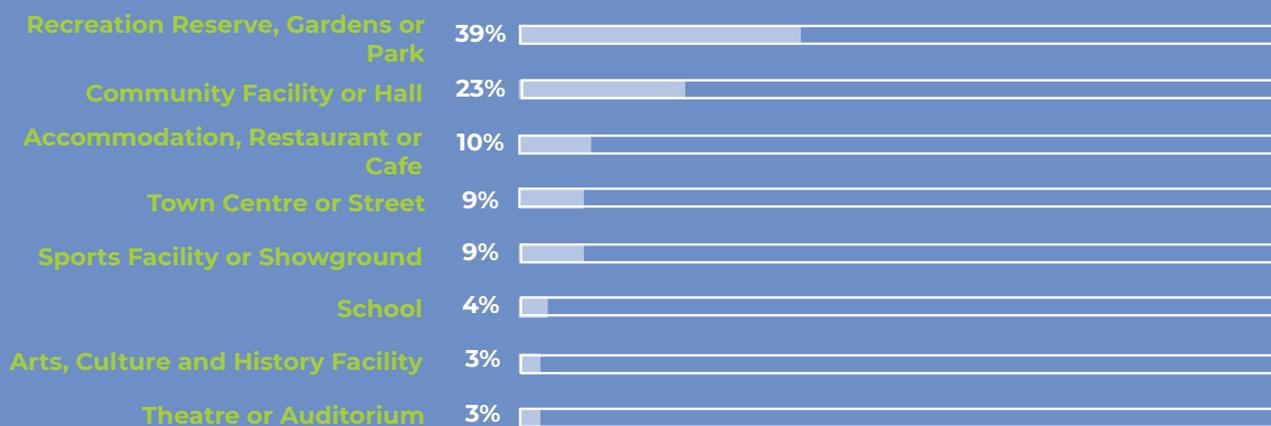
EVENT VENUES BY LOCATION

	Number of Venues	% of Total Venues
Bright and Surrounds	22	32%
Myrtleford and Surrounds	19	28%
Mount Beauty and Surrounds	17	25%
Harrietville and Surrounds	6	9%
Dinner Plain	4	6%
Other	1	1%

SUPPORTING VISITOR ACCOMODATION

	Total Holiday Beds / Camping Sites	% of Total
Bright and Surrounds	15,660	62%
Harrietville and Surrounds	3,200	13%
Myrtleford and Surrounds	2,388	9%
Mount Beauty and Surrounds	2,289	9%
Dinner Plain	1,392	6%
Other	372	1%

EVENT VENUES BY TYPE



Note: the information compiled in this section is sourced from Council's events and accomodation database and derived by Urban Enterprise.

5. EVENT RESOURCING AND SUPPORT

5.1. INTRODUCTION

This section provides an overview of event resourcing and support for the events sector within Alpine Shire. It focuses primarily on the support provided by Council to facilitate the management and delivery of events.

The level of resourcing, and types of support provided by Council, is reviewed in subsequent sections of this Strategy to ensure alignment with the strategic needs of Council and the community.

5.2. ALPINE SHIRE COUNCIL

ROLES AND RESPONSIBILITIES

The importance of the events sector is recognised by Council in the *Council Plan 2017-21*¹⁷, which notes Council's commitment to "support festivals and events" as this promotes economic growth and liveability outcomes for residents. Council plays a critical role in supporting and managing event delivery, including:

- Facilitate community groups to deliver community events;
- Facilitate groups and commercial operators to deliver small to major tourism events;
- The planning and delivery of civic events;
- Financial support via the event funding program; and
- Logistics support including waste management advice, bin supply, traffic management, etc.

This is administered and provided by the events team, which comprises 1.6 FTE in staff resources (spread across three part-time positions). The events team is supported by other areas in Council, including Facilities Asset Maintenance.

EVENT SUPPORT

The level of event funding provided by Council is shown in Table T6, which averages around \$200,000 over the past four financial years. For the most recent 2020-21 financial year (prior to the impacts of the COVID-19 pandemic and bushfires), Council approved around \$160,000 for 39 events, which includes financial sponsorship and logistics support.

T6. COUNCIL EVENT FUNDING

2017-18	2018-19	2019-20	2020-21
\$198,700	\$254,960	\$199,950	\$163,744 ¹⁸

Source: Alpine Shire Council, 2020

In order to be eligible for funding, applicants must apply through the event funding annual process and complete relevant documents as required (e.g. emergency management plan, traffic management plan, etc.).

The process for event funding is comprehensive and involves multiple stakeholders and guidelines. This process needs to be efficient and effective in order to improve the delivery of events and meet the needs of relevant stakeholders (inc. Council).

¹⁷ Note: the new version of the Council Plan (from 2021) is in progress.

¹⁸ Council's events budget is being supplemented in the short-term by State and Federal Government recovery packages. For example, the 2020-21 events budget includes an additional \$100,000 in 2020-21 as part of the State Government 'Local Government Bushfire Recovery Funding'

5.3. STAKEHOLDER PARTNERSHIPS

In addition to Council's role, there are a range of non-Council organisations that have various levels of responsibility for operating and supporting events in the Alpine Shire. Existing key partnerships with regards to event attraction, development and funding include:

- **Tourism North-East** – Tourism North-East is the regional tourism board and provides assistance to Council in terms of product development, marketing, and promotional strategies. More specifically, Tourism North-East can work collaboratively with Council with respect to coordination of a complementary events calendar that aims to keep visitors in the region for longer and increase visitor yield.
- **Visit Victoria and Department of Jobs, Precincts and Regions** – These are the State Government bodies that administer the Regional Events Fund (REF), with Visit Victoria being a key partner in promotion and strategic planning for the tourism sector.
- **Creative Victoria** – Creative Victoria provides a range of grants targeted towards the arts sector which may be able to be accessed for arts-based events and activations in the Shire.
- **Local Tourism Organisations and industry event operators** – These groups play an important role in attracting, promoting and assisting the delivery of events. This includes business support, assisting organisers with the application process and providing amenity for attendees (e.g. accommodation, retail, food, etc.).

Council influence and support is enhanced through collaboration with relevant stakeholders that can assist in the delivery and management of events.

6. CHALLENGES AND OPPORTUNITIES

6.1. INTRODUCTION

The following summarises the challenges and opportunities for the events sector, which is used to inform the strategic event framework and strategic directions for Council. This is drawn from a combination of the background research and consultation with key community and industry stakeholders (note: the consultation process and findings are summarised in Appendix A).

6.2. CHALLENGES AND OPPORTUNITIES

Table T7 lists the key challenges facing the events sector and subsequent opportunities to improve the delivery and management of events in the Shire.

T7. ALPINE SHIRE CHALLENGES AND OPPORTUNITIES

Challenges
<ul style="list-style-type: none"> • Lack of event diversity (e.g. event type and size). • Calendar congestion during peak visitation periods creating pressure on local infrastructure. • Concentration of events in the Bright area impacting resident amenity. • Limited indoor 'all-weather' venues and spaces to hold large events. • Lack of suitable facilities and poor supporting infrastructure and accommodation. • Lack of strategic direction and policy for event delivery and planning. • Poor industry awareness of funding programs and available support. • Inconsistent process for event approvals and funding. • Mitigating the environmental impact of events. • Competing with other regional destinations for events and visitors. • No standardised assessment to measure the impact of events.
Opportunities
<ul style="list-style-type: none"> • Adopt a more consistent and effective event permit application and approval process. • Adopt a more consistent and effective event funding approval process. • Develop clear and coherent event guidelines and policy to direct the future of the events sector. • Implement a more strategic approach to event attraction in order to diversify and enhance the calendar. • Prioritise investment and advocacy to upgrade existing and develop new event infrastructure. • Encourage seasonal and geographic dispersal of events. • Spreading the economic benefits of events to smaller townships outside Bright. • Promote environmental event procedures to minimise the impact on the natural environment. • Align the events sector to the local product strengths and the regional product pillars. • Increase collaboration with industry and organisers to increase awareness and build capacity.



PART B:
FUTURE DIRECTIONS

7. STRATEGIC EVENT FRAMEWORK

7.1. INTRODUCTION

This section provides a strategic framework to support event delivery and management in the Shire. The aim of this section is to set the vision, objectives and directions for the sector.

7.2. VISION

Drawing on the strategic needs of the Shire, the vision of the Alpine Shire Events Strategy is to:

Develop a sustainable events sector that generates positive economic outcomes across the Shire, aligns with community values and maintains the region's natural assets.

A sustainable events sector will ensure alignment to economic, community and environmental outcomes. Achieving this balance, by considering all three categories, is critical to ensuring the needs of relevant stakeholders are met, including Council, the community and industry.

7.3. STRATEGIC OBJECTIVES

The project vision is supported by the following key objectives, which will inform future event development. This draws on existing Council objectives and includes relevant amendments and additions based on the strategic needs of the Shire.

1. Encourage the delivery of safe, compliant and self-sustaining events.
2. Provide a clear and transparent system for determining Council event approvals and funding.
3. Support events that foster community development, engagement and contribute to health and wellbeing.
4. Stimulate economic activity across the Shire and encourage the geographic and seasonal dispersal of events.
5. Support event visitation and promote the area as a destination to stay, explore and invest.
6. Minimise the environmental impact of events.

7.4. STRATEGIC DIRECTIONS

The following strategic directions have been developed to help Council achieve the vision and objectives for the events sector. These provide the areas of focus for the events sector and help inform the strategies and recommendations to be delivered by Council. The strategies and recommendations for each of these directions are also detailed below.

STRATEGIC DIRECTION 1: ENHANCE AND DIVERSIFY EVENTS

Enhance and diversify events, whilst maintaining sustainability in the sector, in order to achieve positive economic and community outcomes and minimise the impact on the environment.

The Alpine Shire has a strong events calendar, attracting over 100 tourism and community events annually that attracts around 170,000 attendees (including residents and visitors to the Shire). However, there remain gaps and opportunities to further enhance the sector including growing existing events, as well as attracting new and diverse events that align with the regional product pillars of the High Country.

STRATEGY 1.1: DELIVER A DIVERSE CALENDAR OF EVENTS

It is important that Council consolidates existing and supports new event types to diversify the calendar. This will ensure Council maintains its competitive advantage in the events sector, whilst also providing new recreation options for residents and attracting new visitor markets to the Shire. A diverse events calendar will include a combination of tourism, community and business events, as shown in the table below.

T8. EVENT TYPOLOGIES

Event Type	Description	Rationale
Tourism	Includes the following holiday/leisure event types: <ul style="list-style-type: none"> • Cycling. • Food and Beverage (e.g. wine and beer). • Snow. • Nature-based tourism (inc. sport and recreation). • Arts and Culture. 	These event types align with the Shire's product strengths and the Tourism North-East product pillars, which are economic drivers for the region.
Community	Includes Markets and Civic events.	These events promote community benefits and provide recreational activities for residents and visitors.
Business	Includes conferences, seminars and business retreats.	Business events attract high-yielding markets and drive off-peak/mid-week visitation.

Source: Urban Enterprise, 2021

KEY RECOMMENDATIONS

It is recommended that Council sets targets for tourism events as follows:

- **Maintain the current proportion of Nature-based events (inc. Sport and Outdoor Recreation, Snow and Cycling), which accounts for around 50% of total events. These event categories align with the Shire's competitive advantages, which includes high-quality nature-based assets and outdoor recreation activities.**
- **Increase the current proportion of Arts and Culture (15%) and Food and Beverage (5%) events to greater than 20% of total events, as these event types attract high-yielding lifestyle leader visitor markets and will promote resident amenity.**

Council will influence the number of tourism events through event approvals and funding (which is discussed in the approval and funding framework in Section 8).

STRATEGY 1.2: ATTRACT MAJOR AND SIGNIFICANT TOURISM EVENTS

The majority of events in the Shire (60%) are small/community events that attract fewer than 1,000 attendees (and a small proportion of visitors). In contrast, only 5 events p.a. (5%) are larger 'significant events' – mostly held in Bright – that attract over 5,000 attendees.

Attracting a higher proportion of large-scale tourism events is a key action as this will support the events sector, attract visitors and generate significant economic benefits to the Shire. However, consideration needs to be given to the location (to avoid overcrowding) and timing (to avoid calendar congestion) of these events.

KEY RECOMMENDATIONS

- **Council adopts the recommended event categories (see approval and funding framework in Section 8).**
- **Council facilitates and/or advocates for an increase in the proportion of large-scale events with more than 5,000 attendees (i.e. High Impact events) above the existing proportion of 5%. This includes consideration of event permitting and funding conditions outlined in Section 8.**

STRATEGY 1.3: INCREASE COLLABORATION WITH THE ALPINE RESORTS

The Alpine Resorts – Falls Creek and Mount Hotham – provide a substantial contribution to regional events, particularly outdoor and cycling events, which are typically held in off-peak winter months. This provides an opportunity for Council to leverage the benefits from these events and collaborate with the resort management boards (RMB) to:

- Link existing outdoor recreation and cycling events in the resorts to surrounding towns within the Shire (e.g. Alpine Classic);
- Attract new events that incorporate both the resorts and destinations within the Shire; and
- Ensure events are coordinated across jurisdictions to avoid duplication and congestion, ensuring the benefits are maximised (for Council and RMB).

This will help promote dispersal of events to other towns, and across off-peak periods, promoting economic benefits to the Shire.

KEY RECOMMENDATION

Collaborate with the Alpine Resorts RMB to coordinate events across jurisdictions.

STRATEGIC DIRECTION 2: DELIVER IMPROVED EVENT FACILITIES AND SUPPORTING INFRASTRUCTURE

Improve the variety and quality of event infrastructure, including indoor and outdoor venues to provide for a diverse range of events.

Improvement in event infrastructure is needed to support the project vision and strategic needs of the Shire. More specifically, the current stock of event infrastructure is a barrier to event development due to:

- The quality and suitability of existing facilities and supporting infrastructure;
- A lack of venues across the Shire (outside Bright), which restricts the dispersal of events to other townships;
- A lack of contemporary indoor venues, which prevents many events from being held during off-peak winter months in 'all-weather' facilities; and
- A lack of contemporary large-scale accommodation across the Shire to support visitor capacity for large tourism events and encourage overnight stays to multi-day events.

In addition, the existing stock requires ongoing improvement to ensure it is fit-for-purpose and meets the needs of residents and visitors. As a result, strategic investment in existing and new event infrastructure is needed to address these barriers and support the sustainable growth of the sector.

STRATEGY 2.1: IMPROVE EXISTING EVENT INFRASTRUCTURE

Ongoing issues with existing infrastructure are impacting the delivery of events in the Shire. It is critical that Council supports the improvement of infrastructure by ensuring venues are fit-for-purpose, adequate facilities are available, and consideration is given to environmentally sustainable design (e.g. energy efficiency, water usage, etc.).

This includes improvements to both indoor and outdoor venues in terms of safety (e.g. fencing), amenities (e.g. toilets, water, lighting), waste management and accessibility. Improving the existing stock of event infrastructure will enhance the experience for attendees, reduce set-up costs for organisers and attract new events to the Shire.

KEY RECOMMENDATION

Complete a detailed quality audit of existing event infrastructure (both Council and non-Council owned) across the Shire and identify/prioritise infrastructure improvement requirements.

STRATEGY 2.2: PROMOTE UTILISATION OF EVENT INFRASTRUCTURE

The consultation found that existing infrastructure used for events is underutilised. In addition, many organisers are unaware of the available venues or facilities within the Shire that could be used to help deliver events.

To overcome this issue, Council is developing a **venue directory** that will provide an overview of Council venues and facilities across the Shire. The directory will be supported by a **facilities module** that provides an online booking system for Council-owned facilities and venues.

Implementing and publishing this directory (and facilities module) is a key action that could support event delivery for existing organisers and attract new events to the Shire. To increase the effectiveness of the directory, specific facilities information for different event typologies should also be included (e.g. wedding venues, indoor arts and cultural venues, sport and outdoor recreation facilities, conference venues, etc.).

KEY RECOMMENDATIONS

Finalise the delivery of the venue directory and facilities module to become a guide for:

- Existing organisers by helping source and book appropriate equipment (e.g. lighting, seating, etc.); and
- Prospective organisers looking to deliver a new event in the Shire, by listing the relevant event infrastructure and venues that can be utilised.

STRATEGY 2.3: DEVELOP NEW STRATEGIC EVENT INFRASTRUCTURE

The infrastructure audit identified several events infrastructure gaps in the Shire, including location of venues, the need for more indoor venues and provision of dedicated outdoor venues with appropriate supporting infrastructure.

These gaps are key barriers to event development, as well as improving the sustainability of the sector. Therefore, it is vital that Council supports development of event infrastructure in strategic locations, which will require a combination of private and public investment. This includes the following opportunities that were identified as a result of the infrastructure audit and consultation outcomes.

