

M(1) – 31 JANUARY 2023

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **31 January 2023** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Tony Keeble - Deputy Mayor

Cr Katarina Hughes

Cr Ron Janas

Cr Simon Kelley

Cr Kelli Prime (attendance via electronic means)

Cr Sarah Nicholas

OFFICERS

Will Jeremy - Chief Executive Officer

Sarah Buckley - A/Director Assets

Helen Havercroft - Director Corporate Performance

APOLOGIES

Nil

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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 after this meeting.

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

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

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

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

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(12) – 13 DECEMBER 2022 AND SPECIAL COUNCIL MEETING - SPM(13) - 20 DECEMBER 2022

***Cr Kelley
Cr Hughes***

That the minutes of Ordinary Council Meeting M(12) held on 13 December 2022 and Special Council Meeting SMP(13) - 20 December 2022 as circulated be confirmed.

Carried

4. Apologies

Alan Rees, Director Assets

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Nil

7. Public questions

Questions on Notice will be limited to two questions per person.

Written Questions on Notice will be tabled ahead of questions from the floor.

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 Nil

8.2 A/DIRECTOR ASSETS – SARAH BUCKLEY

8.2.1 Nil

8.3 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

8.3.1 Instruments of Appointment and Authorisation - *Planning and Environment Act 1987*

File Number: Delegations register

INTRODUCTION

This report provides for a newly appointed position in Council's Planning department.

Cr Hughes

Cr Janas

That Council exercise the powers conferred by section 147(4) of the Planning and Environment Act 1987, so that:

- 1. The following member of Council staff referred to in attachment 8.3.1.a "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the instrument) be appointed and authorised as set out in the instrument;***
 - a. Director Customer and Community***
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it;***
- 3. On the coming into force of the instrument, the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following member of Council staff, as dated, be revoked;***
 - a. Director Corporate Performance, 5 October 2021***
- 4. The instrument be signed and sealed at the appropriate stage of this meeting.***

Carried

BACKGROUND

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has undertaken a restructure, with a new title for the Director that oversees the Planning department. While authorisations are made to a named person rather than to a position, it is appropriate to update the title to align with the new structure.

ISSUES

Authorised Officers

Authorised officers have statutory powers under relevant legislation. In the case of Council's staff in the Planning department, the attached Instruments of Appointment and Authorisation under the *Planning and Environment Act 1987* mean that they are authorised officers for the purposes of that Act.

While Council may delegate its powers, duties or functions to staff, so that a delegate acts on behalf of the Council, staff appointed as authorised officers have their own statutory powers under the relevant Act.

Planning and Environment Act 1987

Section 188(1)(b) of the *Planning and Environment Act 1987* specifies that "a planning authority ... may by instrument delegate any of its powers, discretions or functions under this Act to an officer of the authority". However Section 188(2)(c) specifically prevents an officer from further sub-delegating any duty, function or power. Therefore, as the responsible authority, Council must authorise staff directly using the "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987", rather than via the Chief Executive Officer.

Maddocks Delegations and Authorisations Service

Council utilises the delegations and authorisations service provided by law firm Maddocks. This is a template system used by many councils and provides a detailed way of ensuring that appropriate delegations and authorisations are given to Council staff. All of the relevant legislation affecting local government, including Acts and regulations and the sections that relate to the powers, duties and functions of Council are outlined within the template and the relevant officer is allocated accordingly.

POLICY IMPLICATIONS

Ensuring authorisations are kept up to date ensures that Council's planning staff can undertake their statutory roles.

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

Council has an annual subscription to the Maddocks delegation and authorisation service that is provided for in Council's annual budget. There are no other financial implications associated with these instruments of appointment and authorisation.

Appropriate authorisations allow Council and Council staff to operate effectively and within legislative frameworks.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Authorisations are not in place or are out of date	Possible	Moderate	<ul style="list-style-type: none">• Ensure that all Council officers have up-to-date authorisations to ensure that they can undertake their duties.

CONSULTATION

The relevant Director has been consulted during the preparation of the IoAA. There is no requirement to consult the community in the preparation of these instruments.

CONCLUSION

The appropriate appointment of authorised officers to enforce the *Planning and Environment Act 1987* is required to ensure that Council officers can undertake their statutory roles.

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 Customer and Community
- Governance Officer

ATTACHMENT(S)

- 8.3.1.a S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Director Customer and Community

8.3.2 Dinner Plain Event Funding Program 2022-23

INTRODUCTION

This report relates to the recommended distribution of funding to support events in Dinner Plain for the 2022-23 financial year.

Cr Keeble
Cr Nicholas

That Council:

1. Allocates financial sponsorship to support events in Dinner Plain as follows:

<i>EVENT NAME</i>	<i>APPLICANT</i>	<i>FUNDING</i>
<i>Easter Festival</i>	<i>Alpine Shire Council</i>	<i>\$10,000</i>
<i>Opening Weekend Fireworks</i>	<i>Alpine Shire Council</i>	<i>\$10,000</i>
<i>Sled Dog Challenge</i>	<i>Dinner Plain Sled Dog Sprint</i>	<i>\$10,000 (\$5,000 in 2022-23 and \$5,000 in 2023-24)</i>

2. Delegates authority to the CEO to distribute residual or unspent funds to a cumulative total of \$55,000.

Carried

BACKGROUND

Events are important for the community and the economy of Dinner Plain and are a key driver of tourism to the village across the seasons. The funding is to support existing successful events including the Dinner Plain Sled Dog Challenge proposed for August 2023 and two cornerstone events that celebrate Easter and the annual opening of the ski season.

The Alpine Shire Events Strategy, including the new Event Permitting and Funding Framework that came into effect on 1 July 2022. Funding eligibility criteria listed in the framework, including consideration of the anticipated social, environmental and economic impact of each event has been applied to each of these events.

ISSUES

Feedback received from the Dinner Plain community suggests that opening a funding round during the busiest part of their year, winter, does not provide adequate time to consider the year ahead and provide good quality applications.

To encourage a broader range of applicants from Dinner Plain Council reopened applications during the spring and summer months. This did not see an increase in the number of applications received.

The funding of Events across Alpine Shire Council will be reviewed in 2023 to determine if a different approach is required.

CONSULTATION

The Dinner Plain Event Funding Program for the 2022-23 financial year was open for applications between 16 May and 30 June 2022, and again from 16 November to 8 December 2022.

The program was promoted through local media, on Council's website and Facebook page and details were e-mailed directly to existing event organisers, Dinner Plain businesses and community groups.

Only one application was received from the event organisers of the Sled Dog Challenge. Two events recommended for funding are proposed by Council officers as a means of supporting the Dinner Plain economy.

POLICY IMPLICATIONS

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

- 2.1 Diverse reasons to visit

FINANCIAL AND RESOURCE IMPLICATIONS

The adopted 2022-23 financial year (FY) budget contains an allocation of \$60,000 for events in Dinner Plain. The amount is reduced by \$5,000 as a result of funds awarded to the 2022 Sled Dog Challenge that have been expended in August 2022 despite being awarded in the previous FY. The \$5,000 is representative of 50% of the total awarded to the event.

The recommendation includes \$10,000 for the Sled Dog Challenge event with \$5,000 to be funded from the 2022-23 FY and \$5,000 from the 2023-24 FY as it is completed in August 2023.

RISK MANAGEMENT

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

Risk	Likelihood	Impact	Mitigation Action / Control
Funding allocated for the 2023-24 Budget prior to the adoption of the budget	Rare	Insignificant	<ul style="list-style-type: none"> Discuss early during the budget drafting process that the \$5,000 is supported into the adopted budget.

CONSULTATION

An assessment of the external funding application received was undertaken by the Development Officer (Events) and Manager of Economic and Community Development. Council Officers have also considered the other proposed events whilst providing recommendations contained in this report.

CONCLUSION

Events are a driver of visitation to Dinner Plain and support the Dinner Plain economy.

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 Customer and Community
- Manager Economic and Community Development
- Development Officer (Events)

ATTACHMENT(S)

Nil

8.3.3 Reflect Reconciliation Action Plan

INTRODUCTION

This report is note the endorsed Reflect Reconciliation Action Plan.

Cr Nicholas

Cr Kelley

That Council notes the Alpine Shire Council Reflect Reconciliation Action Plan.

Carried

BACKGROUND

Following the Black Summer Bushfires 2019-20, Alpine Shire Council received funding to support community recovery from the Victorian Government Council Support Fund and the Recovery and Resilience Grants (LGAs) 2022 Program jointly funded by Commonwealth-State through the Disaster Recovery Funding Arrangements (DRFA).

With this funding, Council worked together with Emergency Recovery Victoria (ERV) to develop a Reflect Reconciliation Action Plan (RAP).

This action came through ERV's Recovery Framework, where Aboriginal culture and healing is one of the five lines of recovery. The other four lines are people and wellbeing, environment and biodiversity, business and economy, and buildings and infrastructure.

The Reflect RAP was developed by Council with the support of a human resource provided by ERV. To develop the Reflect RAP, Council became a collaborative partner of Reconciliation Australia, a peak body overseeing the development of RAPs in Australia, using their framework, and sought their endorsement.

The Reflect RAP is an inward-facing document and encourages Council to reflect on current practices, establishing foundations for Council to:

- Strengthen our relationships with First Nations peoples
- Raise and improve our understanding of First Nations cultures and histories
- Listen to First Nations peoples and work towards achieving relevant priorities
- Work towards making the Alpine Shire a culturally safe place for all First Nations peoples.

ISSUES

The deliverables outlined in the Reflect RAP are currently allocated to positions as per the organisational structure prior to 2023 due to the administrative time required to change these with Reconciliation Australia. These deliverables will be reallocated to the appropriate roles as per the current structure for internal use.

POLICY IMPLICATIONS

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

- 1.3 A caring community

FINANCIAL AND RESOURCE IMPLICATIONS

During the 2022-23 financial year (FY) Council allocated

- \$10,000 from Council Support Fund, and
- \$20,000 from Recovery and Resilience Grants (LGAs) 2022 Program
- to develop the Reflect RAP not including human resources in the fully funded bushfire recovery team.

Both funds are to be expended by 30 June 2024.

No decision has yet been taken to develop future RAPs. If Council take that decision budget will need to be allocated in future FYs.

Resourcing to coordinate the delivery of the Reflect RAP will be overseen by Manager Community Development. Actions and deliverables in the Reflect RAP have been assigned to positions across Council.

Key Actions and associated funding is below.

Key Activity	Activity Description	Grant Funds Allocated
Cultural awareness training	Cultural awareness training for Council staff and Councillors	\$13,000
Demonstrate respect to First Nations peoples	Acknowledgement of Country signage for Council-managed buildings	\$8,500
Community initiatives	Activities determined in consultation with First Nations peoples living in the Alpine Shire	\$5,000
Creation of Reflect RAP	<ul style="list-style-type: none"> • Procure artwork and frame for Reflect RAP from a local First Nations artist • Design and print physical copies of the Reflect RAP 	\$2,000
Launch of Reflect RAP	Costs associated with launch of Reflect RAP, such as catering	\$500
Overheads	Ancillary costs, such as meeting with First Nations stakeholders	\$1,000
TOTAL		\$30,000

RISK MANAGEMENT

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

Risk	Likelihood	Impact	Mitigation Action / Control
Resource implications after external funding ceases	Very likely	Minor	<ul style="list-style-type: none"> The Reflect RAP is managed by Manager Community Development who will reallocate activities and deliverables as required.
No financial support to continue developing and implementing future RAPs.	Possible	Minor	<ul style="list-style-type: none"> Carry out full training to Council on the Reflect RAP and encourage full implementation through Manager Community Development

CONSULTATION

The Reflect RAP was developed in consultation with a dedicated Reflect RAP Development Working Group (DWG), made up of one Traditional Owner of Country, one First Nations person living in the Alpine Shire, two Councillors, six members of Council staff, and one representative from an organisation working with First Nations peoples in Alpine Shire communities.

