

M(14) – 17 DECEMBER 2024

Ordinary Council Meeting

Agenda

Notice is hereby given that the next **Ordinary Council Meeting** of the **Alpine Shire Council** will be held in the Bright Council Chambers, 2 Churchill Avenue, Bright on **17 December 2024** commencing at **5:00 pm**.

Agenda

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1 Recording and livestreaming of Council meetings

The CEO will read the following statement:

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

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

In common with all narrative during Council meetings, verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes. By submitting a question, you consent to your question being read aloud at the meeting.

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

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

2 Acknowledgement of Traditional Custodians and recognition of all people

All to stand, the Mayor will read the following statement:

Alpine Shire Council acknowledges the Taungurung peoples as the Traditional Owners of the lands on which we are meeting today. Council also acknowledges all of the Traditional Owners of the wider lands of the area known as the Alpine Shire.

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(13) HELD ON 26 NOVEMBER 2024

RECOMMENDATION

That the minutes of M(13) 26 November 2024 as circulated be confirmed.

4 Apologies

Nathalie Cooke - Director Customer and Community

5 Obituaries / Congratulations

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

6 Declarations by Councillors of Conflict of Interest

7 Public Questions

Public Question time will be held in accordance with the following provisions of Council's Governance Rules:

G5 Public Question Time

GS3. Questions submitted to Council may be:

Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or

During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.

GS4. No person may submit or ask more than two questions at any one meeting.

GS7. Questions should be limited to items of public interest, and are not intended to replace Council's ordinary Customer Request process. A question may be disallowed by the Chairperson if the Chairperson determines that it:

- is not related to an item on the agenda;
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to confidential information as defined in s3 of the Act;
- relates to the personal hardship of any resident or ratepayer; or
- relates to any other matter which the Council considers would prejudice the Council or any 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 - WILL JEREMY

8.1.1 Schedule of Ordinary Council Meetings for 2025

INTRODUCTION

This report seeks Council's endorsement of the proposed ordinary meeting schedule for the 2025 calendar year.

RECOMMENDATION

That Council:

- 1. Endorses the schedule of Ordinary Council Meetings to be held in 2025 as follows:*

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<i>28 January 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>25 February 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>25 March 2025</i>	<i>5pm</i>	<i>Mount Beauty</i>
<i>29 April 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>27 May 2025</i>	<i>5pm</i>	<i>Myrtleford</i>
<i>24 June 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>29 July 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>26 August 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>30 September 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>28 October 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>25 November 2025</i>	<i>5pm</i>	<i>Bright</i>
<i>16 December 2025</i>	<i>5pm</i>	<i>Bright</i>

- 2. Publishes the notice of Council's 2025 ordinary meeting schedule on its website;*
- 3. Notes that notice of any change required to the 2025 ordinary meeting schedule (date or location) be given at least six (6) days prior to the earlier of the originally scheduled or revised date; and*
- 4. Notes that meetings held outside of the Council Chambers in Bright may be recorded and not livestreamed and the recordings will be made available on its website the day after the meeting.*

BACKGROUND

In accordance with Council's Governance Rules Chapter 3 section C1, Council must set the date, time, and locations of Ordinary Council Meetings.

ISSUES

Scheduling of meetings for 2025 Ordinary Council Meetings

In 2023 Council moved its regular ordinary meeting cycle from the first Tuesday of the month to the last Tuesday of the month to better align the timings with administrative deadlines, many of which fall at the end of the month. Council will continue to hold its Ordinary Council Meetings on the last Tuesday of the month except for December when it will be held on the third Tuesday of the month.

Timing of December meeting

The December ordinary meeting be held on the third Tuesday of the month prior to the office closure for 2025.

Start time for Ordinary Council meetings

Council will continue to commence meetings at 5pm.

Alternative locations

Council will host one meeting in Myrtleford and one meeting in Mount Beauty during 2025.

Special meetings of Council

In accordance with Council's Governance Rule C2 a Special Council Meeting may be called in the following manner:

- By resolution of the Council; or
- By written notice from the Mayor; or
- By written notice from at least three Councillors; or
- By the Chief Executive Officer immediately following a general election to allow:
 - i. Councillors to take their oath or affirmation of office, or
 - ii. An election of Mayor or Deputy Mayor.

When calling for a Special Council Meeting, the date and time of the meeting and the business to be transacted at the meeting must be specified. On this basis a schedule for Special Council Meetings cannot be prepared.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The cost to host and livestream / record Council meetings is funded from Council's operational budget.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Inability to achieve or maintain a quorum	Unlikely	Moderate	<ul style="list-style-type: none"> Chief Executive Officer to adjourn the meeting date and time in accordance with E2.
Connectivity issues	Possible	Moderate	<ul style="list-style-type: none"> All meetings are recorded and will be made available on Council's YouTube Channel as soon as practically possible.

