



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M11 – 12 November 2019

Bright Council Chambers

7:00pm



Notice is hereby given that the next **Ordinary Meeting** of the **Alpine Shire Council** will be held in the Council Chambers, Great Alpine Road, Bright on **12 November 2019** commencing at **7:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth – Councillor

Cr Ron Janas - Councillor

Cr Kitty Knappstein - Councillor

Cr Tony Keeble – Councillor

Cr Sarah Nicholas – Councillor

Cr Daryl Pearce - Councillor

Cr Peter Roper – Councillor

OFFICERS

Mr Charlie Bird - Chief Executive Officer

Ms Nathalie Cooke - Director Corporate

Mr William Jeremy - Director Assets

APOLOGIES

Nil



AGENDA

1	INTERIM CHAIRPERSON.....	5
2	RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS.....	5
3	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE.....	5
4	CONFIRMATION OF MINUTES.....	6
	4.1 ORDINARY COUNCIL MEETING – M10 – 1 October 2019.....	6
5	APOLOGIES.....	6
6	OBITUARIES / CONGRATULATIONS.....	6
7	DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST.....	6
8	PUBLIC QUESTIONS.....	6
9	MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN.....	6
10	PRESENTATION OF REPORTS BY OFFICERS.....	7
	10.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD.....	7
	10.1.1 Mayoral Term.....	7
	10.1.2 Election of Mayor.....	8
	10.1.3 Election of Deputy Mayor.....	10
	10.1.4 Contracts approved by the CEO.....	11
	10.2 DIRECTOR ASSETS – WILLIAM JEREMY.....	12
	10.2.1 Bright Rotary Club Twilight Market.....	12
	10.2.2 Pioneer Park BMX Track.....	14
	10.2.3 Myrtleford Resilience Plan.....	17
	10.2.4 Dinner Plain Event Funding Program 2019/20.....	19
	10.2.6 Standish Street Upgrade.....	21
	10.2.7 Road Stabilisation and patching.....	23
	10.2.8 Roberts Creek Road Bridge Number 3 Renewal.....	25
	10.3 DIRECTOR CORPORATE – NATHALIE COOKE.....	27
	10.3.1 Climate Change Action.....	27
	10.3.2 Quarterly Report - Council Plan.....	31
	10.3.3 Instruments of Appointment and Authorisation - <i>Planning and Environment Act 1987</i>	34
11	ASSEMBLY OF COUNCILLORS.....	37
12	GENERAL BUSINESS.....	38



13	RECEPTION AND READING OF PETITIONS	38
14	DOCUMENTS FOR SEALING	38



1 INTERIM CHAIRPERSON

Under section 72(2) of the *Local Government Act 1989*, 'the office of Mayor becomes vacant at 6 a.m. on the day of a general election'.

Division 2.2 of Council's Local Law No.1 Council Administration provides that 'the Chief Executive Officer is to preside at the election of Mayor'.

The Chief Executive Officer will assume the role of Interim Chairperson to deal with Items 2 to 10.1.2 of this Agenda.

2 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO will read the following statement:

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

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

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

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

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

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

3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The CEO will read the following statement:

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

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



4 CONFIRMATION OF MINUTES

4.1 ORDINARY COUNCIL MEETING – M10 – 1 OCTOBER 2019

Cr Janas

Cr Forsyth

That the minutes of the Ordinary Council Meeting M10 held on 1 October 2019 as circulated be confirmed.

Carried

5 APOLOGIES

Nil

6 OBITUARIES / CONGRATULATIONS

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

7 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil

8 PUBLIC QUESTIONS

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

Questions on Notice can be written or from the floor.

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

9 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

In accordance with Councils Local Law No 1 – Council Administration, Cr John Forsyth gave notice at the September Ordinary Council meeting for the following motion to be presented at the Ordinary Council Meeting in November:

"That the Alpine Shire Council recognises, supports, advocates for and adopts initiatives that will help address the effects of climate change."

Please refer to item 10.3.1 which will address this Notice of Motion.



10 PRESENTATION OF REPORTS BY OFFICERS

10.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

10.1.1 Mayoral Term

INTRODUCTION

The *Local Government Act 1989* (the Act) sets out several requirements for the election of Mayor including the timing of the election of Mayor and the length of the term.

The Mayor must be elected after the fourth Saturday in October but not later than 30 November each year.

Council may resolve to elect a Mayor for a term of two years under section 71(2) of the Act. If Council does not choose a two-year option, Section 71(3) of the Act determines that the election of Mayor must occur 'each year'. Therefore Council must determine a one or two year term for the Mayor.

Council at its Ordinary Council Meeting held on 14 November 2018 resolved that:

"the Mayor be elected for a one year term".

As that term has now concluded and Council elections are to be held in 2020, only a one year term can be considered.

The Chief Executive Officer will call for a motion to set the term of the Office of the Mayor for one year.

Cr Roper

Cr Janas

That:

- 1. Under section 71(2) of the Local Government Act 1989 the Mayor be elected for a one year term;***
- 2. The term of the Deputy Mayor be aligned to the term of the office of the Mayor; and***
- 3. The Deputy Mayor be appointed the acting Mayor in the circumstances detailed in section 73(3) of the Local Government Act 1989 during this current term of office of the Mayor.***

Carried



10.1.2 Election of Mayor

INTRODUCTION

The *Local Government Act 1989* sets out the requirements for the election of Mayor.

Section 71(1) of the Act requires the Mayor to be elected at a meeting that is open to the public.

Any Councillor is eligible for election or re-election to the office of Mayor under section 72 of the Act.

Precedence and Functions of Mayor

Section 73 of the Act sets out the precedence of the Mayor:

- The Mayor of a Council takes precedence at all municipal proceedings within the municipal district.
- The Mayor must take the chair at all meetings of the Council at which he or she is present.
- If there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the acting Mayor.
- An acting Mayor may perform any function or exercise any power conferred on the Mayor.

Section 73AA of the Act specifies that the functions of the Mayor may include:

- providing guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor, and the observation of the Councillor conduct principles and the Councillor Code of Conduct by Councillors; and
- acting as the principal spokesperson for the Council;
- supporting good working relations between Councillors; and
- carrying out the civic and ceremonial duties of the office of Mayor.

The Chief Executive Officer will call for nominations and a seconder for the Office of Mayor in accordance with Council's 'Election to the office of Mayor and Deputy Mayor' procedure.

Cr Forsyth nominated Cr Janas

Cr Knappstein seconded the nomination

Cr Janas accepted the nomination

Cr Keeble nominated Cr Roper

Cr Nicholas seconded the nomination

Cr Roper accepted the nomination



The Chief Executive Officer called for a vote by show of hands.

A vote was taken for those in favour of Cr Janas. Cr Janas received three (3) votes.

A vote was taken for those in favour of Cr Roper. Cr Roper received four (4) votes.

Cr Roper was declared as being elected as Mayor.

The Interim Chairperson vacates the Chair and the Mayor assumes the Chair.

MAYORAL RESPONSE

The Chief Executive Officer will invite the newly elected Mayor to address the meeting.

The Interim Chairperson vacates the Chair and the Mayor assumes the Chair.



10.1.3 Election of Deputy Mayor

The *Local Government Act 1989* only requires Council to elect a Mayor. There is no requirement under the Act to elect a Deputy Mayor.

The position of Deputy Mayor is determined by each council. Historically Alpine Shire Council has elected a Deputy Mayor.

Section 73(3) of the Act stipulates that *'if there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the acting Mayor'*. Council has traditionally appointed the Deputy Mayor to be the councillor to act on behalf of the Mayor.

Council has also historically aligned the length of the term of the Deputy Mayor to that of the office of the Mayor.

The Mayor will call for a motion to determine if Council wishes to appoint a Deputy Mayor for the purposes of Section 73(3) of the Local Government Act 1989, to act if the Mayor is absent, incapable of acting or refusing to act.

In the event that Council wishes to appoint a Deputy Mayor, the Mayor will call for motions to:

- 1. call for nominations and a seconder for the position of Deputy Mayor in accordance with Council's 'Election to the office of Mayor and Deputy Mayor' procedure.***

Cr Pearce nominated Cr Nicholas for deputy mayor

Cr Knappstein seconded the nomination.

Cr Nicholas seconded the nomination



10.1.4 Contracts approved by the CEO

Cr Keeble

Cr Nicholas

That the Contracts approved by the CEO be noted.

Contract No:	CQ19059	Process:	Request for Quotation
Title:	Assessment of Alternative Water Options for Snow Making at Dinner Plain		
Tenderer:	Tonkin		
\$ (excl. GST):	\$49,500		

Contract No:	CT19040	Process:	Public Tender
Title:	Resealing (Sprayseal) Murray to Mountains Rail Trail from Eurobin to Porepunkah		
Tenderer:	GW & BR Crameri Pty Ltd		
\$ (excl. GST):	\$115,056.90		

Contract No:	CT19045	Process:	Public Tender
Title:	Ashphalt Overlay		
Tenderer:	Szabolics Constructions Pty Ltd		
\$ (excl. GST):	\$125,508.30		

Carried



10.2 DIRECTOR ASSETS – WILLIAM JEREMY

10.2.1 Bright Rotary Club Twilight Market

File Number: 1613.06

INTRODUCTION

The Twilight Market is one of five market events delivered by the Bright Rotary Club in Bright. The Twilight Market is held annually, on an evening in the first week of January.

Cr Forsyth

Cr Keeble

That Council:

- 1. Endorse the proposed plan for the Twilight Market to be held in the Bright CBD between the hours of 6pm and 10pm; and***
- 2. Provides the Bright Rotary Club with event funding support as recommended in the August Ordinary Council Meeting.***

Carried

BACKGROUND

Bright Rotary Club applied for funding through the 2019/20 Event Funding program to support the delivery of the five Bright Rotary market events to be held over the 2019/20 financial year.

At the August Ordinary Council Meeting, Council committed to providing funding to Bright Rotary Club to deliver the Bright Rotary Markets, noting that:

"the provision of financial support and cash sponsorship for the delivery of the Bright Rotary Markets is contingent on the Twilight Market being held in a location other than the Bright CBD".

Subsequent to the meeting, members of the Bright Rotary Club and Council Officers have worked together to agree an alternative plan for the delivery of the event. This alternative plan is anticipated to address the concerns which had been raised in relation to the early implementation of street closures for previous Twilight Markets.

Under this alternative plan, the market will be operational between 6pm and 10pm (previously 4pm to 9pm), and traffic management including the closure of Ireland Street will be implemented between 4pm and 11pm (previously 2pm to 10:30pm).

POLICY IMPLICATIONS

This recommendation is consistent 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 allocation of funding for the Bright Rotary Markets as endorsed by Council at the August Council meeting is made up of \$1,800 financial sponsorship and \$1,200 in logistical support.

CONSULTATION

The Bright Rotary Club committee and Council Officers have worked together to reach the recommended solution.

CONCLUSION

The Bright Rotary Club and Council Officers have agreed an alternative plan for the delivery of the Twilight Market which is anticipated to address concerns raised with the delivery of the event in previous years.

DECLARATION OF CONFLICT OF INTEREST

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

- Manager Economic and Community Development
- Director Assets

ATTACHMENT(S)

- Nil



10.2.2 Pioneer Park BMX Track

File Number: 1766.03

INTRODUCTION

This report relates to a proposal to remove the existing BMX track in Pioneer Park Bright, in order to establish a new community and events space; and to construct a new bike track in the Rotary Pines area of the park.

Cr Nicholas

Cr Pearce

That Council:

- 1. Endorse the establishment of the Oaks Lawn community and event space within Pioneer Park, Bright, and the removal of the existing BMX track up to a budget of \$60,000 (+ GST);***
- 2. Develops a new bike track within the Rotary Pines area of Pioneer Park by 30 June 2020 in consultation with the community up to a budget of \$80,000 (+ GST); and***
- 3. Includes the development within Alpine Shire of a new BMX racing track suitable for hosting BMX races to State Championship level in the Project Pipeline, with an indicative implementation timeframe of beyond 2033.***

Carried

BACKGROUND

During the development of the Pioneer Park masterplan in 2016 as part of the Alpine Events Park project, the establishment of a new community and event space was foreshadowed, to be located between the main sports oval and Morses Creek. The space was selected because of the shade that the established trees in the area would be able to provide to users of the space, complementing the larger event spaces in Pioneer Park which are largely without natural shade. In the masterplan, the new community and events space was given the title 'Oaks Lawn', reflecting the presence of a large number of established trees in the location.

A BMX track exists in the location where the Oaks Lawn is proposed. The BMX track was constructed through the in-kind work of local businesses and members of the community nearly 20 years ago. The track is a popular attraction in Pioneer Park, particularly with tourists. However, the track surface was not professionally finished, drainage to the track is poor in places resulting in pooling water, and the track has not been maintained to a good standard. In conjunction with the development of the Oaks Lawn, the existing BMX track was planned for relocation to a proposed cycling hub adjacent to the Coronation Avenue entrance into Pioneer Park (refer to Attachment 1).

The cost of the pavilion redevelopment increased beyond the original budget allocation as a result of the defects discovered in the lower level change rooms, which necessitated a rebuild of the lower level rather than the refurbishment which had



been planned. As a consequence, the relocation of the BMX track and the redevelopment of the new community and event space did not progress as part of the Alpine Events Park project.

Focus has recently returned to the development of the Oaks Lawn through engagement between Council and the committee of the Brighter Days Festival. Since 2013, the Brighter Days Festival has been held annually on the Labour Day weekend in March, based in Howitt Park. The event has been run very successfully, and attendance has grown year-on-year, to the point where it has outgrown the available space in Howitt Park. Through proactive engagement with Council, the Brighter Days committee has identified the Oaks Lawn as the preferred location in which to host their 2020 event.

The Oaks Lawn is considered to have wide appeal as a community and event space, due to the shade provided by the trees, and the large, level grassed area that can be created adjacent to Morses Creek. The area is expected to be attractive for hosting a wide range of activities, from family picnics and small markets, through the large festivals such as Brighter Days.

In order to establish the Oaks Lawn as a community and event space, it is necessary to improve the stormwater drainage, level, install irrigation and grass the area.

POLICY IMPLICATIONS

These recommendations are consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

There is no budget allocation for either the establishment of the Oaks Lawn community and event space or for the construction of a new bike track to replace the existing BMX track.

Development of the Oaks Lawn is estimated to cost \$60,000, which includes a drainage upgrade and installation of irrigation in order to facilitate the preparation of a level, grass-covered surface.

Development of a 'jumps skills park' is estimated to cost \$80,000, which assumes a similar footprint to the existing BMX track. Excluding amenities associated with the operation of the track, development of a BMX racing track to State Championship standard is estimated to cost approximately \$250,000, requiring a footprint approximately three times that of the existing BMX track.

Unless otherwise agreed, the Pioneer Park Committee of Management will be responsible for the ongoing maintenance of the new bike track. Council is the current Committee of Management for Pioneer Park and would assume maintenance responsibility for the new bike track whilst it is the Committee of Management or until another arrangement is put in place.



Members of the local business community have committed in-kind support to assist both in the preparation of the Oaks Lawn community and event space, and in the construction of a new bike track in the Rotary Pines area.

ENGAGEMENT

Current user groups in Pioneer Park and the broader community have been consulted in relation to the removal of the existing BMX track and development of a community and events space in this location, through direct email, social media and in the local newspapers. On the basis that an equivalent or improved bike track will be developed in an alternative location in Pioneer Park, the feedback received has been largely supportive of the proposal.

Members of the Alpine Cycling Club committee have been engaged directly to discuss the proposal to relocate the BMX track. The committee members shared their opinion that the club and the local community would be best served through the development of a BMX racing track, constructed following guidelines published by the Union Cycliste Internationale (UCI) and suitable for hosting BMX races up to State Championship level.

The community has recently been engaged through direct mail to nearby residents, three drop-in sessions and social/printed media survey campaign to seek input into the design of a replacement bike track. The response has been very good. 95 children aged from 5 to 15 and 26 adults have provided input at the three drop-in sessions, and 45 survey responses have been received. Through this recent engagement, the most frequently requested style of track is a 'jumps skills park' which can support skills development for all levels of rider, from very young riders (age 2+) on balance bikes up to adults.

CONCLUSION

Establishment of the Oaks Lawn will provide a flexible community and event space which will complement the existing event spaces in Pioneer Park and become attractive for hosting a wide range of events.

The removal of the existing BMX track and establishment of a new bike track in the Rotary Pines area is supported by the community. There is strong support for the construction of a 'jump skills park' to support rider skills development.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets

ATTACHMENT(S)

- 10.2.2 Alpine Events Park – Proposed Works 21 September 2016



10.2.3 Myrtleford Resilience Plan

File Number: 500.18

INTRODUCTION

The Myrtleford Resilience Plan has been developed to enhance the resilience of Myrtleford's community by creating or enhancing conditions for economic growth, building a resilient, diversified and sustainable community.

Cr Forsyth

Cr Janas

That Council:

- 1. Endorse the Myrtleford Resilience Plan;***
- 2. Considers community feedback received through the development of the Myrtleford Resilience Plan when reviewing the priority and indicative implementation timeframe of capital projects listed in Council's Project Pipeline; and***
- 3. Continues to engage with the community and key stakeholders to progress the actions identified in the supporting action plan.***

Carried

BACKGROUND

Recognising the dependence of the Myrtleford community on local large business employers, the objectives of the Myrtleford Resilience Plan were:

- Develop community capacity and resilience;
- Build on key strengths of the community and environment to identify alternative industry, employment pathways and opportunities;
- Identify skills development opportunities; and
- Relieve the dependence on existing big industry for employment.

The plan was developed through significant engagement with members of the Myrtleford community. The plan identifies 13 key projects/activities categorised for delivery in a short, medium and long-term timeframe.

An action plan has been developed which supports the Myrtleford Resilience Plan.

POLICY IMPLICATIONS

This recommendation is consistent 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

Council received grant funding of \$30,000 from Regional Development Victoria to develop the Myrtleford Resilience Plan.

\$10,000 is budgeted in the 2019/20 financial year for the delivery of the short-term actions and this work is now underway.

Recommendations for new or upgraded infrastructure will be added to Council's Project Pipeline, and prioritised for indicative implementation timeframe giving consideration to the availability of funding and the priorities assigned to other projects in the pipeline.

ENGAGEMENT

The Myrtleford community was invited to participate in all stages of the development of the plan with over 180 people contributing. Engagement with residents, business owners, community organisations and services occurred through:

- Telephone interviews;
- A street pop-up stand and skate park event pop-up;
- Community workshops; and
- An online survey.

CONCLUSION

The Myrtleford Resilience Plan identifies short, medium and long term actions and projects that will contribute to the ongoing vitality of Myrtleford. The plan has been developed through significant engagement with the Myrtleford community. It is recommended that Council endorses the Myrtleford Resilience Plan and continues to engagement with the community and key stakeholders to progress the actions identified in the supporting action plan.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Economic and Community Development

ATTACHMENT(S)

- 10.2.3 Myrtleford Resilience Plan



10.2.4 Dinner Plain Event Funding Program 2019/20

File Number: 1608.12

INTRODUCTION

This report relates to the recommended distribution of funding to support events in Dinner Plain for the 2019/20 financial year.

Cr Janas

Cr Nicholas

That Council allocates financial sponsorship to support events in Dinner Plain as follows:

<i>EVENT NAME</i>	<i>APPLICANT</i>	<i>FUNDING</i>
<i>Easter Festival</i>	<i>Alpine Shire Council</i>	<i>\$6,500</i>
<i>Flickerfest</i>	<i>Alpine Shire Council</i>	<i>\$6,000</i>
<i>New Year's Eve Fireworks and Entertainment</i>	<i>Alpine Shire Council</i>	<i>\$6,500</i>
<i>Snow Season Opening Weekend Fireworks and Entertainment</i>	<i>Alpine Shire Council</i>	<i>\$6,500</i>
<i>Sub total</i>		<i>\$25,500</i>

Carried

BACKGROUND

Events are vitally important for the economy of Dinner Plain and a key driver of tourism, particularly in the green season.

The recommendation for funding is to support a mixture of event types spread over the year. These include existing successful events and events designed to attract visitation by targeting key school holiday and public holiday periods.

Attracting event organisers to Dinner Plain is challenging, but ongoing event activity is critical for Dinner Plain's economy.

ISSUES

No applications were received through the 2019/20 Dinner Plain Event Funding Program. All events currently identified for funding have been proposed by Alpine Shire Council as a means of supporting the Dinner Plain economy. All events proposed by Alpine Shire Council are free events for the general public to attend and are targeted at holiday periods.

Following the conclusion of the 2019/20 Dinner Plain Event Funding application process, engagement between Council and the organisers of both the Sled Dog Challenge and Geebung Polo events indicated potential interest in seeking funding from Council to support the delivery of an event in 2019/20. On the basis of this interest, a second round of the event funding program has been made available.



The second round opened for applications on 1 November 2019 and will close on 27 November 2019. Recommendations for funding arising out of this second round will be presented to the December Ordinary Council Meeting.

POLICY IMPLICATIONS

The Dinner Plain Event Funding program is consistent with the following strategic objective in the Council Plan 2017-2021:

- A thriving and connected community.

FINANCIAL AND RESOURCE IMPLICATIONS

The adopted 2019/20 budget contains an allocation of \$50,000 for events in Dinner Plain. The proposed allocation of funding is within the available budget.

ENGAGEMENT

The Event Funding Program was advertised in the local media, on Council's website and Facebook page. Additionally, details of the program were e-mailed directly to existing event organisers. Organisers of the Geebung Polo and Sled Dog Challenge events were engaged throughout the application period.

CONCLUSION

Events are a key driver of visitation to Dinner Plain and investment in event activities is essential to support the Dinner Plain economy. The recommendation for funding contained in this report will support a mixture of event types spread over the year. These include existing successful events and events designed to attract visitation by targeting key school holiday and public holiday periods.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Economic and Community Development

ATTACHMENT(S)

- Nil



10.2.6 Standish Street Upgrade

File Number: CT19071

INTRODUCTION

This report relates to the award of a contract for road reconstruction works along Standish Street and the adjacent service lane between Clyde Street and Duke Street in Myrtleford.

Cr Forsyth

Cr Janas

That Council awards Contract No. 1907101 for "Standish Street Upgrade" to North East Civil Construction for the lump sum price of \$276,972.81 + GST.

Carried

BACKGROUND

In May 2019, Council was successful in obtaining State Government funding under the Fixing Country Roads Program for the reconstruction of a section of Standish Street. These works will reconstruct failed sections of pavement, replace damaged paving and kerb in the median islands and provide a new asphalt wearing course to the traffic and service lanes.

The Tender was advertised in the Herald Sun on 18 September 2019, as well as on tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded by 15 prospective tenderers and five responses were received by the closing date.

EVALUATION

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

The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

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

Two tenderers were invited to clarify aspects of their tender and provide further detail on their proposed methodology, subcontractors and program. Through this evaluation process it was determined that the tender from North East Civil Construction best met the selection criteria.



POLICY IMPLICATIONS

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

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

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has received \$240,000 from the State Government under its Fixing Country Roads program, and Council has committed funds to cover the balance.

There is sufficient budget allocation to deliver the road reconstruction works through award of this Contract.

CONCLUSION

Following a comprehensive assessment, the Tender from North East Civil Construction is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



10.2.7 Road Stabilisation and patching

File Number: CT19036

INTRODUCTION

This report relates to the award of a Contract for road stabilisation and patching. Council undertakes pavement renewal works each year by a process of in-situ stabilisation and patching to repair and prolong the life of the road network.

Cr Pearce

Cr Nicholas

That Council awards Contract No. 1903601 for "Road Stabilisation and Patching (2018-19)" to Stadelmann Enterprises for the lump sum price of \$141,684.40+ GST.

Carried

BACKGROUND

Council conducts regular inspections across the Shire's road network. A range of road pavement defects was identified and prioritised during recent inspections. These defects require repair through in-situ pavement stabilisation followed by emulsion primer-sealing.

This year's program covers a broad area including Myrtleford, Rosewhite, Eurobin, Kancoona, Dederang, Coral Bank, Tawonga, Mount Beauty, Wandiligong, Bright and Porepunkah.

The Tender was advertised in the Border Mail on 7 September 2019, as well as on tenders.net and Alpine Shire Council websites. There were six submissions received by the closing date.

EVALUATION

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

The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

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

Through this evaluation process it was determined that the tender from Stadelmann Enterprises best met the selection criteria.



POLICY IMPLICATIONS

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

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

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

There is sufficient budget allocation to deliver the road stabilisation and patching works through award of this Contract.

CONCLUSION

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

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



10.2.8 Roberts Creek Road Bridge Number 3 Renewal

File Number: CQ180803

INTRODUCTION

This report relates to the award of a contract for the renewal of Roberts Creek Road Bridge Number 3.

Cr Keeble

Cr Pearce

That Council awards Contract No. 180803 for "Roberts Creek Road Bridge Number 3 Renewal (Deck Reconstruction)" to North East Civil Construction for the lump sum price of \$157,470 + GST.

Carried

BACKGROUND

In January 2018, Council was successful in obtaining Federal Government funding under the "Bridges Renewal Program Round 3" for the renewal of three bridges comprising the "Roberts Creek Road Bridge Network".

The works were originally tendered as a single package; however this failed to attract sufficient interest from the market to ensure that value for money was received. The works were subsequently re-tendered as separate projects which yielded a number of competitive tenders for each bridge.

The scope of work for Bridge Number 3 comprises the removal of the existing bridge beams and timber deck and replacement with higher strength beams and precast concrete deck units.

The Tender was advertised in the local newspapers on 11 September 2019, and on the Alpine Shire Council website and tenders.net from 2 to 27 September 2019. The Tender was downloaded 18 times and seven conforming Tenders were received.

EVALUATION

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

The Tenders were evaluated according to the key selection criteria contained in the Invitation to Tender as follows:

- Price
- Qualifications & Previous Experience
- Delivery
- Social
- Environmental Sustainability



Shortlisted tenderers were invited to clarify aspects of their tender and provide further detail on their proposed methodology, program and the experience of the nominated personnel proposed to undertake the works. Through this evaluation process it was determined that the Tender from North East Civil Construction best met the selection criteria.

POLICY IMPLICATIONS

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

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

- Incredible places for our community and visitors.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has received \$154,563 Federal Government under its Bridges Renewal Program; Council has committed funds to cover the balance.

Contracts for the renewal of Bridge 1 and Bridge 2 have been awarded under the CEO's delegation. There is sufficient budget allocation to deliver the renewal of Bridge 3 through award of this Contract.

CONSULTATION

The project will allow the removal of the existing load limit and restore a level and safe deck surface to the bridge, addressing an ongoing concern for local residents. Updates to the progress of the project have been communicated to nearby residents over the course of the design and tendering process.

CONCLUSION

Following a comprehensive tender evaluation, the tender from North East Civil Construction is considered to represent the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



10.3 DIRECTOR CORPORATE – NATHALIE COOKE

10.3.1 Climate Change Action

File Number: 511.02

INTRODUCTION

The purpose of this report is presented in response to a notice of motion given at the September 2019 Ordinary Council Meeting- Alpine Shire Council recognises, supports, advocates for and adopts initiatives that will help address the effects of climate change.

Cr Nicholas moved that an alternative recommendation be put forward. Cr Pearce seconded the motion.

Cr Nicholas

Cr Pearce

That Council:

- 1. Recognises, supports, advocates for and adopts initiatives that will help to mitigate and address the effects of climate change;***
- 2. Allocate funding in the 2020/21 Budget to develop a Climate Action Plan.***
- 3. Identify and scope capital projects to reduce emission of greenhouse gasses for consideration in the 2020/21 Budget.***
- 4. Promote actions, and the Climate Action Plan, to local and broader communities.***
- 5. Develop and canvass a Climate Emergency Statement for the next Municipal Association of Victoria State Council meeting.***

Carried

BACKGROUND

At the September Ordinary Council Meeting notice was given that a motion regarding addressing the effects of climate change would be presented at the November Ordinary Council Meeting for Council's consideration.

Climate change action specifically relates to the reduction or sequestration of greenhouse gases. Global warming is caused by the effect of a number of human-generated gases trapping heat in the earth's atmosphere. These gases are called "greenhouse gases" (GHG) and include methane, nitrous oxide, carbon dioxide, ozone, carbon monoxide, sulphur dioxide and hydro/fluorocarbons.

Global warming is projected to have a number of effects including rising sea levels and warming of the ocean surface and increase temperature stratification. As the climate warms it is projected to affect the frequency of extreme weather events, change the nature of global rainfall and other factors that will affect water supply and quality; and accelerate water pollution.



Climate change action specifically relates to the reduction or sequestration of greenhouse gases.

ISSUES

The *Climate Change Act 2017* establishes Victoria's state target of net zero emissions by 2050. Victoria is on track to achieving its 2020 emissions reduction target of 15-20% below 2005 levels by 2020, reduction is predicted to be 18.2% in 2020.

Overall, Victoria is the third highest emitting jurisdiction in Australia behind Queensland and New South Wales, with energy usage the largest emitter.

It should be recognised that state and federal policy, legislation and funding will have the biggest impact on sustainability and emissions reduction. This includes policies to transition to renewables, to address deforestation, reducing transport emissions, making changes to agriculture and mandating minimum energy standards for buildings.

However there are also actions that can be practically implemented at a local government level and Councils can work with their communities to decrease emissions across municipalities. Some councils have also been prominent in climate change advocacy to state and federal governments.

Alpine Shire Council previously adopted a Climate Change Action Plan for the period 2012 - 2016. There have been significant changes in technology and cost efficiency since this time.

Council continues to undertake a number of actions aimed at reducing our carbon footprint, and there is further potential to reduce our own emissions. To coordinate and assess the effectiveness and viability of a number of these actions it is proposed that the development of a new Climate Action Plan is put forward for consideration for inclusion in the 2020/21 Budget.

There are many projects that have been recently completed or are currently underway that will reduce our carbon footprint. These projects will continue, and other opportunities pursued, throughout the development and finalisation of the Climate Action Plan. Current projects underway include:

Energy

- Ongoing program of installing LED lighting across Council buildings and facilities
- Undertaking pre-design and business case analysis to change street lighting to LED lighting
- Replacing inefficient appliances, heating/cooling systems with more efficient options
- Exploring options to switch to renewable energy purchasing or generation arrangements



Strategic planning

- Undertaking a Land Development Strategy which will incorporate latest mapping and data

Transport and fleet

- Reducing our vehicle fleet significantly as well as the size of vehicles that consume less fuel and emit less CO2 and providing bicycles to staff for localised work travel
- Building cycling paths and on-road cycling lanes
- Participating in the Local Government Electric Vehicle Charging Network Study to explore the opportunities for supporting electric vehicle charging infrastructure across the state

Waste

- Forming a recommendation for Council on the potential introduction of a food and green organics kerbside collection service

Natural and urban environment

- Participating in the development of the climate change in agriculture adaptation tool lead by the NECMA
- Undertaking a Sustainable Tourism Destination check and preparation of a Sustainable Tourism Report for Alpine Shire

Purchasing and contracting

- Including environmental evaluation criteria in our procurement policy and procurement documentation

POLICY IMPLICATIONS

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

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The project to develop a new Climate Action Plan will need to be scoped for inclusion in the 2020/21 Budget process. The financial and resource implications will be better understood at this point and a detailed breakdown provided for further consideration.

CONSULTATION

The proposed Climate Action Plan would be developed in consultation with key stakeholders.

**CONCLUSION**

Council has undertaken a number of actions aimed at reducing our carbon footprint but there is potential to reduce our emissions further. To coordinate and assess the effectiveness and viability of a number of possible actions it is proposed that a Climate Action Plan be developed in 2020/21. Council will also continue to pursue opportunities to reduce our carbon footprint.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate

ATTACHMENT(S)

- Nil



10.3.2 Quarterly Report - Council Plan

File Number: SU600.03

INTRODUCTION

This report provides the first quarterly report for 2019/20 against the Alpine Shire Council Plan 2017-2021.

Cr Keeble

Cr Nicholas

That the Alpine Shire Council Plan Quarterly Report ending 30 September 2019 be received and noted.

Carried

BACKGROUND

The Alpine Shire Council Plan 2017-2021 was developed following the election of the Council in October 2016. The Council Plan 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 annually to ensure that it continues to provide Council's intended direction for their term.

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's refreshed website was launched on 2 August 2019. The website has been entirely re-designed, with a focus on improved search functionality to provide the community with easier access to information.

A responsible and sustainable organisation

- The Business Systems Transformation project is underway, with new systems for many areas across Council. Implementation is expected to commence in early 2020. This is a joint project with Indigo Shire Council and Towong Shire Council.

**Incredible places for our community and visitors**

- The \$2.6 million Myrtleford Indoor Sports Stadium expansion project was completed, along with completion of smaller works including the Tawonga Primary School Crossing upgrade, and Ranch Road drainage upgrades in Tawonga South.

Infrastructure and open space that our community is proud of

- Maintenance programs continue across the Shire, and preparation for the coming summer fire season has commenced.

Highly utilised and well managed community facilities

- A community building initiative in Myrtleford has seen increased use of the library by elderly residents.
- Results from the survey on the kerbside organic waste collection have been collated. Results will be presented to Council later in the financial year after the State Government has released its Circular Economy Policy.

A well planned and safe community

- New parking permit system implemented in Dinner Plain.
- Annual "Desex Your Pet" month held in partnership with local veterinarians during July.

A thriving and connected community

- Preparation for Youth Awards, Seniors Festival, Walk to School and Resilience Month occurred, ready for delivery in Q2. Resilient Myrtleford project well underway.

POLICY IMPLICATIONS

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

Quarterly reporting aligns with the Alpine Shire Council Plan 2017-2021 (reviewed 2019) Strategic Objective 1: 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

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

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

- 10.3.2 Alpine Shire Council Quarterly Report - ending 30 September 2019.



10.3.3 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 staffing for staff with planning responsibilities.

Cr Janas

Cr Knappstein

That Council exercise the powers conferred by section 224 of the Local Government Act 1989, and by section 147 of the Planning and Environment Act 1987, so that:

- 1. The following member of Council staff referred to in attachments 9.3.1(a) "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the instrument) be appointed and authorised as set out in the instrument;***
 - a. Planning Officer***
- 2. The instrument come into force immediately the common seal of Council is affixed to the instrument, and remain in force until Council determines to vary or revoke it;***
- 3. The instrument be signed and sealed at the appropriate stage of this meeting.***

Carried

BACKGROUND

Authorised Officers

Section 224(1) of the *Local Government Act 1989* (the Act) 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 *Local Government Act 1989* also empowers a Council to delegate certain powers, duties or functions, and appoint authorised officers.

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. All of the relevant legislation affecting local government, including Acts and regulations and the sections that relate to the powers, duties and functions of Council are outlined within the template and the relevant officer is allocated accordingly.

ISSUES

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. A change in staffing means that the Instruments of Appointment and Authorisation (IoAA) must be updated to include new staff, and where relevant, authorisations for staff leaving or changing roles must be revoked.

POLICY IMPLICATIONS

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

This report is consistent with the following strategic objective in 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.

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

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

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

- Director Corporate
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

- 10.3.3 (a) S11A - Instrument of Appointment and Authorisation (*Planning & Environment Act 1987*) - Planning Officer



11 ASSEMBLY OF COUNCILLORS

INTRODUCTION

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

Cr Nicholas noted a correction that Cr Roper was absent from the Briefing Session held on 15 October.2019. The attachment is to be amended.

Cr Knappstein

Cr Nicholas

That the summary of the Assemblies of Councillor for September / October 2019 be received.

Carried

BACKGROUND

The written records of the assemblies held during the previous month are summarised below. Detailed assembly records can be found in Attachment 11.0 to this report.

Date	Meeting
24 September	Briefing Session
1 October	Briefing Session
15 October	Briefing Session
29 October	Briefing Session

ATTACHMENT(S)

- 11.0 Assemblies of Councillors – September / October 2019.



12 GENERAL BUSINESS

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

13 RECEPTION AND READING OF PETITIONS

Nil

14 DOCUMENTS FOR SEALING

Cr Nicholas
Cr Knappstein

That the following documents be signed and sealed.

- 1. Contract No 193301 in favour of FNG Group for the E-Waste Infrastructure Upgrades – Storage and Facilities.*
- 2. Contract No 193401 in favour of FNG Group for the E-Waste Infrastructure Upgrades – Civil Works.*
- 3. Section 173 Agreement – Daniel Thomas Hickey & Holly-Louise Hickey
Lot 1 on Plan of Subdivision 300337R. Volume 9990 Folio 919. Condition 21 of Planning Permit 2018.167.1 for a two lot subdivision and construction of a single dwelling at 34 Bailey Street, Porepunkah. The Agreement provides for the implementation of Bushfire Mitigation measures on Lot 1.*
- 4. Instrument of Appointment and Authorisation – Planning Officer.*

Carried

There being no further business the Chairperson declared the meeting closed at 8:16 p.m

.....
Chairperson



Alpine Shire

**SPECIAL COUNCIL MEETING
MINUTES**

SPM12 – 3 December 2019

Bright Council Chambers

5:00pm



The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **3 December 2019** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

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

OFFICERS

Mr Charlie Bird - Chief Executive Officer
Mr Michael Buckley – Acting Director Assets

APOLOGIES

Ms Nathalie Cooke - Director Corporate
Mr William Jeremy - Director Assets



AGENDA

1	RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS.....	4
2	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, and RECOGNITION OF ALL PEOPLE.....	4
3	APOLOGIES.....	4
4	DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST.....	4
5	PRESENTATION OF REPORTS BY OFFICERS.....	5
5.1	CHIEF EXECUTIVE OFFICER – CHARLIE BIRD.....	5
5.1.1	Regional Airports Program - Mount Beauty Airport.....	5
5.2	ACTING DIRECTOR ASSETS – MICHAEL BUCKLEY	12
5.2.1	Guardrail Upgrades.....	12
5.2.2	Mount Beauty Skate Park Upgrade.....	14



1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO read the following statement:

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

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

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

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

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The CEO read the following statement:

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

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

3 APOLOGIES

Will Jeremy – Director Assets

Nathalie Cooke – Director Corporate

4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil



5 PRESENTATION OF REPORTS BY OFFICERS

5.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

5.1.1 Regional Airports Program - Mount Beauty Airport

File Number: 1500.02

INTRODUCTION

There is an opportunity for Council to seek considerable funding to upgrade the Mount Beauty Airport. The upgrade will ensure that Air Ambulance Victoria aircraft can access the airport into the future and open access opportunities for fire service aircraft to address emergency situations. The upgrade will effectively future-proof emergency service access to the airport for decades to come. This report outlines the project and details of the proposed funding application and seeks Council's financial commitment to the project.

Cr Pearce

Cr Keeble

That Council:

- 1. Authorises the submission of a grant application to upgrade the Mount Beauty Airport with a Council commitment of no more than \$1,600,000 (GST exclusive);*
- 2. Accepts responsibility to complete the project; and*
- 3. Meets the costs of the project not covered by funding.*

Carried.

BACKGROUND

The Australian Government recently opened round one of the Regional Airports Program, which provides grants to enhance the safety and accessibility of aerodromes in regional areas of Australia. It will support critical air infrastructure that will:

- improve the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitate improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improve the connectivity of Australia's regions to domestic and global market opportunities
- meet the operational requirements of aeromedical and other emergency services in the region.

There is a total of \$45 million available for this grant round. Grants will be from \$20,000 to \$5 million, and up to 50% of eligible project costs. The closing date for applications is 12 December 2019.



Council adopted the Mount Beauty Aerodrome Master Plan in March 2011. This included extending the sealed runway length by approximately 700m to a total length of 1,540m, and increasing sealed runway width to 18m. There have been several revisions to the Master Plan since and the current Master Plan is associated with the Planning Scheme Amendment C38 - Mount Beauty Airpark Aerodrome. Council adopted Planning Scheme Amendment C38 on 6 December 2016 and it was gazetted 2 March 2017. This amendment resulted in the rezoning of the Mount Beauty aerodrome and surrounding land to facilitate an airpark development and included a runway extension of 400m.

This funding application seeks to future-proof emergency service access to the Mount Beauty Airport for decades to come and more specifically achieve the following upgrades to the airport:

- Extending the usable runway length from 648m to 1,100m (N.B. the physical runway length is greater than the usable runway length and would be increased by 740m, from 847m to 1,587m).
- Increasing the width of sealed runway to 18m
- Installation of PAALC lights on runway
- Installation of obstacles lights on towers/hills
- Installation of drainage
- Pavement of Apron area for helicopter and aircraft visiting.

ISSUES

Emergency services access

The current airport can be accessed by Air Ambulance Victoria aircraft during the daytime only. There is an expectation that when the Air Ambulance Victoria aircraft fleet is upgraded the current runway would be inadequate and the Air Ambulance Victoria aircraft would not be able to access the Mount Beauty Airport. The proposed airport upgrade would effectively future proof Air Ambulance Victoria aircraft access for many decades to come.

Forest Fire Management has indicated that current airport infrastructure is inadequate for their current fixed wing aircraft needs and they would use other nearby airstrips such as Corryong, Mansfield and Benambra. An upgrade to the Mount Beauty Airport would provide greater flexibility for fire management services to manage local fires.

Land tenure

Council is landowner of the current Mount Beauty Airport (PS705744U) and owns the parcel of land that the runway would be extended onto (PS810065E). There is an unused road reserve that is 20m wide that intersects these two parcels of land. Council is part way through the process of acquiring this land and has received a letter of support from the Department Environment, Land, Water and Planning (DELWP) to extend the runway on this land.





Airport management and operation

The Mount Beauty Airport is managed by the Mount Beauty Airport Management Association Inc. (the Association). The Association is responsible for the operation and day to day maintenance of the Airport. Council is responsible for asset renewal. Other works are assessed on a case by case basis.

Aerodrome certification rating

The proposed upgrade would shift the Mount Beauty Airport into the Registered Aerodrome certification rating (like Wangaratta Aerodrome), which would increase the obligations of the Airport manager (the Association). Examples of additional obligations include:

- Monitoring obstacles
- Maintaining windsocks
- Periodic geotechnical assessment of runway strength
- Periodic inspection of pilot activated lighting
- Making non-precision instrument approach procedures available

The cost of these additional obligations is expected to be minor.

Airpark development

Council adopted Planning Scheme Amendment C38 - Mount Beauty Aerodrome on 6 December 2016 and it was gazetted 2 March 2017. This amendment resulted in the rezoning of the Mount Beauty aerodrome and surrounding land to facilitate an airpark development. The proposed airport upgrade would enable larger aircraft to access the Mount Beauty Airport, which would complement the adjacent airpark development.

Obstacle lights on towers/hills

The Mount Beauty Airport upgrade includes the installation of obstacle lights on the towers and hills around the Mount Beauty township. The obstacle lights improve the safety for aircraft and is a requirement under the funding guidelines because Pilot Actuated Airport Lighting Control (PAALC) lights must be provided and terrain lights are a mandatory part of this to allow Air Ambulance Victoria to use both runways and have 24 hour Instrument Flight Rules (IFR) capacity. It is expected that lights will impact the amenity and it is anticipated that there will be some community dissatisfaction associated with the new obstacle lights. It is important that the community is effectively engaged to communicate the need for the obstacle lights and benefits of upgrading the runway.

Native vegetation removal

It is understood that several native trees will need to be removed and a number of trees heavily pruned to maintain an obstacle free approach. It is understood that these trees are in crown land at the end of the proposed runway extension, adjacent to the Kiewa River West Branch. Council will need to negotiate with DELWP to remove and prune native vegetation and pay for associated native vegetation



offsets. This has been allowed for in the project budget. There are no exemptions for this type of vegetation removal therefore a planning permit will be required for their removal.

Cultural Heritage

A previous Cultural Heritage Management Plan (CHMP) was completed by Jo Bell Heritage Services in 2012 (CHMP No. 11447) and subsequently approved. Its activity area covers the entire area subject land area proposed to be disturbed for this development. No artefacts were identified in the activity as part of this assessment. The procedure outlined in the report will need to be followed during construction. Given this already completed work no additional Cultural Heritage Management Plan will be required.

Flood zone

The proposed runway extension is in the floodplain and the 1% Average Exceedance Probability (AEP) flood extent, commonly referred to as the 1 in 100-year flood extent. During the Planning Scheme Amendment C38 process, the North East Catchment Management Authority (NECMA) provided consent for a 400m runway extension but objected to a 700m extension due to the impact on flooding and the Kiewa River.

More recent engagement with NECMA indicates that the:

- Impact on the riparian zone is not a major concern if vegetation removal is limited to the removal of two trees and the heavy pruning of four other trees.
- Impacts on flooding on the Kiewa West Branch may be manageable if the runway grades down with natural surface level, however impact on levels in the Kiewa River East Branch is likely.

NECMA will be commencing a flood study for the Kiewa River in early 2020 and this presents an opportunity to undertake a detailed hydraulic assessment of the impact of runway extension. This has been allowed for in the project budget. This would provide greater confidence about the flooding impacts and associated risks.

Planning Permit

The Mount Beauty runway area (current and proposed) is zoned Special Use Zone 5 (SUZ5). Airport land use is permitted under this zone; however, a planning permit is required for proposed works (i.e. runway extension).

The runway area is also covered by the Significant Landscape Overlay Schedule 1 (SLO1) and proposed works under this overlay will trigger a planning permit and therefore an application will need to consider these requirements.

There is a proposed Land Subject to Inundation Overlay (LSIO) covering a small portion of the northern end. The application would need to consider this constraint and NECMA engaged.

In terms of Council lodging the permit for the works on land that it owns the application pursuant to Section 96 of the *Planning and Environment Act 1987* must be lodged with the minister.



A planning permit would be required for native vegetation removal.

Open drain

There is an open drain that runs parallel to the north eastern side of the runway. The proposed upgrade works would not include piping this open drain.

POLICY IMPLICATIONS

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

- Incredible places for our community and visitors.