The DWG met four times from late 2021 to early 2022 to develop the actions and deliverables that make up our Reflect RAP, ensuring that they are relevant, achievable, and reflect the priorities and aspirations of Traditional Owners and First Nations peoples living in the Alpine Shire.

Council invited representatives from eight identified registered and non-registered Traditional Owner Aboriginal Corporations and four known organisations working with First Nations peoples in Alpine Shire communities to be part of the DWG. Council sought feedback from these corporations and organisations

Council liaised with Traditional Owner groups identified through ERV and other First Nations stakeholders including Victorian Aboriginal Child Care Agency and First Nations students and residents of the Alpine Shire.

The Reflect RAP was developed using Reconciliation Australia's framework with their feedback and endorsement.

CONCLUSION

It is recommended that Council note the Reflect RAP.

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 Customer and Community
- Manager Community Development
- Community Recovery Officer

ATTACHMENT(S)

8.3.3 Reflect Reconciliation Action Plan

9. Informal meetings of Councillors

Introduction

In accordance with Chapter 8, section A1 of Council's Governance Rules, if there is a meeting of 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 Hughes

Cr Kelley

That the summary of informal meetings of Councillors for December 2022 and January 2023 be received.

Carried

Background

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

Date	Meeting
13 December	Briefing Session
24 January	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – December 2022 and January 2023

10. Presentation of reports by delegates

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

11. General business

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

12. Motions for which notice has previously been given

Nil

13. Reception and reading of petitions

Nil

14. Documents for sealing

Cr Kelley

Cr Janas

That the following documents be signed and sealed.

- 1. Contract No. 22056 in favour of Roche Excavations Pty Ltd for Gravel Road Reconstructions.*
- 2. Contract No. 220771 in favour of Spaces Pty Ltd for the Lead Design Consultant for Mountain View Children's Centre.*
- 3. Instrument of Appointment and Authorisation - Director Customer and Community.*

Carried

There being no further business the Chairperson declared the meeting closed at 5.51p.m.

.....

Chairperson



RESOURCE RECOVERY COLLECTIVE - HUME

EVALUATION REPORT

Confidential

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Appendix E	Rural City of Wangaratta
Appendix F	Towong Shire Council
Appendix G	Greater Shepparton City Council
Appendix H	Lake Mountain Alpine Resort
Appendix I	Mitchell Shire Council
Appendix J	Moira Shire Council
Appendix K	Murrindindi Shire Council
Appendix L	Strathbogie Shire Council

The purpose of this report is to provide a sound understanding of the process, issues and recommendations resulting from the collaborative tender for waste and recycling services, in order to allow participating organisations to progress to contract award with their Council or Board as appropriate.

The report covers all the general information in the body and specific considerations for each Participant in their appropriate appendix.

2. BACKGROUND

2.1 PROJECT BACKGROUND AND SCOPE OF PROCUREMENT

North East and Goulburn Valley Waste and Resource Recovery Groups (NE&GVWRRG) jointly sponsored and facilitated a collaborative tender process to procure collection, general waste disposal and recyclable materials processing services for kerbside waste streams for Local Government Councils and Alpine Resort Management Boards (Participants) within their respective Regions.

The Project is known as the Resource Recovery Collective - Hume (Project).

To establish the framework for the collaboration and confirm the mutual objectives and expectations of the collaboration, an MOU was established and executed under delegation by each participating council and alpine resort to:

- Provide an outline of the commitment to participants through the delivery of the project including the framework and governance structure for project delivery;
- Implement processes to ensure fairness for all participants and the responsible use of funds;
- Support the effective management of probity requirements.

The MOU also provided an outline of requirements from participating councils and alpine resorts including:

- Once the MOU has been executed, withdrawal from the tender process could not occur until the completion of the tender;
- The participating councils/alpine resorts are not compelled to award contracts based on the submissions received via the tender, but are committed to presenting the tender evaluation report / recommendations to the respective delegated authority of their council/alpine resort;
- The participating councils/alpine resorts could not run a parallel tender/market approach for the same waste streams.

The Participants included as part of the MOU were:

- Alpine Shire Council;
- Benalla Rural City Council;
- Falls Creek Alpine Resort Management Board (now ARV);
- Indigo Shire Council (Note Indigo Shire Council withdrew from the activity prior to tender release);
- Mansfield Shire Council;
- Rural City of Wangaratta;
- Towong Shire Council;
- Greater Shepparton City Council;
- Lake Mountain Alpine Resort/Southern Alpine Resort Management Board (now ARV);
- Mitchell Shire Council;
- Moira Shire Council;
- Murrindindi Shire Council; and
- Strathbogie Shire Council.

Aims

- Encourage regional investment in people, sustainable infrastructure, and innovative services.
- Increase resource recovery while advancing a circular economy.
- Maintain a strategic focus in procurement and service delivery.
- Embrace innovative waste services models.
- Achieve best outcomes for people and the environment.

Objectives

- Encourage regional investment in people, sustainable infrastructure and innovative services.
 - Investing in infrastructure and services that are resilient and flexible as well as socially and environmentally sustainable.
 - Building local service provider capability, resilience, and supplier diversity.
- Increase in resource recovery while advancing a circular economy.
 - Improving recycling and contamination rates as well as maintaining a leadership position in Victoria with adaptable goals.
 - Encouraging services that support a circular economy.
- Maintain a strategic focus in procurement and service delivery.
 - Aligning to Local and State Government requirements with the ability to adapt to new requirements.
 - Improve the measurability and efficiency of waste management data capture to improve services, improve performance and influence customer behaviours.
- Embrace innovative waste services models.
 - Adopt a price and risk model that ensures continuity of service.
 - Turn waste into revenue whilst achieving circular economy outcomes.
 - Encourage innovative management of waste streams where productivity and sustainability outcomes can be achieved.
- Achieve best outcomes for people and the environment.
 - Provision of high-quality service for and on behalf of the community.
 - Education of community to improve waste outcomes and advance local circular economies.
 - Minimising greenhouse gas emissions and environmental impact.

3. PROCESS

3.1 DEVELOPMENT

Due to the size and complexity of the planned tender, consultants were engaged to provide specialist expertise, support, and independence:

- ArcBlue - Procurement process support and planning
- Rawtec - Waste technical advisor and development of detailed specifications
- Russell Kennedy - Legal advisor, contract and tender package development
- Landell - Probity oversight

NE&GVWRRG (Later Recycling Victoria/DELWP) provided central project coordination, administration, document management and a range of localised assistance; including obtaining ACCC authorisation to conduct both this and future collaborative waste related procurement events.

A Collaborative Procurement Working Group (CPWG) was established to steer strategic decision making and monitor risk throughout the process. Each Participant is represented on the CPWG, and all major decisions and recommendations were made by the CPWG.

The CPWG developed the specification and tender documentation collaboratively, with each Participant providing their own data, and identifying the particular services required.

MC/28 February 2023
WRMGs/Recycling Victoria provided the Chair and Secretary for the CPWG and Tender Evaluation Panel, in a non-voting and non-advising capacity.

Prior to the tender being released Indigo Shire Council elected to exit the process and this was supported by the CPWG.

3.2 RELEASE

Both NEWRRG and GWRRG released an early market notice of the tender on their respective websites in March 2022 which was accompanied by a media release.

The tender was released 11AM 6 June 2022 via eProcure. All subsequent questions and clarifications from tenderers and Participants were managed through eProcure and reviewed by the Probity Advisor where necessary. The tender closing date was extended by 6 weeks to 12 September at the request of prospective tenderers and then again to 19 September to allow tenderers to respond to some changes and clarifications late in the process.

3.3 RECEIPT

All tenders were successfully loaded without technical or other issues.

3.4 COMPLIANCE EVALUATION

The compliance evaluation was conducted by ArcBlue Consulting. All tenders passed the minimal acceptable standard and progressed. Two had no issues of note, 8 had minor issues to be noted, three had issues that were recommended for further investigation. None of the issues would exclude tenderers from being awarded.

Subsequent to the initial compliance evaluation, a probity breach was identified which resulted in one tender being set aside for the General Waste Disposal (Landfills) services, and one tender being set aside for the Food Organics and Garden Organics (FOGO) services. This matter is noted in the Appendices pertinent to the Participants seeking these services, and also in the Probity Report for these Participants.

3.5 EVALUATION PANEL

The Tender Evaluation Panel (TEP) was established in accordance with the Tender Evaluation Plan. Recycling Victoria provided the Chair and the Deputy Chair and Secretary, who were non-scoring.

Each Participant was to appoint a minimum of two tender panel members wherever possible to score responses related to their services and some provided a non-scoring observer from their Procurement team. No limit was placed on the number of tender panel representatives a Participant could appoint. Where a Participant was not able to provide two delegates, other members of the tender panel were appointed to assist that Participant. There was a total of 24 scoring members on the TEP.

3.6 EVALUATION PROCESS

The evaluation process proceeded in accordance with the Tender Evaluation Plan.

- Evaluators scored individually
- A consensus meeting was then held and scores considered and adjusted by evaluators as agreed
- Clarifications were sought from tenderers throughout the process where further information was required to agree a score
- Where scorers could not attend the meeting, they were contacted by the Chair and their input sought and this was then reconfirmed at the next meeting of the Tender Panel
- Once qualitative scores were established, price scores were added
- Final scores were mapped for Participant organisations, then the range of viable options discussed with each Participant organisation, taking into account their particular circumstances
- Once Participants had shortlisted to between 1 and 3 options for each service, the potential outcomes were communicated to tenderers to see whether this impacted their bids
- Participants then reviewed offers again with this new information, collectively, to identify opportunities offered by multiple-participant volumes

- M(2) - 28 February 2023
8.1.1. Resource Recovery Collective Hume - Evaluation Panel Report

The evaluation weightings had been agreed prior to tender release, published to the market in the tender invitation and recorded in the Evaluation Plan. The weightings applied differed slightly between Collections and Processing/Disposal services as per the table below, however price remained at 30% for both.

As the final service required a combination of kerbside collector, processor/disposer, and transportation of collected material; the combination of score and price could only be an indicator to assist in shortlisting.

Each processing/disposal contract option needed to take into consideration the collector transport costs for that processing/disposal option. Each collector would have a different cost to transport material to each processing/disposal option, which made certain combinations much more expensive. A cheap collection cost may be the most expensive option if that collector applied a high transport cost, and the most attractive processor was a large distance away. Therefore, the price needed to be considered for the service in total, however the qualitative scoring could only be applied for the service being offered. This meant a simple "highest score" approach could not be applied as the sole basis for making a recommendation and some flexibility remained for Participants to consider the merits of service combinations, based on a total cost principle, provided this can be quantified and is justifiable.

