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M(14) – 17 DECEMBER 2024

Ordinary Council Meeting

Minutes

The **Ordinary Council Meeting** of the **Alpine Shire Council** was held in the Bright Council Chambers, 2 Churchill Avenue, Bright on **17 December 2024** commencing at **5:00 pm**.

PRESENT

COUNCILLORS

Cr Sarah Nicholas - Mayor
Cr Peter Smith - Deputy Mayor
Cr John Andersen
Cr Dave Byrne
Cr Gareth Graham
Cr Jean-Pierre Ronco
Cr Noah Tanzen

OFFICERS

Will Jeremy - Chief Executive Officer
Alan Rees - Director Assets
Ebony Buckley – Manager Customer Experience

APOLOGIES

Nathalie Cooke - Director Corporate and Community

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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.

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 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

Cr Byrne

Cr Smith

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

Carried

4 Apologies

Nathalie Cooke – Director Corporate 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

Nil

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.

Cr Byrne

Cr Andersen

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.*

Carried Unanimously

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.

Cr Smith

Cr Graham

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.*

Carried Unanimously

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 gate being moved to the Northern Gate during the week.	Possible	Minor	<ul style="list-style-type: none"> Planning and communication will occur between the Contractor and the 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.
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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.

Cr Ronco

Cr Smith

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.*

Carried Unanimously

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.

Cr Andersen

Cr Byrne

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.*

Carried Unanimously

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, Taware 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 Harrietville 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 Harrietville Historical Society, and the Harrietville 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.

Cr Byrne

Cr Ronco

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.*

Carried Unanimously

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"> Appending 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.

Cr Tanzen

Cr Andersen

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.*

Carried Unanimously

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.

Cr Tanzen

Cr Graham

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.*

Carried Unanimously

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.

Cr Andersen

Cr Tanzen

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.

Carried Unanimously

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 MEMP was distributed to community stakeholders for review.

The MEMP 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.

Cr Byrne

Cr Andersen

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

Carried Unanimously

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

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

11 General business

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

12 Motions for which notice has previously been given

Nil.

13 Reception and reading of petitions

Nil.

14 Documents for sealing

Cr Andersen

Cr Smith

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 defensible 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.

Carried Unanimously

15 Closure of meeting

There being no further business the Chairperson declared the meeting closed at 5:49 pm



NO.2024/25-3 – 6 DECEMBER 2024

Audit and Risk Committee Meeting

Minutes

COMMITTEE MEMBERS

Julie Guest - Chair

Craig Covich

Gerard Moore

Jason Young

Cr Peter Smith

Cr Dave Byrne

OFFICERS

Will Jeremy, Chief Executive Officer

Nathalie Cooke, Director Corporate and Community

Alan Rees, Director Assets

Stephen Clarke – Johnson’s MME - Apology

Tony Cooper, Manager Corporate

Kim Lawson, Accountant

COUNCILLORS

Councillors have a standing invitation to attend the meeting as observers.

Cr Nicholas

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1. Acknowledgement of Country

2. Apologies

3. Declarations by Committee members of conflict of interest

4. Confirmation of minutes

4.1 AUDIT AND RISK COMMITTEE MEETING NO. 2024/25-1, 16 AUGUST 2024

RECOMMENDATION

That the Audit and Risk Committee confirm the minutes of its Meeting No.2024/25-1 held on 16 August 2024.

Attachment(s)

- 4.1 Unconfirmed Audit and Risk Committee Meeting No.2024/25-1 Minutes, 16 August 2024

Carried

4.2 AUDIT AND RISK COMMITTEE MEETING NO. 2024/25-2, 20 SEPTEMBER 2024

RECOMMENDATION

That the Audit and Risk Committee confirm the minutes of its Meeting No.2024/25-2 held on 20 September 2024.

Attachment(s)

- 4.2 Unconfirmed Audit and Risk Committee Meeting No.2024/25-2 Minutes, 20 September 2024

Carried

4.3 AUDIT AND RISK COMMITTEE MEETING NO. 2024/25-2A, 8 OCTOBER 2024

RECOMMENDATION

That the Audit and Risk Committee confirm the minutes of its Meeting No.2024/25-2a held on 8 October 2024.

Attachment(s)

- 4.3 Unconfirmed Audit and Risk Committee Meeting No.2024/25-2a Minutes, 8 October 2024

Carried

UNCONFIRMED

5. External Auditor

Introduction

Johnson's MME were appointed the External Auditor for Alpine Shire Council (Council) by the Victorian Auditor General's Office from the start of 2024.

Alpine Shire's audit contact at Johnson's is Mr Stephen Clarke, Director Audit and Assurance Services.

Activities:

The final audit occurred the week commencing 26 August 2024.

By the end of the week a number of issues were unresolved, and the external auditors indicated that further time would be required to review responses to the unresolved items.

Council engaged additional resources to ensure that the incomplete issues were addressed, and information was provided to the auditors.

Over the following 6 weeks information was provided to the external auditors, which ultimately led to the Audit opinions being received on 21 October 2024. The audited financial and performance statements were included in the 2023/24 Annual Report which was endorsed by council at their last meeting on 22 October 2024.

The auditors issued their Final Management Letter on 18 October 2024.

The Audited financial and performance reports and the Final Management Letter were issued to the Audit and Risk committee via email on 22 October 2024.

RECOMMENDATION

That the Audit and Risk Committee note the Final Management Letter from the External Auditors.

Attachment(s)

5.1 Final Management Letter with Observations

Noted

Link 2023/24 Alpine Shire Annual Report

<https://www.alpineshire.vic.gov.au/file/alpineshirecouncilannualreport2023-24pdf>

6. Standing items

6.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

Introduction

The Audit and Risk Committee action sheet is a register of the Committee resolutions and requests that require a subsequent action to be implemented. Each meeting an update on the progress and status of the actions is provided to the Committee.

A Closed item will be presented to the following Audit and Risk Meeting for discussion / noting and will then be removed from the file.

RECOMMENDATION

That the Audit and Risk Committee note the progress of outstanding actions.

Attachment(s)

6.1 Audit and Risk Committee Action Register

Noted

6.2 PROGRESS / RESPONSE TO INTEGRITY ORGANISATION RECOMMENDATIONS / ACTIONS

Introduction

The Integrity Organisation Recommendations / Actions register is compiled by taking recommendations / actions from reports from various Integrity Organisations, such as Victorian Auditor General's Office, Victorian Ombudsman, etc. This register contains recommendations / actions from these reports and whether they require action from Alpine Shire or are for noting. Each meeting an update on the progress and status of the recommendations / actions will be presented to the Committee.

RECOMMENDATION

That the Audit and Risk Committee note the progress of Integrity Organisation recommendations / actions.

