



M(4) – 5 MAY 2020

# Ordinary Council Meeting

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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 Knappstein  
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](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.

## 6. Declarations by Councillors of conflict of interest

NII

## 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](mailto: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](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.

## 8. Presentation of reports by officers

### 8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

#### 8.1.1 Contracts approved by the CEO

*Cr Nicholas*

*Cr Pearce*

*That the Contracts approved by the CEO be noted.*

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

*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](http://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

# COUNCIL POLICY

# Procurement

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DOCUMENT UNCONTROLLED WHEN PRINTED

## DOCUMENT CONTROL

<b>Policy number</b> 089	<b>Status</b> Draft	<b>Approved by</b> Council
<b>Date approved</b> 2 June 2020	<b>Next review date</b> June 2021	
<b>Directorate</b> Corporate	<b>Department</b> Corporate	<b>Internal / External</b> Internal

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**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
04/11/2009	1.0	Adopted
03/11/2010	1.01	Reviewed, amended and adopted
02/11/2011	1.02	Reviewed, amended and adopted
02/10/2012	1.03	Reviewed, amended and adopted
19/05/2014	V1.0	Final collaborative version with Indigo and Towong Shire Councils
02/06/2015	2.0	Adopted Version 2 (no amendments required)
07/06/2016	3.0	Adopted Version 3 (no amendments required)
06/06/2017	4.0	Adopted Version 4 (addition of item 6.3 – Financial Delegations)
18/06/2018	5.0	Version 5
31/05/2019	5.1	Review of Version 5 including rebranding and strengthening of approach to environmental sustainability
18/06/2019	6.0	Adopted Version 6
21/05/2020	6.1	Review of Version 6 including changes to requirements for purchases between \$10,000-\$75,000, and the requirement for all supplier recommendations to be approved by two officers
02/06/2020	7.0	Adopted Version 7

# 1. Purpose

Section 186A of the *Local Government Act 1989* requires Councils to prepare, approve and comply with a procurement policy.

The purpose of the Procurement Policy is to enable consistency and control over procurement activities, to meet the following Council objectives:

- Ensure compliance with legislation
- Achieve best value outcomes with respect to scope, quality and price
- Ensure that purchasing is open, fair and unbiased
- Seek to support local procurement
- Achieve high standards of probity, accountability and risk management
- Ensure that purchasing practices are socially and environmentally sustainable
- Promote continuous improvement and collaboration.

# 2. Scope

This policy applies to all purchases of, and contracts to purchase, goods, services and works.

It is binding upon Council staff and all persons undertaking procurement on behalf of Council, including volunteers, contractors, consultants, councillors and related committees.

# 3. Principles

Council will apply the following principles in all procurement activities:

## 3.1 Best Value Outcomes

Council will seek to maximise value in all purchasing activities.

Factors such as quality, quantity, risk, timeliness and cost on a whole-of-contract and whole-of-asset life basis will be considered to achieve the optimal combination which defines best value.

## 3.2 Open, Fair and Unbiased

Prospective suppliers will be afforded an equal opportunity to tender or quote. Impartiality will be maintained in selecting suppliers.

## 3.3 Local Sourcing

Where equivalent value can be sourced both locally and elsewhere, the goods and services should be purchased from the local supplier.

## 3.4 Probity and Accountability

Procurement activities will be performed with integrity and in a manner able to withstand the closest scrutiny.

Procedures will be designed to ensure that procurement objectives are met.

Requirements will be clearly communicated to staff and enforced through a combination of management oversight and audit practices.

Documentation will be maintained to ensure a clear audit trail.

### **3.5 Risk Management**

Council will ensure that risks are identified, evaluated and treated.

Council will ensure that systems and authorisations are in place to mitigate unethical behaviour and set the parameters of responsibility and authority.

There will be at least two persons involved in, and responsible for, each transaction.

The policy and implementation of internal controls will be monitored and reviewed by the Council's audit committee.

### **3.6 Environmental Sustainability**

Council will aim to make purchases that have the least impact on environmental and human health, within the context of purchasing on a best value basis. Preference will be given to purchasing products and services which:

- Minimise use of raw materials
- Maximise reuse and extension of goods already in circulation
- Minimise residual waste including emissions and pollution
- Minimise the impact on natural habitats.

Council will utilise existing standards where relevant to aid in assessment of environmental sustainability considerations, for example energy consumption ratings or independent environmental responsibility certifications.

Suppliers may be asked to supply information about their supply chains and environmental practices. Council may consider whole of life impacts of purchases, from raw material inputs, packaging and distribution impacts, consumption and waste from usage and the ability to recycle or dispose of goods safely at end of life.

### **3.7 Continuous Improvement**

Council will seek to continually drive improvements in processes, tools and technologies with the objectives of reducing costs, achieving best practice and most effectively delivering on Council objectives.

