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M(2) – 25 FEBRUARY 2025

Ordinary Council Meeting

Minutes

Notice is hereby given that the next **Ordinary Council Meeting** of the **Alpine Shire Council** will be held in the Mount Beauty Community Centre, 21 Kiewa Crescent, Mount Beauty on **25 February 2025** commencing at **5:00 pm**.

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1 Recording and livestreaming of Council meetings

The CEO will read the following statement:

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

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

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

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

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

2 Acknowledgement of Traditional Custodians and recognition of all people

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

Alpine Shire Council acknowledges the 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(1) 28 JANUARY 2025

Cr Byrne

Cr Smith

That the minutes of M(1) 28 January 2025 as circulated be confirmed.

Carried Unanimously

4 Apologies

None

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

None

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 Contracts approved under delegation by CEO

Cr Smith

Cr Byrne

That the Capital Project Contract approved under delegation by the CEO be noted.

<i>Contract No:</i>	<i>CT26078</i>	<i>Process:</i>	<i>RFQ</i>
<i>Title:</i>	<i>Asphalt Overlay 2024/25</i>		
<i>Tenderer:</i>	<i>Rich River Asphalt</i>		
<i>\$ (+ GST):</i>	<i>\$175,186.42</i>		

Carried Unanimously

8.1.2 Albury-Wodonga Health Hospital Development

INTRODUCTION

The purpose of this report is to acknowledge the critical healthcare infrastructure needs in the catchment of Albury-Wodonga Health, and to affirm Council's support to continue advocating for a single-site greenfield hospital development.

Cr Andersen

Cr Byrne

That Council:

- 1. Affirms its support for the development of a new single-site hospital for Albury-Wodonga Health in a greenfield location; and*
- 2. Authorises the Mayor and Chief Executive Officer to continue to advocate in support of this outcome.*

Carried Unanimously

BACKGROUND

Albury-Wodonga Health is the second largest regional health service in Victoria. It services a growing population of over 300,000 people in a surrounding catchment covering North-East Victoria and the Southern Riverina in New South Wales.

The Albury-Wodonga region is currently served by two hospital campuses, with one hospital located in each of Wodonga and Albury. The hospitals are facing significant challenges due to outdated infrastructure, limited capacity, and inefficiencies caused by the split-campus model.

The 2021 Conrad Gargett Masterplan identified a new single-site hospital on a greenfield location as the preferred solution to these challenges. This recommendation has been reinforced by subsequent value management studies and sustained community advocacy efforts.

Albury-Wodonga Health is a key health service provider servicing the Alpine Shire, and particularly the communities located in the Kiewa Valley. Quality health services is a key determinant in enabling thriving and liveable communities. The ability to attract and retain residents within the Alpine Shire, and to effectively care for the needs of our communities for decades to come, will be vitally impacted by decisions being made today about the healthcare infrastructure to be delivered in Albury-Wodonga.

At the July 2024 Ordinary Council Meeting, Council resolved to participate in a joint meeting with the Indigo Shire Council and Towong Shire Council. The purpose of this joint meeting of the three neighbouring councils was to consider critical healthcare infrastructure needs in Albury Wodonga.

A joint meeting of the Indigo, Alpine and Towong Shire Councils, was held on 13 August 2024. At this meeting, the appointed representatives of the Alpine, Indigo and Towong

Shire Councils affirmed their support for a new single-site hospital for Albury-Wodonga Health in a greenfield location, and resolved to advocate in support of this position.

ISSUES

The quality of regional health services has a direct impact on the liveability, health and wellbeing of the residents of the Alpine Shire.

The catchment of Albury-Wodonga Health includes the Alpine Shire municipality. The proposed development of the hospital based in Albury is of great importance to the residents of our municipality, and particularly residents of the Kiewa Valley.

Whilst there has been a great deal of discussion by major stakeholders about the hospital development, there is significant concern that the needs of our rural communities have not been taken into consideration in determining the future form and function of the health service.

It is crucially important that our rural communities are well represented, and our rural voice is heard, in order to ensure the provision of a health service which meets the current and future needs of the communities of the Alpine Shire.

POLICY IMPLICATIONS

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

5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

There is no financial or resourcing implications associated with the recommendations in this report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Inability of residents to access health care that meets the current and future needs of the Alpine Shire communities	Very likely	Major	<ul style="list-style-type: none"> Advocate for the development of healthcare infrastructure and provision of healthcare services which meet the current a future needs of our communities.

CONSULTATION

The Mayor and CEO have attended a number of workshops and meetings in collaboration with 16 councils in the region on both sides of the border. These workshops have included briefings from Border Medical Association, advocacy group Better Border Health and Government Representative from NSW Health Infrastructure. Actions from these workshops and meetings are being actively progressed by representatives from this forum.

CONCLUSION

The development of a new single-site hospital on a greenfield location presents the most effective solution to address the critical healthcare infrastructure needs in the Albury-Wodonga region.

This approach will ensure modern, efficient, and high-quality healthcare services that can meet current and future demands for decades to come. It is recommended that Council affirms its support for this approach, and authorises the Mayor and CEO to continue advocating in support of this outcome.

DECLARATION OF CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, and Governance Rule 24 Indigo Shire Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer

ATTACHMENT(S)

Nil

8.2 DIRECTOR CORPORATE AND COMMUNITY - NATHALIE COOKE

8.2.1 PA2403308 Battery Energy Storage System (BESS) ('Utility Installation')

INTRODUCTION

This report is presented to Council to provide information to form a position on whether to formally object or make a submission of support to an application for the use and development of the land for a utility installation (Battery Energy Storage System (BESS)), removal of native vegetation, alteration to an access to a Transport 2 Zone and ancillary buildings and works on the at Yackandandah – Dederang Road, Dederang.

Officers recommendation:

That Council endorses the lodgement of a formal submission to the Minister for Planning supporting Planning Application PA2403308 for the use and development a utility installation (Battery Energy Storage System - BESS), removal of native vegetation, alteration to an access to a Transport 2 Zone and ancillary buildings and works associated with the ancillary buildings and works on the land known as Yackandandah – Dederang Road, Dederang.

Cr Byrne moved an Alternative Motion - Seconded by Cr Ronco

That Council prepare and submit a letter of objection to the Minister for Planning relation to the application for the use and development of the land for a utility installation (Battery Energy Storage System), removal of native vegetation, alteration to an access to a Transport 2 Zone and ancillary buildings and works on the land known as Yackandandah – Dederang Road, Dederang based on the following grounds:

1. Insufficient Information

Insufficient information has been provided with the application to make an informed and complete assessment as to the potential impact the proposed use and development may have on the natural environment as well as the amenity of the area.

2. Impact on Significant Landscape

The development will cause a detrimental visual intrusion on the significant Kiewa Valley landscape as a consequence its location on a ridgeline, scale and incorporation of reflective external materials which is inconsistent with Clause 02.03-2 - Environmental and landscape values' and 'Landscapes' of the Municipal Strategy; Clause 12.05 - 'Significant environments and landscapes' and Clause 12.05-2S – 'Landscapes' of the Planning Policy Framework; and purpose and objectives of Clause 42.03 - Significant Landscape Overlay.

3. Loss of Agricultural Land

The proposal will contribute to the loss and fragmentation of valuable agricultural land contrary to the objectives of Clause 02.03-4 - 'Natural resource management' of the Municipal Strategy; Clause 14.01-1S - 'Protection of Agricultural Land', Clause 14.01-2S – 'Sustainable agricultural land' and Clause 14.01-2R – 'Agricultural productivity – Hume' as contained within the Planning Policy Framework; and purpose and objectives of Clause 35.07 - Farming Zone.

4. Bushfire Risk

The proposal fails to provide an adequate response as to how bushfire risk will be mitigated and managed both internally to and externally to the site, contrary to Clause 02.03-3 - 'Environmental risk and amenity' of the Municipal Planning Strategy and Clause 13.02-1S – 'Bushfire planning' of the Planning Policy Framework.

5. Impact on Waterways

The proposal fails to appropriately respond to or mitigate potential impacts of runoff and sediment into the Glen Creek tributaries contrary to Clause 02.03-2 – 'River corridors and waterways' of the Municipal Planning Strategy; and Clause 12.03-1S - 'River and riparian corridors, waterways. Lakes, wetlands and billabongs' and Clause 12.03-1L – 'River corridors and waterways' of the Planning Policy Framework.

6. Impact on Community and Environment

The proposed location of the battery energy storage system is contrary to Clause 19.01-2S – 'Renewable Energy' of the Planning Policy Framework as it fails to site a renewable energy development in an appropriate location which minimises the effects on the local community and environment.

7. Economic Benefit

The proposal fails to demonstrate any economic benefits for the Dederang Community which is contrary to Clause 19.01-2S – 'Renewable Energy' of the Planning Policy Framework.

8. Orderly Planning

The use and development fails to contribute to the orderly planning of the area which is contrary to Clause 65 – 'Decision Guidelines'.

A Division was called for by Cr Byrne

For the motion - Cr Tanzen, Cr Ronco, Cr Graham, Cr Smith, Cr Byrne

Against the motion - Cr Anderson, Cr Nicholas

BACKGROUND

Planning application PA2403308 was lodged with the Department of Transport and Planning (DTP) on 31 October 2024 for the use and development of the land for a utility installation (Battery Energy Storage System (BESS)), removal of native vegetation, alteration to an access to a Transport 2 Zone and ancillary buildings and works on the land known as Yackandandah – Dederang Road, Dederang.

Pursuant to Clause 72.01-1 of the Alpine Planning Scheme, the Minister for Planning (the Minister) is the Responsible Authority for a utility installation used to:

- Transmit or distribute electricity.
- Store electricity if the installed capacity is 1 megawatt or greater.

The application was advertised to the Alpine Shire on 18 December 2024 in accordance with Section 52(1)(b) of the *Planning and Environment Act 1987*.

The Minister has advised that no decision will be made on the application prior to 13 February 2025. Submissions can be made to an application up until the time a decision is made on an application regardless of when the public notice formally concludes.

Pursuant to Clause 53.22 of the Alpine Planning Scheme, a utility installation used to transmit or distribute electricity or store electricity with an installed capacity of 1 megawatt or greater, is designated as a significant economic development.

While the Minister has advertised the application to Council and adjoining property owners and occupiers, Clause 53.22-4 exempts the application from the decision requirements of Sections 64(1), (2) and (3), and the review rights of Sections 82(1) of the *Planning and Environment Act 1987*. Section 64 of the Act covers the issuing of a Notice of Decision to any parties that make a submission to an application and Section 82 permits applications for review to be made with the Victorian Civil and Administrative Tribunal. In short, while Council and other parties have been notified of the application, it is important to highlight that any decision made by DTP or the Minister on this application is not able to be challenged at VCAT by an objector.

Further, the application has been accepted by DTP under their Development Facilitation Program for expedited assessment. Therefore, this report has been brought to the February Council Meeting to ensure that Council's position on the application can be included in DTP's consideration of the application.

PROPOSAL

The application before the Minister seeks approval for the use and development of a utility installation with an indicative installed capacity of 400MWh. The proposal is known as the Dederang BESS.

The subject site is located approximately 2 kilometres to the northwest of the Dederang township. The report submitted with the application identifies that an area of approximately 9.5 hectares will be disturbed and will comprise:

- 4 hectares for BESS and onsite substation; and

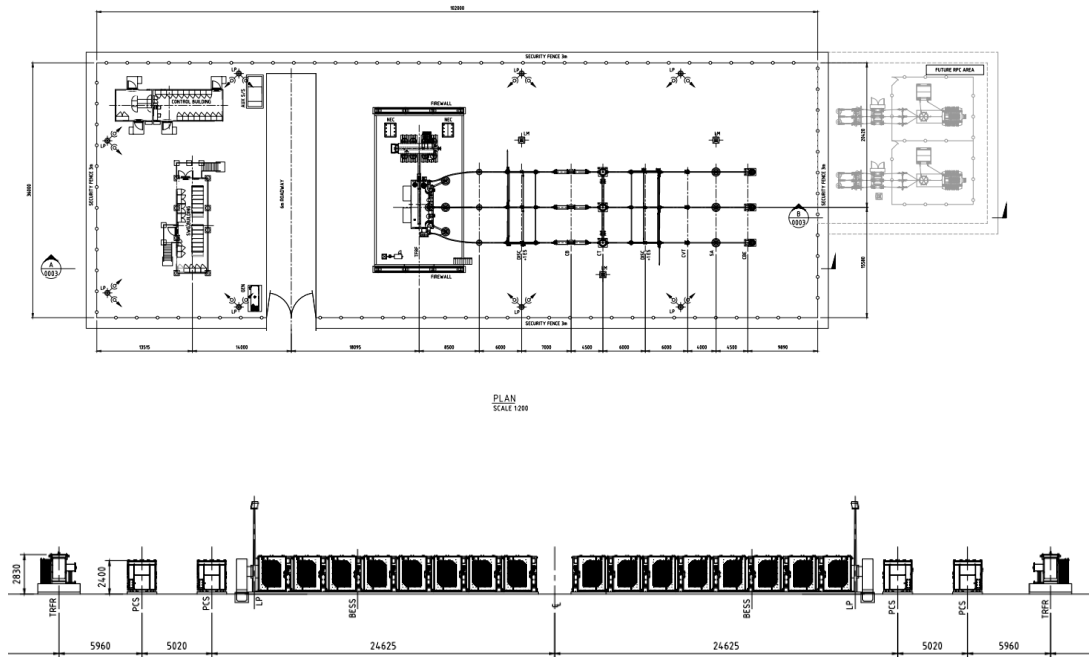
- 5.5 hectares for access tracks, underground cabling and temporary construction areas.

The particulars of the proposal are as follows:

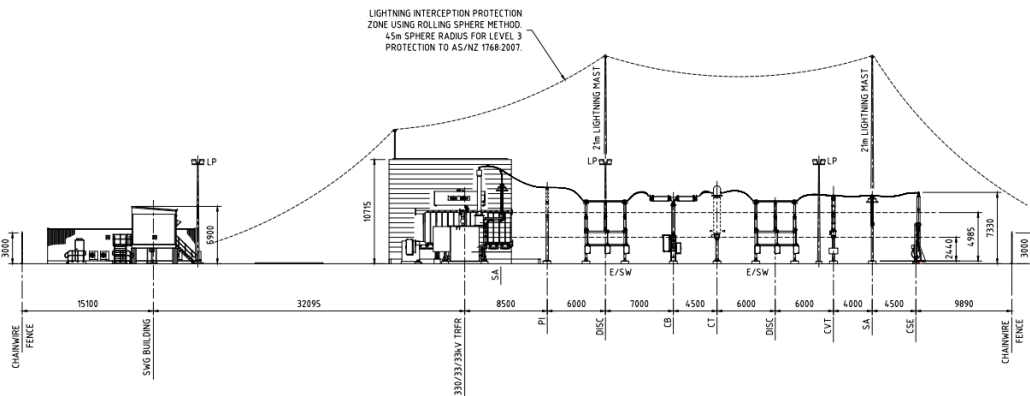
- BESS units, inverters and transformers.
- Civil and structural works including the laying of crushed rock.
- Construction of internal access roads.
- Underground cabling (33kV) to provide connection between the battery units and inverters and onsite substation.
- On-site substation (including transformers to step up from 33kV to the connection voltage (either 220 kV or 330 kV) and potentially reactive power equipment.
- Underground cabling (220kV or 330kV) to connect the onsite substation to the adjoining Dederang Terminal Station.
- Permanent operations and maintenance facility.
- Water storage (including firefighting water supply and fire water runoff containment).
- Security fencing.
- Carparking; and
- Business identification signage at the site entry.



The BESS will comprise of approximately 40 battery units; each of which will be positioned between the two water courses in an area approximately 490 metres to the south of the Dederang Terminal Substation.



The development also involves the construction of an onsite substation which will be positioned approximately 330 metres south of the Dederang Terminal Substation, just north of the BESS.



To facilitate both developments, it is proposed that earthworks will be undertaken to create two levelled benched areas to accommodate the BESS and the onsite substation. Other earthworks associated with the development will include the establishment of two runoff ponds, creation of access roads and car parking, and to facilitate underground cabling.

The application also seeks approval for the creation of access to the Yackandandah Dederang Road which is a Transport 2 Zone.



The two access options which have been submitted for consideration are:

- Option 1 - Access via land adjacent to the Dederang Terminal Substation; and
- Option 2 - Access via the unused government road which runs between AusNet land and the adjoining private property.

In order to create access to the site, the proponent is also seeking approval for the removal of native vegetation. The quantity of vegetation identified or removal with each of the above-mentioned access options are as follows:

- Access Option 1 - Five large, scattered trees equating to 0.174 ha of native vegetation.
- Access Option 2 - Four large and two small, scattered trees equating to 0.203 ha of native vegetation.

A link to the proposal plans as advertised on the DTP website as Ministerial permit: PA2403308 are included as Attachments 8.2.1.1 to this report.

In addition to the plans, the proponent has also submitted the following technical reports with the application:

- Ecological Assessment prepared by Aurecon date 11 October 2024;
- Traffic Impact Assessment prepared by Aurecon dated 29 October 2024;
- Landscape and Visual Assessment prepared by Landform dated October 2024;
- Environmental Noise Assessment prepared by Sonus dated October 2024;
- Environmental Noise Assessment Peer Review prepared by Resonate dated 29 October 2024;

- Risk Management Plan prepared by Fire Risk Consultants dated October 2024;
- Surface Water Assessment prepared by Water Technology dated 25 October 2024;
- Consultation Summary Report prepared by Mint Renewables dated 30 October 2024.

SUBJECT LAND AND SURROUNDS

The subject site is situated approximately 2 kilometres northwest of the Dederang township to the south of the intersection of the Yackandandah Dederang Road and Dederang Link Road. The site which is the subject of the application comprises of five parcels which total an area of 60 hectares.



The northern portion of the subject site is occupied by the Dederang Terminal Substation.

The parcel in which the BESS and onsite substation are to be located, is irregular in configuration and comprises of mostly cleared grazing land. The land features gentle undulation and both scattered and liner lines of trees. The land also features tributaries which transverse the site from the southwest down towards Glen Creek.

The surrounding area is characterised by grazing land. A notable feature of the landscape are state parks which are located to the distant north and south of the site.

The closest dwelling is located 460 metres west of the BESS site, at the end of Goonans Lane. Other dwellings are located approximately 700 metres to the north and northeast of the proposed BESS and substation site.

SCOPE OF CONSIDERATION

The application has been referred to Alpine Shire Council by the Minister for Planning pursuant to Section 52(1)(b) of the *Planning and Environment Act 1987*.

Council's role in the consideration of this application is only to provide comment to DTP in relation to the matters pertaining to planning policy as well as the zones and overlays which are applicable to the land. However, Council has also invited submitters to share a copy of any submission made to DTP in relation to the proposal. This will provide Councillors with the opportunity to understand the feedback and views of the community in relation to the proposed use and development prior to making a decision on the technical assessment presented in this report.

Similarly, DTP have also referred the application to other departments and authorities pursuant to Clause 66 – 'Referral and Notice Provisions' of the Alpine Planning Scheme. These departments will provide DTP with their own response in relation to aspects of this proposal which fall within their realm of authority.

PLANNING ASSESSMENT

There are a number of policies which are contained within the Municipal Planning Strategy and the Planning Policy Framework which are relevant in the consideration of this application. The clauses which are applicable are:

Municipal Planning Strategy

Clause 02.03-2 - Environmental and landscape values

Clause 02.03-3 - Environmental risk and amenity

Clause 02.03-4 - Natural resource management

Planning Policy Framework

Clause 12 – Environmental and Landscape Values

Clause 12.05 – Significant Environments and Landscapes

Clause 12.05-2S – Landscapes

Clause 12.05-2L - Landscapes

Clause 13.02 Bushfire

Clause 13.02-1S Bushfire Planning

Clause 14.01-1S Protection of Agricultural Land

Clause 14.01-2S Sustainable Agricultural Land Use

Clause 14.01-2R - Agricultural productivity – Hume

Clause 19.01-1S – Energy supply

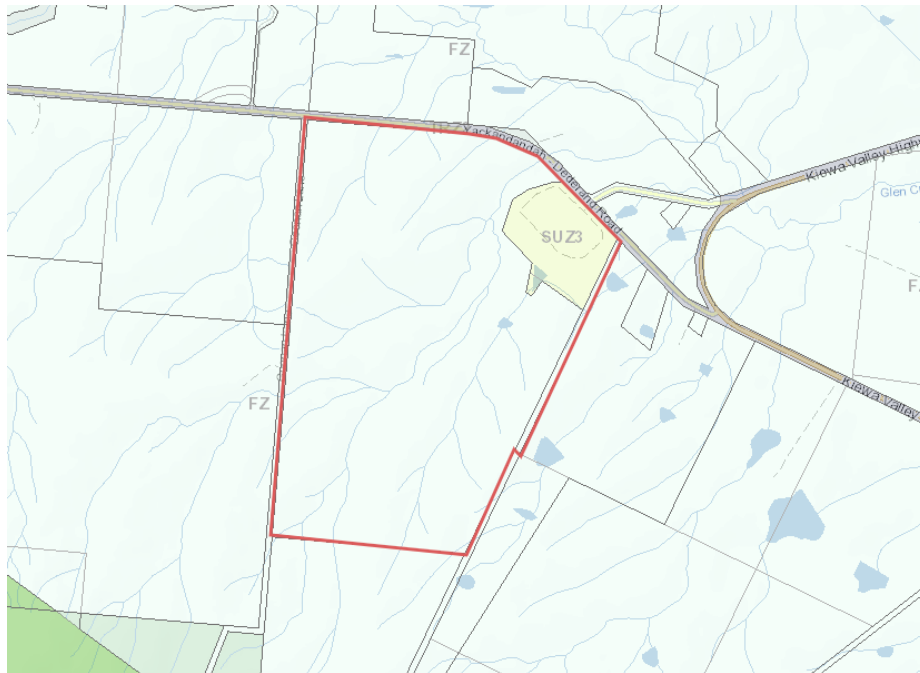
Clause 19.01-2S – Renewable Energy

Clause 19.01-2R - Renewable energy – Hume

All applicable policies mentioned above are provided in Attachment 8.2.1.2 of this report.