Attachment(s)

6.2 Integrity Organisation Recommendations / Actions Register

Noted

6.3 AUDIT AND RISK COMMITTEE WORKPLAN

Introduction

The Audit and Risk Committee Workplan contains the actions that the Audit and Risk Committee are to undertake over an annual cycle, in line with the Audit and Risk Charter.

Update

A draft workplan is included within these papers and available for Committee comment.

RECOMMENDATION

That the Audit and Risk Committee note the Audit and Risk Committee Workplan for 2024-25.

Attachment(s)

6.3 ASC – ARC Annual Workplan 2024-25

Noted

7. Reports by officers

7.1 VICROADS INFORMATION PROTECTION AGREEMENT – AUDIT REPORT

Introduction

Council has an agreement, the Information Protection Agreement, with VicRoads to enable Council’s Local Laws Officers to access vehicle registration information in the course of their duties. VicRoads conducted a compliance audit on 26 September 2024 of Council’s activities under the Agreement.

RECOMMENDATION

That the Audit and Risk Committee note this report.

Noted

Background

The objective of the compliance review was to ensure that:

- the requirements of the Information Protection Agreement are being complied with
- the requirements under the *Privacy and Data Protection Act 2014* are being met
- the obligations under the *Road Safety Act 1986* are being adhered to and
- information security practices and controls are adequately applied.

Based on the sample data reviewed, the compliance audit found that Council, was meeting the terms and requirements of the Information Protection Agreement. The audit did not identify any corrective actions or improvement notices to be addressed by Council.

Financial and resource implications

No financial implications are associated with this report.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Council breaches information agreement with VicRoads	Possible	Major	B4	<ul style="list-style-type: none"> • Council Officers are aware of their obligations regarding use of VicRoads data

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

Conclusion

Council is meeting its obligations under the terms and requirements of the Information Protection Agreement.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director, Corporate and Community
- Manager Statutory Planning, Compliance and Local Laws

Attachment(s)

7.1. Nil

UNCONFIRMED

7.2 ICT CYBER SECURITY PROGRESS UPDATE – DECEMBER 2024

Introduction

The purpose of this report is to provide the Audit and Risk Committee an update on IT audit recommendations and the current work program of the ICT Unit, as a follow up to the August 2024 Audit and Risk Committee report – 7.3.

RECOMMENDATION

That the Audit and Risk Committee note this report.

Noted

Background

Council has received a number of recommendations from the Victorian Auditor General's Office since 2021 related to improvements in ICT operations across council.

In January 2024 the ICT Team built a report using MS Project to track the implementation of the ICT related recommendations from external auditors. Additionally, the report is also being used to track other ICT activities being undertaken by the team and not raised by external auditors, but as part of ongoing business improvement. The reporting tool seeks to run each year's finding as a project hosted within an overarching program of work.

At the August 2024 Audit and Risk Committee meeting an update on the status of these recommendations was provided to the Committee by the Acting ICT Coordinator. The Acting ICT Coordinator was asked to provide an update on the roadmap at the August Committee meeting.

Issues

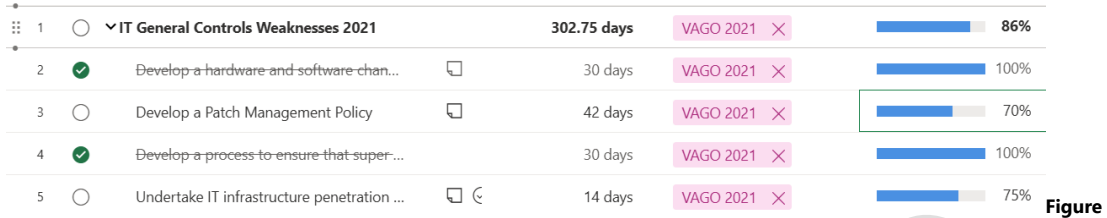
VAGO 2021 Recommendations – No changes to these recommendations in the last quarter

As the screenshot of the reporting tool shows there are still three outstanding recommendations from VAGO 2021 findings. The reporting tool additionally provides information on the level of effort required or anticipated to be required to complete each task.

Progress has been made with all three items:

1. **Patch Management Policy:** A Patch Management Policy and automation for our servers using WSUS has been developed and in final testing prior to entering production. The completion percentage has risen from 50% to 70%.
2. **Penetration Testing:** Cisco network was decommissioned and no longer a risk as identified in the Penetration test. ICT is working with Symphony 3 to implement Rate limiting on their backup. The completion percentage has risen from 50% to 75%.

- 3. **Periodic System Access Review:** ICT now review all staff movements and access with monthly reports from HR on all staff changes. The completion percentage has risen from 50% to 75%.



1: Reproduction of MS Project Tool

The report shows that currently we have moved from 79% to 86% of tasks completed.

VAGO 2022 Recommendations - Updated

The ICT Team have completed 56% of the tasks that have been recommended. There are two outstanding items to be completed before closing off the 2022 findings.

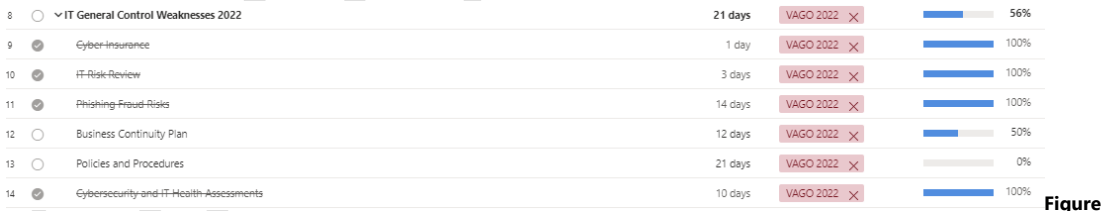
- 1. 2. Create a Business Continuity Plan

- 1. 3. Continue to develop policies and procedures as part of the Cyber Security Strategy.

ICT have uncovered a Business Continuity Plan that was in draft form, the document needs updating and validation from the Business before being sent for endorsement. This should be completed early in the next quarter.

Alpine Shire do not have the internal expertise to create a full Cyber Security Strategy. The foundations of the strategy have been drafted however external Cyber Security support will needed to review our current documentation and make recommendations.

This body of work is crucial and will provide important strategic direction on how Alpine Shire Council will navigate the complex Cyber Security landscape.