### **3.8 Collaboration**

Council will seek and encourage the development of procurement collaboration with other councils and organisations including contracts available through the Victorian State Government, the Municipal Association of Victoria, Procurement Australia and other aggregated procurement providers as appropriate.

## 4. Policy details

### 4.1 Methods and Thresholds

Prior to entering a commitment to conducting purchasing, the purchasing officer must:

- a) ensure that sufficient funding is or will be available;
- b) where the purchase exceeds \$1,000, gain the approval of a more senior officer with adequate approval limits under the Financial Delegations as approved by the Chief Executive Officer.

Where the purchasing officer is the Chief Executive Officer, b) does not apply.

The following methods and conditions are the minimum standards to apply for all procurement activities within each nominated spend threshold.

Spend Threshold	Purchasing Method	Conditions
Up to \$1,000	Verbal quotation	Seek and receive at least one quote No purchase order required
>\$1,000 - \$2,500	Written quotation	Seek and receive at least one quote Purchase order required
>\$2,500 - \$10,000	Written quotation	Seek and receive at least two quotes Purchase order required
>\$10,000-\$75,000	Request for Quotation (RFQ)	RFQ published on Council's tender website RFQ open to response from any supplier Purchase order required
>\$75,000-\$150,000	Request for Quotation (RFQ)	RFQ published on Council's tender website RFQ open to response from any supplier Written contract required
>\$150,000	Invitation to Tender (ITT)	ITT published in newspaper ITT published on Council's tender website ITT open to response from any supplier Written contract required

For the purpose of assessing thresholds, the procurement spend is to be inclusive of the total value of the purchase over its lifetime, including GST. In the case of contracts, the lifetime is the span of the contract including any extension options.

In the case of non-contracted purchases, the procurement spend is the expected amount to be spent on that service from that supplier over the span of one year unless otherwise specified.

The term 'list price' is interchangeable with the term 'quote' where it is industry practice to provide a list price with no further room for negotiation (for example, anti-virus software).

## **4.2 Environmental Sustainability Assessment**

An assessment of environmental sustainability impacts is mandatory for all purchases over \$10,000. There may be no substantial environmental considerations worth noting; if this is the case it should be explicitly explained and justified in the supplier evaluation and recommendation.

Where there are environmental considerations, an environmental evaluation criterion is to be incorporated into the supplier evaluation..

The environmental evaluation criterion should preferably refer to mandatory or desirable requirements that are relevant to the procurement, in order to solicit tangible supplier responses to avoid misleading or vague 'greenwash' statements.

## **4.3 Mandated Services and Suppliers**

Mandated services which are provided by mandated providers are exempt from the requirement for quotations and tenders up to the \$150,000 spend threshold (inclusive of GST). This is most commonly applicable to intergovernmental services such as auditors, the Victorian Civil and Administrative Tribunal (VCAT), and water authorities.

## **4.4 Legal Services**

Legal services are exempt from the requirement for quotations and tenders, consistent with the *Local Government Act 1989*.

## **4.5 Procedural Exemptions**

Under specific circumstances exemption from the methods of this policy may be sought. Exemptions are to be approved by the CEO.

## 5. Roles and responsibilities

Responsibility	Role / Position
Adhere to the requirements of the Procurement Policy	All individuals and entities undertaking procurement on behalf of Council
Oversee adherence to the requirements of the Procurement Policy	Supervisors
Put in place controls to monitor and enforce adherence to the Procurement Policy	Manager Corporate

## 6. Breaches

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

## 7. Human Rights Charter compatibility

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

## 8. 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*

### Related Council guidelines, operational directives or policies

- Employee Code of Conduct
- Councillor Code of Conduct

## 9. Definitions and abbreviations

Term	Meaning
the Act	<i>Local Government Act 1989</i>
Contract	An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable in law. A contract may be verbal or written or inferred by conduct.
Delegate	A person authorised by the Council or Chief Executive Officer to make general or specified decisions constrained only by the instrument of delegation. Specifically, delegates commit and incur expenditure. The delegate is responsible for actions arising from their use of such power.
Local	In the context of this policy the definition of local is one that seeks to support manufacturers and suppliers located: <ul style="list-style-type: none"> <li>• Firstly within the municipal boundary</li> <li>• Secondly within municipalities adjacent or near to the municipality</li> <li>• Thirdly within Australia</li> </ul>
Probity	In the context of a procurement process, probity is a defensible process that is able to withstand internal and external scrutiny – one that achieves both accountability and transparency, providing suppliers with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, disposals, and other related functions. It also includes the organisational and governance frameworks that underpin the procurement function.
Purchase order	A form of contract, which is an official document used to authorise and record the purchase of goods or services by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier.
Quotation/quote	An offer to supply goods and/or services at a stipulated price or rate, usually in response to a request for quotation.
Request for quotation (RFQ)	A written process of inviting offers to supply goods and/or services involving simple documentation that specifies the requirements.