1. **A dedicated outdoor events space in Mount Beauty.**
 - Investigate the potential to develop purpose-built infrastructure at an existing outdoor venue in Mount Beauty. This could include provision of built infrastructure (e.g. lighting, toilets, amphitheatre, etc.) to support ongoing event delivery in the township.
 - Encouraging outdoor events in Mount Beauty aligns with the area's unique setting and natural assets. These works would help facilitate additional events in the township (inc. existing and new events) and support event dispersal outside of Bright.
2. **Development of a contemporary conferencing and business events venue**
 - This will support the attraction of the high-yielding business market – through conferences and business events – which will help generate economic outcomes sustainably, as this market typically drives off-peak visitation (e.g. mid-week and/or winter).
 - To ensure sufficient capacity and support overnight stays, this venue should include supporting accommodation in an integrated facility. A contemporary facility that provides a high level of amenity and aligns with the Shire's unique strengths (e.g. nature) will help attract the metropolitan business market.
3. **Support the development of a large-scale indoor venue**
 - A large-scale indoor and 'all-weather' facility is needed in the Shire to:
 - Facilitate the attraction of large and diverse event types that are impacted by inclement weather (e.g. arts and culture, food and beverage events);
 - Allow (new and existing) events to occur during off-peak winter months; and
 - Support night-time events in the Shire, which could stimulate the night-time economy.
4. **Promote investment into high-quality visitor accommodation**
 - In order to support large tourism events across the Shire and attract high-yielding visitor markets, new and contemporary branded visitor accommodation is needed. This could include a well-recognised accommodation brand such as Accor, Vibe, Quest, etc.
 - Development of large and high-quality accommodation will increase the value of the visitor economy (by generating yield) and enhance the visitor experience (inc. event visitors).
 - This is also recognised as a key opportunity in the *Alpine Shire Economic Development Strategy* to help support the tourism industry.

KEY RECOMMENDATIONS

- **Support the development of new strategic event infrastructure through the preparation of a feasibility study and/or investment prospectus, highlighting preferred locations, the financial/economic benefits and identifying potential funding sources.**
- **To attract accommodation investment:**
 - **Complete an accommodation audit to identify the gaps in commercial accommodation, focusing on large scale and high-quality facilities;**
 - **Investigate potential locations for suitable accommodation, including in the key towns of Bright, Myrtleford and Mount Beauty; and**
 - **Prepare a feasibility study that investigates the viability of visitor accommodation, as well as a prospectus, to attract private investment.**

STRATEGIC DIRECTION 3: SUPPORT EVENT DELIVERY AND MANAGEMENT

Provide efficient and effective support to improve the sustainability of the events sector and enhance the delivery and management of events in the Shire.

Council's ongoing commitment to support the events sector includes facilitation of community events, overseeing the application process as well as supporting the industry through ongoing training and funding.

However, as the strategic needs of the Shire evolves, and the economic landscape changes in response to the COVID-19 and bushfire 'shocks', the level of Council support should adapt accordingly.

This will be reflected in the types of support and use of resources provided by Council, to ensure the expectations of community and industry stakeholders are met. Within all this, Council's focus should be on delivering more efficient and effective support and ensuring the sector has adequate resources and assistance to deliver events.

STRATEGY 3.1: DEVELOP AN ALPINE SHIRE EVENTS POLICY AND EVENTS MANAGEMENT PROCEDURE

An overarching Events Policy will help establish Council's guidelines and values for the events sector. This is a critical document that will provide clarity for community, Council and event organisers to:

- Enable consistent delivery and management of events; and
- Ensure the events sector aligns with the strategic needs of the Shire.

An events policy is a key policy document to help achieve Council's **vision** and provide **strategic direction** to ensure the events sector balances community, economic and environmental outcomes. An indicative guideline for what the policy will include, based on the specific needs of the Shire, is outlined in Table T9 (note: the policy will include and be informed by the *Event Management Procedure* currently being developed by Council to achieve consistent project management practices).

T9. ALPINE SHIRE EVENTS POLICY RECOMMENDATIONS

Table of Contents	Description/Examples
1. Purpose	<ul style="list-style-type: none"> • To outline the key <u>principles</u> and <u>values</u> of events in the Shire. • To provide <u>direction</u> for the delivery and management of events.
2. Definitions	<ul style="list-style-type: none"> • Definitions for event types and event categories.
3. Scope of Policy	<ul style="list-style-type: none"> • Policy inclusions/exclusions.
4. Event Policy	<ul style="list-style-type: none"> • Strategic Objectives. • Roles and Responsibilities (Council, Organisers, etc.). • Event Management Procedure (under development). • Decision-Making Framework (e.g. approvals and funding criteria). • Environmental Guidelines and Practices. • Relevant Legislation and Compliance. • Administrative Requirements (e.g. fees and rates).
5. Policy Review	<ul style="list-style-type: none"> • Outline date and schedule of ongoing policy reviews.
Other/Appendices	E.G. Annual event budget, listing funded events, Events calendar, etc.

Source: Urban Enterprise, 2021

KEY RECOMMENDATIONS

Develop an Alpine Shire Events Policy and Events Management Procedure that is used by Council to:

- **Outline a consistent and transparent approach to event delivery and management;**
- **Improve decision-making and provide clear parameters to guide the event approvals process (see approval and funding framework in Section 8); and**
- **Provide the community and organisers with an understanding of Council's vision and objectives.**

STRATEGY 3.2: ESTABLISH NEW EVENT FUNDING CRITERIA AND FUNDING ALLOCATIONS

The recommended funding criteria and funding allocations for different event tiers is detailed in the approval and funding framework in Section 8. This is based on a review of the *Alpine Shire Event Funding Program Guidelines* (2020-21) and is intended to align the funding framework with the event sector vision and objectives.

Development of more consistent and quantifiable criteria will improve the efficacy and transparency of the funding process and will be a core component of future event policies. This is a key requirement to better support delivery of events that have received Council approval and are seeking Council funding.

The proposed funding allocations for each tier will streamline the funding process for Council, whilst maintaining the current (and recommended) level of financial support (i.e. average of \$200,000 p.a.). This will allow Council to continue the strategic growth of the events calendar and use its existing funds more efficiently to meet the long-term needs of the Shire. This will also allow for more discretionary use of Council funds to attract large tourism events.

KEY RECOMMENDATION

- **Establish and implement new funding criteria and funding allocations for each event category (see approval and funding framework in Section 8).**
- **Include the new funding criteria/allocations as part of future Council events policies.**

STRATEGY 3.3: BUILD INDUSTRY CAPACITY

To help improve industry capacity and capability, Council needs to enhance its level of industry support, including ongoing training, mentorship and support tools/resources provided to industry. This is a key role for Council to help grow the skillset of organisers, ensure events are managed safely and successfully and promote the delivery of financially self-sustaining events.

More specifically, industry requires the following levels of support from Council, which could be best provided through the development of an online **toolkit** focusing on:

- Information relating to risk and emergency management procedures;
- Supporting documentation/permit application requirements and relevant contacts;
- Environmentally-friendly and waste management practices (and checklist);
- Building awareness of the funding programs and support available to organisers;
- Writing grant applications and securing sponsorships;
- Marketing events; and
- Creating a budget.

KEY RECOMMENDATION

- **Establish a toolkit for current and potential event operators.**
- **Deliver the toolkit through ongoing video tutorials/FAQs; workshops, and recorded event management workshops.**

STRATEGY 3.4: IMPROVE THE EFFICIENCY OF THE APPROVALS PROCESS

Consultation with industry identified the need for Council to improve the efficiency of the approvals process, making it easier for existing and new operators to apply for (and receive) approvals. As mentioned above, Council is working towards improving the consistency of the approval process through the development of an *Event Management Procedure*. This will be supported with the upcoming rollout of the *Alpine Events Permit Module* (in progress), which is an online system to make it easier for Council and organisers to view, manage and report on event permits.

The successful completion of the procedure document and implementation of the online module – including training both Council and industry to use it effectively – is crucial to improving the efficiency of the approvals process. This will provide consistency in event management and help facilitate the delivery of compliant events.

KEY RECOMMENDATION

Completion and delivery of the *internal/Event Management Procedure* and the online Events Permit Module to improve the efficiency of the approval process.

STRATEGY 3.5: SUPPORT INDUSTRY AWARENESS OF EVENTS

Increasing awareness of upcoming events to industry will encourage collaboration and provide opportunities for businesses within the hospitality sector (inc. retail, food services, accommodation) to support events.

Council has the opportunity to facilitate this through a range of measures, including:

- Provision of a seasonal calendar of upcoming events to relevant businesses in the hospitality industry;
- A more comprehensive online calendar of events provided on Council's website;
- Ongoing industry communication (e.g. email to relevant businesses within Council's CRM database); and
- Scheduled workshops/information sessions for businesses at key points throughout the year (i.e. quarterly).

This would help increase the level of industry support (inc. servicing visitors) and contribute to the success of tourism events.

KEY RECOMMENDATION

Adopt and implement measures to increase industry communication and enhance awareness of events.

STRATEGY 3.6: REVIEW EVENT STAFFING RESOURCES

To deliver this Strategy and improve the delivery and management of events, Council must perform a range of tasks, including industry support, facilitating event approvals, assessing funding applications and reviewing funding criteria.

Therefore, to deliver the recommendations adopted in this document, Council may need to engage additional temporary staffing resources. This ensures there are sufficient resources for event attraction, as well as assisting industry with event delivery and management.

KEY RECOMMENDATION

- **Review staffing requirements to achieve the recommendations and actions identified in this Strategy.**
- **Engage additional staffing resources on an as needs basis.**

8. EVENT APPROVAL AND FUNDING FRAMEWORK

8.1. INTRODUCTION

An event approval and funding framework was developed by Council to help achieve the strategic objectives, strategies and outcomes identified in the Strategic Events Framework (Section 7). This section helps form Council's policy in permitting and funding future events in the Alpine Shire (to be implemented from 1 July 2022) and is a key lever for Council to improve event delivery and management.

This includes an overview of event categories, permitting conditions and funding conditions to ensure each proposed new event aligns with agreed objectives and outcomes for the events sector.

8.2. EVENT CATEGORISATION

8.2.1. IDENTIFIED EVENT IMPACTS AND CONSIDERATIONS

Each event which is subject to an application for either permitting or funding by Council will be categorised according to the impact that the event will have on communities within the Alpine Shire. To determine the most appropriate categorisation, the anticipated social, environmental and economic impact of the event will be assessed, and beneficial as well as detrimental impacts of the event will be considered.

Key considerations include but are not limited to those listed in Table T10.

T10. EVENT IMPACTS AND CONSIDERATIONS

Impact Type	Considerations
Social impact	<p>Beneficial:</p> <ul style="list-style-type: none"> Extent to which the local community participates in or spectates at the event, and the opportunities this brings for improved social cohesion and community development. Degree of community consultation and engagement of the local volunteer base in the planning and delivery of the event. Contribution of the event towards the objectives of Council's Municipal Public Health and Wellbeing Plan. <p>Detrimental:</p> <ul style="list-style-type: none"> Impact on the free flow of vehicular and pedestrian traffic through the CBDs of our major towns and on key arterial roads, resulting in increased emergency response times and reducing accessibility for residents and visitors. Risk factors associated with the event including alcohol consumption and associated antisocial behaviour. Monopolisation of key public open spaces by event infrastructure to the detriment of informal family events and other social gatherings.
Environmental Impact	<p>Beneficial:</p> <ul style="list-style-type: none"> Demonstration of commitment to best practice in sustainable event management/sustainable tourism. <p>Detrimental:</p> <ul style="list-style-type: none"> Poor practices around waste separation at events. Littering. Use of single use items and plastic. Increased incidence of free-camping and associated waste-management issues when managed accommodation is at capacity.
Economic Impact	<p>Beneficial:</p> <ul style="list-style-type: none"> Economic input to Alpine Shire businesses. Capacity to drive increased visitation, particularly overnight and off-peak. Profile, brand alignment and marketing reach of the event. <p>Detrimental:</p> <ul style="list-style-type: none"> Costs associated with event impact on Council infrastructure and open spaces.

Source: Alpine Shire Council, 2021

8.2.2. EVENT CATEGORISATION

Based on the consideration of event impact described above, events will be categorised as *Signature*, *High Impact*, *Medium Impact*, *Low Impact* and *Private – Low Impact* as follows:

T11. EVENT CATEGORISATION

Event Categorisation	Typical Event Characteristics
Signature Event	<ul style="list-style-type: none"> • New events to the Alpine Shire – either a one-off event, or the establishment of a new recurring event, in which case the event categorisation would be changed to become a high impact event after the event has run three times in successive years. • International or National significance. • Potential to deliver state-wide publicity for the Alpine Shire and/or High Country region. • Capacity to attract a significant proportion of intrastate, interstate and/or international visitation to the Alpine Shire. • Potential to develop into recurrent event delivering significant economic benefits to the Alpine Shire.
High Impact Event	<ul style="list-style-type: none"> • National or State significance. • Significant economic benefit to the Alpine Shire, typically exceeding \$5 million of economic output. • Significant engagement of the local community including extensive local volunteer and/or local business support to the event delivery. • Event attendance (participation plus spectators) exceeding 5,000 people, including significant intra and interstate visitation. • Complex road closures and/or traffic management either within the immediate vicinity of the event precinct or required elsewhere as a consequence of the event being run. • Large infrastructure builds
Medium Impact Event	<ul style="list-style-type: none"> • State or Regional significance. • Economic benefit to the Alpine Shire, typically exceeding \$1 million of economic output. • Broad community engagement including volunteer support with events sometime delivered by community committees. • Event visitation (participation plus spectators) exceeding 1,000 people, with the potential to attract intra and interstate visitation. • Basic road closures and/or traffic management. • Moderate infrastructure build including accommodation of food vendors and/or licensed areas.
Low Impact Event	<ul style="list-style-type: none"> • Regional or Local significance. • Provide a small contribution to the local economy. • Beneficial to local community groups, which might use the event as a source of fundraising. • Visitation up to 1,000 people with little or no intra or interstate visitation. • Minimal or no impact on traffic movements. No road closures but may require changed traffic conditions (e.g. reduced speed). • Limited infrastructure build, including accommodation of food vendors and/or licensed areas.
Private – Low Impact Event	<ul style="list-style-type: none"> • Visitation of 50 to 200 people. • Minimal infrastructure. • No changed traffic conditions or road closures. • No portable toilets or trailers. • No food or alcohol sales.

Source: Alpine Shire Council, 2021

Event organisers will be requested to nominate – within their event permit and/or funding application – the category within which they consider their proposed event best fits, and the basis for this assessment. Council will retain the discretion to reallocate events to a different category from that which was applied under.

The event categorisation will be the key tool in establishing the permitting and funding conditions and constraints which apply to the delivery of the event.

8.3. EVENT PERMITTING CONDITIONS

Event organisers must comply with Council's permit application process and timeframes, including providing all required documentation by the timelines specified and in accordance with the complexity of the event.

The following conditions (see Table T12) will be applied to establish whether an event fulfils the minimum requirements to be permitted to proceed.

T12. EVENT PERMITTING CONDITIONS

Event Categorisation	Event Permitting Conditions
Signature Event	<ul style="list-style-type: none"> Permitting of signature events will be subject to a resolution of Council or decision taken under CEO delegation as appropriate.
High Impact Event	<ul style="list-style-type: none"> Event applications must be received a minimum of 6 months prior to the date of the planned event. Will not be permitted to run in Bright over Victorian public holiday weekends. Will not be permitted to run in Howitt Park and/or Centenary Park in Bright. Events requiring full or partial road closures in Bright CBD will not be permitted to run during Victorian School Holidays (refer Figure F2 for the Bright CBD boundary). Civic events and events such as Anzac Day, Remembrance Day and Australia Day events are exempt. Mandatory referral to Risk Assessment Panel, which may result in additional restrictions as determined by the Panel.
Medium Impact Event	<ul style="list-style-type: none"> Event applications must be received a minimum of 12 weeks prior to the date of the planned event. Events requiring full or partial road closures in Bright CBD will not be permitted to run during Victorian School Holidays or over Victorian public holiday weekends (refer Figure F2 for the Bright CBD boundary). Civic events and events such as Anzac Day, Remembrance Day and Australia Day events are exempt. Discretionary referral to Risk Assessment Panel, which may result in additional restrictions as determined by the Panel. Events expecting 500+ patrons at any one time, are not permitted to operate at Howitt Park and/or Centenary Park, Bright.
Low Impact Event	<ul style="list-style-type: none"> Event applications must be received a minimum of six weeks prior to the date of the planned event. Events expecting 500+ patrons at any one time, are not permitted to operate at Howitt Park and/or Centenary Park, Bright.
Private – Low Impact Event	<ul style="list-style-type: none"> Event applications must be received a minimum of 10 working days prior to the date of the planned event.

Source: Alpine Shire Council, 2021

Event permit applications not received within the stipulated timelines will be escalated to Council's Executive Team for a decision as to whether there is sufficient time remaining for the event to be permitted. Council requires documentation within specified timeframes to provide adequate time for planning and preparation to assist the event organiser with the delivery of a safe and successful event.

The following illustrates the Bright CBD boundary, which is a restricted area for specific 'High Impact' and 'Medium Impact' events (subject to exemptions listed in the table above).