Zoning and Overlays

Under the Alpine Planning Scheme, the site in which is the BESS and onsite substation are located is zoned Farming.



The purpose of the Farming Zone is:

- 'To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.'

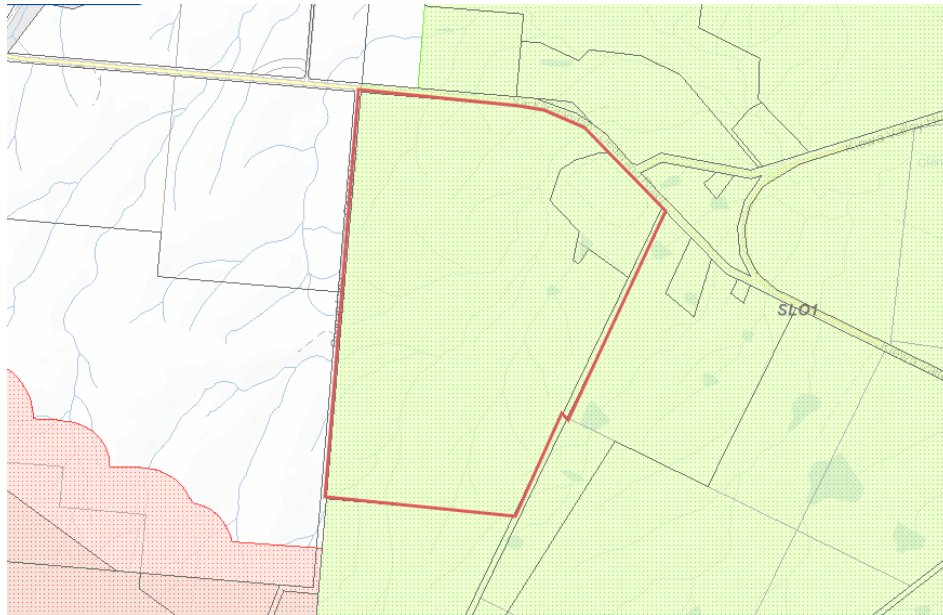
Pursuant to Clause 35.07-1, a planning permit is required for the use of a utility installation.

Pursuant to Clause 35.07-4, a planning permit is required for buildings and works:

- Associated with a utility installation; and
- Within 100 metres of a waterway.

Additional works are also proposed within the Dederang Terminal Substation which is zoned Special Use (Schedule 3). A planning permit is not required to construct a building or carry out works associated with a utility station that is used for the transmission or distribution of electricity.

The land is covered by a Significant Landscape Overlay (Schedule 1 – Upper Kiewa Valley Landscape Area).



The schedule to the overlay provides the '*Statement of nature and key elements of landscape*' as follows:

'The landscape of the Upper Kiewa Valley has a distinct character with significant contrasts between the cleared flat to undulating valley floor and the steep treed mountains. The valley narrows in the upper reaches and the contrast is emphasised. The visual boundaries are definite in this landscape not only between natural features but also the townships which are generally well contained with little urban sprawl. A key element of this landscape is the majestic views across the cleared valley floor to Mount Bogong.'

The Landscape character objectives to be achieved are as follows:

- *'Contain urban development, specifically housing, to existing townships with definite visual boundaries.*
- *Encourage appropriately sited development to reduce ribbon development along the Kiewa Valley Highway.*
- *Encourage rural development of a "human" scale and form.*
- *Maintain existing vegetation on the steeper slopes of the valley to maintain its integrity.*
- *Maintain the contrasts in landform and land use between the valley floor and the steep vegetated valley walls.*

- *Maintain the existing rural landscape.'*

Pursuant to Clause 42.03-2, a planning permit is required to construct a building or carry out works.

Particular Provisions

Clause 52.17 Native Vegetation Removal.

The application seeks approval for the removal of native vegetation to provide for the creation of access to the site.

The purpose of Clause 52.17 in relation to Native Vegetation Removal is:

- *'To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):*
 1. *Avoid the removal, destruction or lopping of native vegetation.*
 2. *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
 3. *Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.*
- *To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.'*

Pursuant to Clause 52.17, a planning permit is required 'to remove, destroy or lop native vegetation, including dead native vegetation'.

Clause 52.29 – Land Adjacent to Principal Road Network

The subject site is located adjacent to the Yackandandah Dederang Road which is a Transport 2 Zone.

Pursuant to Clause 52.29-2, a planning permit is required to create or alter access to a road in a Transport Zone 2.

The application has been referred by the Minister to the DTP pursuant to Clause 52.29-4 for comments in relation to the creation of access.

ASSESSMENT

Protection of Agricultural Land

Clause 02-03-4 in relation to 'Agriculture' and Clause 14.01-01S in relation to the 'Protection of agricultural land' set out policy objectives and strategies to manage and protect agricultural land.

These policies seek to ensure that high value and strategically significant agricultural land is not lost as a consequence of development, fragmentation or a change in land use.

The land in which the BESS, substation and ancillary infrastructure are to be situated, is located on the fringe of the Kiewa Valley. The land is not as productive as other farming land located further south in the valley and is considered as having a low to medium level of agricultural land capability – thus generally appropriate for grazing of cattle and sheep. The need to avoid the removal of this land from agriculture is less of a concern than had it the land been assessed as being of high value or strategically significant agricultural land.

While the preservation of any agricultural land is important, it also needs to be acknowledged that there is an informal hierarchy which exists when contemplating making farming zoned land available for other uses. This is particularly the case when the loss simultaneously creates an opportunity to utilise the land for a use or development which is of regional, state or national importance. Examples of this include areas in which extractive industry is established, or critical infrastructure is developed as the Dederang Terminal Substation where land, which is zoned farming, can provide the area necessary to accommodate the scale of such use and development as well as providing the required separation distances from more sensitive uses.

In this instance, the BESS and onsite substation have been sited in a location which is already utilised for critical infrastructure. This opportunity provides advantages for the development in maximising the use of existing infrastructure and reducing the need for renewable energy facilities to be fragmented across the landscape. The use of this farming land for this purpose is considered to have greater value than the land would otherwise have if left for low scale grazing activities.

Impact on the Landscape

The land in which it is proposed that the BESS and ancillary infrastructure is to be situated, is covered by a Significant Landscape Overlay 1 (Upper Kiewa Valley), albeit, on the northwestern edge of where the overlay commences.

The overlay seeks to provide protection for the Upper Kiewa Vally landscape which is characterised by cleared river flats, gently undulating valleys and steep vegetated mountains. Of particular significance are the views towards Mount Bogong.

Within the site is the existing Dederang Terminal Substation which is a dominant feature in the landscape by virtue of its scale, form and placement adjacent to Yackandandah Dederang Road. Intersecting these views are a number of transmission lines and associated infrastructure which traverse the landscape and intersect with the Dederang Terminal Substation. This infrastructure includes:

To the west:

- 220 kV Dederang Terminal to Glenrowan Terminal;
- 330 kV South Morang Terminal to Dederang Terminal; and
- 330 kV Wodonga Terminal to Dederang.

To the north and south east:

- 330 kV Murray to Dederang Terminal.

The BESS and the onsite substation are to be positioned to the south of the Dederang Terminal Substation.

As such, the BESS will be significantly obscured by the Dederang Terminal Substation when viewed from the Yackandandah Dederang Road.



The policies contained at Clause 02.03-2, 12.05-2S and 12.05-2L highlight the importance of buildings being subordinate to the landscape through the incorporation of muted tones and materials. It would therefore be appropriate for Council to request that the Minister considers what options are available for the BESS and any ancillary buildings to incorporate, where practicable, non-reflective external materials and finishes to reduce the accumulative visual impact on the landscape.

In addition, it would also be appropriate to request that the Minister considers the requirement for landscaping to be undertaken along the eastern, southern and western frontages as a means to soften the appearance of the BESS and substation when viewed from adjoining properties; as well as the Kiewa Valley Highway to the east, the Yackandandah Dederang Road to the north and Goonan Lane to the west. This approach would again be consistent with the policy contained in Clauses 02.03-2, 12.05-2S and 12.05-2L, as well as the objectives of Clause 42.03 - Significant Landscape Overlay.

Environmental Risk

The subject site is not covered by a Bushfire Management Overlay and as such does not trigger the need for a Planning Permit under clause 44.06 of the Alpine Planning Scheme.

Regardless, the policy as contained at Clause 13.02-1S and 13.02-1L is still applicable by virtue that the land is located within a Bushfire Prone Area.

There are requirements under the *Country Fire Authority Act 1958* which require proponents to address fire risk associated with renewable energy facilities. These

requirements are outlined within the CFA Design Guidelines and Model Requirements - Renewable Energy Facilities v4, August 2023.

The proponent has submitted a Risk Management Plan, prepared by Fire Risk Consultants with the application. The Risk Management Plan provides for a risk assessment posed by a fire in the broader external landscape; as well as a risk assessment a fire being ignited within the facility.

While Council does not have any formal role in providing comment on the application in relation to fire risk or the Risk Management Plan submitted with the application, it does have a role in providing comment in relation to the consistency of the proposal with the policy contained at Clauses 02-02-3 and 13.02-1S.

The area of Dederang is considered one of the lower risk bushfire prone areas in the municipality. The proposed BESS, onsite substation and ancillary infrastructure have been co-located with other critical infrastructure in an area which is clear of dense vegetation and the risk of high intensity bushfires. On this basis, the proposal is considered to be consistent with the policy objectives contained within the Municipal Planning Strategy and Planning Policy Framework.

The subject land feature two watercourses which are Glen Creek tributaries which run on either side of the site which has been identified to accommodate the BESS, onsite substation and runoff ponds. The land not been identified as being subject to inundation or flooding though the application of any such overlays. The application was accompanied by Surface Water Assessment Report which as prepared by Water Technology which concluded once developed, the flows would be confined to the Glen Creek tributaries.

The report also noted that part of the development would encroach slightly into the 30 metre waterway buffer however did not consider that this encroachment would impact the health of function of the waterway.

NECMA is the responsible authority for the assessment and provision of conditions for matters relating to the protection of waterways and encroachment of buildings on waterways and will provide its assessment directly to the DTP.

Creation of Access and Native Vegetation Removal

The application seeks approval for the removal of native vegetation to provide for the creation of access to the site. As discussed earlier, the project considers two options for access. The vegetation which would be required for removal for each option is as follows:

- Five large scattered trees equating to 0.174 ha of native vegetation would be required to be removed to facilitate the creation of access via land adjacent to the Dederang Terminal Substation.
- Four large and two small scattered trees equating to 0.203 ha of native vegetation would be required to be removed to facilitate the creation of access via the unused government road which runs between AusNet land and the adjoining private property.

The option for access to be created adjacent to the Dederang Terminal Substation would allow the removal of vegetation to be minimised. Retaining the five large, scattered trees on the unused government road would also provide a level of visual screening between the subject development and the adjoining dwellings located to the east.

It is recommended that Council conveys its preference for access to be created as per option one on the basis that the creation of access adjacent to the Dederang Terminal Substation will:

- Create a greater separation distance between the dwellings and the accessway serving the BESS;
- Minimise the quantity of native vegetation requiring removal; and
- Retain a level of screening as a consequence of the retention of established trees along the unused government road.

POLICY IMPLICATIONS

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

- 2.3 Access to technology that meets our evolving needs
- 3.1 Decisive leadership to address the impacts and causes of climate change
- 4.2 Planning and development that reflects the aspirations of the community
- 4.5 Assets for our current and future needs
- 5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

There are unlikely to be any financial or resource implications for Council associated with a decision on this matter.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The Minister for Planning determines the application prior to Council forming a position and making a submission.	Unlikely	Minor	<ul style="list-style-type: none"> • Council determines its position on the matter at the February Council meeting. • Stakeholder engagement with DTP to communicate Council's timeframes.

CONSULTATION

The Minister for Planning has advertised the application to affected property owners and occupiers pursuant to Section 52(1)(b) of the *Planning and Environment Act 1987*.

Submissions through this process are required to be submitted directly to DTP to inform their overall assessment of the application as the Responsible Authority.

Though a separate process, Council has invited submitters to share a copy of any submission made to DTP in relation to the proposal. This will provide Councillors with the opportunity to understand the feedback and views of the community in relation to the proposed use and development prior to making a decision on the technical assessment presented in this report.

OPTIONS FOR CONSIDERATION

Council has three options available to it in response to the notice provide by the Minister, which are:

1. Submit an objection to the application to the Department of Transport and Planning.
2. Submit a submission of support to the application to the Department of Transport and Planning.
3. Make no submission.

CONCLUSION

There is policy support for the development of renewable energy facilities, storage and infrastructure in locations where there is the ability to connect with and add value to the existing electricity grid. It is also recognised that such infrastructure should be sited and designed to minimise the impact on surrounding communities and should avoid being placed in areas where it could lead to the loss of productive state-significant agricultural land, loss of vegetation or habitat or diminish significant landscape values.

The proposed location of the utility installation (Battery Energy Storage System (BESS)) is in an area which sits at the very fringe of the significant landscape of the Kiewa Valley. The area is also considered as having one of the lower bushfire risks in the municipality.

The land is not considered as having high agricultural productive capacity and, as such, the loss of such land is outweighed by its value in providing renewable energy infrastructure and meeting policy objectives in relation to the provision of energy supply.

The utility installation also has the advantage of being co-located with other existing critical infrastructure which facilitates the passage of electricity across the north east region.

As outlined in the report, the siting and design of the development is considered to be consistent with the policy objectives set by both the State Government as well as those contained within the Municipal Strategic Plan and Planning Policy Framework.

It is on this basis that it is recommended that the Council makes a submission of support in relation to the application for the use and development of the land for a utility installation (Battery Energy Storage System), removal of native vegetation, alteration to

an access to a Transport 2 Zone and ancillary buildings and works associated with the ancillary buildings and works on the land known as Yackandandah – Dederang Road, Dederang subject to the inclusion of conditions requiring the following:

- The submission of a landscaping plan which provides for indigenous species to be planted along the eastern, southern and western frontages as a means of softening the appearance of the BESS and substation when viewed from adjoining properties; as well as the Kiewa Valley Highway to the east, the Yackandandah Dederang Road to the north and Goonan Lane to the west.
- A requirement for external materials of the battery units and ancillary buildings to be constructed of muted tones and non-reflective materials where practicable.
- Approval of the creation of an access road adjacent to the Dederang Terminal Substation to minimise vegetation removal and retain maximum separation from the dwellings to the north east.

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 Regulatory Services
- Statutory Planning Coordinator

ATTACHMENT(S)

1. **8.2.1.1** [Ministerial permit: PA2403308](#)
2. **8.2.1.2** Attachment 2 - Municipal Planning Strategy & Planning Policy Framework

8.2.2 Quarterly Performance Report - Council Plan

INTRODUCTION

The Alpine Shire Council Plan 2021-2025 was adopted by Council in October 2021, and set out Council's direction for the following four years. This Quarterly Performance Report is the first update on progress, in the final year of this plan.

Cr Andersen

Cr Smith

That Council receives and notes the Quarterly Performance Report for the period ending 31 December 2024.

Carried Unanimously

BACKGROUND

The Council Plan was adopted in October 2021, with the plan having effect from 1 July 2021.

The Council Plan lists strategic drivers, strategic objectives, strategies, strategic indicators, major initiatives, guiding legislation, and plans, that collectively provide direction to Council's endeavours during its term.

The Governance and Management Checklist that forms part of the Local Government Performance Reporting Framework (LGPRF) suggests that it is best practice to report on Council Plan progress at least on a six-monthly basis.

Where interim progress reporting of indicators does not generate meaningful results, these are reported at end of financial year as part of the annual report.

This Quarterly Performance Report represents progress across Quarters 1 and 2 (Q1 and Q2), reporting progress up to 31 December 2024.

Council is currently developing a new Council Plan 2025-2029, which must be adopted by 31 October 2025.

HIGHLIGHTS

Strategic Driver 1: For those who live and visit

- Libraries across the Alpine Shire continued to deliver against the Library Services Plan and work towards the vision of creating 'a welcoming and contemporary library service that supports lifelong learning, inspires curiosity, and develops literacy and community connection'. This includes the provision of school holiday activities for children and digital literacy sessions for seniors, along with regular opportunities for connection and learning such as Rhyme Time, Book Clubs, Lego Club and Story Time.

- Community groups have been supported to increase participation in physical activity through Council's Community Grants Program community sporting groups that champion Fair Access have been supported.

Strategic Driver 2: For a thriving economy

- The Event Funding allocation for 2024/25 was adopted by Council in the July 2024 Council meeting. Forty-two applicants received support through the Event Funding Program totalling \$180,565 in sponsorship.
- Significant investment was made into Dinner Plain through the Dinner Plain Activation Project, which is renewing and upgrading infrastructure in snowmaking and town centre works.
- Approximately 64,565 persons have attended events throughout the Alpine Shire in the first six months of 2024/25.

Strategic Driver 3: For the bold protection of our future

- The Municipal Emergency Management Plan 2021-2025 has been reviewed, assured by the Regional Emergency Management Planning Committee, noted by Council and displayed on Council's website.
- Council has recently commissioned the Alpine Shire Strategic Transport Study, which is expected to be completed in late 2025. The study will examine existing and future strategic transport issues and consider all modes of transport.

Strategic Driver 4: For the enjoyment and opportunities of our lifestyle

- The Murray to Mountains Rail Trail (Porepunkah) section is 90% complete with infrastructure works delivered which include an upgrade to the pedestrian/cycle trail from Porepunkah to Bright, and new kerb and channel installed in Service Street, Porepunkah. A bridge art installation will be completed in Q3.
- Myrtleford Splash Park construction began with underground works and the construction of the shell of the new toilet facilities completed.
- An issues and opportunities paper has been prepared regarding the development of a Significant Landscape Assessment and planning controls in Victoria's High Country. Council will be briefed on the project prior to community consultation on the issues and opportunities paper.

Strategic Driver 5: For strong and informed leadership

- Applications for Council's Deliberative Panel (Community Panel) were re-opened in November, attracting four more candidates in addition to the dozen applications from earlier in the year. Sessions with the Community Panel were scheduled to be held in early 2025.
- The newly elected Councillors took their Oath / Affirmation of Office on 14 November 2024. The Mayor and Deputy Mayor attended two days of mandatory training provided by the Municipal Association of Victoria in December 2024. Council officers and outside experts delivered a further nine induction sessions for

Councillors, with five additional sessions planned for the start of 2025. All mandatory inductions must be completed within four months of Councillors taking their Oath / Affirmation of Office (due by 14 March 2025).

POLICY IMPLICATIONS

The development of a Council Plan is a requirement of the *Local Government Act 2020* and is a guiding document for Council until 30 June 2025.

A new Council Plan must be developed by 31 October 2025, which will guide Council until 30 June 2029.

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 Council Plan is a key document informing the financial and human resources required to achieve Council's objectives. Resources to support the Council Plan are detailed in the Financial Plan and Annual Budget.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Failure to deliver annual Council Plan commitments	Possible	Moderate	<ul style="list-style-type: none"> Progress reporting ensures that the annual Council Plan commitments are regularly raised as priorities during the year, ensuring that their delivery is prioritised.

CONSULTATION

The Council Plan was established through deliberative engagement with the community and then subject to public exhibition prior to being adopted by Council. Annual actions are detailed in Council's Budget, which is also subject to public exhibition prior to adoption.

Many of the individual initiatives and activities included in the Council Plan are subject to their own community participation and consultation processes.

CONCLUSION

This report provides an update on the progress that is being made in the delivery of key Council Plan actions.

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.

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

1. **8.2.2.1** Quarterly Performance Report – ending 31 December 2024

8.2.3 Bright Rod Run 2025 - Debrief and Designation of Restrictions

INTRODUCTION

This report notes the Bright Rod Run 2024 debrief outcomes, proposed budget allocation for the safe operation of the informal Bright town centre event, and the plan to review traffic management, crowd safety and risk mitigation for the event in 2025.

