



M(6) – 28 MAY 2024

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **28 May 2024** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr Simon Kelley - Deputy Mayor (and Chairperson of the meeting)

Cr Katarina Hughes*

Cr Ron Janas

Cr Tony Keeble*

Cr Sarah Nicholas

Cr Kelli Prime

** attendance via electronic means*

OFFICERS

Will Jeremy - Chief Executive Officer

Tony Cooper - Manager Corporate

Alan Rees - Director Assets

APOLOGIES

Cr John Forsyth - Mayor

Agenda

1. Recording and livestreaming of Council meetings.....	3
2. Acknowledgement of traditional custodians, and recognition of all people.....	3
3. Confirmation of minutes	3
3.1 Ordinary Council Meeting – M(5) – 30 April 2024.....	3
4. Apologies.....	3
5. Obituaries / congratulations.....	3
6. Declarations by Councillors of conflict of interest.....	4
7. Public questions	4
8. Presentation of reports by officers.....	5
8.1 Chief Executive Officer – Will Jeremy	5
8.1.1 Contracts approved under delegation by CEO.....	5
8.1.2 Councillor and Staff Interaction Policy.....	6
8.2 Director Assets – Alan Rees.....	9
8.2.1 Opportunity to acquire land at 1-3 Anderson Street, Bright	9
8.2.2 Bright Fish Passage Project Deferral	16
8.2.3 Asset Management Policy.....	20
8.2.4 Footpath Construction Program.....	23
8.3 Director Customer and Community – Helen Havercroft.....	26
8.3.1 Community Grant and Event Funding Programs.....	26
8.3.2 Draft Governance Rules and Election Period Policy.....	29
8.3.3 Draft Councillor Expenses and Support Policy.....	33
8.3.4 Draft Dealing with Difficult Customers Policy	37
8.3.5 Draft Public Transparency Policy	40
8.3.6 Fair Access Policy.....	43
8.3.7 Quarterly Performance Report – Council Plan	45
9. Informal meetings of Councillors.....	48
10. Presentation of reports by delegates	49
11. General business	49
12. Motions for which notice has previously been given.....	49
13. Reception and reading of petitions	49
14. Documents for sealing	50

1. Recording and livestreaming of Council meetings

The CEO will read the following statement:

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

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

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

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

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

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

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

Alpine Shire Council acknowledges the Taungurung peoples as the Traditional Custodians of the lands on which we are meeting today. Council also acknowledges all of the Traditional Custodians 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(5) – 30 APRIL 2024

Cr Prime

Cr Nicholas

That the minutes of Ordinary Council Meeting M(5) held on 30 April 2024 as circulated be confirmed.

Carried Unanimously

4. Apologies

Cr John Forsyth - Mayor

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Nil

7. Public questions

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

G5 Public Question Time

- 1.1.1.a. GS3. Questions submitted to Council may be:
- 1.1.1.b. Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or
- 1.1.1.c. During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.
- 1.1.1.d. GS4. No person may submit or ask more than two questions at any one meeting.
- 1.1.1.e. GS7. A question may be disallowed by the Chairperson if the Chairperson determines that it:
 - is not related to an item on the agenda;
 - relates to a matter outside the duties, functions and powers of Council;
 - is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - deals with a subject matter already answered;
 - is aimed at embarrassing a Councillor or a member of Council staff;
 - relates to confidential information as defined in s3 of the Act;
 - relates to the personal hardship of any resident or ratepayer; or
 - relates to any other matter which the Council considers would prejudice the Council or any person.

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

8. Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

8.1.1 Contracts approved under delegation by CEO

Nothing to report.

8.1.2 Councillor and Staff Interaction Policy

INTRODUCTION

A Councillor and Staff Interaction Policy has been developed and, following public exhibition, can be considered for adoption by Council.

Cr Nicholas

Cr Prime

That Council:

- 1. Notes that no public submissions were received;*
- 2. Adopts the Councillor and Staff Interaction Policy No. 129 (version 1);*
- 3. Delegates to the CEO the authority to make administrative updates at any time to the Appendix: 'Summary of Appropriate Councillor and Staff Interactions table' to reflect changes to the structure of the organisation, without affecting the intent of the policy; and*
- 4. Signs and Seals the Councillor and Staff Interaction Policy No. 129 (version 1) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

Section 46(3)c of the *Local Government Act 2020* (the Act) states that the Chief Executive Officer (CEO) is responsible for:

"managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented."

In January 2023, the Local Government Inspectorate (the Inspectorate) published a report titled *Checking Compliance: a review of council policies*. This report contains the following recommendations in relation to councillor relationships:

1. Councils are strongly encouraged to develop a policy to guide the relationships and interactions between councillors and council staff; and
2. Councils should also consider developing a policy for councillors interacting with third parties in an open and transparent way so that the public can be confident that decision-making is taking place in an unbiased way.

On top of the formal review of policies required under the Act, the Inspectorate also requested that councils provide a copy of internal policies that related to Councillor interactions with staff, other Councillors and external third parties. The following table shows the proportion of councils which had policies covering these different relationships:

Percentage of councils with policies covering councillor relationships

Relationship covered by policy	Council staff	Other councillors	External third parties
Percentage of councils with a policy	49%	4%	0

The Inspectorate noted that nearly half of the councils developed and maintained a policy that addressed councillor and staff interactions, and that this document was separate to the respective codes of conduct. The Inspectorate noted that whilst there is no formal requirement to do so, it is recommended that a standalone policy be created.

The Inspectorate further noted that few councils have chosen to develop a standalone policy to guide the relationship between Councillors, and that no council provided a document that specifically addressed interactions with external third parties.

ISSUES

The implementation of the Councillor and Staff Interaction Policy does not result in any requirement to change the way that Councillors and Council staff currently interact.

POLICY IMPLICATIONS

The recommendations are in accordance with Section 46(3)c of the *Local Government Act 2020*. The development of a standalone Councillor and Staff Interaction Policy is aligned with the recommendation of the Local Government Inspectorate and will support Councillors and Council staff in meeting their obligations under their respective codes of conduct.

The recommendations are 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

There are no financial or resource implications associated with the implementation of the Councillor and Staff Interaction Policy.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Councillor directing or seeking to direct a member of Council staff in breach of Section 124 of the Act.	Possible	Minor	<ul style="list-style-type: none"> Development of a Councillor and Staff Interaction Policy to guide interaction between Councillors and Council staff and support Councillors and Council staff in understanding and fulfilling their obligations.

CONSULTATION

Consultation has been carried out with Councillors and selected Council staff in establishing the draft Councillor and Staff Interaction Policy.

The draft Policy was released for public consultation in accordance with the requirements of Council's Community Engagement Policy. There were no submissions received.

CONCLUSION

To manage interactions between Councillors and Council staff the Councillor and Staff Interaction Policy should now be adopted.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer

ATTACHMENT(S)

8.1.2 Councillor and Staff Interaction Policy No. 129 (version 1).

8.2 DIRECTOR ASSETS – ALAN REES

8.2.1 Opportunity to acquire land at 1-3 Anderson Street, Bright

INTRODUCTION

This report relates to an opportunity for Council to purchase land at 1-3 Anderson Street, Bright. The site is occupied by a service station and an adjacent café.

Cr Janas

Cr Nicholas

That Council:

- 1. Notes the conclusion of the community consultation phase associated with the Expression of Interest for the purchase of land at 1-3 Anderson Street, Bright, held from February 2024 to March 2024; and*
- 2. Resolves to withdraw from the Expression of Interest process for the reasons outlined in this report.*

Carried Unanimously

BACKGROUND

In late 2023, land at 1-3 Anderson Street, Bright was offered for sale through an Expression of Interest (EOI) process.

Council officers considered that the land could assist in resolving expected saturation levels at the adjacent intersections of Gavan Street and Star Road, and Anderson Street and Gavan Street, see Figure 1. Gavan Street forms part of the Great Alpine Road and is an important arterial route.

The site is occupied by a service station ('Shell Service Station') and an adjacent café. It is understood that a fuel service station has operated from this site since 1962 and that the site has been in the same ownership since 1992.

At the Ordinary Council Meeting held in December 2022, Council noted the findings and recommendations of the Bright Strategic Traffic Assessment 2022. The assessment was prepared to understand the impact that an increase in tourism as well as residential and commercial growth across Bright and surrounding areas had on the existing road network and parking supply.



Figure 1: Aerial photograph with the land at 1-3 Anderson Street, Bright outlined in red.

The assessment noted that daily and peak-hour traffic remained comfortably within capacity across the Bright Central Business District (CBD). The assessment made a series of recommendations to improve cycling facilities and connections as well as wayfinding for car parking. The assessment also noted that, based on high-level modelling, the capacity of Gavan Street to accommodate vehicular traffic during peak periods might be exceeded within the decade. To address this, solutions may need to include intersection upgrades and the investigation of an alternative route or bypass of the CBD.

In addition, some of the qualitative evidence that informed the assessment, particularly from the emergency services, noted consistent difficulty in travelling through the CBD during peak periods owing to congestion. Right turn movements in the vicinity of the Anderson Street and Gavan Street, and the Gavan Street and Star Road intersections were observed to impede traffic movement and result in moderate delays. This is often compounded by the movements to and from the Shell Service Station site.

As a result, Council officers considered that the site could serve an important strategic transport function in providing additional land to realise the ultimate intersection upgrade/s. Given this, an EOI was submitted on behalf of Council on 19 January 2024, subject to a number of conditions. It was intended that the site be acquired and, within a five-to-ten-year timeframe, the ultimate intersection treatment would then be constructed.

Following this, Council officers undertook a due diligence process to inform a future recommendation to Council on the purchase of the land. The most important piece of work is the Gavan Street / Anderson Street / Star Road, Bright Intersection Study 2024.

The intersection study built upon the findings of the Bright Car Parking Plan 2018, the Alpine Shire Cycle Safety Strategy 2019 and the Bright Strategic Traffic Assessment 2022.

The findings and recommendations of these reports are included in the Bright Strategic Road and Movement Action Plan 2022.

FINDINGS

A traffic modelling consultant was engaged to undertake this intersection study to review the performance of the existing intersections of Gavan Street and Star Road, and Anderson Street and Gavan Street, and to assess options for alternative intersection arrangements, if considered appropriate.

The area caters for a range of road users providing important north-south movements for pedestrians crossing Gavan Street, east-west cyclist movements, east-west vehicle movements through the centre of the CBD and, critically, access within and around Bright for access to logging coups. Gavan Street is an approved b-double route, and Anderson Street is an approved route for logging purposes. Any proposed alterations to the transport network must consider these important access requirements. As a result, the area has the potential for significant conflict between the various modes of transport.

The intersection study found that the existing configuration of the Anderson Street and Gavan Street roundabout currently operates under 'Excellent' conditions, while the Gavan Street and Star Road intersection currently operates under 'Very Good' conditions.

Four alternate intersection design options were developed, with all proposed layouts capable of accommodating fully directional movements for a 19 metre semi-trailer and through movements along Gavan Street for a 26 metre b-double. The layouts are outlined in Figures 2 to 5 and include the:

- first option includes the realignment of Anderson Street on approach to Gavan Street and the construction of a four-way roundabout with raised pedestrian crossings on Anderson Street and Star Road. This intersection treatment was considered by the intersection study to be the preferred ultimate intersection treatment;
- second option includes the realignment of Anderson Street on approach to Gavan Street, and the construction of a four-way signalised intersection with signalised pedestrian crossings on each approach;
- third option utilises the existing road reserve to provide a staggered signalised intersection with signalised pedestrian crossings on each approach. Critically, this option does not require the land at 1-3 Anderson Street to fully realise; and
- fourth option was requested by Regional Roads Victoria and includes the realignment of the departure side of Anderson Street and the Gavan Street approach on the east leg with raised pedestrian crossings on Star Road.

The SIDRA analysis, which is used to inform the design of single or multiple intersections in the intersection study, indicates that upgrades to the intersection are not warranted on the grounds of traffic capacity as the existing intersection geometry is expected to continue to operate well into the future. If an upgrade is to be pursued, the intersection study recommends that the preferred ultimate intersection treatment is Option 1 Four-way Roundabout. These upgrades would allow for improvements to pedestrian access

Having considered the recommendations of the intersection study, which indicates that the existing intersection operates well into the future, the expected cost of the intersection upgrade and the fact that Regional Roads Victoria has indicated that it is unlikely that the Victorian government would contribute to any future upgrade, it is recommended not to proceed with this acquisition.

Aside from the strategic transport comments outlined above, Council officers considered additional items before reaching this recommendation. These included the:

- potential liability associated with the underground infrastructure; and
- cost and risks associated with managing the existing service station on the site whilst plans are developed and alternate funding opportunities explored, a process likely to take 5+ years.

Overall, this uncertainty and additional risk is a compounding factor in reaching this recommendation.

This assessment has highlighted that there are some short-term solutions that will assist in improving the existing intersection treatment. The intersection study has considered the following:

- improved pedestrian connectivity and access, including provision for pedestrian priority (particularly for the visually impaired);
- management of conflicts between turning movements from Star Road and the northern service station access;
- a large intersection footprint to cater for turning movements of large vehicles; and
- lack of dedicated cycling infrastructure.

In addition, Regional Roads Victoria has provided urban design principles that will be considered as part of the preparation of the future structure plan for Bright. These will assist with determining future infrastructure designs and upgrades to improve pedestrian and cyclist movements through this important area.

POLICY IMPLICATIONS

The recommendations are in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.2 Planning and development that reflects the aspirations of the community

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with the recommendations of this report.

RISK MANAGEMENT

There are no inherent risks associated with the recommendations of this report.

CONSULTATION

Internal Engagement

The recommendations were informed by consultation with relevant departments within the Council administration team.

Referral Agencies and Authorities Engagement

Regional Roads Victoria was engaged extensively throughout the due diligence process.

Community Engagement

Council sought community feedback on the proposed acquisition of the land in early 2024 and a total of 83 contributions were made, with those who supported the proposal and those who did not roughly evenly split, albeit those who were unsupportive were slightly greater in number.

CONCLUSION

Council officers submitted a non-binding EOI for the purchase of land at 1-3 Anderson Street, Bright in early 2024. It was considered that the site potentially provided an opportunity for Council to facilitate the upgrade the adjacent intersections of Gavan Street and Star Road, and Anderson Street and Gavan Street, which were considered to suffer from congestion at certain times and that this was expected to get worse in the future.

Following the completion of a due diligence exercise, it is recommended that Council does not proceed to purchase the site, and withdraws from the Expression of Interest process.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Growth and Future

ATTACHMENT(S)

8.2.1 Gavan Street / Anderson Street / Star Road, Bright Intersection Study 2024

8.2.2 Bright Fish Passage Project Deferral

INTRODUCTION

The North East Catchment Management Authority (NECMA) has advised that there is a significant shortfall in funding to deliver the Bright Fish Passage project and that there are no opportunities for alternative funding sources at this stage, despite efforts to source additional funding. It is recommended that Council supports NECMA's deferral of the project.

Cr Janas

Cr Nicholas

That Council:

- 1. Supports the North East Catchment Management Authority's deferral of the Bright Fish Passage project indefinitely until sufficient suitable funding becomes available; and*
- 2. Notes that the North East Catchment Management Authority will undertake an engineering and geotechnical assessment of the site to provide greater surety to the opinion of probable cost for the project.*

Carried Unanimously

BACKGROUND

Alpine Shire Council is the asset owner and operator of the existing weirs on the Ovens River, located in the Bright and Porepunkah townships. The weir structures prevent fish from migrating into the upper Ovens catchment.

In May 2020, the North East Catchment Management Authority (NECMA) secured \$2.6 million of funding through the Victorian Government's 2020 Building Works Economic Stimulus Environmental Works Package to construct a fish passage at the Bright weir.

At the Ordinary Council Meeting held in June 2022, Council resolved to support the project and to move forward with completing the detailed design and construction of a fish passage structure at the Bright weir.