Term	Meaning
Invitation to tender (ITT)	A publicly advertised invitation to tender against a set of clearly defined and specified requirements. Tenderers are advised of all requirements involved, including the conditions of tendering and proposed contract conditions.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender	An offer in writing to supply goods and/or services, usually submitted in response to a public or selective invitation such as an invitation to tender.
Tender process	The process of inviting parties to submit a tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures.

## 10. Approval

THE COMMON SEAL OF THE  
 ALPINE SHIRE COUNCIL was  
 hereunto affixed this 2nd day of  
 June 2020 in the  
 presence of:

.....  
 COUNCILLOR

.....  
 COUNCILLOR

.....  
 CHIEF EXECUTIVE OFFICER

# COUNCIL POLICY

# Investment Policy

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DOCUMENT UNCONTROLLED WHEN PRINTED

## DOCUMENT CONTROL

<b>Policy number</b> 073	<b>Status</b> Draft	<b>Approved by</b> Council
<b>Date approved</b> 2 June 2020	<b>Next review date</b> June 2023	
<b>Directorate</b> Corporate	<b>Department</b> Corporate	<b>Internal / External</b> Internal

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## REVISION RECORD

Date	Version	Revision description
09/12/2008	1	Adopted by Council
12/06/2012	1.1	Reviewed in accordance with WHK Albury audit recommendations.
7/6/2016	2	Review by Finance Committee
5/7/2016	2	Council adoption
19/05/2020	2.1	Review by Finance Committee and Audit Committee
22/05/2020	3.0	Council adoption

# 1. Purpose

The purpose of this policy is to ensure that Council's funds are managed, invested and redeemed to:

- Balance investment returns with tolerable investment risk;
- Meet liquidity requirements;
- Comply with the current in-force *Local Government Act*.

# 2. Scope

This policy applies to any investment of Council funds.

# 3. Policy details

## 3.1 Principles

Investments shall be made with good judgement and care, with due consideration to the probable safety of the capital as well as the probable income derived.

Council funds shall not be deployed towards investments of a speculative nature.

## 3.2 Allowable Investments

Investments are to be limited to cash deposits with Australian authorised deposit taking institutions (ADIs) such as banks, building societies and credit unions regulated by, and subject to the prudential standards of the Australian Prudential Regulation Authority (APRA).

Term deposits are permitted up to a term of 36 months.

## 3.3 Authorised Officers

The Manager Corporate and the Accountant have the authority to invest surplus funds under the supervision of the Director Corporate and the Chief Executive Officer.

## 3.4 Liquidity

The investment portfolio is to remain sufficiently liquid to enable to Council to meet all operating requirements as may be reasonably anticipated.

Investment maturities are scheduled to coincide with projected cash flow needs.

## 3.5 Risk Management Guidelines

Council manages its investments in line with Standard and Poor's (S&P) Credit Ratings framework describing the creditworthiness of entities.

### 3.5.1 Portfolio Credit Framework

Council's investments are to comply with the following limits in order to control the credit quality of the overall portfolio.

Long-Term S&P Credit Ratings	Short-Term S&P Credit Ratings	Maximum
A Category or higher	A-2	100% max
BBB Category	A-3	60% max

### 3.5.2 Individual Institution Credit Framework

Council's investments are to comply with the following limits in order to control exposure to individual entities.

Long-Term S&P Credit Ratings	Short-Term S&P Credit Ratings	Maximum
A Category or higher	A-2	50% max
BBB Category	A-3	20% max

### 3.5.3 Term to Maturity Framework

Council's investments are to comply with the following limits in order to manage portfolio liquidity and manage interest rate risk.

Investment Term	Maximum
12 months or less	100% max
12 months – 36 months	20% max

## 3.6 Responsible Investing

Council prefers investments with ADIs that demonstrate socially and environmentally responsible practises and may refer to independent third-party accreditations to assist in assessing investments against this criterion.

Where two or more investments offer the same return, the investment with responsible investing accreditation will be given preference.

## 3.7 Reporting

Accounting for investments will comply with the Australian Accounting Standards (AAS), Urgent Issues Group (UIG) Consensus views, and the current in-force version of the *Local Government Act*.

A quarterly portfolio report detailing the current investment portfolio will be provided to the Finance Committee, as well as to the Audit Committee and the Council for noting.

For audit purposes, bank confirmations must be obtained from banks / fund managers confirming the amounts of investment held on Council's behalf at 30 June each year.