This report also seeks approval for proposed alcohol restrictions to be designated under Alpine Shire Community Local Law 2019 Clause 2.2.1 taking effect from 10pm Thursday 6 November, to 7am Monday 10 November 2025.

Cr Ronco

Cr Andersen

That Council:

1. *Notes:*
 - a. *The outcomes of the Bright Rod Run 2024 post-event debrief.*
 - b. *That Council Officers will adjust the management of the informal Bright CBD aspects of the 2025 event to improve traffic management, reduce risk and support emergency services access.*
 - c. *The proposed allocation of \$60,000 in the draft 2025/26 Annual Budget to support traffic management, risk mitigation, facility and waste management costs in the Bright CBD.*
2. *Approves the implementation of alcohol restrictions in Bright town centre and Pioneer Park from 10pm Thursday, 6 November 2025 to 7am Monday, 10 November 2025 under Clause 2.2.1 of the Alpine Shire Community Local Law 2019, as per the attached alcohol restriction maps; and*
3. *Notes that:*
 - a. *Bright Rod and Kustom Club Inc. hosts a ticketed event in Pioneer Park which is yet to be permitted by Council.*
 - b. *The Alpine Hotel must apply for a separate event permit to extend the red line to the front of the Hotel.*
 - c. *Council will work with licensed operators in the restricted area to support them to operate within their red line area in compliance with event permit requirements.*

Carried Unanimously

BACKGROUND

The Bright Rod Run is an annual event held at Pioneer Park in Bright on the first weekend following the Melbourne Cup. Running for over 32 years, the event attracts a significant number of car enthusiasts, with an estimated visitation of around 12,500 people.

The formal Bright Rod Run event is organised by the Bright Rod and Kustom Club Inc and takes place at Pioneer Park, Bright. This ticketed event includes vehicle displays, entertainment, and official activities managed by the event organisers.

Alongside the formal event, an informal gathering occurs in the Bright town centre and surrounding areas, where many attendees display their vehicles and congregate in public spaces.

This aspect of the event is not organised by the Bright Rod and Kustom Club Inc but is instead managed by Council, which oversees traffic management, waste management, facility cleaning, and local law enforcement to ensure public safety and accessibility.

In 2019, Council introduced restrictions on alcohol consumption on Council land during the event. This decision was based on recommendations from the Event Risk Assessment Panel, which includes representatives from Council, Victoria Police, Ambulance Victoria, Alpine Health, and other emergency service agencies.

An event debrief is held after the event each year to assess the event and establish opportunities for improvement, including risk management and crowd and traffic control effectiveness.

ISSUES

2024 post-event debrief:

Council staff debrief with Bright Rod Run event organisers, Victoria Police and other agencies after each event.

Traffic movements over the weekend created major disruption for residents, mostly due to lack of parking and traffic congestion. Instances of anti-social behaviour such as hooning, burnouts, public alcohol consumption and property damage were recorded.

As the informal aspect of the weekend continues to grow, debrief results from the 2024 event show the need for increased local laws and Victoria Police presence for longer durations across the weekend; a focus on ensuring emergency services access through the Bright township in the case of an incident; and the need to review traffic management to ensure risk associated with crowds, vehicles and alcohol consumption are appropriately managed.

Bright town centre event management:

In preparation for the 2025 event, Council will continue to manage road closures and traffic detours in the Bright town centre in line with the 2024 arrangements. A comprehensive review of traffic management, crowd safety, and risk mitigation will be undertaken, with a particular focus on ensuring efficient access for emergency services.

This approach has been effective in distinguishing the formal Bright Rod Run event, organised by the Bright Rod and Kustom Club Inc at Pioneer Park, from the informal gathering of car enthusiasts in the town centre. Due to the significant increase in traffic and visitor numbers during the event, extensive traffic management measures are required to maintain public safety and ensure the smooth operation of the town centre.

Budget allocation:

For the 2025 event, Council will allocate funding to coordinate the town centre-based aspects of the weekend. This recognises that many attendees in the town centre are not directly connected to the ticketed Bright Rod Run event at Pioneer Park but still require effective management to ensure public safety and accessibility. A proposed budget allocation of \$60,000 will be included in the draft 2025/26 Annual Budget.

Alcohol Restriction Area:

In planning for the 2025 event, the Bright Rod and Kustom Club Inc has not requested any further changes to the alcohol consumption restricted area that was implemented in 2024. The proposed restriction area in the Bright town centre and Pioneer Park are contained in the attached maps.

POLICY IMPLICATIONS

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

- 1.2 Services and resources that enhance health and wellbeing

FINANCIAL AND RESOURCE IMPLICATIONS

Traffic management, facilities cleaning, waste management and staffing costs for the 2025 informal town centre aspect of the Bright Rod Run are anticipated to be approximately \$60,000. A proposed budget allocation of \$60,000 will be included in the draft 2025/26 Annual Budget. The 2024 informal event in the Bright town centre cost Council \$58,000 (excl. GST).

Prominent temporary signage and advertising will be used to ensure that the alcohol restriction designation is well communicated to event attendees. A communication plan will be used to communicate the alcohol restrictions, anti-social behaviour and hooning. Local Laws Officers will be utilised to monitor the Bright town centre during the restriction period and take necessary enforcement action, alongside an increase in Victoria Police presence.

Council provided the Bright Rod and Kustom Club Inc with \$10,000 in funding through the 2024/25 Event Funding Program to support the operation of the formal event at Pioneer Park.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Risk	Likelihood	Impact	Mitigation Action / Control

Increase in anti-social and illegal behaviour	Possible	Moderate	<ul style="list-style-type: none"> • Designated alcohol restrictions for Bright town centre. • Victoria Police in Attendance. • Local Laws Officers on duty.
Vehicle / pedestrian accidents	Possible	Moderate	<ul style="list-style-type: none"> • Designated alcohol restrictions for Bright town centre. • Victoria Police in attendance. • Review and adjust traffic management plan to maximise pedestrian safety and emergency services access. • Encourage use of designated road crossings.
Inability for emergency services to respond quickly to an incident due to traffic congestion	Possible	Major	<ul style="list-style-type: none"> • Review and adjust traffic management plan to maximise pedestrian safety and emergency services access.

CONSULTATION

Pre-planning for the 2025 Bright Rod Run commenced in December 2024, with Council officers, Victoria Police and members of the Bright Rod and Kustom Club conducting debriefs to discuss arrangements for both the official event at Pioneer Park and the informal gathering in the Bright town centre. Discussions have focused on defining event responsibilities, managing each section of the event, and determining the alcohol restrictions for 2025.

As in previous years, Council will provide exemptions to these restrictions for licensed premises affected by the alcohol restrictions. The Event Risk Assessment Panel will also be consulted on the event plans, including proposed alcohol restrictions for the duration of the event.

The Risk Assessment Panel, comprising Council officers, Victoria Police, Ambulance Victoria, the Country Fire Authority, State Emergency Services, and Alpine Health, will review the Risk Management Plan and any proposed changes to the event six months before it takes place.

Council's budget allocation will support traffic and waste management, as well as the deployment of additional Local Laws Officers. This funding will also assist in coordinating responsibilities between event organisers and venue operators, including managing designated alcohol service areas.

The budget allocation would be used to support traffic and waste management and additional Local Laws officer support. In addition, there will be clear delineation of responsibility including, who is managing each section of the event within their venue, and red line area.

CONCLUSION

The proposed alcohol restrictions and management measures will help ensure the safety of patrons, the public, and emergency services throughout the event. A further review will be undertaken to explore more efficient ways to manage traffic flow and emergency service access around the Bright township.

Bright Rod and Kustom Club Inc will continue to plan and deliver their formal event at Pioneer Park, including scheduling activities and entertainment for registered attendees.

Council will oversee the coordination of traffic, compliance, waste management, and facility cleaning in the Bright town centre, with a focus on public safety and amenity.

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)

1. **8.2.3.1** Alcohol Restriction Town Centre Map (6-10 November 2025)
2. **8.2.3.2** Alcohol Restriction Pioneer Park Map (6-10 November 2025)

8.3 DIRECTOR ASSETS - ALAN REES

8.3.1 North East Local Government Waste and Recovery Forum

INTRODUCTION

The purpose of the report is to seek authorisation for Council to actively participate in the North-East Local Government Waste and Recovery Forum (NELGWRF).

Cr Byrne

Cr Andersen

That Council:

1. *Notes the updated Terms of Reference for the North-East Local Government Waste and Recovery Forum;*
2. *Appoints Councillor Graham as a member of the North-East Local Government Waste and Recovery Forum and Cr Ronco as an alternative; and*
3. *Actively participates in the Forum by ensuring representation at meetings convened by the Forum.*

Carried Unanimously

BACKGROUND

Alpine Shire Council (Council) had previously been an active participant in the former North-East Waste and Resource Recovery Group (NEWWRRG). However, the regional waste and resource recovery groups were replaced by Recycling Victoria on 1 July 2022.

The North-East Local Government Waste and Recovery Forum (NELGWRF) was subsequently established to continue collaboration between councils and peak bodies within the North East Region, providing joint advocacy to State Government when needed on common issues and challenges for the industry and region. NELGWRF is a collaboration between the seven local councils and Alpine Resorts Victoria who make up the municipal districts constituting the previous NEWRRG Region in section (4)1 of the *Environment Protection Act 1970*.

The aim of this NELGWRF is to enhance local governments' and Alpine Resorts Victoria's ability to deliver sustainable waste and resource recovery across the North East Region, collaborating with industry, government, and communities to improve planning and management.

Each member council and Alpine Resort shall nominate one staff member, or one staff member and one elected member to be a representative on the NELGWRF.

Membership

The member councils and Alpine Resorts of the Forum consist of:

- Alpine Shire Council
- Benalla Rural City Council
- Indigo Shire Council

- Towong Shire Council
- Rural City of Wangaratta
- City of Wodonga
- Alpine Resorts Victoria
 - Falls Creek,
 - Mount Hotham, and
 - Buller and Mount Stirling Alpine Resorts

NELGWRF holds four (4) meetings each year. Each member council and Alpine Resorts are requested to nominate one staff member, or one staff member and one councillor, to be a representative on NELGWRF. Representatives may nominate a proxy if unable to attend a meeting.

A council may change its Representative or Proxy at the any time in writing to the Chair. External parties may attend the Forum by formal invitation only. The Terms of Reference are attached to this report.

ISSUES

None to report.

POLICY IMPLICATIONS

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

5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

Councillors receive an annual allowance and do not receive additional payments for their involvement on Council-appointed committees. Resourcing of councillors attending meetings and participating in the activities of these committees is supported through Council's Annual Budget.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The appointed Councillor representative becomes unable to continue to commit to the time necessary to participate and actively contribute to the Forum.	Possible	Minor	<ul style="list-style-type: none"> • Where a councillor is not able to meet their appointment, Council will appoint a new delegate based on experience and areas of interest to maintain continuity.

CONSULTATION

Once Council has appointed its representative, appropriate communication actions will be undertaken.

CONCLUSION

It is recommended that Council endorses membership and nominates a Councillor representative to actively participate in the North East Local Government Waste and Recovery Forum.

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
- Executive Assistant (CEO)

ATTACHMENT(S)

1. **8.3.1.1 UPDATED** - Terms of Reference - North East Local Government Waste and Recovery Forum_

8.3.2 Purchase of Discontinued Road - Mount Beauty Airport

INTRODUCTION

This report relates to the purchase of the discontinued government road to the north of the existing Mount Beauty Airport runway.

Alpine Shire Council (Council) had previously endorsed the discontinuance of the road at the Ordinary Council Meeting held on 9 November 2021. The discontinuance has been completed, and the Minister for Finance has approved the sale to Council.

Cr. Ronco requested this report be be Lay on the table for one month to allow officers to provide additional information

Cr Ronco

Cr Tanzen

That Council:

1. *Resolves to purchase part of the discontinued road (comprising of Crown Allotment 2035 Parish Mullindolingong) for the following amount:*

<i>Purchase Price (incl. GST)</i>	<i>\$ 16,500.00</i>
<i>Admin Fee (incl. GST)</i>	<i>\$ 3,510.00</i>
<i>Statutory Fees (Free from GST)</i>	<i>\$ 269.55*</i>
<i>Survey/Valuation Reports (incl. GST)</i>	<i>\$ 2,787.77</i>
<i>Less deposit (already paid)</i>	<i>\$ 1,755.00</i>
<i>Total payment required</i>	<i>\$ 21,312.32</i>

** As the statutory charges are subject to review and may increase, Council authorises the payment of the statutory charges at the rate applicable at the time of payment;*

2. *Authorises the Chief Executive Officer undertake all actions and to sign all documents required to give effect the purchase of the discontinued road; and*
3. *Approves an unbudgeted spend of up to \$22,000.00 in the 2024/25 financial year to complete the purchase.*

Carried

BACKGROUND

The minutes of the Ordinary Council Meeting held on 9 November 2021 provide a detailed background regarding the need to discontinue and purchase the government road.

In summary, in order for the runway to be extended, that part of the land comprising part of the discontinued government road must be acquired by Council. Council has

undertaken the process to discontinue the road, on the basis that Council would then purchase part of the discontinued road.

The Minister for Finance has now approved the sale of part of the discontinued road (Crown Allotment 2035 Parish Mullindolingong) to Council.

ISSUES

Extensive work

Council has undertaken extensive work in relation to the Mount Beauty Airport extension and the acquisition of this now discontinued road is fundamental to that extension.

Council has already paid a deposit of \$1,755.00.

Land to be acquired

The discontinued road is approximately 370m long by 20.13m wide. As well as traversing Council's land, it also runs through adjoining private property at either end as shown in Figure 1.

The area to be acquired by Council is that area shown as Allotment 2035 (1,994m²).

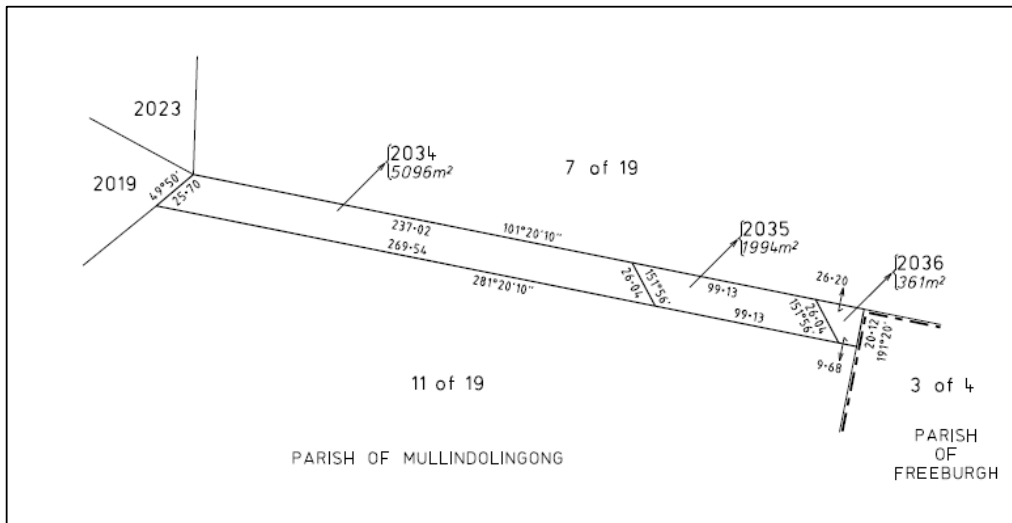


Figure 1: Discontinued Road

Next stages

The process to complete the runway extension has involved multiple steps and this acquisition will enable Council to finalise this process.

POLICY IMPLICATIONS

In accordance with section 112 of the Local Government Act 2020, Council may purchase any land which is or may be required by Council for or in connection with, or as incidental to, the performance of its functions or the exercise of its powers.

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

There is no budget allocation in the 2024/25 budget for the acquisition of the discontinued road. Approval for unbudgeted expenditure of up to \$22,000 is requested.

RISK MANAGEMENT

There are no known risks associated with this report.

CONSULTATION

The public notice regarding the discontinuance of the road was published in the Alpine Observer on 22 September 2021 and allowed for submissions until 20 October 2021. No submissions were received.

CONCLUSION

It is recommended that Council proceeds with the acquisition of the discontinued road, and authorises the Chief Executive Officer to undertake all actions and sign all documents required to effect the acquisition of the discontinued road.

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
- Property and Contracts Coordinator

ATTACHMENT(S)

1. **8.3.2.1** M(13)-9 November 2021 Minutes (F) - Extract Discontinuance of Government Road Mount Beauty Airport

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 Graham

Cr Andersen

That the summary of informal meetings of Councillors for January / February 2025 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
21 January	Briefing Session
28 January	Briefing Session
11 February	Briefing Session

ATTACHMENT(S)

1. **9.1.1** Informal Meeting of Councillors - 20250121
2. **9.1.2** Informal Meeting of Councillors - 20250128
3. **9.1.3** Informal Meeting of Councillors - 20250211

10 Presentation of reports by delegates

11 General business

12 Motions for which notice has previously been given

None

13 Reception and reading of petitions

None

14 Documents for sealing

None

15 Closure of meeting

The Chairperson declared the meeting closed at 6:54 pm.



COUNCIL POLICY

Sealing of Unsealed Roads

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DRAFT

DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 038	Status Draft	Approved by <Council / CEO>
Date approved	Next review date	
Directorate Assets	Department Engineering and Assets	Internal / External Internal and External

REVISION RECORD

Date	Version	Revision description
03/08/1999	1.0	Version 1.0 adopted by Council
04/04/2006	2.0	Version 2.0 adopted by Council
29/03/2019	2.1	Revised draft based on 2006 Policy No. 38
03/03/2020	3.0	Version 3.0 adopted by Council
	3.1	Revised draft based on 2020 Policy No. 038

1. Purpose

To facilitate the development of unsealed roads on an objective basis and within Council's financial constraints. This policy establishes a consistent, transparent and equitable approach to the prioritisation of road sealing projects for potential inclusion in Council's Road Upgrade Program Prioritisation List.

2. Scope

This policy applies to all road sealing requests relating to roads listed in Council's Register of Public Roads, including requests received from individuals, businesses and other Government organisations. This policy also applies, in part, to unsealed road segments requiring upgrade. These road segments are identified through Council's road inspection programs and are evaluated for potential inclusion in the Road Upgrade Program Prioritisation List.

3. Policy details

Council aims to provide and maintain infrastructure, including roads, to a standard which meets the needs of the community. Council's Road Upgrade Program Prioritisation List contains a list of infrastructure projects for delivery into the future. Council prioritises the delivery of the projects in the Road Upgrade Program Prioritisation List in a way which is financially sustainable and achieves the maximum benefit for our community.

The assessment of road sealing requests is based predominantly on the principle that the standard to which a road is to be constructed and maintained is directly related to the amount of traffic using the road. Roads carrying higher traffic volumes are providing a larger benefit to the community and will be constructed and maintained to a higher standard than those carrying lower traffic volumes. Additional criteria used in the assessment of road sealing requests and internal road upgrades identified through Council's road inspection program include; road class, access to public facilities, tourism value and strategic alignment.

3.1 Methodology

A three-step process is used to assess road sealing requests and to prioritise eligible road sealing projects for future delivery. The steps in this process are:

1. Establish whether the traffic volumes on the road exceed the minimum comparative score of 100.
2. For road sealing requests where the comparative score exceeds 100, establish a provisional prioritisation for the delivery of the Road Upgrade Program relative to the existing projects in the Road Upgrade Program Prioritisation List.
3. Validate the prioritisation of the Road Upgrade Program in the Road Upgrade Program Prioritisation List.

3.1.1 Establishing the comparative score

For each road sealing request which is received, Council will establish the number of vehicles using the road each day, and will then calculate a comparative score to take into account seasonal fluctuations in road usage, the proportion of heavy vehicles using the road, and whether or not the road is considered a strategic route.

For road sealing requests to be considered for assessment, a minimum comparative score of 100 must be demonstrated.

Calculating the comparative score

The comparative score is calculated using the following formula:

$$\text{Comparative score} = \text{VPD} \times \text{F1} \times \text{F2} \times \text{F3}$$

- **VPD** - Average number of vehicles per day

This will be determined using a traffic counter in place for a minimum of 14 days. If seasonal variability is a known factor, traffic counts will be taken during the low season.

- **F1** - Known intensive seasonal traffic

This could be due to local circumstances or other intensive type usage patterns that can dramatically vary the traffic volume, eg. orchards, tourism etc., at certain times of the year.

Scoring is as follows:

	High	Medium	Low	Not Applicable
Score	1.3	1.2	1.1	1.0

As a guide to scoring, a high rating will be applied where high season traffic volumes are assessed to be more than double the low season volumes.

- **F2** – Percentage of heavy vehicles

Freight tonnage increases damage to roads, the percentage of heavy vehicle use will be determined using a traffic counter.

