

M(4) – 5 MAY 2020

Ordinary Council Meeting

Minutes

The next **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **5 May 2020** commencing at **4:00pm**.

PRESENT

COUNCILLORS

Cr Peter Roper - Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr John Forsyth

Cr Tony Keeble

Cr Kitty Knapstein

Cr Ron Janas

Cr Daryl Pearce

OFFICERS

Charlie Bird – Chief Executive Officer

Will Jeremy – Director Assets

Nathalie Cooke – Director Corporate

APOLOGIES

Nil

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1. Recording and livestreaming of Council meetings

The CEO read the following statement:

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

Audio is captured from the entire room and video is focused on the Councillors and officers.

Question time will be held, however questions must be submitted in writing prior to the meeting. By submitting questions, you consent to your question being read aloud and recorded.

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

The reason for recording meetings is to hold us more accountable to our community having as accurate a record of meetings as possible and also to improve transparency on decision making for those that are unable to attend in person.

The full meeting is being streamed live on Council's YouTube channel which is "Alpine Shire Council" and a recording will be available in the same location immediately after the meeting.

2. Acknowledgement of traditional custodians, and recognition of all people

The CEO read the following statement:

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

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

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(3) – 7 APRIL 2020

Cr Janas

Cr Knappstein

That the minutes of Ordinary Council Meeting M(3) held on 7 April 2020 as circulated be confirmed.

Carried

4. Apologies

Nil

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Nil

7. Public questions

Due to current social distancing requirements to address COVID-19, the meeting will be held online. The gallery is closed to the public and community members are invited to view the meeting online.

Questions on Notice must be submitted in writing to info@alpineshire.vic.gov.au by 12.00pm on Tuesday 5 May 2020 and will be limited to two questions per person.

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

8. Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Contracts approved by the CEO

Cr Nicholas

Cr Pearce

That the Contracts approved by the CEO be noted.

Contract No:	Large Plant Renewal	Process: RFQ	
Title:	Supply and Delivery one new truck fitted with a factory tipper		
Tenderer:	Blacklock Truck Centre		
\$ (excl. GST):	\$61,988.40		

Carried

8.2 DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Petition for a 50m swimming pool with retractable roof in Bright

File Number: 00450.07

INTRODUCTION

This report is to inform Council and provide a response to a petition tabled at the April 2020 Council Meeting in relation to a request for a new 50 metre swimming pool with a retractable roof in Bright.

Cr Nicholas

Cr Pearce

That Council notes:

- 1. The petition received from the community and the intention of Council to deliver the Alpine Active Sport and Recreation Plan as a first step in determining the feasibility of a swimming pool with retractable roof in Bright; and***
- 2. That an outdoor swimming pool in Bright has been added to Council's Project Pipeline with an indicative implementation of post 2033.***

Carried

BACKGROUND

The existing Bright Sports Centre contains an indoor 17m long heated pool which, although currently closed due to the Covid-19 pandemic, is typically open year-round. In addition to ad-hoc use by members of the public, the pool is available for aqua aerobics and hydrotherapy classes, learn-to-swim programs and hire for parties and events.

Bright also contains a river pool and splash park at the confluence of the Ovens River and Morses Creek. The river pool is supervised during the peak summer holiday period and is a popular destination for locals and visitors to Bright.

A petition was received by Council on 13 March 2020 and was tabled at the April 2020 Council Meeting. The petition contains 443 signatures and formally requests Council to:

Formulate a 5-10 year plan for the construction of a swimming pool with retractable roof in Bright.

10 letters of support were also provided by the proponent, which were received from local schools, sporting organisations and individuals.

ISSUES

Across the Shire, many existing sport and recreation facilities are ageing and in need of renewal or replacement, and demand for different facilities is also changing. On this basis Council has sought funding to enable the preparation of a Shire-wide sport and active recreation plan. The plan will address the following items in consultation with the community:

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

A community-endorsed and Council-adopted plan will support future funding applications for any sport and recreation infrastructure identified.

A 50m swimming pool with retractable roof in Bright will be investigated and considered in the proposed Alpine Active Sport and Recreation Plan. An outdoor swimming pool for Bright has been added to Council's Project Pipeline with an indicative implementation of post 2033.