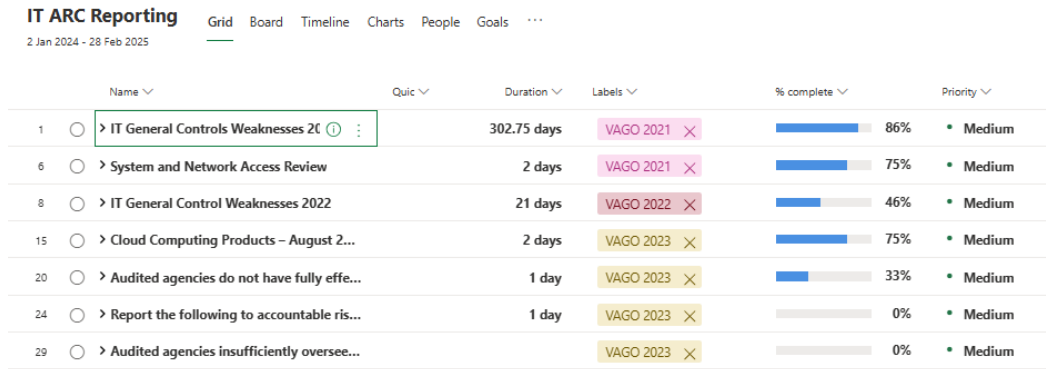


1: Reproduction of MS Project Tool

No progress has been made, however the RFQ to procure a Cyber Security Support Partner has been completed and is awaiting sign off from the CEO.

VAGO 2023 Recommendations - No changes to these recommendations in the last quarter

The recommendations are largely incomplete. The recommendations are technical in nature and will require a Cyber Security support partner to complete the body of work.



Figure

3: Reproduction of 4 Main Categories from MS Project Tool

A download from the reporting tool is included at attachment 8.3.1

Cyber Security Progress-

Alpine Shire Council (ASC) and Indigo Shire Council (ISC) went to the market looking for ways to address Cyber Security risk in both organisations through a Collaborative Procurement and Shared Service model.

A quote for a Managed Detection Respond (SOC)/Security Information and Event Management (SIEM) solution was requested to be implemented on each Council with a clear requirements to identify the value add proposition by implementing the shared service model. Key findings through this process has identified a need to establish a Cyber Security Network with other LGA. A key factor of our decision to recommend the preferred submission is the willingness to establish and manage such a network and for them to facilitate information sharing and capability building.

Financial and resource implications

Once the level of effort to complete all the recommendations is known the services of a support partner can be procured. At this stage this items would be brought to Council as unbudgeted expenditure during 2024/25 financial year.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Council’s IT systems are exposed as council has not implemented audit recommendations	Possible	Major	B4	<ul style="list-style-type: none"> Each audit recommendation is analysed to determine its appropriateness for ASC Council operates an ICT Steering Committee which oversees IT operations and actions council needs to talk to address concerns.
Cyber Support Partner is procured however no internal resource to drive project	Possible	Moderate	C3	<ul style="list-style-type: none"> Business Resource needs to be in place to support the Implementation of Cyber Recommendations.

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

Conclusion

Council is committed to implementing the recommendations that VAGO have provided council. The use of MS Project will enable appropriate tracking and closing out audit recommendations and management of other ICT projects. Council needs to ensure the ICT Team are appropriately resourced to manage any contractors and SLAs associated.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

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

Attachment(s)

7.2.1 IT ARC Reporting December 2024.

7.3 ANNUAL FINANCIAL/PERFORMANCE STATEMENT REVIEW

Introduction

The preparation of the Annual Financial and Performance Statements for 2023/24 was not effective and efficient as it should have been, leading to delays in audit finalisation.

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Note this report detailing the issues encountered during the preparation of the 2023/24 Annual Financial Statements; and***
- 2. Critically review the improvements planned for the 2024/25 Annual Financial Statement process.***
- 3. Provide feedback to Council on the proposed improvements by 31 December 2024.***

Noted

Background

The preparation of the Annual Performance Statements occurred with minimal issues, except for the delay in financial information being provided and inputted into the report.

The Final Management Letter 30 June 2024, (reference 2024.11) identified significant delays in finalising the 2024 audit work.

The process of preparing the Annual Financial Statements for 2023/24 was delayed for several reasons. This caused a delay with the finalisation of the audit, with audit certificates received at midday on 21 October 2024, the day before the scheduled Special Council Meeting to present the Annual Report for endorsement. The final legislated day that Council could endorse the Annual Report was 25 October 2024.

Report

A number of reasons have been identified for the delay in the preparation of the financial statements:

- **Resourcing:** The Financial Accountant left during the audit preparation period. Council was fortunate enough to be able to engage a former employee in a support capacity to provide knowledge continuity and resourcing to support the audit, however the time lag between the Accountant leaving and the new resource was detrimental to the timeframes of the process;
- **Unplanned approach:** There was no formal plan for the preparation of the financial report leading to delays and mistakes in process;
- **New Annual Financial Statement tool:** A new tool was implemented in July which did not allow sufficient time for testing and issue rectification. **Auditors Requirements:** The auditors required a higher level of evidence and support than the previous auditors as this was a new audit for them and they needed to establish the evidence base. This required some additional work that had not been planned for.

- **Prior Year Balances:** It was identified that in some instances, the balances for 2022/23 did not match the general ledger. Detailed work was required to rebuild assets information and to rectify issues.

The issues identified above have been assessed and work has commenced on how the 2024/25 statements are prepared in a planned, resourced and complete way.

Planned Improvements

These improvements include:

- **Workplan:** Development of a workplan that itemises each aspect of the annual statements, allocates tasks to staff / positions with associated timelines;
- **Timelines:** The workplan identifies an initial annual statement meeting occurring in early May with staff identified in the workplan to discuss expectations and timeframes;
- **Follow Up:** Following up on required staff delivery of their components of the workplan against agreed timeframes;
- **Resourcing:** During the initial meeting in May, a discussion on resourcing required during report preparation to identify any resourcing shortfalls and solutions and to identify additional resourcing available to assist the Accountant
- **Annual Financial Statement tool:** 2024/25 will be the second year that the tool is used, with a number of 2023/24 issues already resolved. Council will commence to process trial balances through the tool in early June to identify any residual issues and early rectification.

Financial and resource implications

The delay in providing the auditors the information they required to complete their audit caused additional time to be allocated by the auditors, and at an additional cost to Council. The cost of engaging a temporary resource to assist with the vacancy of the Financial Accountant role was offset by this budgeted employee underspend.

Process improvements identified for the 2024/25 annual financial process will be assessed prior to implementation and appropriate approvals sought for any potential costs

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Failure to deliver financial statement within time frame	Possible	Major	B3	<ul style="list-style-type: none"> • Undertake appropriate planning • Implement approved workplan • Resourcing review • Report on achievement of workplan

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

Conclusion

Alpine Shire has accepted the feedback provided in the Final Management Letter, reference 2024.11 – Year End Financial Reporting Process, and is developing processes for implementation to improve the 2024/25 process.

Feedback is sought from the Committee on the proposals.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate and Community
- Manager Corporate

Attachment(s)

- 7.3.1 AFS Checklist
- 7.3.2 End of Year Processes

7.4 2025/26 BUDGET

Introduction

The *Local Government Act 2020* requires Council to adopt a budget for the following four financial year by 30 June of each year.