Scoring is as followings:

	High	Medium	Low	Not Applicable
Percentage	>3%	2-3%	1-2%	0%
Score	1.3	1.2	1.1	1.0

Alpine Shire Council | SEALING OF UNSEALED ROADS

- **F3 - Strategic Route**

These are defined by the Victorian Grants Commission as follows:

- Local roads that are tram or bus routes

For rural roads carrying less than 100 vehicles a day (other than natural surface roads), the following roads are also deemed to be strategic routes:

- Roads carrying at least 10 trucks a day (on average);
- Roads with average grades exceeding 6 per cent, carrying at least 50 vehicles a day on average; and
- Roads carrying at least 50 vehicles a day on average in a drip or flood irrigated horticultural or agricultural areas.

Scoring is as follows:

Strategic Route?	Yes	No
Score	1.3	1.0

The following table demonstrates the methodology for calculating a Comparative Score (CS) for a number of (fictitious) roads.

Road Name	Strategic Route	Segment Length (m)	Traffic Study Date	Traffic Study Duration	VPD	% Heavy	F1	F2	F3	CS	Rank
Brick Lane	No	770	24/12/18	2 weeks	112	0%	1.3	1.0	1.0	146	2
Route 66	Yes	1062	12/05/19	2 weeks	48	1%	1.1	1.1	1.3	76	N/A
Champs-Élysées	No	1469	3/03/18	2 weeks	40	1%	1.2	1.1	1.0	53	N/A
Hollywood Boulevard	No	1815	17/08/18	3 weeks	54	1%	1.3	1.1	1.0	77	N/A
Wall Street	Yes	1748	11/02/18	2 week	75	1%	1.3	1.1	1.3	138	3
Abbey Road	No	1296	12/05/19	4 weeks	123	0%	1.2	1.0	1.0	148	1

Based on the example, the roads which have met the threshold to be considered for sealing include:

1. Abbey Road
2. Brick Lane
3. Wall Street

The remainder of the example roads have not met the threshold to be considered for sealing having demonstrated a Cumulative Score which is less than 100.

3.1.2 Establishing the provisional priority for delivery

For roads which meet the threshold to be considered for sealing, a cost-benefit analysis will be carried out in order to establish the provisional prioritisation of the Road Upgrade Program relative to existing projects in the Road Upgrade Program Prioritisation List.

The following variables will be considered in this analysis:

- The annual maintenance cost of the unsealed road based on actual expenditure;
- The estimated useful life and renewal cost of the unsealed road;
- The estimated capital cost to upgrade to a sealed road, considering the length of road proposed for sealing and the standard to which the sealed road will be constructed;
- The estimated annual maintenance cost of the sealed road; and
- The estimated useful life and renewal cost of the sealed road.
- Road class, access to public facilities, tourism value and strategic alignment.

Road sealing projects demonstrating a larger benefit relative to cost over their lifecycle will be given a higher priority for delivery in the Road Upgrade Program Prioritisation List than those demonstrating a lower benefit relative to their cost.

3.1.3 Validation of the project priority

Council regularly reviews the priority assigned to projects in the Road Upgrade Program Prioritisation List in order to ensure that the list accurately reflects the needs and aspirations of the community. Through this process, a provisional priority assigned to a new Road Upgrade Program in the Road Upgrade Program Prioritisation List by Council Officers will be validated by Council.

The delivery of projects listed in Council's Road Upgrade Program Prioritisation List remains subject to Council's annual budget approval processes and the availability of funding.

3.2 Alternative dust suppression treatments

Sealing of unsealed roads is recognised to be the most effective long-term treatment to address nuisance dust, however Council also recognises that not all unsealed roads will meet the traffic volume threshold to be considered for sealing.

Council does not currently use dust suppressants on its unsealed road network. Current dust suppressant treatments are not considered cost effective due to their short-term effectiveness. Dust suppressant technology is constantly evolving, and Council continues to monitor the available technologies.

Implementation of appropriate signage can have a benefit in modifying driver behaviour to reduce the generation of dust on unsealed roads.

3.3 Financial contributions

Road sealing requests which include a proposed financial contribution from the applicant towards the cost of sealing works will be assessed on a case-by-case basis, with the impact of the proposed financial contribution on the results of the cost-benefit analysis being tested.

3.4 Residing on an unsealed road/rural living

Council recognises that the amenity of residents who choose to live in close proximity to unsealed roads can be impacted by dust.

Council assumes that careful consideration to the environmental factors associated with residing, adjacent, or on unsealed roads has been taken into consideration by the resident prior to the occupation of the residence or property.

4. Roles and responsibilities

The following positions are responsible for implementing, reviewing and advising on this policy:

Responsibility	Role / Position
Implementation	Manager Operations, Manager Engineering and Assets, Civil Works Coordinator.
Development/Review	Manager Engineering and Assets.
Interpretation/Advice	Director Assets, Manager Operations, Manager Engineering and Assets.

5. Breaches

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

6. Human Rights Charter compatibility

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

7. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the Gender Equality Act 2020. As a result of the assessment, gender and intersectional issues are not seen to either limit or change the way in which all persons are affected by the Councillor and Staff Policy. No further gender or intersectional analysis was deemed to be required.

8. Supporting documents

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

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Road Management Act 2004 [Vic]*
- *Victoria Grants Commission Act 1976 [Vic]*

Related Guidelines, Operational Directives or Policies

- *Annual Budget: Rating Policy and Fee Schedule*
- *Road Management Plan*
- *Road Register*

Related Procedures

- Add applicable

9. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this XX day of

Alpine Shire Council | SEALING OF UNSEALED ROADS

<Month> 20XX
in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

DRAFT

9.2.4 Discontinuance of Government Road - Mount Beauty Airport

File Number: 1500.02

INTRODUCTION

This report relates to the discontinuance of a government road which coincides in location with the proposed extension of the Mount Beauty Airport runway.

Cr Forsyth

Cr Prime

That Council:

1. *Notes that no submissions were received on the proposal to discontinue the road;*
2. *Discontinues 7,451m² of road (shown as crosshatched in Figure 1) in accordance with Clause 3(a) of Schedule 10 of the Local Government Act 1989;*
3. *Authorises the Chief Executive Officer to take all actions required to discontinue the road (including publishing the notice in the Government Gazette); and*
4. *Disbands the committee formed to hear submissions under s223(1)(b) of the Local Government Act 1989.*

Carried

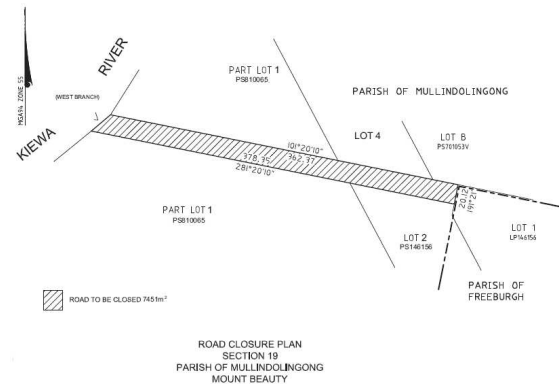


Figure 1: Area of road to be discontinued (shown as crosshatched)

BACKGROUND

A detailed background of this project is set out in the Minutes for the Council meeting held on 7 September 2021.

Before the discontinuance of the unused government road could occur, section 207A of the *Local Government Act (LGA) 1989* required that Council undertakes a public submissions process (pursuant to section 223 of the LGA 1989) to allow for the public to comment on the proposal.

At the Ordinary Council meeting on 7 September 2021, Council resolved to publish a public notice requesting any submissions in accordance with section 223 of the LGA 1989 in relation to Council’s proposal to discontinue the unused government road.

The public notice was published in the Alpine Observer on 22 September 2021. The notice stated that 20 October 2021 was the date by which submissions were required to be submitted (being at least 28 days after the date on which the public notice was published). No submissions have been received.

Council may undertake the discontinuance of the unused government road in accordance with clause 3(a) of Schedule 10 of the LGA 1989 which provides as follows:

Power to discontinue roads

A Council may, in addition to any power given to it by sections 43 and 44 of the Planning and Environment Act 1987—

- a. discontinue a road, or part of a road, by a notice published in the Government Gazette; and*
- b. sell the land from that road (if it is not Crown land), transfer the land to the Crown or itself or retain the land.*

ISSUES

DELWP approval

The unused government road is administered by the Department of Environment, Land, Water and Planning (DELWP) which has granted "Approval in Principle" for the sale of the Crown land to Council subject to final Ministerial approval.

In the first instance, DELWP has requested that Council arranges the discontinuance of the road in accordance with clause 3 of Schedule 10 of the LGA 1989.

POLICY IMPLICATIONS

Prior to Council undertaking the process of discontinuance in accordance with clause 3 of Schedule 10 of the LGA 1989, Council was required to publish the public notice and allow for submissions under section 223 of the LGA 1989 to be made. This requirement has been satisfied and no submissions were received.

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

Following the discontinuance of the road and subject to approval of the Minister of Finance, DELWP has indicated that the total value of the land inclusive of all Departmental costs is in the vicinity of \$45,000 (to allow Council to obtain title to the closed road). However, the Department reserves the right to review its decision at any time before delivery of the Crown Grant to Council.

Upon completion of road discontinuance and receipt of deposit, DELWP will proceed to seek final approval of the Minister for Finance. Once the necessary approvals have been obtained the balance of funds to obtain a Crown Grant will be requested.

There is sufficient budget allocation to cover the costs associated with the proposed discontinuance and the ultimate transfer to Council by way of purchase. The anticipated amount payable to DELWP is in the vicinity of \$45,000, subject to final confirmation.

Following the acquisition by Council and subject to:

- a resolution of Council;
- valuations being obtained; and
- compliance with all other requirements under the *Local Government Act 1989* and *Local Government Act 2020*,

the intention is to then sell the remaining parts of the discontinued road to the respective adjoining owners.

CONSULTATION

The respective adjoining owners of the land upon which this government road encroaches have been consulted on the proposed intentions and have no objection to the proposed road discontinuance.

The public notice was published in the Alpine Observer on 22 September 2021 and allowed for submissions until 20 October 2021. No submissions were received.

CONCLUSION

It is recommended that Council proceeds to undertake a discontinuance of 7,451m² of road (shown as crosshatched in Figure 1) in accordance with Clause 3(a) of Schedule 10 of the LGA 1989, and authorises the Chief Executive Officer to take all actions required to discontinue the road (including publishing the notice in the Government Gazette).

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 Asset Development
- Project Officer

ATTACHMENT(S)

Nil



NO.2024/25-4 – 21 FEBRUARY 2025

Audit and Risk Committee Meeting

Minutes

In Attendance

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

Tony Cooper, Manager Corporate

Kirsten McDonald, Risk Management Officer

COUNCILLORS – OBSERVING ONLY

Mayor Cr Nicholas

Cr Ronco

Cr Graham

The meeting commenced at 9.16am

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UNCONFIRMED

1. Acknowledgement of Country

2. Apologies

Stephen Clarke, Director Audit and Assurance Services, Johnsons MME

Kim Lawton, Accountant

3. Declarations by Committee Members of Conflict of Interest

Nil

4. Confirmation of Minutes

4.1 AUDIT AND RISK COMMITTEE MEETING NO. 2024/25-3, 6 DECEMBER 2024

G Moore

C Covich

That the Audit and Risk Committee confirms the minutes of its Meeting No.2024/25-3 held on 6 December 2024.

5. External Auditor

Introduction

Johnsons MME was appointed as the External Auditor for Alpine Shire Council by the Victorian Auditor General's Office from the start of 2024.

Council's audit contact at Johnsons MME is Mr Stephen Clarke, Director Audit and Assurance Services.

Mr Clarke was an apology for this meeting but will be in attendance at the 16 May 2025 Audit and Risk committee Meeting No. 2024/25-5 to outline the 2024/25 Audit Strategy.

6. Standing Items

The Committee will consider what it wants to be included as a standing item on its meeting agenda. Suggested that it forms a part of the Annual Work Plan.

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.

J Young

Cr Byrne

The Audit and Risk Committee noted the progress of outstanding actions.

The Committee requested that the outstanding actions be reviewed, risk assessed, and realistic timeframes identified, and any proposed changes documented and presented to the Committee.

The Committee noted several outstanding action items relating to risk documents and the risk register. It is noted that the internal audit services scope includes, as its first milestone, a strategic risk review. This will be used to inform the internal audit plan. Review and maintenance of Council's risk policy, framework and register forms part of the Risk Management Officers workplan. The Committee also requested a quarterly strategic risk review.

ACTION/S

- ***Undertake review of Audit and Risk Committee outstanding actions***

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 and the Victorian Ombudsman.

This register contains recommendations / actions from these reports and whether they require action from Council or are for noting. Each meeting an update on the progress and status of the recommendations / actions will be presented to the Committee.

J Young

Cr Byrne

The Audit and Risk Committee noted the progress of Integrity Organisations recommendations / actions.

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 Committee Charter.

The Committee questioned whether there was a requirement for its performance to be assessed. It was confirmed that item 39 of the Committee's Annual Work Plan requires the Committee's performance to be assessed annually. This has previously been done by a survey of members however this now forms part of the internal audit scope.

ACTION/S

- **Undertake self-assessment survey during March/April 2025 and report results to 16 May 2025 meeting.**

7. Reports by Officers

7.1 CULTURAL TRANSFORMATION

INTRODUCTION

The purpose of this report is to bring the Audit and Risk Committee up to speed on the objectives of the workplace Cultural Transformation Program, the risks we are addressing and the benefit that the program will bring to the organisation.

RECOMMENDATION

That the Audit and Risk Committee:

1. *Endorses the program objectives and the commitment that the organisation is making to its cultural transformation journey; and*
2. *Provides feedback, expertise or evidence that may be useful in shaping our transformation agenda.*

Cr Byrne

G Moore

The Audit and Risk Committee:

1. **Endorsed the program and the commitment that the organisation is making to its cultural transformation journey; and**
2. **Requested Council Officers to note the input from the Committee members for consideration in the transformation agenda.**

The CEO provided an overview of the context that led to the initiation of the program, the process to engage a partner to work with Council, the program that is currently underway, as well as feedback from staff engagement. The Committee was assured that the consultant is confident that the program will be successful. The program is investing in the leadership team and broader staff cohort representing all areas of the organisation.

BACKGROUND

Alpine Shire Council is on a journey to embed our values and shape the future of our organisation. Our people work collaboratively to ensure they inspire confidence, are community focused, innovative and responsive.

Council has been through significant change over the past few years. As part of this journey, it has been identified that it is important to reset and align a strong, positive and sustainable culture and leadership to support the achievement of the long-term organisational strategy and vision.

Council has partnered with the Dattner Group to support the transformation agenda by increasing leadership capability and ensuring a positive and sustainable culture that aligns strongly with the organisational strategy and leadership philosophies.

The Dattner Group was selected to partner with Council on the transformation journey following a comprehensive procurement process. Through years of developing and

delivering culture-based services, the Dattner Group helps clients frame their thinking about the desired future culture. They have past success with councils such as Armidale Regional Council, Broken Hill City Council and Nillumbik Shire Council.

REPORT

The Dattner Group recognises the intrinsic connection between culture and leadership and therefore has designed an integrated approach to these two programs of work over three years of delivery.

The process commenced with the Dattner Group getting a sense of the existing culture, through analysing employee satisfaction data across three years of surveying. The Dattner Group's lead facilitator, Fabian Dattner, then facilitated in-person workshops with the Alpine Leadership Team (ALT) and around 90 employees to further understand the cultural and systemic issues facing the organisation.

Following this time spent with the ALT and most of the workforce, a roadmap was developed that address our most critical issues:

- Trust among and with leaders
- Accountability and transparent decision making
- Investing in technology and systems
- Providing role clarity and empowerment
- Employees feeling safe to speak up
- Communication and collaboration
- Creating a safe and inclusive workplace

In year one of the program, the strategic focus for Council is on the behaviours that underpin the achievement of our strategy and vision.

This involves equipping leaders in the organisation with the skills and awareness of self to understand, develop and refine their leadership styles, and the articulation of a Culture Strategy Map. This includes:

- Personal leadership development program using 360-degree feedback (Nov '24)
- Emotional resilience (Dec '24)
- Development of a Culture Strategy Map and major initiatives (Dec '24 - Feb '25)
- Change champions selected and developed (Feb '25)
- Leader as Coach (April '25)
- All staff 'World Café' style forum (June '25)
- Corporate values refresh (2026)
- Measuring costs (time, effort \$) and expecting results

Attachment 1 – Roadmap – visual diagram of the program of activities.

FINANCIAL AND RESOURCE IMPLICATIONS

The Dattner Group has developed a flexible methodology that utilises co-design check in points in all components of the program to inform design, delivery and implementation.

The Dattner Group's knowledge of past successful projects with community and council engagement, means they understand the need for adaptability and flexibility. For this reason, the program has been costed using a year-by-year model of investment.

The likely total program cost over the three years is estimated to be approximately \$180,000. The majority of the investment will be in year one, with costs tapering off as the program objectives are embedded through shared leadership practice.

The financial and resource implications and mitigation strategies will include careful balancing of workloads with staffing resources and shared leadership.

RISK MANAGEMENT

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
A lack of understanding among the workforce of the ideal culture	Unlikely	Moderate	C4	<ul style="list-style-type: none"> All staff briefings Department briefings Leader-led engagement Strong program communications
The culture strategy map is not socialised or actionable, or driven by Culture Change Champions, The Executive and Managers	Unlikely	Major	B4	<ul style="list-style-type: none"> All staff briefings Department briefings Leader-led engagement Strong program communications
We don't achieve an engaged organisation, where each individual and department understands how they contribute to the achievement of the desired culture state	Possible	Moderate	C3	<ul style="list-style-type: none"> Ongoing pulse surveys to measure engagement and change
We do not create more self-aware leaders	Possible	Major	B3	<ul style="list-style-type: none"> Leadership development.
We do not create a more united and connected leadership cohort	Unlikely	Moderate	C4	<ul style="list-style-type: none"> Meeting cadence adopted and respected Pulse surveys

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Lack of sustainable and notable change in leadership behaviour at every level that participates in the program	Unlikely	Moderate	C4	<ul style="list-style-type: none"> Ongoing surveys to measure leadership capability and workplace trust Peer and 360 feedback

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

We believe that the success of our organisation is intrinsically linked to the satisfaction and engagement of the people who work in it and the communities in which it operates.

Council is prioritising cultural transformation to create a cohesive, accountable and efficient organisational culture. By implementing change, Council can align leadership with staff expectations, increase operational efficiency, and create a positive, thriving workplace that is capable of meeting both internal and community needs.

The transformation roadmap is a critical step towards achieving these goals, and with continued focus on these key areas, Council will be well-positioned for future success.

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.

- Chief Executive Officer

7.2 ICT CYBER SECURITY PROGRESS UPDATE

INTRODUCTION

The purpose of this report is to provide the Audit and Risk Committee an update on ICT audit recommendations and the current work program of the ICT team, as a follow up to the report (item 7.2) to the December 2024 Audit and Risk Committee meeting.

Cr Byrne

J Young

The Audit and Risk Committee noted this ICT progress update report.

The Committee was provided with an overview of the proposal to restructure the ICT Team including creation of an ICT manager role and a change to the reporting hierarchy. Recruitment to the manager role would commence in the coming weeks, pending finalisation of staff consultation. The Committee were supportive of this approach.

The Committee suggested that Council review outstanding ICT audit recommendations from a risk perspective having regards to relevancy, acceptability to Council and resources.

ACTION/S

- ***Undertake holistic review of ICT audit recommendations with a focus on risk to the organisation.***

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 including Council's roadmap to address these recommendations. At that time the Committee requested a regular update on Council's progress.

REPORT

VAGO 2021 Recommendations

No changes to these recommendations in the last quarter.

As the screenshot of the reporting tool below shows 86% of tasks are completed but 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.

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1	○	IT General Controls Weaknesses 2021		302.75 days	VAGO 2021 ✗	<div style="width: 86%;"></div> 86%
2	✔	Develop a hardware and software chan...	📄	30 days	VAGO 2021 ✗	<div style="width: 100%;"></div> 100%
3	○	Develop a Patch Management Policy	📄	42 days	VAGO 2021 ✗	<div style="width: 70%;"></div> 70%
4	✔	Develop a process to ensure that super...		30 days	VAGO 2021 ✗	<div style="width: 100%;"></div> 100%
5	○	Undertake IT infrastructure penetration ...	📄 🔄	14 days	VAGO 2021 ✗	<div style="width: 75%;"></div> 75%

Figure 1: Reproduction of MS Project Tool – VAGO 2021 Recommendations

Progress has been made with all three outstanding items:

- 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%.
- 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%.
- 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%.

VAGO 2022 Recommendations

No changes to these recommendations in the last quarter

The ICT Team have completed 56% of the tasks recommended.