Each Participant was presented with a range of viable options and the combined options considered in detail. Any decision to exclude an option needed to be supported by a sound and defensible rationale and is recorded in the final report Appendix related to that Participant. It should be noted that if a Participant wishes to proceed with engaging a tenderer where this is not aligned to the outcomes of the evaluation process, that Participant should be aware of the risk of a formal complaint or process challenge from an unsuccessful tenderer on the basis of unfair treatment or arbitrary decision-making.

Contents	Collection	Processing and Bulk Transport
Respondent Details	Mandatory	
Service to be bid	Mandatory	
Compliance and risk	Mandatory	
Performance	4%	4%
Previous relevant experience of Contractors		
Subcontractors	6%	6%
TOTAL	10%	10%
Fleet Plant and equipment	10%	5%
Facilities	0%	5%
Customer support team	2%	5%
Complaints management and rectification	5%	1%
Future capacity and growth	3%	4%
TOTAL	20%	20%
Mobilisation and transition	7%	4%
Performance and continuous improvement	7%	7%
Disaster recovery	2%	4%
Contamination incidents	4%	5%
TOTAL	20%	20%
Employment practices	1%	1%
Local employment	4%	4%
Community and social engagement and education	2%	2%
Environment and sustainability	8%	8%
TOTAL	15%	15%
Innovation Past	1%	1%
Innovation New	4%	4%
TOTAL	5%	5%
Value for money - Calculated in Price sheets	30%	

3.7 RECOMMENDATION PROCESS

The recommendation process followed the process defined in the Tender Evaluation Plan. The combined score for each qualitative score and price score was measured for each potential sequence/combination of services possible per council and/or alpine resort, to provide a score for that combination.

The final price score did not form the only contribution to the final decision. Evaluators assessed the merits of the viable approaches, total cost for each approach, management requirements, risk and other factors. The highest score does not define the combination of services that must be accepted, however informs the range of options that were to be considered.

Any decision to award a combination that was not the highest score was required to be defensible and this logic was required to be outlined in each Participant's appendix. Where this may give rise to probity concerns, this is documented separately in the Probity Report for the relevant Participant.

Recommendations were submitted to the TEP for review and then the CPWG. The CPWG had the power to return recommendations to the TEP for further information or to clarify concerns. This was not

M(2) - 28 February 2023
8.1.1. Resource Recovery Collective Hume - Evaluation Panel Report

necessary and the CPWG endorsed the recommendation then referred this report to Participant Councils and Alpine Resorts for resolution and action.

4. ITEMS OF NOTE

4.1 COUNCILS WHO EXITED THE EVENT

Indigo Shire Council exited the event prior to tender release.

4.2 PROBITY MANAGEMENT

Independent probity oversight was provided by Landell Consulting from November 2021 onwards, as documented in the separate Probity Report prepared by Landell Consulting and which accompanies the Individual Participant specific Appendix.

All Evaluation Panel Members and external advisors completed confidentiality and COI declarations and confirmed them at each stage

4.3 AUSTRALIAN COMPETITION & CONSUMER COMMISSION (ACCC) APPROVAL

ACCC approval was sought early in the process. Interim Authorisation to allow the RRCH procurement project to proceed was received from ACCC in May 2022. Approval was provided late September 2022 to allow the Participants to enter into collaborative procurement for various waste and resource recovery services until October 2042.

5. OUTCOME

5.1 RESPONSES RECEIVED

Responses were received from 13 tenderers. All Participants received responses covering all of their particular required services. Some tenderers provided alternate bids as well as compliant bids. Details of responses received for each Participant are contained in the corresponding Appendix.

As mentioned in section 3.4, one tender for General Waste Disposal services and one tender for Food Organics and Garden Organics Processing services were set aside. Details of the tenders submitted and evaluated for each service are provided in the Participant-specific Appendix to this Report.

Responses had been invited for individual companies to provide services, consortiums, and potentially a lead contractor managing a range of service providers. Only responses were received for each company to provide their services directly.

5.2 OUTCOME OF CLARIFICATIONS

Three rounds of clarifications were sought from tenderers, covering a range of issues including:

- Clarification surrounding aspects of glass processing
- Clarifications covering service offering
- Clarifications related to resourcing and requirements

5.3 QUALITATIVE SCORES AFTER CLARIFICATIONS

The received responses were provided to the impacted Participants and qualitative scores were reviewed and discussed with the TEP, then any changes to scores recorded and the final score agreed. These final scores are included in Participant Appendices, where relevant.

5.4 OUTCOME OF DEPARTURES NEGOTIATIONS

As part of the tender process, tenderers were permitted to submit departures or non-conformances against the Contract and Specifications (refer clause 1.6 of the tender conditions and 'compliance and risk' return schedule).

Contract departures were received from five tenderers.

The Contract departures were assessed by the Project's Legal Advisor. Departures were given a risk rating of low, medium or high, and departures of a commercial nature were identified as such and input was sought from the Technical Advisor. Responses to Contract departures were then reviewed and adopted by the Participants. The Participants' written responses to Contract departures were then

provided to the tenderers on 19 December 2022. Responses from tenderers were received on 17 January 2023.

Following the tenderers' responses to Contract departures and a best and final offer pricing request, the Participants elected to proceed with more detailed negotiations with three tenderers to resolve outstanding Contract departures.

As at the date of this Report, a number of Contract departures remain outstanding that are relevant to the Contract risk allocation, technical requirements and pricing offers. The commercial departures from one tenderer are relatively detailed and the commercial impact of these departures have been assessed by the Technical Advisor and considered by the Participants.

In summary, the Contract departures are considered typical for a procurement process of this type and do not pose an unacceptable risk to Participants; apart from one provider who has significant departures which are being outlined to any Participants that wishes to engage them. Based on this assessment it is expected that Contract departures can be resolved and finalised in a commercially and legally reasonable way prior to contract award.

5.5 DUE DILIGENCE

Reference checks and financial viability checks conducted on shortlisted tenderers only.

The Tender Panel considered the results of the reference checks and were satisfied that no re-scoring was required based on this.

5.6 RECOMMENDATION

The recommendations for each Participant have been provided in their relevant Appendix and have been endorsed by the TEP and CPWG. These must be attached to any report submitted to the Council or Alpine Board as agreed in the MOU. Each Participant should engage their recommended providers and finalise a contract directly. The contract terms have been finalised for most tenderers, so this should be an administrative process.

Each Participant must present a report, in their own format, with this report and appropriate Appendix attached, to their respective delegated authority (Council or Board) in order to facilitate award of contracts to the recommended providers.

5.7 CONTRACT EXECUTION

Each Participant will be responsible for the timely execution of contracts. The WRRGs/Recycling Victoria have provided extensive Legal Advisor support and it is anticipated this will continue, (within reason and not after June 2023) until contract execution by each Participant. The tender validity period ends 17 April, so all Participants need to have entered into contracts by this time.

5.8 TENDERER FEEDBACK

Once Participants advise the Tender Evaluation Panel Chair/Recycling Victoria that they have engaged their preferred tenderers, the Tender Evaluation Panel Chair will advise the unsuccessful tenderers and offer a debrief.

NO.2022/23-3 – 25 NOVEMBER 2022

Audit and Risk Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Gerard Moore, Chair

Craig Covich

Jason Young

Julie Guest

Cr Sarah Nicholas

Cr Simon Kelley

OFFICERS

Will Jeremy, Chief Executive Officer

Sarah Buckley, Acting Director Corporate Performance

Dennis O’Keeffe, Manager Corporate

Kirsten McDonald, Health, Safety and Risk Officer

Brendan Grigg, ICT Coordinator (for Item 6.3 only)

COUNCILLORS

Cr John Forsyth, Mayor

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

2. Apologies

Helen Havercroft, Director Corporate Performance

Alan Rees, Director Assets

3. Declarations by Committee members of conflict of interest

Nil

4. Confirmation of minutes

4.1 AUDIT AND RISK COMMITTEE MEETING NO. 2022/23-1, 22 JULY 2022

C Covich

J Guest

The Audit and Risk Committee confirmed the minutes of its Meeting No.2022/23-1 held on 22 July 2022.

Carried

4.2 AUDIT AND RISK COMMITTEE MEETING NO. 2022/23-3, 6 SEPTEMBER 2022

J Young

Cr S Kelley

The Audit and Risk Committee confirm the minutes of its Meeting No.2022/23-3 held on 6 September 2022.

4.3 BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

5. Standing items

5.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

Introduction

The Audit and Risk Committee action sheet is a register of all Audit and Risk 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.

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

6. Reports by officers

6.1 CLIMATE ACTION PLAN AND CLIMATE RISKS

Introduction

Council adopted its Climate Action Plan in September 2021 and declared a Climate Emergency in November 2021. As a result, Council has acknowledged climate change being a real risk and committed Council to act on climate change mitigation and climate adaptation and risk resilience. The success of this commitment requires financial and resource investment across various areas of the business.

J Young

C Covich

The Audit and Risk Committee:

- 1. Acknowledges Council has declared a Climate Emergency to respond to the risks associated with climate change.*
- 2. Requested reporting at appropriate timeframes to ensure cohesion with the rapidly changing GHG emissions abatement market, carbon credit pricing volatility and staff resourcing issues in the region.*

Carried

Background

The [Climate Action Plan](#) adopted by Council in September 2021 commits Council to a target of net zero Greenhouse Gas (GHG) emissions by July 2023; this commitment results in a number of resource risks. While most baseline emissions are addressed through the Victorian Energy Collaboration renewable Power Purchase Agreement (VECO PPA) rendering zero emissions from electricity use, offsetting of residual emissions will be subject to volatile carbon credit market.

Despite GHG emissions abatement efforts, a changing climate is still a reality that poses risks to Council assets and community assets and livelihoods through increased likelihood of fires, droughts, floods as well as shorter snow seasons.

Report

The Climate Action Plan explicitly commits Council to mitigate GHG emissions through a target of net zero GHG emissions from corporate operations by July 2023. Council has already reduced its operational GHG emissions by 60% compared to the baseline year of 2018/2019 through signing onto the Victorian Energy Collaboration renewable Power Purchase Agreement (VECO PPA); which ensures all of Council's electricity usage contributes zero GHG emissions. The VECO PPA arrangement has reduced our electricity cost for facilities and streetlights by approximately 9% in 2021/22 when compared to the baseline year of 2018/19 (pre-bushfires and Covid-ap impacts). Other capital projects are dedicated in the FY22/23 budget to reduce electricity use and thus reduce this cost even further, including streetlight upgrade to LED and Solar PV on Council buildings.

Another commitment in the pathway to net zero identified in the Climate Action Plan is the phase in of Electric Vehicles (EV's) to replace the car fleet over the next 10 years. The first car has been included in the 2022/2023 budget and will be ordered to ensure delivery after the first chargers have been installed and prior to the end of financial year; the budget also includes a bank of 4 EV chargers at the Bright Council Office this FY to charge the first and subsequent cars. Any residual emissions will, at this stage, be captured by the purchase of offsets from FY 2023/2024.

Commitments to climate adaptation and risk resilience are not explicitly made in the Climate Action Plan, but the Climate Emergency declaration implies the need to invest further in this space. Actions planned to date include:

- Inclusion of Climate Risk elements in the scope of Council's Community Resilience team's disaster risk reduction work
- The Goulburn Murray Climate Alliance (GMCA) recently submitted a joint application for a Risk and Resilience grant for the development of a risk assessment tool to understand how Council assets – from buildings to roads, drainage, and airfields – will be impacted by climate change.
- Regardless of the outcome of the grant, the Climate Action Plan commits to a future Climate Adaptation and Resilience Plan; a risk assessment is an essential element of the development of this plan to inform future risk management of Council assets.