RECOMMENDATION

That the Audit and Risk Committee note the planning and timelines for the 2025/26 Budget.

Noted

Background

Council is required to adopt a budget for the following four years by 30 June of each year (s.94).

Report

Council Officers have started preparation for the 2025/26 Budget through the development and distribution of a budget timeline.

Budget Activities undertaken at the time of this meeting:

- Timeline developed and made available to Leadership team and distributed to relevant staff – some dates are still unknown due to the Council election – the timeline is attached to the papers with the unknown dates highlighted – time period estimates are provided as exact dates are not yet known.
- Fees and Charges – fees and charges are a large section of the budget document and in previous years have been managed through Excel spreadsheets, which have been prone to error. For the 2025/26 budget council is introducing a software program to assist manage council's fees and charges. The tool provides stability and access for the right staff at the right time.
- Business as Usual budgets have been distributed to Managers to review – expected sign off by the executive is by Christmas
- Staff Profile has been distributed to Managers for review and comment – expected sign off is by Christmas – costing of the agreed staff profile will occur once the Essential Services Rate Cap is announced- see comment below.
- Community consultation has started through the Alpine Engage portal – this process will also be used to collect initiatives that Managers want considered for the 2025/26 budget.

The Minister for Local Government will announce the Essential Services Rate Cap during December – usually closer to Christmas – this will impact on the 2025/26 budget by setting the maximum amount that rates can be increased for the 2025/26 financial year and it will also most likely establish the wage increase amount for 2025/26 – the Enterprise Agreement indicates that the wage rate will increase in year three by "2.25% or Rate Cap or \$28/week (whichever is the greater), effective from the first full pay period on or after 1 July 2025".

Another major financial consideration for the 2025/26 year is the exclusion of costs associated with public bin waste services from the waste management charge. The Minister made this recommendation in December 2023, as part of the announcement of the 2023/24 Rate Cap. This will mean council will have to source approximately \$400,000 from another source. A number of council’s have written to the Essential Services Commission seeking a process for applying to move collected ratepayer funds from one source (waste management charge) to another source (base rate revenue), on the basis that it is not seeking an increase in rate collections just reallocation of funds source.

Attachment 7.5 – 2025/26 Budget Timelines, contain the remainder of the actions that will occur during the 2025/26 budget cycle.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Inability to develop a budget for consideration by council	Rare	Major	B5	<ul style="list-style-type: none"> Planned process Distribution of timelines and deliverables Starting process as soon as is practical Breaking down budget into components
Failure to adopt budget in legislated timelines	Rare	Severe	A5	<ul style="list-style-type: none"> Engagement with Council through budget development

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

Conclusion

Council has commenced the 2025/26 Budget process and expects to meet legislated timelines as a result of this planning.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director, Corporate and Community
- Manager Corporate

Attachment(s)

7.4 2025-26 Budget Timeline - DRAFT

UNCONFIRMED

8. For information only

8.1 2024/25 YEAR TO DATE BUDGET REPORT – 30 SEPTEMBER 2024

The Q1 Budget Report is attached.

Attachment(s)

8.1 Q1 Budget Report

8.2 2024/25 YEAR TO QUARTER 1 PERFORMANCE REPORT

A Quarter 1 Performance Statement is not undertaken as the 2023/24 Performance Statements are published in the 2023/24 Annual Report. A report is prepared for Q2.

Attachment(s)

8.2 Nil

8.3 2024/25 YEAR TO QUARTER 1 CAPITAL REPORT

The Q1 Capital Report is attached.

Attachment(s)

8.3 Q1 Capital Report

8.4 QUARTERLY INVESTMENT REPORT – SEPTEMBER 2024

Introduction

The Committee note the summary investment report and its alignment with the Council's Financial Investment's Policy.

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Note the Investment Report as at 30 September 2024;*
- 2. Note that investments are compliant with the council policy as at 30 September 2024.*

Noted

Background

A Financial Investment's policy was developed to ensure that Council's investments were in accordance with the Council risk profile.

Report

Council, as at 30 September 2024, has an investment portfolio value of \$39.9m, with \$38.8m being Council's investment.

The Financial Investment's Policy contains three measures of compliance:

Sec 3.5.1.- Portfolio Credit Framework - Credit Rating

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

Sec 3.5.2. – Individual Institution Credit Framework

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

Sec 3.5.3. Term of Maturity

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

The 30 September 2024 Investment's report shows that Council is:

- Compliant with Portfolio Credit Framework - Credit Rating. Council has 23.2% of investments in BBB category investment, where a maximum of 60% is permitted.
- Compliant Individual Institution Credit Framework – Investment with financial institutions is within allowable limits.
- Compliant with Term of Maturity – all investment's mature is 365 days or less.

Financial and resource implications

There are no costs associated with this report.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Council Investment's fall outside the policy increasing council risk for its investment	Unlikely	Minor	D4	<ul style="list-style-type: none"> Accountant processes investment and the Manger Corporate oversights the investments to ensure compliance.

Policy implication

The report aligns with the following Strategic Objective of the Council Plan 2021-2025:

- 5.2 A responsible, transparent and responsive organisation

Conclusion

The Audit and Risk Committee note that council are compliant with the investment policy as at 30 September 2024.

Declaration of conflict of interest

Under Section 130 of the *Local Government Act 2020*, the following officers declare that they have no interests to disclose in providing this report.

- Director, Corporate and Community
- Manager Corporate

Attachment(s)

8.4 Portfolio Investment Report – 30 September 2024

8.5 2024/25 YEAR TO QUARTER 1 PURCHASING AUDIT

Quarterly purchasing audits are undertaken and reported to the Audit and Risk Committee in response to the findings of a 2014 internal audit review and to provide continuing assurance that Council's purchasing controls are effective and complied with.

The random sample testing is based on an even spread of purchases across all departments (greater than 20 and spend thresholds as documented in the Procurement Policy). The sample excludes purchases under \$3,000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

For the Q4 audit, 25 transactions were reviewed with the attachment containing the details of the assessment.

Four transactions have been highlighted as not compliant – further investigation identified that quotes had not been attached the financial system records for these transactions. Each Manager was contacted and were able to show that quotes had been sourced however had not been attached to the financial records.

The audit shows that staff are abiding by council procurement processes, however record maintenance could be improved.

The Finance team will send emails to staff reminding them of the process and the record maintenance required to be fully compliant with Council's processes.

Attachment(s)

8.5 2024/25 Quarter 1 Purchasing Audit - **CONFIDENTIAL**

8.6 2024/25 QUARTER 1 CEO CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommends that credit card expenditure be reviewed and reported to the Audit and Risk Committee for periodic review.

There was one credit card transactions for the CEO in Q1.