8	○	IT General Control Weaknesses 2022		21 days	VAGO 2022 ✗	<div style="width: 56%;"></div> 56%
9	✔	Cyber-insurance		1 day	VAGO 2022 ✗	<div style="width: 100%;"></div> 100%
10	✔	IT-Risk-Review		3 days	VAGO 2022 ✗	<div style="width: 100%;"></div> 100%
11	✔	Phishing-Fraud-Risks		14 days	VAGO 2022 ✗	<div style="width: 100%;"></div> 100%
12	○	Business Continuity Plan		12 days	VAGO 2022 ✗	<div style="width: 50%;"></div> 50%
13	○	Policies and Procedures		21 days	VAGO 2022 ✗	<div style="width: 0%;"></div> 0%
14	✔	Cybersecurity and IT Health Assessments		10 days	VAGO 2022 ✗	<div style="width: 100%;"></div> 100%

Figure 2: Reproduction of MS Project Tool – VAGO 2022 Recommendations

There are two outstanding items to be completed before closing off the 2022 findings.

1. Create a **Business Continuity Plan**

A Business Continuity Plan had previously been drafted but not finalised. The document needs updating and validation from the Executive before being finalised for endorsement. This should be completed by the end of the financial year.

In January 2025, the ICT Coordinator and Emergency Management Coordinator met to establish a list of tasks to ensure the ITC Team provide Council with the technology required in an emergency and define roles and responsibilities. This is an ongoing process that the Emergency Management Coordinator and the ICT Coordinator will look to finalise this by end of the financial year.

2. Continue to develop policies and procedures as part of the **Cyber Security Strategy**

Council does not have the internal expertise to create a full Cyber Security Strategy. The foundations of the strategy have been drafted, and external Cyber Security support has been engaged to review current documentation and make recommendations.

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

The RFQ to procure a Cyber Security Support Partner has been completed with onboarding commencing on 21 December 2024. Onboarding is ongoing and it is expected the project will be completed by Mid-February 2025. Once completed, Council will work with its Cyber Security support partner to address and resolve the recommendations.

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. This is expected to be addressed in the first half of the 2025 calendar year.

Name	Quic	Duration	Labels	% complete	Priority
1 > IT General Controls Weaknesses 2021		302.75 days	VAGO 2021	86%	Medium
6 > System and Network Access Review		2 days	VAGO 2021	75%	Medium
8 > IT General Control Weaknesses 2022		21 days	VAGO 2022	46%	Medium
15 > Cloud Computing Products – August 2...		2 days	VAGO 2023	75%	Medium
20 > Audited agencies do not have fully effe...		1 day	VAGO 2023	33%	Medium
24 > Report the following to accountable ris...		1 day	VAGO 2023	0%	Medium
29 > Audited agencies insufficiently oversee...			VAGO 2023	0%	Medium

Figure 3: Reproduction of 4 Main Categories from MS Project Tool

Cyber Security Progress

- Alpine Shire Council (ASC) and Indigo Shire Council (ISC) went to market looking for ways to address Cyber Security risk in both Councils through a Collaborative Procurement and Shared Service model. 3Columns (3C) were successful in their bid to be the Councils Cyber Operations Centre. Onboarding has commenced and expected to be completed by mid-February. Once complete and 3C has ingested Council’s data, we will have a body of work to come out to address to ensure compliance with best practice.

Mobile Device Management

- The ICT Team is currently out to market seeking quotes for Mobile Device Management (MDM).
- Council’s existing MDM has been configured for iOS devices only, leaving a significant gap in its management capabilities for Windows-based devices.
- To successfully transition to a larger fleet of laptops and desktops, the need to implement Microsoft Intune and Windows Autopilot is recognised. These technologies will enable Council to automate and streamline device enrolment, configuration, and management, ensuring a more efficient, secure, and scalable IT environment.
- In addition, a patch management solution must be built and deployed to support the MDM roll out. The patch management solution will also address some of the outstanding recommendations from the 2021 VAGO report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Council’s IT systems are exposed as Council has not implemented audit recommendations	Possible	Major	B3	<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 VAGO recommendations. The use of MS Project will enable appropriate tracking and closing of audit recommendations and management of other ICT projects.

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

7.3 CAPITAL WORKS REPORT

INTRODUCTION

The purpose of this report is to provide an update to the Audit and Risk Committee on Council's Capital Works Program for the 2024/25 financial year, highlighting projects that may be at risk of not being delivered and any risk associated with the delayed delivery.

Cr Smith

G Moore

The Audit and Risk Committee noted this Capital Works report.

The Committee was briefed on projects that have the potential risk of not being completed or funding extensions granted.

The Committee acknowledged the improvement in reporting and clarity now being provided to the Committee and thanked the officers for the work undertaken to improve reporting.

BACKGROUND

In May 2023 the Committee was presented with a summary of the key risks associated with the effective delivery of Council's Capital Works Program and the associated risk mitigation actions.

As part of continual risk management, the Committee requested that a Capital Projects Report be presented at regular timeframes to ensure any risks associated with project delays could be identified early and solutions for mitigation discussed.

REPORT

Issue

Budget	Committed	Expended
\$16,760,000	\$17,784,110	\$5,940,859

***The figures above exclude plant and fleet and sport and rec masterplan budget which for the purposes of this report are not Capital Works Projects.**

As at mid-January 2025, over 100% of Council's Capital Works Project budget was committed through purchase orders to contractors. The high value of commitments by the start of the third quarter of 2024/25 is reflective of several multiyear grant funded projects that were tendered towards the end of the 2023/24 financial year.

The commitments of greater than 100% against the budget is a result of Council (post budget adoption) committing to a broader scope of landfill capping works at the residual Myrtleford Landfill to include Cells 1 and 2. This is a result of required compliance with the Environmental Protection Authority's requests under the Environmental Protection Act and the savings of \$89,000 to Council in contract efficiencies if both Landfill Cells are constructed at once.

A total of 33% of the Capital Works Project budget has been expended which is lower than the predicted forecast of 58% that was profiled at the beginning of the 2024/25 FY.

These figures are tracked monthly both at Manager and Executive level through monthly briefings and is currently of low concern as it is still reflective of an S-curve expenditure that is expected across capital works project delivery. Typically, the level of capital expenditure in a project's beginning stages is low, as mobilisation commences. Expenditure gradually increases over time and then tails off as the project nears completion.

The most recent monthly analysis presented to the Executive highlighted the lower-than-expected expenditure as well as presenting the status of project delivery highlighting any project behind schedule or at risk of not being delivered (Table 1).

UNCONFIRMED

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Buildings				
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status
Myrtleford Memorial Hall	796,000	1,276,394	60,272	
Tawonga Memorial Hall	739,000	934,550	533,541	
Ablett Pavilion Upgrade	1,533,000	1,553,401	1,363,671	
Harrietville Log Wagon	72,000	79,637	77,298	
Building Renewal 2024/25	350,000	92,935	48,949	
Mount Beauty – Pebble Beach Public Toilet	0	25,509	35,486	
Mountain View Childrens Centre Concept Design	0	4,365	4,444	
Actual Buildings Total	3,490,000	3,962,426	2,119,217	
Roads				
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status
Dinner Plain Activation Phase 2	2,290,000	2,782,097	421,542	
Road Stabilisation and Patching 2024/25	235,000	206,678	8,700	
Resealing 2024/25	555,000	516,275	28,234	
Asphalt Overlays 2024/25	260,000	184,725	9,539	
Kerb and Channel Renewal 2024/25	90,000	95,160	95,160	
Line Marking 2024/25	50,000	48,000	0	
Gravel Road Reconstruction and Resheeting Program 2024/25	450,000	401,389	510	
Development Engineering Roads Program 2024/25	50,000	0	0	
State Road Grading 2024/25	195,000	185,300	183,029	
Roads Upgrades 2023/24 (Tawonga Cres)	0	119,980	97,323	
Actual Roads Total	4,175,000	4,539,604	844,037	

Table 1: Capital Works Monthly Status Report to Executive

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Bridges, Footpaths and Drainage				
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status
M2M Roberts Creek Bridge	200,000	179,930	41,860	
Nimmo Pedestrian Bridge	600,000	552,173	0	
Bridge Renewal 2024/25	295,000	30,775	30,775	
Actual Bridges Total	1,095,000	762,878	72,635	
M2M Porepukah Rail Trail and Eurobin	1,200,000	878,468	797,891	
Footpath Renewal Program 2024/25	139,000	429	500	
Actual Footpath Total	1,339,000	878,897	798,391	
Drainage Renewal Program 2024/25	234,000	116,146	119,318	
Actual Drainage Total	234,000	116,146	119,318	
Recreational, Leisure and Community Facilities				
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status
Dinner Plain Snow Making	1,635,000	1,795,675	788,835	
Myrtleford Splashpark	1,974,000	1,866,499	356,029	
Tronoh Dredgehole Precinct	1,065,000	721,019	40,902	
Playground Maintenance - capital	100,000	249,244	249,934	
Major Ground Maintenance - capital	42,000	38,742	28,742	
Actual Rec, Leisure & Comm Total	4,816,000	4,671,179	1,464,442	
Waste				
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status
Kerbside Bins Renewal And New 2024/25	50,000	37,499	37,499	
Public Bins Renewal 2024/25	20,000	690	690	
Myrtleford Landfill Rehabilitation Cell 1	1,100,000	2,224,670	0	
Borehole Renewal Program	60,000	11,461	11,461	
Porepukah Landfill Rehabilitation Stage 2	125,000	191,305	191,305	
Myrtleford Tip Shop Reuse	256,000	345,615	240,125	
Transfer Station Upgrade Fund		41,740	41,740	
Actual Waste Total	1,611,000	2,852,980	522,820	
Sub Total	\$16,760,000	\$17,784,110	\$5,940,859	

- Delivery by June 2025 at high risk
- Delivery by June 2025 behind schedule
- Delivery by June 2025 on schedule

The briefing to the Executive includes a summary of each project that is behind schedule and the reasons for the status/risk rating (Table 2).

Status	Number of Projects	Notes
Ontrack	38	<ul style="list-style-type: none"> Large proportion of projects on track due to awarding of multiyear project contracts prior to the end of the 23/24 FY.
Behind	2	<ul style="list-style-type: none"> Myrtleford Memorial Hall – Tender Award behind schedule due to a change in scope, will be awarded at January OCM Dinner Plain Activation – Works behind schedule due to a planning matter which is now resolved. Works have begun.
High Risk	1	<ul style="list-style-type: none"> Nimmo Bridge – location of the bridge was required to be moved due to planning issues. Location is now in the road reserve which requires significant requirements to be met for Vic Roads sign off as it is on an arterial road.

Table 2: Capital Works Status Summary

Although there is one project in the high-risk category Council Officers are still aiming to complete all multi-year grant funded projects in the 2024/2025 FY to ensure grant funding can be retained and acquitted. The Myrtleford Memorial Hall funding bodies have provided extensions until June 2025 and have indicated that if required this may be extended further.

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

RISK MANAGEMENT

Detail the key risks of the matter being addressed by the report and mitigation action / control.

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Capital works program delayed delivery	Possible	Major	B3	<ul style="list-style-type: none"> • Council has an effective project governance process that is utilised by Engineering and Assets for the delivery of Capital works programs. This is utilised across the planning, designing, procurement, delivery phases of the project • Annual process exists to develop a detailed Capital Works Plan that aligns with the LTFP and existing resources
Grant funding withheld due to delayed delivery	Unlikely	Major	B4	<ul style="list-style-type: none"> • Grant variations requested to funding bodies and milestone reports providing clear information on project delays

CONCLUSION

Local Governments are the custodians of significant public funds, and it is important that the public has assurance that this expenditure is effectively planned, budgeted and managed so that it meets community needs both now and into the future. Similarly, to other Victorian council's, Alpine Shire Council has experienced project delays across its Capital Works Program in recent years.

These delays are largely associated with grant funded major upgrade works which are difficult to plan, design and deliver in a single financial year. Additionally, this has placed strain on Council resources in the delivery of projects that are outside of Council's usual Capital Works Program.

Council continues to mitigate these risks through investment in planning, effective processes, communication, and governance across its Capital Works Program.

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

7.4 ASSET MANAGEMENT STEERING GROUP REPORT

INTRODUCTION

This report provides an overview of the Asset Management Steering Group's current work in progress.

J Young

Cr Byrne

The Audit and Risk Committee noted this Asset Management Steering Group report.

The Committee noted the significant amount of work undertaken by the Asset Management Steering Group, the improved Asset Register and condition information reporting and the tracking of asset maintenance activities.

The Committee acknowledged the improved reporting and indicated it is more confident about Council managing its assets and thanked the officers for the focus and improvement in this reporting.

BACKGROUND

The Asset Management Steering group is currently administering the following major tasks associated with Assets

1. Road Management Plan – Update Contract, MAV template, Budget
2. Condition / Valuation Audit Recommendations
3. Asset Plan, the Individual Asset Management Plans and Financial Sustainability Review
4. Asset Management & Policy Document Tracker
5. Valuation Report Review Draft
6. VLGGC Data changes to Road data to match Vic Maps

REPORT

1. Road Management Plan

A council must conduct and complete a review of its Road Management Plan (RMP) in accordance with Division 1 of the *Road Management (General) Regulations 2016* and within the period referred to in section 90(3) of the *Local Government Act 2020*.

It must be reviewed in the same period as the Council is preparing a Council Plan, within 6 months after a general election or by 30 June in the year following a general election, whichever is later. The new plan takes effect on 1 July in the year following a general election.

The purpose of the Council's RMP is to

- Establish a management system for the road management functions of Council.
- Set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

Council's responsibility for the roads listed on the Register of Public Roads extends to road and road related infrastructure as defined under the Act, including, road and

shoulders, kerb and channel, pathways (footpaths/shared trails) within the road reserve, bridges, drainage (culverts, pit lids and open drains) within the road reserve, parking bays/car parks, and regulatory and advisory traffic signs.

Road Management Plan timeframe

Date	Event
April / May 2024	RMP quote release, review and award
May 2024	Council Briefing – RMP Background
June 2024 - June 2025	RMP review by contractor
September 2024 – November 2024	RMP Proposed reviewed by AMSG and legal advisors
November 2024 – January 2025	Council Briefing – RMP progress and proposed changes
February 2025	Council Meeting – RMP endorsed by Council
February 2025 – April 2025	Public Exhibition, Community Engagement and review of submissions
May 2025	Council Meeting – RMP adopted by Council

2. Condition / Valuation Audit Recommendation

Assessing the current state of Council assets will assist Council to determine the prioritisation and planning for maintenance, management, renewals and replacement of assets. The assessment of the state of assets should demonstrate consideration of the condition and performance assessments, history of investment towards a particular asset.

Upon review of Council's current frequency for condition and valuation assessments, it is recommended that frequencies be updated. The frequencies recommended in the table below establish a more consistent and systematic process for data collection on all asset classes, taking into consideration criticality, risk and cost of asset for each asset class. Consideration of asset information and data collection is vital in this process to ensure accurate and complete datasets and processes are developed for validating asset data sets. The changes have been recommended after consideration of the following reference documents

- Asset Plan Guidance 2022 Local Government Victoria
- Local Government Assets: Asset Management & Compliance 2019
- Road Management Plan – Rural City of Wangaratta, Indigo Shire Council, Wodonga Council
- RSD Audit – Template Infrastructure Revaluation Report

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Asset Class	Auditor	Current Freq. (years)	Proposed Freq. (years)	Risk change
Road & Kerb Condition Audits	External	3	4	Reduce Financial risk but still within reputation risk
Road & Kerb Condition Audits	Internal	1	1	No change
Pathway Condition Audits	External	3	4	Reduce Financial risk but still within reputation risk
Pathway Condition Audits	Internal	1	1	No change
Bridge Level 2 Condition & Defect Audits	External	3	5	Reduce Financial risk but still within reputation risk
Bridge Level 1 Condition & Defect Audits	Internal	1	1	No change
Bridge Level 3 Technical Investigation	External		5	Reduce Financial risk but still within reputation risk
Stormwater Condition Audits	Internal	4	5	Reduce Financial risk but still within reputation risk
Stormwater Audit	External		10	Reduce Financial risk but still within reputation risk
Playgrounds Defect Audits	External	1	1	No change
Playground Condition Audits	External	4	4	No change
Irrigation Condition Audit	Internal	4	5	Reduce Financial risk but still within reputation risk
Sports Infrastructure	External	4	4	No change
Waste Condition Audit	Internal	5	5	No change
Building Valuation Audits	External	4	4	No change
Building Condition & Defect Inspections	External	4	4	No change
Land Audit	External	4	4	No change
Land Under Roads Audit	External	4	4	No change

3. Asset Plan, the Individual Asset Management Plans and Financial Sustainability Review

Section 92 of the *Local Government Act 2020* highlights the requirement for good asset management practices across the local government sector in Victoria. Under the Act, Council must review its Asset Plan by 31 October in the year following a general election. The plan must be developed in accordance with deliberative engagement practices.

The *Local Government Act 2020 (Planning and Reporting) Regulations* requires Council to record their compliance with section 92 of the Act by completing the Governance and Management Checklist. The Act further requires Council to ensure that the Asset Plan aligns with the Council Plan, Council Budget, Annual Report, Community Vision and Financial Plan, in keeping with the ISPRF.

Asset Plan timeframe

Date	Event
December 2024 / January 2025	Asset Plan & Individual Asset Management Plans and Financial Sustainability Review quote release, review and award.
February - March 2025	Asset Plan & Individual Asset Management Plans and Financial Sustainability Review by contractor
April 2025	Council Meeting – Asset Plan & Individual Plans Reviewed by Council
May 2025	Public Exhibition, Community Engagement and review of submissions
June – July 2025	Council Briefing - Asset Plan & Individual Plans Reviewed by Council
August 2025	Council Meeting – Asset Plan & Individual Plans adopted by Council

4. Asset Management and Policy Document Tracker

The current Asset Management and Policy Document Tracker has been reviewed by the Asset Management Coordinator and modified to be consistent in format with the Alpine Shire Council Policy Register. In accordance with established practice, the Alpine Shire Council Asset Document Register is attached for the Committee's information.

5. Asset Valuation Report Review - Draft

Indicative Annual Infrastructure Asset Revaluation Process:

Every Quarter	<ul style="list-style-type: none"> • Confirm currency (up to date) and accuracy of asset register – note this is an ongoing task • Review and capitalise work in progress • Process all developer contributions • Update asset registers and agree to GIS system • Complete audit of selection of assets for completeness and accuracy
January	<ul style="list-style-type: none"> • Run depreciation • Run report totals for each asset class • Collate current replacement unit valuation rates for asset components • Update condition movements and/or impairments • Re-run report totals for each asset class • Complete annual asset summary and supporting data for external auditors • Provide annual asset summary to Audit and Risk Committee • Review the useful life of asset classes
April-June	<ul style="list-style-type: none"> • Complete all additions and disposals • High level review for impairment • Run depreciation for the second six months • Re-run report totals for each asset class

Source Data for Revaluation

As part of the preparation for asset revaluations it is necessary to ensure that the data in Council’s asset registers is clean and complete to allow financial calculations to be performed consistently across the register. To complete this, several processes are required:

- create and allocate a unit rate code for each asset type
- ensure source rate consistent across each asset type (handover data received from all projects by 30 March each year)
- ensure consistent useful lives across each asset group
- ensure no missing data for all assets to be revalued (handover data received from all projects by 30 March)
- complete remaining life and remaining life year for all assets to be revalued
- review of data construction age.

Unit rate assessment data is to be sourced from local contracts, developer contributions and Council work. If this data is unavailable, then other sources are utilised such as neighbouring councils and asset working groups. The last option is unit rates from industry sources such as construction cost guides, or movements in the Consumer Price Index (CPI).

The comparison in unit rates should be made against the last revaluation that was processed. It should consider the costs either on square meter calculations or on individual components.

Residual Values / Impairment

In accordance with the Australian Accounting Standards, the residual value of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

It is unlikely that any material value will be recoverable from council's infrastructure assets when they reach the end of their useful lives. Consequently, no allowance has been made for a residual value to be applied to these assets with emphasis being on the modern equivalent replacement or next treatment of the asset.

Condition Assessment

A primary function of the revaluation process is the review of useful lives for asset categories. To achieve this Council conducts a useful life review for all asset categories for which there is condition audit information. For the assets groups that were taken as direct extracts from the asset register the useful life has been reviewed and updated to ensure that the life is consistent across the asset class.

Note: As most infrastructure assets have long lives, their condition may change very little in less than four years. Predominately the full asset class reviews are used for maintenance planning, not for valuation purposes.

Council has a condition assessment regime of every four – five years, with assessments being undertaken by expert contractors. For the years between the condition assessments Council reviews the maintenance budget to the actual expenditure for each asset class, and the reporting completed for the *Road Management Act 2004* requirements.

Development of a Condition Manual explaining the process required for all asset classes is currently being developed.