POLICY IMPLICATIONS

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

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

The estimated cost to complete the Alpine Active Sport and Recreation Plan is \$60,000. Council has applied for \$30,000 from the State Government's 2020/21 Local Sports Infrastructure Fund. If the funding application is successful, Council has committed to contribute the additional \$30,000 needed to deliver the plan.

CONSULTATION

The Alpine Active Sport and Recreation Plan will enable Council to have strategic discussions with the broader community, including individual sporting and user groups, to understand the existing support and the current and forecast growth in demand on the use of various sport and recreation facilities across the Shire.

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

CONCLUSION

Council receives multiple requests for new or upgraded sport and recreational facilities across the Shire. A Shire wide plan will enable informed decision making around the benefits and costs of all identified projects, including a 50m swimming pool with retractable roof in Bright.

The plan is an important first step in investigating the feasibility of a new 50m pool in Bright with retractable roof, as well as determining the community's priority for this project, against other identified active sport and recreation facility projects in the Shire.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development

ATTACHMENT(S)

- 8.2.1 Cover letter from proponent

8.2.2 Alpine View Children's Centre Upgrade

INTRODUCTION

An opportunity exists for Council to seek funding to upgrade Alpine View Children's Centre to alleviate current capacity constraints and to support delivery of funded three-year-old kindergarten. This report seeks Council's financial commitment to the project.

Cr Nicholas

Cr Pearce

That Council approves submission of a grant application to the Victorian School Building Authority's 2020 Building Blocks Grants program for \$540,000 with a commitment from Council of no more than \$160,000.

Carried

BACKGROUND

Prior to the COVID-19 pandemic, Alpine View Children's Centre (AVCC) was experiencing demand for kindergarten and childcare places that exceeded the centre's capacity, resulting in some families either missing out on care or needing to travel to other areas to access childcare. In 2021, funded three-year old kindergarten will be introduced in the Alpine Shire under Government direction, which is anticipated to exacerbate the capacity issues once services return to normal.

The Porepunkah Children's Centre Feasibility Study project is being finalised. The conclusion of this study is that the current and forecast increase in demand is insufficient to justify expenditure on a new purpose-built centre in Porepunkah at this time, however upgrading the AVCC in Bright could meet the demand for childcare in the Upper Ovens for the next 10 years.

An upgrade to AVCC is proposed in two stages. Stage one works will increase the kindergarten capacity by 14 places, as well as alleviating the current wait list for under three-year-old children through providing an additional 12 places. Stage 2 works will increase capacity by a further 16 spaces.

Stage one works are estimated to cost \$540,000 and include:

- Addition of a demountable structure within the existing boundaries of the centre to act as a flexible program space;
- Internal wall reconfiguration and an additional bathroom to accommodate a greater number of spaces;
- Expansion of the kitchen area and the addition of a private meeting space; and
- Two additional car parks within the existing boundaries of the centre.

The Victorian School Building Authority (VSBA) recently announced the 2020 Building Blocks Grants program. The program aims to ensure the success of the three-year old kindergarten roll out and support ongoing demand for four-year old kindergarten. Expansion of AVCC meets the criteria for funding. The deadline for submissions is 15 May 2020.

ISSUES

There is an existing need for increased capacity at AVCC and demand on the service is anticipated to grow with the introduction of funded three-year-old kindergarten in 2021. In the event of a successful funding application, it is anticipated that the upgrade could be delivered by end 2021 and the additional spaces available at the start of 2022. The current shortfall in capacity will therefore continue throughout 2021.

Implementation of the Stage 1 works will result in some disruption to existing users of the service. Following the upgrade, the facility will continue to accommodate all existing users including the Toy Library, Maternal and Child Health Nurse, immunisation clinic, Out of Hours School Care and parents' groups.

POLICY IMPLICATIONS

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

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

The cost to deliver the stage 1 upgrade works is estimated to be \$540,000, of which \$380,000 will be sought from the 2020 Building Block Grants program, with the remaining \$160,000 to be funded by Council.