Attachment(s)

8.6 CEO Corporate Card Expenditure Summary report: Q1 2024/25

8.7 2024/25 YEAR TO 26 OCTOBER COUNCILLOR ALLOWANCES AND EXPENSES

Section 40 of the *Local Government Act 2020* requires Council to reimburse Councillors for out-of-pocket expenses which the Council is satisfied:

1. are bona fide expenses; and
2. have been reasonably incurred in the performance of the role of Councillor; and
3. are reasonably necessary for the Councillor to perform their role.

Council is required to provide details of all reimbursements made under s40 of the Act to the Audit and Risk Committee.

Councillor Allowances are set by the Victorian Independent Remuneration Tribunal.

The Updated Allowance as at 1 July 2024 are:

Category 1 *	18 Dec 23	1 Jul 24	18 Dec 24
Mayor	81,641	84,498	86,722
Deputy Mayor	40,819	42,248	43,360
Councillors	26,368	27,291	27,291

Category 1 is small Rural Council's and includes Alpine Shire Council. Categories 2,3 and 4 are excluded from the above table.

** Remote Area Travel Allowance - >50km from location of OCM, SPM, \$47.50 per day, up to a maximum of \$5,937.50 per annum

Note: no scheduled increase for Councillors on 18 December 2024 (pending any future determination by VIRT), but there will be a scheduled increase for Mayor and Deputy Mayor.

The Council Allowances and Expenses report is usually a quarterly report however for this agenda the report runs to the end of Council term on 26 October 2024.

Attachment(s)

8.7 2024/25 Councillor Expenses from 1 July 2024 to 26 October 2024

8.8 2024/25 YEAR TO QUARTER 1 HEALTH AND SAFETY REPORT

Quarterly health and safety reports are prepared in accordance with Council's Health and Safety Management System (HSMS) and reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring its health and safety obligations and staff are complying with the requirements of the HSMS.

Attachment(s)

8.8 2024/25 Quarter 1 Health and Safety Report **CONFIDENTIAL**

8.9 APPROVED POLICY REGISTER – REVIEW STATUS UPDATE

VAGO in its 2015 Interim Management Letter recommended that Council review the appropriateness and currency of all policies.

The Approved Policy Register is reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring and maintaining the currency of its policies.

Attachment(s)

8.9 Alpine Shire Council Policy Review Status July 2024

8.10 MINISTER FOR LOCAL GOVERNMENT – GOVERNANCE AND INTEGRITY MATTERS

Since the last Audit and Risk Committee meeting the Minister for Local Government has implemented Monitors or Administrators at the following councils. Information related to these matters can be found at:

<https://www.localgovernment.vic.gov.au/council-governance/independent-reports>

8.10.1 MUNICIPAL MONITORS

Casey City Council, Whittlesea City Council, Strathbogrie Shire Council – 2 September 2024

Minister for Local Government appointed monitors to Casey City, Whittlesea City and Strathbogrie Shire Councils to support the transition back to elected councillors and ensure good governance practices.

Casey and Whittlesea councillors were dismissed in 2020 until the 2024 elections, while Strathbogrie councillors were dismissed in late 2023 for the remainder of the term.

The monitors will support the newly elected councillors to restore good governance and help prevent the recurrence of issues that led to each council's dismissal.

The monitors and their terms of reference will be announced in due course.

The Government has reformed the Local Government Act 2020 to improve culture, governance and integrity standards in Victoria's councils.

Councils will have a uniform councillor code of conduct to create consistent standards of behaviour and increase accountability. A program of mandatory training will be introduced for councillors and mayors, including annual professional development.

The reforms introduce stronger sanctions for councillor misconduct and improved processes to resolve conduct matters earlier.

The Minister for Local Government will have strengthened powers to deal with councillors that are found to have created a serious risk to health and safety or are preventing their council from performing its functions.

The reforms have been developed in response to reports and recommendations from IBAC, the Chief Municipal Inspector and other interventions which highlighted the need for stronger processes and powers to resolve conduct issues, and better training so councillors can perform their roles effectively.

8.10.2 ADMINISTRATORS

No appointments.

9. General business

9.1 OTHER BUSINESS

- Discussion – what improvements do the Committee want to see in the ARC agenda, papers, etc
- Update on Doc Assembler implementation

10. Next meeting

The next meeting of the Audit and Risk Committee will be held on Friday 21 February 2025 at 9.00am.

UNCONFIRMED



Budget Report Quarterly Review

For the period ending 30 September 2024

Contents

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1. Introduction

Preparation of report

The purpose of this report is to provide Council with an overview of quarterly results and an update on the forecast financial position for the year against budget, and it includes:

- Income Statement
- Departmental Summary
- Capital Works Summary
- Balance Sheet
- Dinner Plain Reserve
- Cash and Investments

Explanations are provided for variances greater than \$100,000.

The report has been prepared as required under section 97 of the *Local Government Act 2020* and has not been audited.

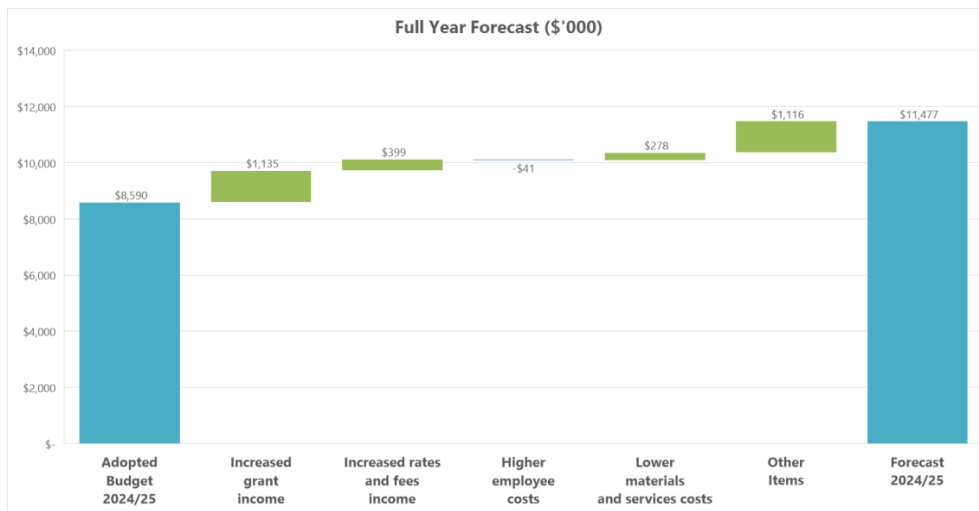
Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

It has been determined that Council is not required to complete a revised budget.

The report is presented to the Finance Committee, and to the Audit and Risk Committee and Council for noting.

2. Full Year Summary

At the end of Quarter 1 (Q1) Council is forecasting a full year surplus of \$11,477k, which is \$2,816k higher than the budgeted surplus of \$8,590k.