## 4. Roles and responsibilities

Responsibility	Role / Position
Finance Committee	<ul style="list-style-type: none"> <li>• Review quarterly investment reports.</li> <li>• Review this policy prior to Council approval.</li> </ul>
Chief Executive Officer and Director Corporate	<ul style="list-style-type: none"> <li>• Oversee compliant implementation of this policy.</li> <li>• Approve exemptions to this policy.</li> </ul>
Manager Corporate	<ul style="list-style-type: none"> <li>• Maintain this policy.</li> <li>• Oversee compliant implementation of this policy.</li> </ul>
Accountant	<ul style="list-style-type: none"> <li>• Manage investments in compliance to this policy.</li> <li>• Maintain awareness of the investment environment in order to recommend changes to this policy.</li> <li>• Provide quarterly investment reporting.</li> </ul>

## 5. Breaches

Breaches due to unanticipated events such as a) reductions in credit ratings or b) the requirement to liquidate additional funds to support cashflow requirements will be reviewed between the Accountant and the Manager Corporate and an appropriate action plan will be determined to remediate portfolio limits or otherwise seek an exemption from the Chief Executive Officer. Breaches will be reported to the Finance Committee and the Audit Committee.

Deliberate or negligent breaches will be subject to investigation which may lead to disciplinary action.

## 6. Human Rights Charter compatibility

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

## 7. Supporting documents

This policy should be read in conjunction with all other relevant Council policies and procedures, as well as relevant legislative requirements.

### Related Legislation

- *Local Government Act 1989*
- *Local Government Act 2020*

### Related Guidelines

- S&P Global Ratings Definitions

## 8. Approval

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this 2 day of June  
2020  
in the presence of:

.....  
COUNCILLOR

.....  
COUNCILLOR

.....  
CHIEF EXECUTIVE OFFICER



1 JANUARY – 31 MARCH 2020

# Q3 - Quarterly Report

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Presented to Ordinary Council Meeting  
2 June 2020

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## Strategic Objective 1: A high performing organisation

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Advocate for the community on key issues</b>		
Conduct advocacy to all levels of government, and to key groups within the North East and Hume region.	No	The substantial impact of the January 2020 bushfires on the Alpine Shire meant that one quarter of the Shire was burnt (consisting of both public and private land), with an estimated \$90m impact on the local tourism industry during the normally busy school holiday period in January. Council kept both State and Federal government representatives regularly up to date with issues affecting the community, advocating strongly for the community. Council appointed a Bushfire Recovery Team to oversee community recovery post-fire.
<b>Strategy: Build a skilled organisation with a positive culture</b>		
Provide mandatory and targeted training to staff	No	Staff training was substantially reduced this quarter, due to bushfires and COVID-19 social distancing directives. Planned training, conferences and special interest sessions were all cancelled, and March training was limited to online and webinar formats. 13 training opportunities were provided to a total of 25 staff during the quarter. As soon as training can be reinstated it will be a very busy time for all involved.
Staff turnover as a percentage of permanent staff numbers*	Indicator	Reported at end of financial year.
<b>Strategy: Communicate and engage with stakeholders</b>		
Council website refresh phase II	Yes	The phase two website project has been merged into the Business Systems Transformation Project, so all updates related to website integration will be reported as part of that larger project in the future.
Community satisfaction with community consultation and engagement	Indicator	56 (June 2019). Results of 2020 survey available in Q4.
<b>Strategy: Lead and govern with integrity</b>		
No initiatives in 2019/20		
Percentage of Council decisions made at meetings closed to the public*	Indicator	1.21% YTD.
Percentage of councillors in attendance at ordinary and special Council meetings*	Indicator	90.48% YTD.

### **Bushfire Recovery**

Following the devastating effect of the January 2020 bushfires on the local community, Council appointed a Bushfire Recovery team to oversee community recovery within the Shire.

### **High Country Comeback**

The High Country Comeback was held in early February to give local (High Country) businesses an opportunity to showcase their products and experiences and to encourage people to come back to visit North East Victoria. The event, held at Port Melbourne's Timber Yard Function Centre, saw 6,000 people attend, spending roughly \$500,000 at the 95 participating businesses.

### **Community Catch Ups**

The main objectives of community catchups was to:

- bring communities together following recent bushfire activity
- to ascertain if any assistance was required in aiding the recovery
- seek community members who may be interested in being part of a community recovery committee.

Various events took place and were well attended, with very positive feedback. Further community events in planning were interrupted by the coronavirus crisis and will continue as planned when suitable. Based on community feedback there was a feeling of gratitude that Council had assisted the community to come together, with few parameters or expectations around the events. Council was able to ascertain an overview of the main concerns within communities at this stage of the recovery process.

### **Community Recovery Hub**

The progression of an Alpine Community Recovery Hub, to be located in Bright, for Alpine Shire residents will make it easier for people to access the recovery services and support they need, when they need it. Council worked in close partnership with Bushfire Recovery Victoria to acquire suitable leased premises for this purpose and engaged with a local project manager and designer, to purpose fit the space. All local trades are employed for this project.

### **Foodbank Boxes Dispersal**

90 foodbank relief boxes were delivered to Alpine Shire and distributed to those in need within the community.

### **Mental Health Workshops**

A session "Looking after yourself – post bushfires" was held for all Bright Office / Depot staff, delivered by Step Psychology in January.