The proposed works associated with the Mount Beauty Airport upgrade funding application are generally consistent with the Mount Beauty Aerodrome Master Plan adopted by Council in March 2011 and updated in 2016 as part of the Planning Scheme Amendment C38 development and adoption process.

FINANCIAL AND RESOURCE IMPLICATIONS

The capital cost to upgrade the Mount Beauty Airport is estimated to be \$3.2 million, with \$1.6 million to be sought from grant funding and Council responsible to meet the remaining project costs. The impact of delivering this project with external funding has been modelled in Council's Long-Term Financial Plan (LTFP) and shown not to have a material impact on Council's forecast working capital ratio and it will remain above 3. The LTFP considers the asset renewal cost, which Council will be responsible for.

Committing to this project would reduce Council's ability to commit to further discretionary spend on new and upgrade capital projects during the period of this project's delivery (up to 2021). In effect, the delivery of priority projects identified in Council's capital works Project Pipeline will be deferred by up to two years.

It is estimated that the proposed upgrade would increase the annual operating cost by \$5,000 p.a. due to:

- Aerodrome certification costs
- Increased electricity costs from lighting
- Increased insurance costs.

It is anticipated that Council would be responsible for covering these costs and could explore cost recovery avenues.

AGL Energy and Falls Creek Resort Management Board have indicated an interest in making in-kind contributions to this project.

CONSULTATION

There was significant consultation undertaken with affected stakeholders through the development of the Mount Beauty Aerodrome Master Plan and Planning Scheme Amendment C38 development and adoption process. To provide some context, the proposed Amendment C38 was exhibited to landowners and occupiers, referral



authorities and prescribed ministers between 11 September and 13 October 2014. Ten submissions were received by Council.

Following the recent announcement of the Regional Airports Program Council has re-engaged directly with the representatives from following directly affected stakeholders and agencies:

- Mount Beauty Airport Management Association Inc.
- Mount Beauty Hang Gliding Club
- Mount Beauty Airpark development (neighbouring the runway)
- NECMA
- DELWP
- Air Ambulance Victoria
- Forest Fire Management
- Civil and Aviation Authority (CASA).

CONCLUSION

Upgrading the Mount Beauty Airport will ensure that Air Ambulance Victoria aircraft can access the airport into the future and open access opportunities for fire service aircraft to address emergency situations. The upgrade will effectively future-proof emergency service access to the airport for decades to come.

The Regional Airports Program presents a significant opportunity to secure grant funding for a project identified in the Mount Beauty Aerodrome Masterplan. The proposed Mount Beauty Airport upgrade aligns with the funding requirements, and if a grant funding application was successful, Council has the financial capacity to commit the balance of funds needed to deliver the project.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer

ATTACHMENT(S)

- Nil



5.2 ACTING DIRECTOR ASSETS – MICHAEL BUCKLEY

5.2.1 Guardrail Upgrades

File Number: CT19070

INTRODUCTION

This report relates to the award of a contract for guardrail upgrades at various locations throughout the Alpine Shire.

Cr Janas

Cr Knapstein

That Council awards Contract No. 1907001 for "Guardrail Upgrades" to Waratah Bridge Constructions for the lump sum price of \$263,292.20 + GST.

Carried.

BACKGROUND

In May 2019, Council was successful in obtaining State Government funding under the Fixing Country Roads Program for the upgrading of aging non-compliant guardrail installations. These works will improve the safety and reduce the long term maintenance requirements of the bridge guardrail barriers and end terminals.

The Tender was advertised in the Herald Sun on 11 September 2019, as well as on tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded 24 times and 12 responses were received by the closing date.

EVALUATION

The evaluation panel consisted of the Project Manager, Manager Asset Development Director Assets.

The Tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

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

During the evaluation period, changes were made to several bridges to ensure compliance with the standards. Due to the resulting change in quantities across the scope, all tenderers were invited to provide a revised pricing schedule. Through this evaluation process it was determined that the tender from Waratah Bridge Constructions best met the selection criteria.



POLICY IMPLICATIONS

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

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

- A well planned and safe community

FINANCIAL AND RESOURCE IMPLICATIONS

Council has received \$200,000 funding from the State Government's Fixed Fixing Country Roads program for this project, Council will meet the remaining project costs.

There is sufficient budget allocation to deliver the guardrail upgrade works through award of this Contract.

CONCLUSION

Following a comprehensive assessment, the Tender from Waratah Bridge Constructions is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



5.2.2 Mount Beauty Skate Park Upgrade

File Number: CT19072

INTRODUCTION

The report relates to the award of the contract for the upgrade of the Mount Beauty Skate Park.

Cr Nicholas

Cr Keeble

That Council awards Contract Number 1907201 - 'Mount Beauty Skate Park Upgrade' to Haley Constructions for the lump sum tender price of \$250,000+GST.

Carried.

BACKGROUND

The Mount Beauty Skate Park Upgrade project involves the detailed design and construction of an upgrade to the skate park facilities at the Mount Beauty Recreation Reserve.

A concept design for the upgrade was prepared by Enlocus in 2017 after extensive consultation with the Mount Beauty community. The concept design is based on two stages:

Stage 1 – Upgrade to the skate park; and

Stage 2 – Upgrade to the skate park precinct including car parking and landscaping.

This contract is for the Stage 1 works only and will deliver the detailed design and construction of the upgraded skate park. The new skate park elements include an enclosed skate bowl, a plaza style street course and flat ground connection through the existing skate park.

The Invitation to Tender was advertised on Tenders.net and The Alpine Shire Council website from the 18 October until 8 November 2019 and was also advertised in the Herald Sun on the 23 October 2019.

Tenders closed on 8 November 2019. The tender documents were downloaded 20 times and five tender submissions were received.

EVALUATION

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

- Price
- Qualifications and previous performance
- Delivery
- Design
- Social
- Environmental Sustainability



The evaluation panel consisted of the Acting Director Assets, Manager Asset Development and the Project Officer.

Through the evaluation process it was determined that the tender from Haley Constructions best met the selection criteria.

POLICY IMPLICATIONS

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

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

- Incredible places for our community and visitors.

The Mount Beauty Skate Park Upgrade is a major initiative of the Council Plan 2017-21 (Review 2019).

FINANCIAL AND RESOURCE IMPLICATIONS

The Mount Beauty Skate Park Upgrade project is jointly funded by the Community Sports Infrastructure Fund (\$150,000), The Friends of the Mount Beauty Skate Park (\$15,000) and Alpine Shire Council.

There is sufficient budget allocation to award this contract and deliver this project.

CONSULTATION

Enlocus landscape architects were engaged in 2017, and in consultation with the Mount Beauty community, prepared concept designs for the Mount Beauty Skate Park upgrade.

Consultation with the local community and the Friends of the Mount Beauty Skate Park will continue throughout the detailed design and construction phases of the project.

CONCLUSION

Following a comprehensive tender evaluation assessment and reference checks the tender received from Haley Constructions was considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Acting Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

- Nil



There being no further business the chairperson declared the meeting closed at 5.18 p.m

.....

Chairperson



MUNICIPAL FIRE MANAGEMENT PLAN 2019-2021



DOCUMENT UNCONTROLLED WHEN PRINTED

During, or in preparation for a pre-emptive emergency declaration, an electronic version of this plan can be sourced through the MECC, MERO, MRM or via CrisisWorks.

DOCUMENT CONTROL

Approved by: Council	Date approved:	Next review date:
Directorate: Assets	Department: Asset Maintenance	Contact officer: Emergency Management Coordinator

This document is to be read in conjunction with:

Alpine Shire Municipal Emergency Management Plan (MEMP)**Version Control**

Draft Number	Date of Issue	Author(s)	Brief Description of Change
Version 1.0	4/5/12	C. Hajek	Draft for comment
2	29/6/2012	Alpine MFMPC	Numerous edits following meeting 4.2
3	6/7/2012	Alpine MFMPC	Final edits
4	2/08/2012	Alpine MFMPC	Proof read and edits
5	7/08/2012	Alpine MFMPC	Maps replaced with agreed revised versions
6	23/10/2012	Alpine MFMPC	Responses to public comments
7	26/09/2016	S. Tucker	Minor administrative changes (reviewed risk assessment, names, acronyms, etc)
8	21/07/2017	S. Tucker	General review and update (before wider circulation)
Version 2.0	12/07/2018	K. van Huizen	Review and update for circulation to MFMPC
2.1	12/02/19	K. van Huizen	Addition of Fire Prevention Notices, water supply, hydrant maintenance and changes following feedback and review of EMMV
2.2	01/10/19	K. van Huizen	Changes to the Bushfire Risk Management Strategy and Plan, addition of Roadside Fire Management Strategy and final revisions post MFMPC for final comment

Endorsement and Adoption

This integrated Municipal Fire Management Plan (MFMP) was adopted as the first iteration of the Alpine Shire MFMP. This Plan was endorsed through a formal motion by the Alpine Municipal Fire Management Planning Committee (MFMPC) at their meeting on 9th of October 2019, for which the chair of the committee will sign for and on behalf of all members of the Alpine MFMPC.

Signed: _____

Date: ____/____/____

Karen van Huizen

Chairperson

Alpine Municipal Fire Management Planning Committee

This MFMP (Version 2.0) was endorsed as a sub plan to the Alpine Shire Municipal Emergency Management Plan through a formal motion by the Alpine Shire Municipal Emergency Management Planning Committee (MEMPC) at their meeting on 23rd October 2019, for which the chair of the committee will sign for and on behalf of the members of the Alpine Shire MEMPC.

Signed: _____

Date: ____/____/____

Ron Janas

Chairperson

Alpine Shire Municipal Emergency Management Planning Committee

This MFMP was adopted through a formal motion by the Alpine Shire Council as the MFMP for Alpine shire, at their meeting on 17 Dec 2019, for which the Chief Executive Officer will sign for and on behalf of the Alpine Shire Council.

Signed: _____

Date: ____/____/____

Charlie Bird

Chief Executive Officer
Alpine Shire Council

The responsibilities and accountabilities attributed to the organisations represented at the Alpine MFMPC are endorsed by:

Signed: _____

Date: ____/____/____

Adrian Gutsche

Operations Manager - District 24
Country Fire Authority

Signed: _____

Date: ____/____/____

Jarrold Hayse

District Manager - Ovens
Department of Environment, Land, Water and Planning

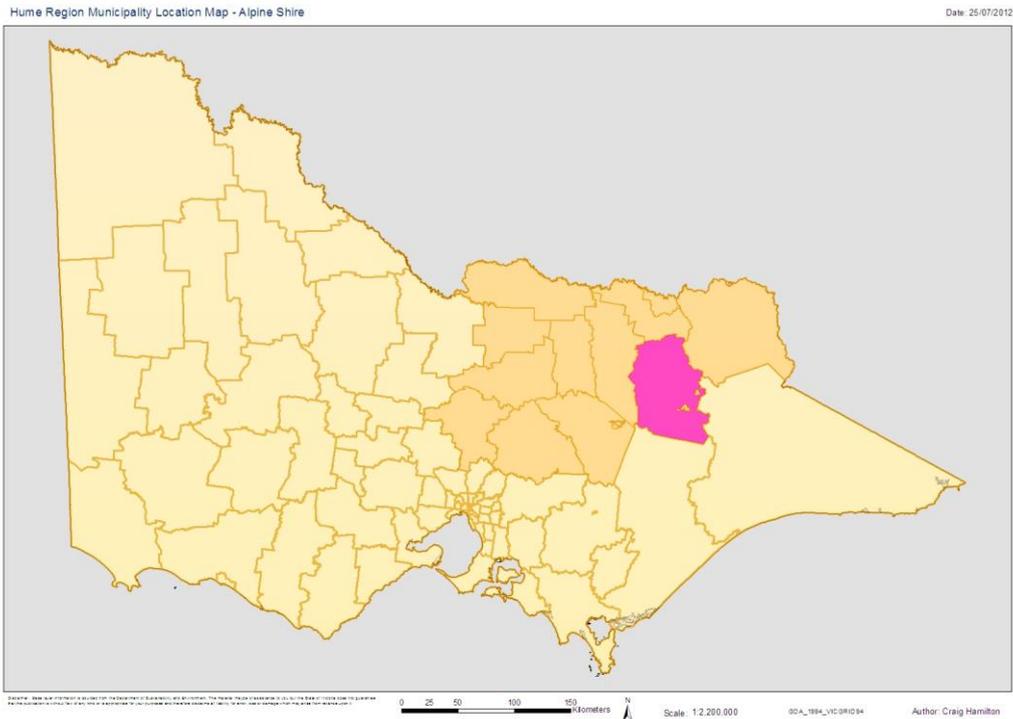


Table of Contents

1	INTRODUCTION.....	7
1.1	Context and Background	7
1.2	Legislative Authority	7
1.3	Period and Purpose	7
1.4	Structure and Framework	8
1.5	Municipal Fire Management Planning Committee	9
1.6	Plan Preparation Process	10
2	ENGAGEMENT AND COMMUNICATIONS	11
2.1	Community engagement	11
3	ENVIRONMENTAL SCAN	12
3.1	Municipal Profile	12
3.1.1	Land use, economy and infrastructure.....	13
3.1.2	Climate	13
3.1.3	Natural environment	13
3.1.4	Fire danger and history	14

3.2	Strategic Implications.....	14
3.2.1	Vegetation and topography.....	14
3.2.2	Weather and climate	15
3.2.3	People	15
3.2.4	Economy and infrastructure.....	16
4	MUNICIPAL FIRE MANAGEMENT OBJECTIVE.....	16
4.1	Municipal Objective	16
4.2	Strategic Direction.....	16
4.3	Alignment of Regional and Municipal Objective	17
5	FIRE MANAGEMENT RISK STRATEGIES	17
5.1	Fire Management Responsibility.....	29
5.1.1	Response agencies	29
5.1.2	Regulatory and service providers	29
5.1.3	Community	30
5.2	Balancing fire risk against other values.....	31
5.3	Cross-boundary management and links to other programs/processes.....	31
6	IMPROVEMENT AND PLAN REPORTING AND REVIEW PROCESS.....	32
7	ATTACHMENTS	33
	Attachment 1: STAKEHOLDER FIRE MANAGEMENT ROLE DESCRIPTIONS.....	34
	Attachment 2: ALPINE MFMPD STAKEHOLDER ROLE ANALYSIS	35
	Attachment 3: ALPINE SHIRE BIODIVERSITY VALUES	37
	Attachment 4: ALPINE SHIRE PUBLIC LAND TENURE	38
	Attachment 5: ALPINE SHIRE BUSHFIRE HISTORY	39
	Attachment 6: ALPINE SHIRE DELWP "PLANNED BURN" HISTORY	40
	Attachment 7: COMMUNITY INFORMATION GUIDES (CIGs) & NEIGHBOURHOOD SAFER PLACES	41
	Attachment 8: CFA AND BRIGADE PROPOSED ACTIVITIES	41
	Attachment 9: GLOSSARY.....	41
	Attachment 10: MUNICIPAL FIRE MANAGEMENT STRATEGY.....	42
	Attachment 11: MUNICIPAL ROADSIDE FIRE MANAGEMENT STRATEGY	50
	Attachment 12: STRUCTURAL FIRE INFORMATION	56

Attachment 13: HAZARDOUS TREES – Identification and notification procedures 62

DRAFT

1 INTRODUCTION

1.1 Context and Background

Victoria has a long history of community, government and organisations working cooperatively to combat the threat of fire. However, challenges such as dry conditions, an increase in people living in high risk areas and the occurrence of a number of major fires, prompted the need for increased coordination and cooperation to secure fire safety across the state.

The Alpine Shire has a history of consistent and lengthy fire seasons due to its climate, topography and environment. The nature and lifestyle of Alpine Shire Communities create a range of risks associated with the occurrence of fire in the environment.

The primary objective of municipal fire management planning is the protection of life and property. It is a coordinated approach by a range of stakeholders to discuss, plan and manage fire in the community by adhering to a key tenet of emergency planning—Before, During and After for emergencies. Stakeholders contribute knowledge, experience, resources and capability and aim to achieve measurable fire management outcomes through agreed and achievable risk treatments.

1.2 Legislative Authority

The Alpine Municipal Fire Management Plan (the Municipal Fire Plan) has been produced by, and with the authority of, the Alpine Shire pursuant to Section 20 of the *Emergency Management Act 1986*; and will be deemed to fulfil Section 55A of the *Country Fire Authority Act 1958* (the CFA Act). The Municipal Fire Plan is a sub-plan of the Alpine Shire *Municipal Emergency Management Plan*.

1.3 Period and Purpose

Period

MFMPs have a three year planning cycle. This plan has a three year duration commencing from the date of council endorsement. However, it will be subject to annual review and modification as appropriate. This MFMP concentrates on bushfires; however it is expected that future versions of the plan will incorporate management of structural and chemical fires as well as the use of fire for a variety of purposes.

Purpose

Organisations and agencies involved in fire management already have a range of activities, plans, policies and procedures that are directly involved with, or that impact on fire management. This MFMP builds on this existing work, so as to chart and coordinate the implementation of measures in use across the municipality designed to minimise the occurrence and mitigate the effects of fire. It also seeks to identify the need for adopting or developing new activities, processes and policies, and communicating this need to the relevant responsible authority.

In doing so it takes into consideration all aspects of fire management.

- **Prevention:** Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated.
- **Preparedness:** Arrangements to ensure that in the event of an emergency occurring all those resources and services that area needed to cope with the effects can be efficiently mobilised and deployed
- **Response:** Actions taken in anticipation of, during and immediately after an emergency, to ensure its effects are minimised and that people affected are given immediate relief and support
- **Recovery:** The coordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

1.4 Structure and Framework

The framework is designed to achieve consistent and effective fire management planning across Victoria; it has three levels of planning committees as described in **Figure 1**.

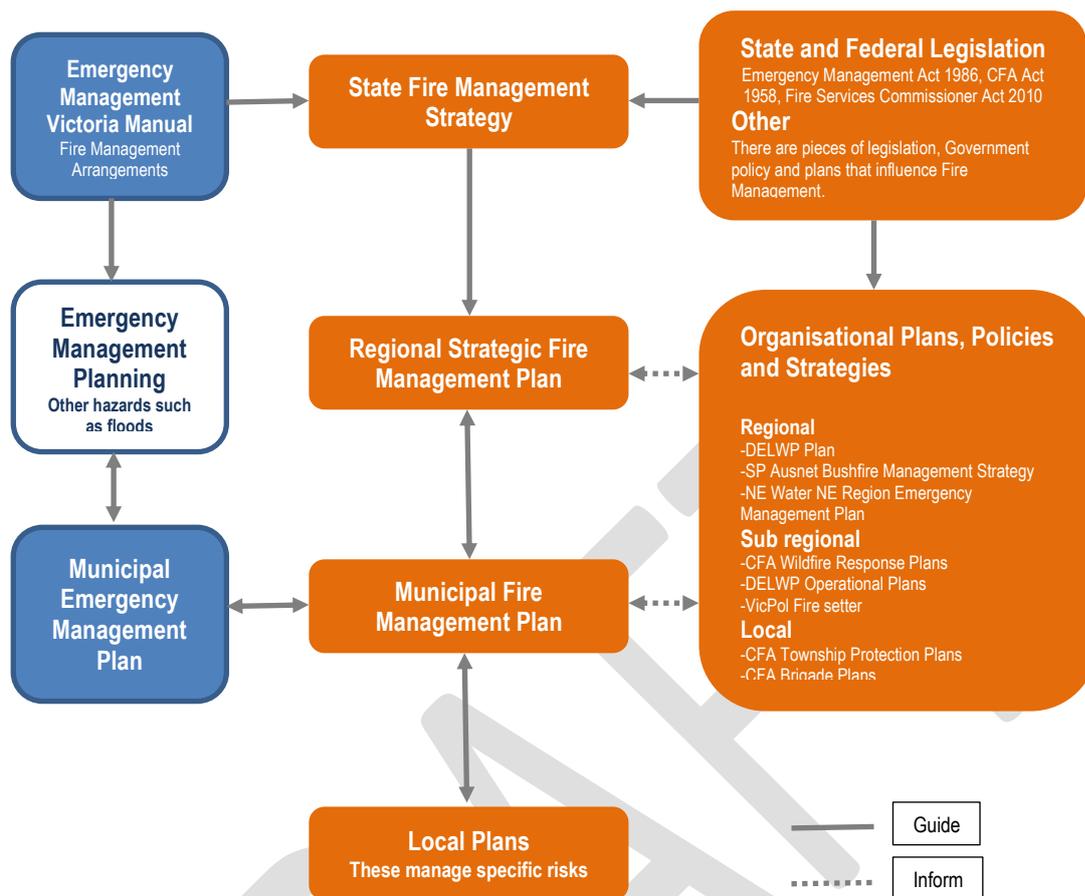
Figure 1: Committee Structure

STATE LEVEL State Fire Management Planning Committee (SFMPC)	Ensures a consistent, sustainable and integrated approach to fire management planning across Victoria.
REGIONAL LEVEL Hume Regional Strategic Fire Management Planning Committee (Hume RSFMPC)	Produces the Hume Regional Strategic Fire Management Plan (Regional Fire Plan). The Regional Fire Plan provides guidance and direction for the Municipal Fire Management Plan
MUNICIPAL LEVEL Alpine Shire Council Municipal Fire Management Planning Committee (ASC MFMP)	Brings together all agencies with legislative responsibilities for the fire management to develop the Municipal Fire Management Plan.

The Alpine Shire Fire Management Plan has been prepared by the joint efforts of emergency services and land managers to reduce the risk posed by fire to life and property throughout the Alpine Shire. It is a risk based plan, developed using the principles outlined in the guide for fire management planning in part 6A of the *Emergency Management Manual Victoria (EMMV)*.

The framework provides structures, policies and procedures to help build on the existing spirit of cooperation and networks that already exist in fire management. It establishes a tiered system of state, regional and municipal plans that provide strategic direction to fire management in Victoria, as illustrated in **Figure 2**.

Figure 2: Victorian Management Plans and Policies



1.5 Municipal Fire Management Planning Committee

The MFMPC is a sub-committee of the Municipal Emergency Management Planning Committee. The purpose of a Municipal Fire Management Planning Committee (MFMPC) is to provide a municipal level forum for building and sustaining organisational partnerships with regards to fire management. The committee also ensures that plans of individual agencies are linked effectively and complement each other. The MFMPC’s membership consists of representatives from key stakeholder organisations with respect to fire management within the municipality.

Membership

The Alpine Shire MFMPC membership consists of:

- Country Fire Authority (CFA)
- Department of Environment Land Water and Planning (DELWP)
- Victoria Police (Vic Pol)
- Alpine Shire Council (ASC)
- Parks Victoria (Parks Vic)
- Hancock Victoria Plantations (HVP)
- Regional Roads Victoria

Terms of Reference

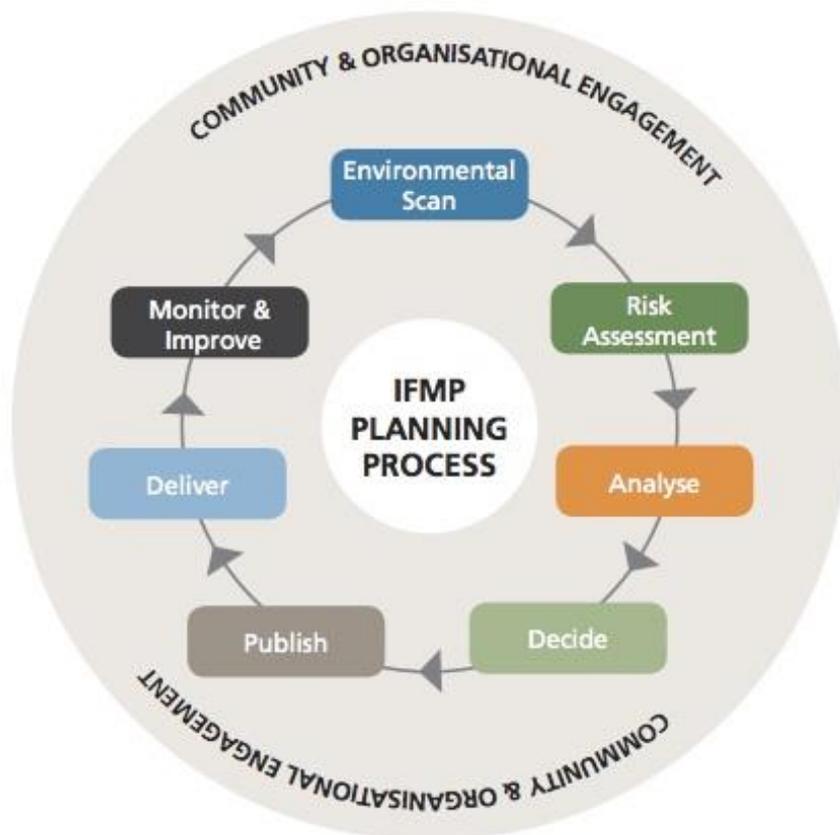
For Terms of reference of Committee is stored internally at:

Q:\AssetMaintenance\EmergencyManagement\FireManagement-Planning\MFMPC

1.6 Plan Preparation Process

This MFMP has been developed in accordance with Part 6A of the *Emergency Management Manual Victoria (EMMV)* and using the IFMP planning process. This process follows a seven stage planning cycle as illustrated in **Figure 3**.

Figure 3: Integrated fire management planning process



Stage 1: Environmental scanning – establish a municipal base line from which fire management planning and decision making can be made and measured, including development of fire management objectives.

Stage 2: Risk assessment – identification, analysis and evaluation of the fire risks that potentially impact on the municipality.

Stage 3: Analysis – analysis of treatment options for achieving the fire management objectives.

Stage 4: Decide – select the most appropriate risk treatment options to achieve the fire management objectives.

Stage 5: Publish –once the community and stakeholders have validated the draft MFMP, the relevant authorities endorse, publish and distribute it.

Stage 6: Deliver - relevant organisations implement the agreed risk treatments in the MFMP.

Stage 7: Monitor and improve – track delivery and effectiveness of risk treatments so as to continually improve the MFMP's contribution to realising the fire management objectives.

Members of the committee met on a regular basis to work through the steps outlined above for the purpose of developing this plan. This planning process is risk based and aligns with the *Australian Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*.

Further detail of how this was achieved using the *Community Engagement Risk Assessment (CERA)* is described in **Part 4.3** of the *Alpine Shire MEMP*.

2 ENGAGEMENT AND COMMUNICATIONS

Stakeholder engagement and participation is required for a range of reasons, including, but not limited to:

- Legislative responsibilities in relation to fire management
- Leadership
- Provision of hazard expertise and technical advice
- Subject to hazard impact: directly and/or indirectly
- Land tenure and management arrangements
- Expressed expectation
- Influenced and/or support mitigation.

The aim of allowing all stakeholders to participate in the collaborative development, delivery and monitoring of the MFMP is to draw on existing knowledge and experience and to build support for and involvement in this plan.

During the development of the plan communication and engagement tasks were designed around the model of public engagement developed by the International Association of Public Participation to:

Inform - Provide balanced and objective information to assist stakeholders to understand the problems, alternatives, opportunities and/or solutions.

Consult - Obtain feedback on analysis, alternatives and/or decisions.

Involve - Work directly together with stakeholders throughout the process to ensure that concerns, issues and aspirations are understood and considered.

Collaborate - Partner in each aspect of decision including the development of alternatives and the identification of the preferred solution.

Empower - Place final decision making in the hands of the stakeholders through consultation.

2.1 Community engagement

During the initial development phase of the MFMP, the Alpine Shire MFMP's communication and engagement efforts were focused upon primary stakeholders. Secondary and tertiary stakeholders were engaged for feedback prior to finalising the plan. A number of community groups were identified during the process. Continuing to engage with these groups and the broader community is critical to the long-term success of the MFMP. See **Attachment 2** - Stakeholder Role Analysis for primary, secondary and tertiary stakeholders.

3 ENVIRONMENTAL SCAN

Environmental scanning identified the following key themes, issues and trends affecting or influencing fire management in the Alpine Shire. It established a base level of knowledge and understanding for identifying, assessing and treating fire risk.

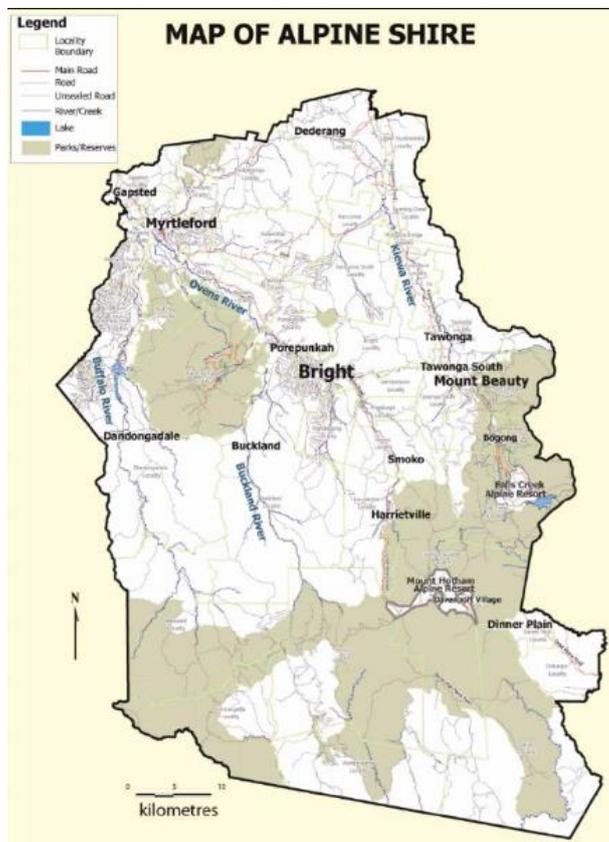
In undertaking this environmental scanning exercise, the MFMPC gathered information relevant to fire management from a wide range of sources. Data sources used included the ASC *MEMP*, CFA's VFRR, DELWP fuel loads and natural values, OESC consequence of loss and ABS IRSED. This information was interpreted using the committee's extensive knowledge and experience with fire management to make predictions, assumptions and conclusions concerning fire risk for the municipality over the period of the plan.

3.1 Municipal Profile

Located in the heart of north east Victoria, the Alpine Shire is one of Victoria's most geographically diverse and scenic landscapes. The Shire extends from the heights of the mountains, snowfields and national parks down to rich, fertile river valleys. It boasts a vibrant history with agriculture, forestry, gold prospecting and the construction of the Kiewa hydroelectric scheme all playing a part. The result is the creation of a wonderful mix of history, culture and beauty. See **Figure 5** for Alpine Shire map.

For more information on Topography, Description of the municipality and Demography refer to **Part 2.2** of *Alpine Shire MEMP*.

Figure 5: Alpine Shire Map



3.1.1 Land use, economy and infrastructure

The key sectors are tourism, forestry (timber production and processing), agriculture (livestock and horticulture), services (health, education, community services) and retail. Tourism is a major driver of the economy, which combined with the Alpine ski resorts, is worth around \$569 million per annum to the region. The agricultural, agribusiness and tourism industries are closely intertwined with some of the smaller towns and districts providing local focus points for visitors. Opportunities within niche markets, based around these industries, abound throughout the Shire.

Water is also an important part of the Alpine Shire, with the Buffalo Dam being a major storage on the Buffalo River providing water for domestic and commercial users and the Kiewa River forming part of the Kiewa Hydro Electric Scheme. Both of these systems are also of significant importance to stakeholders outside of the municipality.

3.1.2 Climate

The climate is temperate over most of the Alpine Shire and is characterised by dry and warm to hot summers with cool wet winters with significant snow falls above 1200m elevation. Variations in altitude exert considerable influence on temperature and rainfall in this region; weather can therefore best be studied in conjunction with topography.

The warmest areas are in the deep river valleys where the average maximum temperatures for January and February are generally in the low 30^oC. Individual days here may be very hot with the highest temperatures on record generally being in the mid 40^oC. Temperature conditions at higher altitudes are cooler throughout the year, with the differences being greatest in summer. Alpine areas (above 1000m elevation) maximum temperatures are around 20^oC during the summer months and rarely exceeding 30^oC.

Average annual rainfall also varies across the municipality with elevation, ranging from 800mm per annum in the lower valley bottoms to 1500mm on the high plains.

3.1.3 Natural environment

There are a number of unique landscapes that contribute to the make-up and appeal of Alpine Shire. This comprises of an array of vegetation types, riverine environments, alpine areas and topographical features, heritage areas, all forming the visual rooms that make Alpine Shire. This provides community and visitors opportunities for recreation and a sense of connectedness to the environment and land.

Key Bio-diversity assets in the municipality include:

- Riverine and riparian corridors and wetlands along the Ovens and Kiewa Rivers and other permanent and seasonal waterways
- A significant network of remnant roadside native vegetation in the fragmented landscapes of the inland slopes and northern plains.
- Forested public land including Mt Bogong and Mt Buffalo
- Alpine areas... areas with a large number of birds, mammals and reptiles...rare and endangered species
- Native vegetation of highest conservation significance includes Mt Bogong High plains and Alpine Peatlands.

See **Attachment 3** for map of Alpine Shire Biodiversity Values.

3.1.4 Fire danger and history

An analysis of historical fire danger indexes and ratings for Alpine Shire using data from nearby BOM weather stations indicates that the Shire experiences a highly variable fire season, both geographically and annually. It can expect to experience some "moderate" to "very high" Fire Danger Rating (FDR) level days every year, with more "severe" and "extreme" conditions occurring on a regular if not annual basis, especially at lower elevations.

The bushfire danger period usually commences in November each year with seasonal fire restrictions being introduced around this time. Over the last ten years a total of 530 bushfires were responded to by authorities within the municipality. Major bushfires have occurred regularly including many of the state's largest and most destructive.

For further information on history of fires in the municipality, including the devastating Feb 2009 Fires known as "Black Saturday", resulting in 2 fatalities, loss of stock and domestic animals, destruction of many houses and pine plantations can be found in **Table 2.3.5** of *Alpine Shire MEMP*.

3.2 Strategic Implications

Bushfire can occur in any type of vegetation such as grassland, trees, crops or shrubs. This section describes the factors that may increase the likelihood of a fire starting and spreading across the Alpine Shire. Ensuring the municipality is a safe and healthy place to live and work involves protecting the social, environmental and economic fabric of the municipality.

Alpine Shire has a range of assets and features which make it a vibrant place to work live or visit. These include large townships, small communities, rural areas, industries such as agriculture, agribusinesses and tourism, and important infrastructure for essential services such as transport, power and communications. In addition to the built environment, the municipality boasts a range of natural assets such as good quality water resources and extensive native forests which are valued for their environmental, commercial and visual appeal.

The Shire has experienced a number of fires over the years. Its combination of topography, climate and vegetation, coupled with the increasing number of people living in and visiting high fire risk localities during the fire danger period, poses a significant issue for the municipality.

3.2.1 Vegetation and topography

The vegetation and topography of the Alpine Shire creates a number of challenges for fire management.

The high fuel hazard of the tall moist forests of the ranges create the potential for high intensity fires during prolonged dry periods. In addition, the mountainous undeveloped terrain adds to the difficulty of detecting and accessing fires. The combination of these factors creates the potential for large scale extended bush fires to occur.

The forests of the foothills also present a risk, as although the fuel loads may be relatively low, these forests can easily burn most summers. Furthermore, their proximity to roads, which may

decrease response times, also indicates proximity to settlements and therefore raises the risk to life and property. In addition, in the terrain, whilst not as severe as the Alpine areas still presents a number of difficulties for fire fighters such as steep slopes, rocky outcrops and gullies. Combined, these areas present a number of challenges, making fire management in and about these areas an important annual task.

3.2.2 Weather and climate

Weather conditions and climate have a significant impact on fire management. The bushfire season, and its associated restrictions, is generally longer than that of other areas. Typically, the municipality experiences spring rains and mild conditions that promote growth followed by hot summers which lead to high fuel loads. In periods of drought, there can be a significant increase to the available fuel, especially in the Alpine areas.

The usual pattern during summer months is depicted by north westerly winds accompanied by high day time temperatures and low relative humidity building up over several days to a storm event with a change to south westerly winds. This creates a situation whereby fire ignition from lightning becomes a likely possibility, with a propensity for the fire to run quickly in one direction before changing direction quickly, thus transforming the fire's extensive flank into the new fire front.

3.2.3 People

The Alpine Shire has people with diverse needs and levels of understanding with regard to fire and fire safety. Understanding these needs is central to delivering effective community safety initiatives. This is particularly important for people unfamiliar to the area.

The impact of a bushfire increases if the fire occurs in areas where people live, work and visit, so settlement and visitor patterns are important when determining bushfire risk. There has been a significant population expansion in rural residential development in several parts of the Shire for lifestyle reasons. The increased amount of urban rural interface requires intensive fire management and creates variation in the degree and nature of bushfire risk between localities. These patterns of human settlement create challenges to fire management planning; an adaptive approach to managing the risk is required where more traditional treatments are ineffective. Property owners must share in the awareness of risk and planning for living in these areas.

Tourism also has a considerable impact on human movement during the fire danger period, interacting with fire management at several points. The same landscape features that may lead to increased fire danger, can also underpin elements that make the site attractive for tourism. Importantly, visitors to the municipality are often drawn to the areas of higher fire risk creating a situation of increasing potential impact as the fire risk rises. Furthermore, visitors to the region are often less informed of bush fire risk and less prepared to deal with bushfire situations.

During a bushfire or imminent threat of fire, special consideration must be given to vulnerable people in the community. Further information on vulnerable persons refer to **Part 2.2.3** of *Alpine Shire MEMP*.

3.2.4 Economy and infrastructure

The speed at which a community recovers from a devastating event can be considered a measure of its social resilience. The recovery process is strongly influenced by people's ability to access critical services and financial income, with the maintenance or restoration of a normal operating environment around them particularly important. Ensuring the local economy and infrastructure continues to function through the provision of critical services underpins economic recovery. Therefore, treatments designed to protect and restore critical services or economic assets are a high priority.

The major transport routes which traverse the region have a number of implications for fire management. These provide potential fire ignition sources, but can also act as important fuel reduced corridors. Although they can facilitate the rapid movement of resources and people, they also can place users in a threatening situation if they are caught in a fire situation. In addition, several minor roads provide critical access/egress to isolated small communities.

4 MUNICIPAL FIRE MANAGEMENT OBJECTIVE

The municipal fire management objective provides a framework for considering, selecting and evaluating fire management activities. This objective was developed using the information examined during the environmental scanning process, as well as being informed by the Hume Regional Fire Management Plan and relevant issues and priorities from regional stakeholders and adjoining municipalities.

4.1 Municipal Objective

The fire management objective of Alpine MFMPC is:

The Alpine Shire working together with stakeholders to prepare, respond to and recover from fire so as to minimise its impacts and help secure a safer, more aware community, healthier environment and prosperous economy.

4.2 Strategic Direction

In developing strategic directions for the MFMP, the MFMPC was mindful of the task's planning context. As illustrated in **Figure 1**, the MFMP forms a critical third tier in Victoria's fire management planning hierarchy and therefore should be consistent with the outcomes and objectives of State and Regional Strategic Fire Management. The MFMPC has adopted the following broad strategic fire management deliverables from the state Fire Management Strategy 2009. These include:

- Active participation of the community, the sector and government, working together in fire management planning to reduce the destructive impact of fire on communities and the environment
- Communities that are resilient to fire
- Greater understanding of the fire sector within the community
- Healthy natural, social and built economic environments.

4.3 Alignment of Regional and Municipal Objective

The Alpine municipal fire management objective aligns closely with the Hume RSFMP objectives and vision for fire management. The development and implementation of this plan will therefore contribute significantly to the realisation of the Hume RSFMP's vision.

Hume Regional Fire Management Vision

The Hume Region working together to effectively anticipate, respond to and recover from major bushfire – to secure a safer region, more resilient community, healthier environment and a prosperous economy.

Furthermore the formation of the Alpine MFMP and the development of a MFMP for the Alpine Shire using the designated IFMP planning guide have strongly supported several of the RSFMP's key objectives. Evidence of this is described in **Figure 6**.

Figure 6: Alignment of MFMP and RSFMP objective

RSFMP element	RSFMP objective	MFMP contribution
Planning together	Develop state, regional, municipal and local fire management plans and planning with a clear purpose and a consistent assessment of risk.	The MFMP provides the third tier in the IFMP process and utilises the same risk base approach as used with State and regional plans.
Collaborative implementation	Develop and implement fire management programs and activities in a collaborative manner.	The MFMP consists of multiagency representation and has incorporated community engagement strongly into the development of the MFMP.
Building knowledge and capacity	Build and share knowledge in the fire management sector and across the community. Improve the capability of communities, the fire management sector and the government to deal with fires.	The aspirations of the MFMP converge with the regions in seeking to build both its members and the community's knowledge and understanding of fire management.
Implementation support	Support the implementation of the IFMP framework in the Hume region.	The development of this MFMP clearly demonstrates support for IFMP at a municipal level.

5 FIRE MANAGEMENT RISK STRATEGIES

Integrated fire management planning involves a risk management process to establish priority setting for fire management activities. Risks in the municipality have been assessed and identified using the Community Emergency Risk Assessment (CERA) process developed by the Victorian SES to be consistent with *ISO-31000 Risk Management*. Refer to **Part 4.3** of *Alpine Shire MEMP*. Fire risks are then assessed using the Victorian Fire Risk Register (VFRR) managed by the CFA.

As a result of these both processes the MFMP has prepared the Bushfire Risk Register detailed in **Figure 7** and a Risk Management Strategy detailed in **Figure 8**.

Figure 7: Alpine Shire Bushfire Risk Register

ASC BUSHFIRE RISK REGISTER		
ID #	RISK DESCRIPTION	RISK RATING
1	Risk of Bushfire to local public infrastructure such as distribution lines, sub stations, water treatment/storage, waste water treatment, water reticulation pressure and telecommunications, leading to loss of service	High
2	Risk of bushfire & ember attack impacting on small, isolated and vulnerable communities or rural residents.	High
3	Risk of Bushfire & ember attack impacting on smaller rural communities - Buffalo River, Wandiligong, Dederang	High
4	Risk of Mount Buffalo Chalet being directly impacted/damaged by bushfire	High
5	Risk of Bushfire & ember attack impacting on higher density rural and urban communities - Bright, Myrtleford, Porepunkah, Tawonga South, Mt Beauty, Harrietville, Dinner Plain	High
6	Risk of Bushfire impacting on visitors & campers to surrounding public land; including Mt Buffalo NP, Buckland River, Alpine NP, Buffalo River, Mountain Creek	Moderate
7	Risk of Bushfire to major arterial roads within the shire limiting access and egress, such as Great Alpine Road, Tawonga Gap, Rosewhite Gap, Kiewa Valley Highway, Myrtleford - Yackandandah Road	Moderate
8	Risk of Bushfire to major public infrastructure, such as HV transmission lines and switch stations, leading to loss of service	Moderate
9	Risk of Bushfire to emergency services communication networks resulting in decreased capability and communication	Moderate
10	Risk of bushfire to major Agriculture and Horticulture industries, such as; HVP Pine Plantations, Orchards, Vineyards, Hop Gardens	Moderate
11	Risk of Bushfire to major construction/manufacturing industry leading to loss of employment, such as; CHH Mill, Greenfreight, Industrial estates of Myrtleford, Bright and Mt Beauty	Moderate
12	Risk of Howmans Gap Alpine Centre being directly impacted by bushfire/ember attack	Moderate
13	Risk of Bushfire impacting on natural values of the municipality, including fire sensitive vegetation (such as Alpine Ash forests) and fire sensitive species (such as spotted tree frog)	Moderate
14	Risk of visitors/works being impacted by bushfire, ember attack and smoke while visiting local tourist attractions	Moderate
15	Risk of Bushfire impacting on the tourism industry leading to loss of visitation and income	Moderate
16	Risk of Airports (Mt Hotham, Porepunkah and Mt Beauty) being impacted by bushfire	Low
17	Risk of Bushfire impacting on emergency management facilities in the shire, such as the DELWP ICC, ASC MECC, Myrtleford LCF's resulting in limited facilities and systems to support response, relief and recovery	Low
18	Risk of damage to Indigenous heritage sites from bushfire / fire protection measures	Low

Figure 8: Alpine MFMPC Bushfire Risk Management Strategy and Action Plan

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
Planning Together				
ASC				
1	Bushfire Management Overlay	All	Planning referral for new subdivisions, structures, applies conditions for access, water supply, standards, works and vegetation management.	Planning permits take BMO into consideration.
CFA				
2	Emergency Management Plan (Site)	1,4,7-12, 15-17	CFA input into site specific Emergency Management Plans including bushfire component	LRPs, Structural pre-plans and facility redundancy plans (LCF, ICC etc.)
3	Statutory & Legislative activities	All	Bushfire Prone Areas & Bushfire Management Overlay, declaration of TFBs, declared danger periods, regulation of burning permits.	VFRR review – CFA business as usual
DELWP				
4	Fire Management Planning	All	DELWP Fire Management Zones. Strategic landscape scale zoning of public land across the state to achieve fuel management outcomes	As part of the Hume Region Strategic Bushfire Management Plan 2019 the Fire Management Zones were reviewed driving the development of the Joint Fuel Management Plan to maintain a residual risk of <55% is ASC.
DET				
5	Emergency Management Plan (Site)	3,5	Established framework for the effective handling of emergencies in schools, childcare centres, preschools (public & private), includes development of an Emergency Management Plan and mandatory training for staff, nominated bus routes, code red closures.	Emergency Management plan reviewed annually which includes arrangements for evacuation and shelter in place. Essential Safety measure compliance program in place including routine inspections. Communication plans in place with school community.
NE Water				
6	Risk management procedures	1	Operating procedures are varied to address increased risk during high fire danger periods/events.	Implementation of North East Water Preparedness procedures/actions, including:

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
				Increased response team readiness, system monitoring and incident response management in proportion to increased fire danger rating. (Readiness arrangement as provided to Hume REMT)
7	Emergency response plan	1	Respond appropriately to the impacts of fire on water supply and waste management	Readiness and activation of North East Water's Crisis & Incident Management System (CIMS) including: <ul style="list-style-type: none"> the application of AIIMS based incident, crisis and recovery management teams as required 24/7 on-call Duty Officers and technical specialists 24/7 Customer Call Centre DELWP oversight of serious water incidents
8	Alternative drinking water supply plan	1	Provision of alternative drinking water supplies to customers and community in the event of loss of normal supply	Readiness and activation of North East Water's Crisis & Incident Management System (CIMS) including: <ul style="list-style-type: none"> the application of AIIMS based incident and crisis management teams and business continuity arrangements to: Deploy EMLO's to liaise and work with control agencies/ICC's Activate mutual aid arrangements with other Water Corporation's to provide assistance if needed. 24/7 Duty Officers and technical specialists DELWP oversight of serious water incidents Member of Hume REMT
PV				
9	Emergency Response Plans	All	Ensure that proper and sufficient works for wildfire prevention and suppression activities on public land in Victoria are conducted in an operationally safe, environmentally sensitive and cost-effective manner. Ensure efficient and appropriate response	Collaborate with DELWP as part of FFM Vic across the PPRR spectrum
Combined				
CFA/DELWP				
10	VFRR mapping / DELWP RM mapping	All	Interactive online map service that identifies areas likely to be subject to fires and consequent construction standards requirements	VFRR Review
11	Joint Fuel Management	All	Planning of proposed fire prevention activities to be carried out on public land (includes all land managed by DELWP and	JFMP developed driven by bushfire risk and fire management zones with intent to maintain residual bushfire risk in ASC at or below 55%.