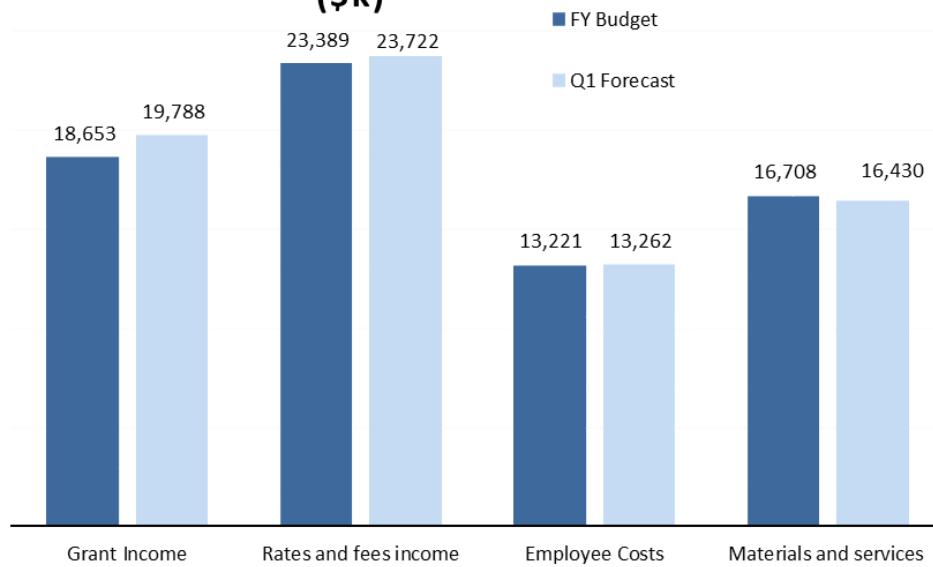


The forecasted variance to budgeted result is the result of a mix of drivers. On the income side there is a mix of increased Rates & Charges (\$399k) and increased Grants income (\$1,135k). On the expenditure side there are lower Materials & Services costs (\$278k) but this is offset by higher Employee costs (\$41k) and other expenses (\$360k).

3. Comparison to adopted budget 2024/25

The Q1 forecast surplus has increased from the adopted budget by \$2,816k primarily due to a forecast increase in Grant income (\$1,135k), Rates and Charges income (\$399k), other income (\$1,448k) but these are offset by higher than budgeted Employee costs (\$41k) and an increase in other expenses (\$360k).

Q1 Forecast - Key Variances (\$k)



4. Income Statement

Year-end forecast against budget is as follows:

	Actual YTD September \$'000	Budget YTD September \$'000	Variance \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%	Ref
Income								
Rates and charges	22,301	5,691	16,611	22,764	23,163	399	2%	1
Statutory fees and fines	121	92	29	625	560	(65)	-10%	
User fees	243	250	(7)	998	1,092	94	9%	
Contributions - cash	590	17	573	692	692	-	0%	
Contributions - non-monetary assets	-	269	(269)	1,075	1,075	-	0%	
Grants - Operating (recurrent)	4,253	4,566	(312)	5,546	5,550	4	0%	
Grants - Operating (non-recurrent)	427	132	295	289	527	238	82%	2
Grants - Capital (recurrent)	892	178	715	710	1,602	892	126%	3
Grants - Capital (non-recurrent)	406	2,677	(2,271)	12,108	12,108	-	0%	
Other income	(286)	862	(1,148)	2,106	3,554	1,448	69%	4
Total income	28,948	14,732	14,216	46,913	49,924	3,010	6%	
Expenses								
Employee costs	3,000	3,325	(326)	13,221	13,262	41	0%	
Materials and services	4,088	5,072	(984)	16,708	16,430	(278)	-2%	5
Depreciation	-	-	-	7,431	7,431	-	0%	
Amortisation	-	-	-	55	55	-	0%	
Landfill Rehabilitation	-	-	-	200	200	-	0%	
Other expenses	219	168	50	733	1,093	360	49%	
Net gain on disposal of property, infrastructure, plant and equipment	-	-	-	(25)	-	25	-100%	
Total expenses	7,306	8,566	(1,260)	38,323	38,471	148	0%	
Surplus (deficit) for the year	21,642	6,166	15,476	8,590	11,453	2,863	33%	

Income Statement – Explanations of Full Year Variances

Ref	Item	Explanation
1	Rates and Charges	Higher than projected rates revenue invoiced (\$399k).
2	Grants – Operating (Non-recurrent)	Unbudgeted grants received toward 2022 NE Floods (\$174k) and Bushfire Recovery (\$50k).
3	Grants – Capital (Recurrent)	Prior year Local Roads and Community Infrastructure (LRCI) Program grant received (\$892k).
4	Other income	Unbudgeted Energy Efficient Street lighting income (\$406k) and Mystic Park income (\$112k)

Ref	Item	Explanation
5	Materials and Services	<p>Various operational activities, the most significant of which include:</p> <ul style="list-style-type: none"> Reduced insurance premiums (\$81k) related to lower Workcover premiums Delayed expenditure for Dinner Plain Destination Marketing (\$27k) Savings of public street lighting due to sustainability team initiatives (\$26k)

5. Departmental Summary

	Actual YTD September \$'000	Budget YTD September \$'000	Variance \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Ref
Income							
Regulatory Services	122	158	(36)	905	869	(36)	
Community Development	564	265	299	729	1,010	281	1
Corporate	21,727	9,109	12,618	24,964	25,372	409	2
Customer Experience	219	211	7	375	382	7	
Engineering & Assets	896	3,483	(2,587)	14,081	14,469	388	3
Executive			-		-	-	
Growth & Future	5,401	1,471	3,930	5,884	6,429	545	4
Operations	19	34	(15)	135	105	(31)	
Grand Total	28,948	14,732	14,216	47,073	48,637	1,564	
Expenditure							
Regulatory Services	450	596	(146)	2,411	2,352	(59)	
Community Development	458	548	(89)	2,092	2,175	83	
Corporate	1,829	2,072	(243)	12,279	12,218	(61)	
Customer Experience	562	521	41	2,387	2,419	32	
Engineering & Assets	465	382	82	1,692	1,771	79	
Executive	377	438	(61)	1,772	1,718	(53)	
Growth & Future	1,589	2,112	(523)	7,895	7,890	(5)	
Operations	1,577	1,897	(320)	7,588	7,728	140	5
Expenditure Total	7,306	8,566	(1,260)	38,117	38,271	154	

Department Summary – Explanations of Full Year Variances

Ref	Item	Explanation
1	Community Development Income	Received a number of unbudgeted grants, including toward 2022 NE Floods (\$174k) and Bushfire Recovery (\$50k).
2	Corporate Income	Higher than projected rates revenue invoiced (\$419k).