Council has also committed to developing a Roadmap for a Community Climate Action Plan this financial year which will begin to examine climate risks across the broader municipality.

Financial and resource implications

The requirement to purchase offsets against residual GHG emissions from July 2023 is the main financial implication. Offsets are a volatile market; the investment pathway in the Climate Action Plan assumed these were at \$15 per tonne CO₂ equivalent (t CO₂-e) while in April 2022 Australian Carbon Credit Units averaged \$17.35 (Australian Clean Energy Regulator Quarterly Carbon Market Report March quarter 2022) – an increasing trend that is likely to continue. Opportunities to considerably reduce the offset requirement are cost prohibitive at this stage; however, as the cost of offsets rises, and the cost of emissions abatement opportunities decreases, these will need to be re-visited to ascertain viability. Alternatively, Council could look to expanding its emissions reduction initiatives through investing the amount that would otherwise be spent on offsets, plus the amount saved through completed emissions reduction initiatives, in improvements each year. While this investment would not result in net zero emissions in the short term with current technologies; it would be an investment in ongoing emissions reductions.

The Roadmap for the Community Climate Action Plan will require external consultants and resources within the sustainability team and the cost associated with this consultant has been included in the FY22/23 budget, bolstered with State and Federal Government Recovery and Resilience funding.

Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Carbon offset price increases to a level beyond budgeted predictions (FY 23/24)	Possible	Minor	D3	<ul style="list-style-type: none"> Keep across carbon market to allow budget adaptation Annual review of opportunities and cost for emissions reduction to reduce offset requirements
Council cannot achieve investment pathway outlined in the Climate Action Plan due to market availability of EVs	Likely	Insignificant	E2	<ul style="list-style-type: none"> Order EVs at the beginning of the financial year Include lead time of models in the decision process for type of EV
Consultant cannot be secured to deliver the Community Climate Action Roadmap within the allocated budget allowance	Possible	Minor	D3	<ul style="list-style-type: none"> Allow flexibility and remote working so applicants do not need to live in the region

Policy implication

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

- 3.1 Decisive leadership to address the impacts and causes of climate change

Conclusion

Climate change mitigation actions require commitment of Council resources in a rapidly expanding and changing market; budgeted predictions of cost and resourcing implications are estimates made at the time of the allocation and are subject to volatile carbon markets, supply issues with EV's in Australia, limited types of EV's available in the Australian market and shortages of sustainability consultants.

Climate change itself inherently presents risks to Council corporate assets, wider municipal assets, and the livelihood of community members. Climate resilience through assessing risks and adapting assets and practices to accommodate these risks is essential to ensure the region continues to thrive into the future.

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.

- Acting Director Corporate Performance
- Manager Facilities
- Environment Officer

6.2 COUNCILWISE DATA INCIDENT

Introduction

This report provides an overview of an API data incident that saw anonymised data in a CouncilWise internal-only environment pushed to the Alpine Shire Council's VM Online live system.

The Audit and Risk Committee noted this report.

Background

Council implemented CouncilWise in mid-2021 to replace its 20-year-old core business application Authority. CouncilWise is a local government property, rating and receipting solution built on Microsoft Azure cloud infrastructure and presented via Office 365. It integrates with Council's other third-party systems, including Xero, IntraMaps and Council's new Datascape customer request management system.

Report

On 14 October 2022 CouncilWise loaded an anonymised Alpine Shire Council database to its internal-only version of its system to demonstrate the software's capabilities to other potential customers.

One of the features of the software is the ability to automatically send data to the VM Online system via an API link. VM Online, provided by Insight Data Solutions (IDS), manages property data and valuations on behalf of the Valuer General Victoria and councils.

This feature was initiated in the internal-only version being used for demonstrations and the anonymised data was sent to Council's VM Online live system, causing contaminated data to be created for property sales, owners, parcels, and valuations. Property information data was not affected. Overlapping assessment numbers in the systems in the anonymised data base resulted in data inconsistencies in the VM Online data base.

CouncilWise and the Valuer General Victoria have both advised that the data has not been compromised and confirmed there was no privacy data breach.

Council's Rates Officer has worked with CouncilWise, Valuer General Victoria Office and IDS to remediate the situation and successfully achieved this on 8 November 2022.

Financial and resource implications

IDS will invoice Council for the work to restore the integrity of the live environment data however CouncilWise will bear the costs of this work.

Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Privacy Data Breach on ASC rates data environment	Possible	Major	B3	<ul style="list-style-type: none">Controls implemented by vendor CouncilWise to ensure ASC data is not compromised

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Loss of data or corruption of ASC rates data environment	Possible	Major	B3	<ul style="list-style-type: none">Controls implemented by vendor CouncilWise to ensure ASC data is not compromised

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's data has been restored in the live environment and BAU has resumed. CouncilWise has now established and implemented controls to ensure this does not reoccur and will incur the costs of IDS for the remediation work.

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.

- Acting Director Corporate Performance
- Manager Corporate
- Rates Coordinator

6.3 CYBER SECURITY RISK MITIGATION

Introduction

This report provides an overview of Council's investigation into cyber insurance to mitigate cyber security risks in response to VAGO findings in its 2022 Management Letter.

C Covich
G Moore

The Audit and Risk Committee noted this report and recommend Council:

- 1. Continue its process of improvements to cyber controls.***
- 2. Review and consider the relevancy of cyber insurance as circumstances may require.***

Carried

Background

The VAGO Management Letter 2022 finding 2022.1 b) recommended that Council formally assess its cyber risk and consider cyber insurance.

A broad definition of cyber insurance is "a specialty insurance product intended to protect businesses from internet-based risks, and more generally from risks relating to information technology infrastructure and activities." (Wikipedia). More specifically in relation to the Management Letter finding, it relates to insurance products covering cyber security threats such as extortion, data destruction, hacking, etc. resulting from the large rise in ransomware, data theft attacks or any risk that may lead to data privacy breaches.

Report

Cyber insurance was investigated by the ICT Coordinator and Director Corporate Performance. The investigation involved:

- reviewing white papers from industry sources
- attending webinars that covered the subject matter and
- interviewing a state government representative.

Cyber insurance was developed in the 1990's, but remained a niche product until the 2010's. It grew substantially over the past decade to become much more widely available and an accepted form of risk mitigation, however an industry report by Sophos (a cyber security company) in May 2022 highlighted a marked change in the industry.

The "Cyber Insurance 2022: Reality from the InfoSec Frontline" Whitepaper (Sophos, May 2022) is an annual study of the real-world experience of IT professionals. It surveyed 5,600 people in 31 countries across a range of industries. It found that whilst 92% of those surveyed had cyber insurance, it had become much harder to get over the preceding 12 months. More than half respondents in Australia reported that there were fewer providers. The reduced field of providers coupled with the large number of payouts in the previous few years has led to it being more difficult to qualify for coverage, more expensive and more difficult to secure.

The Director Corporate Performance met with the Head of Cyber Risk and Assurance for the Victorian Department of Premier and Cabinet. The information gained from the meeting backed up the findings of the Sophos Whitepaper, namely that conditions and coverage are becoming very specific, and require mature levels of cyber security governance from Council. The recommendation to Council was that it would be better to fund security improvements than it would be to fund cyber insurance.

Financial and resource implications

Cyber security and data protection improvements will require Council to allocate additional funds to the ICT function in future budgets. This cyber security budget allocation would fund activities including, but not limited to:

- security awareness training for staff
- cyber security training for ICT team members
- monitoring and active countermeasures, such as security software
- regular testing and evaluations, such as penetration testing
- governance review and development
- third-party security operations support.

Further research is required to determine the quantum of funds required for these activities.

While additional resourcing for dedicated cyber security operations tasks would enable a more rapid transformation towards maturity, it must be acknowledged that cyber security technicians are in high demand and are consequently very expensive resources to secure. To this end other means of improvement will be explored at first.

Risk management

The VAGO Management Letter 2022 rates its findings in relation to IT General Control Weaknesses (including its finding on cyber insurance) as Moderate.

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 conclusion drawn from this investigation is that Council will find it time consuming, difficult, and expensive to secure cyber insurance and that time, effort, and funding is better spent in improving Council's cyber security controls and governance.

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.

- Acting Director Corporate Performance
- Manager Corporate
- ICT Coordinator

6.4 VICROADS INFORMATION PROTECTION AGREEMENT AUDIT

Introduction

This report provides an overview on the recent audit of Council's compliance with the Information Protection Agreement it has with VicRoads for access to vehicle registration data by Council's Local Laws Team.

The Audit and Risk Committee noted this report.

Background

Council has an Information Protection Agreement with VicRoads that enables its Local Laws team to access vehicle registration data.

In accordance with the Agreement, a compliance audit of Council's activities was undertaken in September 2022.

The objective of the compliance review was to ensure that:

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

Report

The compliance review consisted of an examination and assessment of work practices, including an inspection of documents and materials relating to Council's activities, in accordance with the requirements of:

- Agreement
- Information Security Standard ISO27001:2015
- Victorian Public Data Security Standard (VPDSS 2.0).

The compliance review found that Council was, in general, meeting the terms and requirements of the Information Protection Agreement.

The review identified one Corrective Action as follows:

Requirement	<i>Victorian Protective Data Security Standard (VPDSS V2.0)</i> <i>Standard 11 - ICT Security (E11.080)</i> <i>Information Protection Agreement Schedule 1 Control 17</i> Portable removable media and personal mobile devices must not be used to access or store the Information.
Finding	USB ports are not disabled on information processing facilities containing VicRoads data increasing the risk of sensitive information being removed, copied, or modified

There were no Improvement Notices issued.

Council has worked with VicRoads on an achievable corrective action and has agreed to develop an IT control policy on removeable devices, which ensures that USB's will not be used to store VicRoads data. In addition, locations with VicRoads data will be locked

down to specific users and this will form part of an IT procedural control currently in draft.

More broadly Council will undertake a review of current usage of USBs including why they are being used so it can understand the scale of the challenge and respond with appropriate controls.

Financial and resource implications

There are no additional financial or resource implications in implementing the agreed corrective action.

Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Sensitive information being copied/removed by USB	Possible	Moderate	C3	<ul style="list-style-type: none">Controls agreed to by VicRoads and being implemented to ensure VicRoads data is not compromised

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

There is no evidence that VicRoads sensitive data is being accessed other than in accordance with the Information Protection Agreement and Council and VicRoads have agreed on a corrective action to ensure that sensitive data cannot be copied and removed by USB.

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.

- Acting Director Corporate Performance
- Manager Corporate
- Health safety and Risk Officer

7. For information only

7.1 2022/23 QUARTER 1 BUDGET REPORT

Section 97 of the *Local Government Act 2020* requires the preparation of a quarterly budget report that includes:

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

7.2 2022/23 QUARTER 1 PERFORMANCE REPORT

The 2022/23 Quarter 1 Performance Report was not finalised before this meeting.

7.3 2022/23 QUARTER 1 PURCHASING AUDIT

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

The random sample testing is based on an even spread of purchases across all departments (16 in total) and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$1,000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

7.4 2022/23 QUARTER 1 CEO AND MAYOR CREDIT CARD REPORT

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

7.5 2022/23 QUARTER 1 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 scheduled to increase on 18 December 2022. Allowances are set by the Victorian Independent Remuneration Tribunal.