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
			PV) with the objective of reducing impacts of bushfire on life, community, critical infrastructure, industry and the environment. Includes planned burns, slashing and track works, grazing, and additions to the permanent network of strategic fuel breaks. Develop and maintain single GIS system to map all on ground treatments.	Continue VMOs working with FFM Vic on Safer Together project.
Working Together				
ASC				
12	Fuel Hazard Management	All	Reducing fuel loads to protect assets, fuel hazard mitigation within townships, roadsides.	ASC MFPO monitors fuel loads and issues Fire Prevention Notices to mitigate risks throughout the FDP.
13	Technical advice	All	Provision of specialist technical advice, information & skills to other agencies involved in emergency response	ASC provides GIS, Building Surveyor, EHO and any other technical advice, information or skills as detailed in <i>ASC MEMP</i> .
14	Resourcing	All	Provision of specialist equipment (graders, water carriers) and facilities (MECC centre) to other agencies involved in emergency response.	Provision of specialist equipment and facilities is detailed in 5.3.1 of <i>ASC MEMP</i> .
15	Fire Plug and Hydrant Installation and Maintenance	All	Works carried out to ensure that the system will operate correctly when required to do so.	Maintenance is detailed in Appendix 10 – Municipal Fire Management Strategy.
16	Relocation assistance	2-6, 12,14	Provision of emergency short term accommodation, relief centres, leave early destinations, nearer safety places	Provision of relief is detailed in Part 6 of <i>ASC MEMP</i> .
17	Livestock management	2,3,5,11	Disposal of dead livestock & companion animals, support with animal welfare needs	Emergency livestock management is detailed in Part 10 of <i>ASC Emergency Animal Welfare Plan</i> .
18	Vulnerable Groups	2,3,5	Identification of vulnerable community groups and persons.	Vulnerable groups and persons are detailed in 2.2.3 and 5.6.3 of <i>ASC MEMP</i> .
CFA				
19	Brigade Burn Program	All	Removal of vegetation through burning to protect life & property, includes Township Protection Burning, Planned Burn Program & Fuel Reduction Burns by CFA Brigades in ASC /RRV areas.	Co-ordinated through CFA VMOs and Safer Together Team
20	Resourcing	All	Strategic network of qualified & equipped staff, volunteers & appliances for mounting timely response to fires on private land.	Brigades – CFA to continue to support brigades

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
21	Standard Operating Procedures	All	Dictate level of readiness according to the conditions so as to ensure appropriate resourcing & preparedness for optimum response	CFA CO/CEO
22	Agricultural Management	2-3,5-7,11	Fire management & safety issues for landowners/managers to assist in the preparation of property fire management plans. Includes publication "On the land".	CFA Community Safety community service delivery
DELWP				
23	Planned burning	All	Planned burns - Implementation of planned burning and other works as identified in FOP on public land	365 approach to fuel management, planning, preparation and delivery occurs all year round through FFMV.
24	Crown Land Fuel Management	All	Crown Land Fuel Management - Managing fuel loads on crown land. Includes slashing, mulching and burning.	As above
25	Emergency management support	All	Provide support to other organisations for emergency management, including expertise and specialist resources.	Project 365 commenced in 2019 to target DELWP's Emergency Management responsibilities under the EMMV
26	ICCS	All	Maintenance of a strategic network of Incident Control Centre facilities to support response in emergency management incidents. Includes agreed level 3 ICCs to predetermined standards	Ovens Level 3 ICC is in readiness for response to any emergency should it be required. Monthly audits and checks are carried out as per EMV requirements.
27	Detection	All	Maintenance of a detection network. Includes fire lookout towers and detection flights	2 Fire Towers are operated at Mt Porepunkah and Mt Hotham during the Fire Danger Period and on days of high fire danger. Detection flights are coordinated across the Region with CFA/FFMV.
28	Air support facilities	All	Maintenance of a strategic network of air support facilities. Includes airbases & helipads.	Ovens Helibase is now formally recognised as a strategic Helibase to support Regional rotary aircraft operations, including VicPol and AV. Mansfield, Albury, Benambra and Corryong are strategic airbases services and managed to meet our demands.
29	Bushfire readiness	All	Provision of specified levels of skills and resources to respond to emergencies. Includes people (PFFs), equipment, heavy plant, aircraft, facilities and consumables	FFMV Standards of Cover for Bushfire Preparedness and Response detail our requirements.
30	Bushfire response	All	Respond to bushfires on public land to protect life and minimise impacts on property, communities and the environment. Includes timely provision of public information.	FFMV Hume Region Readiness and Response Plan, FFMV Standards of Cover for Bushfire Preparedness and Response in association with the Hume Regions Model of Response ensure prompt action on the detection of bushfire with ground and air resources.
31	Native animal welfare	13	Management of native animal welfare associated with an emergency incident.	The Hume Region Readiness and Response Plan identifies appropriately trained Wildlife Welfare Officers

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
DET				
32	Routine Maintenance of facilities	1,2,5-7, 9,11,17	Ongoing mowing/slashing/spraying of sites to reduce fuel loads to ensure protection of assets, minimise ignition potential, includes routine maintenance of structures (e.g. gutter cleaning)..	Annual grounds maintenance budgets and plans in place including bushfire vegetation management.
DHHS				
33	Hume REMT Regional Readiness Matrix	1-12, 14-17	Identifies DHHS resource requirements for triggers for activation of different levels	Implemented in conjunction with Regional Controller
34	Web-based information	2,3,5	Various relief and recovery information and fact sheets located on Vic Emergency website and app for people affected by fire/emergency.	Reference to link is contained in community messaging released by the Incident controller
35	Fire risk management system	2,3,5	GIS program identifying location & details of community facilities managed by DHHS and allied agencies.	Internal DHHS tool – accessed during response phase of emergency to identify possible at risk facilities, intel can be provided to Incident Controller
36	Vulnerable persons policy and register	2,3,5	Identifies location, contact details & describes needs of vulnerable persons within a municipality	Clearly defined criteria for inclusion on register. Accessible by VicPol during emergencies.
DJPR				
37	Relief & recovery services to primary producers	10	Assess damage to and loss of agricultural crops, livestock and infrastructure of commercial primary producers and rural land managers (including aquaculture), identify & refer personal and technical needs to appropriate businesses (within DPI) or agencies	Ag Vic staff will contact affected producers and landowners in assessing and identify urgent needs including water, stock feed and agistment, and in assessment of crops for smoke damage/tint.
38	Animal Welfare Needs	2,3,5,11	Liaise with animal welfare support agencies and organisations to deliver animal welfare services including assessing injured and affected animals (livestock & companion animals) in emergencies with an emphasis on the needs of commercial primary producers and rural land manager	Assist in developing the Alpine Emergency Animal Welfare Plan. Ag Vic will have a liaison officer within the Alpine ICC and establish a ICC to coordinate the AW response in the field. Ag Vic will assist the ICC in livestock and wildlife disposal by burial.
HVP				
39	Strategic Fire plan	2,3,5,10, 14	Development and maintenance of strategic fire breaks and fire access tracks, operational restrictions on plantation activities based on forecasted FDI, a range of firefighting resources on varying levels of preparedness based on forecasted FDI (includes firefighting appliances, trained and experienced	Fuel reduction burning (or planned burning)

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
			personnel, heavy machinery, and aerial support), strategic water points/ fire tanks placed throughout estate to ensure water availability for suppression activities.	
NE Water				
40	Routine Ground Maintenance of facilities	1	Mange fuel loads to protect assets and processes.	Ongoing mowing/slashing/spraying of sites to reduce fuel loads to ensure protection of assets, minimise ignition potential and ensure adequate access and egress. Includes routine maintenance of structures (e.g. gutter cleaning) Review of asset protection zones
PV				
41	Technical advice	All	Provision of specialist technical advice and support to other agencies involved in fire management activities	Values checks in Joint Fuel Management Plan. Participate in nominations process for JFMP. Contribute human resources to wildfire preparedness, response recovery and to planned burn program.
42	Fire research	13	Targeted research into impacts of different fire/fire regimes on ecological communities/species	Collaborate with DELWP to identify requirements for, undertake and monitor, re-seeding operations in fire affected Alpine Ash Forests.
43	Patrol/ Inspection	All	Inspections of assets to ensure compliance with regulations and safety requirements and to assess for fire hazards. Includes Campfire Patrols and Parks Victoria Ranger Patrol Program.	Undertake review of operational Response Pre-Plan for Chalet with CFA. Undertake patrols.
Regional Roads Vic				
44	Traffic Diversion	2-3,5-7, 12,14-15	Establishment of an appropriate traffic flow, through traffic management in the community and appropriate access and egress for property and business owners. Includes Traffic Management Strategies Assistance to other agencies.	
Vic SES				
45	Specialist Support	All	Provide specialist support to other agencies (Vic Pol, CFA, DHHS, DELWP) involved in response to an emergency, e.g. doorknocks, transport, staging area mgt.	Vic SES collaborates with Vic Pol, CFA, DHHS, DELWP and other stakeholders to assist in evacuation, doorknocking, staging management, IMT roles, transport and support to fire agencies with food, water and logistics.
Vic Pol				
46	Specialist Support	All	Provide specialist support to other agencies involved in response to a bushfire e.g. vehicle escorts	
47	MERC	All	Coordinate municipal emergency response effort in the event of a major bushfire	As per part 3 of SERP – Ensure effective control is established and maintained. Overall coordination of response

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
48	Strategic Framework and Response to the Threat of Fire 2018 – 2019	All	Increased resources in high risk areas on Severe+ FDI days, increased patrols, increased visibility.	Victoria Police will maintain the support of local partner agencies and stakeholders to aid prevention and detection activities. Victoria Police will also develop a range of internal and external communications regarding bushfires and elevated Fire Danger Rating days in the lead up to each summer season. This includes the coordination of an annual public awareness campaign conducted in partnership with Crime Stoppers to encourage the public to report dangerous behaviours and suspicious fire activity (Section 5 – Governance and Accountability).
49	Investigations	All	Investigate suspicious fires to ascertain cause and identify perpetrators	VicPol responsibility to secure and investigate scene and provide specialist fire and arson investigation responses.
50	Evacuations	All	Coordinate evacuation measures undertaken in response to a bushfire threat	Once Incident Controller makes decision to evacuate Police manage the evacuation/shelter and return of effected persons.
Ausnet Services				
51	Routine Maintenance of facilities	All	Ongoing mowing/slashing/spraying of sites to reduce fuel loads to ensure protection of assets, minimise ignition potential and ensure adequate access and egress. Includes routine maintenance of structures (e.g. gutter cleaning).	
52	Routine maintenance of transmission & power lines	All	Vegetation management around power lines and along easement, regular inspections, maintenance of access tracks.	
53	Supply continuity	1,17	Maintain a response capability (scaled to level of risk) so as to minimise length of power disruptions from incidents e.g. fire/storms	
54	Technical advice	All	Provision of specialist technical advice, information & assistance to other agencies involved in emergency response e.g. temporary power cessation, line inspection in conjunction with field operations.	
Combined				
DELWP / CFA				
55	Communications	All	Maintenance of a communications network	CFA communications department
56	Vegetation Management	All	Advice to landholders & linkages to CFA Brigades to manage vegetation & lower bushfire risk	CFA VMOs/Brigades

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
PV / DELWP				
57	Enforcement	All	Programs which support legislative compliance. Includes patrols to enforce campfire regulations, forest closures, fire cause investigations and prosecutions.	Undertake patrols, fire investigations.
60	Park & Forest closures	All	Closure of reserves and facilities at times of very high fire danger	Enact closures, where feasible, on "code red" days.
ASC / Regional Roads Vic				
61	Roadside Vegetation Management	All	Removal of fuel and vegetation management along roadsides. Includes strategic breaks and routine roadside maintenance.	Detailed in Attachment 11
ASC / DELWP / PV / CFA				
62	Fire Access Roads, Tracks & Water Points	All	Construction/maintenance of a strategic network of water points, roads, tracks and bridges to specified standards in support of fire management activities. Includes Coordination of Fire Access Roads Subsidy Scheme (FARS) by CFA.	Detailed in Attachment 10
PV / CFA				
63	Operational Plan for Mt Buffalo Chalet		Operational management plan for fire suppression and support operations to an alarm or confirmed fire at the chalet	Pre-plan developed which details response
Telstra / Optus / NBN				
64	Bushfire Mitigation	All	Removal of identified fire risks to lines & facilities, e.g. tree lopping	Ongoing maintenance
65	Routine Maintenance of facilities	8,9	Manage fuel loads to protect assets and processes.	Ongoing mowing/slashing/spraying of sites to reduce fuel loads to ensure protection of assets, minimise ignition potential and ensure adequate access and egress. Includes routine maintenance of structures (e.g. gutter cleaning).
66	Response program	1-3, 5-11, 16-17	Maintain service continuity and minimise disruptions by responding to faults or damage to facilities, includes deployment of mobile communication units and use of generators during power outages	Business continuity plans
Building Capability				
ASC				
67	Public Awareness	All	Fire information through notices boards, signage etc. to raise awareness of risk, responsibilities and services available	Detailed in Appendix 17 of <i>ASC MEMP</i> .

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
CFA				
68	Community Information Guides		Planned response (for both emergency services & community) to a bushfire within close proximity to a township, with the potential to impact on the local community.	CFA Community Safety community service delivery
69	Community Fire Guard		A community development program designed to help reduce the loss of lives & homes in bushfires. It assists neighbouring residents to develop bushfire survival strategies that suit their level of risk, lifestyle, environment & values. http://www.cfa.vic.gov.au/plan-prepare/community-fireguard/CommunityFireguard-factsheet.pdf	
70	Bushfire Planning Workshops		Interactive workshop for residents living in High to Extreme bushfire risk areas. Participants are guided through the Fire Ready Kit by a trained facilitator to identify their own bushfire risks and the considerations they'll need to make when putting together their bushfire survival plan.	
71	Property Bushfire Advice Service - PAVs	2,3,5	Individual 1:1 fire awareness & education for residents with the highest level of bushfire risk. Advice on property management, planning, personal capacity & potential fire hazards.	
72	Fire Ready Victoria	All	Assists in perception & understanding bushfire risk, to modify behaviours to make individuals act more safely. Includes bushfire awareness sessions for communities, community groups, businesses & service providers.	
73	Awareness	All	Fire awareness programs targeted at communities via shows/events/displays	
74	Diverse Communities Fire Awareness	2,3,5	Community education & information for vulnerable groups about fire. Disability, Multicultural, Aboriginal & Refugees.	
75	Schools Program		Fire Safe Kids, Mobile Education Bushfire Unit, Safe Youth, JFAIP, School Curriculum materials, VCAL.	
Ausnet Services				
76	Public Awareness	All	Fire information through notice boards, brochures, signage etc. to raise awareness of fire risk.	
77	Education	All	Programs which maintain public awareness of the bushfire threat, promote the importance of self-protection &	

Treatment		Risk ID#	Treatment description	Action Plan - Treatment Activity
ID #	Name			
			encourage the responsible use of fire by the community. Includes multimedia messaging, in field patrols and publications.	

All agencies listed in the Risk Management Strategy and Action Plan to report to MFMPC on the progress of treatment/action implementation, including an evaluation of treatment appropriateness, impact, effectiveness, efficiency, and legacy in a manner acceptable to the MFMPC. Further information on reporting process; refer to **Part 6 – Improvement and Plan Review Process** and **Figure 9** in this Plan.

DRAFT

5.1 Fire Management Responsibility

Fire management responsibility within the municipality may be described in three categories:

- Response Agencies
- Regulatory and Service Providers
- Community

Roles and responsibilities are found in Part 7 of the *EMMV*. Information on Fire Management Role Descriptions can be found in **Attachment 1** and **Attachment 2**.

5.1.1 Response agencies

Country Fire Authority (CFA)

CFA is charged under the CFA Act with the responsibility for the prevention and suppression of fires in all areas of Victoria excepting the area covered by the Metropolitan Fire Brigade and fire protected areas. Further information can be found in Part 7 of the *EMMV* – page 7-37

Department of Environment, Land, Water and Planning (DELWP)

DELWP is responsible for fire suppression and management on public land including integrated programs with Parks Victoria, including planned burning for ecological and risk management objectives. Further information can be found in Part 7 of the *EMMV* – page 7-45

5.1.2 Regulatory and service providers

Alpine Shire Council

Alpine Shire Council is responsible for the management of all Council owned property as well as various other parcels of public land and public facilities for which it is the appointed manager. It is also the responsible manager for a number of roads throughout the Shire which are listed in its Register of Public Roads. Council's emergency management role in relation to fire management broadly falls into two categories. These include:

- Fire prevention:
- Emergency response:
- Relief and recovery.

Further information on Municipal Council can be found in Part 7 of the *EMMV* – page 7-76

Department of Health and Human Services (DHHS)

DHHS is the appointed agency to coordinate recovery planning and operations at the state and regional levels. Further information can be found in Part 7 of the *EMMV* – page 7-53 or at: www.dhhs.vic.gov.au

Department of Jobs, Precincts and Regions (DJPR), DJPR, more specifically Agriculture Victoria is responsible for agriculture recovery programs and animal welfare. Further information can be found in Part 7 of the *EMMV* page 7-45 or at: www.agriculture.vic.gov.au

Parks Victoria (PV)

PV is responsible for managing the parks and reserves in Victoria and supporting DELWP fire management efforts. Further information can be found in Part 7 of the *EMMV*– page 7-79 or at: www.parkweb.vic.gov.au

Victorian State Emergency Service (Vic SES)

Vic SES is a volunteer based organisation that responds to emergencies and works to ensure the safety of communities around Victoria. It is the lead agency when responding to floods, storms and earthquakes, and is the support agency in fire situations. Further information can be found in Part 7 of the *EMMV*– page 7-91 or at: www.ses.vic.gov.au

Regional Roads Victoria

VicRoads manages the Victorian arterial road network and its use as an integral part of the overall transport system. Further information can be found in Part 7 of the *EMMV*– page 7-88 or at: www.regionalroads.vic.gov.au

Department of Education and Training (DET)

DET is responsible for managing the state's education communities. Further information can be found in Part 7 of the *EMMV*– page 7-44 or at: www.education.vic.gov.au

Victoria Police (VICPOL)

Vic Pol is responsible for ensuring a safe and secure society. Further information can be found in Part 7 of the *EMMV*– page 7-90 or at: www.police.vic.gov.au

North East Water

North East Water provides water and sewerage services to 38 towns, villages and cities in north east Victoria, serving an estimated population in excess of 113,000 people in an area of approximately 20,000km². Further information can be found at: www.nerwa.vic.gov.au
Further information Water Authorities can be found in Part 7 of the *EMMV*– page 7-102

AusNet Services

AusNet manages three Victorian energy networks: electricity transmission, electricity distribution and gas distribution. Further information can be found: www.sp-ausnet.com.au Further information Energy Safe Victoria can be found in Part 7 of the *EMMV*– page 7-64

Telstra

Telstra provides communication services and is responsible for telephone exchanges, mobile telephone towers, cabling and radio communication towers. Further information can be found in Part 7 of the *EMMV*– page 7-86 or at: www.telstra.com.au

5.1.3 Community

Land managers, the community and individuals all have a legal responsibility to maintain their properties and to conduct their activities in a responsible manner with respect to fire management. The effectiveness of the Risk Management Strategy relies heavily upon the community understanding and accepting their responsibilities and acting accordingly.

While specific treatments cannot be attributed to private individuals and organisations within the Risk Management Strategy, the MFMP does have an expectation that members of the community will, where appropriate:

- Prepare and plan for fires, both bushfire and structural
- Prepare their properties for fire events
- Ensure adequate access and water for firefighting appliances
- Maintain an awareness of fire danger levels and listen for alerts and warnings.

Advice, training and support to groups, businesses and individuals concerning all of these expectations can be obtained from the CFA at: www.cfa.vic.gov.au/home

5.2 Balancing fire risk against other values

A number of the fire risk treatments adopted in the Risk Management Plan pose a potential threat to some of the same values the MFMP is seeking to safeguard. It is important that these threats are noted and that a balance is struck between protecting the community from fire and maintaining the economic, social, and environmental wellbeing of the municipality.

A number of processes and measures are already in place to ensure that all values are taken into consideration and are protected during the planning and implementation of fire risk treatments. Where conflict does occur, the MFMP offers a dispute resolution process for member agencies by establishing a pathway for issues to be escalated and resolved at either a regional or state level by the responsible authorities.

5.3 Cross-boundary management and links to other programs/processes

In Association with the Municipal Emergency Management Enhancement Group (MEMEG), the Alpine Shire Council is a protocol signatory for inter-council emergency management resource sharing. For further information refer to **Part 5.8** of *Alpine Shire MEMP*.

This protocol is consistent with the concepts and policy guidelines that are articulated in the Emergency Management Act 1986 and the Emergency Management Manual Victoria.

This protocol provides an agreed position between participating councils for the provision of inter-council assistance for response and recovery activities during an emergency. Detailed information can be found at: <http://www.mav.asn.au/what-we-do/policy-advocacy/emergency-management/protocol-for-inter-council-resource-sharing>

6 IMPROVEMENT AND PLAN REPORTING AND REVIEW PROCESS

Monitoring, reporting and improvement of the MFMP is ongoing, with activities and continuous action throughout the plan's three year life.

It tracks the performance of the plan and the degree to which it contributes to achieving the desired outcomes of the Fire Management. The aim of monitoring and evaluation is to identify those treatments working effectively and those that may need to be modified.

This process also seeks to provide a transparent and accurate means of assessing the MFMP's progress in achieving its objective. **Figure 9** summarises the proposed implementation, reporting and review activities, as well who is responsible for undertaking them.

Figure 9 : Alpine MFMP reporting and evaluation program

Frequency	Task/action	Responsible party
Ongoing	Implement actions as per agreed Action Plan	All custodians
	Analyse significant incidents against plan. Explore identified opportunities for new or enhanced treatments with relevant stakeholders, and agree course of action.	MFMPC
Annually	Report to MFMPC on the progress of treatment/action implementation, including an evaluation of treatment appropriateness, impact, effectiveness, efficiency, and legacy in a manner acceptable to the MFMPC.	All treatment/action Custodian
	Update risk register & work plan to reflect treatment status, as reported by treatment owner	MFMPC
	Conduct strategic review of risks and associated treatment program, asking: <ul style="list-style-type: none"> • Are the identified risks still valid? • Do their pre-treatment and residual risk ratings still hold true? • Are there new risks that need to be added to the register and managed? • Do the treatments currently in place adequately address the identified risks? • Are there any new or enhanced treatments required? 	MFMPC
	Review and update plan content and mapping to ensure validity	MFMPC
	Provide progress reports and annual action plan report to Municipal Emergency Management Planning Committee, focusing on the collective effectiveness of treatments in the management of risks and progress towards the achievement of objectives	All agencies MFMPC
	MERI reporting in January and July	ASC EMC
	Triennially	Conduct end-to-end plan review, with particular focus on the environmental scan and objectives

7 ATTACHMENTS

- Attachment 1 – Stakeholder Fire Management Role Descriptions
- Attachment 2 – Alpine MFMPD Stakeholder Analysis
- Attachment 3 – Alpine Shire Biodiversity Values
- Attachment 4 – Alpine Shire Vegetation Cover
- Attachment 5 – Alpine Shire Bushfire History
- Attachment 6 – Alpine Shire DELWP “Planned Burn” History
- Attachment 7 – Community Information Guides and Neighbourhood Safer Places
- Attachment 8 – CFA and Brigade proposed activities
- Attachment 9 – Glossary
- Attachment 10 –Municipal Fire Management Strategy
- Attachment 11 – Municipal Roadside Fire Management Strategy
- Attachment 12 – Structural Fire Information
- Attachment 13 – Hazardous Trees – Identification and Notification Procedures

DRAFT

Attachment 1: STAKEHOLDER FIRE MANAGEMENT ROLE DESCRIPTIONS

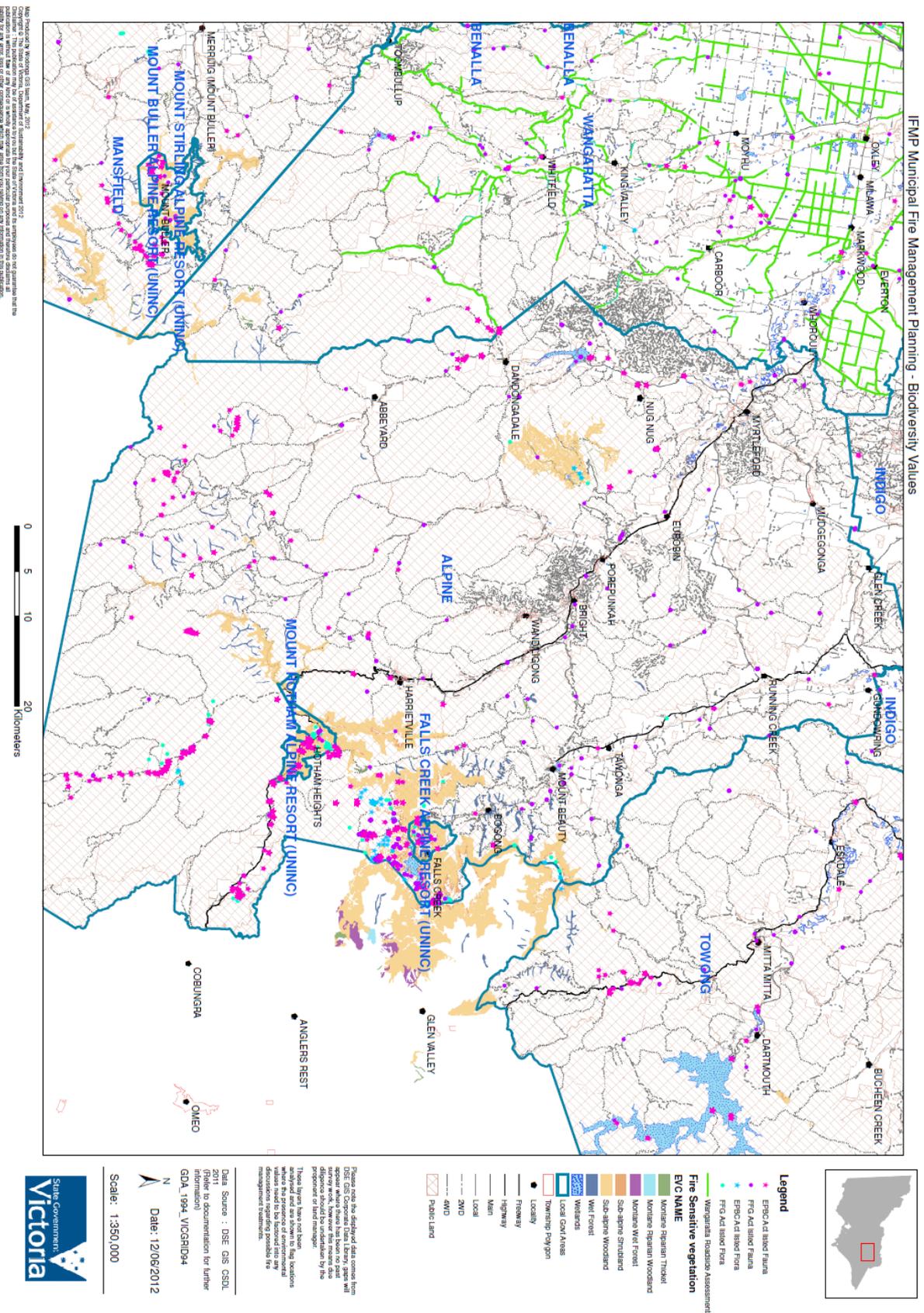
FIRE MANAGEMENT ROLE DESCRIPTIONS	
Role	Description
Fire management	Bringing together of fire management agencies and elements to ensure effective response to an in legislated responsibility under the <i>CFA Act 1958</i> for the prevention and suppression of fires and fo property in the Country Area of Victoria. In accordance with provisions in the <i>CFA Act and the For</i> management and fire suppression responsibilities for state forests and national, state and regional
Land owner/manager responsibilities	Landholder/managers are heavily involved in fire prevention and fire suppression on land under th responsibilities to extinguish a fire burning on their land and to prevent fires from starting from th (<i>CFA Act 1958, Crimes Act 1958</i>). They are also required to comply with relevant local government building permit conditions and conditions associated with permits to burn.
Response	Actions taken in anticipation of, during and immediately after a fire incident to minimise the impac
Recovery	A coordinated process of supporting emergency affected communities in the reconstruction of ph restoration of emotional, social, economic and physical well-being.
Community education	Community education is learning and social development, working with individuals and groups in of formal and informal methods
Community care	Community care is about identifying and catering for groups or individuals with specific needs, be
Asset protection	Asset protection involves protecting key community infrastructure such as power, water supplies, r community assets such as parks and the environment. Asset protection can also involve the protec housing, plantations, crops and fences.
Regulatory	The issuing of permits for lighting fires. The development of and compliance with planning contro and building that take into account fire risk/management. The regulation and issuing of permits in fuel reduction activities for fire management purposes.

Attachment 2: ALPINE MFMPC STAKEHOLDER ROLE ANALYSIS

ALPINE STAKEHOLDER ROLE ANALYSIS			
Stakeholder	Roles within Hume Region Fire management, Land manager, Response, Recovery, Community information, Community care, Asset protection, Regulatory	RSFMPC Member	Other
Internal Stakeholders			
Hume RSFMPC	<ul style="list-style-type: none"> Recovery Community information 	✓	Regional IFMP oversight & strategic fire planning
Alpine Shire MEMPC	<ul style="list-style-type: none"> Response Recovery Community information 	✓	Municipal integrated & strategic emergency planning
MFMPC	<ul style="list-style-type: none"> Response Recovery Community information 		Municipal integrated & strategic fire planning
Primary Stakeholders			
Alpine Shire	<ul style="list-style-type: none"> Land manager Response Recovery Community information Community care Asset protection Regulatory 		
CFA	<ul style="list-style-type: none"> Fire management Response Recovery Community information Asset protection Regulatory 	✓	Fire safety expertise <ul style="list-style-type: none"> Bushfire Grassfire Structural
DELWP (Fire Forestry Management Victoria)	<ul style="list-style-type: none"> Fire management Land manager Response Recovery Community information Asset protection Regulatory 	✓	Forest fire expertise
HVP Plantations	<ul style="list-style-type: none"> Land manager Response Recovery Community information Community care Asset protection Regulatory 		
Vic Pol	<ul style="list-style-type: none"> Response 	✓	
Parks Victoria (Fire Forestry Management Victoria)	<ul style="list-style-type: none"> Land manager Response Recovery Community information Asset protection 	✓	
Regional Roads Victoria	<ul style="list-style-type: none"> Land manager Response Asset protection Regulatory 	✓	
Secondary Stakeholders			
DHHS	<ul style="list-style-type: none"> Response Recovery Community care 		
SES	<ul style="list-style-type: none"> Response 	✓	

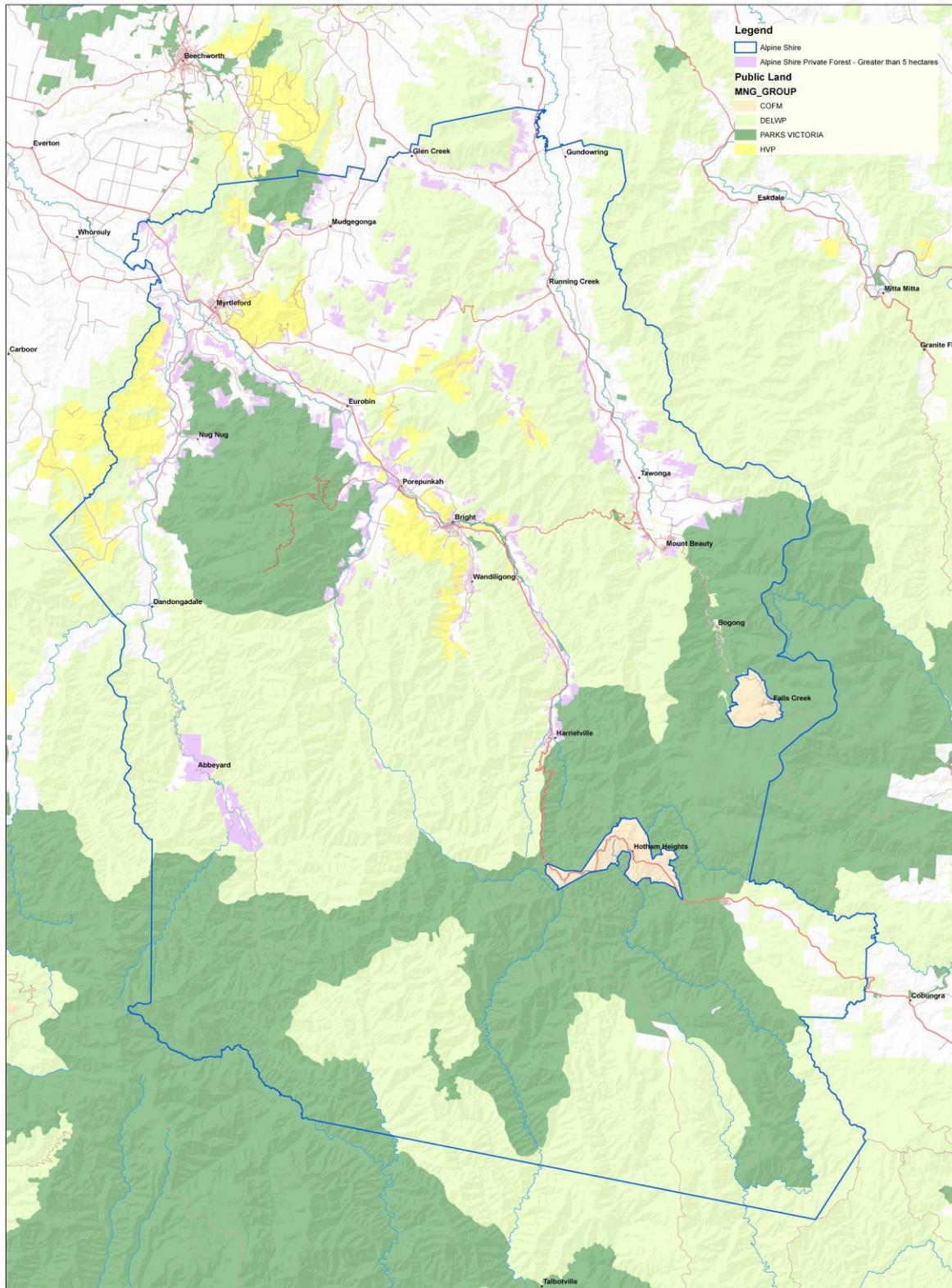
ALPINE STAKEHOLDER ROLE ANALYSIS			
Stakeholder	Roles within Hume Region Fire management, Land manager, Response, Recovery, Community information, Community care, Asset protection, Regulatory	RSFMPC Member	Other
AusNet	<ul style="list-style-type: none"> Community care Asset protection 	✓	
NE Water	<ul style="list-style-type: none"> Community care Asset protection 	✓	
AGL Hydro	<ul style="list-style-type: none"> Land manager Response Asset protection Regulatory Community information 		
GMW	<ul style="list-style-type: none"> Land manager Asset protection 		
Telstra	<ul style="list-style-type: none"> Community care Asset protection 	✓	
Tertiary Stakeholders			
DJPR (Ag Vic)	<ul style="list-style-type: none"> Response Recovery Community information 	✓	Animal health, agricultural loss & recovery responsibilities
Optus	<ul style="list-style-type: none"> Community care Asset protection 		
NECMA	<ul style="list-style-type: none"> Land manager Recovery Asset protection Regulatory 		
Ambulance Vic	<ul style="list-style-type: none"> Community care 		
Media	<ul style="list-style-type: none"> Response Community information 		
Local community / Industry groups	<ul style="list-style-type: none"> Community Resilience Committee 		
General public	<ul style="list-style-type: none"> Land manager Response Recovery Asset protection 		Responsibility for private property, social networks & personal well being.
Falls Creek & Mount Hotham ARBs	<ul style="list-style-type: none"> Land manager 		Shared interest in planning outcomes

Attachment 3: ALPINE SHIRE BIODIVERSITY VALUES



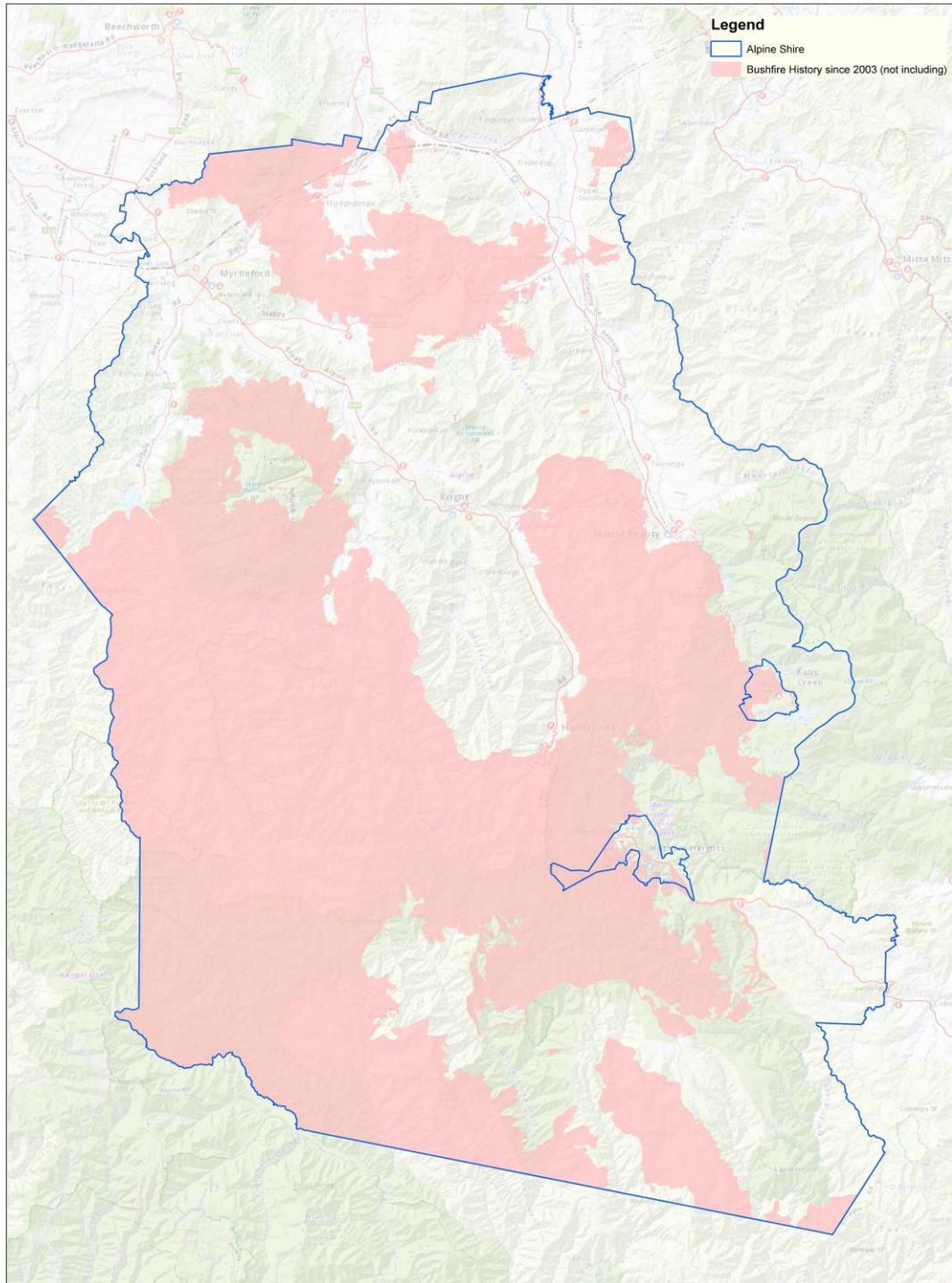
Attachment 4: ALPINE SHIRE PUBLIC LAND TENURE

Public Land Tenure in the Alpine Shire



Attachment 5: ALPINE SHIRE BUSHFIRE HISTORY

Alpine Shire Bushfire History Since 2003



Attachment 7: COMMUNITY INFORMATION GUIDES (CIGs) & NEIGHBOURHOOD SAFER PLACES

Community Information Guides – A Community Information Guide (CIG), formerly known as a Township Protection Plan, contain important fire and emergency information to support residents before and during a fire. This includes fire safety information for members of the local community including information about Neighbourhood Safer Places (if available in the area) where people can shelter from fire as a last resort. CIGs help residents identify and reduce their fire risk and should be used when writing their Bushfire Survival Plan.

CIG's have been prepared for:

- Bogong
- Bright- Wandiligong
- Dederang
- Harrietville
- Mt. Beauty- Tawonga South
- Porepunkah
- Tawonga

More information and copies of CIGs can be found on the CFA website at: <https://www.cfa.vic.gov.au/plan-prepare/community-information-guides>

Neighbourhood Safer Places – Places of Last Resort are not part of shelter in place or evacuation strategies; they are places of last resort; (where other plans have failed or cannot be followed) where a person's prospects of survival may be better than other places, but cannot be guaranteed. For further information refer to **Part 5.6** of *Alpine Shire MEMP*. Neighbourhood safer places are located in:

- Bright - Wandiligong
- Dederang
- Harrietville
- Myrtleford
- Mt Beauty
- Porepunkah
- Tawonga

A list of NSP locations can be found on the Alpine Shire Council website or **Appendix D** of the *MEMP*.

Attachment 8: CFA AND BRIGADE PROPOSED ACTIVITIES

Brigades submit burn proposals annually for fire prevention and fuel reduced corridors. For further information on current burn proposals contact the Alpine Shire Fire Prevention Officer (MFPO).

Attachment 9: GLOSSARY

AFAC bushfire glossary can be found at:

[file:///C:/Users/karenv/Downloads/AFAC Bushfire Glossary Indexed 2012.pdf](file:///C:/Users/karenv/Downloads/AFAC%20Bushfire%20Glossary%20Indexed%202012.pdf)

Attachment 10: MUNICIPAL FIRE MANAGEMENT STRATEGY

The Municipal Fire Management Strategy (MFMS) is endorsed by the Alpine MFMPC and forms part of the Municipal Fire Management Plan. This document guides roadside fire management, fire hazard removal, reduction and isolation and water used for firefighting purposes in the Alpine Shire.

Declared Fire Danger Period (FDP)

CFA declares the Fire Danger Period for each municipality (shire or council) in the lead up to each fire season. The date of commencement in each region depends on the amount of rain, grassland curing rate and other local conditions. Once the Fire Danger Period has been declared, fire restrictions come into force.

Fire Danger Period (FDP) dates are published on the CFA website at:

<https://www.cfa.vic.gov.au/warnings-restrictions/restrictions-during-the-fire-danger-period>

ROADSIDE FIRE MANAGEMENT AND FUEL REDUCED CORRIDORS

Roadside Fire Management – The Alpine Shire Roadside Fire Management Strategy has been developed by the MFMPC. The Strategy has been devised by primary stakeholders to categorise roads and develop an integrated approach for treatments aimed to:

- Provide a safe corridor for travelling public, firefighting appliances and emergency service vehicles involved in fire management and suppression.
- Provide a means of establishing a control line
- Slow the spread of fire on the road reserve

For further information refer to **Attachment 11** – Municipal Roadside Fire Management Strategy.

Fuel reduced corridors – In conjunction with the Municipal Roadside Fire Maintenance Strategy, local fire brigades may identify and undertake treatments on local roads to create fuel reduced corridors on community access/link roads within their own brigade boundaries. These fire prevention works are not always undertaken annually due to conditions; however brigades undertake all such works to minimise the threat to life and property from uncontrolled wildfire. The works that have been undertaken in the past inform the Municipal Roadside Fire Management Strategy and will continue to inform future development of the Strategy.

Fire brigades are to submit details of proposed fuel reduction works proposed to be undertaken on roads and/or reserves annually, prior to the fire season. All works undertaken are to achieve the aims of roadside fire management.

Fuel reduced corridors are to be identified in Brigade Fire Prevention plans. Both the Council and brigades may undertake works on these roads as resources permit.