CONCLUSION

That the schedule of proposed meeting dates, locations, and times for 2025 be endorsed by Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer
- Executive Assistant (CEO)

ATTACHMENT(S)

Nil

8.2 DIRECTOR ASSETS - ALAN REES

8.2.1 Contract for Award - Myrtleford Landfill Cap Construction

INTRODUCTION

This report relates to the award of a contract for the Myrtleford Landfill Cap Construction.

RECOMMENDATION

That Council:

- 1. Awards Contract No. 2608401 for 'Myrtleford Landfill Cap Construction Cell 1 and Cell 2' to Extons Pty Ltd for the lump sum price of \$2,224,670 (GST Exclusive);*
- 2. Approves unbudgeted expenditure of \$1,375,071 to be funded from the Waste Reserve, noting that there are sufficient funds in the Waste Reserve for this expenditure; and*
- 3. Delegates authority to the Chief Executive Officer to sign and seal the contract at the appropriate time.*

BACKGROUND

The design of the Myrtleford Landfill Cap commenced in October 2020, which was required to address the Environment Protection Authority (EPA) requirements to meet the Best Practice Environmental Management (BPEM) guidelines. The EPA approved the cap design in August 2023.

The Myrtleford Landfill comprises of Cell 1 and Cell 2 which were used previously to accept domestic waste. Completing Cell 1 and Cell 2 Landfill Cap construction works would represent a significant compliance milestone with the EPA.

Council adopted a budget in 2024/25 financial year to fund the construction of the Myrtleford Landfill Cap for Cell 2. Due to the EPA's request to complete both Cell 1 and 2 as soon as feasible and the efficiencies associated with completing both Cells at once, it is proposed to award the Landfill Capping works of both Cells under one contract.

EVALUATION

The tender was advertised on tenders.net and the Alpine Shire Council website.

39 prospective tenderers downloaded the tender document, and three conforming tenders were submitted to the Council for adjudication.

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

1. Price
2. Qualifications and previous performance
3. Delivery
4. Social
5. Environmental Sustainability

Following the assessment of the tenderers it was determined that the tender from Extons Pty Ltd best met the requirements of the selection criteria.

ISSUES

The proposed construction methodology requires the contractor to use the current public access points to have continuous access to Cell 1 and Cell 2, which will impact the current operation. There is sufficient space at the Myrtleford Transfer Station to create additional waste drop off locations and additional public access points to ensure continued operation.

Extensive communication with the community will be completed ahead of the construction starting to explain the adjusted traffic conditions.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 3.3 Responsible management of waste

FINANCIAL AND RESOURCE IMPLICATIONS

A total budget of \$1,100,000 was adopted by Council in the 2024/25 financial year to complete the landfill capping works for Cell 2 only. Since then, Council Officers determined that completing Cell 2 and Cell 1 under one contract would achieve compliance with the EPA's request to complete the capping at an accelerated rate and would also provide a saving of over \$89,000 to ratepayers.

The construction of both Cells is likely to extend over the 2024/25 and 2025/26 financial years. In order to take advantage of the discount offered and to comply with the EPA requirements, Council will need to fund the shortfall of \$1,375,071 in the budget amount that was adopted this financial year. There is sufficient allocation within Council's Waste Reserve to fund the shortfall.

A summary of the financial implications is provided in the table below:

Description	Amount
<i>Total Adopted Budget Myrtleford Landfill Capping 23/24FY (Cell 2)</i>	<i>\$1,100,000</i>
CELL 2	
Total cost for Contract Award for Myrtleford Capping Works Cell 2	\$ 877,966
Total other associated costs Cell 2 (auditors and quality assurance)	\$ 105,700
Total Value of Works Cell 2	\$ 983,666
CELL 1	
Total costs for Contract Award for Myrtleford Capping Works Cell 1	\$ 1,436,464
Total other associated cost Cell 1 (auditors and quality assurance)	\$ 144,701
Less discount for Cell 1 for constructing both Cells	\$ - 89,760
Total Value of Works Cell 1	\$ 1,491,405
<i>Total Value of Works Required (Cell 1 and Cell 2)</i>	<i>\$2,475,071</i>
<i>Total Unbudgeted Expenditure Required - there are adequate funds in the Waste Reserve to fund this shortfall</i>	<i>\$ - 1,375,071</i>

RISK MANAGEMENT

Key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
Delays due to test results not being submitted on time by the laboratory for hold points	Possible	Moderate	<ul style="list-style-type: none"> Contractor must plan for this event in their work program Weekly meetings with the Contractor to plan the works for the next two weeks.
Change in traffic movement during construction resulting in the exit	Possible	Minor	<ul style="list-style-type: none"> Planning and communication will occur between the Contractor and the

<p>gate being moved to the Northern Gate during the week.</p>			<p>Transfer Station operations team to mitigate any impacts. Extensive communication with the community would be undertaken to mitigate any confusion due to the change in traffic flow operations.</p>
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CONSULTATION

All aspects of the project have been communicated with the following:

- Environmental Protection Agency
- Director Assets
- Manager Engineering and Assets

Extensive communication with the community will be completed ahead of the construction starting to explain the adjusted traffic conditions.