## Strategic Objective 2: A responsible and sustainable organisation

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Balance financial, economic and community outcomes</b>		
No initiatives in 2019/20		
<b>Strategy: Identify and manage Council's risk</b>		
IT governance framework and IT risk controls	No	RFQ stalled due to COVID-19 but has been re-started and will be launched on 8-May.
Review of Health and Safety systems	No	RFQ complete and supplier chosen.
Lost time injury frequency rate	Indicator	Not available at time of reporting.
Overall financial sustainability risk rating	Indicator	Reported at end of financial year.
Percentage of planned hazard inspections undertaken	Indicator	1 workplace inspection remaining to be completed for the financial year. On track.
<b>Strategy: Manage our financial resources sustainably</b>		
No initiatives in 2019/20		
Ability to pay debts: Non-current liabilities as a percentage of own source revenue*	Indicator	Reported at end of financial year.
Available revenue: Adjusted underlying surplus (or deficit) as a percentage of underlying revenue*	Indicator	Reported at end of financial year.
Working capital: Current assets as a percentage of own source revenue*	Indicator	Reported at end of financial year.
<b>Strategy: Provide an excellent customer experience</b>		
Customer request management system	Yes	Implementation is in progress.
Planning, Building and Local Laws system	Yes	Implementation is in progress.
Property, Rates and Receipting system	Yes	Implementation is in progress.
Community satisfaction with customer service provided	Indicator	69 (June 2019). Results of 2020 survey available in Q4.

### Business Systems Transformation

The Business Systems Transformation program contract has been awarded to our technology partner Datacom and the project implementation has begun across the three Councils of Alpine, Indigo and Towong.

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

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Deliver Council's capital works program on time, to budget, and to the satisfaction of stakeholders</b>		
Buckland Bridge	Yes	The construction contract has been awarded and it is anticipated that the works will commence in May 2020. Commencement of construction has been delayed by authority approvals.
Great Valley Trail	Yes	Refinement of the alignment and planning approvals are currently underway with the aim of construction of Stage 1 occurring in 2020.
Alpine Better Places - Harrietteville	Yes	The project management and design services have been awarded and the project is underway.
Alpine Better Places - Tawonga	Yes	The project management and design services have been awarded and the project is underway.
Pebble Beach footpath extension to confluence	Yes	Construction has commenced and will be completed in May 2020.
Mount Beauty Skate Park upgrade	Yes	Construction has commenced and will be completed in April 2020.
Myrtleford Indoor Sports Stadium expansion	Yes	This project was completed in Q1.
Gavan Street pedestrian crossings	Yes	The construction contract has been awarded and construction is anticipated to commence in early May 2020.
Myrtleford Memorial Hall	No	Scoping and design work is currently underway for renewal works to be undertaken in 2020/21.
Dinner Plain Toboggan and Ski Run	No	The CHMP investigations are completed and works are anticipated to occur ahead of the 2020 snow season.
Centenary Park toilets	No	The construction contract has been awarded and works are now underway, with completion anticipated in June 2020.
Ratio of capital works program actually delivered compared to budgeted	Indicator	Due to the difficulty sourcing adequately qualified resources in 2019 we anticipate less than 100% delivery ratio this year.
<b>Strategy: Identify our community's infrastructure expectations</b>		
No initiatives in 2019/20		
Community access to our project pipeline	Indicator	The community has access to our project pipeline via Council's new website.

### Dinner Plain Street Signage Renewal

The installation of over 60 new street signs was completed at Dinner Plain in February 2020, replacing an inconsistent palette of timber and concrete signs. The street signs are consistent with others throughout the Shire but have a dark background to ensure they are highly visible in the snow season, making it easier for visitors to find their way around the village.

This project was completed on time and under the \$30,000 budget.



### Phoenix Tree Upgrade

Works to upgrade the landscape around the Phoenix Tree in Myrtleford were completed in early 2020 on time and on budget. Works included additional concrete paving to connect the visitor carpark to the Phoenix Tree, as well as an extension to the concrete surrounding the tree to improve access and maintenance.

The space is more welcoming for visitors who stop off to view the artwork and is now accessible for all.



### Electronic Waste Infrastructure

Construction was completed on E-Waste sheds at Mount Beauty, Myrtleford and Porepunkah transfer stations in early 2020.

E- waste can now be stored to avoid breakage, undercover, on an impermeable surface which is bunded to meet EPA requirements and Australian Standards.

The \$300,000 E-waste sheds were largely funded by Sustainability Victoria and were completed ahead of schedule.



### Standish Street Upgrade

The Standish Street Upgrade works were completed in February 2020. The works reconstructed failed sections of road pavement and renewed some sections of kerb and channel, footpaths and paving in the median islands.

The reconstruction and asphaltting of Standish Street and the Service Lane between Clyde Street and Duke Street was completed well under the \$360,000 budget in only 4 weeks. The project is the first of the 5 Regional Roads Victoria funded projects to be completed this year.