7.6 2022/23 QUARTER 1 HEALTH AND SAFETY REPORT

Quarterly health and safety reports are prepared in accordance with Council's Health and Safety Management System (HSMS) and reported to the Audit and Risk Committee to

provide continuing assurance that Council is monitoring its health and safety obligations and staff are complying with the requirements of the HSMS.

ACTIONS:

- ***Calculate lost time injury frequency rate using both total number of lost time injuries and accepted Workcover claim lost time injuries.***

7.7 APPROVED POLICY REGISTER – REVIEW STATUS UPDATE

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

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

ACTIONS:

- ***Ensure ICT policies address matters relating to USB's as outlined in Item 6.4.***

7.8 ASSET MANAGEMENT DOCUMENT TRACKER REPORT

The Asset Management Document Tracker is reported to the Audit and Risk Committee to provide continuing assurance that Council is progressing the review of key asset management actions.

ACTIONS:

- ***Review dates in tracker to ensure current.***

7.9 RISK REPORT

The risk register has been updated to align with the new risk matrix in Council's Governance and Risk Framework, endorsed in July 2022.

Management review of the register is almost complete. This review has highlighted that there is some duplication in risks and risk causes are often identified as the risk. Further review and refinement of the register is still required.

7.10 ORGANISATIONAL RESTRUCTURE

The CEO provided a verbal update on the review of the organisational structure to realign it to Council's vision to achieve:

- Our organisation – improved productivity and increased staff satisfaction
- Our community – an improved and consistent customer experience for everyone engaging with Council's services
- Our future – a well-planned future for the Alpine Shire, aligned to the needs and aspirations of the community.

ACTIONS:

- ***Provide an update to the Committee on the outcome of the restructure.***

8. General business

8.1 2023 MEETING SCHEDULE

The Committee confirmed its meeting dates for 2023:

- Friday 24 February
- Friday 26 May
- Friday 28 July
- tentatively Friday 1 September or Tuesday 5 September – to be confirmed to align with external audit of 2022/23 financial and performance reports
- Friday 24 November

8.2 ICT ROADMAP

The Committee noted that the ICT Roadmap has been referenced in a number of discussions regarding ICT risk controls including the discussion on Item 6.3 and requested a detailed report on the ICT Roadmap for its next meeting.

ACTIONS:

- ***Provide report for February 2023 Committee meeting on the ICT Roadmap.***

8.3 FINANCE COMMITTEE

Cr S Kelley briefed the Committee on Council's internal discussion on the relevancy of the Finance Committee and the potential for rationalisation given the legislated Quarterly Budget Report is presented to the Audit and Risk Committee and Council and the proposal to report monthly on key financial indicators to Council Briefing Sessions.

8.4 AGENDA CIRCULATION PRIOR TO MEETING

The Committee noted resourcing issues impacted the timeliness of the circulation of the agenda for this meeting but requested that the agenda be circulated a minimum of one week prior to future meetings in accordance with the Committee's Charter even if incomplete.

ACTIONS:

- ***Circulate agenda and available supporting documentation to Committee members at least one week prior to meeting.***

9. Next meeting

The next meeting of the Audit and Risk Committee will be held on Friday 24 February 2023 at 9.00am for members and 9.15am for management.

There being no further business, the Chair declared the meeting closed at 11.53am

Quarterly Performance Report

Ending 31 December 2022

Strategic Driver 1. For those who live and visit

Vision: To be connected, supported, and welcomed throughout all stages of life

2022/23 Actions	Q2 - progress October - December 2022
Strategic Objective 1.1 A community that is active, connected and supported	
Ongoing engagement with community groups	Engagement with local community groups continued, with regular community pop-ups at key locations to inform the Land Development Strategy, as well as targeted engagement with community groups to inform a range of projects and initiatives. A new Community Budget submissions process commenced, with submissions opening on 12 December 2022.
Deliver the annual Community Grants program	The 2022/23 Community Grants program was awarded at the August 2022 Ordinary Council Meeting. By 31 December 2022, the majority of the 21 funded projects had commenced or were completed.
Strategic Objective 1.2 Services and resources that enhance health and wellbeing	
Provide contemporary library services	Children's Week activities at the three library branches saw 350 pre-school, Foundation and Year 1 students attend "The Vegetable Plot" live shows. Showbags were provided to students, which included healthy eating picture-books, sunscreen, fruit, and other trinkets. These live shows were in addition to regular library services and a visiting author prior to 31 December 2022.
Implement Library Services Plan	Premiers' Reading Challenge funding was received, and Bright library branch welcomed a display (on loan) of Mount Buffalo memorabilia from a local resident. The Bright library branch also displayed mountain themed paintings on loan from the local art gallery (meeting the needs of our community – building partnerships).
Provide services for critical life stages, including Maternal and Child Health, Immunisations, Supported Playgroups, Seniors Week, and Youth services	A fully resourced Maternal and Child Health (MCH) team has allowed the implementation of Sleep Settling groups to commence. Regular meetings with Alpine Health have commenced to smooth the transition for families between domiciliary care and MCH.
Implement the Alpine Shire Council Access and Inclusion Plan	Council hosted Brant Garvey, inspirational speaker for Council and three school groups; procurement of three mobile stage lifts has commenced; and incidental work has been undertaken in response to Access Appraisals.
INDICATOR: Active library borrowers in municipality	15% of the Alpine Shire population were active library borrowers by the end of December 2022.
INDICATOR: Cost of library service per population	Calculated at End of Financial Year
INDICATOR: Participation in the Maternal and Child Health Service	74% of enrolled children had participated in the MCH service by the end of December 2022.
INDICATOR: Aboriginal participation in the MCH service	73% of enrolled First Nations children had participated in the MCH service by the end of December 2022.

2022/23 Actions		Q2 - progress October - December 2022	
INDICATOR: Participation in supported playgroups		Supported Playgroups are active in Mount Beauty and Myrtleford; and a trial of Supported Playgroup in Bright was well received which will see the project implemented in 2023.	
Strategic Objective 1.3 A caring community			
Adoption of Reflect Reconciliation Action Plan		Council's Reflect Reconciliation Action Plan was endorsed by Reconciliation Australia and scheduled for noting in the January 2023 Council meeting.	
Deliver Youth services including FreeZa, Youth Awards and Engage!		Council's supported learner driver program (L2P) has begun to meet funded targets; the Youth Strategy was adopted; a Youth Advisory Group established; and a number of youth events were delivered and are planned for future.	
Completion of the Key Worker Housing Pilot Program, and development of the Affordable Housing Analysis Action Plan		The Key Worker Housing Project has been completed and Affordable Housing Analysis Action Plan developed.	
Deliver the 16 Days of Activism program		The 16 Days of Activism campaign included internal communications and a staff event, as well as external communications via social media and print media.	
Strategic Objective 1.4 Increasing healthy eating and active living			
Review Council's aquatic facilities		A review of the summer season will take place in Q3. This will include works that may be required to the facilities in advance of the following season opening.	
INDICATOR: Number of visits to aquatic facilities per head of population		By the end of December 2022, there had been 0.67 visits to aquatic facilities for each member of the Alpine Shire population.	
Strategic Objective 1.5 Improving mental wellbeing			
Investigate feasibility for hybrid Council Meetings utilising appropriate and reliable technology		Investigation into technology requirements to support hybrid (in person and online attendance) Council Meetings has commenced, with a hybrid meeting held using existing technology in December 2022.	
Strategic Objective 1.6 Preventing all forms of violence			
No actions in 2022/23		No actions in 2022/23	

Strategic Driver 2. For a thriving economy

Vision: Ideas and industry thrive through a climate sensitive and diverse economy

2022/23 Actions	Q2 - progress October - December 2022
Strategic Objective 2.1 Diverse reasons to visit	
Facilitate events on Council land over the year, and support the annual Event Funding Program	Delivery of events in the Alpine Shire Council is being supported by Council's Events Team. Additional funds have been allocated to support events in Dederang, Myrtleford, and Mount Beauty in line with Council's Events Strategy and in order to achieve greater dispersion of visitors across the Shire throughout the year.
Implement the Alpine Shire Council Events Strategy	The Events Strategy has been operational for all events after 1 July 2022. Some events have struggled with the new framework and the team have worked closely with organisers to understand and adapt to the new framework wherever possible. Pragmatic decisions have been taken to help events take place in the first year since COVID restrictions shut down many outdoor events.
INDICATOR: Number of permitted festivals and events in the Shire	Calculated at End of Financial Year
INDICATOR: Number of overnight and day trip visitors	Calculated at End of Financial Year
Strategic Objective 2.2 Innovative and sustainable business development that supports year-round benefit	
Implement the Alpine Shire Council Economic Development Strategy	The following Economic Development Strategy actions were implemented prior to 31 December 2022: <ul style="list-style-type: none"> - Creating a sustainable tourism suite of five videos called 'Local Knowledge'. - Christmas Social media campaign to encourage voucher sales - New creators' video, promoting the arts and creators in our region. - Delivering new Walks and Trails guides and Cycle guides. - New Murray to Mountains maps.
INDICATOR: Number of small businesses and light industry in the Shire	Calculated at End of Financial Year
Strategic Objective 2.3 Access to technology that meets our evolving needs	
Develop a Telecommunications Strategy	The draft Telecommunications Strategy was presented to the December 2022 Council meeting for noting.

Strategic Driver 3. For the bold protection of our future

Vision: Our natural environment is protected and preserved

2022/23 Actions	Q2 - progress October - December 2022
Strategic Objective 3.1 Decisive leadership to address the impacts and causes of climate change	
Commence Community Climate Action Plan	Council has engaged a consultant to commence the Community Climate Action roadmap which will prioritise the focus areas for the action plan.
Explore Environmentally Sustainable Design options	Council completed the design for 5 new solar installations on Council buildings to be implemented in 2023.
INDICATOR: Net Zero Greenhouse Gas Emissions - 2023	Calculated at End of Financial Year
Strategic Objective 3.2 Stewardship and care of our natural environment	
Utilise Water Sensitive Urban Design	No reporting available by 31 December 2022.
Strategic Objective 3.3 Responsible management of waste	
Prepare for the implementation of a Food Organics Garden Organics (FOGO) collection service	Council has continued to roll out community engagement ahead of FOGO service implementation in July 2023.
Identify sites for Container Deposit Scheme (CDS) across the Alpine Shire	Discussions with CDS service provider have commenced to identify sites for CDS units across the Alpine Shire.
Implementation of the Event Waste Management Plan	The Dish Pig has been secured to promote sustainable kitchenware at events across the Shire. Waste Wise questions are being reviewed following the announcement of a ban on single use items from 1 February 2023.
Develop Council Waste Management Plan	The Waste Management Plan will form part of the work related to the Waste Policy for the implementation of FOGO.
Participation in regional procurement of municipal glass collection and processing services	Council is participating in the Collaborative Procurement Hume Collective Councils for the provision of all waste contract. Contract awards are scheduled for February 2023.
Implement recommendations from Closed Landfill Risk Assessment	Landfill capping works have begun at Porepunkah Landfill. Council is still waiting for the EPA to approve the designs for Myrtleford Landfill. Additionally, the scope has been developed to engage a consultant to prioritise and cost implementation actions for closed landfills.
INDICATOR: Community satisfaction with waste management performance - Target 70	Index score of 70 in 2022. Surveying for 2023 results is currently under way.
INDICATOR: Kerbside collection waste diverted from landfill	Currently awaiting waste and recycling report from contractor.