The following references are being considered throughout this process:

- RSD Audit Infrastructure Revaluation Report
- Condition Assessment Manual, Draft

6. *Victorian Local Government Grants Commission data changes to road data to match Vic Maps*

The Victorian Local Government Grants Commission (VLGGC) Local Roads Data Reconciliation Project (LRDRP) aims to reconcile local road length data collected by councils for the VLGGC with corresponding local road length data in Vicmap. A pilot project involving five rural councils was undertaken by Vicmap Spatial Services and has resulted in a data model that will assist in the consistency and reliability of report metrics provided to the VLGGC on local roads. The data model is fully integrated with Vicmap through the Vicmap Transport layer (TR_ROADS).

Council is required to participate in the LRDRP program and to complete the new VGC3+ tab in the 2023-24 Questionnaire by providing local road and bridge deck length for the four Vicmap road classifications.

To assist Council in providing local roads data in this new format, a specific allocation from the local roads grant will be provided in the 2024-25 financial year for data support. This allocation forms part of the total local roads grant pool and will be allocated based on a base amount of \$10,000 per council, with the balance distributed in proportion to the total length of local roads in each council.

Vicmap analysts will provide an initial list of councils that have the most accurate collection of data in the Vicmap Transport layer. Council will be approached to consider taking on the next stage of the project which is the reconciliation of data to the VLGCC set of data, including matching segments, identifying, and correcting naming issues and finalising the reconciliation of the Council's two data sets. VLGCC would also like Council to nominate for the next stage should they feel ready to do so.

Funding in 2025-2026 to 2027-2028 will be provided through a separate allocation in the VLGCC Local Roads grants component.

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Financial: RMP Implications to grant funding, road inspection program, maintenance work	Likely	Moderate	C2	<ul style="list-style-type: none"> Follow MAV template guidelines and develop a schedule of works program that is achievable
Financial: Condition and Valuation Audits are completed too frequently	Unlikely	Moderate	C4	<ul style="list-style-type: none"> Ensure attached table is review prior to budget submission deadlines so that collection of data is completed as scheduled
Procedural: Alpine Shire Council Asset Document Register is not reviewed or updated	Possible	Moderate	C3	<ul style="list-style-type: none"> Set clear timelines for Asset Documents to be reviewed and refer to register at all Steering Committee meetings

POLICY IMPLICATION

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

- 4.5 Assets for our current and future needs

CONCLUSION

The Asset Management Steering Group Committee has discussed and reviewed the above items and continue to improve the strategic management of all assets under the care of Council. By refining documentation and reviewing data, Council will continue to mitigate risks, improve its maturity with the management, operations and long-term financial planning of Council assets.

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 Assets
- Chair Asset Management Steering Group
- Asset Management Coordinator

UNCONFIRMED

7.5 INVESTMENT PORTFOLIO MONTH END REPORT – DECEMBER 2024

INTRODUCTION

The Committee notes the summary investment report and its alignment with the Council's Policy No.073 Financial Investments.

Cr Smith
G Moore

The Audit and Risk Committee noted:

- 1. The Investment Report as at 31 December 2024; and**
- 2. That investments are compliant with Council Policy No.073 Financial Investments as at 31 December 2024.**

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 31 December 2024 has an investment portfolio value of \$37.8m, with \$37.3m being Council's investment. This is a decrease of \$2.1m from 30 September 2024.

The Financial Investments 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 31 December 2024 Investments report shows that Council is:

- Compliant with Portfolio Credit Framework - Credit Rating. Council has 24.13% 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 Investments 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 notes that Council is compliant with the investment policy as at 31 December 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

7.6 AUDIT AND RISK COMMITTEE CHARTER REVIEW

INTRODUCTION

The Audit and Risk Committee Charter is required to be formally reviewed every four years.

Cr Byrne

G Moore

The Audit and Risk Committee:

- 1. Noted the proposed amendments to the Audit and Risk Committee Charter; and**
- 2. Endorsed the proposed amendments to be tabled with Council for consideration.**

An overview of the Charter review process was provided to the Committee and major changes highlighted, including cyber security oversight.

The Committee Chair proposed that Council consider reducing the number of Councillors on the Committee, with the potential to deputise to another Councillor in the event they can't attend a meeting, voting rights of Councillor members, and quorum numbers

ACTION/S

- **Take the Committee's proposals in relation to Councillor membership of the Committee to a Council Briefing for consideration.**

BACKGROUND

The Audit and Risk Committee Charter (charter) was updated in September 2023. The change focussed on updating the Committee remuneration section. It was not a holistic review.

Council commenced a holistic review of the charter in late 2024. Proposed changes to the charter were provided to the Audit and Risk Committee (Committee) for review on 6 December 2024. Feedback was sought by 10 January 2025.

This report is seeking Committee approval to table the reviewed charter at a Council meeting. With Council's approval, the reviewed charter will be made available to the public for a four-week period, with feedback reported to both the Committee and Council. The final reviewed charter will be tabled at Council for approval. The aim is to have an approved updated charter by June 2025.

The establishment of an Audit and Risk Committee is a requirement under section 53 of the *Local Government Act 2020* and the preparation and approval of an Audit and Risk Committee Charter is required under section 54 of the Act.

The Committee's primary purpose is to assist Council in the effective discharge of its responsibilities under the *Local Government Act 2020*.

REPORT

As part of the review, charters from other councils were reviewed to identify best practice. The proposed updates to the charter are:

1. Comments have been added throughout to clarify proposed changes in the charter
2. Clarification and or spelling out comments within the charter
3. Removal of reference to the *Local Government Act 1989*
4. Clarification of numbering – changing dot point to numbers – allows clear link to ARC workplan
5. Section 3.3 – clarification point regarding councillors becoming committee members
6. Section 4.2 – committee members are not required to provide personal interest returns
7. Remuneration – this was approved for update by Council in September 2023 – as the charter is being updated it was deemed prudent to ensure relevance of this section and update to 2024 figures.
8. Section 6.3 – insert statement on Cyber Security as an oversight function of the Committee
9. Section 6.4 – insert statement of reporting of fraud (or possible) to Committee
10. Section 6.8 – insert statement that Committee Chair will present Committee performance report to a Council meeting.

These proposed amendments seek to strengthen the charter.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications for this report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
An outdated / incomplete Charter enables poor governance	Rare	Major	B5	<ul style="list-style-type: none"> • Regular reviewing of the charter in conjunction with other councils’ charters • Review charter in line with sector updates • Include in internal audit annual review of the Committee

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 Charter has been reviewed and the Committee's support for the proposed amendments is sought to enable Council to consider release of the draft for public consultation.

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.

- Chief Executive Officer
- Director Corporate and Community
- Manager Corporate

UNCONFIRMED

7.7 PRIVACY BREACHES

INTRODUCTION

This report is to inform the Audit and Risk Committee of two Privacy breaches that have occurred between November 2024 and January 2025.

C Covich

Cr Byrne

The Audit and Risk Committee noted:

- 1. That two privacy breaches have occurred in the period November 2024 to January 2025; and***
- 2. The actions that Council has taken in response to each of the privacy breaches.***

The Committee acknowledged that these matters provided an opportunity for learning but were satisfied that the issues have been managed appropriately.

BACKGROUND

Council was made aware of two privacy breaches that occurred in the period November 2024 and January 2025.

In accordance with section 3.5 of Council's Information Security Policy No.126, the Office of the Victorian Information Commissioner (OVIC) has been informed of both breaches and in addition, the ICT Coordinator tabled a report at the ICT Committee on 4 February 2024.

REPORT

Privacy Breach 1 – November 2024

At approximately 4pm, Friday 22 November 2024, the private phone numbers of staff were added to their corporate email signature – the corporate signature block is attached to emails sent external to the Alpine Shire Council. A ticket raised via the IT helpdesk on Monday 25 November 2024 was investigated, a breach was identified, and action was taken to close the breach at approximately 7pm, Monday 25 November 2024.

The breach was investigated by the ICT Coordinator and was determined to have occurred as the result of the 2023 email signature template being reused for the 16 days of Activism signature template in 2024. During the period between the 2023 and 2024 templates, field names and references were changed by Microsoft which at its core altered the field where private phone numbers were stored.

Thirty-seven staff across 282 emails were impacted. These staff were emailed and informed of the breach, and each was provided the opportunity to discuss the matter with the Manager Corporate. One staff member spoke with the Manager Corporate – that staff members details were provided to the helpdesk of a software provider that the staff member utilises and was seeking support with an issue.

A new process has been implemented to ensure this issue does not occur again with new templates being built every time the signature block is updated for an activity/campaign.

Creating a new template is no more time consuming than copying and reviewing a previous template.

The breach was proactively notified to the Office of the Victorian Information Commissioner (OVIC) on 8 December 2024 using the Commissioner's reporting template. OVIC acknowledged receipt of the breach on 18 December 2024 with reference 839-24. No further contact has been received from OVIC regarding this breach as of the date of this report.

Privacy Breach 2 – January 2025

On 4 January 2025, a member of the public reported to Council, via a Councillor, that Council's new online Geographic Information System (GIS), that was still in the testing phase and available to internal staff only, was available and accessible to the public. The member of the public accessed the system by doing an online search for "Alpine Maps GIS". They accessed the system on two separate occasions as follows:

- 2 January 2025: Mailing Address Layer – this provided details of full names, current residential address, mailing address, and title assessment number.
- In response to this access, on 4 January, Council shut down the relevant layer to internal access only.
- 6 January 2025: Waste Layer – the member of the public checked again and determined that they could still access the system and specifically the waste layer which provided details of the property owner, date of birth, email address and registered pets.
- In response to this notification, on 7 January, Council shut down all layers with property information.

Council has been in the process of updating its GIS and to test the updating process Council has a portal that enables staff to use the system for internal work purposes.

The system was being tested for use by the public with an anticipated launch for late January 2025. Council had not announced that the system was ready however a resident of the Shire had heard that the new system was called "Alpine Maps" and was excited to see the new system. Subsequently they undertook an internet search for the name and gained access to the host webpage.

Once on the webpage they could view the mailing list and waste layers as in the back end of the system they were marked as "public" not "internal". An accidental error in the set-up of the system to not "toggle" the "payer" field to "internal", enabled the member of the public to see private data. The member of the public indicated in their correspondence to the Councillor that they had refrained from making the information more widely available.

Council sought support from the product provider (Esri) to determine whether other people had gained access to the portal during the period of the public access and the system fix being implemented. Esri provided the following response to Council:

"....there is actually no way we are able to track the IP Addresses for users that accessed the content without having had an ArcGIS Online account or being a member of your organization. I was mistaken in relation to any scripting related workflows I thought had existed for this purpose."

OVIC was notified of the breach on 22 January 2025.

FINANCIAL AND RESOURCE IMPLICATIONS

At the time of the writing of this report there have been no financial implications associated with these two breaches.

Resources were diverted at the time of identification of the breaches to identify and resolve the breaches. These diverted resources did not impact day-to-day operations of Council.

RISK MANAGEMENT

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Availability of personal information (staff / community) inappropriately	Possible	Major	B3	<ul style="list-style-type: none"> Robust review processes for any information being sent outside organisation

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 should note that neither of the two privacy breaches that occurred in November 2024 and January 2025 were as a result of a deliberate attack on the Council’s IT systems, the actions Council has taken to resolve the issues to reduce the risk of these types of breaches reoccurring and that impacted persons and OVIC have been notified.

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.

- Chief Executive Officer
- Director Corporate and Community
- Director Assets
- Manager Engineering and Assets
- Manager Corporate

7.8 INSURANCE CLAIMS UPDATE - **CONFIDENTIAL**

In accordance with Chapter 8, section A2 of Council's Governance Rules, the Chief Executive Officer has declared the following report to be confidential information defined by section 3 of the *Local Government Act 2020*, as:

- (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies
- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

UNCONFIRMED

8. For Information Only

8.1 2024/25 QUARTERLY BUDGET REPORT– PERIOD ENDING 31 DECEMBER 2024

Section 97 of the *Local Government Act 2020* requires Council to receive a quarterly budget report. The quarterly budget report must include:

- a comparison of the actual and budgeted results to date
- an explanation of any material variations and
- any other matters prescribed by the regulations.

The second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

The 2024/25 Quarterly Budget Report for the period ending 31 December 2024 is attached.

The Committee requested that reporting be updated to provide details of the true unallocated surplus ie. minus committed funds, capital grants, etc. It was agreed that a process will be established with the aim of providing this report every 6 months.

ACTION/S

- **Update quarterly budget report to show true unallocated surplus at least every 6 months commencing at the November 2025 Committee meeting.**

8.2 2024/25 QUARTER 2 PERFORMANCE REPORT

The timing of the preparation of the 2024/25 Quarter 2 Performance Report has meant that it will not be completed by the date that the agenda is circulated to the Committee. The report will be circulated to the Committee for information once it is available.

8.3 2024/25 YEAR TO QUARTER 2 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 2024/25 Q2 audit, 26 transactions were reviewed with the attachment containing the details of the assessment.

One transaction is highlighted as not compliant for the invoice matching purchase order (PO) stage – further investigation identified that a PO had been raised but the invoice had been matched with another PO.

8.4 2024/25 QUARTER 2 CEO CREDIT CARD REPORT

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

There were two credit card transactions for the CEO in 2024/25 Q2 both relating to car parking expenses.

8.5 2024/25 YEAR TO DATE 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 allowances 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.

8.6 2024/25 YEAR TO QUARTER 2 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.

The Committee acknowledged the information reported and was briefed on the improvements that have been made including: a dedicated OHS officer resource, better connection with teams and management, improved experience of team when raising issues as matters are addressed and closed out. The Committee suggested that Council consider how it can tap into the issues that aren't obvious or are verbally reported.

The Committee noted that this report is internally staff focused and questioned how Council is capturing non-staff (ie. residents, community, etc) matters. The new asset management system may provide an opportunity to proactively gather information through weekly reporting/review, noting that community reports are also captured in Council's customer request management system.

8.7 POLICY REGISTER – REVIEW STATUS UPDATE

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

The 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.

The timing of the review of the Policy Register has meant that it will not be completed by the date that the agenda is circulated to the Committee. The report will be circulated to the Committee for information once it is available.

Current Policy Reviews

Policy No.095 Corporate Credit Card Policy

Review of this Policy, while overdue, is now complete. The review has identified opportunities to strengthen the policy with the following recommended changes:

- Requirement for card holders to be made aware of the Policy and their obligations under it
- Increased requirements regarding the conditions of use of credit cards including being subject to budget approvals, security of the card in addition to the pin, reporting of lost/misplaced cards and fraudulent activity
- Updates to related legislation

Policy No. 096 Banking Authorisation Policy

Review of this Policy, while overdue, is now complete. The review has identified:

- Replacement of references to the Fire Services Property Levy with Emergency Services and Volunteer Fund
- Cross referencing the Policy No. 128 Borrowing Policy in relation to loan repayments / payouts
- Updating Council Officer roles and transfer limits

- Updates to related legislation
- Updates to definitions

The draft reviews of these policies are provided for the information of the Committee but feedback would be welcomed.

The Committee discussed the number of policies that are now reaching due date or are overdue and requested that Council review outstanding policies through a risk lens to identify high risk policies and refocus its attention on these in the first instance. There needs to be a concerted effort to bring the currency of policies back on track.

8.8 ESSENTIAL SERVICES COMMISSION - HIGHER RATE CAP APPLICATION

In December 2023, the Minister for Local Government made changes to the Minister's Good Practice Guidelines for Local Government Services Rates and Charges. The changes related to the composition of a service rate or charge. The guidelines specifically states that it is "not good practice" to include in the waste management charge costs associated with litter and waste collection from public spaces and the provision of public bins, as the amount levied on each assessment will be primarily determined by the value of the property, not the cost of the specific service rendered. This change will impact Council's 2025/26 Budget.

The amount of the waste management charge currently being raised to be expended directly on managing public place waste is approximately \$350k per annum. In order to follow the Ministerial guideline regarding the make-up of the waste management charge, Council has assessed various options and landed on moving the current income from the waste management charge into the general rate revenue and seeking a higher rate cap from the Essential Services Commission (ESC). Moving the recovery of costs in this way has a cost neutral impact on ratepayers. An approval from the ESC for a higher rate cap does not bind Council to adopting that cap when setting the Rates and Charges through the 2025/26 Budget process.

8.9 COUNCILLOR INDUCTIONS

A verbal update on the progress of councillor inductions was provided to the Committee. Section 32 of the *Local Government Act 2020* requires councillors to complete induction training within 4 months after the day the councillor takes the oath or affirmation of office.

8.10 INTERNAL AUDIT PROGRAM

A verbal update on the status of the Request for Quotation to provide Internal Audit Services was provided to the Committee.

8.11 LOCAL GOVERNMENT INSPECTORATE – ELECTION PERIOD POLICY AUDIT

In August 2024, the Local Government Inspectorate (LGI) undertook an [Election Period Policy Audit](#) and the Chief Municipal Inspector sought a response to several questions around updates to the Election Period Policy. The audit considered the following:

- Had council updated its original Election Period Policy developed in 2020?
- Ease of access to the Election Period Policy on council websites
- Public input into the Election Period Policy review process
- Councillor and Officer training on Election Period Policy requirements and compliance
- Processes for avoiding misuse of resources by incumbent councillors who were candidates
- Council website and social media content
- Certification and oversight of material created and published by councils during the Election Period

Council was one of the 71 councils that responded.

The LGI is currently preparing a report on the 2024 local government elections and will include some suggestions about how to improve Election Period Policy content and governance.

8.12 MINISTER FOR LOCAL GOVERNMENT – GOVERNANCE AND INTEGRITY MATTERS

8.12.1 Municipal Monitors

The Allan Labor Government passed reforms to the *Local Government Act 2020* to improve culture, governance and integrity standards in Victoria's councils 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.

The reforms introduced mandatory training for elected representatives, a uniform councillor code of conduct, strengthened powers for the Minister to address councillor conduct including conduct that creates a serious risk to health and safety or prevents a council from performing its functions, stronger sanctions for councillor misconduct and improved processes to resolve conduct matters earlier.

Municipal monitors are appointed to councils to observe governance processes, provide advice to councils on necessary governance improvements, and make recommendations to the Minister for further action and report back to the Minister, under section 179 of the *Local Government Act 2020*.

Further information on municipal monitors can be found here: [Local Government - Council Governance - Independent Reports](#)

Brimbank City Council – 11 December 2024

Minister for Local Government Melissa Horne has extended the appointment of two municipal monitors at Brimbank City Council to improve its governance practices.

Monitors Janet Dore and Penelope Holloway have had their terms extended to 30 June 2025 in response to their interim report which details ongoing risks associated with councillor conduct.

The interim report notes that while the Brimbank City Council has made progress in improving its governance structures, there is a need for the newly elected councillors to develop a stronger understanding of good governance and their statutory roles to prevent negative behaviours and conflict.

In response to this advice, Minister Horne has extended the appointment of both monitors.

The terms of reference for the monitors direct them to advise and provide any relevant assistance and support to the council in relation to the improvement of its governance processes and practices.

Darebin City Council – 18 December 2024

Minister for Local Government Melissa Horne has extended the appointment of municipal monitors at Darebin City Council for a further six months to continue supporting it to improve its governance practices.

June Anstee and Ross Millard were initially appointed for an 8-month period, from 29 April 2024 to 31 December 2024. Their appointment has now been extended until 30 June 2025.

The interim report notes that while Darebin City Council has made progress in improving its governance structures, work is still required to support it.

In response to this advice, Minister Horne has extended the appointment of both monitors.

The monitors will work with new and returning councillors to continue to support positive working relationships and guide the new Darebin City Council through the CEO recruitment process.

8.12.2 Administrators

No recent appointments

8.13 VAGO STATUS REPORT – LOCAL GOVERNMENT UPDATE

The Victorian Auditor General's Office has released its Status Report - Local Government Update January 2025.

It is worth noting the VAGO performance audits involving local government to be tabled in 2025 on page 5 of the report.

9. General Business

9.1 COMMITTEE MEETING DATE CHANGE

The Committee set its 2025 meeting dates at its meeting on the 16 August 2024. At that time, it set the September 2025 meeting for Friday 26 September. This date is the AFL Grand Final Public Holiday. It is proposed to bring the meeting forward to Friday 19 September 2025.

The Committee agreed to the proposed date change for the September 2025 meeting and in the absence of the Chair for this meeting noted that Member Covich would chair the meeting.

ACTION/S

- **Update meeting invite for September 2025 Committee meeting – new date 19 September 2025.**

9.2 OTHER BUSINESS

9.2.1 Internal Audit

The Committee discussed its potential involvement in the internal audit program, including participation of a committee member on the assessment and appointment of an Internal Auditor, and in the development of the internal audit plan.

It was agreed that the Committee Chair would participate in the assessment of submissions for Internal Auditors and Member Moore would be involved in the development of the internal audit plan once the internal auditor is appointed. Noting that the draft internal audit plan will be provided to the Committee for feedback prior to finalisation as per item 26 of the Committee's Annual Work Plan.

ACTION/S

- **Circulate responses to the Request for Quotation for Internal Audit Service to the Committee Chair for consideration and feedback.**
- **Note Member Moore to be invited to participate in the development of the Internal Audit Plan with the internal auditors once appointed.**

9.2.2 Travel Allowance for Independent Members

The Committee Chair requested Council consider the equity of the allocation of travel allowance available to independent members based on the distances travelled to attend meetings in person.