F2. BRIGHT CBD BOUNDARY



Source: Alpine Shire Council, 2021

8.4. EVENT FUNDING CONDITIONS

Event organisers must comply with Council’s event funding application process and associated timeframes, including providing all required documentation by the timelines specified.

The following conditions (see Table T13) will be applied to establish whether an event is eligible to be considered for funding.

T13. EVENT FUNDING CONDITIONS

Event Categorisation	Event Permitting Conditions
Signature Event	<ul style="list-style-type: none"> Funding of signature events will be subject to a resolution of Council or decision taken under CEO delegation as appropriate.
High Impact Event	<ul style="list-style-type: none"> The total funding allocation to high impact events will be determined annually through the budgeting process. The maximum amount of funding (cash sponsorship plus the monetary value of logistics support) provided to a high impact event will not exceed \$10,000 in any financial year. Cash sponsorship will not be provided to events being delivered in Bright during Victorian School Holidays or over Victorian public holiday weekends. Any cash sponsorship provided to high impact events will be provided for up to three years to assist event organisers establish a financially sustainable event model.

Event Categorisation	Event Permitting Conditions
Medium Impact Event	<ul style="list-style-type: none"> • The total funding allocation to medium impact events will be determined annually through the budgeting process. • The maximum amount of funding (cash sponsorship plus the monetary value of logistics support) provided to a medium impact event will not exceed \$5,000 in any financial year.
Low Impact Event	<ul style="list-style-type: none"> • The total funding allocation to low impact events will be determined annually through the budgeting process. • The maximum amount of funding (cash sponsorship plus the monetary value of logistics support) provided to a low impact event will not exceed \$2,000 in any financial year.
Private – Low Impact Event	<ul style="list-style-type: none"> • Not eligible for funding.

Source: Alpine Shire Council, 2021

Council's support must be publicly acknowledged whenever a charitable donation is made by event organisers using proceeds from an event which has received funding (cash or logistics) support from Council.

APPENDICES

APPENDIX A CONSULTATION PROCESS AND OUTCOMES

OVERVIEW

To inform development of the Strategy and future directions for events, extensive stakeholder engagement has been undertaken to ensure that the strategy reflects community values meets stakeholder expectations. The engagement approach included a combination of:

- Workshops with a community reference group and two business and event organiser reference groups (over two phases – project commencement and discussion paper);
- Meetings with key government, Council and industry stakeholders to help inform the project vision and objectives;
- Listening posts with community members; and
- Surveys of community representatives and event organisers, including:
 - 86 responses from the community survey, representing a cross-section of residents, to identify community aspirations and key issues facing the community in relation to events; and
 - 37 responses from event organisers to identify issues facing the events sector and opportunities for event enhancement and development.

The following provides a summary of the key consultation outcomes, focusing on the issues and opportunities raised by the community, local industry and event organiser stakeholder groups.

Please note: the information in this section is a summary of the key points raised, which were obtained from detailed meeting minutes and survey findings.

COMMUNITY FEEDBACK

The events calendar

Residents see the events calendar as too congested, with a number of events held over consecutive weekends – particularly in Bright – and causing overcrowding of town centres (and reducing amenity). As such, locals tend to avoid towns hosting large tourism events, as local infrastructure (i.e. roads) and services are overwhelmed by visitors from outside the region.

The general view is that the events sector is driven by the pursuit of economic benefits, rather than community/social benefits. As such, more balanced support is required to provide positive impacts for residents.

This is supported by the community survey results, with 77% of respondents believing that the events sector has a negative impact on the community, including overcrowding, waste, noise pollution and environmental impacts.

Disperse events geographically and seasonally

Events are seen as too heavily concentrated within the Bright area, particularly over weekends, leading to significant congestion issues.

The community wants to disperse (or relocate) more tourism and community events across the Shire so that other local economies and communities can experience the benefits – and at the same time alleviating overcrowding in Bright.

Whilst recognising that majority of events need to be held over weekends, it was identified that:

- Fewer events should be held over long weekends/public holidays, as these times already attract a significant number of visitors; and

- More events need to be rescheduled to traditionally 'slower' months, such as winter and during school term, to facilitate year-round visitation.

Event infrastructure

The quantity and quality of event facilities and venues was raised as an issue, particularly the availability of indoor (i.e. all-weather) venues, the lack of large scale event venues and poor quality of existing facilities (e.g. toilets, lighting, etc.). In particular, sufficient lighting is needed to allow for night-time events in the Shire, which could stimulate the night-time economy and grow the potential economic benefits.

However, this was balanced with the potential negative impact of developing more (and larger) venues, which could contribute to increased congestion of towns. As such, the development of infrastructure needs to consider the community impact.

Many survey respondents listed Pioneer Park and other outdoor spaces (e.g. town centres, Mount Buffalo) as key venues that drive events, while no key indoor venues were identified.

Issues and Barriers to Event Development

When asked to identify the key barriers to a thriving event industry in the Shire, the following issues were raised (in order of frequency):

- Lack of funding for events (or in-kind support);
- Lack of suitable facilities/venues; and
- Poor marketing and promotion of events.

Council Support

In general, the community recognises that Council provides sufficient support to the events sector, with 37% of respondents listing Council's performance as positive (Extremely well or Very Well).

However, around 25% of responses were negative, arguing that Council does not provide enough support to deliver and manage events.

In terms of improving this level of support and developing the event sector, many residents identified the need for Council to:

- Improve communication and consultation with community;
- Adopt a more strategic focus to the events calendar that balances tourism and liveability; and
- Increase the focus on community and grassroots events.

Other key points raised by the community includes:

- More diversity in the types of events is required to meet resident demand, particularly food and beverage, as well as arts and culture events;
- There is a lack of event promotion and communication to residents, leading to poor awareness of local events occurring across the Shire;
- The environmental cost of events also needs to be considered, particularly the impact on waste and open spaces; and
- Although the Shire hosts several significant events, there is potential to attract more of these 'iconic' events, particularly cycling events that leverages the cycling assets of the region.

BUSINESS AND EVENT ORGANISER FEEDBACK

Following engagement with local businesses and event organisers, the following feedback was provided.

Event support and resources

Event organisers identified the need for additional support from Council and other organisations (e.g. Tourism North-East) to facilitate the delivery of events, particularly in response to the impacts of the bushfires and COVID-19 pandemic. This includes:

- Clear direction and leadership that provides guidance for organisers to safely run events in response to social distancing restrictions;
- A consistent and effective funding structure that supports the continuation of existing events and allows new events to become established;

- A more streamlined approvals process, which currently requires multiple application forms from different organisations. Organisers felt that more guidance is also needed to navigate this process, and that the process should be simple and easy to follow;
- Improvements in communication between event organisers and Council, which could be facilitated through a centralised directory of resources/guidelines;
- Greater collaboration between event organisers, to avoid event duplication, expand the support network and identify opportunities for local businesses to support event visitation; and
- More coordinated marketing and promotion of key events in the region – using both traditional and social media platforms.

Despite these areas for improvement raised, majority of survey respondents (79%) felt that Council provides a supportive role for the events sector.

In terms of resources, most event organisers (69%) obtain outside (i.e. non-Council) funding to help run the event, particularly private sponsorship. This indicates that the current level of Council funding (or in-kind support) may need to be reviewed to ensure sufficient resources are provided to deliver events.

Event infrastructure provision

Event organisers found that the general quality of event infrastructure and facilities requires improvement (in terms of capacity, outdated facilities, etc.), and that an infrastructure audit is needed to identify gaps and areas for improvement.

It was also recognised that there is variability in the level and quantity of event-related infrastructure across the Shire, which affects the ability of smaller towns to host events. This includes appropriate venues (e.g. all-weather), amenities (e.g. lighting, toilets) and supporting infrastructure (e.g. accommodation/transport) – each of which is needed to host tourism events; attract visitors and promote visitor stays in the region.

This results in majority of tourism events being held in larger towns such as Bright and Myrtleford, whilst smaller towns such as Mount Beauty are limited in

the ability to host large events (or multiple events at the same time). This has flow-on effects to local economies, as it constrains the level of event visitation and visitor expenditure.

As such, many event organisers found that the lack of suitable indoor facilities (21% of respondents) and the lack of suitable outdoor facilities (5% of respondents) as key issues facing event development in the Shire.

In addition, a lack of high quality visitor accommodation was identified as a barrier to support large-scale tourism events, as well as multi-day events, which constrains the level of visitation.

Issues and barriers to event growth

When asked to identify the barriers to a thriving event industry, the following key points were raised (in order of frequency):

- Financial resourcing and funding (inc. accessing funding);
- Marketing and promotion costs;
- Lack of suitable facilities; and
- Government regulation, including obtaining relevant approvals from Council (and other organisations).

More specifically, when addressing the issue of accessing Council funding or in-kind support, most organisers were either: not aware of the availability of funding; or the application process was too onerous.

These issues identified by event organisers are focused on funding and finance and should be addressed by Council to alleviate some of the key barriers to event development.

Event development opportunities

In terms of the potential to develop and grow the sector, around 70% of event organiser responses had not planned on running any new events in the near future. This could be attributed to the uncertainty surrounding the tourism industry, following the bushfires and impact of COVID-19.

However, many potential significant events were identified as a possibility to be hosted in the Shire, particularly sport and recreation events that leverages the region's natural assets and aligns to existing product strengths.

Use of volunteers

Volunteers are seen as a crucial component of event delivery, with 94% of survey respondents utilising volunteers to support events. In some cases this included upwards of 100-150 volunteers per event.

However, it was agreed that the sector in general could better utilise volunteer support, including:

- A central directory of volunteers that could be accessed by organisers;
- Council developing a volunteer register; and
- Council promoting the benefits of increased volunteerism, such as improving community engagement, connections, etc.



ALPINE SHIRE COUNCIL

Draft Tree Management Plan 2021

Contents

1. Executive Summary	4
2. Tree Management Approach	4
3. Risk Management	5
3.1 Proactive Inspections.....	5
3.2 Reactive Inspections	5
3.3 Asset Management System.....	6
3.4 Customer Request Management.....	6
3.5 Workflow	7
4. Plan Improvement and Monitoring	8
4.1 Performance Measures	8
5. Applicability.....	8
6. Tree Selection and Planting	8
6.1 Tree Selection.....	8
6.2 Tree Planting.....	9
6.3 Tree establishment.....	10
7. Tree Removal	10
7.2 Hazardous Trees.....	11
8. Tree Protection.....	11
9. Electric Line Clearance.....	12
10. Existing Tree Controls and Regulations	12
11. Tree Avenue Replacement	12
12. Pests and Diseases.....	13
13. Exceptional Circumstances.....	13
14. Appendix A – Inspection Frequencies and Timeframes	14
15. Appendix B – Minimum Response Times.....	15
16. Approval	16

DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number Tree Management Policy No. 82	Status Draft	Approved by
Date approved 6 July 2021	Next review date 30 June 2025	
Directorate Assets	Department Asset Maintenance	External

REVISION RECORD

MANDATORY – Use 1.0, 2.0 for adopted / approved versions and 1.1, 1.2 for drafts or revisions without change.

Date	Version	Revision description
6 July 2021	1.1	Draft for Public Exhibition

1. Executive Summary

This Tree Management Plan has been developed in order to:

- document a clear and consistent approach to the way the Alpine Shire Council (Council) manages tree assets; and
- assist Council staff in determining priorities for tree programs and works.

The Tree Management Plan will provide principles and describe processes for addressing:

- tree management;
- risk identification and mitigation;
- tree inspections and assessments;
- tree selection and planting;
- tree removal;
- tree protection;
- infrastructure protection;
- electric line clearance; and
- tree maintenance.

2. Tree Management Approach

Trees are a highly valued asset and significantly contribute to the amenity of the towns across the Alpine Shire. Like any other asset, trees need to be managed effectively to maximise their benefits and minimise adverse effects. As biological assets, trees do not behave uniformly over their life and are prone to influence from many factors outside the control of the tree owner e.g. drought, weather, site conditions and disease. Their life expectancy can vary enormously, is not easy to predict and requires ongoing assessment.

Trees take many years to develop to maturity and provide maximum benefits to the community and the local ecology, and they cannot be quickly replaced. The retention and protection of larger trees in particular is important, especially in an expanding and ever-changing urban environment as they provide the maximum community benefit.

Council is committed to the efficient and effective management of trees within the Alpine Shire. Council is responsible for a significant number of trees, and the inspection and maintenance of the tree network is conducted using a risk-based approach.

Trees are categorised according to the risk they present, and this categorisation is based on consideration of their location, any identifiable defects, the probability of the defects resulting in limb or trunk failure and the likely consequences if failure occurs.

3. Risk Management

The primary reason for tree asset management is to manage the risks to the community. Council's approach to risk management is based on a three-step process:

1. Inspect the asset, either on a scheduled/proactive basis or on a reactive basis triggered by an incident or customer request;
2. Identify any defects which may affect the structural integrity of the tree;
3. Implement the appropriate action within the required Response Time.

The risk associated with trees is a combination of the location and condition of the tree, and the public or asset use in the vicinity of the tree. Management of the risk needs to take these factors into account.

The Australian Standard, (AS/NZS 4360-2004 Risk Management), provides a sound basis for managing risk.

Risk assessment is the overriding factor in determining the priority for works and allocating resources. Inspections and risk assessments are undertaken by suitably qualified and experienced arborists.

3.1 PROACTIVE INSPECTIONS

Proactive inspections are risk-based and scheduled in accordance with the timeframes in Appendix A based on categorisation of the Shire into zones representing different levels of risk to the public.

A qualified arborist will inspect the tree for any defects which may impact on the structural integrity of the tree. Any mitigation works which are logged will be determined with consideration to the location of the tree, the type of defect identified, the likelihood that the defect will result in trunk or branch failure and the likely consequences if failure occurs. Mitigation works will be referred for further action in accordance with the timeframes outlined in Appendix B.

3.2 REACTIVE INSPECTIONS

Reactive inspections are carried out when one of the following occurs in relation to a tree or trees that Council is responsible for managing:

1. An incident has occurred;
2. A member of the community has raised an issue; or
3. A Council employee has identified an issue.

An inspection will be carried out in accordance with the timeframes documented in Appendix A. Mitigation works will be carried out in accordance with the timeframes documented in Appendix B.

3.3 ASSET MANAGEMENT SYSTEM

Council maintains information on the trees that it is responsible for managing, which includes the following:

- Details of all incidents;
- Details of all inspections which have been carried out; and
- Information on the works which have been completed on Council's trees.

This information enables the appropriate scheduling of maintenance and programmed works, as well as providing data for the internal auditing of processes.

Fulcrum is the tool which is currently used for recording inspection data, for scheduling both proactive and reactive maintenance tasks, and for recording the completion of all maintenance tasks.

Council does not proactively collect and store data on trees that it is not responsible for managing, except as a result of a requested inspection.

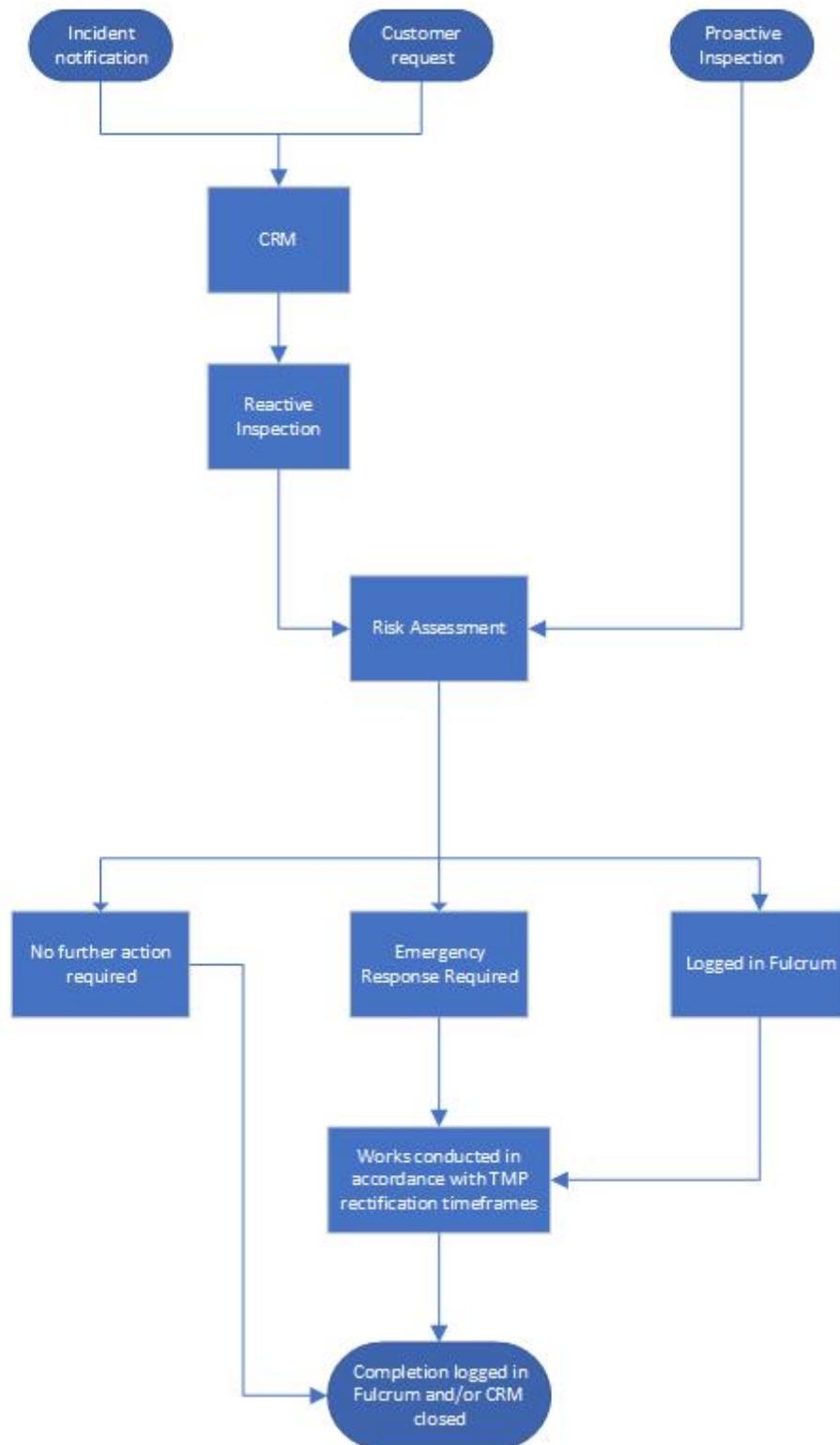
3.4 CUSTOMER REQUEST MANAGEMENT

Council uses a Customer Request Management (CRM) system to track customer requests from initiation/receipt through to completion. This system is used by Council staff to record issues which require investigation and follow-up.