CONSULTATION

Consultation has been carried out with the Board of Alpine Children's Services (ACS) and with staff of the AVCC. The ACS Board has endorsed the concept design for the upgrade.

With AVCC being situated on Department of Education and Training land, Bright P-12 College has also been consulted and the proposed expansion plans are on the College Council's meeting agenda on 6 May 2020 to seek endorsement. Initial conversations with the school have been supportive.

CONCLUSION

The VSBA Building Blocks Grants program presents a significant opportunity to secure grant funding to upgrade AVCC, to enable the facility to continue to serve the communities of the Upper Ovens into the future.

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 Officer

ATTACHMENT(S)

- Nil

8.2.3 Elevated Work Platform

File Number: CT19052

INTRODUCTION

This report relates to the award of a Contract for the supply and delivery of an Elevated Work Platform and trailer.

Cr Janas

Cr Nicholas

That Council awards a Contract for the supply and delivery of a Leguan 190 Elevated Work Platform and trailer to Monitor Industries for the lump sum of \$149,500+GST.

Carried

BACKGROUND

Council currently operates a 19m Elevated Work Platform that is used across the Shire to undertake tree maintenance works as well as the installation and removal of event banners.

Council's Elevated Work Platform has become increasingly unreliable, resulting in high maintenance costs and operational downtime that impacts on the productivity of the team. Spare parts are becoming harder to source. The Elevated Work Platform is 13 years old, compared to the typical useful life across the industry of 8 to 10 years. Safety standards have been improved since the purchase of Council's existing machine, and recent models provide a safer working environment for the operators.

The Tender was advertised in the local newspapers, on Tenders.net and the Alpine Shire Council website. Four conforming tenders were received.

EVALUATION

The evaluation panel consisted of the Manager Asset Maintenance, Open Spaces Coordinator and the Depot Operations Officer.

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

- Cost
- Quality and Suitability
- Delivery
- Social
- Environmental

Through this evaluation process it was determined that the Tender received from Monitor Industries based on the supply and delivery of Leguan 190 Elevated Work Platform and trailer best met the selection criteria.

ISSUES

Nil.

POLICY IMPLICATIONS

Procurement has been carried out in accordance with Council's Procurement Policy.

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

- Infrastructure and open space that our community is proud of

FINANCIAL AND RESOURCE IMPLICATIONS

There is sufficient budget to purchase the Elevated Work Platform.

CONSULTATION

Input was sought from a number of different local councils and contractors to assist in the preparation of the specification, and subsequent evaluation of the tenders received.

CONCLUSION

Following a comprehensive assessment process, the submission from Monitor Industries is deemed to present the best value 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 Maintenance
- Open Spaces Coordinator
- Depot Operations Officer

ATTACHMENT(S)

- Nil

8.2.4 Asset Management Policy

File Number: Policy Register

INTRODUCTION

The purpose of this report is to present to Council the 2020 review of the Alpine Shire Council Asset Management Policy No.49 and seek Council's adoption of the revised policy, Version 2.

Cr Forsyth
Cr Nicholas

That Council:

- 1. Revokes Alpine Shire Council Asset Management Policy No. 49, Version 1.2;***
- 2. Adopts Alpine Shire Council Asset Management Policy No. 49, Version 2; and***
- 3. Signs and seals Alpine Shire Council Asset Management Policy No. 49, Version 2.***

Carried

BACKGROUND

The Asset Management Policy has been reviewed as part of a holistic policy review.

The intent of this policy revision is to refine the key principles that will underpin and drive the long-term sustainable management of assets within Alpine Shire.

ISSUES

The *Local Government Act 2020*, which passed through Parliament on 17 March 2020, requires Local Government Authorities to undertake specific activities which directly impact on asset management. Implementation of these requirements will be staged over the next two years as the *Local Government Act 1989* is progressively repealed.

POLICY IMPLICATIONS

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

- Infrastructure and open space that our community is proud of

FINANCIAL AND RESOURCE IMPLICATIONS

The policy does not have any direct financial or resource implications.

CONSULTATION

The equivalent policy documents of neighbouring councils and other small rural councils have been reviewed as part of the update of Council's Asset Management Policy.

Relevant officers have been consulted and have provided feedback which has been incorporated into the updated policy.