CONCLUSION

Following a tender evaluation assessment, site visits and reference checks, the tender from Extons Pty Ltd is considered the best option for the Council due to their price, experience, and knowledge of landfill capping construction.

DECLARATION OF CONFLICT OF INTEREST

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

- Director
- Manager Engineering and Assets
- Project Manager

ATTACHMENT(S)

Nil

8.2.2 Petition - Request to keep barriers in McCullough Street, Porepunkah

INTRODUCTION

This report relates to a petition seeking to retain barriers to vehicular traffic in McCullough Street, Porepunkah.

RECOMMENDATION

That Council:

- 1. Notes the petition titled 'Request to keep barriers in McCullough Street Porepunkah' received at the Ordinary Council Meeting held on 26 November 2024;***
- 2. Plans to undertake strategic transport studies and strategies over the next few years to inform future structure planning processes for Porepunkah, which will further consider this request; and***
- 3. Encourages those who signed the petition to make a submission to the strategic land-use planning documents during the relevant consultation period.***

BACKGROUND

McCullough Street in Porepunkah is a road reserve that connects Service and Station Streets. It is partially sealed to the north and south providing access to adjacent residential properties, and is unmade with a barrier to vehicular traffic in the centre.

On 4 November 2024, a member of the community hand delivered a petition to Council relating to a request to keep these barriers indefinitely. The petition was assessed and considered to satisfy Council's Governance rule G4 'Petitions'. The petition has been signed by 40 individuals from 21 properties located locally and states:

We, the undersigned residents of Porepunkah, request that the Mayor and Councillors keep McCullough Street closed to through traffic as it is now. There is now a "zebra" barrier approximately half way along it, which allows entry into McCullough St from its north end via Station St. Entry from Service Rd allows access from the South end.

Together with the new footpath, it maintains a quiet, child- and pedestrian-safe walkway for use by locals who at present enjoy their walks through it from Station St to Service Rd and vice-versa. Keeping it as is, also allows scooters and bicycles to pass through. Users of the road often remark about the lovely walking experience. Young families with children in prams and pushers have the confidence use the footpath and occasionally the road without a lot of worries about cars. They can let toddlers and small children run relatively freely with minimal supervision.

In addition to the locals using it, visitors holidaying in Porepunkah often use it and remark about the peaceful walks they can have through it.

ISSUES

Council recently adopted the Alpine Shire Land Development Strategy 2024 (LDS), and it identified Porepunkah as one of four Service Towns along with Bright, Mount Beauty-Tawonga South and Myrtleford, which will accommodate the majority of the municipality's future growth. The LDS provides the basis and scope for future structure planning in these four Service Towns to address neighbourhood character, encourage greater housing diversity and accommodate employment activities.

The land surrounding McCullough Street is zoned Township Zone, which seeks to provide for residential development, and a range of commercial, industrial and other uses in small towns. A significant number of properties along McCullough Street are largely vacant with some subdivision occurring to the north and south in the past few years.

Amongst other things, the LDS considers such properties to be infill development and supports the future development of existing urban zoned land for urban growth to ensure land and existing services are used more efficiently. Due to limited opportunities for new greenfield development, infill development is key to accommodating future growth as required by the Victorian government. The LDS identifies significant opportunity for infill development in Porepunkah.

Council is currently preparing background technical reports to inform future structure planning for the four Service Towns. One of these background reports will be a local area traffic management plan, building upon the recently commissioned Alpine Shire Traffic and Transport Assessment, which is expected to be completed in 2025. It is considered that it is premature to consider permanently closing a road reserve in Porepunkah until this work is complete. Those who signed the petition can make a submission to the development of these long-term strategic plans during the relevant consultation period, allowing for a more holistic consideration of future requirements.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.2 Planning and development that reflects the aspirations of the community
- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications related to receiving and noting this petition.

RISK MANAGEMENT

There are no risks associated with this report.

CONSULTATION

Future structure planning will incorporate significant community consultation to assist in the creation of a shared long-term vision for the future growth and development of Porepunkah. Engagement will target all members of the community as well as authorities and Victorian government agencies to ensure that a holistic approach is taken to future growth that considers a wide range of existing and emerging issues.

CONCLUSION

It is recommended that Council notes the petition and that no permanent action be undertaken until the long-term planning for Porepunkah is complete.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Growth and Future
- Strategic Planning Coordinator

ATTACHMENT(S)

Nil

8.2.3 Contract for Award - Alpine Better Places Harrietville

INTRODUCTION

This report relates to the award of a contract for the civil works component of the Alpine Better Places Harrietville - Tronoh Dredgehole Precinct Upgrade.