Requests received through the CRM system are assigned to Council's Tree Crew Team Leader for assessing. The Tree Crew Team Leader will determine the appropriate action to take in accordance with the timeframes outlined in appendices A and B.

3.5 WORKFLOW

3.5 Workflow



4. Plan Improvement and Monitoring

The Tree Management Plan is an evolving document to be reviewed and refined on an ongoing basis. A review of the plan is to be conducted as a minimum every four years.

4.1 PERFORMANCE MEASURES

Performance against the plan will be assessed against the following key performance indicators:

- Proactive inspections are carried out within the prescribed timeframe;
- Reactive inspections are carried out within the prescribed timeframe;
- Identified maintenance actions are completed within the prescribed timeframe; and
- Documented evidence is being effectively maintained of inspections carried out, issues raised and incidents occurring, and maintenance tasks carried out.

5. Applicability

This Tree Management Plan is applicable to the following:

- Street trees planted by Council or for which Council has assumed responsibility;
- Trees planted by Council or for which Council has assumed responsibility located in Council managed parks and reserves; and
- Trees located on other Council owned or managed properties.

Excluded from the scope of this Tree Management Plan are the following:

- Trees located on private land; and
- Roadside trees pursuant to Section 107 of the *Road Management Act 2004*¹.

6. Tree Selection and Planting

6.1 TREE SELECTION

When selecting species for tree planting the following factors must be considered:

- Preferred "Landscape Character";
- Adopted masterplans, strategies and development plans;
- The significance of previous history of tree planting;
- Drought tolerance/low water usage;
- Longevity;
- Growth habit, size and structural integrity;

¹ Whilst Council has no Statutory or Common Law duty to inspect roadside trees, inspections and mitigation works are conducted when resources allow for such works or in the event of a reactive inspection.

- Tolerance to harsh urban environments;
- Soil type and structure;
- Root growth characteristics and tolerances;
- Pruning requirements;
- Amount and type of debris shed;
- Proximity and form of surrounding existing and future below ground and above ground infrastructure;
- Proximity to powerline assets;
- Solar radiation/orientation;
- Pest and disease susceptibility;
- Existing and future use of the surrounding area;
- Habitat value;
- Suitability to a public environment i.e. allergens or pathogens ;
- Weed potential; and
- Existing and likely future adjacent land use.

6.2 TREE PLANTING

Tree planting will be carried out in a programmed and sustainable manner.

Due to lead times associated with the production of tree stock it is essential to forward plan to determine what tree stock will be needed and to be assured of obtaining the right species, acceptable quality of stock and availability at the right time.

An approach which results in balanced diversity of tree ages and sizes across the Shire will be followed to achieve long term stability of the tree population and landscape character.

The right mix of species and age diversity are vital components of a sustainable tree population. A generally accepted rule for achieving this is for a single genus to not make up any more than ten percent of the whole tree population. The age of trees should also be spread evenly in any location, with variation between young and old trees to lessen the impact of, or need, to remove large areas of trees.

Priority for tree planting by Council will be given to:

- areas with an existing lack of trees;
- areas where residents or community groups have requested trees;
- high profile and high use areas;
- areas where there are a high percentages of old aged trees, low species diversity and/or trees in poor condition; and
- sites where trees have been removed.

Council must be consulted and give approval for any tree planting within streets, open spaces and reserve it manages or will take control of, as Council will ultimately become responsible for their maintenance and any problems that may arise.

6.3 TREE ESTABLISHMENT

Effective after-care tree management can greatly increase the success of the planting. Trees will be planted in line with best practice and an after-care maintenance program implemented for a minimum period of three years in order to target a tree establishment success rate of greater than 80%.

7. Tree Removal

Trees can take many years to develop fully and once removed cannot be quickly replaced.

Urban trees are living organisms with a finite life span; they often grow in non-ideal environments; they can be subject to numerous forms of physical damage; and can become a potential risk. Removal of trees will therefore be a regular and necessary process of Council's tree management program. Tree removal decisions must be undertaken systematically and with due consideration of all factors.

The potential requirement for tree removal can be triggered by a Council officer as a result of an inspection, or from a member of the public via Council's customer request system.

Any decision to remove a tree will be based on a range of considerations in order to determine the best long-term outcome in the location.

Tree removal considerations include:

- Hazards which cannot be addressed to an acceptable level by pruning or other maintenance works;
- Interference with nearby trees;
- Aesthetic value;
- Tree health and estimated remaining useful life;
- Degree of public nuisance because of its species, size, location or condition. The nuisance could be caused by excessive fruit or seed drop, suckering, harbouring of insects or excessive twig or limb breakage;
- Impact of required infrastructure works in proximity to the tree which are assessed as being likely to kill or render the tree a hazard or significantly impact on the trees condition and useful life expectancy. Careful consideration must be given to alternative construction and/or intelligent design principles to reduce the impact.
- Damage or nuisance to public or private property where no other viable means are available to rectify the situation;
- Infection with an epidemic insect or disease where the recommended control is not applicable, and removal is the recommended practice to prevent transmission; and
- The tree or group of trees is a recognised woody weed species.

Wherever possible prior to tree removal, the following engagement will be carried out as a minimum in order to inform immediately impacted residents and businesses:

- A sign advising 'tree removal planned' will be placed in a visible location on the tree;

- Letters will be delivered to nearby residents and businesses;
- Council officers will 'door knock' the nearby residents and businesses.

Exceptions to the notification process are when there is an immediate "high risk" to the public or property. In these cases, tree removal will occur as a priority to ensure public safety is protected, and the minimum notification requirements may not be achieved.

All State and local planning requirements controlling the removal of trees must be met.

7.1 TREE REMOVAL COSTS

Where Council determines that tree removal is required, removal costs shall be borne by Council.

If a Council managed tree or group of trees is removed by any person or authority without Council authorisation, that person or authority may be subjected to enforcement action under the relevant Council local law. That person or authority shall also meet the full cost of reinstatement, which includes purchase of an advanced tree, tree planting and a minimum three-year tree establishment period for the tree.

7.2 HAZARDOUS TREES

All Council trees reported as being unsafe or hazardous by the public or identified as being of concern by staff will be inspected by an appropriately qualified and experienced arborist. Options will be considered to minimise and or reduce the immediate risk which may include emergency tree removal.

A tree must only be removed as emergency work if it is considered to be hazardous or structurally unsound, has an unacceptable risk of failure in the near future, and there is a potential target.

A record of trees removed under the emergency work provisions will be maintained to ensure replanting occurs, where replanting is appropriate.

8. Tree Protection

Trees on Council-managed land are to be protected with the objective of reducing the potential negative impacts of development, construction and temporary works.

Typical negative impacts that may occur during construction include:

- mechanical injury to roots, trunk or branches;
- compaction of soil, which degrades the functioning roots and inhibits the development of new roots by reducing the availability of oxygen and water;
- changes in existing grade which can cut or suffocate roots;
- alteration of the water table - either raising or lowering;
- microclimate change, exposing sheltered trees to sun or wind;
- sterile soil conditions, associated with stripping off topsoil; and
- chemical damage due to leaking or spilling of fuels, lubricants, hydraulic oils or other toxic substances.

No damage, pruning or removal of any tree will be permitted without the prior written approval of Council. The contractor, relevant responsible authority or property owner shall be responsible for the protection of trees on Council managed land that are likely to be affected by development, construction and temporary works.

All trees on Council managed land shall be protected in accordance with AS 4970 - 2009 Protection of trees on development sites. Council maintains a Tree Protection Guideline which is based on this Australian Standard and is available through the Alpine Shire Council website.

9. Electric Line Clearance

Energy Safe Victoria (ESV) is responsible authority for ensuring electrical safety of the power distribution system in Victoria.

Council has a statutory obligation under the Electricity Safety Act (1998) for maintaining clearance of public trees from overhead power lines within the "Declared Area". Refer to Council's "Electric Line Clearance Management Plan" for details on how this obligation is managed, and for a map of the "Declared Area". A copy of the Electric Line Clearance Management Plan is available through the Alpine Shire Council website.

Myrtleford is a "Declared Area" and the only area of Council responsibility with respect to Electric Line Clearance. Maintaining overhead electric line clearances for all trees outside of the declared area is the responsibility of the local distribution company which is Ausnet Services.

10. Existing Tree Controls and Regulations

There are existing laws and regulations that control the removal and pruning of both native and exotic vegetation on private and public land. The policies and procedures in this Plan are in support of those laws and regulations and need to be viewed as being in addition to those laws and regulations.

It is the responsibility of all persons to ensure they do not do anything that is in contravention of any existing laws and regulations.

11. Tree Avenue Replacement

A number of significant tree avenues exist across the Alpine Shire and these make a large contribution to the character of the Alpine Shire and its towns.

The trees which make up these avenues are typically single species and all planted at the same time. The risk is acknowledged that these tree avenues will reach maturity and approach the end of their useful life within similar timeframes. If left unmanaged, this will likely result in whole avenues requiring removal and replacement over a relatively short period, with a significant impact on the character of these locations.

Council will develop a Tree Avenue Management and Replacement Plan. The purpose of this Plan will be to ensure that avenue trees are managed effectively through their remaining useful life and replaced at a suitable time in order to achieve maximum benefit for the community from trees both individually and when considered collectively as part of an established avenue. The Tree Avenue Management and Replacement Plan will be finalised before 30 June 2023 and made available through the Alpine Shire Council website.

12. Pests and Diseases

Trees are subject to a range of pests and diseases. Eradication is not practical in most cases and harm minimisation is the adopted approach.

A significant number of elms grow within the Alpine Shire, and these are mostly free from major diseases. Elm Leaf Beetle has the potential to cause significant damage to the elm tree population in Alpine Shire. Repeated defoliation over successive seasons can weaken elms, increasing their susceptibility to other stresses and potentially contributing to their early death. The control of Elm Leaf Beetle is an ongoing program undertaken to manage the risk to the health of these valued trees.

13. Exceptional Circumstances

Trees are a living organism and the environment in which they live can change quickly. Council will endeavour to meet all aspects of its Tree Management Plan. However, in the event of natural disasters and other emergency events, including but not limited to storms, fires, floods, or droughts, Council reserves the right to suspend compliance with its Tree Management Plan.

14. Appendix A – Inspection Frequencies and Timeframes

Category	Minimum Frequency of Proactive Inspections	Timeframe for Completing Reactive Inspections
Very high risk zones, including: <ul style="list-style-type: none"> • Children’s centres and kindergartens • Caravan parks • High profile parks, open spaces and reserves • Playgrounds 	Every 12 months	Within 2 working days of notification
High risk zones, including: <ul style="list-style-type: none"> • High use parks and sports grounds that contain picnic tables and/or BBQs • Main school entrances and exits, including school crossings, bus stops and carpark entrances. • Major retail areas 	Every 3 years	Within 5 working days of notification
Medium risk zones, including: <ul style="list-style-type: none"> • General parks and street trees, not included in either of the above categories. 	Every 5 years	Within 10 working days of notification
Low risk zones, including: <ul style="list-style-type: none"> • Low use parks and reserves • Easements, drainage reserves, and riparian zones. 	Reactive inspections only	Within 30 working days of notification

15. Appendix B – Minimum Response Times

Inspected	Risk Category Zone			
Risk	Very High Risk	High Risk	Medium Risk	Low Risk
Extreme	A	A	B	C
High	B	C	D	E
Moderate	C	D	E	F
Low	E	E	F	F

Response Category	Notification Source	Notification To Tree Crew	Rectification Response Time
A	Staff	Immediate notification via telephone + Fulcrum entry	Immediately
	Public	As soon as practicable via telephone + CRM entry	
B	Staff	Same day notification + Fulcrum entry	7 working days
	Public	CRM entry	
C	Staff	CRM or Fulcrum entry	1 month
	Public		
D	Staff	CRM or Fulcrum entry	2 months
	Public		
E	Staff	CRM or Fulcrum entry	3 months
	Public		
F	Staff	CRM or Fulcrum entry	6 months
	Public		

16. Approval

DELETE / USE AS APPROPRIATE

Adoption by Council

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this **XX** day of
<Month> 20**XX**
in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

OR

Approval by CEO

Approved by the Chief Executive Officer on **Click or tap to enter a date.**

.....
CHIEF EXECUTIVE OFFICER



COMMITTEE CHARTER

Finance Committee

Contents

1. Purpose	4
2. Mandate and authority	4
2.1 Mandate	4
2.2 Authority	4
3. Membership	4
3.1 Composition	4
3.2 Terms of appointment	4
3.3 Chairperson	4
4. Principles	5
4.1 Values	5
4.2 Conflict of interest	5
5. Administrative arrangements	6
5.1 Meetings	6
Governance Rules	6
Frequency and timing	6
Meetings closed to the public	6
Quorum	6
Declarations of conflict of interest	6
5.2 Agendas and minutes	6
5.3 Attendance	6
5.4 Facilitation and support	7
6. Functions and Responsibilities	7
6.1 Financial reporting	7
7. Approval	8

DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Charter number 002	Status Draft	To be approved by Council
Date to be approved 06/07/2021	Next review date July 2025	
Directorate Corporate Performance	Department Corporate	

REVISION RECORD

MANDATORY – Use 1.0, 2.0 for adopted / approved versions and 1.1, 1.2 for drafts or revisions without change.

Date	Version	Revision description
05/07/2016	1.0	Adopted by Council
04/12/2018	2.0	Adopted by Council
06/07/2021	3.0	To be adopted by Council

1. Purpose

The role of the Finance Committee (the "Committee") is to advise Alpine Shire Council ("Council") as to the prudent, fair and transparent management of Council finances in a manner that best supports Council objectives.

2. Mandate and authority

2.1 MANDATE

The Finance Committee is established as an advisory committee and has no legislative status under the *Local Government Act 2020* (LGA 2020).

2.2 AUTHORITY

The Committee is responsible for advising Council on issues relating to the management of Council's finances. The objectives of the committee include ensuring:

- Financial strategies are designed to best support Council objectives
- Appropriate income generating strategies are identified and applied fairly and transparently
- Expenditure is allocated to suppliers in a fair manner that ensures best value outcomes
- Accounts are kept and that financial reporting is accurate, transparent, and well communicated to relevant stakeholders
- Financial budgets are properly prepared, and projects and services managed within budgets
- Financial risks and opportunities are monitored and appropriately managed
- Financial policies and strategies are in place to effectively support these objectives while assuring stability, predictability and financial solvency.

3. Membership

3.1 COMPOSITION

The Committee will consist of two Councillors and will be supported the Chief Executive Officer, Director Corporate Performance, the Manager Corporate, and the Council's Financial Accountant.

3.2 TERMS OF APPOINTMENT

The Councillors will be nominated annually at its December Council meeting.

3.3 CHAIRPERSON

The Committee will appoint a Chairperson.

4. Principles

4.1 VALUES

The committee will conduct itself in accordance with Council's values:

Accountable	We are accountable and responsible for our decisions and actions, and the impacts of these on our community and the organisation.
Leadership	We demonstrate leadership by being informed, applying innovative thinking and solutions and making fair and timely decisions in the best interest of our community and the organisation for now and the future.
Productive	We are productive by focusing on delivering efficient and high-quality services and projects that respond to the needs and priorities of our community and the organisation.
Integrity	We have integrity by being committed, truthful and transparent in our decision making and our interactions with our community and the organisation.
Nurture	We nurture the relationships, contributions and strengths of our community and the individuals of the organisation.
Engaged	We are engaged with our community, and within the organisation, to build strong and effective relationships and inform our choices.