ALPINE SHIRE COUNCIL

Ref	Item	Explanation
3	Engineering and Assets Income	Prior year Local Roads and Community Infrastructure (LRCI) Program grant received (\$892k).
4	Growth and Future Income	Unbudgeted Energy Efficient Street lighting income (\$406k) and Mystic Park income (\$112k).
5	Operations Expenditure	Approved variation to Facility Cleaning of \$114k Additional tree maintenance activity of \$54k.

6. Capital Works Summary

The following table summarises all capital works projects with commentary where the forecast full year income or expenditure varies from the budgeted amount by \$100,000 or more.

	Actual YTD September \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%	Ref
Income						
Nimmo Pedestrian Bridge	-	478	478	-	0%	
Ablett Pavilion Myrtleford Upgrade	-	1,533	1,533	-	0%	
Dinner Plain Activation	-	2,290	2,290	-	0%	
Dinner Plain Snowmaking	-	1,823	1,823	-	0%	
Myrtleford Splash Park	-	1,925	1,925	-	0%	
Myrtleford Memorial Hall	-	586	586	-	0%	
Reuse Shop Myrtleford	-	107	107	-	0%	
Bright Pioneer Park Masterplan	-	22	22	-	0%	
Tronoh Dredgehold Precinct	-	1,065	1,065	-	0%	
Myrtleford Sport and Active Recreation Masterplan	-	92	92	-	0%	
Mount Beauty Education and Sports Precinct	-	48	48	-	0%	
Roads to Recovery	-	710	710	-	0%	
Tawonga Community Memorial Hall Upgrade	-	739	739	-	0%	
LRCI Program Income	892	-	892	(892)	100%	1
Expenses						
ICT New/Renewal	138	717	71	(645)	-90%	
Dinner Plain Activation Phase 2	-	2,290	2,650	360	16%	2
Dinner Plain Snowmaking	4	1,635	1,635	-	0%	
Nimmo Pedestrian Bridge	-	600	600	-	0%	
M2M Roberts Creek Bridge	-	200	180	(20)	-10%	
M2M Porepukah and Eurobin Rail Trail Footpath	149	1,200	1,102	(98)	-8%	
Myrtleford Tip Shop Reuse	156	256	256	-	0%	
Myrtleford Splash Park	351	1,974	356	(1,618)	-82%	3
Tronoh Dredgehole Precinct	-	1,065	53	(1,012)	-95%	4
Myrtleford Landfill Rehabilitation Cell 1	20	1,100	1,100	-	0%	
Porepukah Landfill Rehabilitation Stage 2	191	250	191	(59)	-23%	
Tawonga Memorial Hall Upgrade	20	739	899	160	22%	5
Ablett Pavilion Myrtleford Upgrade	250	1,533	1,631	98	6%	
Stockman Vegetation Offset Management	-	16	16	-	0%	
Other Capital Projects	55	326	326	-	0%	
Myrtleford Memorial Hall Renewal	4	796	1,370	574	72%	6
Asset Renewal Program	134	4,531	3,561	(970)	-21%	7

Council will incorporate grant revenue recognition into its end of month process for December.

Capital Works Summary – Explanation of Full Year Variances

Ref	Item	Explanation
1.	LRCI Program Income	Prior year LRCI Program grant received in 2024/25.

Ref	Item	Explanation
2.	Dinner Plain Activation Phase 2 expenditure	Addition of \$561k to deliver the Dinner Plain Activation project approved after finalised budget.
3.	Myrtleford Splash Park	Full funds committed after September 2024 and project is expected to be delivered as per budget.
4.	Tronoh Dredgehole Precinct	Aim is for December contract award resulting in brought forward expenditure of BSBR grant funding
5.	Tawonga Memorial Hall Upgrade	Project delayed due to scope change and redesign.
6.	Myrtleford Memorial Hall Renewal	Project delayed due to scope change and redesign.
7.	Asset Renewal Program	Delay of expenditure of road renewal/upgrade projects of \$914k.

7. Balance Sheet

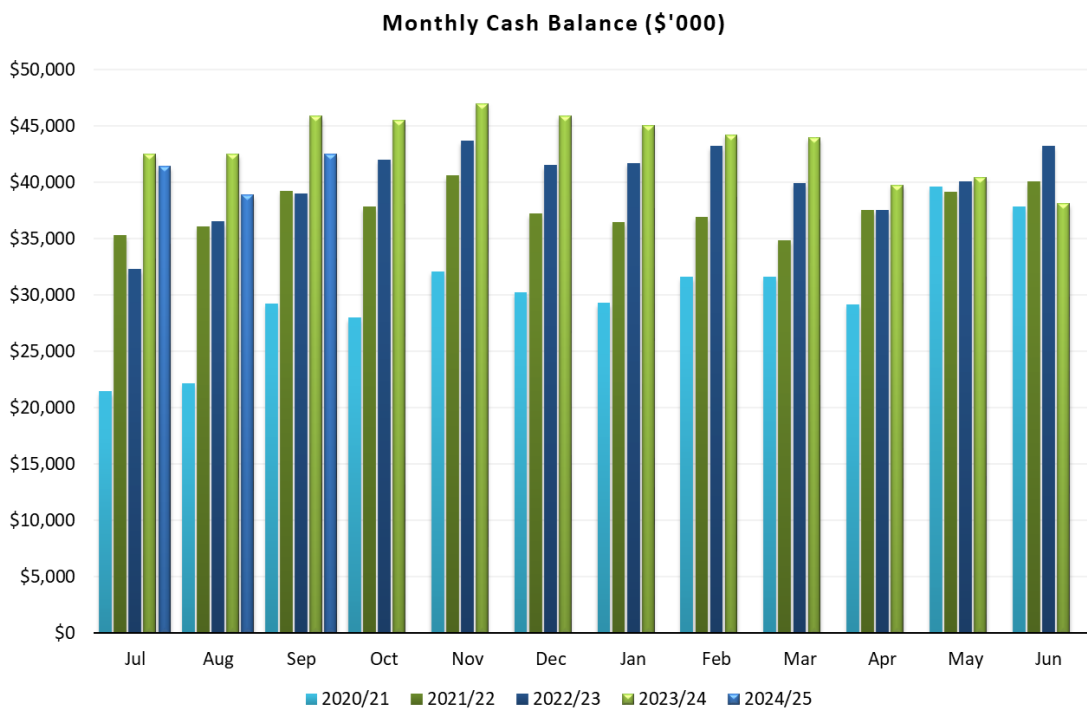
	Actual YTD September \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%
Assets					
Current assets					
Cash and cash equivalents	3,946	11,466	11,466	-	0%
Trade and other receivables	21,821	3,067	3,067	-	0%
Financial assets	37,298	31,000	31,000	-	0%
Inventories	103	105	105	-	0%
Other assets	442	405	405	-	0%
Total current assets	63,610	46,043	46,043	-	0%
Non-current assets					
Investment properties	10,000	7,239	7,239	-	0%
Property, infrastructure, plant & equipment	345,467	269,159	282,617	13,458	5%
Intangible assets	377	200	200	-	0%
Total non-current assets	355,844	276,598	290,056	13,458	5%
Total assets	419,454	322,641	336,099	13,458	4%
Liabilities					
Current liabilities					
Trade and other payables	10,124	3,813	3,813	-	0%
Trust funds and deposits	4,234	420	420	-	0%
Provisions	3,192	6,172	5,672	(500)	-8%
Income received in advance	37	7,625	7,625	-	0%
Total current liabilities	17,586	18,030	17,530	(500)	-3%
Non-current liabilities					
Provisions	3,732	3,621	3,621	-	0%
Income received in advance	312	5,407	5,407	-	0%
Total non-current liabilities	4,044	9,028	9,028	-	0%
Total liabilities	21,630	27,058	26,558	(500)	-2%
Net assets	397,824	295,583	309,541	13,958	5%
Equity					
Accumulated surplus	205,385	143,919	143,919	-	0%
Reserves	192,439	151,664	165,622	13,958	9%
Total equity	397,824	295,583	309,541	13,958	5%