RECOMMENDATION

That Council:

- 1. Awards Contract No. 26011601 for 'Alpine Better Places Harrietville – Tronoh Dredgehole Precinct Upgrade Civil Works' to Stadelmann Group Pty Ltd for the lump sum price of \$478,335 (GST Exclusive); and***
- 2. Delegates authority to the Chief Executive Officer to sign and seal the contract at the appropriate time.***

BACKGROUND

In 2021, Alpine Shire Council was successful in securing a Black Summer Bushfire Recovery (BSBR) grant to fund the Tronoh Dredgehole Precinct portion of the Alpine Better Places (ABP) project in Harrietville. The funding is Commonwealth funding to a maximum value of \$1,090,712.

The project will improve the access and visibility of the recreational trails in Harrietville. It will improve the amenity and function of Pioneer Park, Tavare Park and the Tronoh car park by formalising vehicle activity and promoting safe pedestrian activity, whilst improving the amenity and appearance of the areas. New toilets at Pioneer Park will better meet user expectations, with a new six-unit pre-fabricated facility replacing the existing 2 unit facility.

EVALUATION

The Tender was advertised on Tenders.net and the Alpine Shire Council website.

A total of 20 prospective tenderers downloaded the document and three submissions were received.

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

1. Price
2. Qualifications and previous performance
3. Delivery
4. Social
5. Environmental Sustainability

Following the assessment of the tenders, it was determined that the tender from Stadelmann Group best met the requirements of the selection criteria.

ISSUES

The project is a funded project, and the funding due date is 31 March 2025. Construction will commence in December and this start date will see completion of the project by the funding due date.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The total budget for this project is \$1,090,712 which is fully funded through a Black Summer Bushfire Recovery (BSBR) grant. There is sufficient allocation within the project budget to complete the construction of the civil works proposed for award.

RISK MANAGEMENT

Key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
Delays due to weather.	Possible	Moderate	<ul style="list-style-type: none"> Extension of Time claims will be communicated with the BSBR delegate, and if required an extension will be sought.
Delays due to contractor resourcing	Possible	High	<ul style="list-style-type: none"> The Contract has 31 March 2025 as due date, with penalties for failure to meet the timeframe. The recommended Contractor understands the requirement and is well resourced to deliver on time.

CONSULTATION

As part of the Alpine Better Places precinct development, concept plans were developed for Harrierville by a design consultant. This process involved 3 rounds of community engagement, prior to development of the final concept designs, which were subsequently adopted by Council. There were some remaining community concerns with the concept plan and, in response, officers formed a Project Reference Group (PRG) to guide the refinement of the detailed designs. The PRG is made up from members of the Tronoh Dredgehole Committee, the Harrierville Historical Society, and the Harrierville Community Forum.

The more significant alterations made to the concept plans and reflected in the detailed design are:

1. The improvement of the existing toilets in Pioneer Park, rather than creation of new toilets at Tronoh Car Park.
2. The provision of a linking path between Tronoh and Tavare/Pioneer.

PRG members have continued to keep other community groups and interested individuals informed of the scope alterations.

CONCLUSION

Following a tender evaluation assessment, site visits and reference checks, the tender from Stadelmann Group is considered the best option due to their price, experience and availability to deliver the project within the timeframe required.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Engineering and Assets
- Team Leader Capital Works

ATTACHMENT(S)

Nil

8.3 MANAGER CUSTOMER EXPERIENCE - EBONY BUCKLEY

8.3.1 Banking Services Contract

INTRODUCTION

The purpose is to seek approval for the Alpine Shire Council (Council) to append to the State Purchasing Contract for Banking and Financial Services.

RECOMMENDATION

That Council:

- 1. Appends to the State Purchasing Contract for Banking and Financial Services (SS-08-2020) until 30 September 2026, plus two x two year extension options, for a total estimated contract cost of \$273,000 (GST free); and***
- 2. Delegates authority to the Chief Executive Officer to sign documents appending to the current State Purchasing Contract for Banking and Financial Services.***

BACKGROUND

Council requires various banking and bill payment services to facilitate and manage the flow of funds, including accounts, statements, electronic banking, cheques, direct debit, merchant facilities, corporate cards and BPAY.

Council is currently contracted with the Commonwealth Bank of Australia (CBA) for the provision of these services. Council incurs fees of approximately \$65,000 per annum in bank charges under this contract. The cost fluctuates depending on the quantity of services utilised by Council. Banking services are GST free, therefore throughout this report where costs associated with this service are indicated, they are GST free.

Council had a three-year contract with 2 x 12-month extensions. The initial three-year term expired in February 2022 and Council had utilised both 12-month extensions with the formal contract ending in February 2024. Council is operating its banking services under the terms of the previous contract, however without a formal agreement in place.

The State Government, through the Department of Treasury and Finance (DTF), undertook a procurement process to establish a panel of banks that could provide banking and financial services across the public sector.

The State Purchasing Contract (SPC) for the provision of Banking and Financial Services initial term started on 1 October 2021 and ends on 30 September 2026, with 2 x 2-year extensions available to signatories, effectively ending the contract on 30 September 2030. Council is able to append to the SPC for provision of Banking and Financial Services.