4.2 CONFLICT OF INTEREST

Committee members must comply with Division 2 of Part 6 of the *Local Government Act 2020* (LGA 2020), with regard to the identification and management of general and material conflicts of interest.

Committee members must disclose any conflicts of interest as and when they arise and at the commencement of Committee meetings in relation to any matters listed on the meeting agenda.

5. Administrative arrangements

5.1 MEETINGS

Governance Rules

Council's Governance Rules adopted under section 60(1) of the LGA 2020 do not apply to the Committee or the conduct of its meetings.

Frequency and timing

The Committee will meet a minimum of three times a year, with authority to convene additional meetings as circumstances require.

Meetings closed to the public

Committee meetings are closed to the public due to the confidential and sensitive nature of the material being considered by the Committee.

Quorum

Two Councillors are required to be in attendance to have a quorum.

Declarations of conflict of interest

The Chairperson will call for declarations of conflict of interest at the commencement of each meeting. All members with a conflict of interest must:

1. Declare that interest including an explanation of the nature of the interest
2. Leave the meeting while the matter is being considered and await the Chairperson's direction to return to the meeting.

5.2 AGENDAS AND MINUTES

Appropriate briefing materials will be prepared and provided at least one week in advance to members, and subsequently provided to Council's Audit and Risk Committee with any amendments or notable minutes stemming from the Finance Committee.

5.3 ATTENDANCE

All Committee members are expected to attend each meeting, in person or via teleconference or video conference.

The Chief Executive Officer should attend all meetings. In the event that the Chief Executive Officer is absent, the acting Chief Executive Officer may attend the meeting.

The Director Corporate Performance and Manager Corporate should attend all meetings in an advisory capacity.

Other Councillors can attend meetings as observers and may be permitted to participate in discussion of agenda items at the discretion of the Chairperson.

Council officers may be invited to attend meetings at the discretion of the Chief Executive Officer to advise and provide information to the Committee when required.

5.4 FACILITATION AND SUPPORT

In discharging its functions and responsibilities, the Committee will be supported by the Chief Executive Officer, who will facilitate:

- Meetings of the Committee
- Provision of relevant explanatory information, records, data and reports considered necessary for the Committee to discharge its duties provided the information is not subject to legal or confidentiality exemptions
- Access to auditors and Council officers

The Chief Executive Officer will appoint a Council Officer to provide administrative support to the Committee.

6. Functions and Responsibilities

6.1 FINANCIAL REPORTING

In fulfilling its advisory role, the Committee will:

- Review quarterly budget reports, prepared in accordance with section 97 of the LGA 2020;
- Review interim and annual financial statements, prepared in accordance with sections 98-99 of the LGA 2020;
- Review financial policies, prepared in accordance with section 102 of the LGA 2020.

7. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 6 day of July 2021
in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

NO.2020/21-6 – 28 MAY 2021

Audit and Risk Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Gerard Moore, Chair

Craig Covich

Jason Young

Cr Sarah Nicholas

Cr Charlie Vincent

COUNCILLORS

Mayor, John Forsyth

OFFICERS

Charlie Bird, Chief Executive Officer

Will Jeremy, Director Assets

Ruth Kneebone, Director Commercial

Dena Vlekkert, Manager Corporate

Kirsten McDonald, Health, Safety and Risk Officer

Warren Bennett, Accountant

Brian Bose, Accountant

EXTERNAL AUDITORS

RSD Audit, Bendigo – for item 7

Phil Delahunty, Partner

Blessing Mendosa, Chartered Accountant

Contents

1.	Acknowledgement of traditional custodians, and recognition of all people.....	3
2.	Welcome.....	3
3.	Apologies	3
4.	Declarations by Committee members of conflict of interest	3
5.	Confirmation of minutes	3
5.1	Audit and Risk Committee Meeting No. 2020/21-5, 26 February 2021.....	3
5.2	Business Arising from Previous Meeting Minutes	3
6.	Standing items	4
6.1	Progress of Audit and Risk Committee Actions	4
7.	Report by External Auditor.....	4
8.	Reports by officers.....	4
8.1	VAGO Interim Audit.....	4
8.2	VAGO Report on Maintaining Local Roads.....	6
8.3	VAGO Report on Sexual Harassment in Local Government.....	10
9.	For information only.....	14
9.1	2020/21 Quarter 3 Finance Report.....	14
9.2	2020/21 Quarter 3 Performance Report	14
9.3	2020/21 Quarter 3 Purchasing Audit.....	14
9.4	2020/21 Quarter 3 CEO and Mayor Credit Card Report	14
9.5	2020/21 Quarter 3 Councillor Expenses Report.....	14
9.6	2020/21 Quarter 3 Health and Safety Report	14
9.7	Risk Register Report.....	14
9.8	Policy Review Status.....	15
9.9	Procurement Policy – Annual Review	15
9.10	Asset Management Document Tracker Status Report	15
9.11	Fire Services Levy	15
9.12	Legal and Insurance Update	16
9.13	Member Recruitment	16
9.14	LGV Review to Examine Cultural Issues in Local Government.....	16
9.15	Finance Committee Review.....	16
10.	General business	16
10.1	Director Corporate Performance Recruitment Update.....	16
10.2	Welcome to New Staff.....	16
11.	Nomination and recommendation of Committee Chair for 2021/2022.....	17
12.	Next meeting	17

1. Acknowledgement of traditional custodians, and recognition of all people

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

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

2. Welcome

The Alpine Shire Council Audit and Risk Committee welcomed new member, Jason Young, and returning member, Gerard Moore.

ACTIONS

- *Circulate biography of new member J Young to Committee members*

3. Apologies

Nil

4. Declarations by Committee members of conflict of interest

Nil

5. Confirmation of minutes

5.1 AUDIT AND RISK COMMITTEE MEETING NO. 2020/21-5, 26 FEBRUARY 2021

C Covich

Cr S Nicholas

That the Audit and Risk Committee confirm the minutes of its Meeting No.2020/21-5 held on 26 February 2021.

Carried

Attachment(s)

5.1 Audit and Risk Committee Meeting No.2020/21-5 Minutes, 26 February 2021

5.2 BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

6. Standing items

6.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

Introduction

The Audit and Risk Committee action sheet is a register of all Audit and Risk Committee resolutions and requests that require a subsequent action to be implemented. Each meeting an update on the progress and status of the actions is provided to the Committee.

The Audit and Risk Committee noted the progress of the outstanding actions.

ACTIONS

- *Review risk matrix and risk register review procedure*
- *Provide update on review of Risk Management Policy*

7. Report by External Auditor

Introduction

External Auditors, Phil Delahunty, Partner, and Blessing Mendoza, Chartered Accountant, of RSD Audit, Bendigo attended the meeting via video conferencing at 9.30am to discuss the VAGO year ending 30 June 2021:

- Audit Strategy Memorandum
- Interim Management Letter, **CONFIDENTIAL** and
- Fraud Awareness Survey Results. **CONFIDENTIAL**

8. Reports by officers

8.1 VAGO INTERIM AUDIT

Introduction

Council's external auditors, RSD Audit, have completed the interim audit for the year ending 30 June 2021. The purpose of this report is to outline the auditor's findings.

C Covich

J Young

That:

- 1. The Audit and Risk Committee note the VAGO Interim Management Letter, year ending 30 June 2021.*
- 2. The Management Action Plan for addressing the interim audit findings be monitored through the Audit and Risk Committee's action sheet.*

Carried

ACTIONS

- *Introduce checklist for change in employment status to address system user access*

Interim Audit Findings

The interim audit identified two new findings. These items have been discussed with Council's executive and a response and action plan developed to address each recommendation.

In addition, VAGO reviewed the status of prior year findings and found that all three open items had been resolved

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Failure to monitor and implement agreed actions	L	L	<ul style="list-style-type: none"> • Actions allocated to an officer responsible for implementation • Open actions captured and monitored through the Audit and Risk Committee's action sheet

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:

A responsible and sustainable organisation

Conclusion

The VAGO Interim Management Letter Year Ending 30 June 2021 has been reviewed by management and the findings accepted. Management takes the internal and financial controls of Council very seriously and continues to action findings through to closure accordingly.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Director Commercial
- Manager Corporate

8.2 VAGO REPORT ON MAINTAINING LOCAL ROADS

Introduction

This report provides an overview of the Victorian Auditor-General's Office (VAGO) Report on Maintaining Local Roads, tabled in March 2021, and Council's response to and level of compliance with the recommendations.

RECOMMENDATION

That the Audit and Risk Committee note the VAGO Report on Maintaining Local Roads, and Council's responses to the recommendations.

C Covich

J Young

That the Audit and Risk Committee notes:

- 1. the VAGO Report on Maintaining Local Roads, and Council's responses to the recommendations.*
- 2. Council's recent actions in the management of its assets that are addressing the issues raised in the VAGO report.*

Carried

Report

In Victoria, councils manage local roads, which comprise 87 per cent of the state's road network. Maintenance on local roads represents, on average, 10 per cent of council expenditure, so councils have a vested interest in maintaining the local road network in a cost-efficient and financially sustainable way.

VAGO examined whether councils

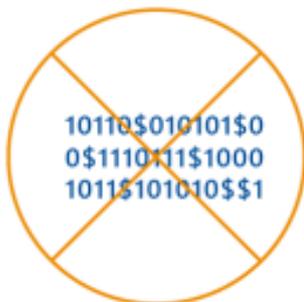
- use asset data, budget information and community feedback to inform their planning for road maintenance
- are finding and implementing ways to achieve value for money
- maintain roads in a timely manner.

[Maintaining Local Roads | Victorian Auditor-General's Office](#)

VAGO audited five councils: Bendigo, Gannawarra, Maribyrnong, Northern Grampians, and Yarra Ranges. The audit also involved a sector-wide questionnaire with responses from all 79 councils, including Alpine.

Findings

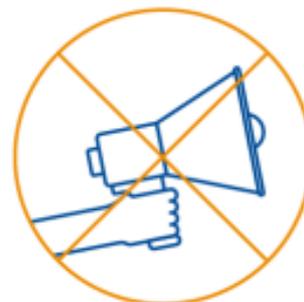
The report concluded that councils:



Lack detailed cost data



Have gaps in their road condition data



Do not effectively engage with local road users to understand their needs

Planning for road maintenance

The audit found that councils:

- determine their planned road maintenance based on limited information
- use asset data and budget information but gaps in road condition and cost data reduce evidence base for decision making
- rely on visual surveying to collect road condition data that can be less accurate and more time-consuming than modern surveying techniques
- use predictive modelling to forecast road conditions but there are limitations
- planning is hindered by an incomplete understanding of community expectations for road service levels
- do not provide communities with detailed information on their plans for road maintenance or educate them about expenditure trade-offs.

This increases the risks of waste and not meeting desired service levels.

Achieving value for money

The audit found that councils lack the detailed cost data necessary to determine whether they are achieving value for money in delivering road maintenance.

Compliance with road management plans

Councils, including Alpine, have road management plans that outline how often they will inspect roads and how quickly they will respond to defects however the audit found that none of the audited councils fully met timeframes for planned inspections.

Failure to meet road management plan requirements puts councils at risk of not being able to defend civil claims against them.

Recommendations

VAGO made a total of 12 recommendations, ten to all Victorian councils and two to audited councils. In summary VAGO recommended all councils:

Planning for road maintenance

1. Set and document timeframes to survey the condition of sealed and unsealed road networks with consideration of Australian Road Research Board's *Best practice guide for sealed roads 2020* and *Best practice guide for unsealed roads 2020*.

2. Review road surveying methods and consider options to incorporate technologically advanced surveying equipment.
3. Review specifications of current predictive modelling software for roads and evaluate the need to procure, or jointly procure with other councils, an alternative software that integrates with other key council systems and is fit-for-purpose.
4. Provide communities with detailed information on service levels for road maintenance and collect their feedback at least once every two years.
5. Set unit rates for reactive maintenance to:
 - determine the adequacy of planned maintenance in reducing reactive maintenance costs
 - compare costs of different road maintenance activities.

Achieving value for money

7. Ensure data reported to Victorian Local Government Grants Commission and as part of the Local Government Performance Reporting Framework is accurate by:
 - complying with relevant instructions
 - establishing quality assurance processes over data collection and submission
 - periodically reviewing data to identify errors
8. Identify, collect, and internally report on data necessary to understand whether the council is achieving long-term value for money in road maintenance, including:
 - expenditure on planned and reactive maintenance
 - use of different seal types
 - amount of resealing completed
9. Undertake self-assessments of the cost of road maintenance against similar councils by:
 - using publicly available data from Victorian Local Government Grants Commission and the Local Government Performance Reporting Framework
 - incorporating detailed analysis of factors such as traffic volume and road surface to understand whether costs are commensurate with community needs

Compliance with road management plans

11. Collect and retain data on compliance with timeliness standards in road management plans
12. Establish performance measures for road management plans and use them to annually review performance and the practicality of standards set out in the plans

Council's level of compliance with VAGO's recommendations is outlined in attachment 8.2.

Questionnaire

As part of the audit all Victorian councils were invited to complete a voluntary questionnaire that asked about:

- the size of their sealed and unsealed network
- costs of planned and reactive maintenance for sealed and unsealed roads
- the proportion of the council's road network with different seal types
- the amount of resealing and resurfacing work undertaken
- factors that increased or reduced road maintenance costs
- the accuracy of their roads data.

All 79 councils provided data from 2014/15 to 2018/19.

Legislative requirements

The Victorian *Road Management Act 2004* establishes a coordinated management system for public roads.

Council has coordination and operational responsibilities under the Act and can develop a road management plan that details the standards for road maintenance.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Council's road maintenance activities may not be providing value for money	M	L	<ul style="list-style-type: none"> Council undertakes an analysis of its road maintenance costs including comparisons with nearby Councils
Council's level of compliance with its Road Management Plan is not well understood.	M	M	<ul style="list-style-type: none"> Council measures and reports on the timeliness of its RMP inspections and defect repairs

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:
A responsible and sustainable organisation

Conclusion

Council has reviewed the findings and recommendations of the VAGO audit. Council is either substantially compliant or in the process of undertaking improvement actions to improve its performance in road maintenance activities within its resource capabilities

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Maintenance
- Assets Coordinator

8.3 VAGO REPORT ON SEXUAL HARASSMENT IN LOCAL GOVERNMENT

Introduction

This report provides an overview of the Victorian Auditor-General's Office (VAGO) Report on Sexual Harassment in Local Government, tabled in December 2020, and Council's response and level of compliance with the recommendations. Sexual Harassment is any unwelcome behaviour of a sexual nature that makes a person feel offended, humiliated and/or intimidated. Sexual harassment can be physical, verbal or written.

J Young

Cr S Nicholas

That the Audit and Risk Committee notes:

- 1. The Victorian Auditor-General's Office reports:

 - a. Sexual Harassment in Local Government*
 - b. Sexual Harassment in Local Government Council Survey results for Alpine.**
- 2. Council's actions in response to the Victorian Auditor-General's Officer reports on Sexual Harassment.*

ACTION

- *Review risk matrix in agenda template to address whether impact is inherent or residual*

Report

VAGO examined whether councils provide their staff and councillors with workplaces free from sexual harassment. (<https://www.audit.vic.gov.au/report/sexual-harassment-local-government>)

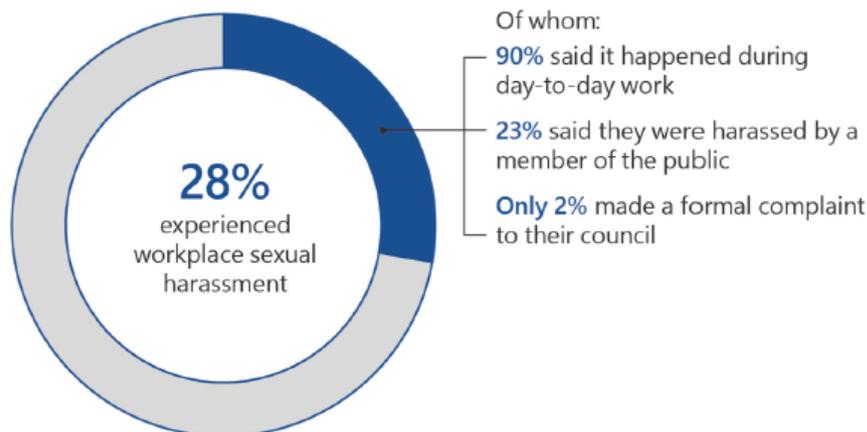
The audit primarily focussed on:

- the prevalence and nature of sexual harassment in councils
- councils' policies, training, and communication
- the effectiveness of councils' complaint handling.

VAGO audited two metro councils (Frankston and Moreland) and three rural/regional councils (Ararat, Corangamite and Latrobe). The audit also involved a sector-wide survey with responses from 9,939 council employees and councillors representing 75 of the 79 councils, including Alpine (refer Alpine survey results below).