### Challenges

Ensuring that Council has enough project managers to successfully deliver the large capital works program continues to be a challenge. Given the difficulty in recruiting appropriately qualified and experienced project managers, additional external consultants have been appointed to deliver multiple projects.

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

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Maintain Council's parks, trees and reserves</b>		
No initiatives in 2019/20		
<b>Strategy: Manage and maintain Council infrastructure</b>		
Deliver maintenance programs for civil infrastructure	No	All Civil Teams are undertaking cyclic maintenance and completing request as required.
Undertake activities in accordance with Road Management Plan (RMP)	No	Timeframes from Fulcrum inspections outlined in RMP are being adhered to and met.
Community satisfaction with sealed local roads*	Indicator	64 (June 2019). Results of 2020 survey available in Q4.
<b>Strategy: Prepare for and assist in the response to emergency events</b>		
Undertake activities in accordance with Municipal Emergency Management Plan (MEMP)	No	Fire prevention period now over. Fire recovery works underway.
Audit of the Municipal Emergency Management Plan	Indicator	Future audit process and specific requirements not yet identified.
<b>Strategy: Understand and plan for Council's asset renewal requirements</b>		
Asset management system	Yes	Work underway to revalue specific asset classes identified through audit policy/report.
Chain of responsibility solutions	Yes	Works and budget on target.

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

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Align services with community expectations</b>		
Kerbside organic waste collection survey	No	Following the release of the Victorian State Government policy the review of findings of the FOGO community survey was finalised for presentation to the April 2020 Council meeting. Council has approved further work being undertaken to review operating model and service delivery costs.
<b>Strategy: Deliver quality services for our community</b>		
Libraries RFID implementation	Yes	Implementation is in progress.
Kerbside collection bins missed per 10,000 households*	Indicator	1.47 YTD.
Kerbside collection waste diverted from landfill*	Indicator	Reported at end of financial year.
<b>Strategy: Soundly operate and manage community facilities</b>		
Porepunkah landfill rehabilitation	Yes	Process has progressed to a Request for Quotes for redesign of capping for stages 2 & 3
E-waste infrastructure	Yes	Construction of E-waste sheds has been completed
Operate Visitor Information Centres, seasonal pools and sports centres	No	Operation of Council facilities was disrupted in January and February due to bushfire emergency. Where safe and possible services continued to be delivered.
Deliver library programs to engage patrons	No	Libraries are currently closed to the public due to COVID-19 restrictions. However, Libraries 2.0 service has been launched which includes click and collect and new e-resources.
Cost of indoor aquatic facilities per visit*	Indicator	Reported at end of financial year.
Cost of outdoor aquatic facilities per visit*	Indicator	Reported at end of financial year.
Number of visits to aquatic facilities per head of municipal population*	Indicator	2.17 YTD.
Cost of library services per visit*	Indicator	Reported at end of financial year.
Percentage of the population that are active library members*	Indicator	Reported at end of financial year.

## **Libraries 2.0**

With the current state of the COVID-19 pandemic, we have focused more of our resources into delivering new services to support our community during these trying times.

Libraries are offering a click & collect service that has been well received. The service enables the community to request resources from their local branch library. Many library users who have stopped in to collect items have emphasised their appreciation of the service.

Updates to the Libraries website are being made and our various online resources are being promoted.

### **RFID in Libraries**

A project to implement RFID across the four councils in the High Country Library Network has been launched and is currently in implementation with chosen vendor, F E Technologies.

## **High Country Library Network agreement**

A new agreement among the four councils in the High Country Library Network has been finalised, as all four councils retain the view that the shared service delivers the best value and greatest efficiencies in procuring a shared library collection and related services.

### **Food Organics Garden Organics (FOGO)**

A review of the kerbside Food Organics Garden Organics survey results was completed. Council adopted a recommendation to undertake additional service model and costs and preparation of report and further recommendations later in the year.

### **Service Centres**

Fires throughout January and into February placed pressure on continuity of services with temporary closures of Visitor Information Centres, Transfer Stations and Bright Sports Centre at short notice due to fire emergency.

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

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Enforce local laws, regulations and codes</b>		
Implement Domestic Animal Management Plan (DAMP) initiatives	No	Social media and advertising campaign on pet registration for April. However, COVID-19 has impacted on the rollout of compliance actions for pet registration.
Domestic Wastewater Management Plan (DWMP) implementation	Yes	DWMP implementation - have completed DWMP sessions at 1 x primary school, prior to COVID-19 restrictions. Also progressing software and data integration projects, as well as forms, templates and procedures for wastewater.
Issue permits and enforce compliance for building, local laws, and environmental health	No	Business as usual.
Percentage of required food safety assessments undertaken*	Indicator	15% for the January – March quarter, noting that there was only one EHO working and there were significant other responsibilities in EM and COVID preparation / advice.
<b>Strategy: Plan for and manage development to enhance liveability</b>		
Land Development Strategy	Yes	Council decided to delay implementation of the Land Development Strategy (LDS) given difficulty in engagement during COVID-19, and instead focus on delivery of an Economic Development Strategy to address short term economic issues. However, some components of the LDS are not dependent on community engagement and will be delivered as planned this FY.
Urban design principles - Bright	No	Project was paused to consider impact of COVID-19 and will be impacted by delays to LDS. However, bulk of the work (and VPA funding) can be acquitted this FY, with residual engagement and finalisation of Plan next FY.
Issue permits and enforce compliance for statutory planning	No	Council received 55 planning applications between January 2020 – March 2020 and issued 65 outcomes during this time. Median processing days for this quarter was 95 days, with 36% of applications completed within 60 days. Council is in the process of migrating to new software for planning applications / permits, with implementation due to commence in Q4.
Percentage of planning applications processed within 60 statutory days*	Indicator	YTD: 53.49% of all applications determined within statutory timeframes (includes VicSmart). 55% of standard permits determined within 60 days.