In February 2024, NECMA advised Alpine Shire Council that the tenders received significantly exceeded the available funding. Suitable additional funding sources have not been identified, as such the project cannot go ahead until sufficient funding is sourced.

Through discussions with the Department of Energy, Environment and Climate Action (DEECA), which is the funding body, NECMA has advised that the reallocation of the funding to another project must align with the original scope of the funding via the Victorian Government's 2020 Building Works Economic Stimulus Environmental Works Package. This includes:

'The Waterway environmental works initiative will improve river and wetland health and benefit native fish populations in northern Victoria. This will occur through construction of fishways and fish exclusion screens on high value rivers and construction of regulators to manage flows into priority wetland systems.

The key outputs to be delivered include:

- *Finalisation of detailed designs and completion of operation and maintenance plans*
- *Finalisation of statutory approvals*
- *Construction of on-ground works (regulators, fishways and fish exclusion screens)*
- *Engagement with key stakeholders, Traditional Owners and local communities'*

A number of alternative projects were proposed to DEECA by NECMA; however, DEECA, as the funding body, determined that these do not fit the funding criteria. DEECA has assessed the preparation of an engineering and geotechnical assessment of the Bright fishway site. This engineering and geotechnical assessment will be of benefit as it will provide greater surety of the probable cost for the project and the structural integrity of the existing weir to support the proposed design.

Council officers also sought funding to assist in meeting the shortfall through other funding bodies, including Regional Development Victoria and Regional Development Australia, but no suitable funding programs were identified.

ISSUES

The Ovens River is home to one of the most significant populations of native fish in the Murray-Darling Basin, including several threatened species including Silver Perch, Flatheaded Galaxias, Trout Cod, Macquarie Perch and Murray Cod. It is one of only two rivers in the Basin with a near-natural flow regime. Providing fish passage at Bright Weir is identified in the NECMA's Regional Waterway Strategy 2014 as a lead action (UOV LA 1.5). This would allow an increase in movement from Bright Weir to the headwaters of the Ovens River measuring 42km and an additional 120km of tributaries.

The tenders received for the fish passage exceed the estimated amount which has been allocated through the funding program. Suitable additional funding sources have not been identified.

The only suitable alternative project to reallocate the funding along the upper Ovens River, or elsewhere within the Alpine Shire, that has been identified is an engineering and geotechnical assessment of the Bright fish passage site. This will include analysis of the structural integrity and stability of the weir and pedestrian bridge, as well as the riverbank conditions. This is essential to ensure that the integration of the fish passage does not compromise the current structures or vice versa. A request for tender for this assessment will be released in May and NECMA will seek a further extension to the project past 30 June 2024 to enable the assessment to be completed this calendar year.

POLICY IMPLICATIONS

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

- 3.2 Stewardship and care of our natural environment

FINANCIAL AND RESOURCE IMPLICATIONS

Resource implications to Council are minimal as NECMA will be managing the engineering and geotechnical assessment of the Bright fish passage site.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Adequate funding is not found for completion of the fish passage project in the life of the Bright weir	Very likely	Major	<ul style="list-style-type: none"> • A future weir renewal project considers fish passage

CONSULTATION

NECMA has been the lead for the delivery of the fish passage project, including the consultation processes. A Project Steering Group was established to provide project oversight and review as the detailed design was developed. The Project Steering Group comprises representatives of the following organisations:

- North East Catchment Management Authority (NECMA)
- Department of Energy, Environment and Climate Action (DEECA, formerly part of DELWP)
- Taungurung Land and Waters Aboriginal Council
- Upper Ovens Landcare Group
- Bright and District Chamber of Commerce
- Alpine Shire Council

CONCLUSION

The construction of the fish passage cannot be delivered with the available grant funding. All attempts by Council and NECMA to secure additional funding have been unsuccessful. Council supports NECMA's deferral of the Bright Fish Passage and notes an engineering and geotechnical assessment will be undertaken.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Growth and Future
- Sustainability Coordinator

ATTACHMENT(S)

Nil

8.2.3 Asset Management Policy

INTRODUCTION

This report relates to the adoption of the Asset Management Policy No.49 Version 3.

Cr Prime

Cr Keeble

That Council:

- 1. Revokes Alpine Shire Council Asset Management Policy No. 49 (version 2);*
- 2. Adopts Alpine Shire Council Asset Management Policy No 49. (version 3); and*
- 3. Signs and Seals Alpine Shire Council Asset Management Policy No. 49 (version 3) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

Council's Asset Management Policy outlines Alpine Shire Council's approach to the management of those assets for which it is the custodian. The policy provides clear objectives, defines key principles and lists responsibilities that underpin asset management.

The Asset Management Policy has been reviewed as part of a required policy revision. The intent of this policy review is to ensure the policy details, roles and responsibilities are accurate and relevant for a further four year period.

ISSUES

The *Local Government Act 2020*, which passed through Parliament on 17 March 2020, requires Local Government Authorities to undertake specific activities which directly impact on asset management.

Changes to Asset Management Policy version 3

Very minimal changes have been made to the Asset Management Policy. These are:

- Part 3.2 Asset Management Principles: Wording updated to clarify that the Asset Renewal schedule will inform the 10 year Long Term Financial Planning.
- Part 6: Gender Impact Assessment has been added to the policy.
- Part 7: Supporting Documents: updated reference to legislation.

POLICY IMPLICATIONS

The recommendations are in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Council's annual Budget ensures that sufficient funds and resources are allocated each year to manage Council's assets in accordance with this policy.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Council fails to manage Assets as per the attached policy	Possible	Minor	<ul style="list-style-type: none"> To continually provide appropriate systems, education and information to staff on relevant Asset Management Policy's and Plans

CONSULTATION

The equivalent policy documents of neighbouring councils and other small rural councils have been reviewed as part of the update of Council's Asset Management Policy.

Relevant Council officers have been consulted and have provided feedback which has been incorporated into the updated policy.

The Asset Management Policy requires specific community consultation to be undertaken to inform Asset Management and Service Planning outcomes. When considering whether to consult the community about the minimal changes proposed to the policy, Council's Community Engagement Policy was considered. In this instance, as the minimal changes proposed do not alter the intent of the policy, consultation with the community about these changes is not being undertaken for this review. This is in accordance with part 3.2.4 of Council's Community Engagement Policy, where Council will not engage where feedback received through community engagement is unable to impact decision making.

CONCLUSION

Review of the Asset Management Policy is now complete, minor amendments have been made to the content of the policy and the revised policy is being presented to Council for adoption.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Engineering and Assets
- Asset Management Coordinator

ATTACHMENT(S)

8.2.3 Asset Management Policy No. 049 (version 3).

CEO Will Jeremy declared a conflict of interest with respect to item 8.2.4, specifically the construction of new footpath in Martley Street, Porepunkah and left the Council Chamber at 5.52pm.

8.2.4 Footpath Construction Program

File Number: CT26062

INTRODUCTION

This report relates to the award of a contract for the construction of concrete footpaths in Myrtleford and Porepunkah.

Cr Nicholas

Cr Prime

That Council:

- 1. Awards Contract No. 26062 for the "Concrete Footpath Construction - Myrtleford and Porepunkah" to KR Hoysted Construction & Landscapes" for the lump sum price of \$156,555 (GST exclusive);*
- 2. Approves an unbudgeted expenditure of \$21,375 (GST exclusive) to enable the completion of these works; and*
- 3. Delegates authority to the Director Assets to sign the contract at the appropriate time.*

Carried Unanimously

BACKGROUND

Council maintains a Footpath Register where it records all potential new footpaths identified through either strategic planning or requests by the public. The sections of footpath along Mummery Rd, Prince St and Martley St that are the subject of this contract have all been identified for delivery from this Register. The register is updated and reviewed on an ongoing basis, with new projects delivered every year and new requests added.

EVALUATION

The tender was advertised on tenders.net and on Alpine Shire Council's website on 24 April 2024.

A total of 18 prospective tenderers downloaded the document and seven submissions were received by the closing date.

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

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

Through this evaluation process it was determined that the tender from KR Hoysted Construction and Landscapes best met the selection criteria.

POLICY IMPLICATIONS

The tender was advertised and evaluated in accordance with Council's Procurement Policy.

The recommendations are in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The total adopted budget for the Footpath Renewal and Upgrade budget 23/24 FY was \$150,000 and to date \$14,820 has been spent on other minor footpath concreting works and project management costs. This leaves a shortfall of \$21,375 in the budget to complete the package of footpath concrete works for Mummery Rd, Prince St and Martley St.

A summary of the financial implications are provided in the table below.

Item	Item Amount
Total Adopted Budget Footpath Renewal and Upgrade 23/24FY	\$150,000
Total Minor works and project management costs to date	\$14,820
Total proposed Contract Award for Concrete Footpath Construction - Myrtleford and Porepunkah (<i>KR Hoysted Construction & Landscapes</i>)	\$156,555
Total Value of All Footpath Works	\$171,375
Total Unbudgeted Expenditure Required (shortfall)	-\$21,375

This unbudgeted expenditure will be offset by an underspend in the Development Engineering Roads Program.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Users and residents continuing to want to use the nature strip during construction	Possible	Moderate	<ul style="list-style-type: none"> • Advise community in advance of the changed conditions to expect during construction. • Deliver works outside of known busy periods to reduce impact on users.

Risk	Likelihood	Impact	Mitigation Action / Control
Compromised access to properties during construction	Almost certain	Moderate	<ul style="list-style-type: none"> Close consultation with property owners during construction to set expectations around short term changes to access.

CONSULTATION

The locations for this year's footpath program have been identified and prioritised on Council's footpath register through asset management planning and requests by the public. Consultation has been undertaken with Council's Operations Team to finalise the scope. Impacted residents and businesses will be informed prior to the works commencing to set expectations around short term disruptions and changes to property access.

CONCLUSION

Following a comprehensive assessment, the Tender from KR Hoysted Construction and Landscaping is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

The CEO has declared a Conflict of Interest in relation to the recommendations in this report, specifically the construction of new footpath in Martley Street, Porepunkah.

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

- Director Assets
- Manger Engineering and Assets
- Project Officer

ATTACHMENT(S)

Nil

CEO Will Jeremy returned to the Council Chamber at 5.57pm

8.3 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

8.3.1 Community Grant and Event Funding Programs

INTRODUCTION

This report is being represented to Council at the May Ordinary Council Meeting (OCM) as the recommendations were not clearly resolved at the April OCM. The meeting minutes and online recording show that recommendation 1 (That Council notes the Victorian Auditors General's Office report to Parliament in May 2022) was moved and voted upon but recommendation 2 remain unresolved. The report itself remains largely unchanged.

The purpose of this report is to recommend changes to the composition of the assessment panels in relation to the Community Grant and Event Funding Programs delivered by Alpine Shire Council.

Cr Prime

Cr Hughes

That Council:

- 1. Excludes Councillors from Council's Community Grant Program assessment panel; and*
- 2. Excludes Councillors from Council's Event Funding assessment panels.*

Motion Lost Unanimously

BACKGROUND

Council's Community Grants Program is a long-established funding program assisting community groups and organisations to deliver community focussed projects, programs and initiatives in the Alpine Shire.

Council's Event Funding Program is also a long-established funding program committed to the development and support of community and commercial events and festivals that provide vibrant and diverse experiences for residents and visitors in the Alpine Shire.

From time-to-time Council delivers additional grant programs to meet the requirements of external funders.

The 2024-25 Community Grants and Events Funding Programs opened for applications on Friday 10 May 2024 and close Sunday 16 June 2024. The assessment of the applications will commence after that.

In May 2022 Victorian Auditor General's Office (VAGO) released a report to Parliament ['Fraud Control Over Local Government Grants'](#).

In 2023 Council appointed an independent auditor to undertake a review of Council's Community Grant Program and Event Funding Program against the VAGO report.

The internal review found that current controls in place over the management of Alpine Shire Council's Community Grants and Event Funding Programs are adequate and can be further strengthened. A range of controls were identified that could reduce identified weaknesses and exposures.

The review identified three high-risk issues:

1. The conflict of interest process needs to improve.
2. More detailed and comprehensive assessment criteria for Community Grant and Event Funding Programs should be developed.
3. Controls of 'out of round' request process and distribution of unallocated funds process needs to be strengthened.

ISSUES

The internal audit identified thirteen areas for improvement with 23 recommendations made to improve oversight of the grants programs. Two recommendations were subsequently replaced with alternate recommendations.

Recommended areas for improvements include:

- a. Strengthen Conflict of Interest process
- b. Strengthen eligibility and assessment criteria for all grant and funding programs
- c. Exclude Councillors from assessing and making recommendations on grant applications
- d. Verify that all grant recipients use grant funds for their intended purpose
- e. Review reoccurring and non-reoccurring Grants process
- f. Centralised Grants Management System
- g. Develop an overarching Grants Management Policy
- h. Grant related fraud risks
- i. Mandatory training on Conflict of Interest, Fraud and internal policies
- j. Review CEO allocated funding governance and process
- k. Development of Funding Program Assessment Panel Charter
- l. Review assistance provided to Applicants and Frequently Asked Questions
- m. Availability of Grant and Funding Program outcomes

Council officers are addressing the recommendations made in the internal review.

VAGO recommendations are documented on Council Audit and Risk Committee Integrity Organisation Recommendations / Actions Register.

POLICY IMPLICATIONS

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Councillors are not, or not seen as independent panel members to consider grant applications leading to inappropriate allocation of funds	Possible	Moderate	<ul style="list-style-type: none"> Adopt recommendations of internal review of Council grant and funding programs Exclude Councillors from grant assessment panels

CONSULTATION

This report is based on review of VAGO 'Fraud Control Over Local Government Grants' report and subsequent independent review of Council's Community Grant and Event Funding Programs.

Extensive consultation with key internal stakeholders was undertaken as part of the independent review.

CONCLUSION

VAGO 'Fraud Control Over Local Government Grants' report clearly recommends that Councillors should be excluded from participating in assessment of Council grants programs and this recommendation was reinforced in the independent review.

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
- Manager Customer Experience

ATTACHMENT(S)

Nil

8.3.2 Draft Governance Rules and Election Period Policy

INTRODUCTION

An internal review of Council's Governance Rules, incorporating the Election Period Policy, has been undertaken to ensure that the document remains current ahead of the Council general election scheduled for October 2024.

This report presents the proposed amendments to Council's Governance Rules and Election Period Policy for the purposes of public consultation.

Cr Janas

Cr Prime

That Council:

- 1. Endorses the draft amendments to the Governance Rules and Election Period Policy (version 3) for the purpose of seeking public submissions on the proposed changes; and*
- 2. Considers submissions and presents the Governance Rules and Election Period Policy (version 3) to Council for adoption at a future Ordinary Council Meeting.*

Carried Unanimously

BACKGROUND

Council originally adopted its Governance Rules in August 2020 following the introduction of the *Local Government Act 2020* (LGA 2020), and updated them in September 2022 following amendments to the same Act.

The Governance rules set out the requirements for not only the conduct of Council meetings, but many other processes including the Election of Mayor and Deputy Mayor, declarations of Conflict of Interest, and an Election Period Policy.

ISSUES

Council general elections

The next Council general election will be held in October 2024. It is noted that the *Local Government Amendment (Governance and Integrity) Bill 2024* that is currently before Parliament is proposing some changes to electoral timelines, including bringing the commencement of the Election (Caretaker) Period forward by seven days.

The proposed amendments mean that it is possible for Alpine Shire Council to have two scheduled Ordinary Council Meetings within the Election Period, whereas under the previous Act and policy, this was likely to only affect one meeting. Slight changes in wording throughout the policy have been identified to allow for this proposed change.