Findings

In 2019/20, of the 9,939 survey respondents:



Sexual harassment:

- is experienced by employees from all roles and levels but those at higher risk are: LGBTQIA+; young women aged between 18 and 34; and people with a disability
- is most likely committed by co-workers at the same or more senior levels
- from the public poses a risk for customer facing roles including customer service, library, pool, and aged care staff
- data about experiences, prevalence and context is not regularly collected

Further the report found that:

- councils have policies covering sexual harassment, but it is often addressed in broader policies about workplace behaviour and miss key elements of the Victorian Public Sector Commission model policy for the prevention of sexual harassment in the workplace.
- training:
 - on appropriate behaviour is not as effective as it could be
 - does not cover harassment by the public
 - does not address how bystanders can intervene
 - for managers on how to respond to complaints is lacking or not as effective as it could be.
- a lack of comprehensive policies, training and communication means councils rarely engage staff in meaningful conversations about sexual harassment and its drivers creating a culture where victims lack confidence to report their experiences.

Recommendations

The VAGO report made twelve recommendations.

Recommendations about the prevalence of sexual harassment

1. Use findings from the Victorian Auditor-General's 2020 *Sexual Harassment in Local Government* survey to identify and act on risk factors for council employees and workplaces.
2. Collect information about the prevalence and nature of sexual harassment at least once every two years by:
 - conducting workplace surveys
 - reviewing complaints information.

3. Address the risk of sexual harassment by members of the public by:
 - ensuring sexual harassment policies, procedures and training explicitly cover sexual harassment from the public
 - regularly communicating to customers and staff that the council does not tolerate any form of sexual harassment from the public.
4. For Local Government Victoria – coordinate discussions with relevant state government authorities, local government peak bodies and councils about the development of a regular data collection methodology to measure the sector-wide prevalence and nature of sexual harassment.

Recommendations about preventing sexual harassment

5. Introduce a standalone sexual harassment policy that:
 - aligns with the Victorian Equal Opportunity and Human Rights Commission's Guideline: Preventing and responding to workplace sexual harassment— Complying with the Equal Opportunity Act 2010 and the Victorian Public Sector Commission's Model Policy for the Prevention of Sexual Harassment in the Workplace
 - includes clear links to relevant council policies and procedures
 - covers the applicability of council policies to different roles and workplace settings, including councillors, customer-facing staff
 - and members of the public
 - is searchable on council intranet sites or cloud software, and available in hard copy to all staff
6. Introduce mandatory training on sexual harassment, or improve existing training, so that at a minimum it:
 - includes face-to-face or live online sessions for all staff and councillors at least once every two years (in addition to online modules)
 - covers safe strategies for bystander interventions
 - is tailored to the council's policies, procedures, and workplace risk factors
7. Communicate a culture of respect in the council by ensuring leaders model respectful behaviour at all times and communicate to all staff at least annually that the council does not tolerate sexual harassment.

Recommendations about responding to sexual harassment

8. Encourage reporting of inappropriate behaviour by:
 - promoting formal and informal complaint channels
 - allowing for anonymous complaints
9. Improve record keeping of sexual harassment complaints by:
 - keeping complete records of all interactions relating to a complaint
 - documenting decisions to not investigate complaints or to stop investigations, including the rationale for the decision and the name and role of decision makers.
10. Review complaint procedures to ensure they include:

- a requirement to inform the complainant of the outcome of the complaint
- guidance on how investigators can support reluctant complainants.

Recommendations about councillors

11. Ensure councillors receive training on sexual harassment at least twice per council term.
12. Ensure councillors are informed of their internal and external options for sexual harassment support and complaints, including:
 - the council's employee assistance program
 - Councillor Code of Conduct dispute resolution processes
 - external complaint bodies.

Risk management

Identified risk	Risk likelihood (H M L)	Impact of risk (H M L)	Strategy to manage risk
Sexual Harassment in the workplace will not be reported	H	H	<ul style="list-style-type: none"> • Implement the findings of the VAGO report on Sexual Harassment in Local Government
Staff and or Councillors will be impacted by sexual harassment	H	H	<ul style="list-style-type: none"> • Implement the findings of the VAGO report on Sexual Harassment in Local Government
Reputational risk	M	H	<ul style="list-style-type: none"> • Implement the findings of the VAGO report on Sexual Harassment in Local Government

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2017-2021:
A responsible and sustainable organisation

Conclusion

Council adopts a zero tolerance to sexual harassment in the workplace and accepts and implement the recommendations for the VAGO report on Sexual Harassment in Local Government.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer
- Director Commercial
- Human Resource Officer

9. For information only

9.1 2020/21 QUARTER 3 FINANCE REPORT

9.2 2020/21 QUARTER 3 PERFORMANCE REPORT

9.3 2020/21 QUARTER 3 PURCHASING AUDIT

Quarterly purchasing audits are undertaken and reported to the Audit and Risk Committee in response to the findings of a 2014 internal audit review and to provide continuing assurance that Council's purchasing controls are effective and complied with. The random sample testing is based on an even spread of purchases across all departments (14 in total) and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$1000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

ACTION

- ***Review transaction #13 for compliance***

9.4 2020/21 QUARTER 3 CEO AND MAYOR CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommends that credit card expenditure be reviewed and reported to the Audit and Risk Committee for periodic review.

9.5 2020/21 QUARTER 3 COUNCILLOR EXPENSES REPORT

Section 40 of the *Local Government Act 2020* requires Council to reimburse Councillors for out-of-pocket expenses which the Council is satisfied:

- are bona fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor; and
- are reasonably necessary for the Councillor to perform their role.

Council is required to provide details of all reimbursements made under s40 of the LGA 2020 to the Audit and Risk Committee.

9.6 2020/21 QUARTER 3 HEALTH AND SAFETY REPORT

9.7 RISK REGISTER REPORT

The risk register focus since the February Committee meeting has been the documentation of an operational health and safety risk register covering key risks associated with construction, emergencies, and maintenance. The draft register requires further review and consultation with staff prior to finalisation.

9.8 POLICY REVIEW STATUS

VAGO in its 2015 Interim Management Letter recommended that Council review the appropriateness and currency of all policies. The policy review log is reported to the Audit and Risk Committee to provide continuing assurance that Council is progressing the review and maintaining current policies.

VAGO considered Council's progress on this item in the 2020/21 Interim Audit and due to progress made considered the 2015 finding resolved.

9.9 PROCUREMENT POLICY – ANNUAL REVIEW

The annual review of Council's Procurement Policy under s186A of the *Local Government Act 1989*, has been completed and the reviewed policy will be presented to Council for adoption at the 1 June 2021 Council Meeting.

The review focused on the range of the spend thresholds with the following changes (highlighted) proposed:

Current Threshold	Proposed Threshold	Method
Up to \$1K	Up to \$1K	1 verbal quote – no purchase order
>1K - \$2.5K	>1K - \$10K	1 written quote – purchase order
>\$2.5K - \$10K	>\$10K - \$30K	2 written quotes – purchase order
>\$10K - \$75K	>\$30K - \$75K	RFQ – purchase order
>\$75K - \$150K	>\$75K - \$150K	RFQ – written contract
>\$150K	>\$150K	Invitation to tender – written contract

No other changes to the policy are proposed as part of this review as the policy will undergo a more detailed review to ensure compliance with section 108 of the *Local Government Act 2020* which comes into effect on 1 July 2021. This review must be completed by 31 December 2021.

9.10 ASSET MANAGEMENT DOCUMENT TRACKER STATUS REPORT

The Asset Management Document Tracker is reported to the Audit and Risk Committee to provide continuing assurance that Council is progressing the review of key asset management actions.

9.11 FIRE SERVICES LEVY

As previously advised, the State Revenue Office Victoria (SRO) audit of Council's Fire Services Property Levy (FSPL) calculations concluded that in the absence of automated accurate reporting, manual reconciliation between Council's data and SRO calculations is required. Council's Rates Officer has been reliant on assistance from the SRO to undertake this reconciliation. The SRO allocated a dedicated resource during April 2021 and the reconciliations and corresponding FSPL administration allowances were finalised in late April.

9.12 LEGAL AND INSURANCE UPDATE

Verbal update provided

9.13 MEMBER RECRUITMENT

Council is recruiting for an additional independent member to join the Committee. Council is specifically seeking a Certified Practising Accountant or Chartered Accountant. The EOI closed on Friday 21 May 2021 with the aim of having a new member appointed before the July 2021 Committee meeting. At the time of preparation of the agenda five applications had been received.

9.14 LGV REVIEW TO EXAMINE CULTURAL ISSUES IN LOCAL GOVERNMENT

The Victorian Government announced on 1 May 2021 that Local Government Victoria would commission a review and discussion paper to start a conversation about behaviour and culture of councils. The aim of the review is to strengthen respect, integrity, and trust across councils. It will consider ways to:

- promote a more positive and inclusive work environment
- ensure fairer and more equal representation of community views
- build public trust
- make local government a more welcoming, and safe environment for women, following a Victorian Auditor-General's Office report that found more than one in four councillors and council staff had experienced sexual harassment in the past 12 months – refer agenda item 8.3.

Council will keep the Committee informed on the progress and outcomes of this review.

9.15 FINANCE COMMITTEE REVIEW

Manager Corporate has reviewed the Finance Committee purpose and charter. The updated draft Charter is attached for the Committee's information.

10. General business

10.1 DIRECTOR CORPORATE PERFORMANCE RECRUITMENT UPDATE

The CEO provided the Committee with an update on the Director Corporate position, advising that on accepting Nathalie Cooke, Director Corporate's resignation, Ruth Kneebone was appointed as Director Commercial on a temporary basis to enable Nathalie to finalise a number of projects prior to leaving and while recruitment to the position was undertaken. The position has been renamed, Director Corporate Performance and Helen Havercroft has been appointed with a start date in mid-September 2021.

10.2 WELCOME TO NEW STAFF

The Chair welcomed Ruth Kneebone, Director Commercial, Dena Vlekkert, Manager Corporate and Brian Bose, Accountant, to the Committee.

11. Nomination and recommendation of Committee Chair for 2021/2022

The Alpine Shire Council Audit and Risk Committee Charter, V4.0 August 2020, sets out the requirements for the appointment of the Chair of the Audit and Risk Committee.

Section 3.8 of the Charter stipulates that:

"The chair of the Committee must be an independent member (section 53(4)).

The Committee will nominate and recommend a Chair to Council each year.

Council will formally appoint the Committee Chair".

The Chief Executive Officer called for nominations of an independent member to Chair the Audit and Risk Committee for the 2021/2022 financial year.

Mr Gerard Moore was recommended to continue as Chair for 2021-2022. His nomination will be recommended to Council for appointment.

12. Next meeting

The next meeting of the Audit and Risk Committee is scheduled to be held on Friday 30 July 2021.

There being no further business, the Chair declared the meeting closed at 11.45am.

Notes

Auditors, P Delahunty and B Mendoza, left the meeting at 10.40am

Accountant, W Bennett, left the meeting at 10.50am

INSTRUMENT OF APPOINTMENT AND
AUTHORISATION
*(PLANNING AND ENVIRONMENT
ACT 1987)*

**Director Corporate
Performance (Acting)**

Will Jeremy – July 2021

Instrument of Appointment and Authorisation

In this Instrument 'officer' means –

OFFICER	TITLE	NAME
DCP	Director Corporate Performance (Acting)	William JEREMY

By this Instrument of Appointment and Authorisation, Alpine Shire Council –

- Under s147(4) of the *Planning and Environment Act 1987* – appoints the **DCP** to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- Under s313 of the *Local Government Act 2020* authorises the **DCP** either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This Instrument is authorised by a resolution of the Alpine Shire Council made on **6 July 2021**.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 6th day of
July 2021 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE



INSTRUMENT OF DELEGATION

**Council to
Chief Executive Officer**

6 July 2021

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Alpine Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on **6 July 2021**;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 6th day of
July 2021 in the presence of:

COUNCILLOR NAME

SIGNATURE

COUNCILLOR NAME

SIGNATURE

CHIEF EXECUTIVE OFFICER NAME

SIGNATURE

Schedule

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1. entering into a contract or making any expenditure that exceeds the value of \$150,000 (including GST);
 - 1.2. appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.3. electing a Mayor or Deputy Mayor;
 - 1.4. granting a reasonable request for leave under s35 of the Act;
 - 1.5. making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.6. approving or amending the Council Plan;
 - 1.7. adopting or amending any policy that Council is required to adopt under the Act;
 - 1.8. adopting or amending the Governance Rules;
 - 1.9. appointing the chair or the members to a delegated committee;
 - 1.10. making, amending or revoking a local law;
 - 1.11. approving the Budget or Revised Budget;
 - 1.12. approving the borrowing of money;
 - 1.13. subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1. policy; or
 - 4.2. strategy
adopted by Council;
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



INSTRUMENT OF SUB-DELEGATION

Council to

Members of Council Staff

(Environment Protection Act 2017)

6 July 2021

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

DELEGATE	TITLE
CPC	Compliance Coordinator
DCP	Director Corporate Performance
EHO	Environmental Health Officer(s)
LLO	Local Laws Officer
LLO2	Local Laws Officer
MPA	Manager Planning and Amenity

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on **6 July 2021** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

- 6.1.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategy
- adopted by Council;
- 6.1.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.1.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Instrument of Sub-Delegation to Members of Council Staff (Environment Protection Act 2017)– July 2021

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 6th day of
July 2021 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017 **1**

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	DCP, MPA, CPC, EHO, LLO, LLO2	
s 272	Power to issue prohibition notice	DCP, MPA, CPC, EHO, LLO, LLO2	
s 279	Power to amend a notice	DCP, MPA, CPC, EHO, LLO, LLO2	
s 358	Functions of the Environment Protection Authority	DCP, MPA, CPC, EHO, LLO, LLO2	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	DCP, MPA, CPC, EHO, LLO, LLO2	
s 359(2)	Power to give advice to persons with duties or obligations	DCP, MPA, CPC, EHO, LLO, LLO2	

**Planning
Panels
Victoria**

**Alpine Planning Scheme Amendment C60alpi Part 2
Mount Beauty Airpark corrections amendment**

Panel Report

Planning and Environment Act 1987

9 June 2021

How will this report be used?

This is a brief description of how this report will be used for the benefit of people unfamiliar with the planning system. If you have concerns about a specific issue you should seek independent advice.

The planning authority must consider this report before deciding whether or not to adopt the Amendment.

[section 27(1) of the *Planning and Environment Act 1987* (the PE Act)]

For the Amendment to proceed, it must be adopted by the planning authority and then sent to the Minister for Planning for approval.

The planning authority is not obliged to follow the recommendations of the Panel, but it must give its reasons if it does not follow the recommendations. [section 31(1) of the PE Act, and section 9 of the *Planning and Environment Regulations 2015*]

If approved by the Minister for Planning a formal change will be made to the planning scheme. Notice of approval of the Amendment will be published in the Government Gazette. [section 37 of the PE Act]

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the PE Act

Mount Beauty Airpark corrections amendment corrections amendment

9 June 2021

SIGNATURE REDACTED BY ASC

Sarah Carlisle

Chair

Contents

	Page
1 Introduction.....	2
1.1 Background	2
1.2 The Mount Beauty Airpark.....	3
1.3 The Waste Water Treatment Plant	4
1.4 The issues	5
1.5 Procedural issues.....	5
2 Strategic justification.....	6
2.1 Other relevant strategic work	6
2.2 Discussion	6
2.3 Recommendation	7
3 The buffer	8
3.1 Submissions.....	9
3.2 Discussion	11
3.3 Conclusions and recommendations	12
4 The drain.....	13
4.1 Submissions.....	14
4.2 Discussion	14

Appendix A Documents considered by the Panel

List of Figures

	Page
Figure 1 Subject land	2
Figure 2 Mount Beauty Airpark Master Plan 2016	3
Figure 3 Proposed odour buffer for the Waste Water Treatment Plant	8
Figure 4 Lots in Precinct 3 that are within the buffer	10
Figure 5 Drain that traverses the Airpark land.....	13
Figure 6 Residential lots traversed by the drain	14

Glossary and abbreviations

Aerodrome Master Plan	<i>Mount Beauty Aerodrome Master Plan</i> , Airports Plus Pty Ltd, January 2011
Airpark Master Plan	Mount Beauty Airpark Master Plan 2016 contained in the SUZ5
BAO	Buffer Areas Overlay
Council	Alpine Shire Council
Planning Scheme	Alpine Planning Scheme
SUZ5	Special Use Zone Schedule 5
WWTP	Mount Beauty Wastewater Treatment Plant

Overview

Amendment summary

The Amendment	Alpine Planning Scheme Amendment C60alpi Part 2
Common name	Mount Beauty Airpark corrections amendment
Brief description	Correcting errors in the Special Use Zone Schedule 5 that applies to the Mount Beauty Airpark
Subject land	Mount Beauty Airpark (refer to Figure 1)
Planning Authority	Alpine Shire Council
Authorisation	21 August 2020
Exhibition	19 November 2020 to 8 January 2021
Submissions	1 unresolved submission

Panel process

The Panel	Sarah Carlisle
Directions Hearing and Panel Hearing	Directions Hearing: 21 April 2021 by videoconference Remainder of the process was undertaken on the papers with the consent of the parties
Site inspections	Given the nature of the Amendment, the nature of the issues raised in the submission, and the materials provided by the parties a site inspection was not considered necessary
Parties	Council and North East Water
Citation	Alpine C60alpi Part 2 PSA [2021] PPV
Date of this report	9 June 2021

Executive summary

Mount Beauty Airpark corrections amendment Part 2 (the Amendment) proposes to correct various errors in the Special Use Zone Schedule 5 (SUZ5) that applies to the Mount Beauty Airpark. The SUZ5 was introduced into the Planning Scheme by Amendment C38, which was considered by an independent Panel. The SUZ5 includes the Mount Beauty Airpark Master Plan 2016, which divides the Airpark into five precincts:

- an aerodrome including a runway
- residential lots large enough to house a private hangar
- a mixed use area in which commercial, residential, industrial and tourism related uses are encouraged
- a business park area in which commercial and light industrial uses are encouraged
- open space.