For further information on current burn proposals contact the Alpine Shire Fire Prevention Officer (MFPO).

FIRE HAZARD REMOVAL/FUEL REDUCTION AND HAZARD ISOLATION

Ongoing liaison shall be maintained between the MFPO and the local fire brigades to ensure that fire hazards are minimised throughout the year. When a hazard is determined by the MFPO appropriate measures will be instigated to have the hazard removed.

Commercial and Industrial Properties - Fire hazards/risks associated with commercial and industrial properties are controlled by legislation, such as the Building Act and the Planning and Environment Act. Where hazards are identified at these locations this specialist legislation should be used, in addition to the powers provided under the CFA Act 1958.

Residential, Larger Allotments and Rural Properties - Property owners or occupiers are responsible for completing fire hazard removal, reduction and isolation, including the clearing of blocks pursuant to Section 41 of the CFA Act 1958, prior to the introduction of the declared fire danger period. This must include blocks that have been cleared and have regrown.

A public notice shall be placed in the local papers, a fortnight apart in October, advising the public of their responsibilities for the removal of fire hazards from private land and the consequences of non-compliance. This is appropriate as it corresponds with Fire Awareness Week activities.

Once the Fire Danger Period has been declared, it is expected that the MFPO or AMFPO will commence formal inspections around the shire, in the townships and rural areas, to determine which hazards require removal.

Fire Prevention Notices

Under the Country Fire Authority Act 1958, Council has a legal obligation to ensure the community's risk associated with bush fire and grass fire is reduced. Owners who have risks determined on their property during assessment will be issued with a Fire Prevention Notice.

The owner or occupier will have 21 days from the issue of the Notice to undertake the work. The MFPO or AMFPO will undertake a further inspection after the completion date. Property owners who have failed to have the work performed will have the work undertaken by a Council-appointed Contractor at the owner's expense pursuant to Section 225 of the Local Government Act, at the direction of the MFPO, and may have an infringement notice issued to them.

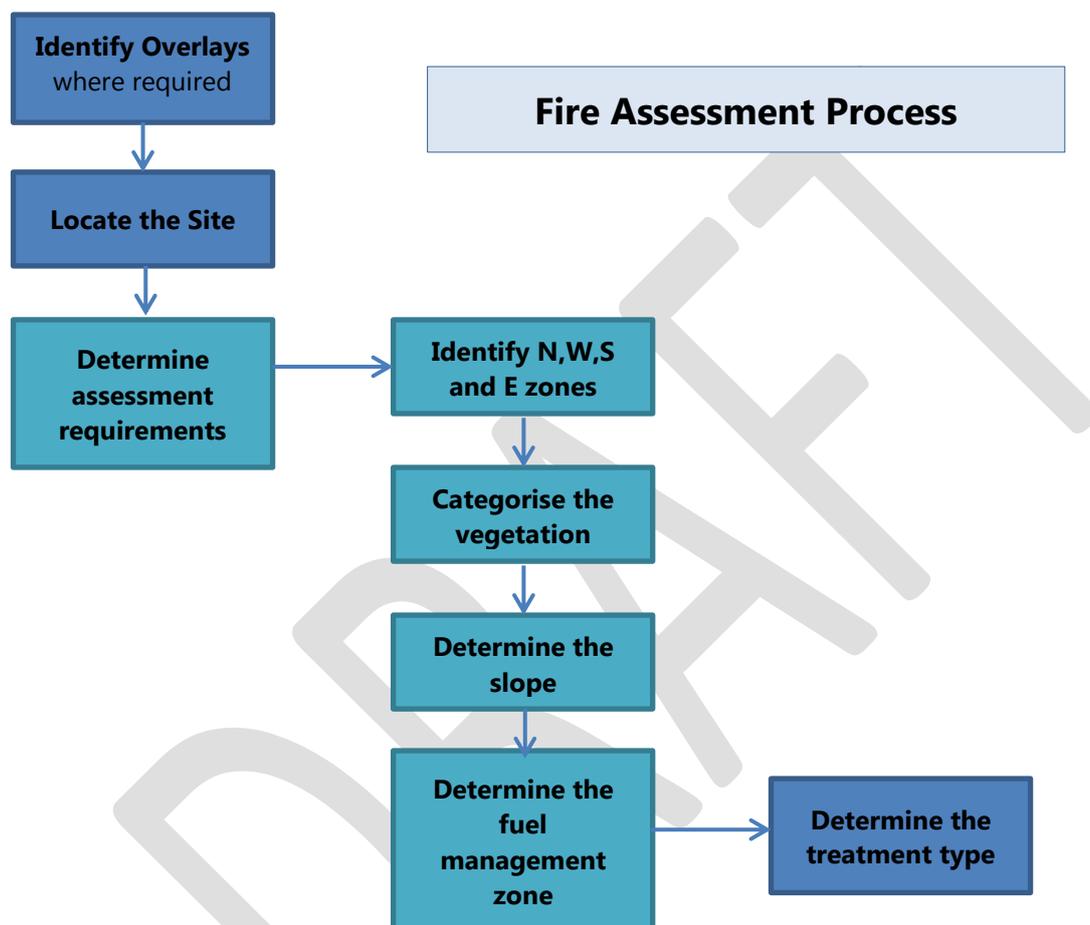
The owner of the property may lodge an objection, in writing, to the MFPO under Section 41 of the CFA Act 1958, stating the grounds for the objection. The MFPO must withdraw or vary the Fire Prevention Notice within 14 days. If unsatisfied with the outcome the owner may appeal the decision, by lodging the appeal in writing within 14 days to the CFA Chief Officer.

A Fire Prevention Notices Fact sheet is available for download on the Alpine Shire website at: www.alpineshire.vic.gov.au. Hard copies of the fact sheet are available at Bright Office customer service desk.

Assessments

The MFPO/AMFPO will use a fuel assessment and management process to identify bushfire threats and determine appropriate treatment options or strategies using an 8 step process (Refer to **figure 10**). The Site Assessment Guidance for MFPOs, developed by CFA including AS 3959:2009 for FDI 100 (1090K), will be used to complete assessments.

Figure 10: Fire Assessment Process



Allotments

For assessment purposes allotments have been classified as three allotment types in the Alpine Shire:

- **Urban residential allotments** (Class 1) – Allotments in around townships under 1ha.
- **Larger Allotments** (Class 1 and Class 2 dependant on assessment) – Allotments exceeding 1ha and less than 25ha. These may be in in urban and rural areas.
- **Rural allotments** (Class 2) Forested and grassland areas over 25ha. These allotments may comprise of forest areas and or grassland areas.

Dwellings

All dwellings should be located and constructed in accordance with the Design and Siting Guidelines- Bushfire Protection for Rural Houses - AS 3959:2009 - Construction of buildings in bushfire prone areas.

Treatments

Treatment recommendations specified for Fire Prevention Notices will be at the discretion of the MFPO/AMFPO completing the assessment and the following:

Urban residential allotments and larger allotments (Class 1)– Allotments should have all the grass, weeds and undergrowth cut or slashed to a height of less than 100mm including all grass up to and against fences, buildings and trees. This includes vacant land allotments.

It is recognised that special circumstances may require a variance to this standard. Vegetation may be required to be removed, together with any dead wood or other flammable refuse from the allotment and the adjacent half width of the street, at the discretion of the MFPO.

Larger allotments and rural allotments (Class 2) – Allotments should have the fuel reduced by cutting, removing by manual or mechanical means, grazing or ploughing for a minimum distance of 20-30m around dwellings and other assets in grassland areas and 50-100m in forest areas, based on recommendation in assessment AS 3959:2009. Additionally, a minimum of 3m to 8m maximum width around nominated boundaries deemed suitable by MFPO. If undertaken at the appropriate time, spraying can be used to make these breaks.

In **forest areas**, it is recommended that:

- All flammable vegetation and undergrowth be removed for the recommended minimum safe distance between 50-100m around buildings and other assets
- Trees should be thinned, and cut tree limbs removed
- Clumps of dense vegetation should be isolated
- A minimum 8m width firebreak should be constructed around the perimeter of the property by ploughing or spraying, where practical
- The above may be varied as deemed necessary by the MFPO. Council planning provisions must be observed when removing vegetation.

In **grassland areas**, fuel reduction should be undertaken by manual or mechanical means, cutting, grazing or ploughing for the recommended safe minimum distance between 20-30m around buildings, assets and other installations requiring protection. A minimum 3m to 8m wide break around the perimeter of the property should also be undertaken where practical. If necessary, the MFPO may issue additional directions.

Undeveloped municipal reserves and municipal public land – Should have a fire break or fuel reduction strip of minimum 3m to 8m wide, as deemed suitable by MFPO, constructed around the perimeter of the reserve where practical. This may be varied as deemed necessary by the MFPO. Access for fire fighting vehicles should also be considered.

Burning within Townships

The following is an extract from Alpine Shire Community Local Law:

Fires in the open air or in an incinerator

- 3.2.1 A person must not light a fire in the open air or in an incinerator on land within a residential area unless, subject to clause 3.1.2 and in compliance with clause 3.2.3 -
- (a) the fire is lit between 10am and 3pm;
 - (b) the day has not been declared a day of total fire ban by the relevant authority; and
 - (c) the fire consists only of dry tree limbs and prunings, but not fallen leaves, lawn clippings and hulls, burrs and casings from nut trees.
- 3.2.2 Clause 3.1.1 does not apply to a fire -
- (a) in a barbeque while being used for the purpose of cooking food;
 - (b) in a chimenea, potbelly stove, or small open fire in a suitable container for heating, cooking, cultural or social purposes, which is not offensive; or
 - (c) generated by a tool of trade while being used for the purpose for which it was designed.
- 3.2.3 For the purposes of clause 3.2.1, a fire lit in the open air or in an incinerator must:
- (a) not occupy more than three cubic metres of space;
 - (b) not be lit within 3 metres of the allotment boundary;
 - (c) be supervised at all times by a person over the age of 16 years;
 - (d) have adequate means readily available for extinguishing the fire;
 - (e) not be within 3 metres of any flammable material except for growing vegetation not exceeding 10cm in height;
 - (f) not be offensive materials;
 - (g) only contain one lit fire;
 - (h) not be lit on a road
 - (i) not to be for the purpose of disposing of paper, cardboard or other recyclable material; and
 - (j) not be lit during a declared fire danger period.

NOTE: For the purpose of clause 3.2.2, "offensive materials" includes any manufactured chemical, rubber or plastic, petroleum or oil, paint or receptacle, food waste and any other material as determined by the Council to be offensive.

- 3.2.4 If an authorised officer is of the opinion that the fire is causing a nuisance to any person, he or she may direct the owner or occupier of the land, or the person supervising the fire, to extinguish the fire.

Permits to Burn

Permits to Burn shall be issued in accordance with the following guidelines. (Seasonal conditions may lead to the need to vary the requirements as listed).

Generally, Permits to Burn will not be issued during the declared fire danger period (FDP). However, due to extenuating circumstances, permits may be issued following consultation with the MFPO, local fire brigade captains and CFA District 24 Commander.

A large proportion of the Alpine Shire is within the 1.5km marginal area adjacent to the fire protected area. A Permit to Burn within this area must be obtained from DELWP.

The procedure for individuals obtaining Permits to Burn is as follows:

- The applicant must apply for a permit from the Municipal Fire Prevention Officer (MFPO). The application can be made by email or in person, but must be two clear days prior to the day of the proposed burn off.
- The permit shall include the CFA Region 24 map number, grid reference, the road on which the property is located and the property number if applicable. The permit shall specify that appropriate fire control equipment (generally a minimum of one unit of minimum capacity of 400l and two adults) is on hand during the burn. The MFPO may specify more equipment and personnel than the minimum where appropriate. CFA policy requires that the local CFA brigade tanker cannot be included in the minimum required fire control equipment as it may be called away. The accepted minimum width of the required perimeter break is 3m.
- The MFPO will issue the permit with a copy to be given/sent to the applicant. The applicant must supply a copy to the relevant brigade nominated person (usually the captain). The copies of the permit can be emailed if those facilities exist.

A Permit to Burn issued by DELWP is required at all times of the year for any burning undertaken on the land controlled by DELWP. Any landholder with property adjoining land controlled by DELWP, who undertakes burning off, must notify the department of their intentions.

WATER SUPPLY FOR FIRE FIGHTING

The Alpine Shire Council has obligations under the *CFA Act 1958* and the *Water Act 1989* to ensure that water is available for firefighting purposes. This includes the maintenance of fire hydrants/plugs and the clearing of water points.

CFA Act 1958 - S.36

The Authority (CFA) may by notice in writing require any municipal council any part of the municipal district of which is supplied with water by a permanent reticulated water supply system to provide a pillar hydrant or hydrants at any specified place or places in or near a public street or road within the said part of the municipal district.

Water Act 1989 - S.165

- 1) A council may require an (Water) Authority that has a water district situated wholly or partly within the council's municipal district to fix fire plugs (hydrant) to any of the works of the Authority within the water district in suitable locations for the supply of water for firefighting purposes.
- 2) A council must meet the costs of providing, installing, marking, and maintaining all fire plugs that the council requires under subsection (1) to be installed in its municipal district.
- 3) An Authority may provide, install, mark and maintain any extra fire plugs that it thinks necessary or that are requested by a landowner, either at its own cost or at the cost of the landowners benefited by them.
- 4) An Authority must—
 - a. keep all fire plugs in its water district in working order; and
 - b. provide conspicuous markers for fire plugs supplied by it; and
 - c. make sure that at all times water is available from fire plugs in its water district for cleaning sewers and drains, unless the water is unavailable due to a shortage of water or another unavoidable cause, or due to repairs.
- 5) Subsection (4)(a) does not require an Authority to make sure that water pressure is adequate for firefighting.

Maintenance of Fire Plugs / Hydrants

The Alpine Shire Council has developed a procedure for the maintenance of all fire plugs/hydrants, including, marker posts and cat eyes. For further information refer to **Municipal Fire Plug/Hydrant Asset Management Plan**.

Water Points

The Alpine Shire Council will support CFA by ensuring that water points, marked in the Spatial Vision Map Book, are cleared prior to each fire danger period to allow access for filling firefighting appliances.

The Municipal Fire Prevention Officer (MFPO) will liaise with brigade Captains to discuss any issues and condition of water points prior to arranging clearing.

Brigades requiring additional points are to ensure they are to be added to the Map Book by raising it, in the first instance, with the local CFA District 24 Commander. Signage for water points can be sourced by brigades from CFA District 24.

Standpipes and Firefighting Water Tanks

Standpipes and firefighting water tanks on council land are to be maintained by Alpine Shire and operationally ready for use at all times.

Water Replacement

As part of the Victorian Government Essential Water Replacement Scheme Council will do the following:

- When a landholder requests replacement of essential water, Council will request the landholder to complete and submit a water replacement request/authority form to DELWP Bushfire Recovery email address.

- Receive verified essential water request form from either DELWP or CFA to process essential water replacement claims.
- Contact the local water corporation and contracted water carter(s) to organise replacement.
- Initially cover the cartage costs.
- Prepare and forward aggregate invoice and summary sheet to DELWP finance hub for reimbursement. Email ap.invoices@delwp.vic.gov.au and cc. hub.evt@delwp.vic.gov.au or post to DELWP Accounts Payable Locked Bag 32017 Collins St East, Vic 8003. All invoices must come to DELWP who holds the liability for this process.
- Replace essential water following the land-holder contacting Council. Where essential water has been **exhausted** the aim will be to replace water within 48 hours – where it is safe and practical to do so.

DRAFT

Attachment 11: MUNICIPAL ROADSIDE FIRE MANAGEMENT STRATEGY

INTRODUCTION

The Municipal Roadside Fire Management Strategy was developed by a working group, a sub-group of the Alpine Shire MFMPC, as an Attachment to the Municipal Fire Management Plan with the aim of developing a consistent approach to reducing the impact of fire on the municipal road network.

Legislation

Local Government has obligations under the following Acts for Roadside Fire Management:

- CFA Act 1958
- Commonwealth Environment Protection and Biodiversity Conservation Act 1999
- Flora and Fauna Guarantee (FFG) Act 1988
- Planning and Environment Act 1987
- Electricity Safety Act 1988

Purpose of the Strategy

The Purpose of the Strategy is to establish an integrated approach to roadside fire management that is consistent across the municipality. It will be used to link activities in Road Management Works Programs for fire management for the Alpine Shire Council, Regional Roads Victoria, DELWP and Parks Vic who are responsible for roads.

The strategy is to provide clear direction by categorising roads throughout the municipality, identifying fire risks on these roads and developing a set treatment options to achieve fire management objectives whilst taking into consideration the cost and available resources to reduce and manage the fire risk.

Objectives

The Strategy is based on the five management objectives in the *Roadside Fire Management Guidelines – CFA 2005*. The objectives are:

1. Prevent fires on roadsides
2. Manage safety of road users
3. Provide control lines
4. Contain roadside fires
5. Recovery from roadside fires

WORKING GROUP

The Municipal Roadside Fire Management Strategy working group formed as a sub-group of the MFMPC to work with categorisation of roads throughout the municipality and develop a range of treatment options for each road category. The working group has representatives from:

- Alpine Shire Council
- CFA
- DELWP
- Parks Vic
- Regional Roads Victoria

ROAD CATEGORIES

The Road classifications and descriptions are based on the approach developed by the Indigo Shire Council which identifies six classes of road for fire management as follows:

- Community Access – Link Roads
- Critical Access – Egress Route
- Priority Access Roads
- Fire Access Roads
- Strategic Fire Management Roads – Landscape
- Strategic Fire Management Roads – Townships and population centres

Throughout the process of categorising roads the working group has taken into consideration community needs, priorities and the following:

Limited access areas rural areas – The Alpine Shire consists of 92% public land with the remaining 8% consisting of towns, villages, farming land and some areas with limited access. The following areas were identified as having limited access:

Ovens Valley

- Upper reaches of the following roads:
- Buckland Valley (also Devils Creek)
- Harrietville (Mill Road)
- Wandiligong
- Havilah
- Clemens Lane
- Buffalo Creek
- Buffalo River
- Blacks Flat Road
- One Mile Creek
- Roberts Creek
- Snowy Creek

Kiewa Valley

- Upper reaches of the following roads:
- Mountain Creek
- Bay Creek
- Kancoona
- Fielding Lane
- Cottrell's Lane
- Reid's Lane (Tawonga)
- Simmonds Creek (Top End)

Neighbourhood Safer Places and Relief Centres – Clear road access to and management of vegetation and trees in car parking areas at Neighbourhood safer places and Emergency Relief Centres. Neighbourhood Safer Place locations can be found in **Part 5.6** of the *ASC MEMP*. Further details on Emergency Relief Centres can be found in **Appendix G** of the *ASC MEMP*.

LGA boundary roads – Roads in the Alpine Shire that continue into other municipalities, which may give safe access travelling to or from other municipalities, will be discussed with surrounding municipality to ensure that road categories and treatments are in alignment.

ROADSIDE TREATMENTS

A range of roadside treatment options have been identified for each roadside category. **Table 11.1** lists the treatment options recommended to achieve the fire management objectives identified for each road category. Roads are identified on maps with colours corresponding to each road category in Table 11.1.

Table 11.1 – Fire Management Road Categories, Objectives and Treatment Options

CATEGORY DESCRIPTION	OBJECTIVES	TREATMENT OPTIONS
COMMUNITY ACCESS – Link Roads		
<p>-Major link roads primarily provide a direct linkage between significant population centres, or major traffic generators, or residential, industrial and commercial nodes, or the arterial road network</p> <p>-General access will be provided for by the application of the Road Management Plan maintenance requirements for Indigo Shire Council.</p> <p>-Fire Management Requirements for these roads will be identified by the Municipal Fire Management Planning Committee and may be guided by the following criteria :</p> <ol style="list-style-type: none"> 1. Ignition control as identified in objective – 2. Dangerous Tree treatment 3. Critical Infrastructure protection 4. Establishment of Emergency Services Safety Areas 5. Establishment of emergency turning areas 	<p>-Prevent roadside fires</p> <p>-Contain roadside fires</p> <p>-Manage safety of road users</p> <p>-Protect critical infrastructure</p> <p>-Establish emergency turning areas</p>	<p>Must be cleared of all low overhanging obstructions less than 5m above the road pavement and dangerous trees/limbs need to be removed. A 3m minimum width fine-fuel reduced area on both sides of the road must abut a clear travelled path that has a 6m minimum width. These roads must be inspected annually by the controlling road authority and maintained prior to the fire danger period. Refer Figure 11.2.</p> <p>Treatment options include...</p> <ul style="list-style-type: none"> • Vegetation management • Hazard tree management • Emergency services safety areas (ESSA)
CRITICAL ACCESS – Egress Route		
<p>-Access to communities predominantly one way or where vegetation prohibits the function of a road during a fire. These roads are to be identified by the Municipal Fire Management Planning Committee. Where practicable the roadsides should be managed to achieve a maximum level of high using the DSE Overall fuel Hazard Guide. Or to a level determined by the Fire Management Planning Committee, in consultation with the relevant road authority.</p> <p>-Other criteria needs to be considered with these roads in the overall consideration of mitigation works</p> <ol style="list-style-type: none"> 1. The removal of hazardous trees to ensure the trafficable area remains usable for a period up to and after an event. 2. The installation of Emergency Service Safety Areas (as advised by Fire Agencies) to ensure an area of safety should vehicles become trapped. <p>The notification of High Risk Roadsides to communities where roads service high hazard areas, and is deemed required by the Fire Management Planning Committee.</p>	<p>-Manage safety of road users</p>	<p>Must be cleared of all low overhanging obstructions less than 5m above the road pavement and dangerous trees/limbs need to be removed. A 3m minimum width fine-fuel reduced area on both sides of the road must abut a clear travelled path that has a 6m minimum width. These roads must be inspected annually by the controlling road authority and maintained prior to the fire danger period. Refer Figure 11.2.</p> <p>Treatment options include...</p> <ul style="list-style-type: none"> • Vegetation management – ideal outcome of no greater than high • Hazard tree management • Emergency services safety areas (ESSA) • Community engagement

CATEGORY DESCRIPTION	OBJECTIVES	TREATMENT OPTIONS
FIRE ACCESS ROAD		
<p>-A road designed to aid in the transition of emergency vehicles to and from an incident/fire. These roads can be for portions of the year, or can be for all year access. These roads have the following criteria :</p> <ul style="list-style-type: none"> • Have a minimum weight capacity of 15 tonnes and where required have all weather capacity. • Provide a minimum trafficable width of at least 3.5 metres, and clear of encroachments for at least 0.5 metres from the edge of the pavement surface. • Be clear of encroachments vertically for a minimum of 4metres • Have dangerous trees removed that could compromise the road during an incident. • One way Tracks over 200 m have passing bays installed to ensure the safe passing of emergency vehicles 	<p>-Manage safety of road users</p>	<p>-Road construction standard should be in line with category description -Hazard tree management</p>
FIRE TRAIL		
<p>-A trail used for access by local (and suitable) fire agency vehicles. These trails can be locked /unlocked for the exclusive use of emergency and management vehicles only. These trails are usually for Fire Danger Period use and need annual pre summer inspection, followed by identified remedial works to maintain access over this period. The following criteria are appropriate :</p> <ul style="list-style-type: none"> • Weight capacity nominated by fire agencies • Surface appropriate for the vehicles required to use it. • Clearances to a width of 4 metres • Be clear of encroachments vertically for a minimum of 4metres 	<p>-Manage safety of road users</p>	<p>-Road construction standard to be appropriate for weight and clearance for current CFA & DELWP emergency and firefighting vehicles. -Vegetation management -Hazard tree management -Access - gates etc.</p>
STRATEGIC FIRE MANAGEMENT ROADS – <i>Supporting landscape fire mitigation works</i>		
<p>These roads are strategically placed across the landscape to impede the progress of a fire and provide opportunity for firefighting activities. They can be of two types :</p> <p>-Active lines that are vegetation modified to offer safety to fire crews and allow fire- fighting activity to progress. The following fuel reduction activities are recommended for these roadways</p> <ol style="list-style-type: none"> 1. Elevated fuels can be maintained on the roadside , but areas greater than 50 metres that are above an elevated fuel hazard of High , should be reduced or isolated 2. Near surface fuels will be slashed to a maximum of 100 mm for 3 metres behind the guideposts, where practicable. 3. Surface fuels will not be allowed to exceed a fuel hazard rating of High using the DSE Overall Fuel Hazard Assessment Guide. 4. Bark hazard should not exceed high for continuous treed areas over 100m <p>-Passive lines, that identify likely areas for the creation of graded or ploughed breaks during the progress of a fire. These areas may have pre planned works done to aid the access of plant and machinery (removal of impediments, rocks etc.)Fencing pre planned with gates/sacrificial fencing. These areas may be associated with roadsides or private property</p>	<p>-Contain roadside fires -Provide control lines</p>	<p>-Where applicable, have the fine fuel reduced for a distance of 1m to 3m behind the guideposts on either side of the road where practical. All overhanging obstructions less than 4m above the road pavement must be removed, and dangerous trees/limbs need to be removed. Refer to roads review for identified roads. Refer Figure 11.3. Treatment options include...</p> <ul style="list-style-type: none"> • Vegetation management • Hazard tree management • Obstacle removal – ditches, rocks, tree limbs etc. • Access (gates etc) • Emergency Service Safety areas (ESSA)

CATEGORY DESCRIPTION	OBJECTIVES	TREATMENT OPTIONS
STRATEGIC FIRE MANAGEMENT ROADS – <i>Supporting Townships and Population Centres</i>		
<p>-These roads are designated as part of the Fire Management Plan for a locality and may be located at the interface, or located some distance off the town boundary or both. These roads will have the vegetation managed from fence line to pavement/road surface where practicable.</p> <p>-Suggested overall fuel hazard levels are :</p> <ol style="list-style-type: none"> 1. Bark Hazard- maximum High. 2. Elevated Fine fuel Hazard – moderate 3. Near surface fine fuel – NSFF needs to be managed to a height no greater than 100 mm, (irrespective of the overall coverage as indicated in the DSE Overall Fuel Hazard Assessment Guide. (OFHAG.) 4. Surface fine fuels - maximum moderate. (20 mm) 5. Fallen branches and windfall cleared from the road should not be placed on the road reserve and should be removed from the site 	<p>-Contain roadside fires -Provide control lines</p>	<p>-Where applicable, have the fine fuel reduced for a distance of 1m to 3m behind the guideposts on either side of the road where practical. All overhanging obstructions less than 4m above the road pavement must be removed, and dangerous trees/limbs need to be removed. Refer to roads review for identified roads. Refer Figure 11.3.</p> <p>Treatment options include...</p> <ul style="list-style-type: none"> • Vegetation management • Hazard tree management • Obstacle removal – ditches, rocks, tree limbs etc.

DRAFT

Figure 11.2 – Community Access / Link roads

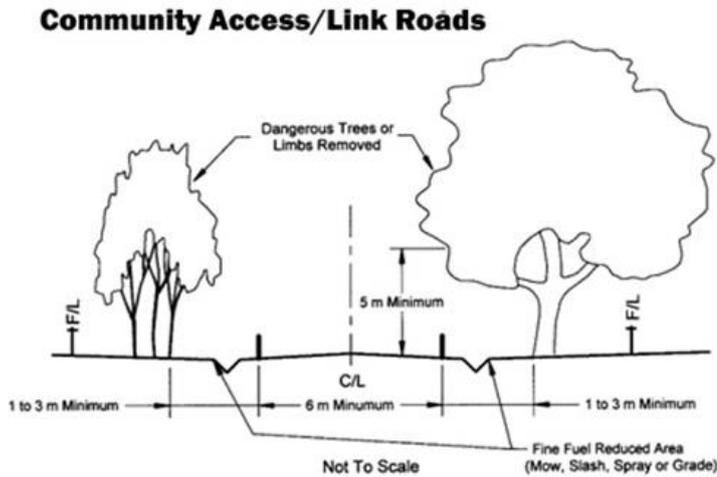
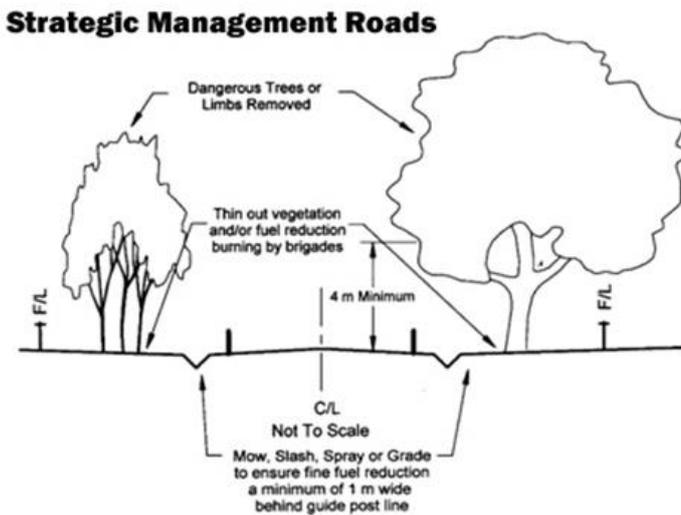


Figure 11.3 – Strategic Management Roads



The working group is currently working to develop the Alpine Shire Road Management Works Plan which will contain individual roads under each category. Individual road treatment options will be dependent on aspect, slope, adjacent land vegetation or fuels of the road reserve and adjacent land. Roads leading to Neighbourhood Safer Places (NSPs) will also determine treatment options.

Attachment 12: STRUCTURAL FIRE INFORMATION

CFA are currently working through a project to build the systems and assessments on structural fire risk as part of the Victorian Fire Risk Register. Further details will be released during the operational period of this plan. CFA Brigades have local knowledge of their structural fire risks and also may have specific site plans for higher risk buildings

INDUSTRIAL PREMISES

There are a number of isolated industries within the municipality that are generally located close to their supply of raw materials. There are a number of risks associated with these industries that include fire, hazardous materials spills (both storage and transport), and environmental damage from pollution and/or spillage. Generally the controls on industries are quite stringent and hence the likelihood of any major incident is low and is restricted to unforeseen events, accidents and bad practice. However, in the case of any of these events occurring, there would be a significant impact on the community, both economic and potentially to life.

'Cottage' industries and alternate farm processing activities have proliferated as a direct response to high tourism and from the diversification of traditional farm enterprises. This has led to a significant number of small-scale industries being distributed across the municipality. This has led to chemicals and dangerous goods being stored and used throughout the municipality. Storage volumes are generally very low and therefore their use is not obvious to anyone other than the proprietors.

Definition of risk identified via BCA = Industrial Buildings employing >20 eft persons or with floor area exceeding 2000m².

Identified Industrial Premises

INDUSTRIAL PREMISES		
NAME	ADDRESS	DETAILS
Carter Holt Harvey-Radius	Yackandandah Road Myrtleford 3737	Large timber mill
Green freight	Yackandandah Road Myrtleford 3737	Freight distribution centre
McPherson's Earthmoving Contractors Pty Ltd	McGeehan Crescent Myrtleford 3737	Medium earthmoving contractor and fertilizer agent
Nightingale Bros Pty Ltd	Morses Creek Road Wandiligong 3741	Large apple cool store
Nightingale Bros Pty Ltd	Buckland Valley Road Porepukah 3740	Large apple store
The Game Meats Company of Australia Pty Ltd	Hughes Lane Eurobin 3739	Medium abattoir
Bright Brewery	Churchill Rd, Bright	Medium Brewery
HPA Products Aust	Great Alpine Rd Ovens	Large drying kilns operation

COMMERCIAL PREMISES

The major commercial centres within the municipality are located in Bright, Myrtleford and Dinner Plain with isolated establishments in other localities. There are a number of risks associated with the occurrence of fire related to these commercial centres that include economic loss, loss of life, injury, loss of property and the loss of employment.

Identified Commercial Premises

COMMERCIAL PREMISES		
NAME	ADDRESS	DETAILS
Coles Supermarket	Clyde Street Myrtleford 3737	Medium supermarket
Foodworks	Myrtle Street Myrtleford 3737	Medium supermarket
Woolworths Supermarket	Gavan Street, Bright 3741	Medium Supermarket
Dahlsens Building & Ovens Retravision	Myrtle Street Myrtleford 3737	Medium hardware, electrical and timber sales
Alpine Shire Council	Great Alpine Road Bright 3741	Medium office & base for MEMP response
Alpine Hotel	Anderson Street Bright 3741	Medium hotel
Star Hotel	Gavan Street Bright 3741	Medium hotel with gaming lounge disco & accommodation units
Railway Hotel	Standish Street Myrtleford 3737	Medium hotel with disco & accommodation units
Myrtleford Hotel	Standish Street Myrtleford 3737	Medium hotel
Savoy Club	Great Alpine Road Myrtleford 3737	Restaurant, café, bar, function room, gaming lounge, bocce, soccer club
Dinner Plain Hotel	Big Muster Drive Dinner Plain 3898	Medium hotel
Bright Brewery	Gavin Street Bright	Brewery outlet
Gapstead Winery	Great Alpine Road Gapstead	Large winery

HEALTH CARE PREMISES

There are a number of health care centres located throughout the municipality. By nature, they contain a population that is generally dependent on outside assistance for mobility, day to day living, control and direction. Consequently, this group encompasses special accommodation, nursing homes, hostels and hospitals which are all vulnerable to a wide range of events. There is a major risk inherent in all these facilities of multiple injuries and loss of life should a significant incident occur. Generally, fire controls are high (e.g. fire protection equipment and structural safety), however any incident involving these premises, taking participant numbers into consideration, can lead to major consequences.

For a list of healthcare facilities refer to Alpine List of facilities where vulnerable people are likely to meet, gather or reside. This list includes Hospitals, Aged and Childcare facilities, Kindergartens and Schools. This list is stored in Crisisworks for those with access or can be obtained from the MRM.

PUBLIC ACCOMMODATION AND TOURIST FACILITIES/PREMISES

The nature and range of these types of facilities varies greatly across the municipality. The type, size and age of the premises have a significant impact on the potential for the loss of both life and/or property. As a general rule, these types of premises can contain a high number of people who will be sleeping on the premises and are unfamiliar with their surroundings, are exposed to varying standards of serviceability and different or a lack of safety procedures. In some cases, the occupants have very little control over their surroundings and invariably have little interest in the risks associated with the accommodation. Although the likelihood of a large fire in these premises or facilities is low, the risk to life in the event of fire is high.

Definition of identification of risk via BCA = Buildings accommodating >12 persons or over 300m² floor area within a single occupancy unit.

For a list of all public accommodation refer to **Appendix H** of the *Alpine MEMP*.

PUBLIC ASSEMBLY PREMISES

Similar to accommodation and tourist facilities, the likelihood of a large fire in a public assembly area is low to moderate, however the risk to life in the event of an uncontrolled fire is very high. Past experience has shown that fires in public halls or similar locations can have catastrophic consequences. As a general rule, these types of premises can contain a high number of people who will be gathering together on the premises and are unfamiliar with their surroundings, are exposed to varying standards of serviceability and different or a lack of safety procedures. In some cases, the occupants have very little control over their surroundings and invariably have little interest in the risks associated with the premises.

There are a number of these premises within the municipality including a cinema, public halls, schools, preschools and childcare centres. Each facility or premises has its own particular risk that will require individual evaluation.

Neglected areas of land or buildings can pose a significant fire risk to the adjoining landholders/occupiers and wider community.

For a list of healthcare facilities refer to Alpine List of facilities where vulnerable people are likely to meet, gather or reside. This list includes Hospitals, Aged and Childcare facilities, Kindergartens and Schools. This list is stored in Crisisworks for those with access or can be obtained from the MRM.

Definition for identification of risk via BCA Class 9b nightclubs, theatres, cinemas, public halls regularly accommodating more than 100 persons

Identified Public Assembly Premises

PUBLIC ASSEMBLY PREMISES		
NAME	ADDRESS	DETAILS
Bright Community & Entertainment Centre	Railway Avenue Bright 3741	Large public hall, commercial kitchen, stage area
Cloud 9 Cinema	119 Gavin Street Bright 3741	Bar and cinema in restored cottage
Mount Beauty Community Centre	Hollonds Street Mount Beauty 3699	Large public hall, kitchen, stage area, meeting rooms, op shop
Myrtleford Hall		Medium public hall, cinema
Mount Beauty Sports Centre		Large public hall, sports centre
Bright Sports Centre		Large public hall, sports centre

HAZARDOUS TREES THREATENING POWER ASSETS

Hazardous trees are those trees reported that may /threaten power assets. Alpine Shire Council will pass on any reports of hazardous trees to the relevant nominated officer representing the responsible power transmitter (SP AusNet). This will form two processes that include:

- Those trees for areas that are the responsibility of SP AusNet
- Those trees that are the responsibility of Alpine Shire Council

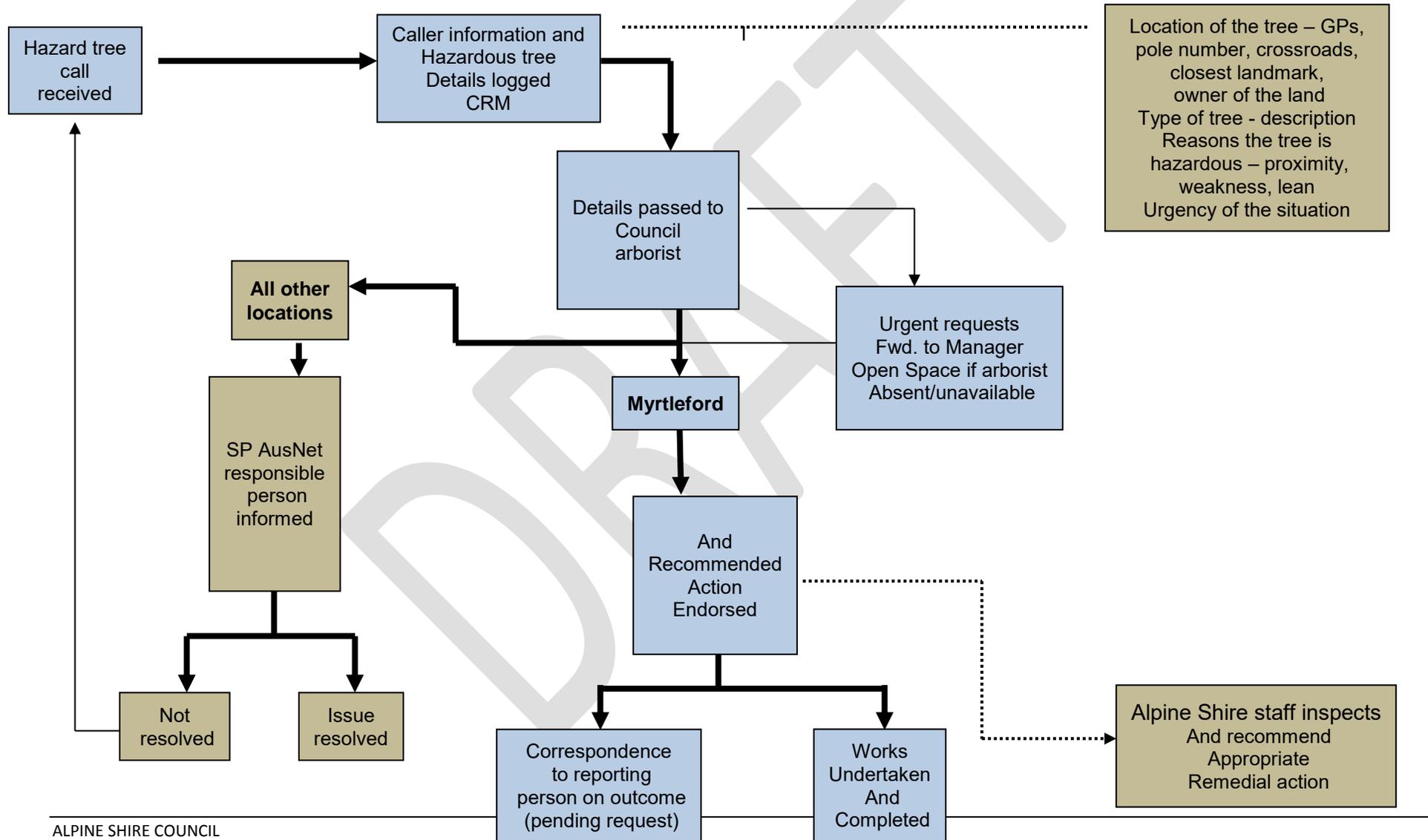
Refer to **Attachment 13** for Hazardous Tree -Identification and Notification Procedures.

RISKS, STRATEGIES, PROGRAMS AND ACTIONS

STRUCTURAL FIRE					
Awaiting VFRR-S process to be implemented					
Risk	Objective	Treatment/Program/Action	Responsible	Others	Timeframe
Industrial					
Loss of life and property from the effects of uncontrolled fire	Industrial sites to be managed: <ul style="list-style-type: none"> To provide a fire safe environment Reduce the spread of volatile and hazardous chemicals in time of fire Reduce the effects of fire to minimise any economic loss. 	Encourage the high risk industries to develop and maintain an adequate Fire Prevention and Evacuation Plan.	Municipality & CFA		
Economic loss both public and private			Municipality & Owner/occupier	CFA	
		Issue fire prevention notices to owner/occupier whose property contains a fire /potential fire hazard.	Municipality, DELWP & Owner/occupier	Fire Brigades	
Environmental damage		During inspections any anomalies or concerns are noted and reported to the EPA.	Municipality	EPA	Ongoing
Commercial					
Loss of life and property from the effects of uncontrolled fire	Prevention of loss of life and injury reduction Prevention of loss of property and personal effects	CFA – Fire safety education programs Municipality – Essential service Inspections as required or requested.	Municipality & CFA		Ongoing
Economic loss both public and private	Prevention/reduction in the economic losses generated as a result of uncontrolled fire	Education. Provide information through social media and press releases as required.	Municipality & CFA	CFA & brigades	Ongoing
Environmental damage	Prevention/reduction of environmental damage as a result of uncontrolled fire	During inspections any anomalies or concerns are noted and reported to the EPA	Municipality	EPA	Ongoing
Healthcare					
Loss of life and property from the effects of uncontrolled fire	Prevention of loss of life and injury reduction Prevention of loss of property and personal effects	Bushfire treatment. Vulnerable persons register development in conjunction with DHHS	Municipality	DHHS	
Economic loss both	Prevention/reduction of economic	Further education is provided where required	Owner/occupier &	CFA	Ongoing

STRUCTURAL FIRE					
Awaiting VFRR-S process to be implemented					
Risk	Objective	Treatment/Program/Action	Responsible	Others	Timeframe
public and private	losses generated as a result of uncontrolled fire		DHHS		
Public Accommodation and Tourist Facilities					
Loss of life and property from the effects of uncontrolled fire	Prevention of loss of life and injury reduction Prevention of loss of property and personal effects	Fire Prevention Planning. Develop a database of all premises.			Updated annually
Economic loss both public and private	Prevention/reduction of economic losses generated as a result of uncontrolled fire		Municipality & CFA		
Lack of communication and access to/with campers		Raise public awareness through education (eg. placement of fixed signs). Provide general information literature for general distribution.	Municipality, CFA & DELWP	Local brigades	
Public Assembly					
Loss of life and property from the effects of uncontrolled fire	Prevention of loss of life and injury reduction Prevention of loss of property and personal effects	Fire prevention planning. Develop a database of identified premises	Municipality	Local brigades	Updated on ongoing basis
Rural					
Loss of life, property livestock in the rural community due to the passage of wildfire	Make rural area as safe as possible for people, property, livestock, rural enterprises and travelling public	Roadside fire management - Provide pre planned access to Emergency Services in the time of fire in the form of Identified Priority Access routes	Municipality	Local brigades	October and November annually

Attachment 13: HAZARDOUS TREES – Identification and notification procedures



Location of the tree – GPs, pole number, crossroads, closest landmark, owner of the land
 Type of tree - description
 Reasons the tree is hazardous – proximity, weakness, lean
 Urgency of the situation



MUNICIPAL EMERGENCY ANIMAL WELFARE PLAN



DOCUMENT UNCONTROLLED WHEN PRINTED

During, or in preparation for a pre-emptive emergency declaration, an electronic version of this plan can be sourced through the MECC, MERO, MRM or via CrisisWorks.