2022/23 Actions	Q2 - progress October - December 2022
Strategic Objective 3.4 A community that is prepared for, can respond to, and recover from emergencies	
Implement Resilience Month activities	Alpine Resilience Partnership meets approximately every three months. REAP (Resilience Emergency Action Plan) Day was delivered in Myrtleford and Bright for Years 4-6 students. Emergency Ready Trivia night delivered in Myrtleford for approximately 60 participants.
Strategic Objective 3.5 Reducing the impact of climate change on health	
Implement Alpine Active Plan	Regular meetings of Active Alpine Group report on funding opportunities for installation of Outdoor Fitness Equipment; fitness classes, incorporating physical activity in youth events and seniors festival.
Support local and regional initiatives relating to Climate Change	Council's involvement with the Goulburn Murray Climate Alliance involved the commencement of two new projects for the region: 1) Climate Adaptation - Assessing the risks to Council 2) Sustainable Subdivisions Framework

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

Vision: The connection between people and place is strengthened

2022/23 Actions	Q2 - progress October - December 2022
Strategic Objective 4.1 Conservation and promotion of the distinct character across the Shire	
Myrtleford Memorial Hall refurbishment	Continued design work and engagement with community groups on the future use and design of the Myrtleford Memorial Hall.
Strategic Objective 4.2 Planning and development that reflects the aspirations of the community	
Develop the Alpine Shire Council Land Development Strategy	An intensive community Engagement Program took place between October 2022 and February 2023. Activities included: <ul style="list-style-type: none"> - 4x Community Reference Groups - 1x Technical reference group - Multiple independent landowner meetings (Myrtleford, Bright and Porepunkah residents predominately) - 5+ formal requests for rezoning or rebuttals - 232 Survey Responses
Develop the Alpine Shire Council Housing Affordability Strategy	Structure Planning including housing strategy, community infrastructure planning and public open space will be prioritised following the final draft of the Land Development Strategy.
INDICATOR: Time taken to decide planning applications - Target 60 days	Data not available – software issue uploading data to the Planning Permit Activity Report website at www.planning.vic.gov.au/resource-library/planning-permit-activity-in-victoria/reports . Software vendors are aware of the issue – Alpine is not the only Council affected.
INDICATOR: Planning applications decided within required timeframes - 70%	Data not available – software issue uploading data to the Planning Permit Activity Report website at www.planning.vic.gov.au/resource-library/planning-permit-activity-in-victoria/reports . Software vendors are aware of the issue – Alpine is not the only Council affected.
INDICATOR: Council planning decisions upheld at VCAT	0% of Council planning decisions appealed to VCAT were upheld by the end of December 2022. This data includes one Council planning decision that was appealed to VCAT, with the decision set aside and an amended permit directed to be issued.
Strategic Objective 4.3 Accessible parks that promote active and passive recreation	
Implement the Alpine Shire Council Sports and Active Recreation Plan	Council has begun the engagement process for input into the development of the Sports and Recreation Masterplan, focused on key sporting and recreation precincts around Bright, Mount Beauty and Myrtleford.
Strategic Objective 4.4 Diverse arts and cultural experience	
Murray to Mountain activation	Preliminary creative brief to incorporate arts and culture along the Murray to Mountain trail in a collaborative project with Tourism North East (TNE).
Strategic Objective 4.5 Assets for our current and future needs	
Dargo High Plains Road upgrade	Dargo High Plains Road works are well underway and are expected to be completed in April 2023 (subject to favourable weather conditions).

2022/23 Actions	Q2 - progress October - December 2022
Dinner Plain activation	Phase 2 detailed designs for Dinner Plain are progressing based on feedback from the community. Scrubbers Hut upgrade – site works due to commence in early 2023.
Mount Beauty Airport upgrade	Works for the Mount Beauty Airport upgrade were completed. The contract is now in the defects period when additional works may be undertaken.
INDICATOR: Community satisfaction with sealed local roads - Target 60	Index score of 61 in 2022. Surveying for 2023 results is currently under way.
INDICATOR: Sealed local roads maintained to condition standards	Calculated at End of Financial Year

Strategic Driver 5. For strong and informed leadership

Vision: Collaborative, bold and evidence-based decision making

2022/23 Actions	Q2 - progress October - December 2022
Strategic Objective 5.1 Effective communication and engagement	
Improve community engagement participation and access	Significant broad and targeted community engagement was carried out to inform a range of projects and initiatives, including Land Development Strategy, Alpine Better Places Tawonga, Dinner Plain Activation Phase 2, Dinner Plain Snowmaking and the development of the 2023/24 Alpine Shire Budget. The Land Development Strategy and 2023/24 Budget engagement has included Councillors, supported by Officers, having a stall at weekly community markets.
Deliberative engagement panel involvement in key strategic projects	Deliberative engagement to inform the Land Development Strategy was assisted by a project-specific Community Reference Group. The group provided valuable and robust feedback on the draft discussion documents.
Implementation of online Customer Service and engagement application	Following the launch of the MyAlpine online portal in Quarter 1 the application is being used by customers to successfully log requests with Council. By 31 December 2022, 221 tickets were raised via the portal. By mid-February 2023 there were 320 registered users of the MyAlpine portal.
INDICATOR: Community satisfaction with Council's community consultation and engagement performance - Target 60	Index score of 55 in 2022. Surveying for 2023 results is currently under way.
Strategic Objective 5.2 A responsible, transparent and responsive organisation	
Maintain transparent decision making	Council meetings are live-streamed (when held in Bright), and recordings for all Council meetings are available after the event.
Refresh Risk Policy, Framework and Register	Risk Register under review to reflect Risk Policy / Framework and appetite statement.
Gender Equality Action Plan implementation	Gender Impact Assessments (GIA) are undertaken prior to project commencement or policy changes. A register of GIA is maintained centrally. The planned implementation of a new Human Resources system includes the collecting or additional voluntary information relating to gender and other intersectional characteristics.
Explore alternative income stream opportunities	A recent report commissioned by Rural Councils Victoria (RCV) on the Alternative Sources of Income for Local Government indicated the challenges for Rural Councils to generate new income streams. This will be considered further as part of the 2023/2024 budget process.

2022/23 Actions	Q2 - progress October - December 2022
Implement Workforce Plan	Review of organisational structure has been completed. A new organisational structure will be implemented on 9 January 2023. The focus of the restructure is to deliver improvements in the following areas: 1) provision of a consistent customer experience, 2) longer term strategic planning for the future of the Shire, and 3) improved organisational alignment to support 1 and 2 above through improved systems and processes.
INDICATOR: Council decisions made at meetings closed to the public	0.85% of Council decisions have been made at meetings closed to the public between July - December 2022.
INDICATOR: Councillor attendance at council meetings	Councillor attendance at Council meetings was 92.9% between July - December 2022.
INDICATOR: Satisfaction with Council decisions	Index score of 56 in 2022. Surveying for 2023 results is currently under way.
INDICATOR: Community satisfaction with Council's overall performance - Target 70	Index score of 59 in 2022. Surveying for 2023 results is currently under way.
INDICATOR: Working capital (current assets as percentage of current liabilities)	Calculated at End of Financial Year.
Strategic Objective 5.3 Bold leadership, strong partnerships and effective advocacy	
Participate in regional partnerships and groups	Ongoing participation by the CEO, Mayor and Councillors as delegated representatives on committees and groups.
Engage with State and Federal Governments	Engagement with local members of parliament is ongoing, ensuring that opportunities for the Alpine Shire are advocated for and funding pursued.

Budget Report Quarterly Review

For the period ending 31 December 2022

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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.

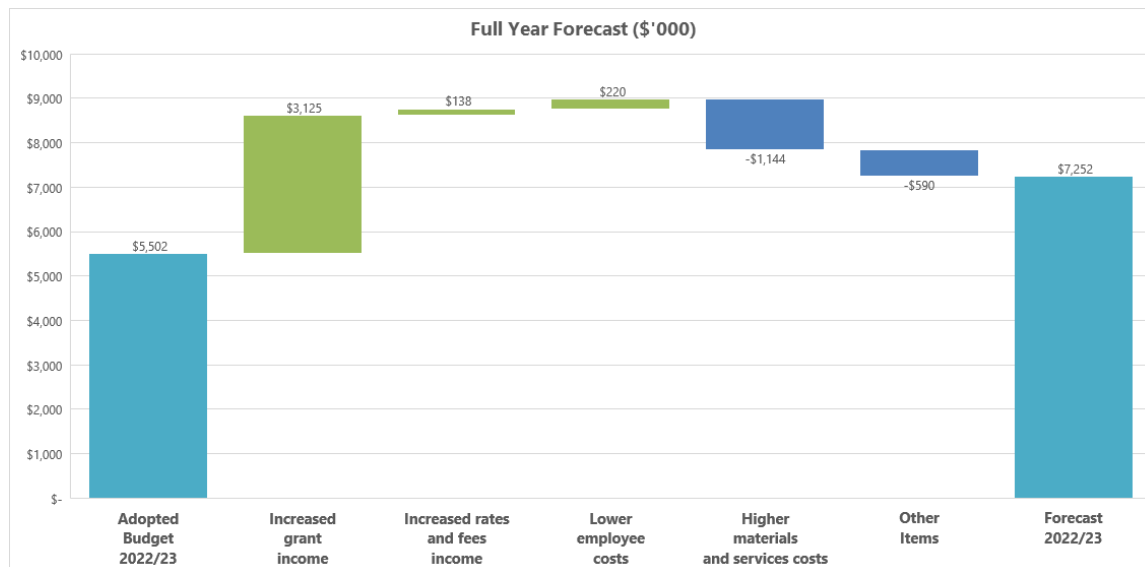
Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

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 \$7.3m, which is \$1.8m higher than the budgeted surplus of \$5.5m.



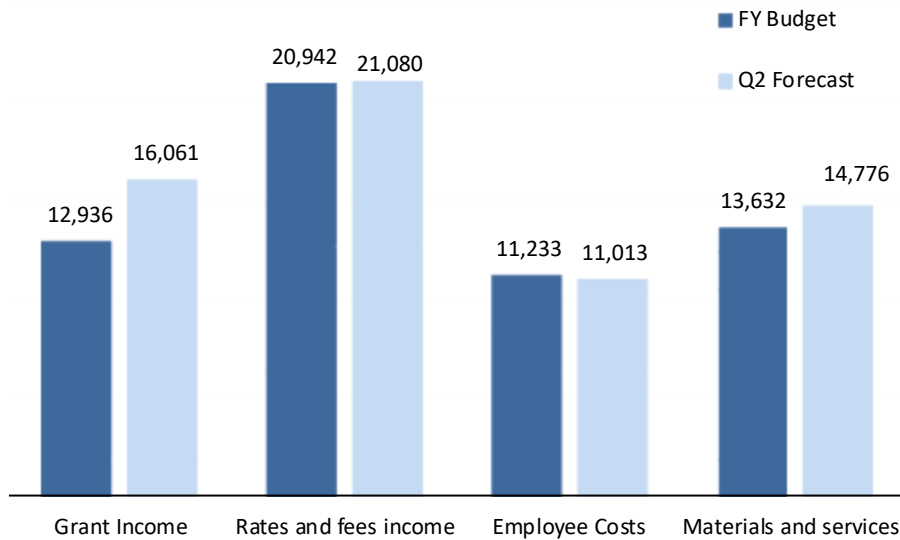
A key driver of the increase in the budgeted surplus is the forecast additional grant income (\$3.1m). Employee costs are also forecast to be under budget (\$0.2m). In addition the Rates & Charges income is forecast to be higher (\$0.1m). These positive variances are offset by forecast increased Materials & Services expenditure (\$1.1m) and Depreciation (\$1.5m). The increase in depreciation derives from the asset revaluation at 30 June 2022.