Operation Sandon

The Operation Sandon special report was released by the Independent Broad-based Anti-corruption Commission (IBAC) in July 2023. In the report, there were eighteen

recommendations related to Council governance, including several specifically about Council meeting procedures. The report went further to recommend that model Governance Rules be developed to operate as the minimum standards for Council meeting procedures across the State. This would be a change from the current scheme in which each of the 79 Councils in Victoria are able to set their own Governance Rules.

Whilst the Victorian government has provided 'support in principle' to the recommendations that deal with model Governance Rules, the *Local Government Amendment (Governance and Integrity) Bill 2024* that is currently before Parliament has not imposed model Governance Rules for the sector.

Council has introduced those parts of the recommendations that are possible within its own Governance Rules, noting that any major change will be led by the potential introduction of model Governance Rules.

Changes proposed to Council's Governance Rules which relate to Operation Sandon recommendations are:

- Chapter 3, F2 - Prevention of voting en bloc - each agenda item must be considered individually, and must have a mover and a seconder.
- Chapter 3, G6 - Minutes - Recording of each motion that receives a unanimous vote, as being "carried unanimously". Therefore motions that are simply "carried" suggests that while there were sufficient votes for the motion to be carried, one or more Councillors opposed the motion or elected not to vote on the motion.

Other amendments

Some additional amendments have been proposed to assist Councillors and Officers in the interpretation of the Governance Rules:

- Chapter 3, C2 - Special Council Meetings - clarification to allow all Councillors in attendance at the meeting to unanimously agree to deal with a matter not previously advertised for a Special Council meeting.
- Chapter 3, G5 - Public Question Time - clarification that question time will not be held during the Election Period, regardless of the number of Ordinary Council meetings affected.
- Chapter 3, G5 - Public Question Time - clarification that where a question is taken 'on notice', that a formal response will be read out at the following Ordinary Council meeting. Also noting that question time is to allow for clarification of matters of public interest.
- Chapter 3, G6 - Minutes - clarification that the minutes must include the names of the mover and seconder of each motion or amendment.
- Chapter 8, A1 - Informal meetings of Councillors - clarification that it refers to meetings of three or more Councillors with at least one member of Council staff, where the business of Council is discussed.

There have also been minor typographical amendments throughout the document, which improve readability but do not affect the context.

POLICY IMPLICATIONS

Once the amendments to Governance Rules are adopted, they will provide improved clarity for the conduct of Council meetings, and the Election Period.

The recommendations are 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

Review of the Governance Rules and Election Period Policy has been undertaken by Council Officers, and have not incurred a Budgetary cost. The proposed amendments do not incur an additional cost to Council.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Proposed amendments are not supported by Councillors or the community	Possible	Minor	<ul style="list-style-type: none"> • Proposed amendments have been presented to Councillors, and the community will have an ability to provide submissions.

CONSULTATION

Officers have consulted with Executive Officers in the development of the draft Governance Rules. Councillors have also been briefed to ensure that any new provisions are understood.

Section 60(4) of the LGA 2020 requires that Council must ensure that a process of community engagement is followed in developing or amending the Governance Rules.

Submissions will be open for a period of 28 days. These submissions will be taken into account prior to the Governance Rules and Election Period policy being presented for adoption at the Ordinary Council Meeting in July.

It is noted that in the year of a Council general election, that the Election (Caretaker) Period will commence in September 2024. Release of the Governance Rules and Election Period Policy at this Council meeting will ensure that they can be released for public comment and be considered for adoption prior to the election period commencing.

CONCLUSION

Ensuring that Council's Governance Rules and Election Period Policy reflect the *Local Government Act 2020* as amended is important, particularly leading into the Council general elections in October 2024. Proposed changes clarify some processes, and provide minor administrative updates. Public submissions will be sought on the proposed changes and considered prior to adoption of the Governance Rules and Election Period Policy at the September Ordinary Council meeting.

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 Corporate
- Governance Officer

ATTACHMENT(S)

- 8.3.2 Draft amendments to Alpine Shire Council Governance Rules and Election Period Policy (version 3)

8.3.3 Draft Councillor Expenses and Support Policy

INTRODUCTION

Council is required to maintain an expenses policy for reimbursement of out-of-pocket expenses for Councillors and members of delegated committees in accordance with section 41 of the *Local Government Act 2020* (LGA 2020).

Officers have reviewed the existing Council Expenses Policy, and have proposed additions to clarify the existing levels of support and entitlements available to Councillors.

Cr Prime

Cr Janas

That Council:

- 1. Notes that the draft Councillor Expenses and Support Policy (version 6) has been drafted based on a benchmarking process across other councils in the Hume Region;*
- 2. Endorses the draft Councillor Expenses and Support Policy (version 6) for the purposes of seeking public submissions on the proposed changes; and*
- 3. Considers submissions and presents the final Councillor Expenses and Support Policy (version 6) at a future Ordinary Council Meeting.*

Carried Unanimously

BACKGROUND

The *Local Government Act 2020* requires each Council to maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. The policy must specify procedures to be followed in applying for reimbursement and in reimbursing expenses. The policy must also provide for the reimbursement of childcare where reasonably required for a Councillor or a delegated committee to perform their role, and have particular regard to expenses incurred by a councillor who is a carer within the meaning of section 4 of the *Carers Recognition Act 2012*.

Reimbursements must be provided where expenses are bona fide, have reasonably been incurred in the performance of the relevant role, and are reasonably necessary in the performance of that role. In addition, resources and facilities must be made available to the Mayor, Deputy Mayor, and the Councillors that are reasonably necessary for them to effectively perform their role.

The current policy was adopted by Council in August 2020. While the *Local Government Act 2020* does not require or tie a review of the policy to the Council general elections, the policy is due for review as it has been in place for four years.

ISSUES

Benchmarking of other Council policies

Officers undertook a benchmarking process across all councils in the Hume Region, to compare the levels of support and entitlements available to Councillors. It is noted that across the region, there are both Category 1 (which includes Alpine) and Category 2 councils which are higher resourced. An effort to align practices with Category 1 councils has been made, while keeping aware of other opportunities that are available to better resourced councils.

It is noted that while Alpine's current policy was not out of alignment with other policies, it did lack detail of the types of support that are currently provided to Councillors, but had not previously been documented as they were not considered to be expense-based entitlements. The draft Councillor Expenses and Support Policy has been drafted to specifically include 'support' sections common among other council policies, which makes it clearer to Councillors, the organisation, and the community the entitlements and support that are available.

Inclusions in the draft Councillor Expenses and Support Policy

Allowances

Annual allowances for the Mayor, Deputy Mayor, and Councillors are set by a Determination of the Victorian Independent Remuneration Tribunal (the Tribunal). Councils must pay the relevant allowance based on the Category of council and has no ability to alter these amounts. Reference to the allowances has now been added for clarity.

Resources and facilities

More detail about the Mayoral office, building access, meals and refreshments, communication equipment, and health and wellbeing has been added to the draft policy.

Administrative support

The list of administrative support currently available to Councillors has been added to the draft policy. Reference to the Councillor and Staff Interaction Policy (currently on public exhibition) is also included in this section.

Transport

Consideration of reimbursement for private use of vehicles has been reviewed. Whilst this was a previous inclusion in the policy, this has been discussed and reviewed with Councillors, and now provides better clarity on the circumstances under which Councillors can claim reimbursement for private use of vehicles.

Insurance, Legal Advice, and WorkCover

Sections to address insurance, legal advice, and WorkCover have been included - noting that they will be provided within the requirements / restrictions of the *Local Government Act 2020*. It is noted that proposed Local Government reforms may impact on this

section, with changes likely to be imposed via Regulations ahead of the next Council general elections.

Information and Communication Technology (ICT)

ICT allowances for use of personal devices, rather than use Council-provided equipment, have been reduced compared to the previous rates.

Local Government Amendment (Governance and Integrity) Bill 2024

Proposed amendments to the Local Government Act 2020 are currently being proposed by the Local Government Amendment (Governance and Integrity) Bill 2024. While this Bill has not yet received Royal Assent, the policy has been drafted to ensure that any additional requirements imposed by the Bill can be encompassed.

POLICY IMPLICATIONS

Council must review the existing Councillor Expenses policy by August 2024. Commencement of an earlier review is desirable to ensure that Council has completed the review ahead of the election period, which will commence in September 2024.

The recommendations are 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 allocates resources in its annual budget for Councillor expenses, resources and allowances. As the majority of the proposed changes to the draft Councillor Expenses and Support Policy are already being provided to Councillors, the financial impact of these changes is not expected to have a material impact on Council's Budget. Adjustments to the annual allowances set by the Victorian Independent Remuneration Tribunal are catered for in each Budget.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Council has an out-of-date policy in comparison to its peers across the Hume Region and Councillors feel they are unsupported in their role.	Possible	Moderate	<ul style="list-style-type: none"> • Update the Councillor Expenses and Support Policy to document the entitlements already being provided to Councillors, and bring the current policy into line with others across the Hume Region.

CONSULTATION

Councillors were briefed to ensure that the proposed amendments were understood.

The draft Councillor Expenses and Support Policy will be placed on public exhibition for a period of 28 days to seek submissions from the public regarding the proposed changes.

The copy of the draft policy will clearly show the proposed changes to the existing policy, to assist the public in making submissions.

It is noted that in the year of a Council general election, that the election (caretaker) period will commence in September 2024. Release of the policy at this Council meeting will ensure that the policy can be released for public comment and be considered for adoption prior to the election period.

CONCLUSION

Development of a Councillor Expenses Policy is a requirement of the *Local Government Act 2020*. The proposed Councillor Expenses and Support Policy has been drafted based on a benchmarking process across the Hume Region, and the inclusion of support that is currently being provided to Councillors but had not previously been documented. It is appropriate now to seek public submissions on the proposed changes to the policy.

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 Corporate
- Governance Officer

ATTACHMENT(S)

8.3.3 Draft Councillor Expenses and Support Policy No 076, Version 6

8.3.4 Draft Dealing with Difficult Customers Policy

INTRODUCTION

This report relates to the public exhibition of the draft Dealing with Difficult Customers Policy.

Cr Hughes

Cr Nicholas

That Council:

- 1. Endorses the draft Dealing with Difficult Customers Policy (version 1) for the purpose of seeking public submissions; and*
- 2. Considers submissions and presents the Dealing with Difficult Customers Policy (version 1) to Council for adoption at a future Ordinary Council Meeting.*

Carried Unanimously

BACKGROUND

Alpine Shire Council staff, volunteers, contractors and Councillors interact with a diverse range of customers each day. At times customers exhibit complex behaviour which can be difficult to manage. This behaviour can range from slightly challenging to clearly unreasonable.

'Complex behaviour' is identified by the Victorian Ombudsman as any behaviour that officers find challenging. In the majority of cases, officers are equipped to deal with most types of behaviour using prevention and responding strategies.

Behaviour becomes 'unreasonable' when, because of its nature or frequency, it raises health, safety, resource or equity issues for employees, volunteers, contractors or Councillors and other people who use Council services.

ISSUES

The Dealing with Difficult Customers Policy aims to assist Council employees with the management of complainants who respond to Council in a manner which can be considered threatening, intimidating or extreme and which can have occupational health and safety risks for Council employees, volunteers, contractors or Councillors.

It intends to maintain a balance between the needs and rights of customers, the organisation and the public, while ensuring the safety and wellbeing of staff members, volunteers, contractors and Councillors.

The draft Policy is based on the Victorian Ombudsman's 'Good Practice Guide: Managing Complex Complainant Behaviour' to ensure it represents best practice in complex customer behaviour management.

POLICY IMPLICATIONS

The recommendations are in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with the public exhibition of the draft Policy.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Staff are not supported to manage the range of behaviours shown by our customers, with potential impact on their health and safety.	Possible	Moderate	<ul style="list-style-type: none"> • Introduce a robust policy and implement the procedure and toolkit to support staff in managing complex customer behaviour.

CONSULTATION

The draft Dealing with Difficult Customers Policy has been developed in consultation with key internal stakeholders. This internal engagement will continue throughout the 28-day public exhibition period.

The Policy draws heavily on the guidance provided by the Victorian Ombudsman.

The draft Policy is now ready to release for public consultation in accordance with the requirements of Council's Community Engagement Policy.

CONCLUSION

The draft Dealing with Difficult Customers Policy is an important document to enable Council staff, volunteers, contractors and Councillors to manage difficult customers in a way that protects the rights, health and safety of all involved.

Feedback from the public exhibition period will be considered for inclusion in the final Policy prior to the policy being recommendation for adoption by Council at a future meeting.

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 Customer Experience

ATTACHMENT(S)

8.3.4 Draft Dealing with Difficult Customers Policy

8.3.5 Draft Public Transparency Policy

INTRODUCTION

Council's Public Transparency Policy was developed in August 2020, as required by the Local Government Act 2020. As the policy is approaching its four-year review cycle, it is timely that the policy is reviewed.

Cr Prime

Cr Hughes

That Council:

- 1. Endorses the draft Public Transparency Policy (version 2) for the purposes of seeking public submissions on the proposed changes; and*
- 2. Considers submissions and presents the final Public Transparency Policy (version 2) at a future Ordinary Council Meeting.*

Carried Unanimously

BACKGROUND

Following the introduction of the *Local Government Act 2020* (LGA 2020), councils were required to develop their own public transparency policies. These policies were required to give effect to the Public Transparency principles described by section 58 of the LGA 2020 and describe the ways in which Council information was to be made publicly available.

Council's Public Transparency Policy was adopted in August 2020. The policy recognises Council's commitment to sound democratic governance and recognises the importance of providing transparency as a foundation for community confidence, community engagement and accountability.

The policy clarifies what information, as a minimum, will be published and what information will be made available to the public upon request, and outlines the mechanism for making a request. It also stipulates what information has been classed as confidential under relevant legislation. Finally, it describes how transparency is applied to Council's decision-making processes.

ISSUES

Operation Sandon

The Operation Sandon special report was released by the Independent Broad-based Anti-corruption Commission (IBAC) in July 2023. In the report, there were eighteen recommendations related to Council governance, including several specifically about Transparency Policies. The report went further to recommend that model Transparency Policies be developed to specify the minimum standards for council openness and transparency. This would be a change from the current scheme in which each of the 79 Councils in Victoria are able to set their own Public Transparency Policies.

Whilst the Victorian government has provided 'support in principle' to the recommendations that deal with model Transparency Policies, the *Local Government Amendment (Governance and Integrity) Bill 2024* that is currently before Parliament has not imposed model Transparency Policies for the sector.

Review of the Public Transparency Policy

Council's original Public Transparency policy was developed with reference to a Local Government Victoria (LGV) template. A desktop review of the original policy has been undertaken, with the following minor amendments proposed:

- Page 3: Document control: Version 2 added.
- Page 8: Section 3.3 Application to access information – added reference to part 3.2.3 of the policy.
- Page 9: Section 3.4.1 Decisions at Council meetings – added reference that recordings of Council meetings open to the public are made available on Council's website. This ensures consistency with the requirements of Council's Governance Rules.
- Page 9: Section 3.5.1 and 3.5.2 Disputes – Contact information for the Victorian Ombudsman and Office of the Victorian Information Commissioner has been included.
- Page 11: Section 7 Gender Impact Assessment – updated information on a Gender Impact Assessment has been included.
- Page 11: Section 8 Supporting Documents – policy references have been updated.

POLICY IMPLICATIONS

The draft Public Transparency Policy (version 2) was developed in accordance with the Public Transparency principles of the LGA 2020 and has also been developed with reference to the *Freedom of Information Act 1982 [Vic]*, the *Privacy and Data Protection Act 2014 [Vic]*, and the *Public Records Act 1973 [Vic]*.

The recommendations are 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

Staff time is required to ensure that the information specified in the Public Transparency Policy is made available via the website, at Council Offices or in other formats as appropriate to the information type.