DOCUMENT CONTROL

Approved by: Council	Date approved:	Next review date:
Directorate: Corporate	Department: Building & Amenity	Contact officer: Emergency Management Coordinator

DRAFT

Endorsement and Adoption

This plan was adopted by the Alpine Municipal Emergency Management Planning Committee at their meeting on:

On _____ of _____ 2019

Signed _____

Chair Cr. Ron JANAS

This plan was endorsed by Alpine Shire Council on:

On _____ of _____ 2019

Signed _____

CEO, Charlie BIRD

Alpine Shire Council

Version Control table

Version Number	Date of Issue	Author(s)	Brief Description of Change
Version 1	06/03/2012	John Boal	Doc development
Version 2	23/04/2014	Darryl Farmer & John Boal	Document review
Version 3	01/09/2019	Karen van Huizen	Review and rewrite to bring plan in line with the Victorian Emergency Animal Welfare Plan (Revision 1)

Acronyms

AgVic	Agriculture Victoria
AWC	Animal Welfare Coordinator
AVA	Australian Veterinary Association (Victorian Division)
CFA	Country Fire Authority
DHHS	Department of Health & Human Services
DELWP	Department of Environment Land, Water and Planning
DJPR	Department of Jobs, Precincts & Regions
EMC	Emergency Management Coordinator
EMLO	Emergency Management Liaison Officer
EMT	Emergency Management Team
EMV	Emergency Management Victoria
EMMV	Emergency Management Manual of Victoria
IC	Incident Controller
ICC	Incident Control Centre
IMT	Incident Management Team
IMS	Incident Management System
LLO	Local Laws Officer
MAV	Municipal Association of Victoria
MEM	Municipal Emergency Manager
MECC	Municipal Emergency Co-ordination Centre
MERC	Municipal Emergency Response Co-ordinator
MERO	Municipal Emergency Resource Officer
MRM	Municipal Recovery Manager
POCTAA	Prevention of Cruelty to Animals Act, 1986
PV	Parks Victoria
RAWC	Regional Animal Welfare Commander
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAWC	State Animal Welfare Commander
SCC	State Control Centre

SES State Emergency Service
VicPol Victoria Police
VFF Victorian Farmers Federation

DRAFT

Table of Contents

Version Control table	3
Acronyms.....	4
INTRODUCTION.....	9
1 PURPOSE	9
The Plan.....	10
Guiding Principles	11
2 SCOPE.....	11
Municipal Setting.....	11
Population.....	12
Lifestyle.....	12
Climate.....	12
3 AUDIT	13
4 PLAN DEVELOPMENT, TESTING AND REVIEW	13
Risk Management process.....	13
Development.....	13
Training	14
Review.....	14
Distribution.....	14
Resources and Personnel	15
5 AIMS AND OBJECTIVES	15
6 PLAN ACTIVATION	16
Activation.....	16
Triggers for Activation.....	16
7 BUSINESS CONTINUITY	17
8 ROLES AND RESPONSIBILITIES.....	18
Owners and/or Persons in Charge of animals.....	18
Department of Jobs Precincts and Regions (DJPR) – Agriculture Victoria (AgVic).....	19
Animal Welfare Commanders.....	19
DELWP Wildlife Welfare Arrangements	20
Incident Management, Response and Recovery Teams.....	21

Animal Welfare Incident Response Team.....	21
Alpine Shire Council	22
MERO	23
MRM.....	23
Municipal Staff involved in Animal Welfare Activities	23
MERC and Victoria Police	24
Australian Veterinary Association (AVA).....	24
Royal Society for Prevention of Cruelty to Animals (RSPCA).....	24
Wildlife Shelters and Carers including Wildlife Victoria.....	25
SES and CFA Victoria.....	25
EPA Victoria	25
9 OPERATIONAL ARRANGEMENTS	25
Preparedness.....	25
Prevention	26
Communications.....	26
Response / Relief.....	26
Recovery.....	26
10 EMERGENCY ANIMAL WELFARE SERVICES	27
Animal Welfare Services.....	27
Identification of Affected Animals.....	27
Management of Relocated Animals in Relief Centres	27
Emergency Containment of Displaced and unconfined Animals.....	29
Animal Welfare Needs Assessment.....	29
Veterinary Treatment	29
Humane Destruction or Salvage Slaughter	30
Coordination of Carcass Disposal	30
Emergency Fodder	31
Emergency Water	31
Donations and Volunteers	31
Recording Reports of Animals Requiring Emergency Welfare Support.....	32

11	Information Sharing	32
12	Process for Requesting Additional Resources.....	33
13	Financial Measures.....	33
14	APPENDICES.....	35
	Appendix 1 Contacts	36
	Appendix 2.....	40
	Appendix 2A Emergency Relief Centres and Animal Welfare	40
	Appendix 2B Relief Centre Animal Welfare Activation.....	40
	Appendix 2C Relief Centre Operations for Animals Flowchart	41
	Relief Centre Operations for Animals Flowchart	42
	Appendix 2D Emergency Relief Centre Checklist.....	43
	Appendix 2E Emergency animal record form	44
	Appendix 2F Management of dangerous, unvaccinated animals or assistance animals	45
	Appendix 3 Emergency Animal Welfare Resources within the Municipal district.....	45
	Appendix 4.....	46
	Appendix 4A Standard Operating Procedures / Safe Work Procedures	46
	Appendix 4B – Briefing and Debriefing.....	46
	Appendix 4C – Situation Report (SIT REP)	47
	Appendix 5 Memorandum of Understanding	49
	Appendix 6 On-farm burial guidance	50
	Appendix 7 – Animal owner information sheet	52

INTRODUCTION

The Municipal Emergency Animal Welfare Plan (MEAWP) has been written to assist Council to mitigate and manage the various animal welfare issues that may arise during an emergency. It provides a coordinated approach to the management of animal welfare impacts to companion animals, livestock and wildlife as a direct result of an emergency incident within Alpine Shire.

The MEAWP describes local arrangements for animal and stock welfare management in an emergency and addresses the following risk areas:

- Bushfire
- Domestic and wildlife welfare
- Disease (endemic & exotic)
- Wind/Storm Damage
- Flood Events
- Drought
- Transport accidents

1 PURPOSE

The MEAWP has been produced pursuant to Section 20 (1) of the Emergency Management Act 1986 to achieve the efficient and effective management of animals, and co-ordinate animal welfare agencies before, during and after an emergency event.

The Plan is designed to help minimise the impact of emergency incidents on stock or animals and to ensure post event recovery flows as smoothly as possible. The plan aims to provide a system of management across all hazards to cater for the welfare of animals.

Local Laws Officers and other personnel with roles and responsibilities in emergency management have been authorised by Council through their appointment and delegation of legislated functions and powers of Council. Other Officers may also be authorised to perform specific animal and livestock welfare functions during an emergency.

Key legislation covering functions, powers and authorisations of environmental officers includes the following Acts and regulations:

- *Local Government Act 1989*
- *Emergency Management Act 1986*
- *Prevention of Cruelty to Animals Act 1986*
- *Environmental Protection Act 1970 (part)*
- *Livestock Management Act 2010*
- *Domestic Animals Act 1994*
- *Impounding of Livestock Act 1994*
- *Livestock Disease Control Act 1994*

Other Acts of relevance include:

- Occupational Health and Safety Act 2004
- Flora and Fauna Guarantee Act 1988
- Wildlife Act 1975

The Plan

The Plan has been written to:

- Be read in conjunction with the Municipal Emergency Management Plan (MEMP), the Victorian Emergency Animal Welfare Plan and the Emergency Management Manual of Victoria (EMMV)
- Be consistent with departmental guidelines and other Council planning frameworks
- Outlines the roles, responsibilities and operating arrangements of agencies, organisations, community and Council in planning for and responding to emergency animal welfare during an emergency
- Promote a community awareness and education component.

In order to achieve better animal welfare in an emergency, this plan includes contact directories, activation, communication procedures and roles and responsibilities of Municipal Local Laws Officers (LLO) and other external agencies providing animal/stock welfare and related services in the event of an emergency situation. It covers planning, training and skill retention of staff and available resources.

The plan has been developed to guide local emergency animal welfare arrangements for these risks with emphasis given to:

- Identification of affected animals
- Management of evacuated animals, including management of animals at ERCs
- Management of stray or roaming animals
- Animal welfare assessment
- Veterinary treatment and triage
- Humane destruction and salvage slaughter
- Carcass disposal
- Provision of emergency food, fodder and water
- Coordination of donations and offers of assistance

The plan does not replace animal welfare arrangements described in existing emergency plans (for example AUSTVETPLAN).

Guiding Principles

In the implementation of the Municipal Emergency Welfare Plan the following principles apply:

- Protection and preservation of human life is paramount
- The responsibility for the welfare of animals at all times remains with the person in charge of an animal
- Integrating consideration of animals and their welfare into emergency planning, at all levels, will improve animal welfare outcomes and have a positive impact on human safety and resilience.
- Recognition that the bonds people have with their animals' impact on their decision making and behaviour in an emergency.
- Emergency arrangements for animal welfare do not override normal legislative functions however the given circumstances may call for discretion in managing compliance given potential risks to human life or other practical limitations perceived to be present during the emergency.
- This plan encompasses all hazards as emergencies of all types can impact on animals or require animal management processes to be implemented.
- While arrangements described in this Plan are typical, it is recognised that a Control Agency may recommend additional or alternative actions at the incident, regional or state level to meet the needs of the particular emergency; and
- As the capacity and capability of Council, agencies and organisations delivering animal welfare support services will change, an adaptive, flexible approach to arrangements is essential to ensuring the objectives of this Plan are met.

2 SCOPE

Municipal Setting

Alpine Shire is located approximately 200km north east of Melbourne, and adjoins the following municipalities:

- Indigo Shire Council to the north
- Towong Shire Council to the northeast
- Rural City of Wangaratta to the west
- Wellington Shire Council to the south
- East Gippsland Shire Council to the southeast

The shire is 92% public land which includes Mt. Buffalo National Park and large tracts of the Alpine National Park. The remaining 8% of land consists of towns, villages and farming land in the major river valleys: Ovens, Buffalo and Kiewa valleys.

Population

Alpine Shire had a population of 12,131, which during the peak period of Autumn, Spring and Summer, grows up to 25,000 people. The population predominantly live in the townships of Bright, Myrtleford and Mt. Beauty, whilst the remaining population live in the smaller townships and villages of: Tawonga, Tawonga South, Dederang, Dinner Plain, Porepunkah, Harrietville, Wandiligong and Eurobin.

Within the municipality there are approximately 2288 dogs and 661 cats registered, the livestock consists of mainly cattle and sheep and variety of native wildlife species, including some endangered or threatened, inhabit areas of our bushland and forest.

Animal welfare support services relevant to the municipality will be found in this plan and contacts detailed in **Appendix 1** of this Plan.

Lifestyle

The natural environment has a significant influence on our lifestyle. It contains a wide range of natural environments including Victoria's highest peak, Mount Bogong (1986 metres).

Popular activities for visitors include sightseeing, eating out, shopping, cycling, bushwalking, visiting friends and relatives, visiting craft and art galleries and snow skiing.

Climate

The Shire has four distinct seasons. Air temperatures range from an average maximum of 29.5°C to a minimum of 11.6 °C in February and from an average maximum of 12.0 °C to an average minimum of 1.5 °C in July. The highest recorded maximum was over 44°C in the month of February and lowest recorded minimum was -7.8 °C in the month of June. Note that average temperatures have risen slightly over the last 10 years.

The average annual rainfall across the Shire is 1,178mm of rain per year, with the winter months receiving approximately twice the summer rainfall.

Further information can be found in **Part 2.2** of the *MEMP*

3 AUDIT

This *Municipal Emergency Animal Welfare Plan* is a sub-plan of the Municipal Emergency Management Plan prepared under Section 20 (1) of the *Emergency Management Act 1986* and as such is subject to the audit provisions as detailed in Section 20A of the *Emergency Management Act 1986*.

4 PLAN DEVELOPMENT, TESTING AND REVIEW

Outlined below are key companion animal and stock welfare emergency management planning processes and arrangements for preparing the municipality for an emergency incident.

Risk Management process

The MEMPC is responsible for carrying out risk assessments and subsequent reviews to identify existing and potential risks. These risks are rated for their likelihood, frequency and consequence.

The Community Emergency Risk Assessment (CERA) has been developed by the Victorian SES which is consistent with *AS/NZS ISO 31000:2009 Risk Management*. This provides the MEMPC with a framework for improving safety and resilience from hazards and emergencies.

Development

The MEAWP has been prepared by a working group, in consultation with the Municipal Emergency Management Planning Committee (MEMPC).

The working group is appointed by the MEMPC every 3 years for the purpose of amendment of the MEAWP. It comprises of Council staff that have infrastructure or local knowledge relating to animal welfare and management throughout Alpine Shire, internal and external personnel with roles and responsibilities in municipal emergency management and stakeholders from groups and organisations that have specific knowledge and understand animal welfare and health issues.

Table 1: Stakeholders

Working Group Stakeholders		
Primary	Secondary	Tertiary
<ul style="list-style-type: none"> • DJPR • VicPol • DELWP • Parks Vic • Alpine Shire 	<ul style="list-style-type: none"> • Pony/riding Clubs • Local vets • RSPCA • EPA 	<ul style="list-style-type: none"> • Wildlife Victoria • Community

Training

Training of Local Laws Officers is an essential component and will assist with effective and more efficient outcomes in relation to companion animal and livestock welfare in emergencies.

Knowledge and competencies will be developed internally in conjunction with other emergency agencies. Any exercises will be conducted in conjunction with other agencies to enhance the training of emergency management personnel, Local Laws Officers and allow for the testing of emergency arrangements.

Review

A record of amendments and/or version control will be maintained, as per the MEMP.

Frequency	Task/action	Responsible
On Going	Analyse significant incidents against plan. Explore identified opportunities for new or enhanced treatments with relevant stakeholders, and agree course of action.	MEMPC
Annually	Conduct a review of assets and contact directory <ul style="list-style-type: none"> • Are there new risks that need to be added to the plan and managed? • Are there any new or enhanced treatments required? 	MEMPC
Triennially	Conduct end-to-end review of plan, with particular focus on the environmental scan, objectives and any changes to legislation or state plans	MEAWP Group

To ensure the MEAWP remains relevant and meets the changing needs of our community, Council will review and amend the MEAWP every three years. All relevant stakeholders will actively participate in the evaluation. The following questions will be addressed.

- Were the actions appropriate and timely?
- What worked?
- What didn't work?
- Was information communicated effectively to stakeholders?
- Was information communicated effectively to the general community?
- What could we do differently next time?

Distribution

The Municipal Emergency Animal Welfare Plan will be distributed to the following emergency management personnel and agencies:

- Municipal Emergency Management Planning Committee (MEMPC)
- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)

- Local Laws Officers
- Municipal Emergency Response Co-ordinator (MERC)
- Alpine Shire Council website
- DJRP – Ag Vic
- DELWP
- Parks Victoria
- Other internal and/or external personnel, where appropriate

Refer to **Appendix C2** of *MEMP* for contact details.

Resources and Personnel

The municipality will maintain personnel, equipment and services in preparation for animal/livestock emergency management activities.

Municipal personnel include the Municipal Emergency Response Officer (MERO), Emergency Management Coordinator (EMC), Local Laws Officers and other administrative staff.

Equipment available to municipal personnel will be listed in **Appendix 3** of this plan.

5 AIMS AND OBJECTIVES

The aims of this MEAWP are to:

- Contribute to enhanced public safety and community resilience through effective planning and management of animals in emergencies,
- Inform and support animal owners and groups prior to, during and after an emergency event, and
- Ensure animals are appropriately considered and protected from suffering during and after emergencies.

To achieve these aims, the Alpine Shire MEAWP has the following objectives:

- Support and assist the principal MEMP.
- Define the roles and responsibilities of key agencies and stakeholders dealing with animal welfare, and update these if and when they change.
- Identify triggers for activation.
- Co-ordinate Local Laws functions and animal rescue and/or shelter during an emergency.
- Encourage and facilitate community awareness about the need for self-managed animal plans during an emergency.
- Increase community knowledge and confidence that animal welfare will be considered and managed during an emergency.
- Identify and prioritise the requirements of groups at risk during emergencies.
- Facilitate the hygienic management and disposal of animal waste and carcasses during an emergency.

- Develop a list of facilities for short term housing of animals.
- Identify potential community members with animal handling skills and/or facilities
- Provide animal welfare assistance at Emergency Relief Centres as required
- Ensure business continuity of Local Laws during an emergency.

6 PLAN ACTIVATION

In the event of an emergency, respective animal welfare responsibilities will be triggered in accordance with the classification given to the event.

The *Emergency Management Manual of Victoria* details the three classifications of emergency response relevant to the Incident Management Systems (IMS) as per **Table 2**.

Table 2: *EMMV 2012 - Part 3 - State Emergency Response Plan - Response Management Arrangements - Control - Incident Management Levels*

Classification	Characteristics
Level One	Characterised by being able to be resolved through the use of local or initial response resources only. In a Level 1 emergency response, the major function is operations to resolve the emergency. Control is limited to the immediate area, and therefore, the operations function can usually be carried out by the Incident Controller.
Level Two	More complex emergency response, either in size, resources or risk. Level 2 response is characterised by the need for: <ul style="list-style-type: none"> ▪ deployment of resources beyond initial response ▪ establishment of sectors to assist with management of the emergency ▪ the establishment of functional sections due to the levels of complexity or ▪ a combination of the above.
Level Three	Characterised by degrees of complexity that may require a more substantial establishment for management of the situation. These emergencies will usually involve delegation of all incident management functions.

Activation

The Municipal Emergency Resource Officer (MERO) will activate this Plan following advice from the Municipal Emergency Response Coordinator (MERC), Victoria Police (VicPol), the Department of Jobs, Precincts & Regions (DJPR), Agriculture Victoria (AgVic) or an Incident Controller.

Triggers for Activation

This Plan may be activated following:

- Opening of an Emergency Relief Centre (ERC)
- Establishment of an Incident Control Centre (ICC)
- When a need for mass stock management or carcass disposal is identified
- When there is a motor vehicle accident involving an animal transport vehicle

- When there is a need to co-ordinate a livestock water supply or donated fodder, supplies, etc.

In large scale emergencies, the Manager of Building and Amenity will take on the role of Animal Welfare Coordinator (AWC) and engage agency personnel, Local Laws Officers and administration staff appropriate to the emergency.

The AWC will oversee the implementation of the Plan in consultation with the MERO and AgVic Animal Welfare Liaison Officer assigned to the emergency.

The following principles apply in the implementation and functioning of the MEAWP:

- The safety and wellbeing of people will be the first priority at all times.
- Emergency arrangements for animal welfare do not override normal legislative requirements; however emergency situations may cause these requirements to be varied due to the situation and circumstances at the time.
- Any arrangements described in this plan, can at the discretion of the Incident Controller, be varied, changed or added to.
- The capacity and capability of agencies may change during the progression of an emergency event, an adaptive flexible whole of government approach across boundaries and tenure is essential to the successful outcome of the plan.

Under the Department of Jobs, Precincts & Regions (DJPR), Agriculture Victoria (AgVic) is the primary Agency for dealing with livestock, companion animals and wildlife welfare support services.

7 BUSINESS CONTINUITY

In the event of an emergency situation, the Local Laws staff will undertake companion animal and livestock welfare response and/or recovery activities including:

- Carry out any functions delegated by the MERO;
- Perform activities consistent with emergency companion animal and livestock welfare responsibilities of the municipality;
- Where necessary, call on other municipal staff to assist Local Laws staff in delivery of activities consistent with companion animal and livestock welfare emergency responsibilities of the municipality;
- Call on Authorised Officers from neighbouring municipalities to assist Local Laws staff with providing either normal services or assisting with providing normal animal welfare services; and
- Priority will be given to emergency animal welfare services over normal animal welfare services in the event of an emergency situation.

In order to facilitate business continuity during and after an emergency event the Manger of Business and Amenities will establish a Daily Business Team (DBT). The Daily Business Team

will focus on delivery of normal requests for the community with priority given to the following tasks:

- Dog attack
- Any high risk request
- Injured animals
- Cat and dog pick up
- Request for police assistance
- Stock wandering (excluding incident area)
- Open air burning complaints
- School crossing

8 ROLES AND RESPONSIBILITIES

Emergencies are likely to pose risks to animal welfare and as a result owners and carers of animals may be under great stress. The primary responsibility and duty of care remains with the person in charge of the animal. However, given the uncertainty created, emergency animal support services are available. A brief description of the roles and responsibilities of persons in charge of animals, agencies and organisations is provided in the *Victorian Emergency Animal Welfare Plan 2012* (VEAWP) under Section 7.0 - Roles and Responsibilities.

A generic organisational structure is shown in **Appendix 2** of the *VEAWP*. The generic structure depicts:

- Key points of animal welfare contact between the State Control Centre, Incident Control Centre and Municipal Emergency Coordination Centre for a non DJPR controlled incident.
- Agencies/organisations represented in the State Emergency Animal Welfare Unit.

Local Government also has responsibilities under the *Victorian Emergency Animal Welfare Plan 2012* - Section 7.8 (p.24) including Prevention/ Mitigation / Risk Reduction, Response and Relief.

Owners and/or Persons in Charge of animals

The animal owner or the person in charge of the animal ultimately has responsibility for the welfare of that animal. This includes providing proper and sufficient food, water and shelter for every animal under their care.

Consideration needs to be given to people who are under great stress and may have been displaced from their homes or property. Assistance and guidance of what is needed to care

for their animals during and after the emergency may be needed for a large number of animal owners, depending on the extent of the emergency.

Planning for an emergency should include arrangements for animals, and personal safety plans and property plans should be developed, practised and implemented.

To assist in managing companion animals and livestock, people in charge of animals should consider:

- Animal identification – microchip or ear tag, collar, stock marker paint.
- Evacuating or relocating animals early – identification, health records, food and water, transport, agistment and boarding options.
- Needs of animals remaining on property – refuge area, containment, feed and water supply (including planning for loss of electricity).
- Needs of surviving animals – treatment, containment, feed and water supply, electricity.
- Contact numbers for animal welfare – local vets, DJPR, Ag Vic DELWP, Council.

Department of Jobs Precincts and Regions (DJPR) – Agriculture Victoria (AgVic)

Under the Department of Jobs Precincts and Regions (DJPR), Agriculture Victoria (AgVic) is the control agency for emergency animal diseases. It is also the lead agency for livestock, companion animal and wildlife welfare support services in an emergency. AgVic will assess and assist rural landholders with livestock needs, and co-ordinate other agencies (such as the RSPCA, Australian Veterinary Association and wildlife carers) to assess and assist with companion animal and wildlife animal welfare. The role of AgVic is to:

- Identify critical animal and livestock welfare risks.
- Take appropriate immediate action to manage critical companion animal, livestock and wildlife animal welfare issues.
- Liaise closely with Council, the MECC, ICC (or Control Agency), local Vets and RSPCA.
- Advise Council of containment needs of stray or roaming animals, and disposal needs of dead or injured animals (location, number and type of animals).
- Coordinate other support agencies, including RSPCA, wildlife carers and volunteer or community groups wanting to help.
- Provide the community with information and advice.
- Assess and report to government on the losses and damage to agricultural assets and animals, and the needs of affected persons and communities.
- Assess fodder and water needs of impacted animals and advise Council and other agencies (e.g. VFF) of needs (quantity, type, location).

Animal Welfare Commanders

The State Animal Welfare Commander (SAWC) is in place at all times. The SAWC is supported by Regional Animal Welfare Commanders (RAWC).

RAWCs are the initial point of contact to address animal welfare needs in the event of an emergency. Where an emergency has the potential to impact animal welfare the RAWC will liaise with the Incident Controller and the local government Municipal Emergency Response Officer (MERO) as a member of the Emergency Management Team (EMT) established for the incident to establish a Common Operating Picture (COP) with respect to animal welfare.

In level 2 or 3 incidents with significant animal welfare impacts an Incident Animal Welfare Commander may be appointed to lead DJPR animal welfare operations and coordinate animal welfare activities for the incident.

The SAWC is responsible for:

- Actively monitoring the potential risks to animal welfare as a consequence of current and predicted conditions including weather and the status of existing emergency incidents across the state;
- Liaising with relevant animal welfare agencies and organisations including DELWP, AVA, RSPCA, MAV, VFF and local government to enable effective and timely preparedness and delivery of animal welfare support services during an emergency;
- Overseeing the maintenance of the COP with respect to animal welfare.
- Ensuring DJPR's emergency animal welfare operations are properly resourced, with appropriate management structures in place at the state, regional and incident levels.
- Ensuring that the welfare of animals is appropriately considered during emergency response and relief operations, in accordance with the Plan.
- Providing oversight and direction to DJPR staff involved in the establishment and delivery of emergency animal welfare services at the regional and incident levels.
- Managing direct reports within the State Emergency Animal Welfare Unit.
- Actively identifying and seeking solutions to operational and policy issues relevant to emergency animal welfare.

DELWP Wildlife Welfare Arrangements

The State Agency Commander (SAC) is in place at all times. The SAC will be supported by the Principal Officer Wildlife Emergencies (POWE) and regionally by the Regional Agency Commanders (RAC) who are the initial point of contact to address wildlife welfare needs in the event of an emergency.

Where an emergency has the potential to impact wildlife welfare the RAC will liaise with the Incident Controller and local government MERO as a member of the EMT established for the incident to establish a COP with respect to wildlife welfare. The POWE will also be consulted.

The POWE is responsible for:

- Actively monitoring the potential risks to wildlife welfare as a consequence of current and predicted conditions including weather and the status of existing emergency incidents across the state.
- Liaising with relevant animal welfare agencies and organisations including DJPR, AVA (will arrange triage centres), RSPCA, MAV and local government to enable effective

and timely preparedness and delivery of wildlife welfare services during an emergency.

- Overseeing the maintenance of the COP with respect to wildlife welfare.
- Ensuring DELWP's emergency wildlife welfare operations are properly resourced, with appropriate management structures in place at the state, regional and incident levels.
- Ensuring that the welfare of wildlife is appropriately considered during emergency response and relief operations, in accordance with the Plan.
- Providing oversight and direction to DELWP staff involved in the establishment and delivery of emergency wildlife welfare support services at the regional and incident levels.
- Managing direct reports within the State Emergency Wildlife Response Unit; and actively identifying and seeking solutions to operational and policy issues relevant to emergency wildlife.

Incident Management, Response and Recovery Teams

Animal Welfare Coordinator - Manager of Building and Amenities
Reports to MERO

Role description:

- Liaise directly with the AgVic animal welfare representative in the ICC or EMT.
- Establish systems and procedures for the safety and welfare of persons involved with animal welfare at the incident
- Conclude and review emergency activities
- Ensure briefings and debriefs are carried out at the start and end of each shift
- Local Laws Planning and Logistics
- Administration Support

Animal Welfare Incident Response Team

Lead Ranger – Animal Welfare Incident Response
Nominated by Animal Welfare Coordinator

Role description:

- Liaise with AgVic Animal Welfare Officer/DJPR/Parks Victoria/any other person in charge of animals.
- Ensure induction occurs for rangers
- Maintain a field log as required
- Hand over operational matters to relieving staff

Ranger – Incident Response

Role description:

- Duties as directed by the Lead Ranger – Animal Welfare Incident Response

Lead Ranger – Relief Centres - Nominated by Animal Welfare Coordinator.
Reports to Emergency Relief Centre Manager.

Role description:

- Liaise with ERC Manager and Animal Welfare Coordinator.
- Ensure induct occurs for rangers.
- Coordinate the receipt, recording, management of food and welfare for animals at the ERC.
- Carry out relief centre duties as required.
- Maintain field log as required.

Ranger and support staff – Relief Centres
Reports to Lead Ranger – Relief Centres.

Role description:

- Respond to requests for assistance with animals.
- Provide assistance and support as required to agencies.

Alpine Shire Council

The role of Council will be to respond to animal welfare matters and also to maintain orderly animal management;

- At relief centres by:
 - Liaising directly with the MERO, MRM & AgVic Animal Welfare EMLO as to their requirements involving animals.
 - Responding to requests for service via Crisisworks.
 - Ensuring that animals are properly contained and/or secure at relief centres.
 - Re-directing large animals (horses, cattle, alpacas etc.) to sites more appropriate for livestock
 - Providing information and advice to pet owners about emergency food supplies, water and/or animal care.
 - Facilitating assistance from people and/or organisations with skills or capacity in the field of animal welfare.
 - Liaising with official or volunteer animal specialists to ensure consistency of focus and advice to attendees in regard to animals and their care.
 - Maintaining a record of animals presented at a Relief Centre.
Refer **Appendix 2E** of this Plan
 - Communicating with other involved agencies.
- In other areas:
 - Liaise closely with the MERO and AgVic Animal Welfare EMLO regarding animal welfare needs.
 - Refer all animal welfare reports to the AgVic Animal Welfare EMLO for action.

- Arranging and coordinating appropriate resources for the management, removal, diversion, relocation or transport of animals.
- Facilitate clean stock drinking water for owners to access e.g. stand pipes.
- Manage wandering stock and domestic pets on roads and public spaces under council control.
- Ensure that livestock are adequately supplied with food and water.
- Manage the distribution of donated fodder and animal welfare goods.
- Manage dangerous stock and domestic pets posing risk to the public.
- Coordination of clean-up activities, including disposal of dead animals.
- Communicate with other involved agencies.
- Provide the community with information and advice in conjunction with or utilising AgVic, DJPR and DELWP.
- Conduct post-impact assessment of animal and stock welfare risks in the community in conjunction with AgVic.

MERO

Liaise with MERC, Animal Welfare Coordinator (AWC) and AgVic Animal Welfare EMLO regarding known and anticipated animal welfare needs in the Municipality.

MRM

Liaise with the MERO regarding activation and functionality of Emergency Relief Centre/s.
Liaise with the AWC and AgVic Animal Welfare EMLO regarding animal welfare needs at the Relief Centre.

Municipal Staff involved in Animal Welfare Activities

In large scale emergencies, the Manager Building and Amenity will oversee the implementation of the Plan in consultation with the MERO and AgVic Animal Welfare Liaison Officer assigned to the emergency. *(from 7. Plan Activation)*

In the event of an emergency, the Local Laws Officer will:

- Manage municipal animal/livestock welfare response and recovery activities and resources.

All Local Laws staff will:

- Carry out any functions delegated by the MERO relating to domestic animal/livestock welfare emergency responsibilities of the municipality.
- Manage animal triage centres.
- Manage animals arriving at Municipal Emergency Recovery Centres.

Other municipal staff may:

- Perform activities consistent with domestic animal/livestock welfare emergency responsibilities of the municipality.
- Carry out any functions delegated by the Local Laws Officer or the MERO.
- Carry out animal disposal functions, under advice from the MERO and AgVic.
- Work with municipal staff to attend to their roles and responsibilities as stipulated in the Victorian Emergency Animal Welfare Plan.

In the event of an emergency, municipal staff or Authorised Officers from neighbouring municipalities may assist Local Laws staff in performing activities consistent with domestic animal/livestock welfare emergency responsibilities of the municipality. ASC Local Laws and other staff will be available to assist neighbouring municipalities also.

MERC and Victoria Police

Liaise with Incident Control Centres, AgVic Animal Welfare Liaison Officers, and the MERO regarding known and anticipated animal welfare needs in the Municipality.

Victoria Police to ensure arrangements are in place as part of traffic management to enable effective and timely delivery of animal welfare needs.

Australian Veterinary Association (AVA)

The AVA maintains a volunteer database of veterinarians and veterinary nurses and facilitates communication between vets through activation of a 1300 number, mobile phone contact and other electronic information.

During level 2 and 3 incidents involving emergencies the AVA will activate its Emergency Taskforce which will facilitate volunteer "Triage Veterinarians" and support triage centres, and will support local veterinarians and practices to care for animals affected by the emergency.

Private Veterinarians and Veterinary Practices will provide services as required to their clients and animal owners, and as required by assessment teams (e.g. RSPCA and AgVic).

Royal Society for Prevention of Cruelty to Animals (RSPCA)

RSPCA Victoria is a support agency to AgVic for animal welfare during emergencies. As part of this role they undertake animal welfare assessments in accordance with plans and guidelines and provide advice to companion animal carers on welfare needs for animals in their care. Provide support to animal triage centres as required.

The RSPCA also provide advice to pet owners relating to animal welfare and respond as appropriate to requests for animal welfare resources in accordance with the State emergency resource supplementation process.

Requests for RSPCA resources should be directed through the State Emergency Welfare Unit of RSPCA.

Wildlife Shelters and Carers including Wildlife Victoria

Provide assistance in wildlife rescue and relief operations in line with plans and protocols. Where appropriately authorised provide treatment and rehabilitation of wildlife affected by emergencies with the intent to release to the wild once rehabilitation is complete.

SES and CFA Victoria

Ensure animal welfare is considered as part of State response plans. Work with AgVic and Local Government in the development and delivery of appropriate animal welfare messages to the community. Refer any animal welfare issues, concerns or reports to the appropriate agency (AgVic in the first instance).

EPA Victoria

EPA Victoria is responsible for ensuring that appropriate disposal methods are adopted for wastes, including animal carcasses which result from an emergency. EPA Victoria, in consultation with Alpine Shire Council will approve appropriate disposal methods.

9 OPERATIONAL ARRANGEMENTS

Preparedness

Animal welfare support services will be represented by Council and AgVic at the Municipal Emergency Management Planning Committee and/or the Emergency Animal Management working group.

Emergency animal welfare services will be built into the exercising of the MEMP and comply with the requirements of the Emergency Management Manual Victoria.

Council officers will undertake the necessary training to ensure the following minimum number of staff has and maintains the specified accreditations:

- POCTA authorisation (all LLO)
- First Aid (all LLO)
- Basic Wildfire Awareness (all LLO)
- Tree Hazard Awareness
- Work Health and Safety (all LLO)
- Livestock and domestic animal handling (all LLO)

The MEMPC will encourage emergency animal welfare planning resources, information and provision of advice to residents and visitors to the municipality through various means including the Council website.

Prevention

The MEMPC will encourage emergency animal welfare planning to residents of, and visitors to, the municipality by promoting information sources through various means including the council website.

Communications

Key messages for communication to the community should be prepared prior to each season or event (for example, fire, flood, storm, and drought). The key messages can be delivered via Council's website, social media and press releases. Messaging will be designed to support information communicated to the wider community by the Department of Agriculture and support agencies.

Information relating to emergency planning for animals including pets, livestock and horses has been sourced from the DEPI website

<http://agriculture.vic.gov.au/pets/care-and-welfare/pets-and-emergencies>

<http://agriculture.vic.gov.au/agriculture/emergencies/pets-in-emergencies>

- Your Animals in an Emergency Event
- AgNote No. G1388 Pets and Emergencies (November 2009) at
- Horses and Emergencies Checklist (November 2012)
- Large Animal Checklist – Enacting Your Bushfire Plan (January 2013)

Response / Relief

In the event of an emergency event that is impacting animals, an appointed AgVic ELMO or AgVic Animal Welfare Liaison Officer will interact with the MERO or their deputy, to ensure animal welfare arrangements are in place that allow effective scoping, management and referral of animal welfare needs as well as distribution of relevant public information.

Emergency Management Groups as appointed by combat agencies may fulfil all or part of the above.

Recovery

Longer term animal welfare needs will be documented and addressed through Municipal Recovery Plans.

For long term accommodation of displaced animals, residents will be actively encouraged to arrange their own boarding or agistment. Livestock options include agistment, supplementary feeding and/or sale of some animals.

Donated fodder, pet food and supplies will be distributed or returned to a central donations centre for distribution elsewhere in the North-East or Victoria if their need is greater.

AgVic can provide advice for longer term supplementary feeding of livestock, managing stock containment areas, animal health considerations, pasture regeneration and farm dam restoration. Fencing is also a high priority to ensure animals are safely contained.

10 EMERGENCY ANIMAL WELFARE SERVICES

Animal Welfare Services

There are a number of services that the municipality can call upon that have the resources to assist in the event of an emergency situation and some of the agencies are as follows;

- RSPCA Victoria (Wangaratta and Melbourne – Burwood)
- Lost Dogs Home
- Cat Protection Society Victoria
- Victorian Animal Aid – *Coldstream*
- Wildlife Victoria
- Wildlife Rescue and Information Network (WRIN)
- Wildlife Rescue and Emergency Service (WRES)
- North East Wildlife Rescue
- Project Hope, Horse Welfare Victoria

For contact details refer to **Appendix C2** of *MEMP* and **Appendix 1** of this plan.

Identification of Affected Animals

In the event of an emergency, information on registered animal populations can assist with the effort required to address animal welfare issues. Animal registers can also help identify stray or roaming animals, or those presenting at relief centres. A microchip scanner will be made available to staff working at triage or relief centres.

Council will work with AgVic in the identification of impacted livestock and Council will identify impacted companion animals. Coordination of this activity will be the responsibility of the AgVic Liaison Officer at the Incident Control Centre. In smaller scale incidents where these roles have not been activated, Council will work with the AgVic Animal Welfare Officer listed in this Plan.

Management of Relocated Animals in Relief Centres

Ensuring arrangements for managed animals are described in evacuation and relocation procedures will improve animal welfare and human safety outcomes. If animals are not

included in relocation processes, some people may choose to remain with the animals and risk their lives.

Alternatively people may turn up at relief centres with animals regardless of whether or not centres are set up to cater for animals or they may independently relocate with animals to locations which may not be safe.

Under Victoria's emergency management arrangements local government is responsible for the coordination of the provision and operation of Emergency Relief Centres.

Council's policy on managing evacuated animals that present with their owners or carers is:

- Arrangements should be made to have companion animals stay at friends or relatives homes, where possible,
- Short term accommodation for companion animals is provided at Emergency Relief Centres for a limited time only.
- Direct owners to temporary boarding facilities or agistment.

On a needs basis, Council *may facilitate* short term accommodation for companion animals and livestock, in consultation with AgVic and other agencies (e.g. AVA, VFF, etc.) (site would need to be established).

Relief centre arrangements should include provision for the registration, treatment and short-term housing of animals. Where arrangements cannot be made at the site animal owners will be advised of the alternative arrangements that are in place. Consideration will be given to:

- Animal admission, identification, owner details and record keeping;
- Secure and functional housing or holding facilities and their proximity to relief centres;
- Feed and water requirements;
- Access to veterinary treatment for injuries, illness and humane destruction;
- Animals requiring specialist attention (such as horses and wildlife);
- Animal species and gender separation, including requirements for housing and control of any dog that has been declared dangerous or menacing by council; and
- Staff and community health and safety.

Non-government animal welfare organisations, including the RSPCA, may have resources to support the management of relocated animals at relief centres and other facilities.

Victoria's standards for animal containment and care are provided for in Codes of Practice, which may not be fully achievable or appropriate in emergency situations. AgVic can provide advice on requirements for relocated animals for control and support agencies in emergency situations.

Procedures for Animal Welfare at Emergency Relief Centres are outlined in **Appendix 2** of this plan.

Emergency Containment of Displaced and unconfined Animals

Unconfined animals can pose a hazard and require emergency impoundment or containment.

Reports of unconfined animals that pose a hazard will be dealt with by:

- Unconfined animals will be impounded as per normal procedures. In cases where the animal can be confined in a neighbouring property or safe area, the animal will be confined and the owner of the property informed if possible and immediate steps will be taken to identify the animal owner who will be informed to recover the animal or make arrangements as to its safe keeping.
- These arrangements may involve these animals being temporarily relocated out of the district whilst the emergency incident is on-going.

Animal Welfare Needs Assessment

Departments of Environment, Land Water & Planning (DELWP) will assess the needs of wildlife, in partnership with Parks Victoria and registered wildlife groups.

AgVic will assess livestock and companion animal welfare support needs on private property.

Livestock and companion animal welfare assessment needs on private property will be reported to AgVic for actioning through the AgVic Liaison Officer at the Incident Control Centre, or the AgVic Animal Welfare Liaison Officer. In smaller scale incidents where these roles have not been activated, reports can be sent to the AgVic Animal Welfare Officer listed in this Plan. AgVic will liaise with both council officers and RSPCA to ensure a coordinated and appropriate response.

Wildlife welfare assessment needs will be reported to the Incident Controller or Planning Officer in the Incident Management Team, or Wildlife Welfare Officer if in place. In smaller scale incidents where these roles have not been activated, reports will be sent to DELWP or the Parks Victoria contact listed in the MEMP.

Veterinary Treatment

While the treatment of animals will ideally be organised by owners in conjunction with their private veterinarian, local practices may be overwhelmed or inaccessible in a large scale emergency.

AgVic will liaise with Council to facilitate services from outside agencies including the Australian Veterinary Association and other services such as the RSPCA, Wildlife carers, etc.

Additional veterinary support may be required, including animal triage sites, treatment facilities, voluntary veterinarians and vet nurses or veterinary supplies. These will be co-ordinated by AgVic, and facilitated by the Australian Veterinary Association (AVA). Other assistance may be sourced from the RSPCA, private Veterinary Clinics, etc.

The need for additional triage sites may be identified by local government, AgVic or local veterinary practitioners. The establishment of triage sites will be dependent on the location of the emergency incident and where possible will be placed on council managed or Crown land.

Humane Destruction or Salvage Slaughter

It is the responsibility of the person in charge of animals to arrange for the humane destruction or salvage slaughter of emergency affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival. AgVic can assist in the humane destruction or salvage slaughter of animals when the person in charge cannot (or will not) perform the necessary actions to alleviate the suffering of their animals. Other POCTA Authorised Officers, with the appropriate training and equipment (e.g. from the RSPCA or some local governments) may also assist.

Wherever possible, destruction activities will take place in consultation with the person in charge of affected animals. In situations where owners cannot be found, indemnity for immediate destruction in their absence is provided by Section 21(ii) of POCTA.

Methods of destruction of animals must be consistent with the relevant Code of Practice, such as the *Codes of Accepted Farming Practice for the Welfare of Animals* (species specific in the case of livestock), *Code of Practice for the Welfare of Horses*, and *Code of Practice for the Welfare of Wildlife during Rehabilitation*.

Coordination of Carcass Disposal

Council is responsible for the coordination of clean-up activities, including the disposal of dead animal carcasses.

AgVic will provide any information it has on carcass disposal needs (number and type of animals and location) to assist council. For biosecurity purposes, it is preferable to dispose of carcasses on the affected property. Where this is not practically possible, council will call upon AgVic for allocation of appropriate disposal sites or the following:

- Licenced landfill
- Pits on private properties where large numbers can be handled
- Rendering
- Knackeries

Removal and disposal of animal carcasses along VicRoads'-managed road sides will be delegated to VicRoads.

Further information on carcass disposal and environmental and safety considerations can be found in AgNote AG1264 - Disposing of Carcasses in response to Bushfire, Flood or Drought (August 2013), at

<http://agriculture.vic.gov.au/agriculture/emergencies/recovery/livestock-after-an-emergency/disposing-of-carcasses-after-bushfire-flood-or-drought>

Contact details of organisations that can assist in carcass disposal are listed at **Appendix 1** of this plan.

Information of the procedure relating to on farm burial is detailed in **Appendix 6** of this plan.

Emergency Fodder

In large scale emergencies, fodder may be donated for distribution to affected animal owners. AgVic will coordinate the collection and distribution of fodder with the Municipality contributing local knowledge and local networks.

DJPR-AgVic will work with the municipality in the establishment of distribution sites and draw on the following agencies:

- VFF
- RSPCA
- Victorian Animal Aid
- Lost Dogs Home

The location of suitable sites within the municipality will depend largely on where the emergency incident has occurred and will be preferably sited on Council or State Government managed land including sports ovals and show grounds.

Sites for livestock fodder need to be accessible by large hay trucks, be lockable, and preferably have forklifts or similar machinery available.

The person in charge of the animals will be encouraged to collect their own fodder. Where this is not possible, DJPR or other agencies will report transport assistance needs to the fodder depot or through the MERO for assistance to be arranged.

Emergency Water

In the event emergency water supplies are needed for livestock (due to contamination of private supplies), water may be collected by owners from sites arranged by the municipality depending on the location of the emergency incident.

Operating hours will depend on the need for emergency water and the location of the incident.

Further information relating to emergency water issues can be found on-line at:

<https://www.water.vic.gov.au/water-for-agriculture/on-farm-and-emergency-water-supplies>

Donations and Volunteers

In large scale emergencies any donations of money may be made but persons will be directed to and asked to donate to responsible animal agencies, e.g. RSPCA; Victorian Animal Aid and Lost Dogs Home etc.

AgVic and Alpine Shire Council may proactively contact volunteer groups based on advice from an Incident Controller, or requests for assistance.

Council's position on material donations (e.g. blankets, first aid materials, pet food), for impacted animals is that all donations will be directed to a secured central location and a list of all donations compiled by municipal staff.

- Recovery Committee will be established and will examine impact assessment and needs arising out of the emergency event.
- Appropriate agency to coordinate donated goods and/or any money will be appointed as per the Municipal Recovery Plan

Wildlife volunteers are generally organised via the existing network of wildlife foster carers and shelter operators that are known to AgVic. Volunteer groups with an interest in livestock and companion animal welfare can pre-register their services with Bureau of Animal Welfare. Volunteer veterinarians and veterinary nurses can register interest through the Australian Veterinary Association, which will be co-ordinated by DJPR-AgVic.

Delivery of animal services by volunteers may include support at relief centres or the provision of specialised local skills, management of animals at emergency relief centres, and the distribution of fodder to areas declared safe to enter.

Volunteers are required to work within established emergency management structures to ensure personal safety, prevent duplication and ensure the efficient and effective use of resources. For these reasons, volunteers will be required to abide by established volunteer management processes.

Recording Reports of Animals Requiring Emergency Welfare Support

Reports received at the Incident Control Centre (ICC) or Council of animals requiring services provided by another agency/organisation will be recorded on "Crisis Works" and referred to the relevant agency/organisation.

Referrals received at the ICC of animals requiring services provided by the Council will be recorded on "Crisis Works" with action initiated at the priority of the MERC/MERO.

It is preferable that actions occur within two to four hours however all actions must be initiated within 24 hours of receipt.

11 Information Sharing

To ensure comprehensive assessment of animals impacted by an emergency, animal owner/carer details may need to be provided to animal welfare support agencies or organisations. This enables the delivery of urgent services to affected individuals and their animals. Council agrees to manage and share information in accordance with the principles

of the *Information Privacy Act 2000*, their own privacy policies and guidelines provided by the Office of the Victorian Privacy Commissioner (Emergencies & Privacy Information Sheet 02.10). Where information is disclosed, council will attach a written note to the relevant file as to why the information was released and to whom.

All information relating to animal owner/carer details will be entered into Crisis works – People and Property tab for that incident. Note - If there is a need to subject this data to sensitivity, this can be done by selecting this option under the People and Property tab before the information is saved. Furthermore, Crisis works provides an audit trail of all activities and records within the system including who entered the information and who has accessed the information.

12 Process for Requesting Additional Resources

When requiring additional resources Council will be asked to first contact the Incident Control Centre (ICC), Municipal Emergency Resource Officer (MERO) or Municipal Emergency Response Coordinator (MERC). Council will draw on resources from Surrounding LG in the Hume Region for resource requirements to assist in this emergency incident.

These Councils include:

- Indigo Shire Council
- Rural City of Wangaratta
- City of Wodonga
- Towong Shire Council

Requests for supplementary resources will be consistent with principles described in the State and/ or the Regional Emergency Response Plan.