Forecast increased grant income (\$3.1m) relates mainly to:

- Great Valley Trail (\$1.1m)
- Bushfire Recovery (\$1.0m)
- Council Flood Support (\$0.5m)
- YACVic Future Proof program (\$0.3m)
- Rural Councils Transformation project (\$0.3m)
- Supported Playgroups service delivery (\$0.1m)
- unbudgeted income for the Porepunkah Caravan Park (\$0.2m)
- unbudgeted income for the Tawonga Holiday Park (\$0.1m)

3. Comparison to adopted budget 2022/23

Q2 Forecast - Key Variances (\$k)



The Q2 forecast surplus has increased from the adopted budget by \$1.8m primarily due to a forecast increase in Grant Income (\$3.1m), reduced Employee Costs (\$0.2m) and increased Rates and Charges income (\$0.1m). Offsetting this is a net increase in forecasted Materials and Services expenses (\$1.1m).

4. Income Statement

Year-end forecast against budget is as follows:

	Actual YTD	Budget YTD	Variance	Budget Full	Forecast Full	Variance		Ref
	December	December		Year	Year	\$'000	%	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	
Income								
Rates and charges	10,438	10,195	243	20,390	20,528	138	1%	1
Statutory fees and fines	287	276	11	552	552	-	0%	
User fees	544	483	61	965	971	6	1%	
Contributions - cash	637	358	279	716	766	50	7%	
Contributions - non-monetary assets	-	219	(219)	438	438	-	0%	
Grants - Operating (recurrent)	986	1,918	(932)	3,835	3,918	83	2%	
Grants - Operating (non-recurrent)	1,348	159	1,189	319	2,458	2,139	671%	2
Grants - Capital (recurrent)	75	355	(280)	710	698	(12)	-2%	
Grants - Capital (non-recurrent)	2,289	4,036	(1,747)	8,072	8,987	915	11%	3
Other income	956	434	522	868	1,684	816	94%	4
Total income	17,560	18,433	(873)	36,865	41,001	4,135	11%	
Expenses								
Employee costs	5,278	5,617	(339)	11,233	11,013	(220)	-2%	5
Materials and services	5,594	6,816	(1,222)	13,632	14,776	1,144	8%	6
Depreciation	3,515	2,775	741	5,549	7,030	1,481	27%	7
Amortisation	-	7	(7)	28	28	-	0%	
Landfill Rehabilitation	-	-	-	78	78	-	0%	
Other expenses	346	418	(72)	835	816	(19)	-2%	
Net gain on disposal of property, infrastructure, plant and equipment	-	-	-	8	8	-	0%	
Total expenses	14,733	15,633	(900)	31,363	33,749	2,386	8%	
Surplus (deficit) for the year	2,827	2,801	27	5,502	7,252	1,750	32%	

Income Statement – Explanations of Full Year Variances

Ref	Item	Explanation
1	Rates and Charges	An increase in Income in Lieu of Rates from AGL (\$100k) and a supplementary valuations including one for Ausnet (\$325k) have offset the previously reported error in budgeted waste management charges from Q1 (\$298k).
2	Grants – Operating (Non Recurrent)	Increased funds for Supported Playgroups to increase service delivery were received (\$75k). Unbudgeted grant towards Rural Councils Transformation Program (\$250k). Unbudgeted Bushfire Recovery funding (\$947k) for resilience and recovery activities. An unbudgeted project for YACVic (\$275k)
3	Grants – Capital (Non Recurrent)	Funding from Bushfire Tourism & Business Fund 2020 for Dinner Plain Activation (\$250k) DELWP grant for Tawonga Caravan Park Upgrade (\$128k) Grant received for Great Valley Trail project finalised in 2021/22 (\$1.1m)
4	Other income	Forecast increased return on invested funds due to rising interest rates and increased term deposit deferred expenditure (\$459k) Unbudgeted income from unexpended funds from Committee of Management for Tawonga and Porepunkah Bridge Caravan Parks (\$320k)
5	Employee Costs	Budget assumed full staffing profile for financial year but ongoing staff vacancies across many areas of council has resulted in a significant underspend (\$220k) for 2022/23.

Ref	Item	Explanation
6	Materials and Services	<p>Various operational activities, the most significant of which include:</p> <ul style="list-style-type: none"> Expensing the Bogong High Plains Road Blackspot project (\$1.4m) as this is a Victorian government asset Increased asset maintenance due to the October floods (\$100k) Unbudgeted Community Development programs that are either fully or partly funded by state/federal governments (\$142k) Increased insurance premiums (\$88k) Fully funded Bushfire Recovery activities (\$230k)
7	Depreciation	Higher than budgeted due to 2021/22 \$23m net asset revaluation increment (\$1.5m)

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							
Community Development	1,410	308	1,102	615	1,935	1,320	1
Corporate	9,496	10,018	(522)	20,035	22,030	1,995	2
Customer Experience	334	188	147	375	443	68	
Engineering & Assets	2,384	4,886	(2,502)	9,771	10,163	392	3
Executive	26	1	25	1	26	25	
Growth & Future	63	55	8	110	102	(8)	
Operations	2,834	2,658	177	5,315	5,427	112	4
Statutory Planning & Amenity	407	385	23	769	790	21	
Grand Total	16,954	18,497	(1,543)	36,991	40,916	3,925	
Expenditure							
Community Development	654	588	67	1,175	1,559	384	5
Corporate	4,226	4,082	144	8,164	10,212	2,048	6
Customer Experience	259	399	(140)	798	783	(15)	
Engineering & Assets	3,568	8,915	(5,347)	17,829	16,600	(1,229)	7
Executive	5,738	5,912	(174)	11,824	11,604	(220)	8
Growth & Future	364	750	(386)	1,499	1,709	210	9
Operations	3,281	4,079	(798)	8,157	8,386	229	10
Statutory Planning & Amenity	98	157	(59)	314	324	10	
Expenditure Total	18,188	24,880	(6,692)	49,760	51,177	1,417	

Department Summary – Explanations of Full Year Variances

Ref	Item	Explanation
1	Community Development Income	Unbudgeted grant income for resilience and recovery activity programs (\$947k), support playgroups (\$75k) and for YACVic programs (\$275k)
2	Corporate Income	Higher than anticipated interest income from managed investments due to interest rate rises (\$459k), increased rates and charges income from supplementary rates valuations (\$325k) and reduction in discount for AGL rates (\$110k), grant for Rural Councils Transformation Program (\$250k)
3	Engineering & Assets Income	Grant funding received for Great Valley Trail project finalised in 2021/22 (\$1,064k), funds to be received from previous Committee of Management for Tawonga Caravan Park upgrade (\$128k), additional grant funding to be provided from Bushfire Relief & Business Tourism for Dinner Plain Activation (\$250k). These additional forecast funds are offset by anticipated reductions in forecast income for Myrtleford Sport & Active Recreation Plan (\$160k), Mount Beauty Education & Sports Precinct Masterplan (\$120k), Dinner Plain Activation Phase 2 (\$450k) and Dinner Plain Snowmaking (\$300k)
4	Operations Income	Grant funding for & funds received from previous Committee of Management for Porepunkah Bridge Caravan Park (\$208k), grant funding for Tawonga Caravan Park Upgrade (\$113k), offset by error in budgeted waste management charges income (\$292k)
5	Community Development Expenditure	Mainly unbudgeted but fully funded programs centred around Recovery & Resilience initiatives (\$312k) and YACVic Future Proof program (\$80k)

Ref	Item	Explanation
6	Corporate Expenditure	<p>Higher than budgeted forecast expenditure for the following items</p> <ul style="list-style-type: none"> • Increased insurance premiums (\$88k), • Corporate Business Systems (\$34k), • Corporate Technology Infrastructure (\$18k) • Server Infrastructure Renewal (\$24k) • Bad Debts expense (\$10k) • Depreciation (\$1,453k) due to prior year net asset revaluation increment of \$23m
7	Engineering & Assets Expenditure	<p>Lower than budgeted forecast expenditure for the following items</p> <ul style="list-style-type: none"> • Myrtleford Landfill Rehabilitation (\$920k), • Dinner Plain Snowmaking (\$150k), • Dinner Plain Activation (\$500k), • Nimmo Pedestrian Bridge (\$472k), • Mount Beauty Landfill Rehabilitation Design (\$100k), • Myrtleford Savoy Soccer Club Upgrade (\$160k), • Ablett Pavilion Upgrade (\$110k), • Tawonga Fishermans Walk Public Toilet (\$140k), • Mount Beauty Depot Concept Design (\$100k). <p>Higher than budgeted forecast expenditure for the following</p> <ul style="list-style-type: none"> • Mount Beauty Airport Upgrade (\$630k), • Tawonga Caravan Park Upgrade (\$100k), • Alpine View Childrens Centre Expansion (\$150k), • Energy Efficient Street Lighting (\$427k), • Bakers Gully Drainage Renewal (\$130k), • Outdoor Dining Program (\$122k).
8	Executive Expenditure	<p>Lower than budgeted overall Workforce costs (\$220k)</p>

Ref	Item	Explanation
9	Growth & Future Expenditure	Unbudgeted fully funded Kerbside Transition Plan for FOGO scheme (\$62k) and Community Power Feasibility project (\$100k) funded through Resilience & Recovery grant funding
10	Operations Expenditure	Due to recent floods the forecast expenditure to repair affected roads (both sealed and unsealed) has increased (\$100k). Additionally, Council is now required to pay all water invoices for Council properties with Committees (\$47k) but these will be recouped by on-charging the Committee

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						
Mountain View Childrens Centre Upgrade	-	150	190	40	27%	
Dargo High Plains Road Upgrade	1,000	2,250	2,250	-	0%	
Dinner Plain Activation	100	1,250	1,000	(250)	-20%	1
Dinner Plain Snowmaking	100	200	200	-	0%	
Alpine View Childcare Centre	-	400	400	-	0%	
Nimmo Pedestrian Bridge	-	487	479	(8)	-2%	
Tawonga Caravan Park Upgrade	-	700	628	(72)	-10%	
Myrtleford Savoy Soccer Club Upgrade	-	250	250	-	0%	
Ablett Pavilion Myrtleford Upgrade	-	300	300	-	0%	
Mount Beauty Stadium Renewable Energy Upgrade	-	200	200	-	0%	
Myrtleford Splash Park	-	200	200	-	0%	
Expenses						
Mountain View Childrens Centre Upgrade	0	150	180	30	20%	
Dargo High Plains Road Upgrade	549	2,250	2,250	-	0%	
Dinner Plain Activation	59	1,450	950	(500)	-53%	2
Alpine View Childrens Centre Expansion	292	400	550	150	100%	3
Nimmo Pedestrian Bridge	11	487	15	(472)	100%	4
Myrtleford Savoy Soccer Club Upgrade	20	250	90	(160)	100%	5
Dinner Plain Snowmaking	34	500	350	(150)	-43%	6
Mount Beauty Airport Upgrade	93	370	1,000	630	170%	7
Tawonga Caravan Park Upgrade	590	700	800	100	14%	8
Energy Efficient Street Lighting	708	500	927	427	85%	9
Ablett Pavilion Myrtleford Upgrade	3	300	190	(110)	-37%	10
Mount Beauty Stadium Renewable Energy Upgrade	10	200	200	-	0%	
Myrtleford Splash Park	-	200	200	-	0%	
Myrtleford Sport and Active Recreation Master Plan	8	160	80	(80)	-50%	
Myrtleford Landfill Rehabilitation	41	980	60	(920)	-94%	11
Mount Beauty Education and Sport Precinct Masterplan	16	120	60	(60)	-50%	

Capital Works Summary – Explanation of Full Year Variances

Ref	Item	Explanation
1.	Dinner Plain Activation income	Current reduced income level (\$250k) commensurate with funding agreement delivery milestones.
2.	Dinner Plain Activation expenditure	Current underspend (\$500k) reflects adjusted delivery milestones for Phase 2 of the project into 2023/24.