ISSUES

In identifying whether Council should append to the SPC, a due diligence review of Council's banking service requirements was undertaken. Council sought responses from the market to assess the following questions:

1. Would appending to the State Purchasing Contract for Banking and Financial Services impact banking costs to Council; and
2. Was Council's current bank providing the best value for money for the services provided.

Council engaged Whitmore Consulting to undertake this review. Whitmore Consulting was considered the appropriate consulting firm to undertake this review as they have over forty years' experience in the transactional banking sector, with the last twelve years providing consulting services across the Local Government sector on banking and billing services. The cost of the review was \$4,000 (excl. GST).

The review was undertaken in the early part of 2024. The review undertook comparisons across the three banks that appear on the SPC panel for banking services.

Local community banks are not covered under the SPC. Agencies who raise funds from their local community can bank with a local community bank however all other funds must be held with a panel bank under the Banking and Financial services Contract

Highlights

The report identified that Council could save up to \$17,900 annually by moving from the current direct arrangement with the CBA and appending to the SPC with CBA. The cheaper prices for services were able to be negotiated by the State Government due to their market power.

The report identified that Westpac provided a cheaper transactional cost per year compared to the CBA by \$2,600. Unfortunately, any savings would be absorbed in a number of one-off costs in transferring and setting up business accounts with Westpac. There was also an unquantified cost to Council of changing stationary and other Council documents to reflect a change to a new banking service provider. As any savings would be exceeded by these costs, Westpac was not considered as the preferred option.

The National Australia Bank (NAB) banking services was identified as being \$4,500 per year more expensive than the CBA price and on this basis was not considered.

In reviewing the product suite and the innovation that each bank could provide, the report identified CBA as being the strongest service provider. In addition, the recommendation to retain the incumbent provider minimises disruption and avoids the requirement for Council resources to assist with transitioning services to an alternative.

Council officers attended a presentation by the CBA on 6 August 2024. The aim of the presentation was to elaborate on the banks services and ask questions of senior CBA staff about the benefits of appending to the SPC.

CBA responded to Council officer questions regarding the future of the base banking services Council requires for day-to-day operation. Additionally, the CBA highlighted programs and tools that Council officers believe will provide support to the Council in a program of growth. An example of a service that Council may choose to use is a supplier verification process to enable supplier details to be checked to ensure unauthorised changes to suppliers' details aren't facilitating fraudulent payments. Council currently utilises a similar service through a contractor and pays an annual fee.

Based on a review of the SPC, and a comparison of the three SPC panel banks, the recommendation is to procure banking and bill payment services through the SPC arrangement from the CBA. This will require Council to execute a Short Form Purchase Order Contract with CBA.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Annually Council prepares a budget that includes an allocation for bank services costs. For 2024/25 this allocation is \$70,737. Each year Council budgets for banking services based on the previous year's cost plus an indexation factor. Under the existing arrangements annual costs for 2023/24 were \$65,234.

Under the SPC, annual costs are estimated at \$47,321, reflecting an annual saving of \$17,913 (26%) and a full contract period saving of approximately \$102,999 against the current CBA contract based on current services and volumes.

Appending to the SPC for banking services costs for the full contract term (including extensions) to 2030 is estimated at \$273,000. As this exceeds \$200,000 the decision to approve appending to the SPC resides with Council.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Missed opportunity to achieve a cost saving in delivery of banking services.	Possible	Minor	<ul style="list-style-type: none"> • Depending to the SPC will reduce overall costs of the existing service.

CONSULTATION

Representatives of Council's Growth and Future department attended the presentation by CBA in August 2024 and were subsequently engaged in the preparation of this report. The Executive Team was also briefed. No other stakeholders were consulted.

CONCLUSION

Following a comprehensive assessment, appending to the State Purchasing Contract for Banking and Financial Services with the Commonwealth Bank of Australia is considered the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate

ATTACHMENT(S)

Nil

8.3.2 Dinner Plain Event Funding Program 2024/25

INTRODUCTION

This report relates to the recommended allocation of funding through Round Two of Alpine Shire Council's 2024/25 Dinner Plain Event Funding Program.

This funding aims to support the delivery of events in Dinner Plain for the 2024/25 financial year.

RECOMMENDATION

That Council:

- 1. Allocates financial sponsorship to support events in Dinner Plain for the successful applicants as follows:***

<i>Event Description</i>	<i>Applicant</i>	<i>Funding</i>
<i>Sled Dog Challenge</i>	<i>Dinner Plain Sled Dog Sprint</i>	<i>\$10,000</i>
<i>Long Way to the Top</i>	<i>Dinner Plain Community Association</i>	<i>\$5,000</i>

- 2. Delegates authority to the CEO to distribute residual, or unspent funds, of \$15,525;***
- 3. Notes that \$4,000 of the Dinner Plain budget was allocated in Round One to Dinner Plain Outdoor Cinema; and***
- 4. Notes that Alpine Environmental Workshop was allocated event funding in 2023/24 - this event has been cancelled and the funds are included in the budget for 2024/25.***

BACKGROUND

Events are a key driver of visitation to Dinner Plain and investment in event activities is essential to support the Dinner Plain economy. Council provides annual financial support to events across the Alpine Shire through its Event Funding Program. Applications for this program open in May each year.