Council officers took this request on notice.

9.2.4 Minutes of Meetings

The Committee Chair requested that the meeting minutes, where appropriate, reflect the discussion the Committee has on the agenda items for transparency and as an indication that the Committee is meeting its brief of reviewing, overseeing and challenging the information presented by Council.

It was agreed that a brief summary of the discussion and any outcomes will be recorded in the minutes of this meeting as a trial.

ACTION/S

- **Include discussion summary in meeting minutes.**

10. Audit and Risk Committee - General Information

10.1 MEMBERSHIP TERMS

Member	Date 1st Appointed	1 st Term Expiry	Date Reappointed	2 nd Term Expiry	Date Reappointed	3 rd Term Expiry
MOORE, Gerard	1-May-18	30-Apr-21	4-May-21	30-Apr-24	1-May-24	30-Apr-27
COVICH, Craig	2-Jul-19	30-Jun-22	6-Sep-22	6-Sep-25		
YOUNG, Jason	4-May-21	30-Apr-24	1-May-24	30-Apr-27		
GUEST, Julie	6-Jul-21	5-Jul-23	5-Jul-23	27-Jun-26		

The Committee noted that Member Covich’s term expires in September 2025 and is eligible under section 3.4 of the Audit and Risk Committee Charter to apply for reappointment for a further and final term.

Member Covich indicated his intention to apply for a third term.

10.2 MEMBER REMUNERATION

Adjusted remuneration rates for 2024-25 for Independent Audit and Risk Committee members are:

Chair \$590.00 per meeting

Member \$480.00 per meeting

10.3 MEMBERSHIP ATTENDANCE

Name	Member / Management / Staff/ Other Type	Total meetings to date 2024/25	Total meetings attended	Notes
Gerard Moore	Independent member	4	4	
Craig Covich	Independent member	4	4	
Jason Young	Independent member	4	4	
Julie Guest	Independent member	4	3	
Cr John Forsyth	Councillor - member	4	3	Did not stand for re-election
Cr Ron Janas	Councillor - member	4	2	Did not stand for re-election
Cr Peter Smith	Councillor - member	4	1	Elected October 2024
Cr Dave Byrne	Councillor - member	4	1	Elected October 2024

The Committee requested, and it was agreed, that column three of the membership attendance table be updated to show the total number of meetings each member has been eligible to attend.

ACTION/S

- **Update column three of the membership attendance table to show the total number of meetings each member has been eligible to attend.**

11. Next Meeting

The next meeting of the Audit and Risk Committee will be held on Friday 16 May 2025 at 9.00am.

There being no further business, the Chair declared the meeting closed at 11.16am

RISK MATRIX

		LIKELIHOOD				
		1	2	3	4	5
IMPACT		Almost Certain	Likely	Possible	Unlikely	Rare
A	Severe	A1	A2	A3	A4	A5
B	Major	B1	B2	B3	B4	B5
C	Moderate	C1	C2	C3	C4	C5
D	Minor	D1	D2	D3	D4	D5
E	Insignificant	E1	E2	E3	E4	E5



Budget Report Quarterly Review

For the period ending 31 December 2024

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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.

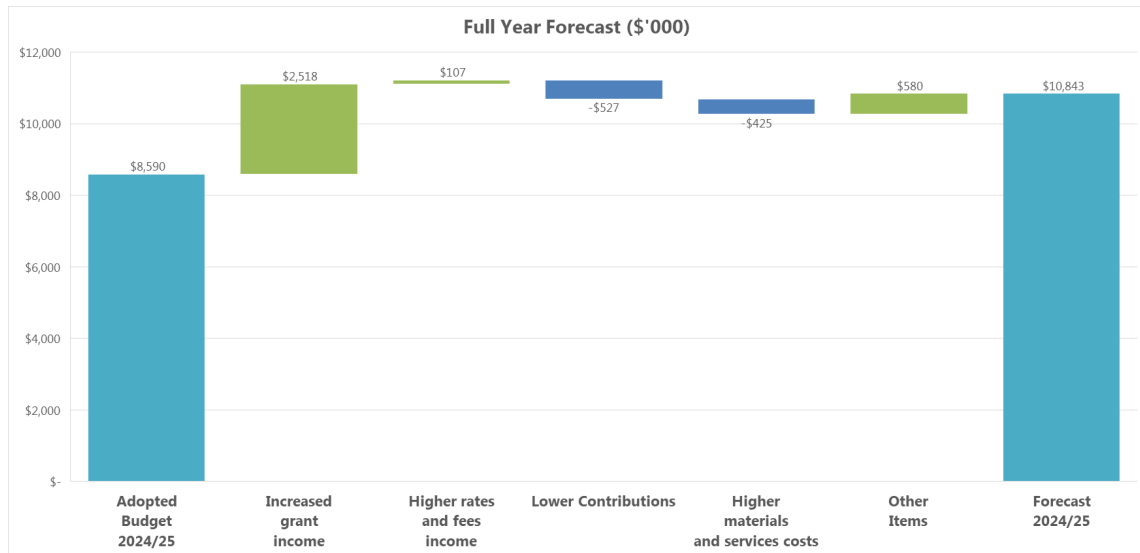
Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

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 2 (Q2), Council is forecasting a full year surplus of \$10,843k, which is \$2,253k higher than the budgeted surplus of \$8,590k.



The forecasted variance to budgeted result is primarily due to an increase in projected income, predominantly grant income (\$2,518k).

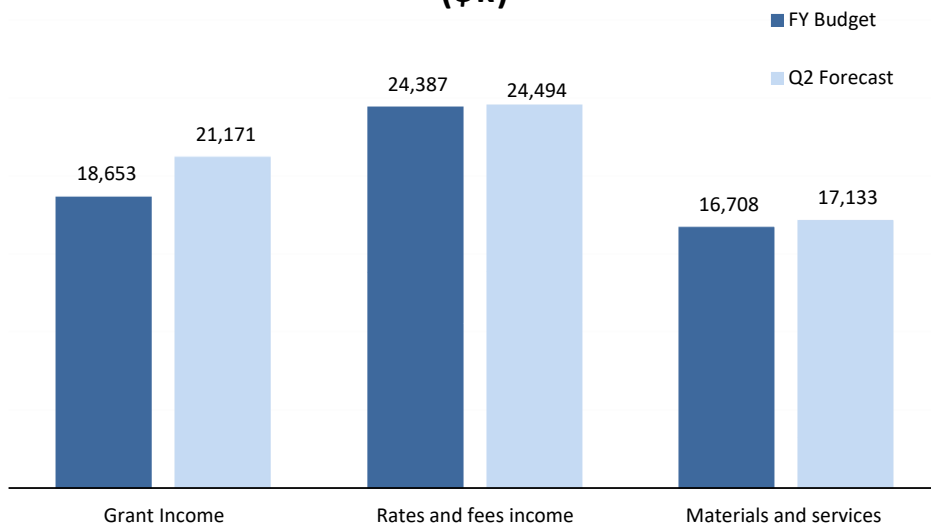
Other notable variances are an increase in rates and fees income (\$107k), a decrease in expected developer contributions (\$527k) and an overspend in materials and services (\$425k).

3. Comparison to adopted budget 2024/25

The Q2 forecast surplus has increased from the adopted budget by \$2,253k primarily due to a forecast increase in Grant income (\$2,518k).

Other notable variances that affect results include an increase in user fee income (\$107k) and an increase in materials and services spend (\$425k).

Q2 Forecast - Key Variances (\$k)



4. Income Statement

Year-end forecast against budget is as follows:

	Actual YTD December \$'000	Budget YTD December \$'000	Variance \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Ref %
Income							
Rates and charges	22,348	11,382	10,966	22,764	22,743	(21)	0%
Statutory fees and fines	335	324	12	625	653	28	4%
User fees	563	499	64	998	1,098	100	10% 1
Contributions - cash	600	644	(44)	692	703	11	2%
Contributions - non-monetary assets	-	537	(537)	1,075	538	(537)	-50% 2
Grants - Operating (recurrent)	4,991	4,893	98	5,546	5,585	39	1%
Grants - Operating (non-recurrent)	564	224	340	289	652	363	125% 3
Grants - Capital (recurrent)	1,625	355	1,270	710	2,548	1,838	259% 4
Grants - Capital (non-recurrent)	278	6,054	(5,776)	12,108	12,386	278	2% 5
Other income	1,329	1,127	202	2,106	2,649	543	26% 6
Total income	32,632	26,039	6,594	46,913	49,554	2,641	6%
Expenses							
Employee costs	6,852	6,611	241	13,221	13,149	(72)	-1%
Materials and services	7,409	9,007	(1,598)	16,708	17,133	425	3% 7
Depreciation	2,537	-	2,537	7,431	7,431	-	0%
Amortisation	-	-	-	55	55	-	0%
Landfill Rehabilitation	-	-	-	200	200	-	0%
Other expenses	398	364	34	733	769	36	5%
Net gain on disposal of property, infrastructure, plant and equipment	-	-	-	(25)	(25)	-	0%
Total expenses	17,195	15,981	1,214	38,323	38,711	388	1%
Surplus (deficit) for the year	15,437	10,057	5,380	8,590	10,843	2,253	26%

Income Statement – Explanations of Full Year Variances

Ref	Item	Explanation
1	User Fees	<p>Notable variances include:</p> <ul style="list-style-type: none"> An estimated higher transfer station income (\$74k). In November 2024, scrap metal was sold to metal recycler – revenue previously unbudgeted. Higher number of days booked for Council-managed facilities: Mount Beauty Community Centre (venue has continued to be hired beyond projected end date) and Bright Community Centre Kitchen (unplanned venue hire for film support) (\$27k).

ALPINE SHIRE COUNCIL

Ref	Item	Explanation
2	Contributions - non-monetary assets	Reduced forecasted developer contributions (\$537k) due to a slower timeframe for Bright Valley development than internal estimates.
3	Grants – Operating (non-recurrent)	<p>Received grants for emergency recovery expected to have been received in 2023/24: North East Floods 2022, Bushfire Recovery, and Emergency Management Support Officer (total of \$288k).</p> <p>In addition, a final instalment of YACVic grant is expected for this year (\$55k). This was expected to have been received last year in alignment with project completion, however this project has been delayed and is expected to be completed in December 2024.</p>
4	Grants - Capital (recurrent)	<p>Received this year's and a 10% balance of last 3 year's Local Roads and Community Infrastructure (LRCI) grants (\$1,625k). The amount which we were able to be claimed from the LRCI program was not confirmed until after the budget was approved.</p> <p>Received higher Roads to Recovery grant funding (\$213k), which Council was notified of after the budget process.</p>
5	Grants - Capital (non-recurrent)	Received and recognised income from grants expected to have been received in 2023/24 - Dinner Plain Business Case, Myrtleford Savoy Soccer Club, Bogong High Plains Road Blackspot and Mount Beauty Stadium Renewable Energy Upgrade. (\$277k)
6	Other income	<p>Receipt of Victorian Energy Efficiency Certificates received for upgrading streetlights (\$406k) omitted from the budget process due to uncertainty of timing.</p> <p>Unbudgeted Mystic membership income from ACP (Alpine Community Plantations) (\$133k) following contract negotiations which were concluded in Q4 2023/24.</p>

Ref	Item	Explanation
7	Materials and services	<p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> Overspend of tree maintenance due to ongoing storms and ageing tree stock (\$161k). Higher than budgeted Dinner Plain contracted maintenance (\$109k). Projected to exceed budget by approximately \$40k. Remainder due to budget phasing. Unbudgeted workplace cultural transformation spend (\$100k). Other unbudgeted buildings expenses (\$120k) – due to budgeting oversight. <p>This has been offset by a \$99k reduction in operating public street lighting spend by implementing energy efficient light bulbs.</p>

5. Departmental Summary

	Actual YTD December \$'000	Budget YTD December \$'000	Variance \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Ref
Income							
Regulatory Services	386	457	-71	905	905	1	
Community Development	797	436	361	729	1,098	369	1
Corporate	23,391	14,895	8,495	24,951	24,965	14	
Customer Experience	312	274	38	375	416	41	
Engineering & Assets	1,855	6,966	-5,111	13,933	15,459	1,526	2
Executive			-		-	-	
Growth & Future	5,873	2,965	2,907	5,931	6,647	716	3
Operations	19	44	-25	89	64	-25	
Grand Total	32,632	26,039	6,594	46,912	49,554	2,641	
Expenditure							
Regulatory Services	1,052	1,220	-168	2,443	2,315	-128	4
Community Development	973	1,117	-144	2,072	2,001	-71	
Corporate	4,937	2,938	2,000	12,393	12,197	-196	5
Customer Experience	1,234	1,169	66	2,387	2,501	114	6
Engineering & Assets	1,019	809	209	1,692	1,664	-28	
Executive	837	875	-37	1,772	1,690	-82	
Growth & Future	3,630	4,553	-922	8,929	9,343	414	7
Operations	3,513	3,302	211	6,634	6,999	365	8
Expenditure Total	17,195	15,981	1,214	38,323	38,711	388	

Department Summary – Explanations of Full Year Variances

Ref	Item	Explanation
1	Community Development Income	<p>Variance due to the below explanations:</p> <ul style="list-style-type: none"> Received grants for emergency recovery expected to have been received in 2023/24: North East Floods 2022, Bushfire Recovery, and Emergency Management Support Officer (total of \$288k). Final instalment of YACVic grant is expected for this year (\$55k). This was expected to have been received last year in alignment with project completion, however this project has been extended and was completed in December 2024. Higher Maternal Child Health income received (\$19k) in order to service increased demand (higher number of babies born than estimated).
2	Engineering and Assets Income	<p>Received this year's and a 10% balance of last 3 year's Local Roads and Community Infrastructure (LRCI) grants (\$1,625k). The amount which we were able to be claimed from the LRCI program was not confirmed until after the budget was approved.</p> <p>Received higher Roads to Recovery grant funding (\$213k), which Council was notified of after the budget process. Offset by forecasted developer contributions (\$537k) due to a slower timeframe for Bright Valley development than internal estimates.</p>
3	Growth and Future Income	<p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> Receipt of Victorian Energy Efficiency Certificates received for upgrading streetlights (\$406k) omitted from the budget process due to uncertainty of timing. Unbudgeted Mystic membership income from ACP (Alpine Community Plantations) (\$133k) following contract negotiations which were concluded in Q4 2023/24. An estimated higher transfer station income (\$74k). In November 2024, scrap metal was sold to metal recycler – revenue previously unbudgeted.

Ref	Item	Explanation
4	Regulatory Services Expenditure	<p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> Underspend in engagement of consultants in regards to the Bright Valley Development statutory planning (\$80k) due to the work being delivered by in-house resources. Underspend in Food Act expenditure due to less activity than forecast in Qs 1-2 (\$23k). Underspend in Building Compliance expenditure due to less activity than forecast in Qs 1-2 (\$13k).
5	Corporate Expenditure	<p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> Underspend on wages due to a number of staff vacancies in Qs 1-2, including Business Analyst and Risk Officer roles (\$122k). The rating strategy review has been delayed until 2025/26 (\$74k).
6	Customer Experience Expenditure	<p>Higher than budgeted wages expense (\$103k). Due to a combination of higher than budgeted rostering in libraries and journal oversight.</p> <p>In addition, higher than expected level of visitor purchases at Visitor Information Centres (\$11k).</p>
7	Growth and Future Expenditure	<p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> \$114k of facility cleaning unbudgeted but approved in the OCM held in August 2024. Higher than budgeted Dinner Plain contracted maintenance (\$109k). Projected to exceed budget by approximately \$40k. Remainder due to budget phasing. Other unbudgeted buildings expenses (\$120k). <p>This has been offset by a \$99k reduction in operating public street lighting spend by implementing energy efficient light bulbs.</p>
8	Operations Expenditure	<p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> Overspend of tree maintenance due to ongoing storms and ageing tree stock (\$161k). Inclusion of unbudgeted water costs involved in open space maintenance (\$84k) – due to budgeting oversight.

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 December \$'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 Dredgehole 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%	
Bogong High Plains Road Blackspot	6	-	6	(6)	100%	
Myrtleford Savoy Soccer Club	199	-	199	(199)	100%	1
LRCI Program Income	1,625	-	1,625	(1,625)	100%	2
M2M Roberts Creek Bridge	-	200	200	-	0%	
M2M Porepunkah and Eurobin Rail Trail Footpath	-	1,200	1,200	-	0%	
Expenses						
ICT New/Renewal	236	717	740	24	3%	
Dinner Plain Activation	422	2,290	2,850	560	24%	3
Dinner Plain Snowmaking	667	1,635	1,635	-	0%	
Transfer Station Upgrade Fund	42	-	42	42	100%	
Nimmo Pedestrian Bridge	-	600	600	-	0%	
M2M Roberts Creek Bridge	42	200	180	(20)	-10%	
M2M Porepunkah and Eurobin Rail Trail Footpath	798	1,200	1,200	-	0%	
Myrtleford Tip Shop Reuse	215	256	256	-	0%	
Myrtleford Splash Park	356	1,974	1,974	0	0%	
Tronoh Dredgehole Precinct	71	1,065	1,050	(15)	-1%	
Myrtleford Landfill Rehabilitation Cell 1	20	1,100	1,100	-	0%	
Porepunkah Landfill Rehabilitation Stage 2	191	250	191	(59)	-23%	
Tawonga Memorial Hall Upgrade	535	739	957	218	30%	4
Ablett Pavilion Myrtleford Upgrade	1,221	1,533	1,631	98	6%	
Stockman Vegetation Offset Management	8	16	16	(0)	-2%	
Myrtleford Memorial Hall Renewal	54	796	1,370	574	72%	5
244-252 Kiewa Valley Highway	361	-	361	361	100%	6
Other Capital Projects	228	242	335	93	39%	
Asset Renewal Program	1,157	3,596	3,757	161	4%	7

Capital Works Summary – Explanation of Full Year Variances

Ref	Item	Explanation
1.	Myrtleford Savoy Soccer Club Income	Received final payment of grant funding expected in 2023/24 late, in October 2024.
2.	LRCI Program Income	Received current year and portion of prior year LRCI Program grants in Qs 1-2 due to a more robust acquittal process. Grant amount able to be claimed from the LRCI program was not confirmed until after the budget was approved.
3.	Dinner Plain Activation	Approved addition of \$561k in August 2024 OCM to deliver the project sourced from the Dinner Plain Reserve.
4.	Tawonga Memorial Hall Upgrade	Additional funds allocated from LRCI grant approved in June 2024 OCM.
5.	Myrtleford Memorial Hall Renewal	Additional funds allocated from LRCI grant approved in June 2024 OCM.
6.	244-252 Kiewa Valley Highway	Land purchase approved spend in April 2024 OCM, omitted from the 2024/25 budget.
7.	Asset Renewal Program	Playground repair and renewal required for Howitt Park and Cundy Park – funds sourced from the Developer Contributions for Open Space.