CONCLUSION

The review of the Asset Management Policy is now complete, and the revised policy presented to Council for adoption.

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 Maintenance
- Asset Management Consultant

ATTACHMENT(S)

- 8.2.4 Asset Management Policy, Version 2.

8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Waste Wise Events

File Number: 1810.04

INTRODUCTION

A Waste Wise Guide for Events (The Guide) has been developed to help reduce the environmental impact of waste from events held in the Alpine Shire. This report provides an overview of The Guide and provides Council with a process and timeline for implementation.

Cr Keeble

Cr Nicholas

That Council endorse the Waste Wise Guide for Events as a first step to reduce the impact of waste generated by events and support its implementation through the 2020/21 event permit application and grants processes.

Carried

BACKGROUND

Council is committed to reducing the impact of waste generated by events and has identified opportunity to expand the current waste management requirements needing to be met by event organisers. There is also a strong community appetite for waste reduction and sustainability and some event organisers have sought Council Officer guidance to reduce waste generated from their event.

The Guide provides details of Council's requirements for event waste management and will serve as a tool to support event organisers plan events that avoid and reduce waste. Capacity building opportunities (i.e. workshops and education) and resources will accompany The Guide to assist event organisers in meeting these requirements.

The Guide has six minimum requirements for waste management, covering single-use plastics, litter, waste planning, evaluation and communication. Event organisers will be asked to provide evidence of how the minimum requirements will be met through the event permit application process. Case studies are included in The Guide to showcase local events with existing waste minimisation actions and to inspire and mentor others of actions that can be taken.

The Guide's minimum requirements present a new element for event organisers applying for an event permit in the Alpine Shire. A staged approach to implementation will be used to enable event organisers to familiarise themselves with the requirements and enable Council officers to support with the transition.

The waste sector is dynamic, the guide will be updated as new developments, services and opportunities for avoiding and reducing waste emerge.

ISSUES

Resources and infrastructure to support event organisers achieve the minimum waste outcomes required are desirable and will facilitate a faster implementation of the requirements.

The Guide document will evolve and be updated to reflect emerging opportunities in the waste sector and based on the impact of the initial minimum requirements in reducing waste. An evaluation of the impact on waste reduction will be needed to inform future changes to the requirements.

POLICY IMPLICATIONS

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

- Highly utilised and well managed community facilities

FINANCIAL AND RESOURCE IMPLICATIONS

The Draft 2020/21 Budget includes an allowance for the purchase of key pieces of equipment to support event achieve the outcomes required in the guide. This includes the purchase of a mobile water station and "dish pig" mobile crockery washing system. These units have been used by events to successfully reduce single use plastic water bottles and waste associated with food service.

CONSULTATION

A review of event waste management practices and guidelines adopted by other councils throughout Victoria was undertaken in the development of this Guide. An internal review of a draft version of the proposed Guide was undertaken by Council's Events and Waste teams. Following this the review, 81 event organisers were invited to participate in a survey (via email) to provide feedback on the proposed Guide. The survey aimed to identify barriers to meeting the proposed minimum waste requirements and to identify resources to support its implementation. Fourteen event organisers provided survey responses. The timing of the consultation coincided with the covid-19 pandemic restrictions and may have impacted on participation.

The survey found that:

- 86% of event organisers who responded reported already taking actions to avoid or reduce non-reusable items at their event.
- 82% of event organisers who responded when asked had no concerns about the guide being introduced.

CONCLUSION

The introduction of the Waste Wise Guide for Events provides guidelines and a tool to support event organisers plan and deliver events in the Alpine Shire that reduce the environmental impact of waste. Implementation of the Guide will commence as part of the 2020/21 event permit application and grants process.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate
- Manager Facilities

ATTACHMENT(S)

- 8.3.1 Waste Wise Guide for Events in the Alpine Shire

8.3.2 Audit Committee Meeting No.2019/20-4, 28 February 2020

File Number: 0900.06

INTRODUCTION

The purpose of the report is to present the minutes of the Audit Committee meeting held on 28 February 2020.

Cr Forsyth

Cr Keeble

That Council receive and note the minutes of Audit Committee Meeting No.2019/20-4 held 28 February 2020.