Ref	Item	Explanation
3.	Alpine View Childrens Centre Expansion expenditure	Additional works are required as a variation to the original contract budget (\$150k).
4.	Nimmo Pedestrian Bridge expenditure	Project delayed until 2023/24 with funding extension available to June 2025 (\$472k).
5.	Myrtleford Savoy Soccer Club Upgrade expenditure	Design work to be completed this year with construction to commence in 2023/24 due to current use of club facilities (\$160k).
6.	Dinner Plain Snowmaking expenditure	Snowmaking equipment to be manufactured and delivered in 2023/24 (\$150k).
7.	Mount Beauty Airport Upgrade expenditure	Delay in works in 2021/22 has caused increased forecast expenditure that is still within total project budget (\$630k).
8.	Tawonga Caravan Park Upgrade expenditure	Additional works are required as a variation to the original contract budget (\$100k) this amount is to be offset by the receipt of unexpended fund from the DELWP Committee of Management
9.	Energy Efficient Street Lighting expenditure	Forecast expenditure includes carryover budget from 2021/22 (\$427k).
10.	Ablett Pavilion Myrtleford Upgrade expenditure	Construction work unable to commence until 2023/24 (\$110k).
11.	Myrtleford Landfill Rehabilitation expenditure	Design component currently awaiting EPA approval which has led to a delay in appointing a contractor to carry out the works (\$920k).

7. Balance Sheet

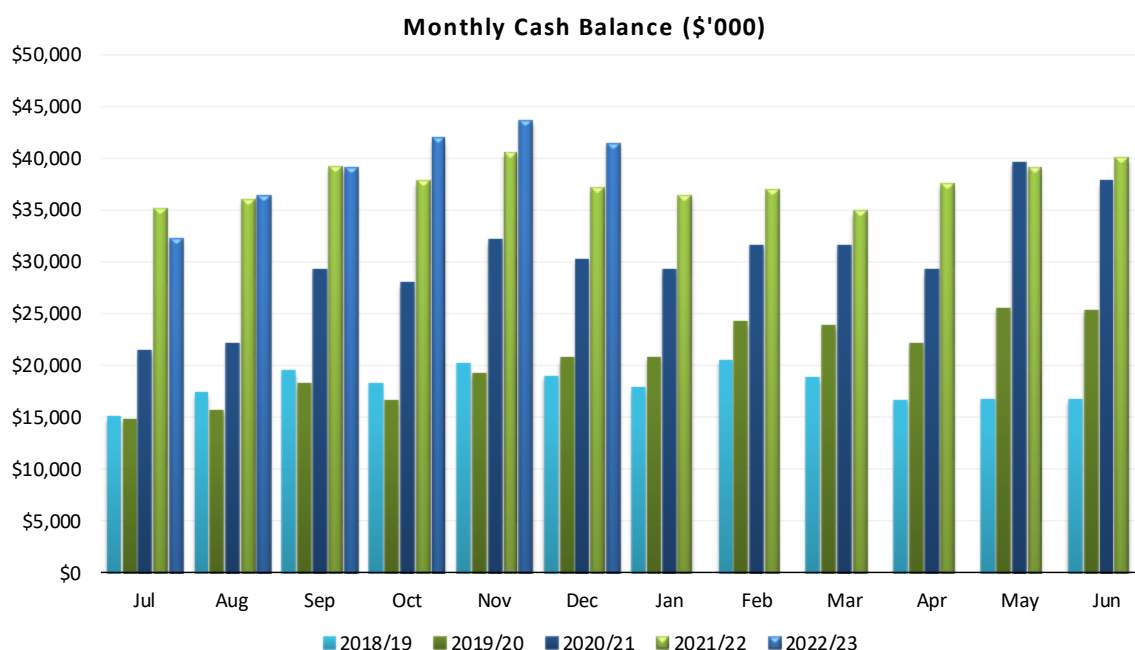
	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance	
				\$'000	%
Assets					
Current assets					
Cash and cash equivalents	298	2,529	3,439	910	36%
Trade and other receivables	9,960	2,001	1,785	(216)	-11%
Financial assets	41,485	22,000	32,000	10,000	45%
Inventories	102	103	72	(31)	-30%
Other assets	316	326	158	(168)	-52%
Total current assets	52,161	26,959	37,454	10,495	39%
Non-current assets					
Investment properties	3,775	3,775	4,153	378	
Investment in shared services	-	123	-	(123)	-100%
Property, infrastructure, plant & equipment	252,268	248,242	269,308	21,066	8%
Intangible assets	188	193	134	(59)	-31%
Inventories	-	-	-	-	0
Total non-current assets	256,231	252,333	273,595	21,262	8%
Total assets	308,392	279,292	311,049	31,757	11%
Liabilities					
Current liabilities					
Trade and other payables	2,438	2,378	2,711	333	14%
Trust funds and deposits	204	318	225	(93)	-29%
Provisions	4,174	2,971	4,255	1,284	43%
Income received in advance	18,283	33	4,172	4,139	12542%
Interest-bearing loans and borrowings	-	-	-	-	-
Total current liabilities	25,099	5,700	11,363	5,663	99%
Non-current liabilities					
Provisions	2,110	2,426	2,726	300	12%
Income received in advance	385	6,901	7,201	300	4%
Interest-bearing loans and borrowings	-	-	-	-	-
Total non-current liabilities	2,495	9,327	9,927	600	6%
Total liabilities	27,594	15,027	21,290	6,863	46%
Net assets	280,798	264,265	289,759	25,494	10%
Equity					
Accumulated surplus	127,435	133,916	135,127	1,211	1%
Reserves	153,363	130,349	154,632	24,283	19%
Total equity	280,798	264,265	289,759	25,494	10%

8. Dinner Plain Reserve

	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance	
				\$'000	%
Balance as at 1 July 2022	846	846	846	-	
Income	812	1,320	1,612	292	18%
Expenditure	787	1,833	1,668	(165)	-10%
Net Movement	25	(512)	(56)	127	-226%
Balance	871	334	790	127	16%

The Dinner Plain Reserve is forecast to be \$790k at 30 June 2023. This is \$456k higher than budgeted primarily as a result of forecasted higher than budgeted income and lower than expected expenditure.

9. Cash and Investments



The cash balance was \$41.5m at 31 December 2022, of which \$31.5m was invested in term deposits. This was \$1.5m higher than the 2021/22 end of year cash balance of \$40.0m.

The main contributing factor to the increased cash balance, was reduced capital works supplier payments made during the period.



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: 24 January 2023
Location: Briefing Session – Bright Committee Room & MS Teams
Start Time: 2.00pm
Finish Time: 5.00pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Councillor	Helen Havercroft	Director Corporate Performance
Cr Simon Kelley	Councillor	Alan Rees	Director Assets
Cr Ron Janas	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position
Cr Sarah Nicholas	Councillor
Cr Tony Keeble	Deputy Mayor

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
Acknowledgement of Traditional Owners
Building Control Enforcement
Dinner Plain Event Funding
Mystic Mountain Bike Trail update
Amenities cleaning update (verbal)
Planning update (verbal)
Mount Beauty Airport Association Project update
Ordinary Council Meeting Agenda review
General Business



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: 31 January 2023
Location: Briefing Session – Bright Committee Room & MS Teams
Start Time: 2.00pm
Finish Time: 5.00pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Tony Keeble	Deputy Mayor	Helen Havercroft	Director Corporate Performance
Cr Katarina Hughes	Councillor	Sarah Buckley	A/Director Assets
Cr Ron Janas	Councillor		
Cr Simon Kelley	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position
Alan Rees	Director Assets

1. Conflict of interest disclosures

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

Cr Simon Kelley declared a general conflict of interest with respect to the external presentation from Myrtleford Community Power

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

3. Items

Item
Acknowledgement of Traditional Owners
CEO Quarterly Review
Myrtleford Community Power
Bright Western Gateway Priorities
Tawonga South Land
Ordinary Council Meeting Agenda review
General Business



Informal Meeting of Councillors

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

Meeting Title:	Planning Objectors Forum for Planning Application P.2016.105.1 – 5870 Great Alpine Road, Eurobin
Date:	Friday 3 February 2023
Location:	Bright Council Office and Online – Teams
Start Time:	11.00am
Finish Time:	12:00noon
Chairperson:	Cazz Redding

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Cazz Redding	Planning Consultant
Cr Ron Janas	Councillor		
Cr Katarina Hughes	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position	Name	Position

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items discussed

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

Item
Planning Objectors Forum, to discuss submissions received on a planning application for Use and Buildings and Works for the construction of a replacement dwelling



Informal Meeting of Councillors

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

Meeting Title: 7 Nelse Street, Mount Beauty

Date: 3 February 2023

Location: Bright Council Office

Start Time: 9.00am

Finish Time: 10.00am

Chairperson: Elke Cummins

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Elke Cummins	Planning Coordinator
Cr Simon Kelley	Councillor	Caz Redding	Planning Contractor
Cr Katarina Hughes	Councillor	Ebony Cetinich	Planning Contractor
Cr Ron Janas	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position	Name	Position

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items discussed

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

Item
Planning Objectors Forum, to discuss submissions received on a planning application for Use and works for a restricted recreation facility at 7 Nelse Street, Mount Beauty.



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: 14 February 2023
Location: Briefing Session – Bright Committee Room & MS Teams
Start Time: 2.00pm
Finish Time: 5.00pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Tony Keeble	Deputy Mayor	Helen Havercroft	Director Corporate Performance
Cr Katarina Hughes	Councillor	Sarah Buckley	A/Director Assets
Cr Ron Janas	Councillor		
Cr Simon Kelley	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Councillor and staff apologies:

Name	Position
Alan Rees	Director Assets

1. Conflict of interest disclosures

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

Cr Simon Kelley declared a general conflict of interest with respect to the external presentation from Myrtleford Community Power

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

3. Items

Item
Acknowledgement of Traditional Owners
Myrtleford Bowls Club
Long Term Financial Plan
Financial Update
Brighter Days Event Briefing
Planning Application P.2022.72 – 5105 Great Alpine Road Ovens P.2021.101 – 12 Rothery Place Myrtleford
Planning Scheme Review Update
General Business