Time taken to decide planning applications*	Indicator	69 days YTD.
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### **Project delivery**

The team has had to maintain project and service delivery in the face of rapidly changing circumstances, with bushfires then the COVID-19 pandemic. The Environmental Health team has provided a lead role during these crises through:

- Rapid response to emerging issues such as water quality to ensure that tourism activities could continue at the Bright river pool.
- The provision of technical advice for Council's COVID-19 response, with a significant overlap between the EHO's health and Emergency Management roles, as well as education and support to ensure that food businesses can adapt to new requirements during the pandemic.

### **Swimming pool register**

The Building Department has implemented a new Swimming Pool Register in line with Victorian Government requirements. All owners of swimming pools and spas must register with Council prior to 1 June and have their swimming pool inspected by a registered inspector every four years. Council is well positioned to undertake a significant portion of future pool inspections as required.

### **Economic Development Strategy**

Due to bush fires and COVID-19, the procurement of the Land Development Strategy, Economic Development Strategy and Community Vision has been delayed and the scope has changed. Council is now refocussed on procuring a short-term economic development strategy to address immediate economic priorities for the Shire, with substantive work on the Land Development Strategy delayed until the following Financial Year.

### **Animal registration**

Local Laws pet registration drive has been partially implemented due to COVID-19 restrictions. This work will be recommenced when it is feasible to do so.

## Strategic Objective 7: A thriving and connected community

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
<b>Strategy: Create socially connected and supported communities</b>		
Resilient Myrtleford	Yes	Delivery of actions to assist to address "short term" activity were delivered in January. Request for allocation of funding to address further "short term" activities has been submitted through the 2020/21 budget process.
Deliver Maternal Child Health services	No	The services were disrupted as a result of the January bushfire event. Service delivery is currently reduced as a result of COVID-19 and restrictions put into place by state government.
Deliver Learner to Probationary (L2P) driving program	No	The service was disrupted during the bushfire event throughout January. The service has been suspended (19 March) as a result of COVID-19 restrictions.
Participation in the Maternal Child Health service*	Indicator	71.37% YTD.
Percentage of people who volunteer in the community	Indicator	Reported at end of financial year.
<b>Strategies:</b> <b>Improve healthy eating and physical activity</b> <b>Stop family violence against women and children</b> <b>Reduce the incidence of alcohol and other drug related harm</b>		
Provide community programs from youth to seniors	No	Unfortunately, due to the bushfire event and the current COVID-19 event, all community programs have been suspended.
<b>Strategy: Strengthen visitor attraction and experience</b>		
Alpine Events Strategy	Yes	This strategy will be delivered alongside the delivery of the Economic Development Strategy, commencing in April 2020.
Deliver destination marketing programs	No	Delivery of activity as planned has been disrupted by the bushfire and COVID-19 events. Plans are being developed to encourage visitation back to the region once COVID-19 restrictions are lifted by state government.
Number of permitted festivals and events in the Alpine Shire	Indicator	Reported at end of financial year.
Visitor numbers	Indicator	Reported at end of financial year.
<b>Strategy: Support and encourage investment and enterprise</b>		
Economic Development Strategy	Yes	Tender submissions received. It is expected that a Contract will be awarded in early April 2020 to commence delivery of this project.

Initiative / Indicator	Major initiative?	Progress to 31 March 2020
Deliver business support programs	No	Nil training events were delivered over Q3. A number of workshops will be delivered over Q4.
Deliver grant funding programs	No	Most Community Grants projects will be delivered by the end of Q4. Two projects will not proceed as a result of COVID-19.
Increase small business and light industry in the Shire	Indicator	Reported at end of financial year.

## Events

The first quarter of the calendar year was a strong period for event delivery, albeit that all events in January were cancelled as a result of the bushfire events. March continues to be the second largest month annually for event delivery. During March the following events were delivered, were well attended and provided a high level of exposure for townships of the Alpine Shire: Jayco Herald Sun Tour, MTBA National Championships, Brighter Days, Myrtleford Festival and Dederang Races. The Brighter Days Festival was held in the new location of Pioneer Park, the Oaks Lawn. The event was ticketed this year with maximum capacity of 5,000 tickets being sold. The event was a huge success in its new location.