Carried

BACKGROUND

Council's Audit Committee is established under section 139 of the *Local Government Act 1989*. The Committee's Charter requires it to report to Council its activities, issues and related recommendations. This report relates to Audit Committee Meeting No. 2019/20-4 held on 28 February 2020.

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

- 2020/21 budget process
- Asset management framework
- Procurement procedures
- Business continuity planning.

ISSUES

2020/21 Budget process

Council's annual budget is typically required to be adopted by 30 June each year and Council aims to ensure that its budget is comprehensive, realistic, sustainable, prioritised and reflects community needs.

The Committee was provided with an overview of Council's budget preparation process including:

- Estimation of internal departmental account level expenses
- Review of fees, rates and charges
- Consideration of project pipeline
- Review of long-term financial plan
- Adoption of a draft budget and call for submissions
- Hearing and review of submissions prior to finalisation and adoption of the budget.

Asset management

The Committee was briefed on Council's progress in reviewing its asset management framework and governance structure and the implementation of changes to address gaps in existing practices, including:

- Review of the Asset Management Policy
- Establishment of a cross functional asset management steering group
- Review and update of asset management plans
- Improvement in quality of data in asset registers.

Procurement procedure

Under the *Local Government Act 1989* (the Act), councils must use resources efficiently and effectively and provide services in accordance with best-value principles to meet the needs of the local community and prepare, approve and publish a procurement policy.

Council has a Procurement Policy and the Committee was briefed on the development of procurement procedures to inform the consistent understanding of the policy requirements and provide more detailed guidance, particularly in relation to cumulative spend.

Business continuity planning

A key objective of Audit Committee is to advise Council in the effective conduct of its responsibilities within its overall risk and governance framework. These responsibilities include the development, management and periodic scenario testing of its business continuity and disaster recovery plans.

The Committee was briefed on the application of Council's business continuity plan during the January 2020 bushfire events. The application identified challenges, especially in consistent communication messaging, and opportunities for continuous improvement.

Standing matters

The Committee also received reports on standing matters including quarterly reports and outstanding Committee actions.

POLICY IMPLICATIONS

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

- A responsible and sustainable organisation

CONCLUSION

The minutes of its Audit Committee No. 2019/20-4 held on 28 February 2020 Meeting be noted by 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 Corporate
- Manager Corporate
- Health, Safety and Risk Officer

ATTACHMENT(S)

- 8.3.2 Minutes of Audit Committee Meeting No 2019/20-4, 28 February 2020

9. Assembly of Councillors

Introduction

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

Cr Pearce

Cr Janas

That the summary of the Assemblies of Councillors for April 2020 be received.

Carried

Background

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

Date	Meeting
7 April	Briefing Session (virtual online meeting)
21 April	Briefing Session (virtual online meeting)

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – April 2020

10. General business

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

11. Motions for which notice has previously been given

Nil

12. Reception and reading of petitions

Nil

13. Documents for sealing

Cr Pearce

Cr Knappstein

That the following documents be signed and sealed.

- 1. Contract No 2000501 in favour of KD Homes and Constructions for the Centenary Park Toilet Renewal.*
- 2. Section 173 Agreement – Blair Godenzi & Anna Louise Godenzi Crown Allotment XI Parish of Bright, Volume 00889 Folio 719. Condition 4 of the Planning Permit 2015.78.2 for the Use and Development for Group Accommodation at Growlers Creek Road, Wandiligong. The Agreement permits the group accommodation building to be used only for temporary tourist accommodation.*
- 3. Section 173 Agreement – Thomas Donald Bartlett Lot 11 on Plans of Subdivision 512371 Volume 10753 Folio 622. Condition 9,11,26 and 27 of Planning Permit 2018.13.2.1 for a four part subdivision at 53 Station Street Porepunkah. The Agreement provides for the neighbouring industrial use of the land and implementation of Bushfire Mitigation measures.*
- 4. Sign and Seal Alpine Shire Council Asset Management Policy No. 49 version 2.*

Carried

There being no further business the Chairperson declared the meeting closed at 4.50p.m.

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Chairperson