8. Dinner Plain Reserve

	Actual YTD September \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance	
				\$'000	%
Balance as at 1 July 2024	1,340	1,340	1,340		
Income	785	1,325	1,325	-	0%
Expenditure	102	1,115	1,610	(495)	-31%
Net Movement	683	210	(285)	(495)	174%
Balance	2,023	1,551	1,055	(495)	-47%

The Dinner Plain Reserve is forecast to be a \$285k deficit at 30 June 2025. This is \$495k lower than budgeted primarily as a result of an unbudgeted variation to civil works and landscaping.

9. Cash and Investments



The cash balance was \$42.5m at 30 September 2024, of which \$33m was invested in term deposits. This was \$2.6m higher than the 2023/24 end of year cash balance of \$38.0m.

The main contributing factors to the increased cash balance was the receipt of 2024/25 full year grant funding in July and the receipts from the annual rates notices issued in August.



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 3 December 2024
Location: Bright Committee Room
Start Time: 10.30am
Finish Time: 11:45am
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Anderson	Councillor	Will Jeremy	Chief Executive Officer
Cr Dave Byrne	Councillor	Alan Rees	Director Assets
Cr Gareth Graham	Councillor	Nathalie Cooke	Director Corporate & Community
Cr Sarah Nicholas	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Peter Smith	Councillor		

Councillor and staff apologies:

Name	Position
Cr Noah Tanzen	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

N/A

3. Items

Item
Comms and Engagement
Community Satisfaction Survey



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Thursday 5 December 2024
Location: Bright Committee Room
Start Time: 2:00pm
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Anderson	Councillor	Will Jeremy	Chief Executive Officer
Cr Dave Byrne	Councillor	Alan Rees	Director Assets
Cr Gareth Graham	Councillor	Nathalie Cooke	Director Corporate & Community
Cr Sarah Nicholas	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Peter Smith	Councillor		

Councillor and staff apologies:

Name	Position
Cr Noah Tanzen	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

N/A

3. Items

Item
Renewables Transition and the Dederang BESS
Myrtleford Landfill Capping
1-7 Toorak Road, Bright
Dinner Plain Event Funding Round 2
Bank services approval
Ordinary Council Meeting Schedule for 2025



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 10 December 2024
Location: Bright Committee Room
Start Time: 2:00pm
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Anderson	Councillor	Will Jeremy	Chief Executive Officer
Cr Dave Byrne	Councillor	Alan Rees	Director Assets
Cr Gareth Graham	Councillor	Nathalie Cooke	Director Corporate & Community
Cr Sarah Nicholas	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Peter Smith	Councillor		

Councillor and staff apologies:

Name	Position
Cr Noah Tanzen	Councillor

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

N/A

3. Items

Item
Alpine Shire Municipal Emergency Management Plan
Security Operations Centre Contract
Dederang Battery Energy Storage System
Mount Beauty Airport Hangar 10
Alpine Better Places - Harrierville
Agenda review December Ordinary Council Meeting



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting..

- Meeting Title:** Alpine Shire Community Awards panel assessment
- Date:** 10/12/2024
- Location:** Alpine Shire Council offices
- Start Time:** 9.30am
- Finish Time:** 10.30am
- Chairperson:** Sara Matthews

Councillor and staff attendees:

Name	Position	Name	Position
William Jeremy	CEO	John Anderson	Councillor
Ebony Buckley	Manager Customer Experience	Sara Matthews	Event Operations
Sarah Nicholas	Councillor		
Peter Smith	Councillor		
David Byrne	Councillor		

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

Cr David Byrne, conflict of interest with Local Young Achiever Myrtleford and Citizen of the Year. Cr Byrne stepped out of the meeting room during discussions and decision for each category. CoI form signed and submitted prior to the meeting.

3. Items discussed

A list of items discussed at the meeting must be included here.

Item
Nominations for the 2025 Alpine Shire Community Awards
Decision on winners for each relevant category



Informal Meeting of Councillors

In accordance with Chapter 8, section A1 of Council's [Governance Rules](#), the Chief Executive Officer must ensure that a summary of the matters discussed at an Informal meeting of Councillors is tabled at the next convenient Council meeting, and recorded in the minutes of that Council meeting.

Meeting Title: Briefing Session
Date: Tuesday 17 December 2024
Location: Bright Committee Room
Start Time: 2:00pm
Finish Time: 4:45pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Anderson	Councillor	Will Jeremy	Chief Executive Officer
Cr Dave Byrne	Councillor	Alan Rees	Director Assets
Cr Gareth Graham	Councillor	Ebony Buckley	Manager Customer Experience
Cr Sarah Nicholas	Councillor		
Cr Jean-Pierre Ronco	Councillor		
Cr Peter Smith	Councillor		
Cr Noah Tanzen	Councillor		

Councillor and staff apologies:

Name	Position
Nathalie Cooke	Director Corporate & Community

1. Conflict of interest disclosures

Disclosures of Conflicts of Interests must be made in accordance with Chapter 7, sections A3-A5 of Council's [Governance Rules](#), and recorded here.

N/A

2. Record of Councillors that have disclosed a conflict of interest leaving the meeting

N/A

3. Items

Item
Bright and District Chamber of Commerce Vision
Wandiligong Diggings / Shared Trail (verbal update)
Myrtleford Bowls Club Grant (verbal update)
Albury-Wodonga Hospital Redevelopment
Agenda review December Ordinary Council Meeting