Round One of the Dinner Plain Event Funding Program also opens in May each year.

Considering the Program's proximity to the start of the snow season, a second round of Dinner Plain Event Funding is opened post-snow season to ensure businesses, event operators and community members can apply for support for their event.

This year Round Two was open from October 28 to November 24.

One application, Dinner Plain Outdoor Cinema was received for Dinner Plain Event Funding Round One in May and allocated \$4,000. Four applications were received during Round Two.

Funding eligibility criteria, including consideration of the anticipated social, environmental, and economic impact of each event have been applied to the assessment of these events, and underpin the recommendation for funding amounts.

The applications were reviewed by an assessment panel comprising:

- Director Assets
- Manager Growth and Future
- Manager Customer Experience
- Economic Development Coordinator
- Events Coordinator
- Development Officer (Event Operations)

The panel recommended that two applicants receive support through the Dinner Plain Event Funding Program totalling \$15,000 in sponsorship. Two applicants were not recommended for funding, due to not meeting eligibility criteria.

This brings the total recommendation for funding from the Dinner Plain Event Funding Program to \$19,000. Additional budget has been allocated for in-house delivery of the Dinner Plain Easter Festival (\$10,000) and the Dinner Plain Snow Dance (\$12,400).

ISSUES

Two events have been recommended not to be supported, due to not meeting eligibility criteria.

<i>Event Description</i>	<i>Applicant</i>	<i>Funding</i>	<i>Reason</i>
Dinner Plain Polo	Castran TM Realestate Trust	\$10,000	Not eligible due to its location outside of Dinner Plain / the Alpine Shire.
Snowgum Summit	Friends of the Earth Melbourne	\$5,000	Not eligible due to the political nature of the event.

The Dinner Plain Sled Dog Sprint is funded in the 2024/25 Event Funding round with \$5,000 allocated in 2025/26. This is due to where the event falls in relation to the event funding round.

POLICY IMPLICATIONS

Funding recommendations in this report are aligned with the Event Permitting and Funding Framework in the Alpine Shire Events Strategy.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 2.1 Diverse reasons to visit
- 4.4 Diverse arts and cultural experience

FINANCIAL AND RESOURCE IMPLICATIONS

The adopted 2024-25 budget allocated \$60,000 for events in Dinner Plain. Sled Dogs Challenge was awarded \$10,000 in 2022-23. 50% of this event funding will be expended from the 2023-24 total budget. This will occur with the \$10,000 allocated this round, 50% will be expended in 2025-26.

The total awarded event funding from the two Dinner Plain Event Funding rounds is \$19,000. This does not incorporate the budget allocation for the two standing Dinner Plain events including the Dinner Plain Easter Festival and Dinner Plain Snow Dance, which are delivered in-house by the Events Team and will cost \$22,400.

Events support infrastructure within Dinner Plain Hut and Crisps Hut occurred with fairy lights installation totalling \$3,074. This commits \$44,474 of the Event Funding budget for Dinner Plain, leaving a residual of \$15,525.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Events unsupported by funding may not operate.	Unlikely	Minor	<ul style="list-style-type: none"> • Fund local and community events

CONSULTATION

The Dinner Plain Event Funding Program for the 2024/25 financial year was open for applications between Friday, 10 May to Sunday, 16 June 2024. (Round One), and between 28 October and 24 November 2024 (Round Two). The program was promoted through local media, on Council's website and Facebook page. Details were emailed directly to existing event organisers, Dinner Plain businesses, and community groups. The Dinner Plain Event Funding applications were assessed by a panel including Director Assets, Manager Growth and Future, Manager Customer Experience, Economic Development Coordinator, Events Coordinator and Development Officer (Event Operations).

CONCLUSION

Events are a key driver of visitation to Dinner Plain and investment in event activities is essential to support the Dinner Plain economy. The recommendations for funding contained in this report will support key cornerstone events continuing in Dinner Plain

and support local community members and businesses to bring new events to the village.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Customer Experience
- Events Coordinator

ATTACHMENT(S)

Nil

8.3.3 Contract Award - Security Operations Centre

INTRODUCTION

This report relates to a recommendation to award a contract to provide Security Operations Centre (SOC)/Security Information and Event Management (SIEM) solutions to address Council's cyber security risk.