Council maintains skills across authorised staff to ensure requests are handled in accordance with the *Freedom of Information Act 1982 [Vic]* and other related Acts. From time-to-time Council may seek legal advice to ensure the appropriate treatment of potentially confidential information.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Documents are released into the public domain without properly considering the policy for privacy and confidentiality provisions	Possible	Moderate	<ul style="list-style-type: none"> Council officers are encouraged to seek advice from the governance team prior to releasing any documents to the public.

CONSULTATION

In accordance with the Public Transparency principles, Council will undertake a process of community engagement prior to adopting the final Public Transparency Policy (version 2).

CONCLUSION

The Public Transparency Policy is a requirement of the *Local Government Act 2020*, and maintenance of it is required by Council's policy review cycle. The policy recognises the importance of transparency as a foundation for community engagement and accountability. It clarifies the information that will be provided to the community and the application of transparency principles across Council's decision-making practices.

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 Corporate
- Governance Officer

ATTACHMENT(S)

8.3.5 Draft Public Transparency Policy (version 2)

8.3.6 Fair Access Policy

INTRODUCTION

The Fair Access Policy has been developed and, following public exhibition, can be considered for adoption by Council.

Cr Nicholas

Cr Prime

That Council:

- 1. Notes that one submission was received regarding the draft Fair Access Policy, which did not impact the intent of the policy;*
- 2. Adopts Fair Access Policy No. 130 (Version 1); and*
- 3. Signs and Seals Fair Access Policy No. 130 (Version 1) at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. From 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding. These policies will ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.

This Fair Access Policy has been developed with publicly available information and in consultation with key internal stakeholders.

ISSUES

Adoption of this policy will influence the operational delivery of several departments of Council including promoting the policy and fair access framework to sporting clubs and groups; fair access audit of council owned and managed facilities; reviewing leases and licences and community grant guidelines.

POLICY IMPLICATIONS

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

- 1.1 A community that is active, connected and supported

FINANCIAL AND RESOURCE IMPLICATIONS

Adoption of this policy will enable Council to apply for grants to build new, and upgrade existing sporting infrastructure and facilities in the Alpine Shire.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Unable to secure funding for sport and recreation infrastructure	Possible	Moderate	<ul style="list-style-type: none"> Adopt Fair Access Policy
Women and girls do not have equitable access to sport and recreation opportunities	Possible	Moderate	<ul style="list-style-type: none"> Adopt Fair Access Policy and associated action plan

CONSULTATION

This Fair Access Policy has been developed in consultation with key internal stakeholders and with support of The Office for Women in Sport and Recreation, Sport and Recreation Victoria, and the Victorian Health Promotion Foundation (VicHealth).

This Fair Access Policy was on public exhibition for 35 days, and received one submission which did not impact the intent of the policy.

CONCLUSION

This Fair Access Policy aligns with the Fair Access Policy Roadmap developed by The Office for Women in Sport and Recreation, Sport and Recreation Victoria, and the Victorian Health Promotion Foundation (VicHealth) and intends to deliver equitable access to publicly owned community sports infrastructure across the Alpine Shire, helping to level the playing field for women and girls in community sport.

It is recommended that Council adopts this Fair Access Policy.

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 Development Coordinator

ATTACHMENT(S)

8.3.6 Fair Access Policy No. 138 (version 1)

8.3.7 Quarterly Performance Report – Council Plan

INTRODUCTION

The Alpine Shire Council Plan 2021-2025 was adopted by Council in October 2021, and sets out Council's direction for the next four years. This Quarterly Performance Report is the third update on progress in 2023/24.

Cr Nicholas

Cr Keeble

That the Quarterly Performance Report ending 31 March 2024 be received and noted by Council.

Carried Unanimously

BACKGROUND

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

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

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

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

HIGHLIGHTS

Strategic Driver 1: For those who live and visit

- Council launched the Business Hub on Engage Alpine (engage.alpineshire.vic.gov.au) as an online source of information for the local chambers of commerce and businesses. Council also worked closely with community organisations and groups following severe storm events in the Alpine Shire, sharing important emergency messaging with the community through various groups and channels.
- Council's library branches in Bright, Mount Beauty, and Myrtleford, supported the Digital Literacy for Senior Program, and hosted several author visits, and Trove Talks during the quarter.
- In support of the Access and Inclusion Plan, a draft Fair Access Policy was presented to Council in March 2024, and released for public submissions.

Strategic Driver 2: For a thriving economy

- Event Funding Guidelines are being updated, along with funding application forms and allocation criteria. Event Funding applications will open in May 2024.
- Council confirmed that the Murray to the Mountains Project will include an upgrade to the cycle path and Roberts Creek Bridge between Bright and Porepunkah. These works were tendered in March 2024.
- An estimated 78,605 persons have attended events throughout the Alpine Shire in the first three quarters of 2023/24.

Strategic Driver 3: For the bold protection of our future

- The actions from the Community Climate Action Plan Roadmap are being progressed. A consultant was engaged to complete a community Greenhouse Gas emissions baseline, scheduled to be complete by 30 June 2024. Officers will shortly commence work on updating the corporate Climate Action Plan.
- Landfill capping works at Porepunkah are 80% completed, with final completion due in May 2024. Myrtleford Landfill rehabilitation design was approved by the Environment Protection Authority (Victoria).

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

- A Neighbourhood Character Strategy has commenced for all four major service towns, and a review of existing places in the Heritage Overlay has commenced.
- Draft planning scheme amendment documentation for the Alpine Shire Planning Scheme Review 2023 has been finalised. The amendment is expected to be authorised by the Victorian government shortly.

Strategic Driver 5: For strong and informed leadership

- Participation and member registrations for Engage Alpine grew significantly during the quarter, reaching 800 members and over 700 submissions.
- Staff voted in favour of a new Enterprise Agreement, which was submitted to the Fair Work Commission (FWC) on 28 March 2024. The Agreement was approved by the FWC on 11 April 2024.

POLICY IMPLICATIONS

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

Progress reporting aligns with the Alpine Shire Council Plan 2021-2025 Strategic Objective:

5.2: A responsible, transparent, and responsive organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT

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

CONSULTATION

The Council Plan was established through deliberative engagement with the community and then subject to public exhibition prior to being adopted by Council.

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

CONCLUSION

This progress report shows that progress is being made on the delivery of key Council Plan actions.

DECLARATION OF CONFLICT OF INTEREST

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

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

8.3.7 Quarterly Performance Report – ending 31 March 2024

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 Nicholas

Cr Prime

That the summary of informal meetings of Councillors for April / May 2024 be received.

Carried Unanimously

Background

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

Date	Meeting
30 April	Briefing Session
14 May	Briefing Session
21 May	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – April / May 2024

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 general business.

12. Motions for which notice has previously been given

Nil

13. Reception and reading of petitions

Nil

14. Documents for sealing

Cr Janas

Cr Nicholas

That the following documents be signed and sealed.

1. Councillor and Staff Interaction Policy No. 129 (Version 1);

2. Fair Access Policy No. 130 (Version 1);

3. Asset Management Policy No. 49 (version 3); and

4. S173 Agreement – Kent Family Holdings

This Section 173 Agreement is required by condition 12 of Planning Permit P.2022.001 for development and use of a dwelling, host farm and agricultural outbuilding at 1072 Morses Creek Road, Wandiligong being the land referred to in Certificate of Title Volume 11352 Folio 661 and described as Lots 1, 2, 3, 4 and 5 on plan of subdivision TP949954G.

The Agreement provides for the implementation of a whole farm plan, linking the accommodation use of the land to the ongoing implementation of the whole farm plan and acknowledgment that the accommodation uses are within a rural area where agricultural activities occur, and adverse amenity impacts may be experienced.

5. S173 Agreement – RL and SJ Utting

This Section 173 Agreement is required by conditions 2, 14 and 15 of Planning Permit P.2021.226 for a two (2) lot boundary realignment at 3-5 Sommer Avenue, Bright being the land referred to in Certificate of Title Volume 07986 Folio 105 and described as Lot 6 on plan of subdivision LP26804.

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

6. S173 Agreement – JA Herschell

This Section 173 Agreement is required by conditions 4, 5, 6, 23, 61 and 62 of Planning Permit P.2021.204 for a six (6) lot subdivision at 18 Hawthorn Lane, Bright being the land referred to in Certificate of Title Volume 12206 Folio 503 and described as Lot 1 on plan of subdivision PS812525K.

The Agreement provides for:

- mandatory requirements of the Bushfire Management Overlay of the Alpine Planning Scheme including bushfire management protection measures incorporating a Bushfire Management Plan, and an exemption from the planning permit requirement of clause 44.06-2 of the Alpine Planning Scheme;*
- buildings and works to be contained within building and effluent disposal envelopes;*
- restricting access from the lots to the adjoining Council reserve; and*

– *drainage works in accordance with a drainage discharge plan.*

Carried Unanimously

There being no further business the Chairperson declared the meeting closed at 7.13p.m.

.....

Chairperson



ALPINE SHIRE COUNCIL

Chief Executive Officer Performance Plan for the financial year 2025 June 2024

The Chief Executive Officer (CEO) of the Alpine Shire Council is appointed for a maximum term of five years. During this time, performance is monitored by the Council with support from the CEO Employment and Remuneration Committee (CEO E&RC) established in accordance with s45 of the *Local Government Act, 2020*.

Other relevant documents:

- CEO Employment & Remuneration Policy
- CEO Contract (current)

Key Performance Indicators (KPIs) will be developed collaboratively with the CEO on an annual basis and form part of this Plan.

There will be three performance reviews for the financial year (FY) 2025 to enable alignment with Local Government reporting and planning cycles. These will be undertaken in November, February and May. The February review will be undertaken by Councillors and the November and May reviews with the support of the CEO E&RC.

To support the annual planning cycle, a KPI review will be part of the performance review in May 2024 and this review will generate the Annual Performance Review Report.

An annual review which will generate the Annual Performance Review Report and include the forward KPIs, will be undertaken in a timely manner to be presented at the June Ordinary Council Meeting.

The Annual Performance Review Report will be prepared, discussed with the CEO and submitted to Council in accordance with the CEO E&RC policy.

COUNCILLOR REVIEW:

Not less than one week before a briefing session, the CEO will submit a self-assessment progress report to all Councillors. It is desirable to gain input from all Councillors into the review and appraisal process and this may be written or in person.

The briefing session agenda will include a performance appraisal session and feedback discussion and will be undertaken with the CEO in that briefing session.

For 2025 FY, a Councillor led performance appraisal will be held in February.

If further feedback is requested by either the Council or the CEO, the Mayor will provide an opportunity for response and discussion with the CEO as required.

CEO E&RC REVIEW:

A CEO E&RC review will include CEO self-assessment and Councillor assessment, collated for a meeting of the CEO E&RC.

Not less than two weeks before the CEO E&RC meeting scheduled for development of the Annual Performance Review Report, the CEO will submit a self-assessment progress report to the CEO Employment and Remuneration Committee and all Councillors.

Not less than one week before the scheduled CEO E&RC meeting, Councillors will submit individual written scoring and comments on CEO Performance.

The CEO E&RC meeting for performance appraisal and development of the Annual Performance Review Report will be scheduled in early May, 2024.

This meeting will provide recommendations to Council, but the E&RC will discuss the review report with the CEO before submitting recommendations to Council, as required by clause 4.6 of the CEO Employment and Remuneration Policy.

The Mayor and Independent Chair, on behalf of the Council, will provide feedback to the CEO regarding the final ratings for performance against the KPIs and will also provide an opportunity for discussion and response, as required, by the CEO.

KEY PERFORMANCE INDICATOR DEVELOPMENT

Key Performance Indicators (KPIs) will be developed collaboratively with the CEO.

Planning for the following year's KPIs will commence at the last review of each financial year. KPI's will be aligned with performance expectations and performance measures.

The meeting of the CEO E&RC in May 2024 will commence that planning, considering current progress against delivery of the Council Plan.

INTERIM CEO E&RC PERFORMANCE REVIEW

In the event that Council has concerns about the performance of the CEO, the Mayor will, at the request of a majority of Council, ask the CEO E&RC to undertake an interim performance review.

The Mayor must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.

The Mayor must allow the CEO a minimum of one week's notice prior to the commencement of an interim performance review.

KEY PERFORMANCE INDICATORS FOR 2024/25

ALPINE SHIRE COUNCIL CEO – KEY PERFORMANCE AREAS, DESIRED OUTCOMES AND PERFORMANCE INDICATORS

The following table summarises the four Key Performance Areas (KPAs):

<p style="text-align: center;">KPA 1 Leadership & Culture</p>	<p style="text-align: center;">KPA 2 Engagement & Communication</p>	<p style="text-align: center;">KPA 3 Governance</p>	<p style="text-align: center;">KPA 4 Delivery Performance</p>
<p>Lead a high-performing organisation with a strong focus on effectiveness, accountability, and continuous improvement.</p>	<p>Deliver consistently high-quality engagement and communication with Council, the community and other key stakeholders.</p>	<p>Ensure good governance practices to fulfil legislative obligations, improve decision making and promote community confidence in Council.</p>	<p>Execute Council resolutions, policies, and plans using resources and managing risks effectively and efficiently.</p>

Assessment needs to be undertaken against factors that are within the CEO's reasonable control.

Ratings to be used by Councillors and by the CEO in his self-assessment against achievement of the desired outcomes are:

1. Achieved
2. Not Achieved (with mitigation)
3. Not Achieved
4. Unable to Rate

Ratings for the overall assessment in the role will be:

- Exceeds Performance Requirements
- Meets Performance Requirements
- Does Not Meet Performance Requirements
- Unable to Rate

KPA 1: Leadership & Culture

Desired Outcomes	Key Performance Indicators (2023/24)
1.1 Zero harm to our staff.	1.1.1 Leadership focus on physical and psychological safety with appropriate systems and processes in place to minimise risk to our staff. 1.1.2 Increase in hazard and incident reporting from across the organisation, reflecting an increased focus on health and safety. 1.1.3 12 month rolling average staff engagement of the Employee Assistance Program.
1.2 Improvement in organisational efficiency and effectiveness.	1.2.1 Increased role clarity through improvements in business planning for teams and in annual setting and periodic monitoring of tasks and targets for individual staff. 1.2.2 Key workflows are optimised to increase productivity and are better documented to improve consistency in application across the organisation. 1.2.3 Digital systems are aligned to business needs and staff are appropriately trained in the use of these systems.
1.3 Improved culture across a reinvigorated organisation.	1.3.1 Empowered leaders have increased decision-making clarity and autonomy across the organisation. 1.3.2 Investment made into building leadership capability in Director, Manager and the coordinator cohorts. 1.3.3 Improved staff satisfaction as measured through staff survey . 1.3.4 Improved staff retention assessed on a rolling 12-month basis.
1.4 A CEO with the skills, knowledge and networks to deliver effective leadership of the organisation.	1.4.1 Personal and professional development plan in place to maintain and enhance skills and experience and to build strong and effective networks.

KPA 2: Engagement & Communication

Desired Outcomes	Key Performance Indicators (2022/23)
2.1 Improvement in the quality of Council's deliberative engagement processes delivering improved alignment with community needs and aspirations.	2.1.1 Community feedback trending in a positive direction and an improving perception of Council within the community. 2.1.2 Continuous improvement processes in place to build on engagement successes and learn from shortcomings.
2.2 Improvement in the quality of customer service provision.	2.2.1 Key customer service performance metrics established and reported. 2.2.2 More consistent and positive customer experience achieved.
2.3 Beneficial community outcomes achieved through the advocacy efforts of Council and Council staff.	2.3.1 Establish an agreed advocacy approach with Council to inform development of the new Council Plan, including establishing a clear, shared understanding of what advocacy means for Council, what the current advocacy priorities are and the desired outcomes from this advocacy. 2.3.2 New relationships established and opportunities explored for collaboration across the region in areas aligned with Council's advocacy priorities. 2.3.3 Leverage potential benefit of conferences and other opportunities for engagement across the State to increase breadth and depth of network.
2.4 A Council which is well informed and able to effectively deliver for the community.	2.4.1 An effective and professional working relationship is maintained between the CEO and Council, supporting the effective development and evolution of policy, strategy and administration.