Additional resources to enable the effective delivery of animal welfare services will be discussed with the AgVic Liaison Officer or AgVic Animal Welfare Liaison Officer.

13 Financial Measures

Municipal councils have responsibility for overseeing emergency relief at the local level. Emergency relief services and activities, and the nominated agencies responsible for coordinating and providing these at the local level, are documented in **Part 6** of the *Municipal Emergency Management Plan (MEMP)*.

Council is responsible for meeting the cost of emergency relief measures provided to people affected by an emergency. In the first instance, it should be communicated to animal owners that it is their responsibility to bring a food supply for their pet or animal when attending an emergency relief centre.

This however, is not always practical if the evacuation process occurs quickly due to impact or imminent threat of the emergency and council may have to provide basic food supplies and support items such as pet containers for example. Council staff are responsible for ensuring expenditure is undertaken within delegations and monitored and recorded appropriately.

When municipal resources (including those owned or directly controlled through pre-existing arrangements) are unable to meet the demand for delivery of animal welfare support services, a request for assistance should be escalated to the State Emergency Animal Welfare Coordinator.

Joint arrangements between the Australian Government and Victoria provide funding through the Natural Disaster Relief and Recovery Arrangements (NDRRA) to help pay for natural disaster relief and recovery costs. Based on the type of emergency, municipal councils, agencies and departments may be eligible for reimbursement through the NDRRA.

Further information as to what financial support is available can be found on the Department of Treasury website:

<https://www.dtf.vic.gov.au/natural-disaster-financial-assistance/events-post-1-november-2018>

14 APPENDICES

Appendix 1 – Contact Information

Appendix 2 – Animal welfare at Emergency Relief Centres

2A – Emergency Relief Centre Animal Welfare

2B – Animal Welfare Relief Centre activation

2C – Flowcharts

2D – ERC checklist

2E – Emergency animal records

2F - Management of dangerous, unvaccinated animals or assistance animals

Appendix 3 – Emergency Animal Welfare Resources within Municipal district

Appendix 4 –

4A – SOP and Safe Work Procedures

4B – Briefing and Debriefing

4C – Situation Report

Appendix 5 – Memorandum of Understanding

Appendix 6 – On-farm Burial Guidance

Appendix 7 – Animal Owner Information Sheet

Appendix 1 Contacts

Appendix 1 Contact list is in addition to Contact Directory in *Appendix C2 of MEMP*.

CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
MUNICIPAL EMERGENCY ANIMAL WELFARE TEAM				
Animal Welfare Coordinator Tom Courtice	0437 345 040		tomc@alpineshire.vic.gov.au	
Lead Ranger Nina Greanway	0457 032 889		ninag@alpineshire.vic.gov.au	
Ranger Nicole Epema	0448 691 720		nicolee@alpineshire.vic.gov.au	
VETERINARY TREATMENT/TRIAGE				
Australian Veterinary Association		1300 137 309	https://www.ava.com.au/contact-us/	
Alpine Animal Doctors	0407 641 601	03 5756 2444	7047 Great Alpine Road, Porepunkah reception@alpinevet.com.au	Extra-large, medium and small kennels for short term care and outdoor run.
Ovens Kiewa Veterinary Hospital	03 5752 1235	03 5752 1235	79-810 Myrtle St, Myrtleford care@ovensandkiewavets.com.au	8 cages
Indigo Veterinary Services		03 5728 2410	6A Camp Street, Beechworth	
RSPCA				
Wangaratta		03 5722 2874	1 Connell Street, Wangaratta	
Albury		02 6021 5220	610 Hume Street, Albury	
Burwood East	03 9224 2222	03 9224 2222	3 Burwood Hwy, Burwood East	
Cats and Dogs				
Victorian Animal Aid Trust		03 9739 0300	35 Killara Road, Coldstream	

CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
Lost dogs Home		03 9329 2755	2 Gracie Street, North Melbourne	
Cat protection Society Victoria		03 8457 6500	200 Elder Street, Greensborough	
IDENTIFICATION OF AFFECTED ANIMALS				
Central Animal Records		03 9706 3187	22 Fiveways Blvd, Keysborough info@car.com.au	24 hour national recovery service for microchipped pets 1800 333 202
Livestock Identification - DJPR				NLIS identification
MANAGEMENT OF DISPLACED ANIMALS				
Kennels and Pet Boarding				
Aspens Boarding Kennels		03 5756 2400	264 Roberts Creek Road, Porepunkah	
Kasirah Boarding Kennels	0418 698 480	03 5729 8239	399 Upper King River Road, Cheshunt	
Beechworth Boarding Kennels and Cattery		03 5728 2991	190 Library Road, Beechworth	
Kelly Country Pet Resort		03 5766 2222	772 Glenrowan Road, Wangaratta South	
Appletree Boarding Kennels		03 5726 1855	131 Gayfer Road, Chiltern info@appletreeboarding.com.au	Kennels and cattery
Family Veterinary Centre - Boarding Kennels		02 6056 4400	75B Thomas Mitchell Drive, Wodonga	Family veterinary care facility
Horses				
Ovens Valley Equine	0418 518 847	03 5725 1464	920 Great Alpine Road, Tarrawingee	Agistment and veterinarian service
Wangaratta Equine hospital		03 5721 7177	32 warby Street, Wangaratta	
National Equine Database for emergencies (NED)				TBA
Project Hope, Horse Welfare Victoria	1300 881 606		info@phhw.org.au	

CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
National Centre for Equine education	1300 468 233		218 Tone Road, Wangaratta	
Ovens Valley Horse Riders Association	0407 539 246p	0411 739 117s	ovhrasecretary@gmail.com ovhrapresident@gmail.com	Secretary is primary contact
Bright & District Pony Club	0478 053 578		brightponyclub@hotmail.com	President (mobile) Trudy Kinder
Myrtleford Pony Club	0417 549 221	03 5752 1968	gasperotti1@bigpond.com – secretary dodgie1@bigpond.com - president	President (mobile) Darryl Symons Secretary (land) Karen gasperotti
Adult Riding Club - Bright		03 5755 1060	alpineadultriding@hotmail.com - president	President Joy Paola
Riding for the disabled – RDA Myrtleford		03 9258 4730	rdamyrtleford@gmail.com	
Wildlife				
Wildlife Victoria	1300 094 535	03 8400 7300	1 St Heliers Street, Abbotsford	
Wildlife Rescue and Emergency Service (WRES)	0247 301 401			24 hours
Myrtleford Wildlife Shelter – Fiona Chambers	0425 752 318		Myrtleford	24 Hour rescue and rehabilitation
			Mt Beauty	
			Harrierville	
Wildlife Rescue North East Victoria (NEV)	0437 118 281		Benalla	24 hour rescue and rehabilitation
ANIMAL DESTRUCTION and WELFARE ASSESMENTS				
DJPR Refer Appendix C2 of <i>MEMP</i>				Livestock and companion animals

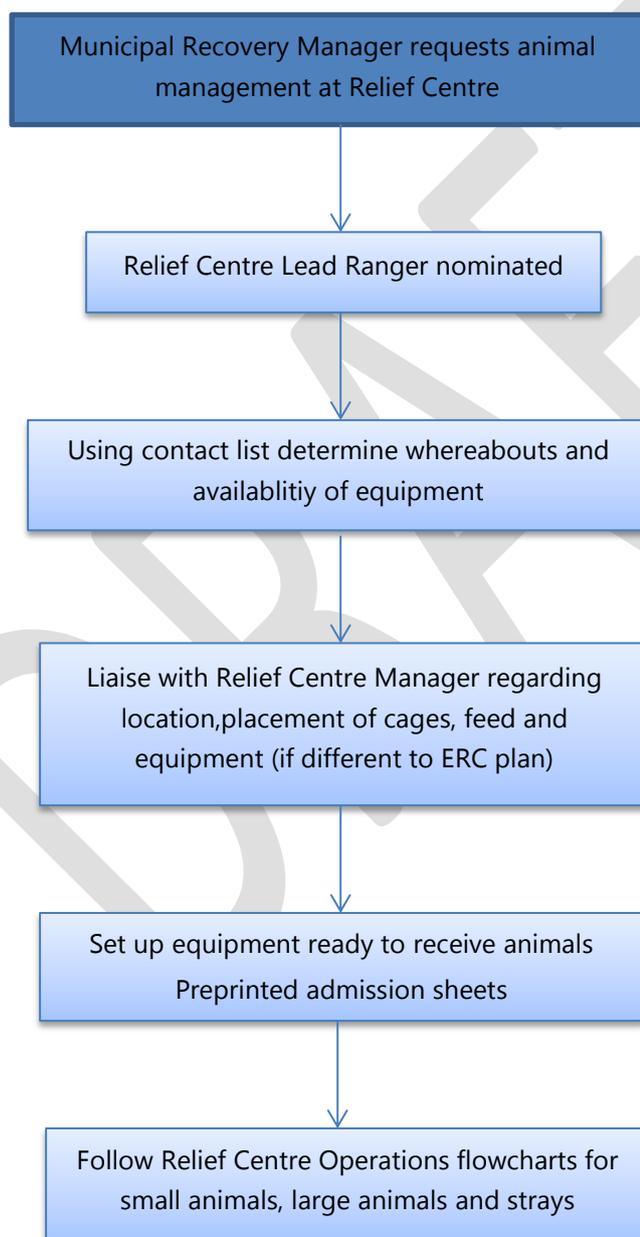
CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
DJPR Refer Appendix C2 of <i>MEMP</i>				Wildlife impacts
CARCASS DISPOSAL				
Licenced landfill				
Rendering Plant Barnawartha		02 6026 7302	Plemings Road Barnawartha	
Gathercole's Wangaratta Abattoirs		03 5721 7011 03 9772 2533	53 Greta Road, Wangaratta	
Game Meats company Abattoir			Hughs Lane, Eurobin	
Tallangatta Abattoir			Bryans Gap Road, Tallangatta	
Wodonga Abattoir			Kelly Street, Wodonga	
WATER SUPPLIES				
Refer Appendix C2 of <i>MEMP</i>				
DONATED FODDER				
Refer Appendix C2 of <i>MEMP</i>				
Stock Agents				
Paull & Scollard - Landmark	0427 480 548	03 5752 2232	74 Standish Street, Myrtleford	Dan Ivone
Cochran Parker – Myrtleford Real Estate & Stock		03 5752 1304		
COMMUNITY MEMBERS WITH HANDLING SKILLS AND/OR FACILITIES				
PEST REMOVERS				

Appendix 2

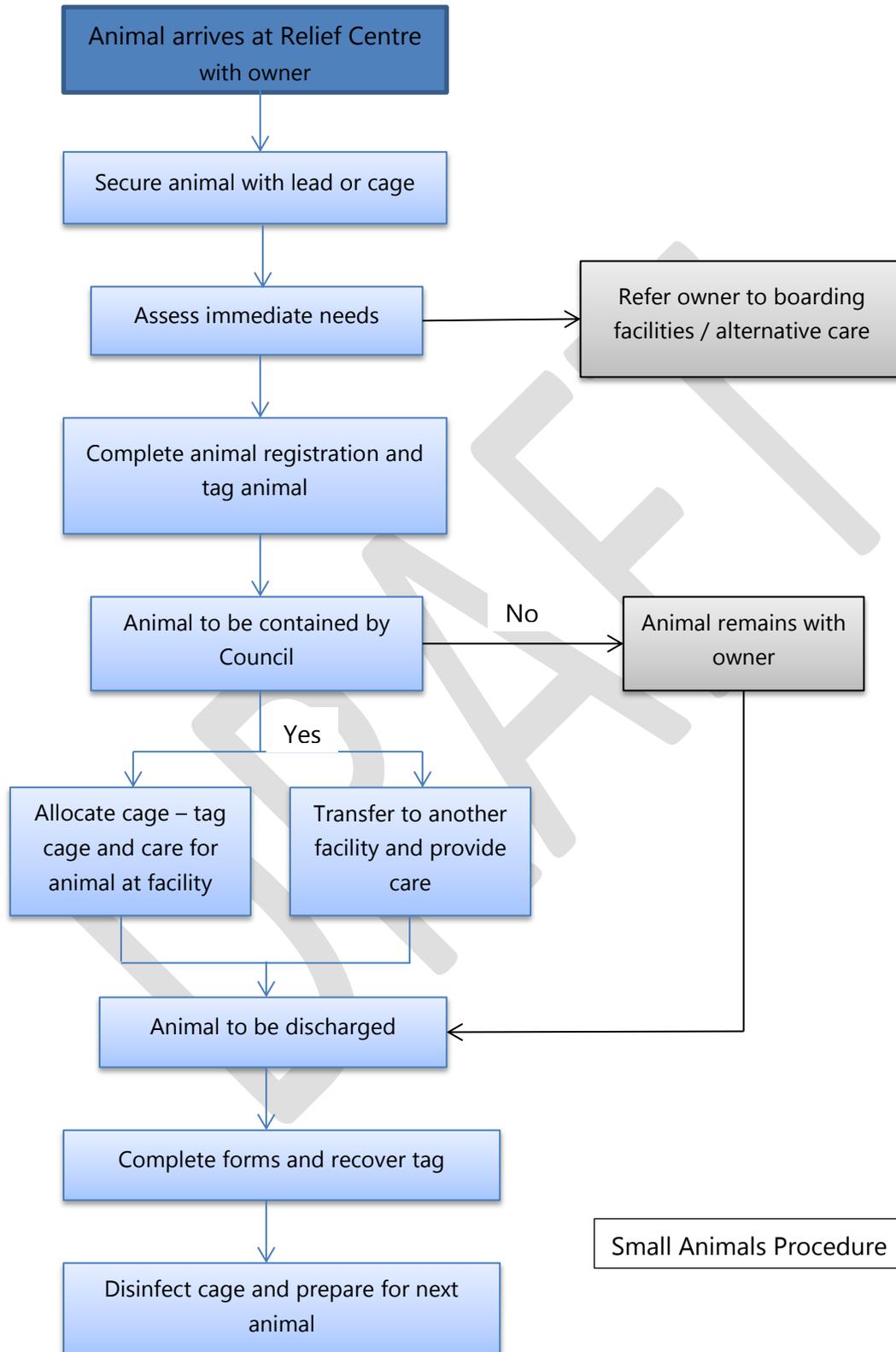
Appendix 2A Emergency Relief Centres and Animal Welfare

Emergency Relief Centres are listed in **Appendix N** of the *MEMP*. Emergency Relief centre plans document animal welfare and care of animals at centres.

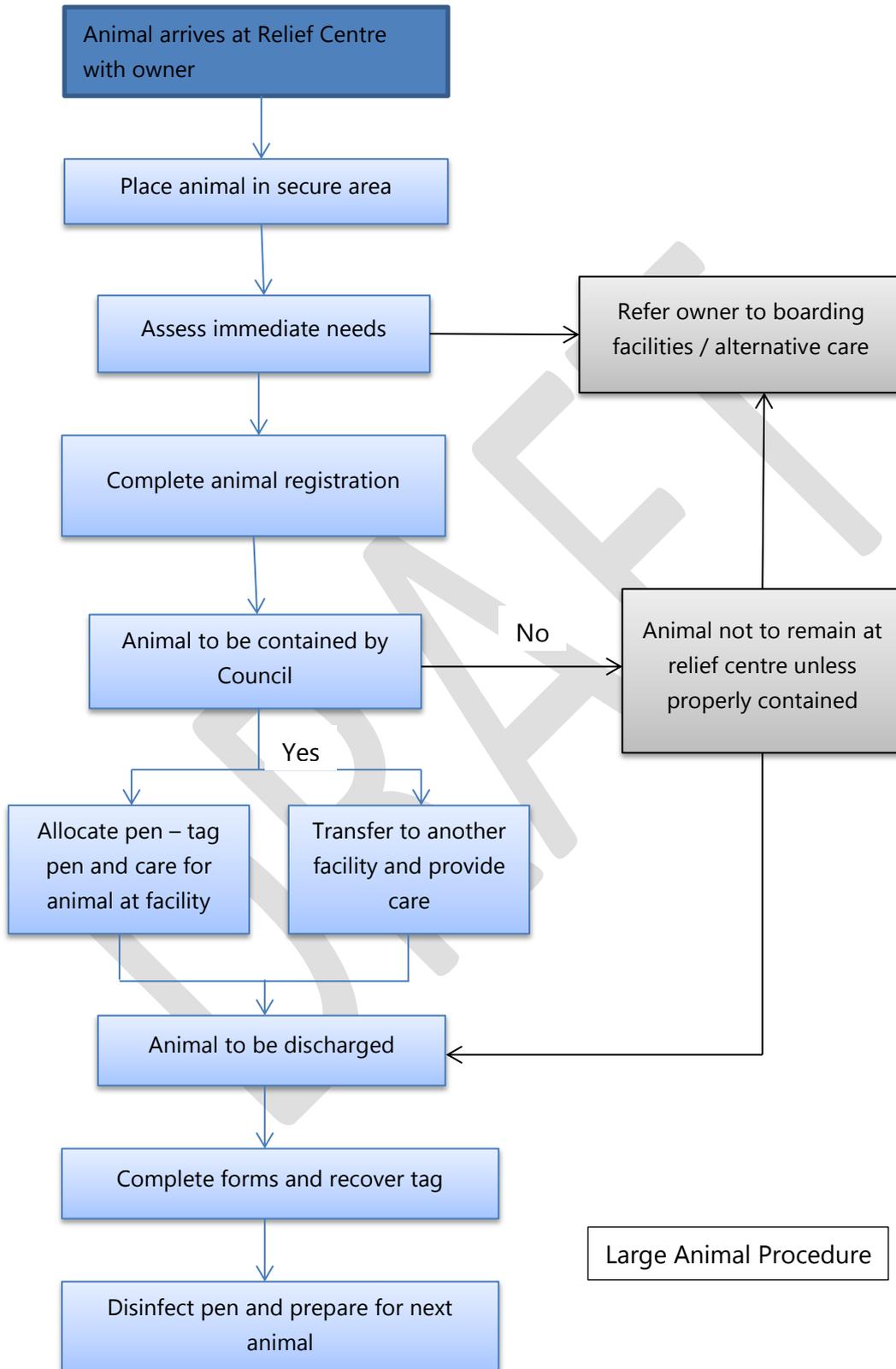
Appendix 2B Relief Centre Animal Welfare Activation



Appendix 2C Relief Centre Operations for Animals Flowchart



Relief Centre Operations for Animals Flowchart



Appendix 2D Emergency Relief Centre Checklist

Checklist for items required in the management of animals at an ERC

Item	Quantity	Comments
ID collars		
Cages/crates		
Leads		
Water bowls		
Food supply (basic level, for short term use or for strays)		
Poo bags (stored at the depot, available for emergency use)		
Rubbish bins		
Gloves		
Disinfectant		
F10		
Bedding (blankets/sheets)		
Litter trays		
Cat litter		
Microchip scanner		
Pre-printed animal record forms		
Cage cards for ID		
Templates for Record keeping		

Appendix 2E Emergency animal record form

This form is used by Animal Management Officers (eg in an Emergency Relief Centre) to record details of animals admitted during an emergency event

ANIMAL RECORD FORM		Office use only
		Animal ID No:
		Pen/Cage:
Date & time received:	Name of person presenting the animal:	Contact detail of person presenting the animal:
Animal owned:	Animal condition:	Animal Type
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Alive <input type="checkbox"/> Deceased <input type="checkbox"/> Health issues (please note below)	
Vaccinated	Health condition:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Sex:	Identifying marks (incl. microchip details):	Photo #:
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Desexed		
Date & time released	Released to where and whom (contact details):	Entered into register:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Follow up support required:		

Privacy Collection Statement: Personal information requested on this form will only be used by Council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner. You have the right to seek access and correction of your personal information.

Appendix 2F Management of dangerous, unvaccinated animals or assistance animals

Dogs declared menacing, dangerous or of a restricted breeds – when presented at relief centres, they must:

- wear a muzzle and their specified collar, and
- be restrained on a secure leash outside the centre until alternate suitable housing can be arranged at boarding kennels where more secure or pound in Bright.

Unvaccinated animals may be difficult to identify, so a reasonable separation area between animals is to be kept.

Animals that are not well or have an infectious disease will be managed under veterinary advice.

Suitable alternative arrangements for accommodation will be made to protect the health of other animals at the centre. Veterinary quarantine facilities are available as per Council's pound agreement.

Assistance animals are to be allowed to stay with their owners as much as practicable. This will be assessed on a case by case basis.

Appendix 3 Emergency Animal Welfare Resources within the Municipal district

Resources owned or under the direct control of Council:

CATEGORY	RESOURCE
Vehicles	Rangers' vehicle suitable for transportation of smaller emergency items and animals Utes at depot for transporting larger emergency items Trailer
Contractors – animal transport	Refer to contact list
Personnel with animal training:	Nina Greenaway Nicole Epema On-call staff
Cages, food bowls, animal welfare trailer etc:	- Pound: 3 cat cages and 6 dog cages (of which, one is double size, one is extra secure) - Showgrounds - Alpine Vet - Ovens and Kiewa Vet - Kiewa Veterinary Clinic (Kiewa and Tallangatta) - Microchip reader
Hardware and Pet stores to purchase other items as required	- Dawsons Rural Supplies, Bright - Tafco Rural Supplies, Myrtleford - Dahlsens Mitre 10, Myrtleford - Pet supplies, Stock and Farm Supplies from Wangaratta and Wodonga

Appendix 4

Appendix 4A Standard Operating Procedures / Safe Work Procedures

Safety Instructions

Staff health and safety should be taken into consideration whilst working in Emergency Relief Centres with animals.

When handling of an animal is required, it is highly preferable that the owner is to do all handling to prevent stress to the animal and potential injury to the handler.

Animals to be kept in designated areas or in own vehicles where safe to do so. Areas are to be away from food/sleeping areas. Animals are to be assessed and handled in these designated area.

Refer to local laws procedure manual for all standard operating procedures and safe workplace procedures.

Further Guidance

Suitable alternative arrangements for accommodation may be made in order to protect the health of other animals in a facility. Access for owners/carers of pets in alternative shelter options away from them will be managed according to the incident and resource capacity at the time.

Staff may also be required to process and distribute of donated goods and attend to animals requiring special attention such as horses, wildlife etc.

Stray animals to be handled according to the municipality's stray animal policy.

Appendix 4B – Briefing and Debriefing

For briefing and debriefing explanations refer to **Appendix G8** of *Alpine Emergency Relief Centre Procedures* – Staff and agency Briefing guide.

The following can also be found in *Alpine Emergency Relief Centre Procedures*:

- Shift handover
- Team debrief
- Staff mental health.

Appendix 4C – Situation Report (SIT REP)

INCIDENT	Location	
Report No.	Issue Date	
	Time Period	
Animal No.	Dogs	
	Cats	
	Other	
Situation to date Brief summary of overall situation to date -including numbers presenting with significant care issues and veterinary needs		
Actions to date Brief report of actions completed to date (Refer to previous report)		
Actions to be completed Brief report of planned actions –for the period covered by the Report		
Issue(s) Present brief description of issue(s) that are known/reasonably expected to arise before the next SITUATION REPORT is issued, e.g. a shortage of a given resource, a significant OH&S issue Acknowledge significant achievements, failures etc. can be given here		

Any other details

DRAFT

Appendix 5 Memorandum of Understanding

MoUs with the following to be documented:

Facility	Name	Details
VETERINARY CLINICS	Tallangatta & Kiewa Veterinary Clinic	107 Towong Street Tallangatta 02) 6071 2594 52 Kiewa East Rd, Tangambalanga 02) 6027 3221
	Ovens & Kiewa Veterinary Hospital	79-81 Myrtle St, Myrtleford VIC 3737 03) 5752 1235
	Alpine Animal Doctors	7047 Great Alpine Rd, Porepunkah 03) 5756 2444
	RSPCA Wangaratta	1 Connell St, Wangaratta 03) 5722 2874
SHOWGROUNDS	Myrtleford Showgrounds	O'Donnell Road, Myrtleford 03)
	Tallangatta Showgrounds	10 Coorilla St, Tallangatta 02) 6071 2621
	Wangaratta Showgrounds	10 Evans St, Wangaratta 03) 5722 0888

Appendix 6 On-farm burial guidance

When planning for disposal of animal carcasses there are many factors that need to be considered. Where possible, due to biological / disease controls, burial of animals should take place on the same property that they are normally from.

Burial sites for animals should be consistent with the following criteria:

- On soil with low permeability and high stability
- On elevated land with a slope less than 5% (ideally less than 2%)
- Above the 1% ARI level ("100 year flood" level)
- At least 200m from any surface water (creek, river, lake, spring, dam)
- At least 200m from any ground water supply (stock, domestic or commercial bore)
- Not greater than 3 meters wide (to allow for even spread of carcasses in pit)
- At least two metres from the bottom of the pit to the water table (noting this will not be possible in many locations within Alpine Shire)
- At least 300m from any sensitive use (e.g. neighbouring house)
- Clear from any underground or above ground infrastructure e.g. power line, phone line, electricity or gas line, sewerage, water)
- Out of view of the general public.

Plant operators should also:

- Cover the carcasses with at least 2m of soil
- Mound the pits after backfilling to allow for subsidence and promote runoff
- Where necessary, excavate cut-off drains up slope to prevent water runoff infiltrating the pit

In designing dimensions of a pit, consideration should be given to the methods used to fill the pit with carcasses. Generally carcasses will be unloaded (out of tip trucks) or pushed into the pit (loader or dozer) from one of the long sides. Excavators can be used to fill pits with carcasses, especially where soil stability close to the pit edge is questionable or where synthetic liners are required.

When using on-farm trench burial the following dimensions are recommended:

- **Depth:** 4-5 metres (depending on reach of machinery, soil stability and depth to watertable). Base of pit to be at least 2 metres above watertable level.
- **Width:** Not greater than 3 metres wide (to allow for even spread of carcasses in pit)
- **Length:** Depends on number and size and of carcasses to be buried (volume).
- **Backfill:** 2 metres of backfill to be placed over carcasses.

Volume: Carcase volume will vary according to number and size of animals:

- Previous drought experience has shown that approximately 10 adult sheep in poor condition and with limited wool will take up 1 cubic metre of pit space. (North-East Region Flock Reduction Scheme)
- As a guide, allow 1.5 cubic metres of pit space for 1 adult beast or 5 adult sheep in good condition. (AUSVETPLAN Disposal Manual, 1996)

The slashing of the abdomens of carcases prior to burial (to reduce the buildup of gas) is not recommended for sheep. For cattle a risk assessment should be conducted to determine if the benefits of slashing outweigh the safety risks to the operator. Alternatively, machinery may be used to puncture the abdomens of cattle carcases prior to burial.

Appendix 7 – Animal owner information sheet

ANIMAL OWNER INFORMATION SHEET

Emergency Relief Centres are designed to offer relief and emergency food, water and shelter for people post an emergency.

Council understands that pets and animals are of great importance to people and arrangements will be made to help keep you with, or near to your animal/s until alternative arrangements can be made.

Note: The animal owner, or the person in charge of an animal, ultimately has responsibility for the welfare of that animal. This includes providing proper and sufficient food, water and shelter for every animal under their care.

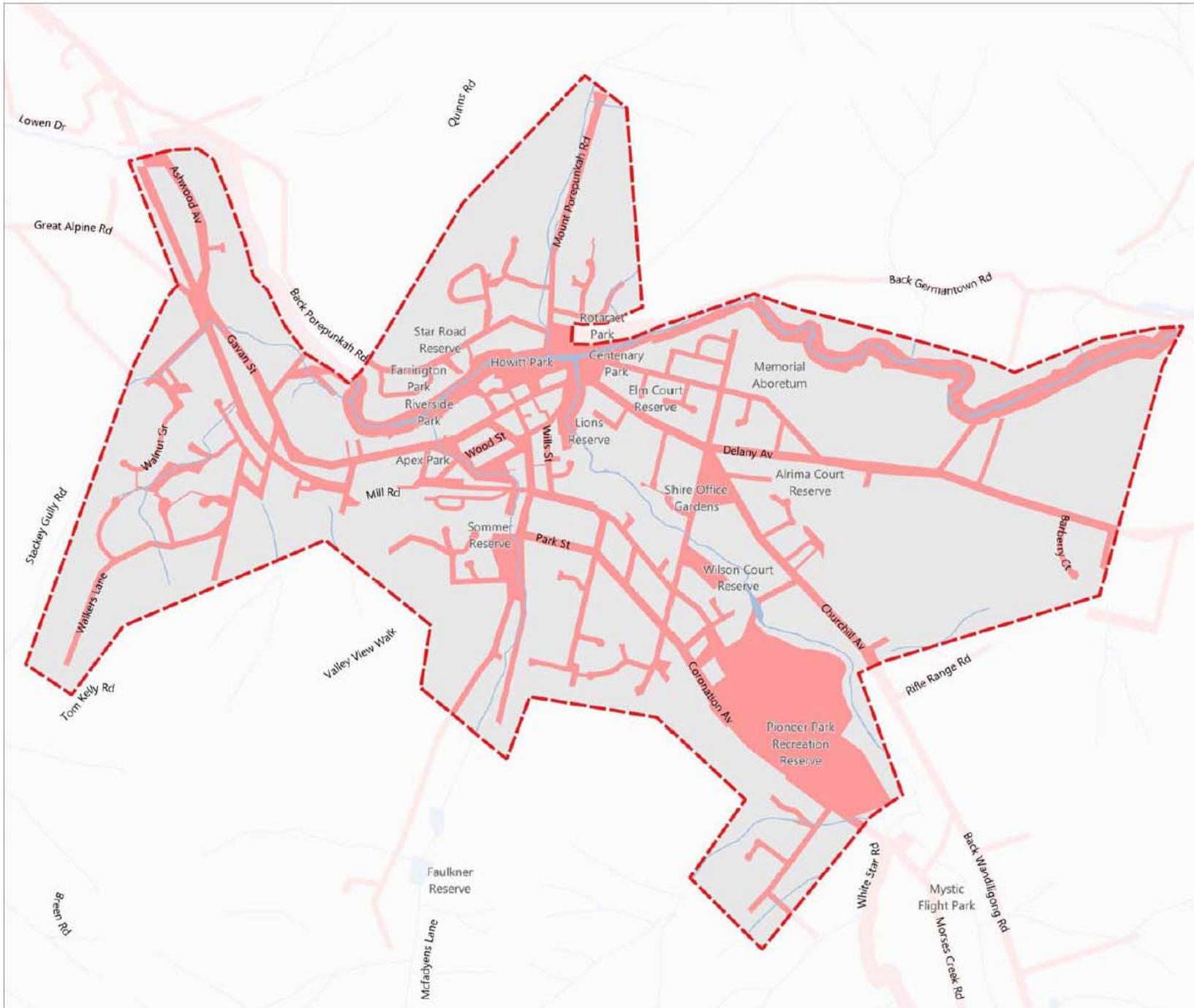
What you need to do at an Emergency Relief Centre:

- Ensure that you register yourself and your animal with the Animal Welfare Officer
- Discuss with our staff if you have any concerns about your animal.
- Feed and exercise your animal.
- Keep your animal confined or on a leash at all times.
- Do not let your animal cause harm or discomfort to people or other animals using the Emergency Relief Centre (ERC).
- Understand that housing animals at the ERC (if allowed) is only short term. You will need to discuss longer term options with the ERC Animal Welfare Officer.
- Understand that animals are held at the ERC at your risk.
- Discuss with our ERC Animal Welfare Officer if you are unable to adequately care for your animal while you are attending the ERC.

What Council will do:

- Provide an Animal Welfare Officer to provide support.
- Provide food and fresh water for your animal if you are unable to do so.
- Organise an area where animals can be kept.
- Assist with making arrangements for domestic animals to be housed longer term and/or assist with making alternative arrangements if unable to house at the ERC.
- Assist with arranging to see a veterinarian if your animal is sick or injured.

Please Note: Staff at an Emergency Relief Centre are there to help and assist; however, there will be many demands on the staff so please be patient and speak respectfully.



Area Designated for Alcohol Restrictions

10pm on Friday, 6 March 2020 to 7am
 on Saturday, 7 March 2020,
 10pm on Saturday, 7 March 2020 to
 7am on Sunday, 8 March 2020
 10pm on Sunday, 8 March 2020 to 7am
 on Monday, 9 March 2020

Legend

- Alcohol Restriction Area
- Alcohol Restriction Area Boundary



Coordinate System GDA94 MGA Zone 55

Created: 16/9/2019

While every care is taken by Alpine Shire Council and the Department of Environment, Land, Water and Planning (DELWP) to ensure the accuracy of this data, Alpine Shire Council and DELWP jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability including without limitation, liability in negligence for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



Based on Data provided with the permission of Land Victoria and the Department of Environment, Land, Water and Planning

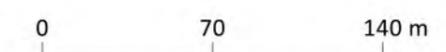
© Alpine Shire Council 2019

Alcohol Restriction Areas

Bright

10pm - 7am restriction

Alcohol restriction area



Coordinate System GDA94 MGA Zone 55

Created: 18/3/2019

While every care is taken by Alpine Shire Council Land Victoria and the Department of Sustainability and Environment to ensure the accuracy of this data, Alpine Shire Council, Land Victoria and the Department of Sustainability and Environment jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



ALPINE
SHIRE COUNCIL

Based on Data provided with the permission of Land Victoria and the Department of Sustainability and Environment.

© Alpine Shire Council, 2019

Finance Report Quarterly Review



For the period ending 30 September 2019

Contents

Introduction	3
Income Statement	5
Departmental Summary	7
Capital Works Summary	8
Balance Sheet.....	9
Dinner Plain Reserve	10
Cash and Investments.....	11

Introduction

Preparation of report

The purpose of this report is to provide Council with an overview of quarterly results and an update on the forecast financial position for the year against budget, and it includes:

- Income Statement
- Departmental Summary
- Capital Works Summary
- Balance Sheet
- Cash and Investments

Explanations are provided for variances greater than \$100,000.

The report has been prepared as required under section 138 of the *Local Government Act 1989* and has not been audited. Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

The report is presented to the Finance Committee, and also to the Audit Committee and Council for noting.

Summary

Council is forecasting a full year surplus of \$7.1m, which is \$1.3m higher than budgeted surplus of \$5.8m.

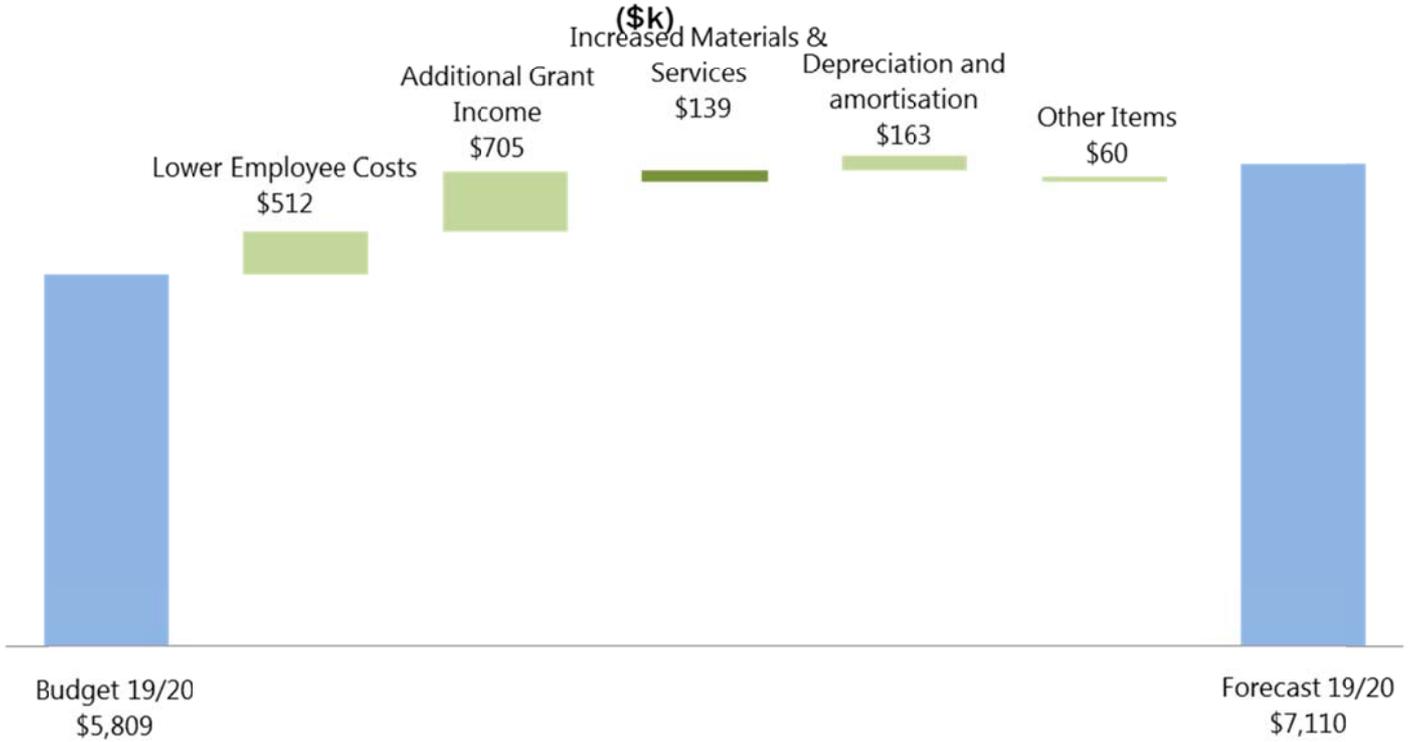
The primary drivers of this increase include:

- Lower than expected employee costs by \$0.5m, largely due to the impact of vacant positions, and
- Higher than expected grant income by \$0.6m for the Buckland Bridge project.
- Victorian Grants Commission funding is expected to be higher than budget by \$0.2m.

These favourable items were partially offset by other items including:

- Higher than expected materials and services expenses (\$0.1m) due to a number of variances including:
 - a) Business Systems Transformation Program (\$90k);
 - b) Insurance costs (\$59k).

Q1 Forecast to FY19/20 Budget Surplus



Balance Sheet Health

The forecast Working Capital Ratio for the end of financial year is 4.1 representing the ratio of current assets (funds accessible within a short timeframe) to current liabilities (short term debt). This is higher than the average for Victorian Councils of 3.2 (based on 2017-18 Know Your Council Performance Reports).

Finance Report – Quarterly Review

Income Statement

Year-end forecast against budget

	Actual YTD Sept \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance		Ref
				\$'000	%	
Income						
Rates and charges	18,412	18,634	18,647	13	0%	
Statutory fees and fines	93	541	544	3	1%	
User fees	251	1,065	1,074	9	1%	
Contributions - cash	260	735	770	35	5%	
Contributions - non-monetary assets	-	210	210	-	0%	
Grants - Operating (recurrent)	805	4,296	4,593	297	6%	1
Grants - Operating (non-recurrent)	22	405	275	(130)	-47%	2
Grants - Capital (recurrent)	-	710	710	-	0%	
Grants - Capital (non-recurrent)	53	3,540	4,078	538	13%	3
Other income	262	863	863	-	0%	
Total income	20,158	30,999	31,764	765	2%	
Expenses						
Employee costs	2,053	8,476	7,964	(512)	-6%	4
Materials and services	1,024	10,688	10,827	139	1%	5
Depreciation and amortisation	1,231	5,088	4,925	(163)	-3%	6
Landfill rehabilitation	-	107	107	-	0%	
Other expenses	56	731	731	-	0%	
Net gain on disposal of property, infrastructure, plant and equipment	-	100	100	-	0%	
Total expenses	4,364	25,190	24,654	(536)	-2%	
Surplus (deficit) for the year	15,794	5,809	7,110	1,301	18%	

Income Statement – explanations of variances

Ref	Item	Explanation
1.	Grants – Operating (recurrent)	Victorian Grants Commission funding is expected to be higher than budget by \$200k. Also several minor community grants have been reclassified from non-current to recurrent operating grant income.
2.	Grants - Operating (non-recurrent)	Lower than budget as \$35k income for the 2020 MTBA Nationals event was received in Q4 2018/19 FY and a reclassification of grant income as in reference 1.
3.	Grants - Capital (non-recurrent)	Higher than budget due to an additional \$600k expected to be received from DELWP for the Buckland Bridge project.

Finance Report – Quarterly Review

- | | | |
|-----------|-------------------------------|--|
| 4. | Employee Costs | Lower than budgeted due to the ongoing impact of vacancies. Monitoring backfill via Workforce Support account (captured in Materials and Services). |
| 5. | Materials and Services | Higher than expected with significant variances including:
a) Increased costs to deliver the Business Systems Transformation Program including unbudgeted Program Manager costs, legal fees and contractor fees, some of which will be offset by additional income (\$90k).
b) Increased insurance expenditure due to industry-wide cost increases (\$59k).

Partially offset by savings including:
a) lower than budgeted charges for processing charges for comingled kerbside waste (\$24k). |
| 6. | Depreciation and amortisation | Lower than budget due to asset write downs in 2018/19 for open spaces as a result of a change in capitalisation methods. |

Finance Report – Quarterly Review

Departmental Summary

	Actual YTD September \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Ref
Income					
Asset Development	53	4,375	4,789	414	1
Asset Maintenance	23	148	151	3	
Corporate Services	16,244	20,736	20,953	217	2
Councillors and Executive	-	4	4		
Economic and Community Development	219	717	682	(35)	
Facilities	3,563	4,529	4,556	27	
Building and Amenity	81	505	507	2	
Planning Services	76	284	284		
Grand Total	20,259	31,298	31,926	628	
Expenditure					
Asset Development	460	11,391	11,108	(283)	3
Asset Maintenance	378	2,663	2,663		
Corporate Services	804	2,519	2,668	149	4
Councillors and Executive	2,172	8,987	8,475	(512)	5
Economic and Community Development	448	1,415	1,438	23	
Facilities	441	3,883	3,859	(24)	
Building and Amenity	12	177	166	(11)	
Planning Services	4	298	298		
Expenditure Total	4,719	31,333	30,675	(658)	

Departmental summary – explanations of variances

Ref	Item	Explanation
1.	Asset Development Income	Additional funding for Buckland Bridge offset by some timing differences. Refer to the Capital Works Summary for detail.
2.	Corporate services Income	Victorian Grants Commission funding is expected to be higher than budget by \$200k.
3.	Asset Development Expenditure	Lower than budgeted expenditure expected for Myrtleford Indoor Sports Stadium Expansion (\$210k). Refer to the Capital Works Summary for detail.
4.	Corporate Services Expenditure	Higher than expected with significant variances including: <ol style="list-style-type: none"> Increased costs to deliver Business Systems Transformation Program including Program Manager costs, legal fees and contractor fees totalling \$90k, some of which will be offset by additional income. Increased insurance costs due to cost increases industry-wide \$59k.
5.	Councillors and Executive Expenditure	Employee costs are expected to be lower than budget due to the ongoing impact of vacancies (\$513k).

Finance Report – Quarterly Review

Capital Works Summary

The following table summarises all capital works projects where the forecast full year income or expenditure varies from the budgeted amount by more than \$100,000.

	Actual YTD Sept \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance		Ref
				\$'000	%	
Income						
Buckland Bridge Income	-	1,500	2,100	600		1
Mount Beauty Skate Park Upgrade Income	-	165	30	(135)	-450%	2
Expenses						
Myrtleford Indoor Sports Stadium Expansion	292	550	340	(210)	-62%	3

Capital works summary – explanation of variances

Ref	Item	Explanation
1.	Buckland Bridge Income	An additional \$600k is expected to be received from DELWP.
2.	Mount Beauty Skate Park Upgrade Income	\$135k was received early from SRV in 2018/19.
3.	Myrtleford Indoor Sports Stadium Expansion	Higher than expected expenditure was incurred in 2018/19 but was budgeted for in 2019/20.

Finance Report – Quarterly Review

Balance Sheet

	Actual	Budget	Forecast	Variance		Ref
	YTD Sept	Full year	Full year	\$'000	%	
	\$'000	\$'000	\$'000	\$'000	%	
Assets						
Current assets						
Cash and cash equivalents	2,202	2,082	1,928	(154)	-7%	1
Trade and other receivables	14,851	1,855	1,917	62	3%	
Financial assets	16,000	13,000	16,000	3,000	23%	1
Inventories	64	49	49	-	0%	
Other assets	649	267	267	-	0%	
Total current assets	33,766	17,253	20,161	2,908	17%	
Non-current assets						
Investment properties	3,260	3,260	3,260			
Investment in shared services	76	101	98	(3)	-3%	
Property, infrastructure, plant & equipment	219,054	231,891	230,687	(1,204)	-1%	2
Inventories	105	110	102	(8)	-7%	
Total non-current assets	222,495	235,362	234,147	(1,215)	-1%	
Total assets	256,261	252,615	254,308	1,693	1%	
Liabilities						
Current liabilities						
Trade and other payables	892	1,877	1,900	23	1%	
Trust funds and deposits	1,518	406	393	(13)	-3%	
Provisions	2,373	2,545	2,432	(113)	-4%	3
Income received in advance	36	30	36	6	20%	
Total current liabilities	4,819	4,858	4,761	(97)	-2%	
Non-current liabilities						
Provisions	3,842	2,261	3,412	1,151	51%	3
Income received in advance	494	368	458	90	24%	
Total non-current liabilities	4,336	2,629	3,870	1,241	47%	
Total liabilities	9,155	7,487	8,631	2,385	32%	
Net assets	247,106	245,128	245,677	549	0%	
Equity						
Accumulated surplus	122,145	118,736	116,902	(1,834)	-2%	
Reserves	124,961	126,392	128,775	2,383	2%	
Total equity	247,106	245,128	245,677	549	0%	

Balance Sheet – explanations of variances

Ref	Item	Explanation
1.	Cash and cash equivalents and Financial Assets	Higher than budget by \$2.8m as a result of positive cash variances to budget both in 2018/19 and 2019/20.
2.	Property, infrastructure, plant & equipment	Lower than budget due to asset write downs in 2018/19 for open spaces as a result of a change in capitalisation methods.
3.	Provisions	Higher than than budgeted as the provision for landfill rehabilitation was increased in 2018/19 as a result of higher costs to complete rehabilitation works and aftercare.