The Airpark is located adjacent to the Mount Beauty Wastewater Treatment Plant, owned and operated by North East Water. The odour buffer for the Wastewater Treatment Plant extends into a small part of Precinct 3 in the Airpark (the business park area).

One unresolved submission was received in relation to Part 2 of the Amendment, from North East Water. It raised concerns in relation to:

- incompatible uses within the buffer of the Wastewater Treatment Plant
- the configuration of residential lots through which a drain traverses.

The purpose of the Amendment is to correct errors and anomalies in the SUZ5 that impact on the development of land around the airport, and development that could impinge into the flight paths of aircraft. The Amendment will provide clarity in the operation of the controls and will better protect aircraft safety. The Amendment should proceed.

Neither of the issues raised by North East Water relate to the purpose of the Amendment.

While it is good planning to ensure adequate buffer zones are provided around community assets like the Wastewater Treatment Plant, that is not the purpose of the Amendment. Buffer issues were considered in detail as part of Alpine Planning Scheme Amendment C38. The issue of appropriate uses within the buffer was well ventilated and settled through the C38 process. North East Water did not present this Panel with any material that demonstrates a change in circumstances that would justify a departure from the findings and conclusions of the C38 Panel.

The issue relating to the drain has been recorded by the Panel, but it makes no findings or recommendations in that regard as the issue is beyond the scope of the Amendment.

Finally, and for completeness, the Panel notes that the exhibited Amendment proposes replacing 'Informal outdoor recreation' in Section 1 of the Table of Uses with 'Informal outdoor creation'. The Panel assumes this is an error.

Recommendations

Based on the reasons set out in this Report, the Panel recommends:

- 1. Amendment C60alpi Part 2 to the Alpine Planning Scheme be adopted as exhibited, subject to the following minor correction:**
 - a) In Section 1 of the Table of Uses of the Special Use Zone Schedule 5, remove the change 'Informal outdoor recreation' to 'Informal outdoor creation'.**

1 Introduction

1.1 Background

(i) The Amendment

Amendment C60alpi (the Amendment) proposes to correct errors and anomalies in the Alpine Planning Scheme. The Amendment as exhibited proposed changes affecting six areas within the Shire.

Council received one unresolved submission in response to the exhibition of the Amendment, from North East Water. The submission relates to the Special Use Zone Schedule 5 (SUZ5) that applies to Mount Beauty Airpark. Council decided to split the Amendment into parts. Part 2 relates to the Airpark and the SUZ5, and Part 1 is the balance. Council progressed Part 1, and referred Part 2 (and the unresolved submission) to the Panel.

(ii) The subject land

The Mount Beauty Airpark is shown in red in Figure 1. The SUZ5 encourages a range of uses across five precincts:

- an aerodrome
- residential lots large enough to house a private hangar
- a mixed use area that can accommodate commercial, residential, industrial and tourism related uses
- a business park area used for commercial and light industrial uses
- open space.

Figure 1 Subject land



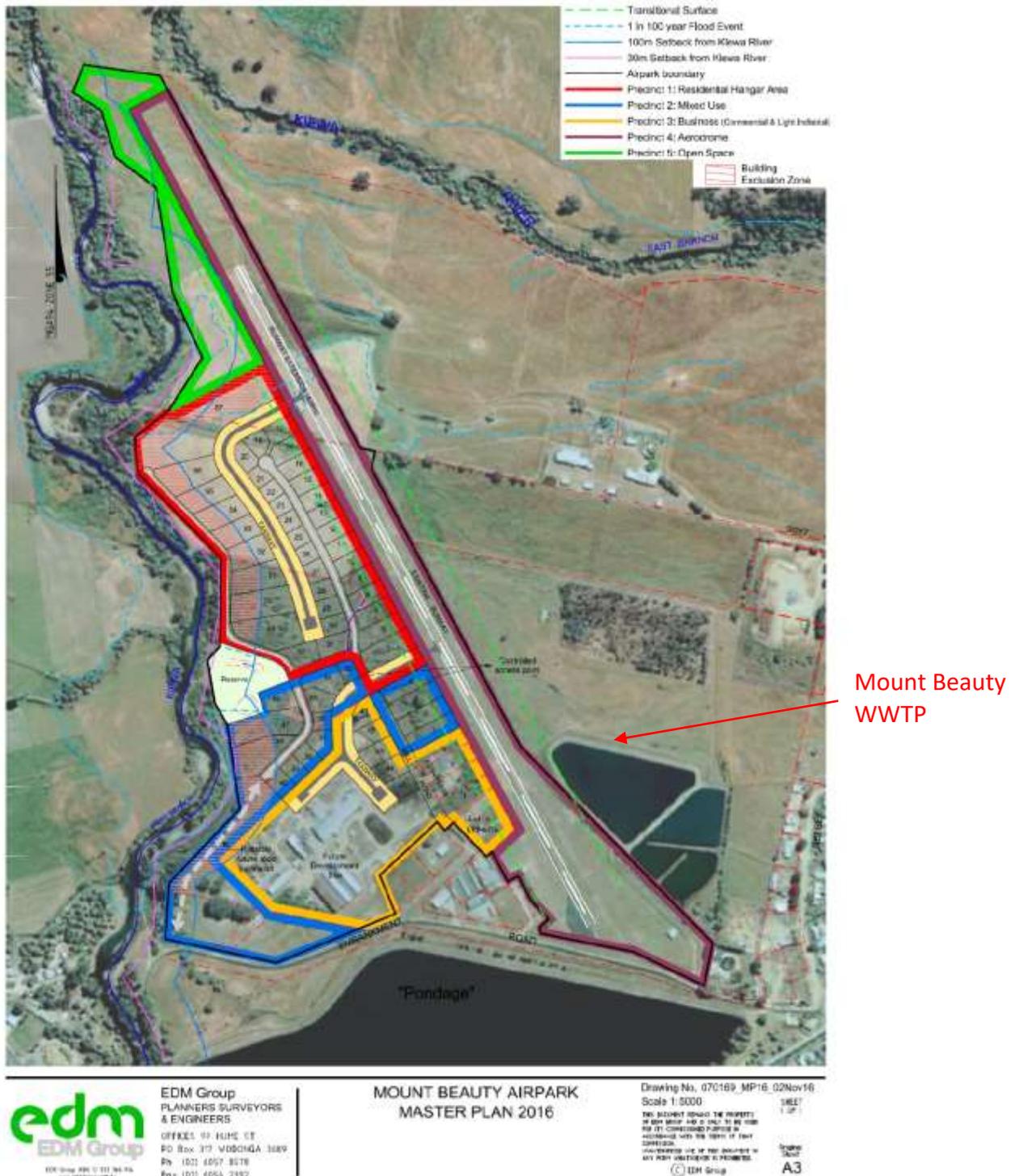
Source: Explanatory Report

1.2 The Airpark

(i) The Airpark Master Plan

The SUZ5 guides the use and development of the Airpark in accordance with the Mount Beauty Airpark Master Plan 2016 (extracted in Figure 2). Figure 2 has been annotated to show the location of the Mount Beauty Waste Water Treatment Plant (WWTP).

Figure 2 Mount Beauty Airpark Master Plan 2016



Source: Figure 1 in the SUZ5 (Document 15), with Panel’s annotations

The SUZ5 was introduced by Amendment C38, which was considered by an independent Panel in 2016¹ and approved in 2017. The SUZ5 sets objectives for development of each of the five precincts shown on the Airpark Master Plan, summarised in Table 1.

Table 1 Mount Beauty Airpark precinct objectives from the SUZ5

Precinct	Objectives (summarised)
Precinct 1 – Airpark Residential Hangar Area	<ul style="list-style-type: none"> - land is used for residential purposes in conjunction with an aircraft hangar on site - use of the land does not adversely affect the aerodrome
Precinct 2 – Airpark Mixed Use Area	<ul style="list-style-type: none"> - land is used for a range of residential, commercial, industrial and tourist related uses in connection with or compatible with the aerodrome - use of the land does not adversely affect the aerodrome - provide a buffer to the WWTP and make the community aware of odour emissions emanating from the WWTP
Precinct 3 – Airpark Business Area	<ul style="list-style-type: none"> - land is used for commercial and light industrial purposes in connection with or compatible with the aerodrome - use of the land does not adversely affect the aerodrome - provide a buffer to the WWTP and make the community aware of odour emissions emanating from the WWTP
Precinct 4 – Aerodrome Precinct	<ul style="list-style-type: none"> - provide for the safe and efficient operation of the aerodrome - provide for the coordinated use and development of the aerodrome
Precinct 5 – Open Space	<ul style="list-style-type: none"> - protect the East and West branches of the Kiewa River - provide open space

(ii) The Aerodrome Master Plan

In 2009, Council commissioned Airports Plus Pty Ltd to prepare a master plan in connection with a possible extension and widening of the runway at the aerodrome. The *Mount Beauty Aerodrome Master Plan* was finalised in January 2011 (the Aerodrome Master Plan). The Aerodrome Master Plan is not currently referenced in the SUZ5, and is not an incorporated document or a background document in the Planning Scheme.

Aerodromes have an Aircraft Obstacle Limitation Surface Layer that governs the limit to which structures and other obstacles can be established to enable the safe use of the airspace around the aerodrome and the runway and other areas on the aerodrome. The Aerodrome Master Plan defines the Aircraft Obstacle Limitation Surface Layer for the Mount Beauty Aerodrome.

1.3 The Wastewater Treatment Plant

The WWTP is located adjacent to the south-eastern part of the Airpark (see Figure 2). It is the primary infrastructure treating sewerage from Mouny Beauty, Tawonga and Tawonga South. North East Water described it as “critical infrastructure for the provision of essential services to 1055 residential and 94 commercial customers”.

¹ Alpine C38 (PSA) [2016] PPV 94 (25 July 2016)

1.4 The issues

The issues raised by North East Water are:

- excluding incompatible land uses within the buffer for the WWTP
- residential development in an area traversed by a drain.

1.5 Procedural issues

(i) Issues that may be beyond scope of Amendment

At the Directions Hearing, the Panel queried whether residential development within the area traversed by the drain was within the scope of the Amendment, as the Amendment does not propose any changes the location of residential uses or to lot layouts. The Panel indicated that it would make a determination on whether the issue was within scope after receiving North East Water's further submissions on the issue. The Panel indicated that if the issue was beyond scope, it may provide some commentary but will not be in a position to make recommendations. The issue is dealt with in Chapter 4.

(ii) Responses from affected landowners

In response to questions from the Panel, Council clarified at the Directions Hearing that:

- landowners within the Airpark were directly notified of the Amendment
- none had made submissions
- Council forwarded a copy of North East Water's submission to all landowners located within the buffer, advising them that the submission had been referred to the Panel and inviting a response
- four responses were received (copies were subsequently provided to the Panel)
- each of the four landowners indicated they wanted the Panel to consider their responses.

Council queried what process would be put in place to consider the landowners' responses. The Panel noted that the landowners were not submitters to the Amendment, but that the responses could be considered by the Panel along with any other background information provided by the parties. The Panel has considered those responses in reaching its findings and conclusions.

(iii) Process conducted 'on the papers'

In its letter dated 25 March 2021, the Panel noted that it wished to explore the option of proceeding 'on the papers', given the confined issues in dispute and only two parties. The parties indicated at the Directions Hearing that they agreed to an 'on the papers' process. The Panel issued Directions on 23 April 2021 to facilitate an 'on the papers' process.

2 Strategic justification

2.1 What the Amendment proposes

Part 2 of the Amendment is the only part that is before the Panel. Part 2 proposes to make various changes to the SUZ5 to correct errors and strengthen the strategic intent and statutory resilience of the SUZ5. The changes proposed are (in summary):

- amend decision guidelines relating to the Aircraft Obstacle Limitation Surface Layer to:
 - refer to the Mount Beauty Aerodrome Master Plan 2011 (where the Aircraft Obstacle Limitation Surface Layer is defined)
 - apply them to only those parts of the land that are within the Aircraft Obstacle Limitation Surface Layer
- delete the application requirement for a Construction Management Plan on ex landfill land (redundant as neither the old landfill nor its buffer are within the SUZ5 area)
- change the Table of Uses to allow fuel depot in Precinct 3 as well as Precinct 2 (as was originally intended)
- remove the objective of providing a buffer to the WWTP from the Precinct 2 objectives (as Precinct 2 is not within the buffer), and modify the objective for Precinct 3 to only apply to the relevant part of Precinct 3 that is located within the buffer
- delete a guideline that is listed twice.

2.2 Other relevant strategic work

(i) The runway extension project

Council is currently undertaking a project to plan for the extension of the runway at the Airpark, to allow for better access by emergency services and other non-commercial users. Council explained that the project is not complete, but provided no further detail.

(ii) Land Development Strategy Project

Council is undertaking a Land Development Strategy Project which is being conducted by SGS Economics and Planning. This project will examine development potential in all urban areas of the Shire. Council did not explain how this project may impact on the Airpark, but stated in its submission that it may result in recommendations that impact the SUZ5.

2.3 Discussion

Council submitted that the Amendment will have a net community benefit by ensuring that the planning controls applying in SUZ5 are legible and operable and in accordance with the proper and orderly planning of the area. According to the minutes of the Council meeting on 2 March 2021 (when Council decided to split the Amendment), the errors in the SUZ5:

- unintentionally impose a blanket building height limit of 6 metres to all buildings
- impose unnecessary requirements on applicants
- contain requirements that are unclear as to intent
- omit important information regarding the Aircraft Obstacle Limitation Surface Layer.

The minutes stated that some of the errors could result in safety concerns.

Council's submission provided an assessment of the Amendment against the Strategic Assessment Guidelines, which is not repeated here.

North East Water did not challenge the overall strategic justification of the Amendment, or the need to fix the errors in the SUZ5. Its submission was confined to the two issues addressed in the following chapters.

The Panel has not inquired into the strategic justification for the Amendment in detail, given it was not raised in the unresolved submission. That said, fair and orderly planning requires clear, legible and accurate planning controls. Redundant or unnecessary application requirements should be removed, and decision guidelines should be clear and easy to apply for the decision maker assessing a permit application. The Panel supports the correction of errors in the SUZ5.

It is not clear what, if any, impact the runway extension project or the Land Development Strategy Project will have on the orderly use and development of the aerodrome or the Airpark. These projects should not hold up the Amendment. As each project progresses, it will need to have regard to the constraints on the Airpark and surrounding land resulting from the need to ensure the safe operation of the aerodrome, and the need to avoid land use conflict with the WWTP.

Finally, for completeness the Panel notes that the marked up version of the SUZ5 indicated a further change in the Table of Uses which the Panel assumes is an error. The mark-up shows the deletion of 'Informal outdoor recreation' from Section 1, and its replacement with 'Informal outdoor creation'. The error should be corrected prior to the Amendment being adopted.

2.4 Recommendation

The Panel recommends:

- 1. Amendment C60alpi Part 2 to the Alpine Planning Scheme be adopted as exhibited, subject to the following minor correction:**
 - a) In Section 1 of the Table of Uses in the Special Use Zone Schedule 5, remove the change 'Informal outdoor recreation' to 'Informal outdoor creation'.**

3 The buffer

The buffer for the WWTP is not currently mapped in the Planning Scheme. North East Water advised that it has initiated strategic planning to apply the Buffer Area Overlay (BAO) to the buffer, shown in red in Figure 3. As far as the Panel is aware, the strategic work has not yet reached the stage of a draft amendment having been prepared or authorisation being sought.

Figure 3 Proposed odour buffer for the Wastewater Treatment Plant



Source: Document 19

The buffer extends into the Airpark, covering all of Precinct 4 (the Aerodrome Precinct) and part of Precinct 3 (the Airpark Business Area, shown in yellow in Figure 3).