KPA 3: Governance

Desired Outcomes	Key Performance Indicators (2022/23)
3.1 Council's strong financial position is maintained.	3.1.1 Advice is provided to Council for the responsible management of Council's financial and physical assets and workforce. 3.1.2 Opportunities are explored to strengthen Council's financial position.
3.2 Risks are identified and appropriate managed.	3.2.1 An effective and professional working relationship is maintained with the Audit and Risk Committee, and feedback from the Committee is positive. 3.2.2 Risk Register is reviewed and revised with input from across the organisation, applying a consistent understanding and approach to use of key risk terminology and improving relevance of the register to the operational teams.
3.3 Council decisions are implemented in a timely, accurate and efficient way.	3.3.1 Implementation of Council resolutions and actions arising from adopted plans and strategies is tracked and reported effectively.
3.4 The organisation is responsive to strategic opportunities and challenges.	3.4.1 Emerging issues and opportunities are identified, communicated, and addressed in a way which maximises benefit for our community.

KPA 4: Delivery Performance

Desired Outcomes	Key Performance Indicators
4.1 The community is led and supported on a journey towards a low emission economy.	4.1.1 A plan is agreed and delivered to offset residual emissions in support of achieving and maintaining the net zero target. 4.1.2 A Community Climate Action Roadmap is developed with the community and a clear plan is agreed with Council to progress implementation of the agreed actions.
4.2 A contemporary Planning Scheme is established, with key gaps addressed.	4.1.3 Amendments resulting from review of the Alpine Planning Scheme are gazetted.
4.3 Our towns are well planned to accommodate the forecast growth in population, including infrastructure and community facilities.	4.2.1 The Land Development Strategy is adopted by Council and associated amendments to the Alpine Planning Scheme are progressed towards gazettal. 4.2.2 Key building blocks of the strategic planning workplan are clearly communicated, appropriately resourced, and progressed in accordance with the plan.
4.4 Value for the community is delivered through Council's capital works program.	4.4.1 The capital works team is appropriately resourced to deliver the budgeted program and flexible to adapt to the changing external environment. 4.4.2 Council is kept well briefed on capital works delivery progress and challenges and engaged early in all decisions with potential to impact on the overall outcomes for the community.

Dinner Plain



0 100 200 m

Coordinate System GDA94 MGA Zone 55

Created: 10/4/2024

While every care is taken by Alpine Shire Council and the Department of Environment, Land, Water and Planning to ensure the accuracy of this data, Alpine Shire Council and the Department of Environment, Land, Water and Planning jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



ALPINE
SHIRE COUNCIL

Based on data provided with the permission of Department of Environment, Land, Water and Planning.

© Alpine Shire Council, 2024
E:\Projects\Once Off\202203 - Dinner Plain Special Rate Area



Budget

Financial Year 2024/25

Presented for adoption at the
Ordinary Council Meeting held on
25 June 2024

Contents

1	Mayor and CEO's Introduction	3
2	Link to the Integrated Planning and Reporting Framework.....	6
	2.1 Legislative planning and accountability framework.....	6
	2.2 Our Purpose.....	7
	2.3 Strategic Objectives.....	8
3	Services, and Service Performance Indicators.....	9
	3.1 Strategic Driver 1: For those who live and visit.....	10
	3.2 Strategic Driver 2: For a thriving economy	12
	3.3 Strategic Driver 3: For the bold protection of our future.....	13
	3.4 Strategic Driver 4: For the enjoyment and opportunities of our lifestyle	15
	3.5 Strategic Driver 5: For strong and informed leadership	19
4	Financial Statements.....	21
	4.1 Comprehensive Income Statement	22
	4.2 Balance Sheet.....	23
	4.3 Statement of Changes in Equity.....	23
	4.4 Statement of Cash Flows	24
	4.5 Statement of Capital Works.....	26
	4.6 Statement of Human Resources	27
5	Notes to the Financial Statements	30
	5.1 Rates and Charges.....	30
	5.2 Grants.....	44
	5.3 Borrowings	46
	5.4 Capital Works Program	47
	5.5 Financial Performance Indicators	55
	5.6 Targeted Performance Indicators – Service and Financial	57
6	Schedule of Fees and Charges.....	61

1 Mayor and CEO's Introduction

Welcome to our budget for the 2024/25 financial year.

This budget represents the final year of the Alpine Shire Council Plan 2021-2025 and it continues our commitment to sustainable financial management and community engagement.

Every four years Council elections take place. There will be Council elections in Victoria in late October 2024. This democratic process is fundamental to our governance, and we encourage all eligible community members to participate actively and make their voices heard. Once a new Council is elected there is a requirement to review several key policies and plans. This is in addition to the normal annual cycle of policy reviews.

In 2024/25 Council will commence the preparation of the 2025-2029 Council Plan and a refresh of the Community Vision 2040. This will involve widespread deliberative engagement and consultation with the Alpine Shire community.

Council is proposing to continue to deliver the full range of services with a strong focus on planning for a sustainable future. There are a range of important strategic planning projects proposed in the budget which will put in place the framework for planning scheme amendments in coming years. This includes ensuring that we have the necessary businesses, experiences, infrastructure, and planning controls in place to achieve that vision while conserving and enhancing our built and natural environments.

We are working together in the face of continuing cost pressure on materials and services to prioritise completion of grant funded projects, the majority of which have a funding deadline of June 2025. Delivery of these projects are important so that our community can enjoy modern, inclusive, safe and versatile facilities.

A substantial budget of over \$18 million is allocated for spending across Council assets, including the completion of the following major projects:

- Tawonga Memorial Hall Upgrade
- Myrtleford Memorial Hall Upgrade
- Ablett Pavilion Upgrade
- Dinner Plain Activation
- Nimmo Pedestrian Bridge
- Myrtleford Splashpark
- Tronoh Dredegehole Precinct Upgrade

We will also be delivering the Murray To Mountains Rail Trail Enhancements Project, fully funded by the Victorian Government, which encompasses a range of infrastructure improvements and public art installations designed to enhance the experience that users have on this iconic shared trail.

The upcoming financial year will bring a renewed focus on roads, drainage, footpaths, bridges, playgrounds and buildings. More than 30 per cent of our capital works program budget is allocated to these areas, which will support delivery of essential works that enhance the quality and longevity of our existing infrastructure.

In addition to our core initiatives, our annual Community Grants and Events Funding will continue to play a vital role in supporting community groups, volunteers, and event organisers. This funding is crucial in fostering community spirit and supporting local initiatives that contribute to our collective well-being. Furthermore, in light of recent weather events, we remain steadfast in our commitment to delivering flood and landslide recovery programs, supported by dedicated funding resources.

The successful launch of Engage Alpine in late 2023 has strengthened our commitment to community engagement, providing a space for meaningful dialogue and collaboration on issues that impact us all. We eagerly await community feedback on crucial policies and plans, as your insights will guide our decision-making process.

We take great pride in presenting this budget to our community. We remain committed to transparency, responsible financial management, and evidence-based decision-making.

Together, we look forward to another exciting year in the Alpine Shire.

Cr John Forsyth
Mayor

Will Jeremy
Chief Executive Officer

Financial Snapshot

Key Statistics	2023/24 Forecast \$'000	2024/25 Budget \$'000
Total Operating Expenditure (\$'000)	35,799	38,323
Underlying Operating Surplus (\$'000)	1,055	8,590
Capital Works Expenditure (\$'000)	9,171	18,986
Staff Numbers (EFT)	141	143

Budgeted Expenditure by Strategic Driver	2024/25 Budget \$'000	Budget %
1. For those who live and visit	3,790	7%
2. For a thriving economy	2,691	5%
3. For the bold protection of our future	4,535	8%
4. For the enjoyment and the opportunities of our lifestyle* ¹	30,132	52%
5. For strong and informed leadership	16,161	28%

*¹ Capital expenditure is largely contained in Strategic Driver 4.

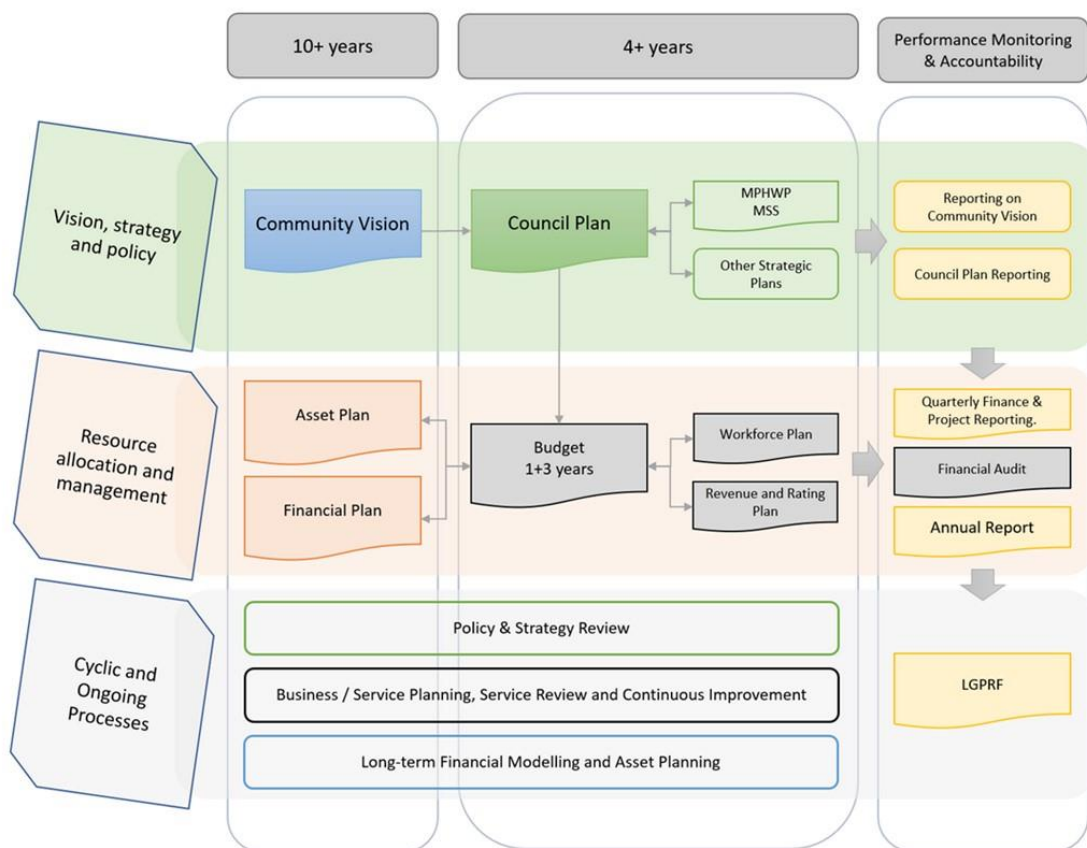
2 Link to the Integrated Planning and Reporting Framework

This section describes how the Annual Budget links to the achievement of the Community Vision 2040 and Council Plan 2021-2025 within an overall integrated planning and reporting framework.

This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision 2040 and Financial Plan), medium term (Council Plan, Workforce Plan and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

2.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

2.1.1 Key Planning Considerations

Although councils have a legal obligation to provide some services — such as animal management, local roads, food safety and statutory planning — most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities do change.

Therefore, councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

2.2 Our Purpose

Our Community Vision

"Our people, places and environment enrich our area's resilience, prosperity, and sustainability".

The 2040 Community Vision was developed in consultation with our community in 2021. This vision identifies and articulates the long-term aspirations, needs and opportunities of our community and is also consistent with community sentiment expressed during the development of the Council Plan that was adopted in October 2021.

Our Values

1. **A**ccountable
2. **L**eadership
3. **P**roductive
4. **I**ntegrity
5. **N**urture
6. **E**ngaged

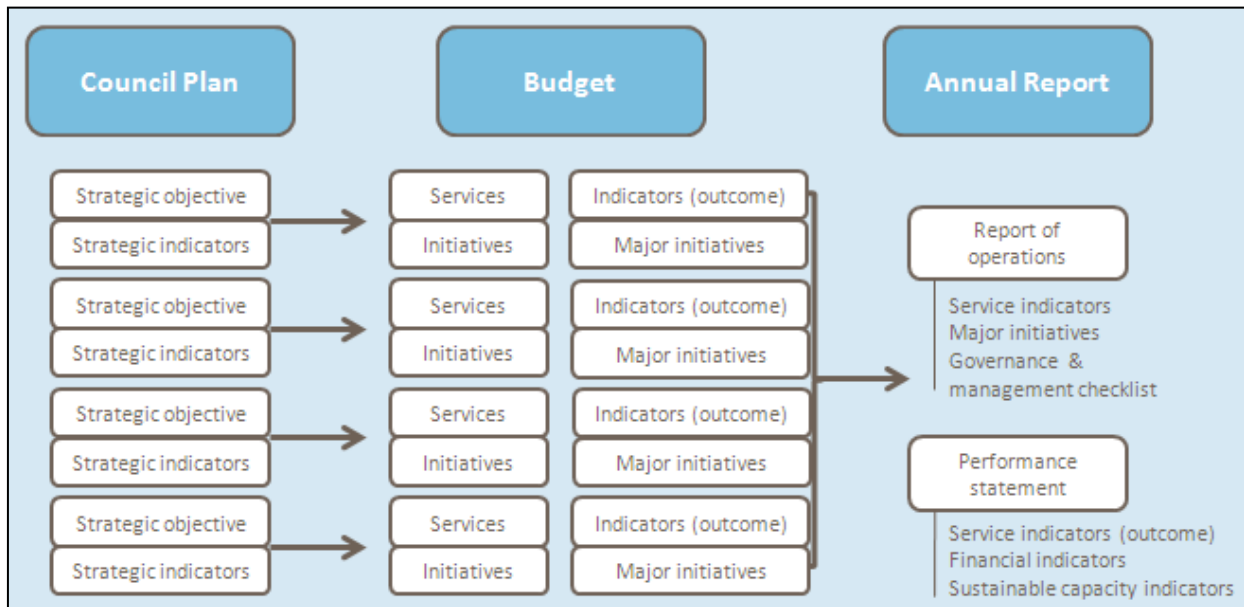
2.3 Strategic Objectives

The Community Vision 2040 provides the long term vision that outlines the aspirations and goals of the Alpine Shire community. This is underpinned by the five strategic drivers identified through community and deliberative engagement that are critical to achieving the community's Vision and frame the Council Plan. The Council Plan 2021-2025 is a four-year plan that outlines Council's role and how it will pursue the aspirations and goals outlined in the Community Vision, Municipal Public Health and Wellbeing Plan and other strategies and plans developed by Council. The Strategic Objectives support delivery of our Strategic Drivers. Under some of the Objectives will be strategies, which describe how we will achieve our objectives.