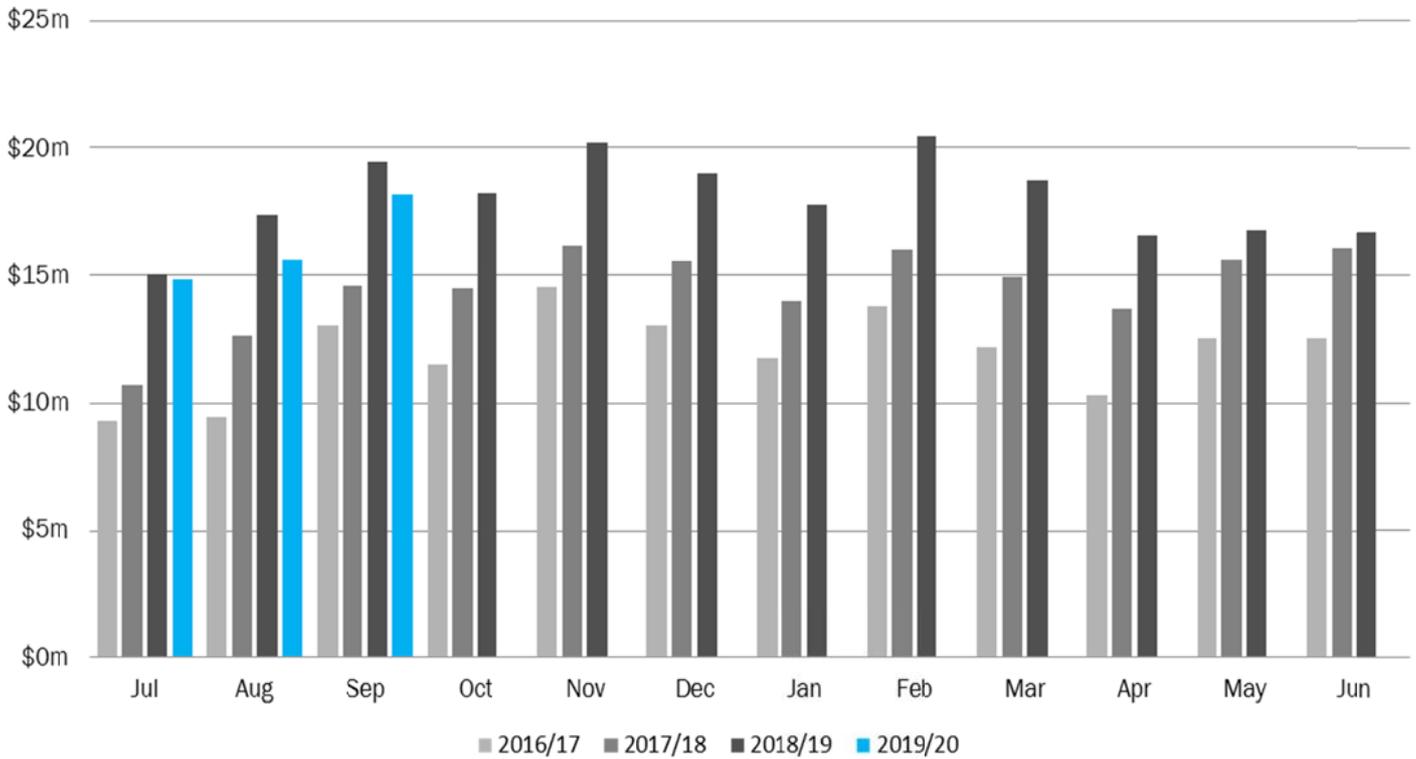
Dinner Plain Reserve

	Actual YTD	Budget	Forecast	Variance	
	Sept	Full Year	Full Year	\$'000	%
	\$'000	\$'000	\$'000	\$'000	%
Balance as at 1 July 2019	727	686	727	41	
Income	1,289	1,386	1,406	20	1%
Expenditure	322	1,469	1,491	22	1%
Net	967	(83)	(85)	(2)	2%
Balance	1,694	603	642	39	6%

The Dinner Plain Reserve is forecast to be \$642k by the end of FY19/20. This is \$39k higher than budgeted, the most significant variance was caused by the starting balance of the Reserve at 1 July being lower than budgeted due to a number of variances occurring between when the budget was set and the end of financial year (\$41k).

Cash and Investments

Monthly Cash Balance



The cash balance was \$18.2 million at the end of Q1, of which \$16.0m was term deposits. This was \$1.3m lower than the 2018/19 Q1 cash balance of \$19.5 million, with the main contributing factor being higher capital expenditure in 2018/19 than in 2017/18 (\$4.1m).



SHIRE COUNCIL

MINUTES

MEETING:	Audit Committee Meeting No: 2019/20-3
HELD:	Monday 2 December 2019 9.00am Members only session 9.15am Meeting
LOCATION:	Committee Room Bright Office

IN ATTENDANCE

Members:

Sue Lebish, Chair
Mark Anderson
Craig Covich
Gerard Moore
Sinead Ryan
Cr John Forsyth
Cr Kitty Knappstein

Officers:

Charlie Bird, Chief Executive Officer
Nathalie Cooke, Director Corporate
Victoria Schmidt, Manager Corporate
Kirsten McDonald, Health, Safety and Risk Officer
Brendan Grigg, ICT Coordinator 9.15am – 10.45am

Vision Statement:

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

AGENDA

1. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE	3
2. APOLOGIES	3
3. DECLARATION OF CONFLICT OF INTEREST	3
4. MINUTES FROM PREVIOUS MEETING	3
4.1 Confirmation of previous minutes	3
4.2 Business arising from previous minutes	3
5. STANDING ITEMS	4
5.1 Progress of action sheet	4
6. OFFICER REPORTS	5
6.1 Public Interest Disclosure Policy	5
6.2 Risk Management Policy Review and Governance and Risk Framework	9
6.3 VAGO Report on Council Libraries.....	12
6.4 JMAPP Risk Maturity Appraisal 2019	15
7. FOR INFORMATION ONLY	19
7.1 2019/20 Quarter 1 Purchasing Audit	19
7.2 2019/20 Quarter 1 Finance Report	19
7.3 2019/20 Quarter 1 Performance Report.....	19
7.4 2019/20 Quarter 1 Health and Safety Report.....	19
7.5 2019/20 July - October Credit Card Report CEO and Mayor.....	19
7.6 Policy Review Status Summary.....	19
7.7 Legal and Insurance Update.....	19
7.8 VAGO Final Management Letter for year ended 30 June 2019	19
7.9 Local Government Bill 2019	19
7.10 Member Remuneration	20
7.11 ICT Incident Notification	20
7.12 Local Government Inspectorate - Protecting Integrity: Yarriambiak Shire Council Investigation 21	
7.13 IBAC Operation Sandon – Casey City Council	21
8. GENERAL BUSINESS	21
8.1 Proposed Committee Meeting Dates for 2019	21
8.2 Agenda circulation timeframe for 2020 meetings	22
8.3 Professional Engineers Registration Act 2019	22
9. NEXT MEETING.....	22
10. ATTACHMENTS	22
12. MEETING CLOSE	22

1. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS AND RECOGNITION OF ALL PEOPLE

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

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

2. APOLOGIES

Will Jeremy, Director Assets

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. MINUTES FROM PREVIOUS MEETING

4.1 Confirmation of previous minutes

RECOMMENDATION

That the Minutes of Audit Committee Meeting Nos:

- 2018/19-1 held on 26 July 2019; and***
- 2018/19-2 held on 10 September 2019***

be confirmed.

Moved: S Ryan

Second: G Moore

CARRIED

Attachments

4.1.1 Minutes of Audit Committee Meeting No: 2018/19-1, 26 July 2019

4.1.2 Minutes of Audit Committee Meeting No: 2018/19-2, 10 September 2019

4.2 Business arising from previous minutes

Nil

5. STANDING ITEMS

5.1 Progress of action sheet

INTRODUCTION

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

The Manager Corporate updated the Committee on the action sheet items that Council now considers complete. The Committee only agreed to close those VAGO management letter items considered complete once the auditor identified them as resolved.

The Committee discussed the progress Council was making on its Business Continuity Plan and testing of recovery plans for critical activities.

It was noted that there is no further update on asset related action items due to ongoing Engineering Coordinator vacancy and the CEO advised that Council has engaged a contractor to assist in this space commencing in January 2020.

The ICT Coordinator gave the Committee an update on the status of the IT general controls actions.

VAGO recommendations in relation to fuel cards was discussed and the CEO advised that this is considered a low risk matter given the low number of private use vehicles and fuel cards being issued to a particular vehicle and being limited to purchases for the vehicles type of fuel only. A brief discussion around GPS tracking of vehicles was had however management advised that this might only be considered from a health and safety perspective for lone workers rather than a fuel fraud perspective.

The Committee asked whether there was a commitment to undertaking the Economic Development Strategy given the deadline for the strategy had been changed several times. The CEO confirmed that he is confident that the strategy will be undertaken as it is budgeted for in FY 2019/20 however the timeframe may be a bit tight.

RECOMMENDATION

That progress of the Action Sheet be noted.

NOTED

Attachments

5.1 Audit Committee Action Sheet

Committee adjourned at 10.45am for a break and reconvened at 10.55am

6. OFFICER REPORTS

6.1 Public Interest Disclosure Policy

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Director Corporate

INTRODUCTION

The purpose of this report is to provide the Audit Committee with an overview of the changes to the operation of Victoria's integrity system and the subsequent need for Council to review its Protected Disclosure Policy No.92 and rename it Public Interest Disclosures Policy.

The Director Corporate provided the Committee with an overview of the changes to the legislation and the review of the policy. The Committee discussed the issues of confidentiality in relation to the appointment of a welfare officer as well as querying the scope of the policy and its application to the public. The Committee were advised that the legislation provides for the appointment of a welfare officer and anyone making a disclosure will be advised of this. The policy is internal and guides Council in its management of a disclosure where the public may make a disclosure.

RECOMMENDATION

That the report be noted.

Moved: S Lebish

Second: K Knappstein

That the Alpine Shire Council Public Interest Disclosure Policy No.092 version 2.02 be endorsed for Council adoption.

CARRIED

BACKGROUND

The *Integrity and Accountability Legislation Amendment (Public Interest Disclosures, Oversight and Independence) Act 2019 (No. 2/2019)* amends a number of Acts relevant to the operation of Victoria's integrity system, including the *Protected Disclosure Act 2012* (the PD Act). The PD Act will be renamed to the *Public Interest Disclosures Act 2012* (PID Act).

The PID Act provides protections for people who make disclosures about improper conduct in the public sector.

Legislated changes commence 1 January 2020 and our policy requires review and updating to remain compliant.

REPORT

Victoria's public interest disclosure scheme is important in ensuring that people who report improper conduct and corruption in the Victorian public sector can do so with confidence that they will be protected.

Protections include keeping confidential the identity of the person reporting improper conduct and protecting them from possible reprisals including bullying, harassment or legal action.

Amendments have been made to a number of Acts relating to the operation of Victoria's integrity system, which was established to facilitate the confidential disclosure and investigation of improper conduct by public officers within public bodies.

Overall the new Public Interest Disclosure (PID) scheme will provide a lower threshold for making PIDs to the Independent Broad-based Anti-corruption Commission (IBAC), a 'no wrong door' principle for handling PIDs made to any receiving agency, and increased flexibility in how investigating agencies handle PIDs (and public interest complaints, PICs).

The legislation has established a new parliamentary oversight committee, the Integrity and Oversight Committee (IOC), which consolidates oversight of these matters across a number of Victorian integrity agencies, including the IBAC.

Key changes to the legislation are detailed below.

Definitions

Notably the terms 'protected disclosure' and 'protected disclosure complaint' have been replaced with:

- *Public Interest Disclosure* - disclosure by a natural person of information that shows/tends to show or information that the person reasonably believes shows/tends to show improper conduct or detrimental action
- *Public Interest Complaint* - a public interest disclosure that has been determined by IBAC, the Victorian Inspectorate or IOC to be a Public Interest Complaint.

Once a PID has been assessed and is determined to be a PIC, additional rules apply for example, restricting when and to whom the matter can be referred along with other altered confidentiality and notification requirements.

The definition of 'improper conduct' has been revised to specify the following categories:

- Corrupt conduct
- Criminal offence
- Serious professional misconduct
- Dishonest performance of public functions
- Intentional or reckless breach of public trust
- Intentional or reckless misuse of information
- Substantial mismanagement of public resources
- Substantial risk to health or safety of a person
- Substantial risk to the environment
- Conduct of any person that adversely affects the honest performance by a public officer of their functions
- Conduct of any person that is intended to adversely affect the effective performance by a public officer of their functions for the benefit of the other person.

Less serious or trivial conduct is excluded from the definition of improper conduct.

Assessing and determining a PID

Local councils remain a body that can receive a PID and IBAC is the body to assess and determine a PID that has been reported to council.

For a PID to be determined a PIC it must be made in accordance with the PID Act and the information must:

- Show or tend to show that the public officer or public body has engaged, is engaging or proposes to engage in improper conduct or detrimental action or
- Information that the person reasonably believes shows or tends to show that the public officer or public body has engaged, is engaging or proposes to engage in improper conduct or detrimental action.

IBAC may refer a PIC to another more appropriate body for investigation. IBAC will also be able to refer complaints back to agencies for action with the consent of complainants and agencies.

Misdirected disclosures

The legislation provides a new 'no wrong door' provision. This allows for a PID made to the wrong receiving entity to be redirected to another receiving entity, without the discloser losing the protections of the PID scheme, where:

- The receiving entity must be an entity to which a PID ordinarily may be made and
- The person making the disclosure must honestly believe that the receiving entity was the appropriate entity to receive the disclosure.

Detrimental action

From 1 January 2020 there is a lower threshold for proving that detrimental action has taken place. Prior to 1 January 2020, a discloser would have to prove that detrimental action was a 'substantial reason' for their employer taking action against them following their disclosure, but from 1 January 2020 'substantial' has been removed from the definition.

In practical terms this means that if the fact that an employee has made a disclosure forms any part of the reason for which action is taken against that employee, it will constitute detrimental action and be reportable as a public interest disclosure under the scheme as well as being a criminal offence.

Confidentiality obligations

The three main elements of the revised confidentiality requirements are:

- To ensure that all bodies, to which a public interest complaint is referred, are permitted to disclose information necessary to perform their investigative functions.
- To make it clear those complainants may always seek advice and support from specified categories of persons without seeking permission. These changes enable information about an assessable disclosure to be provided to a trade union, employee assistance program, the Victorian WorkCover Authority or for the purposes of an application to the Fair Work Commission.
- To change the statutory requirements around confidentiality notices used in investigations across the integrity system, to make it a presumption that recipients of confidentiality notices will be entitled to disclose restricted matters to certain categories or persons, unless the issuing agency makes a direction to the contrary.

Council policy and procedures

It is a requirement that public sector bodies have adequate policies and systems for staff to make a disclosure, as well as information as to how to receive, assess and safely handle disclosures.

Councils Protected Disclosure Policy No.92 has been reviewed and updated in line with the legislative changes and renamed Public Interest Disclosures Policy. The revised policy will be presented to Council for adoption its 17 December 2019 Ordinary meeting to come into effect on 1 January 2020.

Council’s procedures for the handling of disclosures will also be reviewed prior to 1 January 2020.

KEY IMPLICATIONS

Legislative Compliance

The adoption of a revised policy will ensure compliance with the relevant legislation.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 1. A high performing organisation</i>	
Strategies	Lead and govern with integrity
<i>Strategic Objective 2. A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council’s risk
Audit Committee Charter	
8.5	Fraud, corruption and misconduct
8.9	Compliance

CONCLUSION

Victoria's public interest disclosure scheme is important in ensuring that people who report improper conduct and corruption in the Victorian public sector can do so with confidence that they will be protected.

Protections include keeping confidential the identity of the person reporting improper conduct and protecting them from possible reprisals including bullying, harassment or legal action.

Amendments have been made to a number of Acts relating to the operation of Victoria's integrity system which was established to facilitate the confidential disclosure and investigation of improper conduct by public officers within public bodies.

Councils Protected Disclosure Policy No.92 has been reviewed and updated in line with the legislative changes and renamed Public Interest Disclosures Policy in preparation for the legislative changes coming into effect on 1 January 2020.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate

Attachments

6.1 Alpine Shire Council Public Interest Disclosure Policy No.92 DRAFT

6.2 Risk Management Policy Review and Governance and Risk Framework

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health Safety Risk Officer

INTRODUCTION

The purpose of this report is to provide the Audit Committee (Committee) with an update on the biennial review of Council’s Risk Management Policy No. 54 and the status of the Governance and Risk Framework.

The Health, Safety and Risk Officer provided the Committee with an overview of the updates to the policy and the Committee noted that the reference to AS/NZS ISO 31000:2009 needed to be updated to AS ISO 31000:2018.

RECOMMENDATION

That the report be noted.

Moved: S Lebish

Second: M Anderson

That the Alpine Shire Council Risk Management Policy No.054 version 3.02 be endorsed for Council adoption subject to the reference to AS/NZS ISO 31000:2009 being replaced with AS ISO 31000:2018.

CARRIED

Moved: S Lebish

Second: K Knappstein

That the Alpine Shire Council Governance and Risk Management Framework be endorsed for Council adoption.

CARRIED

BACKGROUND

The current Risk Management Policy was approved in November 2017. This 2019 review is in line with the scheduled review every two years and aligns with the holistic policy review that Council is in the process of undertaking. This review has also provided the opportunity to reference climate risks to align with the resolution of Council at its November 2019 Ordinary Meeting to recognise and mitigate the effects of climate change.

The draft Governance and Risk Framework has previously been presented to the Committee and councillors however is yet to be adopted by Council. The draft framework meets the requirements of the *Local Government (Planning and Reporting) Regulations 2014*.

REPORT

Policy review

The content of the policy has been reviewed for compliance with relevant legislation and Standard AS ISO 31000:2018 and has been benchmarked against other local government risk management policies.

The review did not result in any significant change to the intent of the policy, that is, Council is committed to managing its resources effectively, achieving its goals as outlined in the Council Plan, and safeguarding its employees and the community.

The policy has been transferred to Council's new policy template and in doing so three sections of the current policy, Policy Statement, Purpose and Objectives, have been combined into one section, Purpose, with some minor rewording.

The content of the policy however has been expanded to clearly articulate Council's position in relation to its risk appetite ie. the amount and type of risk Council is prepared to accept (pursue, retain or take) in the pursuit of achieving its objectives.

Other minor changes as a result of the review include:

- Streamlining language around what Council does to activities, decision-making and operations.
- Expanding the risk register section to reference strategic, operational, compliance, climate and project risks.
- Clarifying that everyone has a responsibility to manage risk in their position in the roles and responsibilities section.
- Updating the supporting documents section.
- Updating definitions to align with AS ISO 31000:2018.

Governance and Risk Framework

The *Local Government (Planning and Reporting) Regulations 2014* require Council to have a risk management framework outlining Council's approach to managing risks to the Council's operations and the draft framework has previously been presented to the Committee and councillors.

The aim of the framework is to document the high-level processes and behaviours required to ensure that Council meets its intended purpose, complies with legislative provisions; and meets expectations of accountability and transparency by:

- Integrating governance, risk management and compliance into Council's corporate planning, operational management and reporting processes;
- Documenting the policies, procedures, structures and tools used to identify and manage Council's governance, risk and compliance obligations; and
- Documenting responsibilities of Council and its employees.

The framework outlines the amount and type of risk Council is prepared to accept in the pursuit of achieving its objectives and acknowledges that its risk appetite is not fixed.

The compliance component of the framework documents the requirements and process through which Council can monitor, review and comply with its legislative and regulatory obligations under the *Local Government Act 1989*. A compliance matrix provides a mechanism for monitoring the substantial number and range of compliance requirements under the Act. It is acknowledged that the new *Local Government Bill 2019 [Vic]* will necessitate a review of the framework in 2020 however it is considered worthwhile in Council adopting the framework now to ensure compliance with the current regulations.

KEY IMPLICATIONS

Legislative Compliance

The adoption of the revised policy and framework by Council will ensure compliance with:

- *Local Government Act 1989*, and
- *Local Government (Planning and Reporting) Regulations 2014*.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2. A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council’s risks
Audit Committee Charter	
Clause 8.3	Risk management
Clause 8.5	Fraud, corruption and misconduct
Clause 8.9	Compliance

CONCLUSION

The review of the Risk Management Policy is now complete. While there is no change to the intent of the policy the review has provided an opportunity to clarify and simplify content and clearly articulate Council's position on risk management. The development of the Governance and Risk Framework achieves compliance with a requirement of the *Local Government (Planning and Reporting) Regulations 2014* and assists with the integration of governance, risk management and compliance into Council’s corporate planning, operational management and reporting processes.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- Health Safety Risk Officer

Attachments

- 6.2.1 Alpine Shire Council Risk Management Policy No.54 DRAFT
- 6.2.2 Alpine Shire Council Governance and Risk Framework DRAFT

6.3 VAGO Report on Council Libraries

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health Safety Risk Officer

INTRODUCTION

This report provides an overview of Council's compliance with the recommendations of the Victorian Auditor-General's Office (VAGO) Report on Council Libraries, tabled 13 November 2019 ([VAGO Audit: Council Libraries November 2019](#)).

The Committee discussed finding 2 particularly given that VAGO are recommending that councils undertake full activity-based accounting for the library service. The Committee discussed that the effort to undertake this is disproportionate to the outcome and that Council is satisfied that it is transparent about the cost of library services to the community.

RECOMMENDATION

That the report be noted.

NOTED

ACTION:

- ***Track progress with VAGO recommendations 1, 3 and 4 through Committee action sheet***

REPORT

VAGO examined whether councils and regional library corporations (RLC) deliver library services efficiently and effectively as required by the *Local Government Act 1989*. The audit used library data to identify whether shared services are more efficient, and assessed how well selected councils plan, monitor and review their library services to ensure maximum efficiency and effectiveness.

VAGO audited Alpine Shire Council along with three other councils, City of Boroondara, Mornington Peninsula Shire and Buloke Shire Council. The Eastern Regional Library Corporation was also audited and VAGO also examined the roles of Local Government Victoria (LGV), which is part of the Department of Environment, Land, Water and Planning (DELWP), and the Municipal Association of Victoria (MAV) in driving state-wide and local service improvements.

VAGO concluded that:

"Not all audited councils deliver library services as efficiently and effectively as they can. This is because some councils miss the opportunity to reduce costs through sharing services or out-sourcing. Audited councils miss these opportunities because of gaps in how they plan, monitor and review their services. These gaps include not considering the full cost of service provision and not proactively consulting communities about their library service preferences and needs. Although we found examples of better practice at ERLC and Boroondara, all audited councils and ERLC can improve how they plan and monitor their services."

FINDINGS

Efficiency of shared service models

- RLCs and co-operative models are overall more efficient than standalone council libraries because longer opening hours and high volume of loans offset their larger investments.
- Rural standalone councils tend to be more efficient than metropolitan ones because they have found ways to deliver core library services to their communities with less financial investment, for example by sharing facilities with other councils or community services.

Improving library services

Councils and RLCs need to:

- use accurate cost and performance information to support decision-making;
- consult their community to ensure they tailor services to local need;
- document service plans that outline the actions and resources necessary to meet community needs; and
- monitor performance and identify opportunities to improve.

State support for library services

Although councils are responsible for the library services they deliver, the state government has a key role in supporting the council library sector through funding and state-wide initiatives.

Recommendations

VAGO made a total of nine recommendations, four of which apply to all councils, four to LGV and DELWP and one to the MAV. In summary VAGO recommended councils:

1. improve library service planning by:
 - documenting service plans
 - conducting detailed and regular community consultation to understand community expectations for library services
 - linking delivery of library services to identified community needs and overall council objectives.
2. Identify the full costs of their library services, including indirect costs, to inform benchmarking, planning and monitoring services.
3. Work with Public Libraries Victoria to ensure the cost data it reports as part of its annual survey is consistent and comparable.
4. Investigate ways to achieve cost efficiencies such as through alternative library service delivery models, shared service arrangements or outsourcing.

Council's accepts all of the recommendations of the report. Its level of compliance with VAGO's recommendations is outlined in attachment 6.3.

KEY IMPLICATIONS

Legislative Compliance

Victoria’s Constitution Act 1975 establishes the Auditor-General as an independent officer of Parliament, whose ongoing role and functions are governed by the *Audit Act 1994*. This includes audits of the annual financial statements and performance of public sector agencies.

Audits are conducted in accordance with Australian Auditing Standards, which are set down by the Auditing and Assurance Standards Board and updated regularly.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2: A responsible and sustainable organisation</i>	
Strategies	Manage our financial resources sustainably
	Identify and manage Council’s risks
<i>Strategic Objective 5: Highly utilised and well managed community facilities</i>	
Strategies	Soundly operate and manage community facilities
	Deliver quality services for our community
Audit Committee Charter	
Clause 8.7	External Audit

CONCLUSION

Council embraced the opportunity to participate in the audit and advised the Auditor General that it accepts all of the recommendations of the report.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- Health Safety Risk Officer

Attachments

6.3 VAGO Audit Report on Council Libraries - Compliance Summary, November 2019

6.4 JMAPP Risk Maturity Appraisal 2019

Directorate: Corporate

Department: Corporate

Manager: Manager Corporate

Author: Health Safety Risk Officer

INTRODUCTION

Council’s property assets are insured under the JLT Municipal Asset Protection Plan Discretionary Trust Arrangement (JMAPP). As part of this arrangement Council is eligible to receive nominated risk services and for the 2018/2022 period this includes a high-level appraisal of Council’s risk maturity across a number of risk criteria including property management practices. Council’s risk appraisal was conducted during May 2019. This report provides an overview of the appraisal and the final findings and recommendations.

The Health, Safety and Risk Officer outlined the process of the appraisal and the results noting that Council was required to provide evidence in support of its answers. While Council could demonstrate that it had a number of the documents, they weren’t considered current in the parameters of the questionnaire and therefore Council received low scores and in some instances Council’s current practices could not be substantiated by documents therefore also resulting in a low score. The Committee discussed a target for improvement in the level of Council’s risk maturity. The Director Corporate advised the Committee that Council has had a focus of improvement in the risk governance space however there has been little improvement in the area of property risks.

RECOMMENDATION

That the report be noted.

Moved: S Ryan

Second: M Anderson

That:

- 1. the outcome of the JMAPP Risk Maturity Appraisal 2019 be noted; and**
- 2. Council aim to improve its risk maturity score to the average for North Central councils within 12 months.**

CARRIED

ACTION:

- **Reassess risk maturity levels in 12 months**

BACKGROUND

The objective of the risk maturity appraisal is to determine how mature Council’s risk management practises are in facilitating effective identification, assessment and management of risks. The appraisal also considered the strength of Council’s property management practices which includes property inspections, incident reporting and asset management.

The appraisal considered the following:

Component	Description
1. Risk Implementation	the degree to which documented risk management practises have been implemented across Council
2. Resources, Responsibility and Accountability	the degree to which the activities of risk management are allocated, with defined responsibility (who will undertake the task) and accountability- who is ultimately responsible
3. Risk Culture	the system of values and behaviours that exist within Council and how that shape decision making
4. Communicating and Reporting Risk	the degree to which risk management is communicated and reported within Council
5. Embedding Risk in the Organisation	the degree to which risks are assessed across the organisation
6. Property Risk Management	the degree to which property related risk exposures are integrated with the overarching risk management framework

The appraisal comprised a series of questions for each risk component (59 questions in total) and required the submission of documents as evidence for 22 of the 59 questions. Key Council staff, including Manager Asset Maintenance, Manager Asset Development and Manager Facilities, contributed to the response to the questionnaire.

FINDINGS

Risk maturity score

After consideration of Council’s responses to the risk maturity appraisal, and review of the ancillary documentation Council supplied, Council received a score of **47.8%** for its risk maturity appraisal.

The table below outlines Council’s score for each component, its maturity, and a comparison with North Central region ratings. Council was ranked 10 out of the 13 councils in the North Central region that completed the appraisal.

Risk Criteria	Score	Maturity	North Central Ratings		
			Ave	High	Low
Risk Implementation	66.7%		59.4%	86.7%	6.7%
Resources, Responsibility and Accountability	80%		81.5%	100%	30%
Risk Culture	0%		42.3%	100%	0%
Communicating and Reporting Risk	50%		78.9%	100%	25%
Embedding Risk in the Organisation	42.9%		60.4%	100%	14.3%
Property Risk Management	47.7%		56.7%	89.5%	21.1%
Overall Score	47.8%		63.2%	96%	16.2%

Legend	
	The risk management framework provides assurance that risks will likely be identified and effectively managed to mitigate the risk. Complete, endorsed and current risk management documentation (policy, procedures, framework) are in place. Property management practices are robust, and maintenance is attended to within a set timeframe and inspections formally documented (at least annually). An Asset Management Plan exists which identifies property risks plus controls and treatment actions for managing them.
	Areas of the risk management framework are sufficiently effective to provide assurance risks will be managed and controlled. Endorsed current risk management documentation exists. Property management practices are strong and ensure the risks relating to property assets are effectively managed including regular documented property inspections, timely completion of maintenance and documented property management procedures.
	Some areas of the risk management framework are less effective at identifying, controlling, managing and reporting risks than should otherwise be expected. It does however provide guidance to Council on what its risks are and how to manage those risks. Risk management documentation may be out of date and/or not endorsed. Property management practices may not be as effective including irregular inspections which may or may not be documented and outdated/incomplete procedures.
	Many areas of the risk management framework are not effective and fail to provide Council a means to identify, control, treat and report risk. Risk management documentation may not exist or may be out of date and/or unendorsed. Property management practices are less effective in part due to an absence of documented procedures. The potential for property damage is higher than otherwise expected due to delays in addressing maintenance and the absence of property inspections.

Suggested actions

The report suggests that in order to improve risk and property management maturity, Council should:

1. Provide ongoing **risk management training** to staff to allow them to appreciate the role of risk management and understand their risk responsibilities. This should include how to undertake risk assessments.
2. Regularly update and **test the business continuity plan** to effectively manage disruptions.
3. Formally **inspect properties annually** using a comprehensive property inspection checklist that details specific exposures relating to property risk.

In addition to the above high-level actions, the report identified a range of opportunities for improvement, a number of which have already been identified through other processes and are currently being actioned or programmed including:

- Risk management policy review
- Asset management planning

KEY IMPLICATIONS

Legislative Compliance

Section 76A of the *Local Government Act 1989* requires Council to take out and maintain insurance.

COUNCIL PLAN AND KEY STRATEGIC PLAN LINKS

Council Plan 2017-2021	
<i>Strategic Objective 2. A responsible and sustainable organisation</i>	
Strategies	Identify and manage Council's risk.
Audit Committee Charter	
Clause 8.3	Risk management
Clause 8.4	Effective controls

CONCLUSION

The results of the JMAPP Risk Maturity Appraisal confirmed a number of areas for improvement in the management of risks and assets that Council has previously identified and reported to the Audit Committee and is now actioning or has programmed for action.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Corporate
- Health Safety Risk Officer

Attachments

6.4 JMAPP Risk Maturity Appraisal Report, July 2019

7. FOR INFORMATION ONLY

7.1 2019/20 Quarter 1 Purchasing Audit

Refer Attachment 7.1

7.2 2019/20 Quarter 1 Finance Report

Refer Attachment 7.2

7.3 2019/20 Quarter 1 Performance Report

Refer Attachment 7.3

7.4 2019/20 Quarter 1 Health and Safety Report

Refer Attachment 7.4

7.5 2019/20 July - October Credit Card Report CEO and Mayor

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 Committee for periodic review.

Refer Attachment 7.5

7.6 Policy Review Status Summary

Refer Attachment 7.6

7.7 Legal and Insurance Update

Verbal update provided.

7.8 VAGO Final Management Letter for year ended 30 June 2019

Refer Attachment 7.8

7.9 Local Government Bill 2019

The new *Local Government Bill 2019 [Vic]* was introduced to Parliament on Wednesday 13 November 2019 with the intention of delivering on the Victorian Government's commitment to modernise the operation of local government.

The changes can be categorised as:

1. Improved **service delivery**

Allow councils to focus on better financial management and engagement with their communities to deliver better services

2. Improved **councillor conduct**

Set minimum training requirements for candidates and councillors and clearer standards of behaviour with stronger mechanisms to address poor conduct

3. Stronger **local democracy**

Increase council and councillors' direct accountability to the community

4. Community **confidence**

Reforms election processes and candidate requirements to increase transparency

5. New **relationships**

Remove any unnecessary Ministerial approvals and arbitrary powers to build a new relationship between the State, local government and communities

[Local Government Victoria information on Bill](#)

[Local Government Bill 2019 and Explanatory Memorandum](#)

Director Corporate and Manager Corporate outlined that the new legislation will increase Council's governance workload including the requirement for new policies and that preliminary mapping of the requirements has been undertaken. The Rural City of Wangaratta has also undertaken this assessment and is sharing its work with Council. Director Corporate advised the Committee that opportunities for resource sharing is being discussed with neighbouring councils and that at least 7 local councils have discussed pooling resources to fund a suite of best practice policies.

7.10 Member Remuneration

At the request of the Audit Committee, remuneration of Committee members has been reviewed.

The current sitting fees are: Committee Chair: \$407.20 per meeting
Committee member: \$203.60 per meeting

Remuneration was benchmarked against seven small rural councils in the Hume region. The review concluded that the Chair's remuneration is above average for like councils whereas the member remuneration is below the average.

Council, at its Ordinary Meeting on 17 December 2019, will consider the following recommendations:

- Increase remuneration to average of similar councils;
- Leave the Chair's remuneration as is, based on current remuneration being above average for like councils in the region;
- Continue CPI increases annually and round to nearest dollar.

7.11 ICT Incident Notification

Verbal update provided.

Manager Corporate outlined the ICT incident and advised the Committee that the matter had been reported to the Office of Victorian Information Commissioner (OVIC). Council is working with OVIC on providing additional information on Council's response to the incident. The Committee advised Council to seek OVIC's position on the matter in writing.

ACTION:

- **Provide a further update to the Committee at its February 2020 meeting**

7.12 Local Government Inspectorate - Protecting Integrity: Yarriambiak Shire Council Investigation

In response to allegations relating to mismanagement of council assets at Yarriambiak Shire Council, the Local Government Inspectorate conducted a comprehensive investigation examining governance and operational matters including asset, financial and employment management arrangements. The inspectorate released its report on 21 November 2019. The full report is available at:

<https://www.lgi.vic.gov.au/sites/default/files/2019-11/Protecting-integrity-Yarriambiak-Shire-Council-Investigation-report.pdf>

The investigation identified deficiencies in management, oversight and governance arrangements over many years including the unauthorised use or sale of council plant and equipment, sale of land, rates recovery and corporate credit cards.

The report makes a number of recommendations that will be equally applicable to all councils which Council will review in detail for relevancy to its operations and implement improvements accordingly. Some of the recommendations from the report align with matters that the Audit Committee and VAGO have recommended that Council address and are already implementing including assets registers, use of corporate credit cards, governance schedule and policy review.

7.13 IBAC Operation Sandon – Casey City Council

The Independent Broad-based Anti-corruption Commission (IBAC) commenced an examination on 18 November 2019 into allegations of serious corrupt conduct involving councillors and property developers in relation to planning and property development decisions at the City of Casey Council. The outcome and any recommendations of the investigation will be monitored particularly in relation to the existence and adequacy of systems and controls in place within Council for ensuring the integrity of the planning process.

8. GENERAL BUSINESS

8.1 Proposed Committee Meeting Dates for 2019

The Committee need to confirm the dates for its 2020 meetings.

On the basis of the 2019 meeting schedule and current members' preferences for meetings to be held on a Friday, the following dates are suggested:

- 28 February 2020
- 29 May 2020
- 31 July 2020
- 1 September 2020 – NB. date to be confirmed to align with audit of financial report
- 27 November 2020

Dates for 2020 meetings of the Committee were confirmed as follows:

- ***21 February 2020***
- ***22 May 2020***
- ***17 July 2020***
- ***1 September 2020***
- ***20 November 2020***

ACTION:

- **Health, Safety and Risk Officer to send calendar invites for 2020 meetings**

8.2 Agenda circulation timeframe for 2020 meetings

S Lebish requested that agenda papers be circulated to the Committee at least one week prior to the meeting to provide adequate time for Committee members to prepare for the meeting.

8.3 Professional Engineers Registration Act 2019

M Anderson advised the Committee that the Professional Engineers Registration Act 2019 [Vic] received assent on 3 September 2019. The legislation requires engineers who are providing professional services to be registered. Engineering services covered by the Act include civil, mechanical, structural, electrical and fire safety. The requirement for registration will commence once the supporting regulations have been gazetted. Council will need to ensure that all relevant engineering services it secures, after the gazettal of the regulations, are registered.

9. NEXT MEETING

21 February 2020 at 9.00am

10. ATTACHMENTS

- 4.1.1 Minutes of Audit Committee Meeting No: 2019/20-1, 26 July 2019
- 4.1.2 Minutes of Audit Committee Meeting No: 2019/20-2, 10 September 2019
- 5.1 Audit Committee Action Sheet
- 6.1 Alpine Shire Council Public Interest Disclosure Policy No.92 DRAFT
- 6.2.1 Alpine Shire Council Risk Management Policy No.54 DRAFT
- 6.2.2 Alpine Shire Council Governance and Risk Framework DRAFT
- 6.3 VAGO Audit Report on Council Libraries, Compliance Summary, November 2019
- 6.4 JMAPP Risk Maturity Appraisal Report, July 2019
- 7.1 2019/20 Quarter 1 Purchasing Audit
- 7.2 2019/20 Quarter 1 Finance Report
- 7.3 2019/20 Quarter 1 Performance Report
- 7.4 2019/20 Quarter 1 Health and Safety Report
- 7.5 2019/20 July-October CEO and Mayor Credit Card Report
- 7.6 Policy Review Status Summary, 30 November 2019
- 7.8 VAGO Final Management Letter for year ended 30 June 2019

12. MEETING CLOSE

The meeting closed at 12.20pm

COUNCIL POLICY

Public Interest Disclosures

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy number 092	Status Draft for adoption	Approved by Council
Date approved	Next review date December 2021	Date of Commencement 1 January 2020
Directorate Corporate	Department Corporate	Internal / External Internal

Contents

1. Purpose	3
2. Scope.....	3
3. Policy details	3
4. Roles and responsibilities	5
5. Breaches.....	5
6. Human Rights Charter compatibility.....	5
7. Supporting documents	6
8. Definitions and abbreviations	6
9. Approval	7

REVISION RECORD

Date	Version	Revision description
06/08/2013	1.0	Adopted Version 1.0
09/05/2018	1.1	Draft circulated to Audit Committee with updated details of officers with responsibilities under section 7 of the policy, changes to definition of protected disclosure coordinator and officer and inclusion of welfare manager definition at section 12 of the policy.
	2.0	Version 2.0 for Council Adoption
17/10/2019	2.1	Draft prepared to align with new legislation and internal review
21/11/2019	2.2	Draft for review by Audit Committee
17/11/2019	3.0	Version 3.0 for adoption by Council

1. Purpose

The Alpine Shire Council (Council) is committed to the aims and objectives of the *Public Interest Disclosure Act 2012 [Vic]* (the Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

Council recognises the value of transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal improper conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

This policy forms part of a larger process that establishes a system for reporting disclosures of improper conduct or detrimental action by the Alpine Shire Council or its employees. The system ensures Council is compliant with all local government requirements as stipulated by the Act.

2. Scope

This policy is made under the *Public Interest Disclosure Act 2012 [Vic]*.

The Alpine Shire Council may receive a Public Interest Disclosure (PID) under the Act and will facilitate and handle public interest disclosures according to guidelines and procedures and manage the welfare of any person making a disclosure from detrimental action.

This policy applies to all Alpine Shire Council employees, representatives and councillors.

3. Policy details

Council encourages and facilitates the making of disclosures of improper conduct by any person employed by, or representing, Council.

The handling of disclosures is carried out in accordance with the Act ensuring full discretion and confidentiality for all parties. On receipt, Council will notify potential public interest disclosures to IBAC for assessment.

Council will keep a discloser's identity and the content of a disclosure confidential.

Protection against any detrimental actions is provided to any person making a disclosure, whether they are Council staff, representatives or members of the public, in accordance with the Act.

In implementing this policy, the following party/parties must:

Party / Parties	Responsibilities
Employees	<ul style="list-style-type: none"> • Report known or suspected incidences of improper conduct or detrimental action in accordance with this policy. • Refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. • Protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.
Public Interest Disclosure Officer	<ul style="list-style-type: none"> • Be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action. • Take all necessary steps to ensure the identity of the person making a public interest disclosure and the identity of the person who is the subject of the disclosure are kept confidential. • Forward all disclosures and supporting evidence to the Public Interest Disclosure Coordinator.
Public Interest Disclosure Coordinator	<ul style="list-style-type: none"> • Receive all disclosures forwarded from the Public Interest Disclosure Officer. • Refer all public interest disclosures to the IBAC for determination if it is a Public Interest Complaint (PIC). • Be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the IBAC. • Appoint a welfare manager to support the person making a public interest disclosure and to protect the person from any reprisals. • Take all necessary steps to ensure the identity of the person making a public interest disclosure and the identity of the person who is the subject of the disclosure are kept confidential. • Liaise with the Chief Executive Officer.
Investigator (may be internal or external)	<ul style="list-style-type: none"> • Carry out an internal investigation into a disclosure where the IBAC has referred a matter to the public body.
Welfare Manager	<ul style="list-style-type: none"> • Look after the general welfare of the person making a protected disclosure. • Advise the person making a protected disclosure of the legislative and administrative protections available to him or her. • Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure.

4. Roles and responsibilities

Responsibility	Role / Position
Implementation	<ul style="list-style-type: none"> Governance Officer
Compliance	<ul style="list-style-type: none"> Governance Officer
Development/Review	<ul style="list-style-type: none"> Director Corporate Manager Corporate Governance Officer
Interpretation/Advice	<ul style="list-style-type: none"> Manager Corporate Governance Officer

5. Breaches

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

Under the terms of the *Public Interest Disclosure Act 2012 [Vic]*, the following penalties apply:

- It is an offence to divulge information likely to lead to the identification of a person who has made a disclosure. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.53).
- It is an offence for a person to divulge information obtained as a result of the handling or investigation of a public interest disclosure without legislative authority. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.52).
- It is an offence for a person to take detrimental action against a person in reprisal for a public interest disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units or two years imprisonment or both (s.45).
- It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.72).
- It is an offence for a person to obstruct the IBAC in performing their responsibilities under the *Independent Broad-Based Anti-Corruption Commission Act 2011 [Vic]*, including investigations. This Act provides a maximum penalty of 120 penalty units or twelve months imprisonment or both (s.180).

6. Human Rights Charter compatibility

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

7. Supporting documents

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

Related Legislation

- *Public Interest Disclosure Act 2012 [Vic]*
- *Local Government Act 1989 [Vic]*
- *Independent Broad-based Anti-corruption Commission Act 2011 [Vic]*

Related Guidelines, Operational Directives or Policies

- *ASC Complaints Policy*

Related Procedures

- *ASC Public Interest Disclosure Procedures*

8. Definitions and abbreviations

Term	Meaning
the Act	<i>Public Interest Disclosures Act 2012 [Vic]</i>
ASC	Alpine Shire Council
CEO	Chief Executive Officer
Council	Alpine Shire Council
IBAC	Independent Broad-based Anti-corruption Commission
Public Interest Disclosure (PID)	Disclosure by a natural person of information that shows/tends to show or information that the person reasonable believes shows/tends to show improper conduct or detrimental action.
Public Interest Complaint (PIC)	A public interest disclosure that has been determined by IBAC to be a Public Interest Complaint.
Improper conduct	Defined in the Act to mean: <ul style="list-style-type: none"> • Corrupt conduct • Criminal offence • Serious professional misconduct • Dishonest performance of public functions • Intentional or reckless breach of public trust • Intentional or reckless misuse of information • Substantial mismanaged of public resources • Substantial risk to health or safety of a person • Substantial risk to the environment

Term	Meaning
	<ul style="list-style-type: none"> • Conduct of any person that adversely affects the honest performance by a public officer of their functions • Conduct of any person that is intended to adversely affect the effective performance by a public officer of their functions for the benefit of the other person, Less serious or trivial conduct is excluded from the definition.
Public Interest Disclosure Coordinator	Council officer appointed by the CEO to manage the disclosure process.
Public Interest Disclosure Officer	Council officer appointed by the CEO who assists the Public Interest Disclosure Coordinator in the administration of disclosures.
Welfare Manager	Council officer appointed by the Public Interest Disclosure Coordinator to manage the general welfare of the person making a Public Interest Disclosure.

9. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this day of2019 in the presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL POLICY

Risk Management

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

Policy number 054	Status Draft for adoption	Approved by Council
Date approved	Next review date December 2021	
Directorate Corporate	Department Corporate	Internal / External Internal

Contents

1. Purpose	3
2. Scope.....	3
3. Policy details	4
3.1 Governance and Risk Culture.....	4
3.2 Governance and Risk Framework.....	4
3.3 Risk appetite	4
3.4 Strategic, Operational, Compliance, Climate and Project Risks.....	5
3.5 Monitoring and Reporting.....	6
3.6 Training and Awareness	6
4. Roles and responsibilities	6
5. Breaches.....	7
6. Human Rights Charter compatibility.....	7
7. Supporting documents	7
8. Definitions and abbreviations	7
9. Approval	9

REVISION RECORD

Date	Version	Revision description
05/04/2005	1.0	Adopted by council
06/02/2007	2.0	Adopted by Council
24/08/2017	2.1	Draft for internal review and discussion
01/09/2017	2.2	Draft circulated to Audit Committee
14/11/2017	3.0	Council Adopted Version 3.0
06/11/2019	3.1	Draft review for internal consideration
25/11/2019	3.2	Draft circulated to Audit Committee incorporating reference to climate risks to align with the resolution of Council at its November 2019 Ordinary Meeting to recognise and mitigate the effects of climate change
17/12/2019	4.0	Version 4.0 for adoption by Council

1. Purpose

Alpine Shire Council is committed to:

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

Risks can potentially prevent Council from meeting its planned commitments.