RECOMMENDATION

That Council:

- 1. Awards Contract No. 26096 for 'Cyber Security Operations Centre' for a three year term to PRJ Consulting Pty Ltd T/A 3columns for the lump sum price of \$218,800 (GST Exclusive); and***
- 2. Delegates authority to the Chief Executive Officer to sign the contract at the appropriate time.***

BACKGROUND

A SOC/SIEM solution is a solution that helps organisations detect, analyse, and respond to cyber security threats before they harm business operations.

SIEM combines both security information management (SIM) and security event management (SEM) into one security management system. SIEM technology collects event log data from a range of sources, identifies activity that deviates from the norm with real-time analysis, and takes appropriate action.

Procuring a SOC/SIEM solution is essential to addressing various technical functional requirements that Council do not currently have the architecture or resourcing to build and manage.

The SIEM solution has been identified as a key body of work to address the various recommendations for compliance imposed on Council from governing bodies 'Victorian Auditors General Office' (VAGO), 'Australian Signals Directorate' (ASD) and 'Office of the Victorian Information Commissioner' (OVIC).

It is anticipated that the SOC/SIEM will help address close to 40% of the VAGO/Essential8 and OVIC compliance requirements with the remaining 60% to be addressed in the future Cyber Security Support Partner Request for Quotation.

EVALUATION

A Request for Quotation (RFQ) was published on Tenders.net and Council's website between the 27 August 2024 and 9 September 2024.

Sixteen (16) submissions to the RFQ were received and evaluated against the key criteria.

The responses were evaluated according to the key selection criteria listed in the RFQ:

- Price
- Qualifications and previous performance

- Delivery
- Social
- Environmental sustainability

Following the assessment, it was determined that the submission from 3columns best met the selection criteria.

ISSUES

A SOC/SIEM solution is required to be implemented at both Council and ISC. Each Council will enter into their own Licensing and Support Agreement. Council and ISC signed a MOU to undertake this collaborative procurement.

Under Council's Procurement Policy, the purchasing method and conditions for the procurement threshold of over \$200,000 is for an Invitation to Tender (ITT) to be undertaken and published on Council's website and open to any supplier. In addition, a written contract is required. In undertaking the RFQ the same scope and evaluation was undertaken as would have been for a tender process. The main difference is that contract provisions were not included as a part of the tender documentation. A contract has however been drafted with standard contract.

3columns is proposing to implement a 24/7 SOC service that delivers comprehensive detection and triage of all alerts and response of all validated incidents across Council's IT infrastructure, including servers, endpoints, email systems, firewalls, public cloud services, SaaS applications, and more.

3column's service remediates both attacker and user behaviour incidents by incorporating digital forensics and threat intelligence at the beginning of the investigation process, without additional charges for retainers or separate forensic services.

Being technology-agnostic, 3column's service seamlessly integrates with our XDR technologies SentinelOne. If such systems are not in place, 3columns provide their proprietary SIEM/XDR platform at no extra cost. This flexibility ensures that our cybersecurity posture is robust, cost-effective, and capable of near real-time responses.

In addition, 3columns will offer a penetration testing package at no additional cost if Council and ISC commit to a 36-month agreement. This package will be conducted once a year throughout the tenure of this agreement to an estimated saving of \$90,000 over the life of the contract.

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The total contract value is \$218,800 (GST Exclusive). The amount required for 2024/25 is approved and is within the cyber security budget. Awarding this contract as recommended will commit Council to funding the future year contract commitments through the respective annual budgeting processes.

The total contract value exceeds the delegation of the CEO, being \$200,000 (GST Exclusive), therefore Council approval is sought.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Cyber Attack	Possible	Major	<ul style="list-style-type: none"> Implement a Cyber Security Operations Centre to secure the organisation against possible attacks.

CONSULTATION

Alpine Shire Council (Council) and Indigo Shire Council (ISC) investigated ways to address cyber security risk in both organisations through a collaborative procurement process. A Memorandum of Understanding (MOU) has been established between Council and ISC to enable this collaborative procurement.

Bendigo City Council was consulted as they have been identified as a lead on behalf of a number of surrounding councils in their surrounding area who had developed appropriate cyber security protection. One of the key outcomes from discussions with Bendigo City Council was gaining an understanding of the benefit of working together as a group of councils with the same shared goals towards one roadmap.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Acting ICT Coordinator

ATTACHMENT(S)

Nil

8.3.4 Alpine Shire Municipal Emergency Management Plan

INTRODUCTION

This report relates to the Alpine Shire Municipal Emergency Management Plan (MEMP) 2024-2027.

RECOMMENDATION

That Council notes the Alpine Shire Municipal Emergency Management Plan which has been assured by the Regional Emergency Management Planning Committee on 14 November 2024 for publication on Council's website.

BACKGROUND

The purpose of the MEMP is to ensure the safety of the communities within the Alpine Shire, to preserve lives, livelihoods, and the environment in the event of a disaster impacting the municipality with the priority of preserving life.

The MEMP details the agreed multi-agency and community arrangements for the prevention and mitigation of, response to, relief for and recovery from, emergencies that could occur across the Alpine Shire as identified in the *Emergency Management Act 2013*.