Strategic Drivers	Strategic Objectives
1. For those who live and visit	<ul style="list-style-type: none"> • A community that is active, connected and supported • Services and resources that enhance health and wellbeing • A caring community • Increasing healthy eating and active living • Improving mental wellbeing • Preventing all forms of violence
2. For a thriving economy	<ul style="list-style-type: none"> • Diverse reasons to visit • Innovative and sustainable business development that supports year-round benefit • Access to technology that meets our evolving needs
3. For the bold protection of our future	<ul style="list-style-type: none"> • Decisive leadership to address the impacts and causes of climate change • Stewardship and care of our natural environment • Responsible management of waste • A community that is prepared for, can respond to, and recover from emergencies • Reducing the impact of climate change on health
4. For the enjoyment and opportunities of our lifestyle	<ul style="list-style-type: none"> • Conservation and promotion of the distinct character across the Shire • Planning and development that reflects the aspirations of the community • Accessible parks that promote active and passive recreation • Diverse arts and cultural experience • Assets for our current and future need
5. For strong and informed leadership	<ul style="list-style-type: none"> • Effective communication and engagement • A responsible, transparent, and responsive organisation • Bold leadership, strong partnerships and effective advocacy

3 Services, and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic drivers outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations. In line with legislation, Council has identified major initiatives, and service performance outcome indicators in the Budget and will report against them in the Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below:



Source: Department of Jobs, Precincts and Regions

3.1 Strategic Driver 1: For those who live and visit

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

3.1.1 Services

Service area	Description of services		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Libraries	Libraries consist of the Alpine Shire library branches in Myrtleford, Bright and Mount Beauty and delivery of programs such as rhyme time, story time, school holiday programs and visiting authors. The Council also operates the High Country Library Network.	Income	181	138	185
		Expense	188	664	766
		Surplus / (deficit)	(7)	(526)	(581)
Swimming Pools	This service is managed under contract to Belgravia Leisure Services. It covers Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools.	Income	-	-	-
		Expense	576	581	889
		Surplus / (deficit)	(576)	(581)	(889)
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford.	Income	237	130	166
		Expense	166	630	709
		Surplus / (deficit)	71	(500)	(543)
Youth	Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program.	Income	417	193	207
		Expense	144	599	506
		Surplus / (deficit)	273	(406)	(299)
Community Development	This service is concerned with building community capacity. Key areas include community resilience, the community grant program and implementing the Municipal Health and Wellbeing Plan.	Income	609	492	462
		Expense	312	602	536
		Surplus / (deficit)	297	(110)	(74)
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Income	44	46	46
		Expense	2	299	384
		Surplus / (deficit)	42	(253)	(338)

Note: Employee remuneration for 2022/23 was recorded in the Strategic Driver 5. In 2023/24 and 2024/25 remuneration has been distributed to the strategic driver related to the expenditure.

3.1.2 Major Initiatives

- Support our communities to access mental health support
- Finalising masterplans for the key sporting and recreation precincts in our three main service towns
- Development of an Emergency Animal Welfare Plan

3.1.3 Strategic Indicators

- Number of visits to aquatic facilities per head of population
- Active library borrowers in municipality
- Cost of library service per population
- Participation in the Maternal and Child Health service
- Participation in supported playgroups

3.1.4 Prescribed Service performance outcome indicators

Service (Indicator)	Performance Measure	Computation	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Aquatic Facilities (Utilisation)	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population	2.4	2.6	2.7
Libraries (Participation)	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100	N/A*	11.0%	12.0%
Maternal and Child Health (Participation)	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100	83.4%	80.0%	82.0%
	Participation in the MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100	82.6%	81.0%	82.0%

* Calculation of this measure has changed compared to 2022/23, therefore no previous results are available.

3.2 Strategic Driver 2: For a thriving economy

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

3.2.1 Services

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual \$'000	Forecast \$'000	Budget \$'000
Tourism	This service provides destination marketing. It develops and distributes tourism collateral including Official Visitors Guide, trail brochures, maps and retail and dining guide.	Income	-	-	-
		Expense	238	524	581
		Surplus / (deficit)	(238)	(524)	(581)
Dinner Plain Services	Specific services to Dinner Plain such as marketing and events of this alpine village, and Dinner Plain to Mount Hotham winter bus service.	Income	543	1,738	3,203
		Expense	802	1,095	975
		Surplus / (deficit)	(259)	643	2,228
Festivals and Events	Events are a major contributor to the economy. Council has a role in facilitating the events agenda.	Income	78	-	-
		Expense	381	711	766
		Surplus / (deficit)	(303)	(711)	(766)
Economic Development	This service facilitates local and new business to develop and grow.	Income	-	-	-
		Expense	97	298	369
		Surplus / (deficit)	(97)	(298)	(369)

Note: Employee remuneration for 2022/23 was recorded in the Strategic Driver 5. In 2023/24 and 2024/25 remuneration has been distributed to the strategic driver related to the expenditure.

3.2.2 Major Initiatives

- Advocacy relating to the development of a Significant Landscape Assessment and planning controls in Victoria's High Country and the Alpine Region
- Preparation of an Alpine Shire Tourism and Events Strategy

3.2.3 Strategic Indicators

- Number of small businesses and light industry in the Shire
- Number of permitted festivals and events in the Shire
- Number of overnight and day trip visitors

3.2.4 Service performance outcome indicators

There are no prescribed service performance outcome indicators for this service.

3.3 Strategic Driver 3: For the bold protection of our future

Vision: Our natural environment is protected and preserved.

3.3.1 Services

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual \$'000	Forecast \$'000	Budget \$'000
Waste and Recycling	Provision of waste management services. This includes kerbside collection services as well as the operation of the Myrtleford, Mount Beauty and Porepunkah transfer stations and closed landfills.	Income	4,009	4,366	4,512
		Expense	2,687	3,968	3,850
		Surplus / (deficit)	1,322	398	662
Emergency Management	Administrative costs of Council's Emergency Management Planning role, maintenance of various flood warning infrastructure, and additional coordination activities which are fully grant funded.	Income	-	162	110
		Expense	52	636	685
		Surplus / (deficit)	(52)	(474)	(575)

Note: Employee remuneration for 2022/23 was recorded in the Strategic Driver 5. In 2023/24 and 2024/25 remuneration has been distributed to the strategic driver related to the expenditure.

3.3.2 Major Initiatives

- Review and update of Council's Corporate Climate Action Plan 2021-2024
- Establish a pilot re-use shop in the Myrtleford Transfer Station
- Progressing investigation into a carbon insetting pilot program within the Alpine Shire
- Review and update of the Municipal Emergency Management Plan 2021-2025

3.3.3 Strategic Indicators

- Increase kerbside collection waste diverted from landfill
- Net Zero Greenhouse Gas Emissions - 2023
- Community satisfaction with waste management performance - Target 70

3.3.4 Service performance outcome indicators

Service (Indicator)	Performance Measure	Computation	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Waste management (Waste diversion)	Kerbside collection waste diverted from landfill (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	39.8%	60.0%	61.0%

* See section 5.6 Targeted Performance Indicators, which sets out targets set for Waste in 2024/25 and future years.

* Council introduced a Food Organics Garden Organics (FOGO) kerbside collection service on 1 July 2023, and expects the percentage of recyclable and green organics diverted from landfill to increase compared to previous years.

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

The connection between people and place is strengthened

3.4.1 Services

Service area	Description of services provided		2022/23	2023/24	2024/25
			Actual \$'000	Forecast \$'000	Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepunkah.	Income	19	44	46
		Expense	26	301	429
		Surplus / (deficit)	(7)	(257)	(383)
Local Roads, Bridges and Drainage	Maintenance of all Council's roads, and bridges. Council has 685km of roads, 190 bridges and over 40 major culverts. Spending in this area also covers roadside vegetation and drainage.	Income	18	18	18
		Expense	1,753	1,572	1,874
		Surplus / (deficit)	(1,735)	(1,554)	(1,856)
Footpaths	Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain.	Income	-	-	-
		Expense	48	369	547
		Surplus / (deficit)	(48)	(369)	(547)
Open Spaces	Maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves.	Income	24	22	71
		Expense	711	768	1,143
		Surplus / (deficit)	(687)	(746)	(1,072)
Building Maintenance	Maintenance of all of Council's buildings. This includes operational buildings such as depots and libraries as well as community buildings such as halls and childcare centres.	Income	-	-	-
		Expense	570	614	772
		Surplus / (deficit)	(570)	(614)	(772)
Property Management	Management of public amenity facilities and property leases.	Income	1,071	737	746
		Expense	779	1,860	1,523
		Surplus / (deficit)	292	(1,123)	(777)
Operations	Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses.	Income	35	45	40
		Expense	957	1,217	1,328
		Surplus / (deficit)	(922)	(1,172)	(1,288)

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Recreation	Council supports the development and maintenance of recreation reserves across the Shire and also supports recreation clubs and committees.	Income	-	-	-
		Expense	54	338	470
		Surplus / (deficit)	(54)	(338)	(470)
Building Services	Statutory building services includes processing of building applications, emergency response responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works.	Income	252	222	230
		Expense	31	224	329
		Surplus / (deficit)	221	(2)	(99)
Environmental Health	Registration and inspection of all food premises, wastewater applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues.	Income	149	120	171
		Expense	7	295	410
		Surplus / (deficit)	142	(175)	(239)
Local Laws	This area provides animal registrations, animal management, and local law enforcement.	Income	107	33	108
		Expense	26	255	372
		Surplus / (deficit)	81	(222)	(264)
Statutory Planning	Assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal.	Income	541	346	346
		Expense	216	304	539
		Surplus / (deficit)	325	42	(193)
Strategic Planning	Prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines.	Income	-	-	-
		Expense	414	1,257	1,410
		Surplus / (deficit)	(414)	(1,257)	(1,410)
Asset Development	Delivers the critical projects to renew and upgrade our community assets and to develop new assets. The area is in part subsidised by recurrent and non- recurrent grants.	Income Expense Surplus / (deficit)			Refer to Capital Works Budget

Note: Employee remuneration for 2022/23 was recorded in the Strategic Driver 5. In 2023/24 and 2024/25 remuneration has been distributed to the strategic driver related to the expenditure.

3.4.2 Major Initiatives

- Finalise and implement the Alpine Shire Land Development Strategy
- Preparation of Neighbourhood Character Assessments for our major townships
- Review of the Road Management Plan and Register of Municipal Roads
- Nimmo Pedestrian Bridge
- Myrtleford Splashpark

3.4.3 Strategic Indicators

- Community satisfaction with sealed local roads
- Time taken to decide planning applications
- Planning applications decided within required time frames
- Sealed roads maintained to condition standards

3.4.4 Service performance outcome indicators

Service (Indicator)	Performance Measure	Computation	2022/23	2023/24	2024/25
			Actual	Forecast	Budget
Food safety (Health and Safety)	Critical and major non-compliance outcome notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	100.0%	100.0%	100.0%
Roads (Condition)	Sealed local roads below the intervention level (Percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	99.4%	98.0%	98.0%

			2022/23	2023/24	2024/25
Service (Indicator)	Performance Measure	Computation	Actual	Forecast	Budget
Statutory planning (Service standard)	Planning applications decided within required timeframes (Percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100	19.0%	40.0%	61.0%
Animal Management (Health and safety)	Animal management prosecutions (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions	0.0%	0.0%	0.0%

* See section 5.6 Targeted Performance Indicators, which sets out targets set for Roads and Statutory Planning in 2024/25 and future years.

* No animal management prosecutions were presented to Court in either 2022/23 or 2023/24.

3.5 Strategic Driver 5: For strong and informed leadership

Vision: Collaborative, bold and evidence-based decision making

3.5.1 Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Corporate	Support function to enable Council to deliver services in an efficient, effective and safe manner. This includes financial control (includes depreciation), revenue collection, information technology, governance, and risk management.	Income	24,838	24,905	24,947
		Expense	11,745	11,854	13,002
		Surplus / (deficit)	13,093	13,051	11,945
Councillors and Executive	This area includes remuneration for the executive, and Councillors.	Income	26	-	-
		Expense	11,181	1,732	1,529
		Surplus / (deficit)	(11,155)	(1,732)	(1,529)

Note: Employee remuneration for 2022/23 was recorded in the Strategic Driver 5. In 2023/24 and 2024/25 remuneration has been distributed to the strategic driver related to the expenditure.

3.5.2 Major Initiatives

- Development of a new Vision, Council Plan, Financial Plan and Asset Plan through a deliberative engagement process

3.5.3 Strategic Indicators

- Council decisions made at meetings closed to the public
- Councillor attendance at council meetings
- Community satisfaction with Council's community consultation and engagement performance
- Working Capital (Current assets as a percentage of current liabilities)
- Community satisfaction with Council's overall performance

3.5.4 Service performance outcome indicators

Service (Indicator)	Performance Measure	Computation	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Governance (Consultation and engagement)	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	50	51	51

** See section 5.6 Targeted Performance Indicators, which sets out targets set for Governance in 2024/25 and future years.*

4 Financial Statements

This section presents information regarding the Financial Statements and Statement of Human Resources. The budget information for the year 2024/25 has been supplemented with projections to 2027/28.

This section includes the following financial statements, prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

4.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	Forecast	Budget	Future Years Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates and charges	22,026	22,764	23,396	23,981	24,581
Statutory fees and fines	480	625	641	657	700
User fees	883	998	1,020	1,045	1,071
Contributions - monetary	712	692	706	720	734
Contributions - non-monetary assets	25	1,075	1,097	1,118	1,141
Grants - Operating (recurrent)	5,165	5,546	5,981	6,130	6,283
Grants - Operating (non-recurrent)	602	289	296	303	311
Grants - Capital (recurrent)	710	710	724	739	753
Grants - Capital (non-recurrent)	3,736	12,108	2,066	2,118	2,171
Other income	2,515	2,106	2,155	2,209	2,264
Total income	36,854	46,913	38,082	39,020	40,009
Expenses					
Employee costs	12,193	13,221	12,353	12,662	12,978
Materials and services	15,589	16,708	17,303	17,736	18,179
Depreciation	7,250	7,431	7,617	7,807	8,003
Amortisation - intangible assets	53	55	60	65	70
Landfill rehabilitation	78	200	250	275	300
Other expenses	661	733	766	801	838
Net gain/(loss) on disposal of property, infrastructure, plant, and equipment	(25)	(25)	(25)	(25)	(25)
Total expenses	35,799	38,323	38,324	39,321	40,343
Surplus (deficit) for the year	1,055	8,590	(242)	(301)	(334)
Other comprehensive income					
Net asset revaluation gain / (loss)	1,450	3,207	3,601	2,660	3,250
Comprehensive result	2,505	11,797	3,359	2,359	2,916

4.2 Balance Sheet

For the four years ending 30 June 2028

	Forecast	Budget	Future Year Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets					
Current assets					
Cash and cash equivalents	7,552	11,466	6,826	5,587	4,315
Trade and other receivables	2,985	3,067	3,144	3,223	3,303
Financial assets	33,500	31,000	25,000	21,000	18,000
Inventories	100	105	108	111	113
Other assets	394	405	418	428	439
Total current assets	44,531	46,043	35,496	30,348	26,171
Non-current assets					
Investment properties	5,995	7,239	7,361	7,483	7,605
Investments in shared services	-	-	-	-	-
Property, infrastructure, plant & equipment	263,039	269,159	282,001	285,232	289,928
Intangibles	154	200	205	210	215
Total non-current assets	269,188	276,598	289,567	292,925	297,748
Total assets	313,719	322,641	325,063	323,274	323,919
Liabilities					
Current liabilities					
Trade and other payables	3,711	3,813	3,908	3,006	2,166
Trust funds and deposits	325	420	431	442	453
Provisions	6,813	6,172	5,351	5,485	5,622
Contract and other liabilities	9,615	7,625	5,019	4,843	4,501
Total current liabilities	20,464	18,030	14,709	13,775	12,741
Non-current liabilities					
Provisions	3,449	3,621	3,713	3,806	3,901
Contract and other liabilities	6,021	5,407	7,701	4,393	3,062
Total non-current liabilities	9,470	9,028	11,414	8,199	6,963
Total liabilities	29,934	27,059	26,123	21,974	19,704
Net assets	283,785	295,582	298,940	301,299	304,215
Equity					
Accumulated surplus	135,329	143,919	143,676	143,375	143,042
Reserves	148,456	151,663	155,264	157,924	161,173
Total equity	283,785	295,582	298,940	301,299	304,215

4.3 Statement of Changes in Equity

For the four years ending 30 June 2028

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 - Forecast				
Balance at beginning of the financial year	279,886	134,274	139,540	6,072
Comprehensive result	1,055	1,055	-	-
Transfer to reserves	2,844	-	1,450	1,394
Transfer from reserves	-	-	-	-
Balance at end of the financial year	283,785	135,329	140,990	7,466
2025 - Budget				
Balance at beginning of the financial year	283,785	135,329	140,990	7,466
Comprehensive result	8,590	8,590	-	-
Transfer to reserves	3,207	-	3,207	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	295,582	143,919	144,197	7,466
2026 - Budget				
Balance at beginning of the financial year	295,582	143,919	144,197	7,466
Comprehensive result	(242)	(242)	-	-
Transfer to reserves	3,601	-	3,601	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	298,940	143,676	147,798	7,466
2027 - Budget				
Balance at beginning of the financial year	298,940	143,676	147,798	7,466
Comprehensive result	(301)	(301)	-	-
Transfer to reserves	2,660	-	2,660	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	301,299	143,375	150,458	7,466
2028 - Budget				
Balance at beginning of the financial year	301,299	143,375	150,458	7,466
Comprehensive result	(334)	(334)	-	-
Transfer to reserves	3,250	-	3,250	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	304,216	143,042	153,708	7,466

4.4 Statement of Cash Flows

For the four years ending 30 June 2028.