The purpose of this policy is to:

- outline Council's commitment to governance and risk management;
- promote an integrated approach to the management of risks that could impact the achievement of Council's objectives;
- embed governance and risk management into Council's strategic and operational planning, decision-making processes and operations to protect Council's people and assets, the environment and the community and to build trust and confidence;
- Create a culture within the organisation that embraces accountability for governance and risk management;
- equip the organisation with the skills and tools to identify, assess and treat risks to an acceptable level;
- improve governance and compliance with legislative requirements; and
- maximise the achievement of Council's objectives, services and activities.

2. Scope

The successful implementation of this policy requires a consistent and systematic approach to risk management at all levels of Council.

This policy applies to the exercise, performance and discharge of all duties, functions and powers of

This policy applies to:

- The exercise, performance and discharge of all duties, functions and powers of Council, its representatives, employees, contractors and volunteers; and
- all activities, decisions and operations conducted by or on behalf of Council.

This policy is not intended to be a prescriptive instruction in the management of risk and as such is supported by a Governance and Risk Framework that incorporates legislative and industry guidelines, best practice instruction and internal procedures and processes.

3. Policy details

3.1 Governance and Risk Culture

Council is committed to developing a culture that embeds effective governance and risk management in all its activities, decisions, operations and projects. Council is committed to the development of a culture where governance and risk is proactively managed and where issues are reported and managed transparently. In this culture, blame is not attributed to genuine error, however, is identified and used as an opportunity to strengthen controls and awareness.

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

3.2 Governance and Risk Framework

A governance and risk framework will be maintained that is:

- consistent with the risk management Standard AS ISO 31000:2018 (Risk Management - Guidelines);
- published on StaffNet and be available to all employees;
- reviewed in conjunction with the review of this policy.

The framework will provide an effective and consistent process for the identification, assessment and management of risks in line with standards, best practice and good governance.

The key elements of the governance and risk framework are:

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

All directorates must implement the governance and risk framework.

3.3 Risk appetite

Council generally operates within a low or zero risk range and will not engage in activities that are expected to materially or adversely affect: the health and safety of its people or the community; essential services; the environment; its reputation; or financial sustainability. However, its risk appetite is not fixed; it has a range of appetite depending on the risk and accepts that its appetite in relation to a particular risk may also vary over time.

Appetite	Description	Examples
Open	Council will accept risks and opportunities where outcomes result in significant benefits and any failures result in limited or no degradation to current standards	<ul style="list-style-type: none"> demonstrating leadership; developing and implementing improvement and innovation opportunities; improving efficiency; reducing costs; generating additional income.
Accepting	Council is willing to consider accepting risks and opportunities where outcomes will result in benefits while acknowledging that any failures may result in some degradation to current standards	<ul style="list-style-type: none"> advocating for the community; maintaining and improving levels of service to the community; improvements to infrastructure.
Cautious	Council has a low interest in pursuing risks and opportunities that result in limited additional benefits and failure may cause high levels of degradation to current standards	<ul style="list-style-type: none"> significant loss of key assets or infrastructure significant and irreparable damage to the environment significant impact on Council's long-term financial sustainability or reputation
Closed	Council has little to zero interest in risks that have little to no benefit and the outcome of failures would be significant	<ul style="list-style-type: none"> compromises to the safety and wellbeing of employees, contractors, volunteers and/or the community unauthorised access to personal and sensitive data major breaches of or non-compliance with regulatory requirements

Council is not averse to accepting risk if a thorough risk assessment has been undertaken and risk mitigation strategies to manage or reduce the risk have been developed and implemented.

3.4 Strategic, Operational, Compliance, Climate and Project Risks

Strategic, operational, compliance, climate and project risks will be recorded in a risk register that will be maintained and reviewed on an on-going basis.

The risk register will enable:

- key risks in the internal and external operating environment to be recorded, assessed and classified;
- the allocation of a risk owner;
- the identification and recording of measures to mitigate or control the risks; and
- monitoring of risks and control measures and the recording of material changes.

3.5 Monitoring and Reporting

To encourage continuous improvement, the application and performance of, and adherence to, this policy, the governance and risk framework and key risks identified in the risk register will be monitored and reported at least every six months to:

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

3.6 Training and Awareness

The value of training in and awareness of risk management is recognised and where relevant and required, councillors, employees, volunteers and contractors will be appropriately briefed in a range of governance and risk topics

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

In addition, the Health, Safety and Risk Officer will be available to act as an advisor on the identification and assessment of risks and the development, implementation and monitoring of control measures.

4. Roles and responsibilities

The CEO and Alpine Management Team will demonstrate leadership and commitment to ensuring that risk management is integrated into all organisational activities and decision-making.

Every employee, councillor, volunteer and contractor are accountable and responsible for managing risk within their own role and area of responsibility.

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

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

Responsibility	Role / Position
Implementation	<ul style="list-style-type: none"> • Chief Executive Officer • All directors and managers
Compliance	<ul style="list-style-type: none"> • All councillors, employees, volunteers and contractors
Development/Review	<ul style="list-style-type: none"> • Director Corporate • Manager Corporate • Health, Safety and Risk Officer
Interpretation/Advice	<ul style="list-style-type: none"> • Director Corporate • Manager Corporate • Health, Safety and Risk Officer

5. Breaches

Failure to comply with this Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action including possible suspension or termination of employment or contract.

6. Human Rights Charter compatibility

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

7. Supporting documents

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

Related Legislation

- *Local Government Act 1989 [Vic]*
- *Local Government (Planning and Reporting) regulations 2014 [Vic]*
- *Occupational Health and Safety Act 2004 [Vic]*

Related Guidelines, Operational Directives or Policies

- Alpine Shire Council Governance and Risk Framework
- Alpine Shire Council Fraud and Corruption Control Policy No. 091
- Alpine Shire Council Health and Safety Policy No.052

Related Procedures

- Health, safety and risk related procedures

Standards

- Australian and International Risk Management Standard AS ISO 31000:2018 Risk Management –Guidelines
- Australian Standard AS 8004:2008 Fraud and Corruption Control

8. Definitions and abbreviations

Term	Meaning
Alpine Management Team	Council's Chief Executive Officer, directors and managers
Control	Measure that maintains and/or modifies risk (AS ISO 31000:2018) An existing process, policy, device or practice that acts to minimise negative risk or enhance positive opportunities
Consequences	Outcome of an event affecting objectives (AS ISO 31000:2018)
Council	Alpine Shire Council

Term	Meaning
Event	Occurrence or change of a particular set of circumstances (AS ISO 31000:2018)
Likelihood	Chance of something happening (AS ISO 31000:2018)
Organisation	Alpine Shire Council
Risk	Effect of uncertainty on objectives (AS ISO 31000:2018) Measured in terms of a combination of the likelihood of an event and its consequence
Risk appetite	The amount and type of risk Council is prepared to accept (pursue, retain or take) to achieve its objectives
Risk assessment	Overall process of risk identification, risk analysis and risk evaluation (AS ISO 31000:2018)
Risk framework	Set of components that provide the foundations and organisational arrangements for integrating, designing, implementing, evaluating and continually improving risk management throughout the organisation
Risk identification	Process of finding, recognising and describing risks (AS ISO 31000:2018)
Risk management	Coordinated activities to direct and control an organisation with regard to risk (AS ISO 31000:2018) Relates to all aspects of the organisation's activities, decision making and operations and coordinates activities and people towards new opportunities while managing unwanted effects and any uncertainty
Risk owner	Individual who has the accountability and authority to manage risk (AS ISO 31000:2018)
Risk register	A document containing a record of information about identified risks

9. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this day of
.....2019 in the
presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER



GOVERNANCE AND RISK FRAMEWORK

2019

ALPINE SHIRE COUNCIL

REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION
29/08/2017	0.1	Internal working draft
31/08/2017	0.2	Draft circulated to Audit Committee for review and consideration
20/07/2018	0.3	Draft circulated to Councillor Briefing Session for review and consideration
27/05/2019	0.4	Internal working draft
26/11/2019	0.5	Draft circulated to Audit Committee for review and consideration
17/12/2019	1.0	Version 1.0 for endorsement by Council

Contents

1	Introduction.....	4
2.	Purpose	4
3.	The governance and risk framework.....	4
4.	Roles and responsibilities	7
5.	Risk.....	9
	5.1 Risk management	9
	5.2. Risk appetite	9
	5.3 Risk register.....	10
6	Governance.....	11
7	Compliance.....	14
8	Continuous improvement.....	16
9	Communicate and consult	16
10	Training and awareness.....	16
11.	Review of the framework	16
Appendix 1	Risk management principles	17
Appendix 2	Risk assessment matrix.....	18
Appendix 3	Risk likelihood	19
Appendix 4	Risk impact	20
Appendix 5	Control rating.....	21
Appendix 6	Glossary.....	22

1 Introduction

Council operates within a highly legislated environment, is accountable to its community, faces many challenges and is influenced by internal and external factors.

By adopting good governance and risk management practices, Council can undertake its activities in the knowledge that appropriate and adequate measures are in place to maximise the benefits and minimise the negative or unanticipated effects of any of the risks or opportunities that are presented in the course of achieving its objectives all while meeting its legislative obligations.

2. Purpose

The purpose of this framework is to provide an overarching framework for the policies, procedures, structures and tools that are aimed at identifying and managing Council's governance, risk and compliance obligations.

The framework details a structure for responsibilities and accountabilities and specifies the broader governance and risk management approach that Council has adopted.

3. The governance and risk framework

Council's Governance and Risk Framework integrates the processes for managing governance, compliance and risks into Council's corporate planning, management and reporting processes, as well as its policies, values and culture and is comprised of, and informed by, the following:

MANAGEMENT AND OVERSIGHT		
1.	Leadership and strategic and business plans	<ul style="list-style-type: none"> • Council plan: Establishes Council's strategic objectives, strategies, projects and services for the four-year term of Council. • Municipal public health and wellbeing plan: A four-year plan identifying initiatives to achieve maximum health and wellbeing for the community as required under the <i>Public Health and Wellbeing Act 2008 [Vic]</i>. • Strategic resource plan: Includes details of both the financial and non-financial resources required to achieve the strategic objectives included in the Council Plan. The SRP is part of Council's ongoing financial planning to assist in adopting each annual budget within a longer-term framework. • Annual budget: Aligned to the vision in the Council Plan and allocates resources to deliver Council's functions, services, programs and projects.
2.	Regular reporting	<ul style="list-style-type: none"> • Annual report: Provides a report on operations, major initiatives, audited performance and financial statements, governance requirements and the auditor's report as required by the <i>Local Government Act 1989 [Vic]</i>. • Quarterly reports: Provides a quarterly snapshot of Council's financial and operational performance.

MANAGEMENT AND OVERSIGHT cont.		
3.	Clear accountability and delegation	<ul style="list-style-type: none"> • Delegation of duties and functions to CEO and employees: Power, duty or function of a Council delegated to a Council employee under the <i>Local Government Act 1989 [Vic]</i> or other legislation or regulation. • Financial delegations: Authority delegated to a Council employee to approve expenditure or enter into a financial commitment on behalf of Council. • Authorised officers: Person authorised under s224 of <i>Local Government Act 1989 [Vic]</i> to administer and enforce the Act, regulations and local laws which relate to the functions and powers of Council.
4.	Human rights, diversity and equality	<ul style="list-style-type: none"> • Equal employment opportunities policy: Council's commitment to treating all people fairly and without bias. • Human rights charter: Requirement for Council to act consistently with the human rights in the <i>Charter of Human Rights and Responsibilities Act 2006 [Vic]</i>.
STRUCTURE		
5.	Key governance committees	<ul style="list-style-type: none"> • Section 86 committees: Committee's established under s86 of <i>Local Government Act 1989 [Vic]</i>. • Boards of Council owned organisations
ETHICS		
6.	Ethical Framework	<ul style="list-style-type: none"> • Councillor code of conduct: Required by s76C of the <i>Local Government Act 1989 [Vic]</i> it outlines the Council's values and the principles of conduct expected of councillors. • Employee code of conduct: Outlines the values and behaviours expected of employees in the workplace and when interacting with stakeholders.
7.	Fraud and corruption control framework	<ul style="list-style-type: none"> • Fraud and corruption control policy: Council's commitment to the prevention, detection and investigation of all forms of fraudulent and corrupt activity to protect public money and assets and the integrity, security and reputation of Council. • Fraud controls: The controls in place to prevent and detect fraud within Council's operations. • Protected disclosure policy and procedures: Council's policy and procedures for implementing the requirements of the <i>Public Interest Disclosures Act 2012 [Vic]</i>.
8.	Compliance framework	<ul style="list-style-type: none"> • Annual compliance actions: Identifies compliance requirements for <i>Local Government Act 1989 [Vic]</i>. • Compliance policies: privacy, protected disclosures, conflicts of interest, gifts, benefits and hospitality, and codes of conduct
9.	Audit committee	<ul style="list-style-type: none"> • Audit Committee: Responsible for oversight of risk management within Council as prescribed by legislation and committee charter
10.	Internal and external audit	<ul style="list-style-type: none"> • Internal audit plan: Outlines areas of focus of internal audit activity for a defined period. • External audit: Auditor General's audit of Council's financial and performance statements as required by the <i>Local Government Act 1989 [Vic]</i>.

DISCLOSURE		
11.	Annual report	<ul style="list-style-type: none"> • Annual report: Provides a report on operations, major initiatives, audited performance and financial statements, governance requirements and auditor's report as required by the <i>Local Government Act 1989 [Vic]</i>.
12.	Continuous disclosure	<ul style="list-style-type: none"> • Strategic indicators: Indicators for monitoring the achievement of Council Plan strategic objectives. • Quarterly reports: Provides a quarterly snapshot of Council's financial and operational performance. • Annual report: Provides a report on operations, major initiatives, audited performance and financial statements, governance requirements and auditor's report as required by the <i>Local Government Act 1989 [Vic]</i>.
REMUNERATION		
13.	Fair and responsible remuneration	<ul style="list-style-type: none"> • Enterprise agreement: Alpine Shire Council Enterprise Agreement 2016, in conjunction with the Victorian Local Authorities Award 2001 and the Nurses (ANMF – Victorian Local Government) Award 2015 sets out employment conditions and remuneration for Council employees. • Employment contracts: CEO, directors and managers
RISK MANAGEMENT		
14.	Risk management	<ul style="list-style-type: none"> • Risk management policy: Council's commitment to promoting and embedding an integrated approach to governance and risk management throughout strategic and operational planning and decision-making processes including outlining individual and organisational responsibilities and legislative requirements. • Business continuity plan: Establishes Council's response to issues and events that may pose a threat to the continuation of business and impact on the community. • Health and safety system: A coordinated approach to managing, monitoring and continuously improving health and safety performance and compliance. • Financial control system: Comprises Council's long-term financial plan, annual budgets, regular reporting and annual statements to manage Council's financial activities.
15.	Internal controls	<ul style="list-style-type: none"> • Risk register: Register for risks across Council. It enables departments to profile risks, monitor controls and prioritise treatment actions. The risk register also facilitates standardised reporting of risks within the approved Council governance framework.
KEY STAKEHOLDER RIGHTS		
16.	Key stakeholder management program	<ul style="list-style-type: none"> • Engagement: Communication and consultation policy and project engagement plans

4. Roles and responsibilities

The Council and the Chief Executive Officer have ultimate responsibility for governance and risk within Council.

Under this level, the directors and each of their department managers collaborate to ensure that risks are managed strategically and operationally, and Council's governance obligations are met.

Every employee who engages in Council activities is impacted in some way by governance and risk. For risk management to become part of everyday practices each Council employee has an active role in being '*risk aware*'. This involves identifying, assessing and managing risks and opportunities in day-to-day decision-making and planning, as well as understanding and adhering to governance reporting processes.

Some employees will be more active in the governance and risk processes than others:

- all Council employees are encouraged to identify and report risks;
- directors and managers will assist employees cooperate and comply with controls put into place by Council to mitigate certain risks;
- identified employees will monitor and review or formally report on risks; and
- identified employees will carry out tasks, often in collaboration, to ensure that risks are treated or controlled.

Employees are expected to work individually and collectively towards the promotion and implementation of a positive governance and risk culture within and across Council.

The following levels of responsibility apply under this framework:

ROLE	RESPONSIBILITY
Council	<ul style="list-style-type: none"> • Approve Governance and Risk Framework and associated policies. • Appoint members to the Audit Committee. • Ensure that strategic Council planning and organisational operations are managed within an effective governance and risk management framework. • Receive and assess reports from the Audit Committee. • Receive a strategic risk report every six months.
Audit Committee	<ul style="list-style-type: none"> • Endorse Governance and Risk Framework and associated policies for Council and/or CEO approval. • Monitor governance and risk systems and processes to ensure that statutory obligations are met and material operational risks to Council are dealt with appropriately. • Monitor the process of review of Council's risk profile. • Consider the adequacy of actions taken to ensure that statutory obligations are met, and material business risks are dealt with in a timely manner to mitigate exposures to Council. • Review and recommend for approval the annual audit plan to ensure adequate coverage of risk.
Internal Audit	<ul style="list-style-type: none"> • Audit high and significant rated risks and associated response actions/internal controls identified in internal audit plan. • Evaluate effectiveness and application of governance and risk management processes. • Report to Audit Committee.

ROLE	RESPONSIBILITY
Chief Executive Officer	<ul style="list-style-type: none"> • Promote a strong governance and risk management culture. • Ensure overall accountability, authority and resources for managing governance, compliance and risk matters. • Ensure the establishment, implementation and maintenance of the Governance and Risk Framework. • Ensure strategic risks are regularly reviewed and reported to the Audit Committee and Council.
Directors and Managers	<ul style="list-style-type: none"> • Implement governance and risk management practices within area of responsibility. This includes ensuring that risks are timely identified, managed, reviewed and updated regularly. • Undertake annual risk assessments to identify the operational risks that apply to directorate/department. • Prioritise resources to the high and significant rated risks and implement controls or risk treatments as appropriate and report on the status. • Regularly review and update risk register risks including monitoring and review of all risk controls and risk treatments. • Facilitate a governance and risk aware culture within directorate/department and champion Council's Governance and Risk Framework and implementation. • Implement and review progress of plans for improved mitigation within area of operation. • Provide governance, compliance and risk reports on a timely basis.
Health, Safety and Risk Officer	<ul style="list-style-type: none"> • Develop and review Council's Governance and Risk Framework and associated policies, procedures and directives. • Oversee implementation of the Governance and Risk Framework. • Coordinate and implement, with the Human Resource Officer, a governance, compliance and risk management training program. • Provide regular reports on risk register to CEO and Audit Committee. • Initiate annual review of risk register. • Monitor/review risk register and ensure updated at least quarterly. • Provide advice and assistance to all Council staff in relation to governance and risk management. • Review and respond to incidents and near misses. • Support the activities of the Audit Committee.
Governance Officer	<ul style="list-style-type: none"> • Develop and review Council's compliance matrix. • Monitor/review compliance matrix. • Provide advice and assistance to all Council staff in relation to compliance matters.
All staff	<ul style="list-style-type: none"> • Apply governance and risk management practices (identify, analyse, evaluate and treat risks) in day-to-day activities. • Maintain an awareness of current and potential risks that relate to area of responsibility. • Advise Manager of any governance or risk issues that require attention. • Ensure compliance with Council's governance and risk related policies, directives and procedures. • Identify and assess risks associated with personal tasks and activities. • Ensure that hazards and risks identified are escalated to Manager.

5. Risk

5.1 Risk management

Council has endorsed the principles of risk management as set out in Standard - *AS ISO 31000:2018 Risk Management – Guidelines* and actively works towards complying with these principles to ensure that risk management is effective. Refer Appendix 1.

In addition to the Standard, the *Local Government Act 1989 [Vic]* and *Local Government (Planning and Reporting) Regulations 2014 [Vic]* compel Council to identify and manage risks to its operations.

Section 136(2) of the Act requires Council to:

“(a) manage financial risks faced by the Council prudently, having regard to economic circumstances.”

The risks referred to in the Act include:

- level of council debt;
- commercial / entrepreneurial activities;
- management and maintenance of assets;
- management of current and future liabilities; and
- changes in the structure of the rates and charges base.

The Regulations require Council to have:

- current policies addressing risk and fraud;
- a risk management framework; and
- six monthly reports on strategic risks.

5.2. Risk appetite

Risk appetite is the amount and type of risk Council is prepared to accept (pursue, retain or take) in the pursuit of achieving its objectives considering the internal and external context and the capabilities of Council to manage the risk.

Risk appetite has two principle components:

- Risk Tolerance: how much risk Council chooses to accept?
- Risk Capacity: how much risk Council can afford to take?

Council's risk appetite is difficult to define due to the complexity and diversity of the activities it undertakes and services it provides. It is not a "one size fits all" approach and therefore Council's risk appetite is not fixed; it has a range of appetite depending on the risk. Further, its appetite in relation to any particular risk may vary over time depending on the context and Council's capabilities at the time.

Council's risk appetite should be set for each of its objectives with agreed tolerance levels. Monitoring of relevant performance indicators will enable the implementation of control measures if the risk appetite threshold is reached or exceeded.

APPETITE	DESCRIPTION	EXAMPLES
Open	Council will accept risks and opportunities where outcomes result in significant benefits and any failures result in limited or no degradation to current standards	<ul style="list-style-type: none"> • demonstrating leadership • developing and implementing improvement and innovation opportunities • improving efficiency • reducing costs • generating additional income
Accepting	Council is willing to consider accepting risks and opportunities where outcomes will result in benefits while acknowledging that any failures may result in some degradation to current standards	<ul style="list-style-type: none"> • advocating for the community • maintaining and improving levels of service to the community • improvements to infrastructure
Cautious	Council has a low interest in pursuing risks and opportunities that result in limited additional benefits and failure may cause high levels of degradation to current standards	<ul style="list-style-type: none"> • significant loss of key assets or infrastructure • significant and irreparable damage to the environment • significant impact on Council's long-term financial sustainability or reputation
Closed	Council has little to zero interest in risks that have little to no benefit and the outcome of failures would be significant	<ul style="list-style-type: none"> • compromises to the safety and wellbeing of employees, contractors, volunteers and/or the community • unauthorised access to personal and sensitive data • major breaches of or non-compliance with regulatory requirements

5.3 Risk register

A critical element of the risk management process is the recording of identified risks and the assessment of those risks.

Council's risks are captured using a risk register

The risk register sets out all the necessary information to ensure a risk can be effectively managed including:

- the risk itself, its consequences, likelihood and impact, establishing an inherent risk score;
- identifying and assessing existing controls to establish a residual risk score;
- identifying possible or proposed controls/actions to further minimise or mitigate the risk; and
- a risk owner, responsible for managing the risk.

Councils establish risk assessment criteria are outlined in appendices 2 to 5.

Risks that are not recorded are not able to be managed and the risk exposure of Council is unlikely to be reduced or mitigated.

Risks identified as inherently 'low' or 'medium' are considered acceptable. However, these risks will be managed and monitored regularly to ensure they remain acceptable to the changing environment and Council.

6 Governance

FRAMEWORK AREA	IDEAL STATE
Management and oversight	
1. Leadership and strategic and business plans	<p>Rolling four-year Council Plan is reviewed, updated and adopted by 30 June each year in accordance with section 125 of <i>Local Government Act 1989 [Vic]</i>. Full evaluation and review undertaken every four years.</p> <p>A four-year Municipal Public Health and Wellbeing Plan (MPHWP) is reviewed, updated and adopted by 30 June each year in accordance with section 26 of <i>Public Health and Wellbeing Act 2008 [Vic]</i>. Full evaluation and review undertaken every four years.</p> <p>Resources required to achieve Council's strategic objectives are outlined and adopted in the Strategic Resource Plan in accordance with section 126 of the <i>Local Government Act 1989 [Vic]</i>.</p> <p>Other plans and strategies support Council's key strategic direction.</p> <p>Annual budget is adopted and distributed by 30 June each year in accordance with section 127 of <i>Local Government Act 1989 [Vic]</i>.</p> <p>Annual plans are adopted and distributed by 30 June each year.</p> <p>Key stakeholders are engaged in accordance with Council's Policies and procedures.</p>
2. Regular reporting against plans	Council meets its legislative requirements (sections 131-134 of <i>Local Government Act 1989 [Vic]</i>) through Annual Report to ratepayers and Minister, and six-monthly reporting on achievement of strategic indicators to Council.
3. Clear accountability and delegations	Council has clearly documented financial delegations and authorised officer delegations (sections 98 and 224 of <i>Local Government Act 1989 [Vic]</i>). Approval system (decision making governance mechanism) is defined.
4. Human rights, diversity and equality	Council has several policies to ensure diversity of representation, policy development, and reporting for all levels of diversity such as gender, age, disability, race etc.
Structure	
5. Key governance committees	<p>Alpine Shire Council and Councillors operate within the requirements of the <i>Local Government Act 1989 [Vic]</i>.</p> <p>Council delegates authority to Section 86 committees of Council through clear documentation and charters.</p> <p>Boards of Council owned organisations - Momentum One.</p>
Ethics	
6. Ethical framework	Council maintains and ensures compliance with the Councillor Code of Conduct and the Staff Code of Conduct.

FRAMEWORK AREA	IDEAL STATE
7. Fraud and corruption control framework	<p>Council has a clear set of organisational values and policies to guide Councillor and staff behaviour.</p> <p>Regular fraud risk assessments are completed, and recommendations implemented to maintain a low fraud risk profile.</p> <p>Council has a policy guiding the expected behaviours for Councillors and Council staff.</p> <p>Council has an internal reporting process for suspected fraud or corruption.</p>
8. Compliance framework	<p>Council has a strong understanding of the laws and government directions that it must comply with and undertakes regular compliance reviews.</p>
Corporate reporting	
9. Audit committee	<p>Council has an Audit Committee authorised under Section 139 of the <i>Local Government Act 1989 [Vic]</i> with a clear charter for safeguarding integrity in financial reporting.</p>
10. Internal and external audit	<p>Council has an Internal Audit Plan which is implemented to address recognised risks.</p>
11. Executive sign-off	<p>End of Year Financial (EOYF) statements and Annual Budget are signed off by Councillors (as required) and the CEO when they believe the reports represent a true and fair view of the organisations financial position.</p>
Disclosure	
12. Annual report	<p>The Annual Report is prepared and published annually to meet local government reporting requirements (LGPRF) and sections 131-134 of <i>Local Government Act 1989 [Vic]</i>.</p>
13. Continuous disclosure	<p>Council's Strategic Indicators are outlined in the Council Plan 2017-2021 and published on its website.</p> <p>Council has a clear governance framework to report on its achievement against the Strategic Indicators.</p>
Remuneration	
14. Fair and responsible remuneration	<p>Executive remuneration to be linked to performance outcomes</p> <p>Officer remuneration is in accordance with Council's Enterprise Agreement and the relevant Awards.</p>
Risk management	
15. Risk management	<p>Council has an established Risk Management Policy and procedures.</p> <p>Council committees and Alpine Management Team (AMT) regularly detail the risks facing the organisation in line with Councils Risk Management Policy and procedures.</p>
16. CEO and management sign off on internal controls	<p>Internal risk controls have been identified to reduce risks to as low as reasonably possible. The CEO has signed off on the internal risk controls.</p>

FRAMEWORK AREA	IDEAL STATE
Key stakeholder rights	
17. Key stakeholder management program	<p>Council regularly engages with the community on matters that affect their wellbeing.</p> <p>Consultative forums undertaken and consultative processes followed.</p> <p>User friendly website.</p> <p>Regular meetings with staff and managers.</p> <p>Continue to engage with external stakeholders as required and relevant.</p>

7 Compliance

The compliance component of this framework documents the requirements and process through which Council can monitor, review and comply with its legislative and regulatory obligations under the *Local Government Act 1989 [Vic]*.

Council has a substantial number and range of compliance requirements. The compliance matrix below provides a mechanism for monitoring Council's key compliance requirements under the Act.

SECTION OF ACT	ITEM	WHAT IS REQUIRED	INDIVIDUAL STEPS	DEADLINES
s71	Election of mayor	Nomination and election of mayor	Councillors to nominate	Annually or every 2 years
-	Committee representation	Mayor and Councillors		December Council meeting
s74	Mayor and Councillor allowances	s223 public submission process prior to adoption	Hear submissions	May prior to adoption
		Adoption	Council report	30 June following election
s81	Ordinary returns	Prescribed form in regulations	Councillors, Directors, Managers, Audit Committee to complete form	Bi-annually in June and December
		Review ordinary return exemptions		Within 12 months of election
s86	Special committee delegations	Review		Within 12 months of election
s98	Staff delegations	Review		Within 12 months of election
s125 & s126	Council Plan and SRP - New following elections	s223 public submission process prior to adoption	Hear submissions	May
regs - part 2		Adoption	Council report	30 June following election
		Submission to Minister		30 June following election

SECTION OF ACT	ITEM	WHAT IS REQUIRED	INDIVIDUAL STEPS	DEADLINES
s125(7) & s126(3)	Council Plan and SRP annual review	s223 public submission process prior to adoption	Hear submissions	Annually May
		Adoption	Council report	Annually 30 June
s127 & s130 regs - part 3	Budget	s223 public submission process prior to adoption	Hear submissions	Annually early June
		Adoption	Council report	Annually 30 June
		Submission to Minister		Annually within 28 days of adoption
S130(2)		Public notice of adoption	Notice in local newspaper and published on website	After adoption
s131-134 regs - part 4	Annual Report	Financial report including performance statement	Visit by RSD advisors (external auditors)	
			Approval by audit committee	Annually September
			Approval in principle at Sept OCM	Annually September
			LGPRF service performance data	Mid-August
			Sent to external Auditors	Mid-August
			Sent to VAGO (by auditors)	
		VAGO certificates inserted into AR	Late September	
		Optional Report of Operations	Presented to councillor briefing session FYI only	Late September
S133		Submission to Ministers office		Annually 30 September
		Adoption by Council	Notice of meeting	14 days prior to meeting
			Council report	Annually October Council meeting
S133		Advertise annual report available post-meeting	Available on website and at customer service centres	Mid October
s186A	Procurement Policy	Review / adopt	Council report	Annually 30 June

8 Continuous improvement

For governance and risk management to be effective, performance of the processes that make up the framework are continually monitored and reviewed.

Monitoring of governance, risk and compliance matters and identification and reporting of breaches, is undertaken through a range of activities:

- Self-disclosure;
- Third party complaints;
- Internal reviews;
- Audit detection;
- Notification by regulatory agencies and other authorities.

Directors and managers will implement processes to ensure they are registering and assessing relevant risks and are notified and aware of all breaches or potential breaches within their areas of responsibility. Such breaches will be notified subsequently to the Health, Safety and Risk Officer to maintain the risk register and incident register.

9 Communicate and consult

Effective communication and consultation are essential to ensure that those responsible for risk management, employees and stakeholders with a vested interest, are engaged with the implementation of this framework and understand the basis on which governance, compliance and risk decisions are made and why particular actions are required.

10 Training and awareness

Governance and risk management training and awareness is a critical requirement to ensure that all employees understand Council's governance and risk policies, this framework and their individual roles and responsibilities.

A training program is required to increase the knowledge and awareness of employees in relation to general governance, compliance and risk management, as well as more specialised matters including liability, fraud and corruption, events and systems breakdown.

In addition to a formal training program, the Health, Safety and Risk Officer will provide specialist advice to employees. This includes assisting with identifying and assessing risk and the steps in developing, implementing and monitoring of control measures.

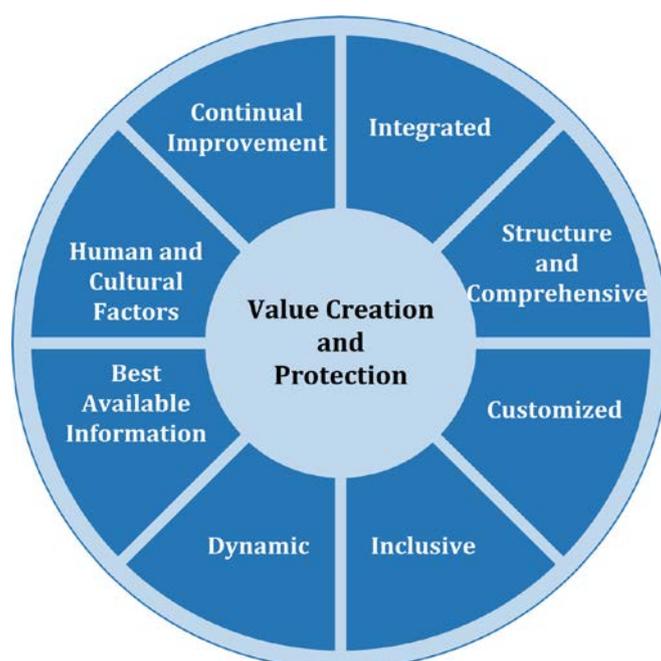
11. Review of the framework

To ensure the currency and relevancy of the Governance and Risk Framework, it will be reviewed at a minimum every four years in line with Council terms. The framework may be reviewed at any other time to ensure compliance with relevant legislation or standards or changes to Council's management structure.

Appendix 1 Risk management principles

The Standard – *AS ISO 31000-2018 Risk Management - Guidelines* identifies the following principles to “provide guidance on the characteristics of effective and efficient risk management, communicating its value and explaining its intention and purpose. The principles are the foundation for managing risk”.

PRINCIPLES	EXPLANATION
Integrated	Risk management is an integral part of all the organisation’s activities.
Structured and comprehensive	A structured and comprehensive approach to risk management contributes to consistent and comparable results.
Customised	The risk management framework and process are customised and proportionate to the organisation’s external and internal context related to its objectives.
Inclusive	Appropriate and timely involvement of stakeholders enables their knowledge, views and perceptions to be considered. This results in improved awareness and informed risk management.
Dynamic	Risks can emerge, change or disappear as the organisation’s external and internal context changes. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner.
Best available information	The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly considers any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available to relevant stakeholders.
Human and cultural factors	Human behaviour and culture significantly influence all aspects of risk management at each level and stage.
Continual improvement	Risk management is continually improved through learning and experience



Principles, AS ISO 31000-2018 Risk Management - Guidelines

Appendix 2 Risk assessment matrix

		LIKELIHOOD				
		Rare	Unlikely	Possible	Likely	Almost certain
IMPACT	Insignificant	L	L	L	M	M
	Minor	L	L	M	M	H
	Moderate	L	M	M	H	H
	Major	M	M	H	H	E
	Catastrophic	M	H	H	E	E
RISK SCORE		CORRECTIVE ACTION PRIORITY LEVEL				
L = Low		Manage by routine process/procedures				
M = Medium		Supervisor/Manager attention/decision required				
H = High		Manager/Director attention/decision required				
E = Extreme		Immediate action required				

Appendix 3 Risk likelihood

DESCRIPTION	LIKELIHOOD OF OCCURRENCE	MEANING
Rare	<p>May never happen</p> <p>Would only happen in exceptional circumstances</p> <p><5% chance of occurring</p> <p>Not likely to occur in the next 15 years</p>	<i>Pretty much a 'once in a lifetime' chance it will happen - hasn't occurred at ASC or at any other council before to the best of our knowledge</i>
Unlikely	<p>Not expected to happen</p> <p>No previous history of occurrence</p> <p>6-25% chance of occurring</p> <p>Could occur within 10 years</p>	<i>A very small chance it could occur – hasn't occurred at ASC or at another council but has occurred in other organisations</i>
Possible	<p>Could happen at some stage</p> <p>History of casual occurrence</p> <p>25-49% chance of occurring</p> <p>Could occur within 5 years</p>	<i>Probably won't occur – it has occurred at ASC only once or twice before but has occurred at other councils</i>
Likely	<p>Will happen at some stage</p> <p>History of repeated occurrence</p> <p>50-74% chance of occurring</p> <p>Could occur within 2 years</p>	<i>Probably will occur – has occurred at ASC and at other councils' numerous times</i>
Almost Certain	<p>Expected to happen in most circumstances</p> <p>History of frequent and/or regular occurrence</p> <p>>75% chance of occurring</p> <p>Could occur within the next 6 months</p>	<i>A very strong chance it will occur – has occurred at ASC and at other councils and organisations many times and on a regular basis</i>

Appendix 4 Risk impact

Description	Financial (Fraud, poor investments/ purchases)	Health and Safety (Staff/ Public)	Compliance (Non-compliance with legislation, breaking the law, contractual breach)	Reputation & Image (Council reputation, customer sensitivity)	Business Interruption (Impact on Client, service/project interruptions or delays)	Strategic (Council Plan, budget etc)	Environment
Insignificant	< \$10K	No injury or minor injury requiring first aid treatment only.	Minor statutory, regulatory, contractual or code compliance issues. May result in performance management.	Negative publicity but can easily be countered. No impact on reputation of Council. Issue may require intervention by management	Brief business disruption, but loss of service limited to acceptable level. No impact on clients/stakeholders. Short term employee absences. Minor work interruptions.	Consequences are dealt with by routine operations	Minor short-term damage to low sensitive environment
Minor	\$10K to \$50K	Injury requiring medical treatment	Major issues with statutory, regulatory, contractual or code compliance. May result in censure/disciplinary action.	Negative publicity but can be countered. Minimal damage to Council reputation. Issue may have been raised by stakeholders and/or local press	Service loss not restored within targeted time. Regular employee absences. Loss of productivity.	Minimal impact on strategic / operational objectives	Medium term damage to low sensitive environment
Moderate	\$50K to \$100K	Injury requiring hospitalisation	Imminent potential breach of statutory, regulatory, contractual or code requirements. May result in fines/disciplinary action.	Adverse publicity in local media and/or negative customer feedback. Moderate damage to Council reputation impacting noticeably on Council activities.	Significant service loss for up to one month. Consistent employee absences. Project delivery delays.	Impacts on some parts of Council operations and will require considerable resources to correct	Serious medium-term damage to medium sensitive environment
Major	\$100K to \$1M	Serious Injury resulting in permanent disability or long-term illness	Aware of potential breach of statutory, regulatory, contractual or code which can have significant impact upon business. May result in fines/penalties/restrictions on Council operations/prosecution of employees/disciplinary action.	Adverse publicity in state media and/or significant customer dissatisfaction. Significant damage to Council reputation.	Critical service loss for one to three months. Significant employee absences. Industrial action	Requires significant resources and time to correct, possibly impacting other parts of Council operations	Serious medium-term damage to highly sensitive environment
Catastrophic	> \$1M	Fatality	Major breach of statutory, regulatory, contractual or code requirements which can have significant impact upon business. May result in dismissal of Council/prosecution of employees/disciplinary action/termination.	Adverse publicity in national media and/or intervention from the regulator and/or very serious litigation including class action. Irreparable damage to Council reputation.	Critical service loss for more than three months or affecting operating viability. Major impacts on project delivery.	Material and negative impacts on the future of Council operations	Very serious long-term damage to highly sensitive environment

Appendix 5 Control rating

RATING	MEANING
Excellent (Effective)	Controls effectively reduce risk. Review and monitoring of existing controls is required. Controls are well designed for the risk, address the root cause, are officially documented, are in operation and are always effective and reliable.
Good (Adequate)	Controls substantially reduce risk. Most controls are designed correctly and are in place and effective. Additional work may be required to improve documentation and operating effectiveness and reliability.
Fair (Improvement Required)	Controls partly reduce risk. Design of the controls may address most of the root causes of the risk but are not currently documented/operational/reliable and should be improved. Some controls have design flaws and do not treat the root cause of the risk and are ineffective and unreliable.
Poor (Weak)	No credible controls to effectively reduce risk. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness

Appendix 6 Glossary

TERM	MEANING
AMT	Alpine Management Team comprising Council's CEO, Directors and Managers
CEO	Chief Executive Officer
Compliance	Adherence to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards. (AS 3806-2006, Australian Standard: Compliance programs)
Control	Measure that maintains and/or modifies risk (AS ISO 31000:2018) Any measure or action (policy, procedure, practice, process, technology, technique, method or device) that acts to modify, minimise or manage negative risk or enhance positive opportunities
Consequence	Outcome of an event affecting objectives (AS ISO 31000:2018)
Council	Alpine Shire Council
Event	Occurrence or change of a particular set of circumstances (AS ISO 31000:2018) An occurrence, several occurrences or a non-occurrence (sometimes referred to as incidents or accidents) that always has a cause and usually has a consequence
Governance	System by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance
Impact	A general description of the level or severity of the consequence, effect or influence of an event
Likelihood	Chance of something happening (AS ISO 31000:2018) A general description of the chance, probability or frequency that something might happen
Loss	Any negative consequence or adverse effect, financial or otherwise
Monitor	To check, supervise, or record the progress or quality of an activity or system on a regular basis to identify change
Residual risk	The remaining level of risk after risk control measures have been implemented
Risk	Effect of uncertainty on objectives (AS ISO 31000:2018) Where an effect can be a positive or negative deviation from what is expected. It is measured in terms of a combination of the likelihood of an event and its consequence
Risk appetite	The amount and type of risk that Council is prepared to accept (pursue, retain or take) to achieve its strategic objectives
Risk assessment	Overall process of risk identification, risk analysis and risk evaluation (AS ISO 31000:2018)
Risk identification	Process of finding, recognising and describing risks (AS ISO 31000:2018)
Risk management	Coordinated activities to direct and control an organisation with regard to risk (AS ISO 31000:2018)

TERM	MEANING
	Relates to all aspects of the organisation's operations and practice
Risk owner	Individual who has the accountability and authority to manage risk (AS ISO 31000:2018)
Risk rating	The rating given to the combination of the impact level of an event and the likelihood that the event will happen. It is vital to ensure that when choosing the combination of impact and likelihood that the selected likelihood score relates to the likelihood of a particular impact level actually occurring, not just the likelihood of the event occurring
Risk register	A document containing a record of information about identified risks
Risk tolerance	The willingness of Council to accept or avoid risk

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 12 November 2019
Location: Committee Room, Bright Office
Start Time: 5.00pm
Chairperson: Charlie Bird

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Ordinary Council Meeting Agenda review
- Mount Beauty Airfield Funding application
- Proposed purchase of Hybrid vehicle

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 19 November 2019
Location: Committee Room, Bright Office
Start Time: 3.00pm
Chairperson: Cr Peter Roper, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Peter Roper	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Nathalie Cooke	Director Corporate
Cr Ron Janas	Councillor	Michael Buckley	A/Director Assets
Cr Tony Keeble	Councillor		
Cr Kitty Knappstein	Councillor		
Cr Daryl Pearce	Councillor		

Councillor and staff apologies:

Name	Position	Name	Position
Cr John Forsyth	Councillor	Will Jeremy	Director Assets

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Councillor only time
- Bright Rod Run Councillor Debrief
- Myrtleford Festival Funding Request
- Bright Sports Centre Update
- Stockman Project Update
- Mount Beauty Airport Funding Application
- Mount Beauty Skate Park Tender award (as read)

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Strategic Planning Workshop
Date: 26 November 2019
Location: Committee Room, Bright Office
Start Time: 10.00am - 3.00pm
Chairperson: Tom Courtice, Manager Building and Amenity

Councillor and staff attendees:

Name	Position	Name	Position
Cr Peter Roper	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Nathalie Cooke	Director Corporate
Cr Ron Janas	Councillor	Sam Porter	Statutory Planner
Cr Kitty Knappstein	Councillor	Scott Taylor	Strategic Planner
Cr Daryl Pearce	Councillor	Elaine Burrige	Manager Economic and Community
		Tom Courtice	Manager Building and Amenity

Councillor and staff apologies:

Name	Position	Name	Position
Cr John Forsyth	Councillor	Will Jeremy	Director Assets
Cr Tony Keeble	Councillor		

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Land Development Strategy and Economic Development Strategy Workshop.

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 3 December 2019
Location: Committee Room, Bright Office
Start Time: 2.30pm - 5.00pm
Chairperson: Cr Peter Roper, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position		
		Will Jeremy	Director Assets

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- Planning application: 12 Bluehills Rise
- Dinner Plain Events Funding outcome
- Free green waste disposal weekend update
- Regional Infrastructure Fund 2019 – Alpine Activation (Dinner Plain)
- Great Valley Trail Project update
- Bright Town Centre Speed Reduction
- Rod Run Event pre-discussion
- Long Term Financial Plan
- Funding Application Mount Beauty Airport Upgrade

RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Title: Briefing Session
Date: 10 December 2019
Location: Committee Room, Bright Office
Start Time: 3.00pm - 7.00pm
Chairperson: Cr Peter Roper, Mayor

Councillor and staff attendees:

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

Councillor and staff apologies:

Name	Position
Cr Kitty Knappstein	Councillor

1. Conflict of interest disclosures

Nil

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

Nil

3. Matters considered

- External Presentation: Ovens Murray Regional Partnership Outcomes
- Building Better Regions Funding Opportunities
- Sports and Recreation Victoria (SRV) Funding Opportunity
- NBN Lease
- Mount Beauty Airport Upgrade Funding Opportunity
- Waste Wise Events in the Alpine Shire
- Brighter Days – proposed alcohol restrictions
- Appointment of Councillors to represent Council on Committees and Groups
- Schedule of Ordinary Meetings for 2020
- Ordinary Council Meeting Agenda review
- As read presentation: Mattress Contract Collection Transportation and Reprocessing of Mattress and Soft Furnishings Contract No CT181-03