7. Balance Sheet

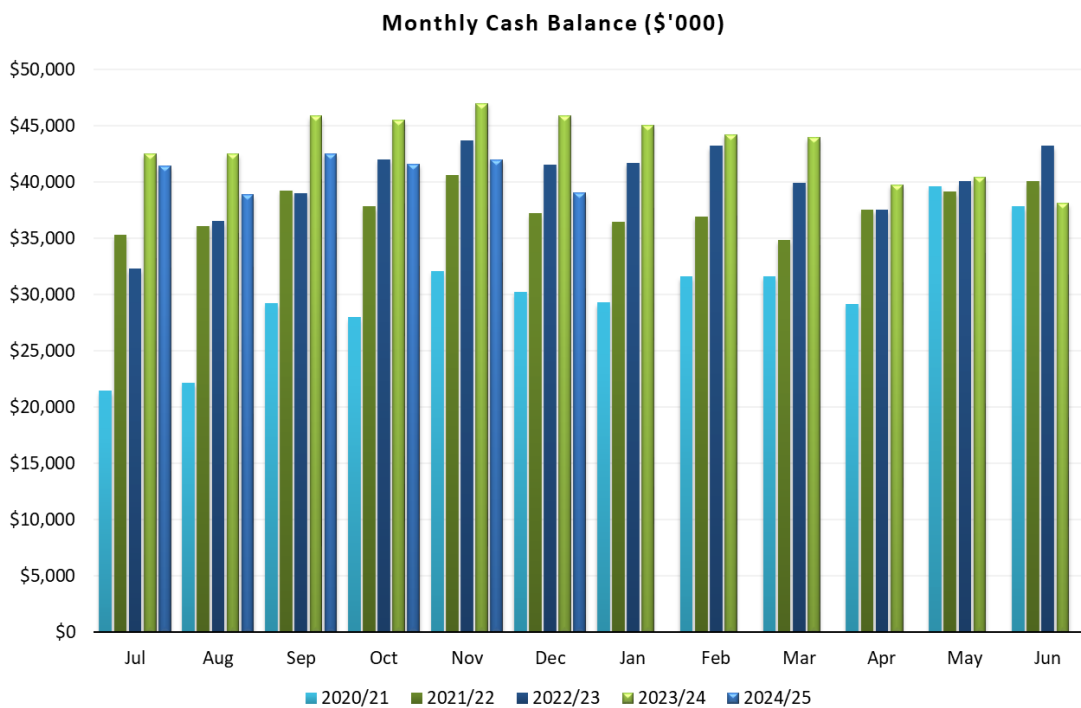
	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%
Assets					
Current assets					
Cash and cash equivalents	5,991	11,466	11,466	-	0%
Trade and other receivables	13,589	3,067	3,067	-	0%
Financial assets	33,003	31,000	31,000	-	0%
Inventories	103	105	105	-	0%
Other assets	58	405	405	-	0%
Total current assets	52,745	46,043	46,043	-	0%
Non-current assets					
Investment properties	10,000	7,239	7,239	-	0%
Property, infrastructure, plant & equipment	343,291	269,159	282,617	13,458	5%
Intangible assets	377	200	200	-	0%
Total non-current assets	353,668	276,598	290,056	13,458	5%
Total assets	406,413	322,641	336,099	13,458	4%
Liabilities					
Current liabilities					
Trade and other payables	2,336	3,813	3,813	-	0%
Trust funds and deposits	455	420	420	-	0%
Provisions	3,297	6,172	5,672	(500)	-8%
Income received in advance	9,219	7,625	7,625	-	0%
Total current liabilities	15,306	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	19,350	27,058	26,558	(500)	-2%
Net assets	387,062	295,583	309,541	13,958	5%
Equity					
Accumulated surplus	191,143	143,919	143,919	-	0%
Reserves	195,919	151,664	165,622	13,958	9%
Total equity	387,062	295,583	309,541	13,958	5%

8. Dinner Plain Reserve

	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance	
				\$'000	%
Balance as at 1 July 2024	1,340	1,340	1,340		
Income	1,018	1,034	1,054	21	2%
Expenditure	313	801	1,335	(534)	-40%
Net Movement	705	233	(280)	(513)	183%
Balance	2,045	1,573	1,060	(513)	-48%

The Dinner Plain Reserve is forecast to be a \$280k deficit as 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 \$39.0m at 31 December 2024, of which \$33m was invested in term deposits. This was \$1m 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 85% of the 2024/25 financial assistance grant funding in July, receipts from the annual rates notices issued in August and quarterly rate payments in November.



COMMITTEE CHARTER

Audit and Risk Committee

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REVISION RECORD

Date	Version	Revision description
24/01/2011	1.0	Minor changes to wording
01/02/2011	1.1	Adopted
06/02/2015	1.2	Minor changes to wording
16/03/2017	1.3	Changes to format and design Minor changes to wording Strengthening of purpose Improved clarity of authority Inclusion of membership recruitment, appointment and remuneration provisions Inclusion of meeting quorum, conflict of interest and disclosure of information provisions
02/05/2017	2.0	Adopted by Council
20/02/2019	2.1	2019 review for management consideration
26/02/2019	2.2	2019 review including management feedback
13/03/2019	2.3	2019 review for Audit Committee consideration
07/05/2019	3.0	Adopted by Council
18/06/2020	3.1	Review and rewrite to comply with <i>Local Government Act 2020</i> for internal consideration
04/08/2020	3.2	Minor revisions addressing feedback received during internal consultation
25/08/2020	4.0	For adoption by Council

Date	Version	Revision description
29/9/2023	4.1	Updated Remuneration section in line with Council resolution 26 September 2023
21/02/2025	4.2	2025 review for Audit Committee consideration
26/03/2025	5.0	Adopted by Council

1. Purpose

Alpine Shire Council (Council) has established an Audit and Risk Committee (Committee) as part of its good governance and accountability obligations to the community. The primary purpose of the Committee is to assist Council in the effective discharge of its responsibilities under the *Local Government Act 2020* by providing oversight, advice and guidance on Council's frameworks, systems and controls relating to:

- legislative and good governance compliance
- financial and performance reporting
- risk management
- internal and external audit.

The purpose of the Audit and Risk Committee Charter is to guide the operation of the Committee.

2. Mandate and authority

2.1 MANDATE

The Audit and Risk Committee has been established under section 53(1) of the *Local Government Act 2020* (the Act). The Act states that the Audit and Risk Committee is not a delegated committee (section 53(2)).

2.2 AUTHORITY

The Committee is an advisory committee and does not have any delegated powers, executive powers, management functions, or delegated financial responsibility.

The Council authorises the Committee, within its functions and responsibilities, to:

- a. discharge its functions and responsibilities under the Act and this Charter
- b. obtain any information it requires from management or an external party (subject to any legal obligation to protect information) as considered necessary to meet its responsibilities
- c. discuss any matters with the Victorian Auditor General's Office (VAGO), or other external parties (subject to confidentiality considerations)
- d. use its discretion to meet in camera with internal and external auditors
- e. request the Chief Executive Officer to obtain legal or other professional advice, at Council's expense, that it deems necessary to meet its functions and responsibilities
- f. request the attendance of councillors and Council officers, at Committee meetings
- g. seek resolution on any disagreements between management and the external auditors on financial and performance reporting
- h. seek resolution of any disagreement between management and the internal auditors on internal audit findings and recommendations.

3. Membership

3.1 COMPOSITION

The Committee will comprise of a minimum of five members as follows:

- no more than two councillors nominated and appointed by Council; and
- at least three or more independent persons.

The majority of Committee members must be independent members (section 53(3)(b)).

Council may nominate an alternate Councillor to substitute for appointed Councillor/s.

The Act (section 53(3)(c)) precludes employees of Council from being a member of the Committee.

3.2 EXPERTISE AND EXPERIENCE

The Act (section 53(b)) specifies that independent Committee members have, collectively, expertise in financial management and risk and experience in public sector management.

Further, the Committee should, collectively, possess sufficient knowledge and strategic skills in the areas of:

- audit
- governance
- control
- compliance.

It is preferable that at least one of the independent members should be a member of CPA Australia (CPA status), the Institute of Chartered Accountants Australia (CA status) and/or the Institute of Internal Auditors.

As the focus and responsibilities of the Committee respond to emerging needs and regulatory, economic, and reporting developments, members' competencies and the overall balance of skills on the Committee will be re-evaluated in the appointment of new and returning members.

3.3 RECRUITMENT

Independent members are recruited by way of publicly seeking expressions of interest.

The evaluation of potential independent members is undertaken by the Mayor, the Chief Executive Officer and the Director Corporate and Community or delegates as approved by the Chief Executive Officer.

The evaluation panel considers the expertise of candidates against the requirements of the Act and this Charter and recommends an appointment to Council.

Former Councillors and employees are ineligible from taking an independent position on the Committee for two years after the expiry of their term as a Councillor or term of employment.

The Council appoints all Committee members.

3.4 TERMS OF APPOINTMENT

The terms of appointment for each member will, where possible, be arranged to provide a rolling rotation of members to provide a satisfactory level of continuity.

Councillors

Councillor members will be appointed annually by the Council.

Independent members

Independent members will be appointed for an initial term of up to three years.

Independent members may, by application, be reappointed after the first term, with a maximum of three consecutive terms or nine years.

The terms of each independent member will, where possible, be arranged to provide an orderly rotation of membership and avoidance of more than two members being appointed or returned at the same time.

3.5 RESIGNATION, RETIREMENT OR TERMINATION OF APPOINTMENT

An independent member may resign or retire before the expiry of their term by notifying Council of their intention in writing.

In the event of an independent member resigning or retiring before the expiry of their term, the vacancy will be filled at the discretion of the Council provided the composition requirements of the Committee can be met.

If the resignation and/or retirement of two or more of the independent members coincide, the Council may extend one sitting member's term by one year to provide a level of continuity on the Committee.

The Council can terminate a member's appointment if, in the opinion of the Council, the member is not upholding the intent of this Charter and its principles. This includes absences from meetings without agreed valid reasons. If the Council proposes to terminate the appointment of a member of the Committee prior to the expiry of their term, written notice will be given to the member and the member will be given the opportunity to be heard at a meeting of Councillors prior to the termination taking effect.

3.6 INDUCTION

New Committee members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

3.7 LIABILITY INDEMNITY

All members of the Committee are covered by Council's professional indemnity insurance for the service they undertake on the Committee.

3.8 CHAIR

The Chair of the Committee must be an independent member (*LGA 2020, 53(4)*).

The Committee will nominate and recommend a Chair to Council each year.

Council will formally appoint the Committee Chair.

In the absence of the appointed Chair at a Committee meeting, the Committee will appoint an acting Chair from the independent members present.

4. Principles

4.1 VALUES

The Committee will conduct itself in accordance with Council's values:

Accountable We are accountable and responsible for our decisions and actions, and the impacts of these on our community and the organisation.

Leadership We demonstrate leadership by being informed, applying innovative thinking and solutions and making fair and timely decisions in the best interest of our community and the organisation for now and the future.

Productive We are productive by focusing on delivering efficient and high-quality services and projects that respond to the needs and priorities of our community and the organisation.

Integrity We have integrity by being committed, truthful and transparent in our decision making and our interactions with our community and the organisation.

Nurture We nurture the relationships, contributions and strengths of our community and the individuals of the organisation.

Engaged We are engaged with our community, and within the organisation, to build strong and effective relationships and inform our choices.

4.2 CONFLICT OF INTEREST

Committee deliberations and recommendations must be transparent and accountable, to:

- protect the public interest
- maintain the integrity of the Committee and Council
- enable the public to be confident that the Committee is performing its duties properly.

Committee members must comply with Division 2 of Part 6 the *LGA 2020* with regard to the identification and management of general and material conflicts of interest.

Committee members must disclose any conflicts of interest as and when they may arise and at the commencement of Committee meetings in relation to any matters listed on the meeting agenda. All officers providing reports to a Committee meeting will make a declaration in the agenda report in relation to conflicts of interest.

Failure to comply with the provisions of the *Local Government Act 2020* and this Charter with regard to conflicts of interest may result in prosecution and the member's appointment being terminated by Council.

4.3 MISUSE OF POSITION

The provisions of section 123 of the Act in relation to the misuse of position apply to Committee members. Members must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or cause, or attempt to cause, detriment to Council or another person.

The misuse of position provisions include:

- making improper use of information
- disclosing information that is confidential information
- exercising or performing (or purporting to) a power, duty or function that the member is not authorised to exercise or perform
- participating in a decision on a matter in which the member has a conflict of interest.

4.4 CONFIDENTIALITY

Confidential information is defined in section 3 of the Act.

Committee members must comply with the requirements of sections 53 and 125 of the Act in relation to confidential information.

Committee members must not intentionally or recklessly disclose information that they know, or should reasonably know, is confidential information and commit to ensuring the safekeeping and disposal of confidential information.

Independent members will be required to sign a Confidentiality Agreement upon commencement of their initial term.

Failure to comply with the provisions of the Act and this Charter with regard to confidentiality may result in prosecution and the member's appointment being terminated by Council.

4.5 COMMUNICATION

Communication between Council and the Committee and any other party will at all times be open, transparent, direct and factual, recognising the need to comply with relevant legislated privacy and confidentiality requirements.

5. Administrative arrangements

5.1 MEETINGS

Governance rules

The Council's Governance Rules adopted under section 60(1) of the Act do not apply to the Committee or the conduct of its meetings.

Frequency and timing

The Committee will meet at least quarterly each year including a special meeting to consider the draft annual financial and performance statements and the results of the external audit.

The frequency and timing of meetings will be developed and agreed to by the Committee each year to ensure that the Committee can properly discharge its responsibilities pursuant to this Charter.

Additional meetings will be convened, as circumstances require.

Extraordinary matters

Where a matter is required to be dealt with by the Committee between meetings, it will be undertaken by circulating resolution. The report outlining the matter and a request to vote on the item will be sent via email.

Meetings closed to public

Committee meetings are closed to the public due to the confidential and sensitive nature of the material being considered by the Committee.

Quorum

A quorum will be half the number of members plus one including at least one Councillor member and two independent members.

In the event that a quorum cannot be achieved for a meeting or a given agenda item, the agenda or item will be deferred to the next available meeting of the Committee unless it is deemed urgent by the attending members, in which case the Chair may call an additional meeting to deal with the item.

Declarations of conflict of interest

The Chair will call for declarations of conflict of interest at the commencement of each meeting. All members with a conflict of interest must:

1. declare that interest including an explanation of the nature of the interest
2. leave the meeting while the matter is being considered and await the Chair's direction to return to the meeting.

If details are private in nature, then the nature of the interest can be declared to the Chair in writing prior to the meeting and the disclosure will simply be the type of interest and class.

Voting

All members have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

The Chair may exercise a casting vote if required.

5.2 AGENDAS AND MINUTES

Agendas

Meeting agendas and supporting documentation will be circulated to members at least one week prior to each meeting.

Minutes

Conflicts of interest disclosed at a meeting will be noted in the minutes.

Minutes of each meeting will be prepared and provided to members in draft form for review within two weeks of the meeting.

The minutes, and a report summarising the meeting content, will be reported to a meeting of the Council within two months of the Committee meeting.

5.3 ATTENDANCE AND REMUNERATION

Attendance at meetings

All Committee members are expected to attend each meeting, in person or via teleconference or video conference.

The Chief Executive Officer will attend all meetings except where the Committee is of the opinion that a matter should be discussed privately. In the event that the Chief Executive Officer is absent, the Chief Executive Officer may appoint another person to attend the meeting, with the approval of the Chair.

All Directors and the Manager Corporate should attend all meetings in an advisory capacity.

Other Councillors can attend meetings as observers and may be permitted to participate in discussion of agenda items at the discretion of the Chair.

Council officers may be invited to attend meetings at the discretion of the Chief Executive Officer to advise and provide information to the Committee when required.

Representatives of the external auditor will be invited to attend meetings considering the draft annual financial statements and results of the external audit.

Remuneration

Remuneration, by way of a meeting attendance fee, will be paid to each independent member of the Committee for each meeting they attend. The remuneration is set by resolution of the Council. Any acting Chair appointed by the Committee under section 3.8 will receive the fee set by Council for the Committee Chair.

The remuneration of Committee members will be adjusted annually on July 1 each year and limited to the Essential Services Rate Cap of the relevant financial year, rounded up to the nearest five-dollar increment.

Remuneration on 1 July 2024 is set at:

Chair	\$590:00
Member	\$480:00

Members of the Committee are entitled to an annual maximum of \$300:00 reimbursement for travel and accommodation. Reimbursement claims are to be made via the Chief Executive Officer.

Councillor members are not remunerated for their role on the Committee.

The remuneration schedule can be reviewed at the request of the Chair.

5.4 FACILITATION AND SUPPORT

In discharging its functions and responsibilities, the Committee will be supported by the Chief Executive Officer, who will facilitate:

- meetings of the Committee
- provision of relevant explanatory information, records, data and reports considered necessary for the Committee to discharge its duties provided the information is not subject to legal or confidentiality exemptions
- access to auditors and Council officers.

In accordance with section 54(6a) of the Act, the CEO will appoint a Council Officer to provide administrative support to the Committee.

6. Functions and Responsibilities

6.1 COMPLIANCE

To monitor compliance of Council's policies and procedures with the Act, its overarching governance principle and regulations, and any ministerial directions (section 54(2)(a)), the Committee will:

- a) review and provide advice on Council's governance processes and the procedures in place to ensure that they are operating as intended

- b) review the effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow up (including disciplinary action) of any instances of non-compliance
- c) monitor the process for communicating the code of conduct and policies to employees
- d) monitor Council's policy review program including embedding the Act's governance principles
- e) review key policies required by the Act for legislative compliance and embedding of the Act's governance principles
- f) assess the Council's procurement framework with a focus on the probity and transparency of policies and procedures/processes
- g) receive regular updates regarding compliance matters

6.2 FINANCIAL AND PERFORMANCE REPORTING

To monitor Council's financial and performance reporting (section 54(2)(b)), the Committee will:

- a) review interim and annual financial reports, and consider whether they are complete, consistent with information known to the Committee members, and reflect appropriate accounting principles
- b) review with management and the external auditors the results of the annual financial and performance audit, including any difficulties encountered
- c) review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards
- d) review significant accounting and reporting issues, including significant estimates and judgements, complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
- e) understand strategies, assumptions and estimates that management has made in preparing financial statements, budgets, and investment plans
- f) monitor and review the appropriateness of accounting policies and processes and any changes including the method of applying them.

6.3 RISK MANAGEMENT

To monitor and provide advice on Council's risk management systems and controls (section 54(2)(c)), the Committee will:

- a) review effectiveness of Council's risk management policy, framework and processes and monitor to ensure they are operating as intended
- b) provide oversight on significant strategic, material and operational risk exposures and control issues, including fraud and corruption risks, governance issues, climate change and other matters needed or requested by senior management and the Council

- c) receive regular risk reports that provide an overview of the management and monitoring of each strategic and material risk and the identification of new risks to mitigate exposures to Council
- d) review the adequacy and effectiveness of Council's internal controls responding to risks within the governance, operations and information systems
- e) assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk
- f) maintain an awareness of any significant changes to Council's control environment
- g) review Council's current and active business continuity plan and disaster recovery plan and the testing regime
- h) review Council's management of process and systems in relation to cyber security, including strategy, assets protection, testing and recovery
- i) monitor Council's commercial interests, established under sections 110 and 111 of the Act or section 193 of the *Local Government Act 1989*.

6.4 FRAUD AND CORRUPTION

To monitor and provide advice on Council's fraud and corruption prevention systems and controls (section 54(2)(c)) the Committee will:

- a) ascertain whether fraud risks have been identified, analysed, evaluated, and have an appropriate treatment plan which has been implemented, communicated, monitored and regularly reported on
- b) provide oversight on and monitor arrangements, programs and controls in place to identify, prevent and deter fraud and corruption including implementation of training programs
- c) receive reports on potential, suspected and actual cases of fraud and corruption, ensuring reporting to the Council and/or relevant authorities
- d) monitor investigations undertaken if fraud or corruption is suspected or detected including that appropriate action is taken against known perpetrators of fraud
- e) receive reports from management about potential, actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event.

6.5 INTERNAL AUDIT

To oversee Council's internal audit function (section 54(2)(d)), the Committee will:

- a) discuss with Council the appropriate method of provision of the internal audit function
- b) annually review and recommend the internal audit plan for approval by Council, ensuring that the plan is prioritised according to material risks
- c) monitor processes and practices of internal audit to ensure that the independence of the audit function is maintained
- d) as relevant, meet with the internal auditor to discuss any matters that the Committee or internal auditor believes should be discussed without management being present

- e) review internal audit report findings, management responses, accountabilities and timelines for corrective actions
- f) monitor the implementation of internal audit findings and recommendations
- g) review internal audit performance relative to the audit plan.

6.6 EXTERNAL AUDIT

To oversee Council's external audit function (section 54(2)(d)) or, the Committee will:

- a) note the external auditor's proposed audit scope and approach, including any reliance on internal audit activity
- b) sight all representation letters signed by management and consider the completeness and appropriateness of the information provided
- c) at an appropriate meeting, have the external auditor: outline the external audit plan including proposed audit strategies and how they might relate to identified risk areas
- d) meet with the external auditor for the presentation of the audited financial statements, and the discussion of the results of engagements and recommendations for management
- e) as relevant, meet with the external auditor, to discuss any matters that the Committee or the external auditor believe should be discussed without management being present
- f) consider the findings and recommendations of external audits and provide guidance to Council on significant issues identified
- g) review management's response to the external auditor's findings and recommendations
- h) monitor the implementation of external audit findings and recommendations
- i) maintain an awareness of local government performance audits undertaken by the Victorian Auditor General (VAGO) and audits and reviews by other regulatory agencies, and ensure recommendations are brought to the attention of the Council for action/implementation where appropriate.

6.7 WORK PROGRAM

In accordance with section 54(3) of the Act, the Committee will, in collaboration with the Chief Executive Officer, establish an annual work program that includes the timing of reporting of relevant responsibilities outlined in this Charter.

6.8 PERFORMANCE

The Committee will undertake an assessment of its performance against this Charter annually in accordance with section 54(4)(a) of the Act.

The Committee's administrative support officer will assist the Committee to prepare and distribute the self-assessment documentation. The assessment will invite input from each Committee member and senior Council management.

The Chair will present the completed report to an Ordinary Council meeting / or Council Briefing.

6.9 REPORTING

The Committee will, in accordance with the requirements of the Act, report the following to Council through the Chief Executive Officer:

- annual assessment of performance against the requirements of this Charter (section 54(4)(b))
- a biannual audit and risk report that describes the Committee's activities, findings and recommendations (section 54(5)(a))
- the minutes of each Committee meeting (section 54(6)(b))

7. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 25 day of March
2025
in the presence of:

.....
COUNCILLOR

.....
COUNCILLOR

.....
CHIEF EXECUTIVE OFFICER