North East Water explained that the buffer plan in Figure 3 was tendered to the C38 Panel in 2016, and was informed by odour dispersion modelling undertaken by Dr Wallis of Consulting Environmental Engineers. North East Water provided this Panel with an update to the earlier modelling,² which did not recommend any changes to the buffer.

3.1 Submissions

(i) North East Water

North East Water submitted that the SUZ5 allows uses in Precinct 3 that are incompatible with current and future operation of the WWTP, and that incompatible uses should be excluded from Precinct 3. It provided a mark-up of the Table of Uses in the SUZ5 outlining precisely what changes it seeks.³ In short, it seeks that a range of uses be prohibited in Precinct 3, including caretaker's house, accommodation, education centre, child care centre, place of assembly, home based business, and food and drink premises. Currently, all these uses are allowed in Precinct 3 subject to a permit, except home based business which is allowed as of right.

North East Water submitted that Council was supportive of protecting the buffer from encroachment of incompatible development and use, and referred the Panel to a large number of amendments that are part of its *"investment in strategic planning measures across its region to identify, recognise and protect critical infrastructure for the provision of essential services (water and sewage)"*. It submitted:

In terms of infrastructure importance and risk, the Mount Beauty Wastewater Treatment Plant is North East Water's highest priority in this geographically remote area.

The Mount Beauty Wastewater Treatment Plant underpins regional growth, resilience of the sewerage system and contingency and emergency planning for the Alpine region.

The Mount Beauty Wastewater Treatment Plant also has topographic (located downslope of urban development) aspects, which significantly limit where a wastewater treatment infrastructure can be located in this location. Encroachment is a major risk to the future viability of the infrastructure.

(ii) Council

Council submitted that ensuring adequate buffer zones around community assets like the WWTP is an essential part of good planning. It submitted that it *"wishes to plan properly to avoid encroachment on the buffer zones whilst facilitating the extension of the runway to allow for better access by emergency services and other non-commercial users for the social and economic benefit of the community"*.

Council explained that when the SUZ5 was introduced through Amendment C38, the issue of encroachment into the buffer was dealt with through specifying appropriate uses in the various precincts in the Table of Uses. This approach was taken because the overlays available at the time that might have been used to protect the buffer (such as an Environmental Significance Overlay or

² Report by Consulting Environmental Engineers dated September 2020 (Document 20). The buffer recommended in the September 2020 report (at Figure 11-1) reflects that shown in Figure 3.

³ Document 18.

a Design and Development Overlay) essentially control the development of land, not its use. With the recent introduction of the BAO, uses can now be controlled. Council submitted:

This means that there is the potential to deal with odour buffer issues through an entirely different control to the SUZ5 controls. It is of note that if such a control were to be implemented, it would be appropriate to concurrently amend the SUZ5 to avoid duplication of controls over odour related matters.

Council submitted that the Amendment seeks to correct errors and omissions in the SUZ5 that impact on the development of land around the airport, and development that could impinge onto the flight paths of aircraft. It submitted:

... the changes proposed by North East Water do not accord with this intent but rather seek to revisit issues that were dealt with in the original Amendment C38 which created the SUZ5.

Council submitted that the appropriate statutory tool to be used to change uses in relation to buffer areas is the newly created BAO, and North East Water's changes are considered premature and an inappropriate planning response. Nevertheless, Council provided a detailed response to the specific changes requested by North East Water, opposing some and not others.

Council opposed the prohibition of caretaker's house in Precinct 3 because (in summary):

- the use of caretaker's house in Precinct 3 was considered and determined through the C38 process, and neither the buffer nor any other conditions have changed since then to justify why that use should now be prohibited
- this is a key use likely to be sought by the landholders, who did not make formal submissions to the Amendment on the understanding that the uses on their land were not to be changed
- this would constitute a transformation of the Amendment.

Council did not oppose North East Water's requests to prohibit accommodation, child care centre and food and drink premises in Precinct 3, as these uses "*were not originally contemplated for Precinct 3*".

(iii) Non-submitter landowners

Council identified that there are five lots within Precinct 3 that are within the buffer (see Figure 4).

Figure 4 Lots in Precinct 3 that are within the buffer



Source: Council's submission (Document 13)

One of the lots is developed with a factory and warehouse, and another with an aircraft hangar and associated caretaker's house. The other three are yet to be developed.

These landowners would be directly affected by the changes to permissible uses in Precinct 3 sought by North East Water. Council therefore provided direct notice of the North East Water submission to these landowners, and invited them to respond. Four of the five landowners provided a response, which Council referred to the Panel.⁴ Two opposed the changes sought by North East Water, while two raised unrelated issues.

The landowners who opposed the North East Water changes did so on the basis that (in summary):

- further restrictions on the use of their land were strongly opposed
- odour emissions were extensively considered as part of C38
- they were happy with the outcome of the C38 process, in particular the ability to use the land for a caretaker's house (subject to a permit)
- one of the lots had already been developed with a caretaker's house which set a precedent for allowing caretaker's houses on the other lots
- another lot had obtained a permit for a caretaker's house, which had since expired due to circumstances beyond the owners' control, and they intended to resubmit the application
- it would be unfair to apply further use restrictions given North East Water presented their case to the C38 Panel through an independent and transparent public process, and were not supported by the C38 Panel
- impacts on the value of their land, without proper compensation.

3.2 Discussion

The Panel agrees with Council and North East Water that ensuring adequate buffer zones around community assets like the WWTP is an essential part of good planning. That said, good planning also involves using the proper planning processes and tools to plan for and implement buffers.

The Panel does not support any of North East Water's requested changes to the Table of Uses.

Buffer planning (including defining the uses that were appropriate within the buffer) was considered in detail as part of Amendment C38. The C38 Panel report states (at page 22, with this Panel's emphasis):

Subsequent to North East Water's submission, a report prepared by Dr Wallis of [Consulting Environmental Engineers] (dated February 2015) was submitted to elaborate upon North East Water's position in respect of odour and buffer issues. Dr Wallis concluded:

In summary, based on the potential for odour impacts, our assessment of the proposed development in the Amendment is as follows:

- *residential development to the west of the airport runway is acceptable*
- *residential development to the immediate west of the treatment plant is not acceptable, and these residences should be located further away.*

Dr Wallis based his conclusion on odour modelling informed by local weather data collected at the site. Presentation of site specific modelling based on local weather

⁴ Documents 9, 10, 11 and 12

conditions gives a strong basis for imposing buffers around sewage treatment facilities.

The C38 Panel determined on the basis of evidence that residential use to the west of the runway (which includes Precinct 3) was appropriate. It is not a proper use of the C60 process to reventilate issues that were determined by the C38 Panel.

In any event, North East Water has not presented this Panel with any material that demonstrates a change in circumstances that would justify a departure from the findings and conclusions of the C38 Panel. On the contrary, the updated report by Consulting Environmental Engineers states at page 39 (Panel's emphasis):

There are currently no residences within the recommended ESO. Development of the Air Park hangars/ residences on the west side of the runway would be permitted.

The updated report was prepared by Dr Wallis, who gave the evidence at the C38 Panel on which that Panel relied.

Further, North East Water's changes are beyond the scope of this Amendment. As Council pointed out, the purpose of this Amendment is to correct errors and anomalies in the SUZ5 that impact on the development of land around the airport, and development that could impinge into the flight paths of aircraft. It is not the purpose of this Amendment to plan for the WWTP buffer.

Council submitted that the appropriate statutory tool to be used to change uses in buffer areas is the newly created BAO. The Panel agrees. Any changes that may be required to uses within the buffer should be properly investigated and justified through North East Water's strategic work and its proposed amendment to apply the BAO to the buffer area.

Finally, the Panel notes that the changes in uses sought by North East Water are not restricted to that part of Precinct 3 that is within the buffer. They apply to the whole precinct (and other precincts). North East Water did not explain the reason for this.

3.3 Conclusions

The Panel concludes:

- The changes to the Table of Uses sought by North East Water are beyond the scope of the Amendment, and an improper use of the C60 process. No change to the Amendment is required in response to North East Water's submission.

4 The drain

Stormwater and effluent discharges to Kiewa River from a drain that traverses part of the Airpark land (see Figure 5). The drain runs along the eastern side of the runway, then crosses at the northern end of the runway and heads west through Precinct 1 (Residential Hangar Area).

Figure 5 Drain that traverses the Airpark land



Source: Document 21

The section of the drain crossing the runway is protected by an easement,⁵ but the rest of the drain (including the section which runs through Precinct 1) is not. Five of the residential lots shown on the Airpark Master Plan are affected. See Figure 6 below, which shows the drain as a white dashed line.

⁵ Easement E-1 on title plan PS705744U (Document 22).

Figure 6 Residential lots traversed by the drain

Source: Council's submission (Document 13)

4.1 Submissions

North East Water submitted that the drain is critical infrastructure for the ongoing operation of the WWTP, allowing discharge of stormwater from the premises and effluent from the wastewater treatment process in compliance with the Licence. It submitted that the drain needs to be identified and protected by an easement for its entire alignment, and that dwellings cannot be constructed over the drain. It submitted that the building envelopes for lots 17, 18 and 19 do not provide sufficient separation to prevent the drain being built over, although lots 20 and 57 appear to have adequate land area for building envelopes to avoid the drain.

Council responded that the issue *"is not considered to be of any significant consequence"*. Minor variations to lot layouts as shown on the Airpark Master Plan are to be expected. It submitted that as North East Water had not requested any particular remedy to address the issue, there should be no change to the planning controls regarding this matter.

4.2 Discussion

As noted in Chapter 1.5(i), the Panel queried whether this issue was within the scope of the Amendment, as the Amendment does not propose any changes to lot layouts within Precinct 1. North East Water's submission to the Panel stated that it identifies the reliance of the WWTP on the drain as *"a matter for future strategic and statutory planning work"*.

The material presented by North East Water confirms that the matter is beyond the scope of the Amendment. The Panel therefore notes the issue only. It may be that lots 17, 18 and 19 are not sufficiently large to allow for a building envelope outside the drain, but this is not something that the Panel is able to address through the Amendment. This is a matter that should have been raised by North East Water as part of the C38 process. There is no indication from the C38 Panel Report that North East Water raised this issue in its submission to Amendment C38, or as part of its submissions to the C38 Panel.

Appendix A Documents considered by the Panel

No.	Date	Description	Provided by
1	-	Alpine Planning Scheme	Panel sourced
2	21/08/2020	Letter of Authorisation to prepare the Amendment	Council
3	-	Exhibited Amendment documents, including a marked up version of the Special Use Zone Schedule 5	Council
4	-	Spreadsheet outlining notification and advertising undertaken as part of exhibition of the Amendment	Council
5	-	List of persons notified of the Amendment insofar as it related to the SUZ5	Council
6	08/01/2021	North East Water submission to the Amendment, plus subsequent email dated 15/02/2021 clarifying the changes sought	Council
7	02/03/2021	Minutes of the Council Meeting at which Council decided to split the Amendment and refer Part 2 to the Panel	Council
8	-	Pro forma letter to non-submitter landowners in Precinct 3 notifying them of North East Water's submission	Council
9	30/03/2021	Non-submitter landowner response – John Grant	Council
10	07/04/2021	Non-submitter landowner response – Mount Beauty Timber Industries Pty Ltd	Council
11	09/04/2021	Non-submitter landowner response – Graham and Marisa Levitt	Council
12	06/04/2021	Non-submitter landowner response – Two Kaiser	Council
13	17/05/2021	Council submission to the Panel	Council
14	17/05/2021	North East Water submission to the Panel	North East Water
15	-	Current version of the Special Use Zone Schedule 5, including the Mount Beauty Airpark Master Plan 2016	Council
16	January 2011	<i>Mount Beauty Aerodrome Master Plan Report</i> (the Aerodrome Master Plan)	Council
17	25/07/2016	Amendment C38 Panel Report	Council
18	-	Mark-up of changes sought by North East Water to the SUZ5	North East Water
19	12/02/2021	Map of the buffer area for the Mount Beauty Wastewater Treatment Plant	North East Water
20	September 2020	Report titled <i>Protection of Mt Beauty WWTP From Residential Encroachment by Environmental Significance Overlay</i> , Consulting Environmental Engineers	North East Water
21	24/02/2021	Map of the drain traversing the Airpark	North East Water

No.	Date	Description	Provided by
22	16/05/2013	Title search of the runway lot with easement	North East Water



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title:	Briefing Session
Date:	Tuesday 25 May 2021
Location:	Council Chambers
Start Time:	1.00pm
Finish Time:	5.45pm
Chairperson:	Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor (via Zoom)	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor	Vacant	Director Corporate
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting
Nil**3. Items discussed**

A list of items discussed at the meeting must be included here.

Item
Acknowledgement of Traditional Custodians
Draft Alpine Events Strategy
External Presentation: Indigo Power
Budget Submission Discussion
Hearing of submissions
Budget Overview following hearing of internal and external submissions
Planning Application : Tawonga Gap Group Accommodation
Buckland and Morses Creek Speed Reducctio
Ordinary Council Meeting Agenda review
General business



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

- Meeting Title:** Briefing Session
- Date:** Tuesday 1 June 2021
- Location:** Meeting held via Zoom
- Start Time:** 1.30pm
- Finish Time:** 5.00pm
- Chairperson:** Director Assets to chair meeting from 2.00pm – 3.00pm
Chief Executive Officer to Chair meeting from 3.00pm – 5.00pm

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	*Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor	Vacant	Director Corporate
*Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Charlie Vincent	Councillor		

*Cr Keeble and CEO joined Briefing Session at 3.00pm

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

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

Nil

3. Items discussed

A list of items discussed at the meeting must be included here.

Item
Councillor only time
Acknowledgement of Traditional Custodians
Draft Alpine Events Strategy discussion
Planning Policy Framework Translation
Land Development Strategy Update
Bright Gateway Update
Ordinary Council Meeting Agenda review
General Business
Prepare for Ordinary Council Meeting



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title:	Briefing Session
Date:	Tuesday 8 June 2021
Location:	Bright Committee Room and MS Teams
Start Time:	12.00pm Councillors only
Briefing Session:	12.30pm
Finish Time:	5.30pm
Chairperson:	Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
*Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	*Ruth Kneebone	Director Commercial
Cr Ron Janas	Councillor	Vacant	Director Corporate
Cr Charlie Vincent	Councillor		

*Participation via MS Teams Link

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor
Cr Kelli Prime	Councillor (Parental Leave)

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

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

3. Items discussed

A list of items discussed at the meeting must be included here.

Item
Councillor only time
Acknowledgement of Traditional Custodians
Draft Alpine Events Strategy discussion
External Presentation: Alpine Better Places Tawonga and Harrietville
Council Plan – Deliberative Engagement Report
Budget Submission Conclusion
Draft Climate Action Plan pathway
Bright River Pool
Telstra Tower – Dinner Plain
Tawonga Caravan Park Update
Community Resilience Committee
Special Council Meeting Agenda review
General Business

Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title:	Briefing Session
Date:	Tuesday 15 June 2021
Location:	Online via MS Teams Meeting
Start Time:	12.15pm Councillors only
Briefing Session:	12.30pm
Finish Time:	5.15pm
Chairperson:	Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
*Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	*Ruth Kneebone	Director Commercial
Cr Tony Keeble	Councillor	Vacant	Director Corporate
Cr Ron Janas	Councillor		
Cr Charlie Vincent	Councillor		

*Participation via MS Teams Link

Councillor and staff apologies:

Name	Position
Cr Kelli Prime	Councillor (Parental Leave)

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

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

3. Items discussed

A list of items discussed at the meeting must be included here.

Item
Councillor only time
Acknowledgement of Traditional Custodians
External Presentation: Myrtleford Breakaway Integrated Water Management
External Presentation: Bright Weir Fish Passage
Housing Affordability and Availability – Project Update
Planning Application: P.2020.182 – 301 Buckland Valley Road
Gender Equality Act 2020
Stockman Agreement update
Acquisition of Land 14 McGeehan Crescent, Myrtleford
Review of Special Council Meeting Agenda
General Business
Short recess
Prepare for Special Council Meeting and log into Zoom



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title:	Briefing Session
Date:	Tuesday 22 June 2021
Location:	Bright Committee Room
Start Time:	1.00pm Councillors only
Briefing Session:	1.15pm
Finish Time:	5.15pm
Chairperson:	Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Katarina Chalwell	Councillor	Ruth Kneebone	Director Commercial
Cr Tony Keeble	Councillor	Vacant	Director Corporate
Cr Charlie Vincent	Councillor		

*Participation via MS Teams Link

Councillor and staff apologies:

Name	Position
Cr Kelli Prime	Councillor (Parental Leave)
Cr Ron Janas	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

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

3. Items discussed

A list of items discussed at the meeting must be included here.

Item
Councillor only time
Acknowledgement of Traditional Custodians
External presentation: LG Valuations
First review of draft Council Plan / Council Vision
Lease of Hangar
Myrtleford Breakaway Integrated Water Management
General Business
Councillor only time
Acknowledgement of Traditional Custodians
External presentation: LG Valuations
First review of draft Council Plan / Council Vision
Lease of Hangar
Myrtleford Breakaway Integrated Water Management