	Forecast	Budget	Future Years Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from operating activities					
Rates and charges	21,703	22,127	22,662	23,051	23,628
Statutory fees and fines	527	541	716	734	752
User fees	745	765	880	902	925
Contributions - cash	250	301	280	287	294
Grants - operating	6,402	8,578	6,687	6,854	7,026
Grants - capital	3,746	11,643	2,621	2,686	2,753
Interest	750	771	940	964	988
Other receipts	-	-	-	-	-
Trust funds deposits taken	-	-	-	-	-
Trust funds deposits repaid	-	-	-	-	-
Employee costs	(13,100)	(12,960)	(13,483)	(13,820)	(14,166)
Materials and consumables	(16,304)	(15,958)	(15,324)	(14,438)	(13,698)
Other payments	(1,246)	(1,280)	(1,825)	(1,871)	(1,917)
Net cash provided by operating activities	3,473	14,528	4,154	5,349	6,584
Cash flows from investing activities					
Payments for property, plant, and equipment	(14,583)	(13,184)	(14,819)	(10,614)	(10,880)
Proceeds (Payments) from Financial Assets	5,000	2,500	6,000	4,000	3,000
Proceeds from sale of property, plant, and equipment	25	25	25	25	25
Net cash used in investing activities	(9,558)	(10,659)	(8,794)	(6,589)	(7,855)
Cash flows from financing activities					
Finance costs	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-
Net cash provided by (used in) financing activities	-	-	-	-	-
Net (decrease) increase in cash & cash equivalents	(6,085)	3,868	(4,640)	(1,240)	(1,271)
Cash and cash equivalents at beginning of the financial year	13,683	7,598	11,466	6,826	5,586
Cash and cash equivalents at end of the financial year	7,598	11,466	6,826	5,586	4,315

4.5 Statement of Capital Works

For the four years ending 30 June 2028

	Forecast	Budget	Future Year Projections		
	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Property					
Land	-	-	-	-	-
Buildings	1,424	3,490	2,205	2,260	2,316
Total property	1,424	3,490	2,205	2,260	2,316
Plant and equipment					
Plant, machinery, and equipment	274	333	459	459	459
Computers and telecommunications	976	788	246	246	246
Intangibles	-	-	-	-	-
Library books	84	75	79	81	83
Total plant and equipment	1,334	1,196	784	786	788
Infrastructure					
Roads	760	5,110	2,068	2,125	2,106
Bridges	325	1,095	295	302	309
Footpaths and cycleways	-	1,339	289	297	305
Drainage	100	234	234	237	244
Recreational, leisure and community facilities	3,875	4,911	528	514	554
Parks, open space and streetscapes	-	-	104	107	110
Waste	1,353	1,611	363	372	381
Total infrastructure	6,413	14,300	3,881	3,954	4,009
Unallocated	-	-	1,854	1,909	1,966
Total capital works expenditure	9,171	18,986	8,724	8,909	9,079
Represented by:					
New asset expenditure	4,602	9,451	-	-	-
Asset renewal expenditure	2,104	4,888	5,884	6,009	6,124
Asset upgrade expenditure	2,465	4,647	2,840	2,900	2,955
Asset expansion	-	-	-	-	-
Total capital works expenditure	9,171	18,986	8,724	8,909	9,079

4.6 Statement of Human Resources

4.6.1 For the four years ending 30 June 2028

	Forecast	Budget	Future Year		
	2023/24 \$'000	2024/25 \$'000	Projections 2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Staff expenditure					
Employee costs - operating	12,193	13,221	12,353	12,662	12,978
Employee costs - capital	900	935	958	982	1,007
Total staff expenditure	13,093	14,156	13,311	13,644	13,985
Staff numbers	FTE	FTE	FTE	FTE	FTE
Employees	141	143	131	131	131
Total staff numbers	141	143	131	131	131

A summary of human resources expenditure in 2024/25 categorised according to the organisational structure of the Council.

Department	2024/25	Permanent		Casual \$'000	Temporary \$'000
	\$'000	Full Time \$'000	Part Time \$'000		
Building & Environmental Health	571	444	66	-	61
Community Development	979	317	343	28	291
Corporate	1,794	867	278	-	649
Customer Experience	1,646	581	738	210	107
Engineering and Assets	1,033	591	62	3	387
Executive	1,133	486	-	-	647
Growth and Future	1,000	693	196	-	111
Operations	3,804	2,977	589	133	105
Statutory Planning, Compliance & Local Laws	1,261	757	302	-	202
Total Staff Expenditure	13,221	7,713	2,574	374	2,560
Capitalised Labour Costs	935	391	185	114	245
Total Expenditure	14,156	8,104	2,759	488	2,805

4.6.2 A summary of the number of full time equivalent (FTE) Council staff in 2024/25 in relation to the above expenditure is included below:

Department	2024/25	Permanent Full Time	Part Time	Casual	Temporary
Building & Environmental Health	6	4	1	-	1
Community Development	10	3	3	-	4
Corporate	18	9	3	-	6
Customer Experience	19	6	10	2	1
Engineering and Assets	18	10	1	-	7
Executive	7	4	-	-	3
Growth and Future	9	6	2	-	1
Operations	44	36	6	1	1
Statutory Planning & Amenity	12	7	3	-	2
Total staff full time equivalent	143	85	29	3	26

4.6.3 A summary of the human resource expenditure by gender in 2024/25

Gender	Total	Permanent Full Time	Part Time	Casual	Temporary
	\$'000	\$'000	\$'000	\$'000	\$'000
Female	5,739	2,338	2,014	283	1,104
Male	5,584	3,947	520	190	927
Self- described gender	-	-	-	-	-
Vacant	2,833	1,819	225	15	774
Total Staff Expenditure	14,156	8,104	2,759	488	2,805

Gender	Total	Permanent Full Time	Part Time	Casual	Temporary
Female	57	22	21	2	12
Male	56	43	6	1	6
Self- described gender	-	-	-	-	-
Vacant	30	20	2	-	8
Total Staff Expenditure	143	85	29	3	26

4.6.4 Summary Human Resources Expenditure

For the four years ending 30 June 2028

	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000
Executive				
Permanent full time	1,107	961	985	1,010
Permanent part time	-	-	-	-
Total executive	1,107	961	985	1,010
Customer and Community				
Permanent full time	3,627	3,225	3,306	3,388
Permanent part time	2,170	2,115	2,168	2,222
Total Customer and Community	5,797	5,340	5,474	5,610
Assets				
Permanent full time	5,765	5,360	5,770	5,915
Permanent part time	986	961	985	1,010
Total assets	6,751	6,321	6,755	6,925
Casual and other	501	689	430	440
Total Casuals and other	501	689	430	440
Total staff expenditure	14,156	13,311	13,644	13,985
	FTE	FTE	FTE	FTE
Executive				
Permanent full time	7	6	6	6
Permanent part time	-	-	-	-
Total executive	7	6	6	6
Customer and Community				
Permanent full time	29	33	34	34
Permanent part time	20	24	21	21
Total Customer and Community	49	57	55	55
Assets				
Permanent full time	50	53	55	55
Permanent part time	10	10	9	9
Total assets	60	63	64	64
Casual and other	27	5	6	6
Total staff full time equivalent	143	131	131	131

5 Notes to the Financial Statements

This section presents detailed information on material components of the financial statements. Council assesses which components are material, considering the dollar amounts and nature of these components.

5.1 Rates and Charges

This section presents information about the Council's rates and charges as prescribed for inclusion in the budget in accordance with the *Local Government Act 1989*, *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Rates and Charges Overview
- Detailed Rating Strategy and Policies
- Detailed Charges Strategy and Policies
- Rebates and Concessions
- Detail Rates and Charges Outcomes

5.1.1 Rates and Charges Overview

In combination with grants, rates and charges are an important source of funding which support our ongoing ability to provide community facilities, services and capital works. They account for an estimated 48.5% of total revenue to be received by the Council in 2024/25. In assessing our rates and charges, we take into account:

- Our ability to deliver ongoing cost savings;
- Our ability to source revenue through other means, for example grants;
- Our ability to support community facilities and services;
- Our ability to deliver our capital works pipeline, now and into the future.

In 2024/25, we are proposing a 2.75% increase in average rates, compared to a 3.50% increase in 2023/24. This is in line with the State Government cap under the Fair Go Rates System, which allows local governments to raise rates in line with the cap set by the Minister.

In line with Victorian standards, each Ratepayer's rates are calculated by applying a standard 'rate in the dollar', which is multiplied by the ratepayer's property value ('Capital Improved Value' or CIV) to derive their rates bill.

It is noted that there are typically some variations in actual rates collected compared to the Budget due to:

- Supplementary valuations, whereby under the *Valuation of Land Act 1960* a ratepayer's CIV is adjusted due to (for example) improvement of the developments on their land;
- Ratepayer valuation appeals;
- Changes in land use, for example when rateable land becomes non-rateable, or when residential land becomes commercial / industrial or farm land, or vice versa.

Waste charges will be charged according to a) the bins or waste services that each ratepayer has, and b) the overall cost of managing waste, for example developing, monitoring, managing and rehabilitating landfills; operating our transfer stations; and managing public place waste.

5.1.2 Detailed Rating Strategy and Policies

This statement accompanies the Rates and Charges overview to outline the actual rating strategy of the Council. The purpose of the rating strategy is to identify the fairest and most equitable method of distributing rates across the Alpine Shire.

5.1.2.1 *Level of Rates and Charges*

The guiding principle for setting of the level of rates and charges is the long term sustainability of the Council, while enabling sufficient funding to deliver:

- Valued Council services,
- Critical capital renewal projects, and
- Works that create new and improved infrastructure for the benefit of residents and visitors.

The guiding documents that aid Council to assess this balance are the Council Plan, which is developed in consultation with the community every four years following general elections; and its associated medium and longer term financial plans, namely the four-year rolling Budget and the Long Term Financial Plan.

Consideration is also given to financial risks such as inflationary risks and local economic risks.

5.1.2.2 *Application of Rates to Properties*

When levying rates, Council adheres to three overriding principles:

- **Equity:** including both horizontal and vertical equity in the basis of rating. Horizontal equity means that those in the same position, i.e. with the same property value, should be treated the same. Vertical equity demands that higher property values should attract a higher level of rates;
- **Efficiency:** that the rating system is easy to apply and is consistent with the major policy objectives of the Council;
- **Simplicity:** that the rating system is easy to understand. This ensures that the rating system is transparent and capable of being questioned and challenged by ratepayers.

In line with these principles, rates are applied in proportion to the Capital Improved Value (CIV) of each property, as is the standard for the majority of Victorian Councils. CIV is essentially the market value of a property which is easily understood by the average ratepayer. It has been used uniformly by the Alpine Shire Council since the 1995/96 financial year.

The formula for determining the rates payable on a property is: Capital Improved Value (CIV) multiplied by the rate in the dollar.

The rate in the dollar is adjusted as part of the annual budget process to ensure that the correct amounts of rates are raised to fund Council's operations.

In addition to this, the Alpine Shire Council applies a rating structure which includes a general rate, differential rates, and a special rate.

The general rate is the cornerstone of the Council's rating structure and is applied to every property unless the property falls into a specific differential rate category.

The *Local Government Act 1989* enables the Council to apply differential rates if the Council considers that they will contribute to the equitable and efficient carrying out of its functions, in line with local objectives. The Alpine Shire currently has two differential rates, namely the Farm Rate, and the Commercial / Industrial Rate.

The *Local Government Act 1989* also enables the Council to apply special rates and charges for funding initiatives which directly benefit specific segments of the community. Council can require a person to pay a special rate or charge, if it will defray the expense of an initiative of special benefit to the person required to pay it. Council proposes one special rate to fund the special services at Dinner Plain Village, deemed the Dinner Plain Special Rate.

It is noted that the *Local Government Act 1989* also allows for a Municipal Charge, which is a flat charge per assessment that can be used to offset administrative costs of the Council and is in addition to general rates. Municipal Charges have the effect of flattening the rate burden making people in lower valued properties pay more. The Alpine Shire does not have many low value properties as some other Councils do and to place a charge on the rate notice to cover the 'administrative costs' of Council, is unpopular and hard for the ratepayer to understand. Accordingly, this mechanism has been deemed to be unsuitable and is not applied to the Alpine Shire.

5.1.3 Policy

The Revenue and Rating Plan was adopted by Council on 15 June 2021. The Waste Policy is an incorporated document contained in the Alpine Shire Community Local Law 2019. Limited abridged sections of both documents are copied here to aid the understanding of the budget documentation.

5.1.3.1 The Farm Rate

Objective

The objective of the farm rate is to *“to allow for a reduced rate on all land declared as farm land which will more equitably spread the general rate burden over the rate base of the municipality given the broad nature of services provided by Council and their availability to the farming community.”*

It is important to ensure that highly productive farming land is not rated at levels that force farmers to seek to subdivide and sell off parcels to remain viable.

Scope

The policy applies to Council when considering and determining the annual budget of rates and charges. It does not apply to land located in Bogong Village or the Dinner Plain Village.

Details

A differential rate is applied to farm land at 73% of the general rate. An application must be made in writing to change the classification of a property to the differential farm rate.

“Farm Land” means any rateable land which satisfies the following criteria:

- The land area must be of 8Ha or over; or
 - be used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
 - show that the primary source of income is derived from the land; and
- The land must be used by a business:
 - that has a significant and substantial commercial purpose or character; and
 - that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

Any variations outside this policy require Council approval.

5.1.3.2 *The Commercial / Industrial Rate*

Purpose

The objective of the Commercial / Industrial Rate is *“to ensure equity in the application of the rating burden across the Shire. It provides for the higher costs of servicing commercial and industrial properties, specialist properties and undertaking economic development and tourism strategies. This is reflected in the application of a rate in the dollar which is higher than the rate in the dollar for other land.”*

The tourism industry is the largest industry within the Shire. Festivals and events are a critical driver for the Alpine Shire economy and Council delivers a coordinated program to facilitate a strong calendar of events.

A significant portion of the money raised is invested to undertake economic development and tourism strategies, to support the growth and future wellbeing of both tourism and economic development within the Shire.

Investment in tourism and economic development, along with the physical location and general nature of commercial/industrial properties, results in a higher servicing cost to Council. Therefore, a differential rate is applied to ensure equity.

Scope

The policy applies to Council when considering and determining the annual budget of rates and charges. It does not apply to land located in Bogong or the Dinner Plain Village.

Details

A commercial/industrial differential rate of 143% of the general rate is applied to Commercial / Industrial land.