### Katy Perry – Bushfire Relief Concert

International artist Katy Perry announced on 2 March that she was coming to Bright to entertain bushfire affected communities and say “Thank You” to emergency services by performing a bushfire relief concert on 11 March. The event was delivered with a quick turnaround and by a collaboration of organisations and agencies, including Visit Victoria, Council and the Brighter Days Foundation Committee. A total of 6,000+ people enjoyed the concert from across bushfire affected communities. The Alpine Shire and specifically Bright received an enormous amount of exposure and media coverage before, during and after the event, including via Katy Perry’s social media pages which have in excess of 95 million followers each (Instagram and Facebook).

## Post Bushfires PR

The following media visited the region to support and promote that the region was safe to visit again post bushfires: Postcards (Channel 9), the Today Show (live weather crosses Channel 9), ABC radio live broadcast from Bright, Good Food – Dani Valent, Sydney Morning Herald – Elspeth Callender, Instagram Blogger – Lotsfreshair – Caro Ryan 24 March.

### Resilient Myrtleford Activity Delivery

The following activity was delivered in Q3, addressing the “short term” actions of the Resilient Myrtleford Plan: Mini documentary featuring Elspeth Callender was launched and reaching 56,000 followers on Facebook. Myrtleford was featured in pre-movie advertising at the Regent Cinemas in Albury through January. The advertising featured the local food and wine offerings and local identities.

## Disaster events

The bushfire event had a significant impact on the economy of Alpine Shire. It is estimated that \$90m was lost in the tourism economy in January alone. The financial impact on other businesses across the Shire has not been quantified at this stage. A number of retail and tourism jobs were also lost over this period. While February and early March saw the gradual return of tourists to the area, to either enjoy all that the Shire has to offer or to participate in events being held in the Shire, restrictions introduced as a result of COVID-19 basically closed the door to tourists being able to come to the Shire. All events planned until the end of June have been cancelled. The economic impact of COVID-19 has not yet been quantified.



## RECORD OF ASSEMBLY OF COUNCILLORS

**Meeting Title:** Briefing Session  
**Date:** Tuesday 5 May 2020  
**Location:** Zoom Meeting  
**Briefing Session** 1.30pm  
**Finish 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	Will Jeremy	Director Assets
Cr John Forsyth	Councillor		
Cr Tony Keeble	Councillor		
Cr Kitty Knappstein	Councillor		
Cr Daryl Pearce	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 discussed

Item
<ul style="list-style-type: none"><li>• External Zoom Presentation: Hilltop Accommodation Centre for Regional Cancer Patients</li></ul>
<ul style="list-style-type: none"><li>• COVID-19 / Business Continuity Plan</li></ul>
<ul style="list-style-type: none"><li>• 5.2019.49.1 Refusal Under Delegation</li></ul>
<ul style="list-style-type: none"><li>• Rate Relief Options</li></ul>
<ul style="list-style-type: none"><li>• Ordinary Council Meeting agenda review</li></ul>
<ul style="list-style-type: none"><li>• General Business</li></ul>



## RECORD OF ASSEMBLY OF COUNCILLORS

<b>Meeting Title:</b>	Briefing Session
<b>Date:</b>	Tuesday 19 May 2020
<b>Location:</b>	Zoom Meeting
<b>Briefing Session</b>	3.00pm
<b>Finish Time:</b>	6.45pm
<b>Chairperson:</b>	Cr Peter Roper, Mayor

### Councillor and staff attendees:

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

Item
<ul style="list-style-type: none"><li>• Planning Application 5.2019.49.1</li></ul>
<ul style="list-style-type: none"><li>• Community Recovery Committee Applications</li></ul>
<ul style="list-style-type: none"><li>• Budget Submission overview</li></ul>
<ul style="list-style-type: none"><li>• Procurement Policy Review</li></ul>
<ul style="list-style-type: none"><li>• SES Lease Award</li></ul>
<ul style="list-style-type: none"><li>• Landfill Monitoring Tender award</li></ul>
<ul style="list-style-type: none"><li>• Update on Lyndhurst site</li></ul>
<ul style="list-style-type: none"><li>• Electric Vehicle Charging Project</li></ul>
<ul style="list-style-type: none"><li>• GBGA Membership</li></ul>
<ul style="list-style-type: none"><li>• Rate Relief Options</li></ul>
<ul style="list-style-type: none"><li>• COVID-19 / Business Continuity Plan</li></ul>
<ul style="list-style-type: none"><li>• Into our Hands Foundation</li><li>• Hilltop Accommodation</li></ul>
<ul style="list-style-type: none"><li>• General Business</li></ul>
<ul style="list-style-type: none"><li>• Economic Development Strategy update</li><li>• Riverside Avenue – Land exchange</li></ul>