The MEMP has been prepared by the Alpine Shire Municipal Emergency Management Planning Committee (MEMPC) in accordance with the *Emergency Management Act 2013* and complies with the Guidelines for Preparing State, Regional and Municipal Management Plans issued under section 77 of the *Emergency Management Act*.

The MEMP aligns with existing legislation, frameworks and procedures and addresses the prevention and mitigation of, response to, and recovery from emergencies within the Alpine Shire.

This MEMP has been reviewed and endorsed by the Hume Regional Emergency Management Planning Committee (REMPC) on 14 November 2024.

ISSUES

This MEMP will influence the operational delivery of Council in case of emergency.

POLICY IMPLICATIONS

The MEMP has been prepared in accordance with the *Emergency Management Act 2013*.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

3.4 A community that is prepared for, can respond to, and recover from emergencies

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with noting of the Alpine Shire Municipal Emergency Management Plan.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Alpine Shire Council cannot provide adequate support to emergency response agencies in case of emergency or natural disaster	Unlikely	Moderate	<ul style="list-style-type: none"> • Council should continue to work in partnership with emergency response agencies • Council will continually review work practices to ensure the ability to support response agencies in case of emergency

CONSULTATION

This Municipal Emergency Management Plan has been developed by the Alpine Shire MEMPC comprising:

- Alpine Resilience Partnership
- Alpine Shire Council
- Ambulance Victoria
- Australian Red Cross
- Country Fire Authority (CFA)
- Forest Fire Management Victoria (FFMV)
- Department of Families, Fairness and Housing
- Department of Health
- Emergency Recovery Victoria
- Victoria Police
- Victorian State Emergency Service

The MEMPC was distributed to community stakeholders for review.

The MEMPC was reviewed and endorsed by the Hume Regional Emergency Management Planning Committee.

CONCLUSION

The purpose of the MEMP is to ensure the safety of the communities within the Alpine Shire, to preserve lives, livelihoods, and the environment in the event of a disaster impacting the municipality with the priority of preserving life.

The MEMP has been developed by Alpine Shire MEMPC in accordance with relevant legislation, frameworks and procedures and has been endorsed by the REMPC.

The MEMP is not a plan or policy of Council, and it is recommended that Council notes the Alpine Shire Municipal Emergency Management Plan and publishes it on Council's website.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Community Development

ATTACHMENT(S)

1. Alpine Shire Municipal Emergency Management Plan 2024-2027 - Approved 20241411 - (Attachment 8.3.4.1)

9 Informal Meetings of Councillors

INTRODUCTION

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

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

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

RECOMMENDATION

That the summary of informal meetings of Councillors for November 2024 be received.

BACKGROUND

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

Date	Meeting
26 November 2024	Briefing Session

ATTACHMENT(S)

1. Informal Meeting of Councillors - 20241126 - (Attachment 9.1.1)

10 Presentation of reports by delegates

11 General business

12 Motions for which notice has previously been given

13 Reception and reading of petitions

14 Documents for sealing

RECOMMENDATION

That the following documents be signed and sealed.

1. S173 Agreement – MA Riches

This Section 173 Agreement is required by conditions 3 and 5 of Planning Permit P.2021.247 for a two (2) lot subdivision and native vegetation removal at 3 Houghs Lane, Bright being the land referred to in Certificate of Title Volume 9197 Folio 987 and described as Lot 4 on plan of subdivision LP118528. Condition 3 is a mandatory condition required by the Country Fire Authority as a determining referral authority and requires the approval of a bushfire management plan that addresses defendable space, construction standards, water supply, and access requirements for each lot.

Condition 5 is a mandatory requirement of the Bushfire Management Overlay of the Alpine Planning Scheme requiring an Agreement for bushfire management protection measures, including incorporating a Bushfire Management Plan, and an exemption from the planning permit requirement of clause 44.06-2 of the Alpine Planning Scheme.

2. S173 Agreement – Guido Follador

This Section 173 Agreement is required by conditions 18 and 19 of Planning Permit P.2023.016 for the re-subdivision of two existing lots at 564 Buffalo Creek Road, Myrtleford being the land referred to in Certificates of Title Volume 3416 Folio 170 and Volume 9388 and Folio 152 and described as Crown Allotments 7 and 7A Section 21 Parish of Myrtleford.

Condition 19 is in part a mandatory requirement of the Bushfire Management Overlay of the Alpine Planning Scheme requiring an Agreement for bushfire management protection measures, including incorporating a Bushfire Management Plan. The CFA as a Referral Authority required that Lot 1 be specifically excluded from the exemption provision requirement of clause 44.06-2 of the Alpine Planning Scheme.

Conditions 18 is a mandatory condition by the Country Fire Authority as a Referral Authority requiring specific matters to be addressed in a Bushfire Management Plan that is annexed to the Agreement.

15 Closure of meeting