Commercial or Industrial Land means land which:

- is used primarily for commercial or industrial purposes (including but not limited to any accommodation premises, motel or hotel used primarily to accommodate travellers, tourists or other persons engaged in recreational pursuits); or
- is adapted or designed to be used primarily for commercial or industrial purposes (including but not limited to any accommodation premises adapted or designed to be used primarily for accommodating travellers, tourists or other persons engaged in recreational pursuits); or
- is located in a Commercial 1 Zone, Industrial 1 Zone or Industrial 2 Zone under the Alpine Planning Scheme; or
- has a dwelling constructed on it, which is not the principal place of residence of the owner and which is made available for commercial hire, lease or licence to tourists, persons engaged in recreational pursuits or other like persons (on either a casual or permanent basis). This is defined as a 'holiday house'.

Any variations outside this policy require Council approval.

5.1.3.3 The Dinner Plain Special Rate

Dinner Plain receives a number of services of special benefit to the Dinner Plain's Commercial and Industrial ratepayers.

In 2024/25 this includes the Dinner Plain to Hotham winter bus service undertaken specifically for Dinner Plain. The Dinner Plain Special Rate is applied to defray the expenses associated with this special service. The Special Rate of 43% is applied to Commercial and Industrial ratepayers in the Dinner Plain village in addition to the General Rate giving the effect that it aligns with the rate applied to Commercial and Industrial land across the rest of the Alpine Shire.

5.1.3.4 Cultural and Recreational Lands

Under the *Cultural Recreational Land Act 1963*, Council has the ability to charge a reduced amount of rates, or not charge rates, to lands that fall under this category. These may include, for example, tennis clubs, bowls clubs or golf clubs. In making this decision, Council needs to have regards to the services provided by the Council and the benefit to the community derived from the recreational lands.

Council individually considers community recreational lands that provide a community benefit as to whether they warrant a reduced or nil rate charge. These lands may still be required to pay service charges such as a waste and recycling collection on a user pays basis.

5.1.3.5 Rates in Lieu

In line with the *Electricity Industry Act 2000*, the Council has a 'Rates In Lieu' arrangement with the AGL Hydro Partnership for its properties within the Alpine Shire. The amount paid is determined by a Victorian Government Gazette and is based on the power generating capacity of the operation, indexed annually in line with Consumer Price Index [CPI]. Discounts may be provided where the station operates at low capacity.

5.1.4 Detailed Charges Strategy and Policies

Service rates and charges may be declared for provision of water supply, collection and disposal of refuse and the provision of sewage services. A service rate or charge may be declared on the basis of any criteria specified by the Council.

The annual service rate or charge is applied according to the service delivered and is fully funded from this area. It is not funded by general rates, differential rates or special rates.

Alpine Shire Council levies the following annual waste service charges:

- Waste Collection
- Recycling Collection
- Food Organics, Garden Organics (FOGO) Collection.
- Waste Management Charge
- Dinner Plain Waste Collection

5.1.4.1 Waste Services Policy

Purpose

The purpose of this policy is to detail the arrangements for the provision of waste and recycling services within the Alpine Shire Council (Council) municipality

Policy details

Waste Service Charges

Council is entitled to charge Service Rates and Charges for the collection and disposal of waste under the *Local Government act 1989*, and apply relevant charges to all rateable properties.

Council will consider the associated charges for waste services during the budget process each financial year based on the service costs to Council and considering equity for residents.

Each property within the Shire's kerbside collection areas (as determined by Council) has an associated payment of annual kerbside collection service charges per kerbside collection service provided. These charges apply regardless of whether the service is required or utilised unless an exemption is sought and approved.

Each rateable property has an associated payment of an annual general waste management charge to recover costs associated with public place bins, bin infrastructure, transfer station operating costs and infrastructure upgrades, closed landfill capping works and waste education. These charges apply to all rateable properties regardless of whether or not the property is permanently occupied.

Kerbside Collection Service

Council provides standard kerbside recycling, Food Organics and Garden Organics (FOGO) and waste collection services which are compulsory for all premises within the Shire's kerbside collection areas (as determined by Council).

Exceptions and Exemptions

Additional bins, or changes to the standard kerbside collection service bin sizes within the available alternative options, can be provided subject to approval. Additional or reduced fees may apply depending on the bin size and services chosen.

There is no option for residential properties within the defined kerbside collection area to opt out of any kerbside collection service.

Non-residential properties may apply for an exemption to a kerbside waste and/or recycling collection service if any of the following recognised grounds are met:

- The type of waste generated by a non-residential premise is not permitted to be placed in the mobile kerbside waste, comingled recycling or FOGO bins.
- The volume of waste, recyclables or FOGO generated by a non-residential premises is such that the mobile kerbside bins provided by the Council are inadequate, and a Waste Management Plan for the premises has been approved by Council. In this case the non-

residential premises must prove that there is a current arrangement with a waste collection contractor to collect waste, recyclables and FOGO generated.

For non-residential premises within the kerbside collection areas, Council's kerbside FOGO collection service is offered as an opt-in service.

Any amendment to service allocations can only be made by the property owner or person legally responsible for payment of rates.

Occupiers Responsibilities

The occupier of every premises provided with Council's waste, comingled recycling and / or FOGO kerbside collection service must:

- Use only the bins supplied by Council.
- Place the appropriate bin(s) out for collection prior to 6.00am on the designated day of collection, in the designated location with the lids in the fully closed position and spaced at least 500mm apart.
- Not place the bins out for collection more than one day before collection and bring the bin/s in within one day after collection.
- Only put items in the comingled recycling bin that are acceptable in the kerbside mixed recycling stream.
- Only put items in the FOGO bin that are acceptable in the kerbside FOGO stream.
- Only put items in the waste bin that are acceptable domestic waste.
- Not remove any bin from the premises to which they have been allocated, except when being taken to and returned from a municipal waste facility.
- Maintain all bins in a clean, sanitary and tidy condition.
- Notify Council as soon as possible if a bin is damaged, develops a defect, or is stolen or missing. In the case of a stolen or missing bin a statutory declaration must be submitted to Council prior to a new mobile kerbside bin being issued by Council.
- Council provided compostable bags are only to be used for the disposal of organics and only Council provided bags are to be placed in FOGO bins.

A person must not:

- Deposit waste in a bin at a property, without the occupier's consent
- Remove waste from any bin at a property, without the occupier's consent

Contamination of Kerbside Bins

Contamination of any of the collection services brings financial penalties to Council and thus the broader community. If a bin is found to hold contaminated or inappropriate material, an education process will progress through a minimum of 4 warnings to the ultimate removal of the bin from the property. Should a bin be removed, the waste management and waste service charges will continue to accrue.

Dinner Plain Collection Service

Residential and Commercial properties in Dinner Plain are charged an annual Waste Management Charge for waste management services across Dinner Plain, as well as a residential or commercial Waste Charge for the collection, processing and disposal of waste and recycling generated at the property. These charges are reviewed annually.

All properties in Dinner Plain must have a waste and recycling hutch along the roadside to house the waste and recycling generated on the property. These hutches must be easily accessible by the waste collection contractor. All waste and recycling must be sorted into the bags provided, ensuring that the bags are tied off securely before placing into the hutch and closing the door.

Hutch contents, once in the hutch, become Council's property. Hutch audits may be undertaken by Council or the waste collection contractor at any time to contribute to Council's understanding of the users' waste and resource recovery practices.

Waste and Recycling Transfer Stations Service

Council provides three Waste and Recycling Transfer Stations (Transfer Stations) across the municipality at Porepunkah, Mount Beauty and Myrtleford. Materials received at the Transfer Stations are recycled to the greatest degree possible to minimise waste to landfill.

The Transfer Stations operate on a user pays model, with fees contributing to the operational costs of the Transfer Stations. Fees are set each financial year to encourage reuse, separation, recycling and waste reduction.

Disposal of waste must comply with Council's safety and environmental requirements, and all loads must be below two cubic meters with all waste separated by type.

Council's three Transfer Stations are all designated for domestic waste only.

Porepunkah Transfer Station is the only waste facility in the Alpine Shire where asbestos waste from a domestic source can be accepted. To dispose of asbestos at Porepunkah Transfer Station a booking must be made with Council, an Asbestos Waste Disposal Form completed and the waste must be packaged and labelled appropriately.

Residents may be eligible for a waste fee exemption if affected by a natural or local disaster. Depending on the severity of the situation, fees may be waived at the discretion of Council's Chief Executive Officer (CEO).

Public Place Bins

Council services public place bins across the municipality.

Public place bins are not to be used to dispose of waste, recyclables, organics or other materials generated from domestic, commercial or industrial properties.

Illegal Dumping

Any person caught dumping waste illegally on Council-managed land will be subjected to Environmental Protection Authority fines and penalties per the *Environmental Protection Act 2017 [Vic] Division 3 – Offences in relation to littering and other waste*. Council Local Laws Officers are authorised by the Environmental Protection Act 2017 [Vic] as litter enforcement officers.

Collection Services for Special Events

Organisers of events within the Shire can apply to Council for the provision of waste, organics, and recycling services for their event. Application must be made to Council via Council's event permit application process, as per the Events Strategy.

5.1.5 Rebates and Concessions

The *Local Government Act 1989* provides for concessions applicable under the *State Concessions Act 1986*. Eligible pensioners may apply for a rate concession on their principle place of residence as funded by the State Government.

5.1.6 Detailed Rates and Charges Outcomes

5.1.6.1 Reconciliation of rates and charges to the Comprehensive Income Statement

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
General rates*	17,020	17,520	500	2.94%
Waste management charges	4,206	4,514	308	7.32%
Special rates and charges	156	167	11	7.05%
Supplementary rates and rate adjustments	180	140	(40)	(22.22%)
Interest on rates and charges	86	80	(6)	(6.98%)
Revenue in lieu of rates	386	343	(43)	(11.14%)
Total rates and charges	22,034	22,764	730	3.31%

* Impact of 2023/24 supplementary development is accounted for in these figures.

5.1.6.2 The rate in the dollar to be levied as general rates and under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2023/24 cents/\$CIV	2024/25 * cents /\$CIV	
General rate for rateable residential properties	0.2246	0.2292	(2.05%)
General rate for rateable Dinner Plain properties	0.2246	0.2292	(2.05%)
Differential rate for rateable commercial/industrial properties	0.3213	0.3279	(2.05%)
Differential rate for rateable farm properties	0.1640	0.1674	(2.07%)

*Estimated cents/\$CIV pending valuation from the Valuer General

5.1.6.3 The estimated total value of each type or class of land compared with the previous financial year. The basis of valuation is the Capital Improved Value (CIV).

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	3,755,256	4,657,531	902,275	24.03%
Dinner Plain	271,682	332,246	60,564	22.29%
Commercial/Industrial	732,965	975,979	243,014	33.15%
Farm	1,241,562	1,722,416	480,854	38.73%
Total value of land	6,001,465	7,688,172	1,686,707	28.10%

5.1.6.4 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2023/24	2024/25	Change	
	Number	Number	Number	%
Residential	6,394	6,410	16	0.25%
Dinner Plain	542	543	1	0.18%
Commercial/Industrial	1,047	1,052	5	0.48%
Farm	1,051	1,051	-	0.00%
Total number of assessments	9,034	9,056	22	0.24%

5.1.6.5 The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	10,581	10,675	94	0.89%
Dinner Plain	726	762	36	4.96%
Commercial/Industrial	2,793	3,200	407	14.57%
Farm	2,920	2,883	(37)	(1.27%)
Total amount to be raised by general rates	17,020	17,520	500	2.94%

5.1.6.6 The rate in the dollar to be levied as special rates and under section 163 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2023/24 cents/\$CIV	2024/25 cents/\$CIV*	Change %
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	0.0996	0.0986	(1.00%)

*Estimated cents/\$CIV pending valuation from the Valuer General

5.1.6.7 The estimated total amount to be raised by special rates in relation to Dinner Plain Properties compared with the previous financial year.

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	156	167	11	7.05%
Total amount to be raised	156	167	11	7.05%

5.1.6.8 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2023/24 \$	Per Rateable Property 2024/25 \$	Change \$	%
Waste – 80 litre bin – weekly	83.09	130.35	47.26	56.88%
Waste – 240 litre bin – weekly* ¹	146.30	391.04	244.74	167.29%
Waste – 80 litre bin – fortnightly	83.09	65.17	(17.92)	(21.57%)
Waste – 240 litre bin - fortnightly	146.30	195.52	49.22	33.64%
Waste - 240 litre bin - fortnightly - Special Consideration * ¹	-	65.17	65.17	0.00%
FOGO – 240 litre bin – weekly	100.71	109.68	8.97	8.91%
Recycling – 140 litre - fortnightly	60.08	59.45	(.63)	(3.61%)
Recycling – 240 litre - fortnightly	69.75	76.98	7.23	11.10%
Recycling – 360 litre - fortnightly	81.35	98.02	16.67	24.13%
Recycling – 240 litre - weekly	139.50	153.97	14.47	11.09%
Recycling – 360 litre - weekly	162.70	196.04	33.34	24.13%
Dinner Plain standard service	603.00	688.48	85.48	14.18%
Dinner Plain commercial service	1,400.00	1,553.31	153.31	10.95%
Waste management charge* ³	274.00	281.54	7.54	2.75%

*1 Special Consideration is charged at the same price as 80 litre fortnightly collection.

*2 The Waste Management Charge recovers costs associated with public place bins, kerbside bin infrastructure, transfer station operating costs and landfill capping works. The waste management charge is not associated with the cost of Kerbside Services. It is charged to all rateable properties in the Alpine Shire.

5.1.6.9 The number of items in relation to each charge type compared to the previous financial year

Type of Charge	Bins	Bins	Change
	2023/24 #	2024/25 #	#
Waste - 80 litre bin – weekly	-	248	248
Waste - 80 litre bin – fortnightly	5,976	5,540	(436)
Waste - 240 litre bin - weekly	128	210	82
Waste - 240 litre bin - fortnightly	915	1,122	207
Waste - 240 litre bin - fortnightly - Special Consideration	-	59	59
FOGO 240 litre bin – weekly	6099	6,299	200
Recycling - 140 litre - fortnightly	391	386	(5)
Recycling - 240 litre - fortnightly	5,997	6,121	124
Recycling - 360 litre - fortnightly	639	651	12
Recycling - 240 litre - weekly	83	84	1
Recycling - 360 litre - weekly	81	79	(2)
Dinner Plain standard service	393	394	1
Dinner Plain commercial service	13	13	-
Total number of bins	20,715	21,206	491

**Special Consideration is charged at the same price as 80 litre fortnightly pick up.*

Type of Charge	Assessments	Assessments	Change
	2023/24	2024/25	
Waste management charge	7,966	7,979	13

5.1.6.10 The estimated total amount to be raised by each type of service rate or charge compared with the previous financial year.

Type of Charge	2023/24	2024/25	Change
	\$	\$	%
Waste - 80 litre bin – fortnightly	496,546	361,042	(27.29%)
Waste - 80 litre bin – weekly	-	32,327	-
Waste - 240 litre bin - weekly	18,726	82,118	338.52%
Waste - 240 litre bin - fortnightly	133,865	219,373	63.88%
Waste - 240 litre bin - special consideration	-	3,845	-
FOGO 240 litre bin – weekly	614,230	690,874	12.48%
Recycling - 140 litre - fortnightly	23,491	22,948	(2.31%)
Recycling - 240 litre - fortnightly	418,291	471,195	12.65%
Recycling - 360 litre - fortnightly	51,983	63,811	22.75%
Recycling - 240 litre - weekly	11,579	12,933	11.69%
Recycling - 360 litre - weekly	13,179	15,487	17.51%
Dinner Plain standard service	236,979	271,261	14.47%
Dinner Plain commercial service	18,200	20,193	10.95%
Waste management charge	2,168,710	2,246,408	3.58%
Total	4,205,779	4,513,816	7.32%

5.1.6.11 Fair Go Rates System Compliance

Alpine Shire Council is required to comply with the State Governments Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023/24	2024/25
Total Rates	\$17,020,487	\$17,520,128
Number of rateable properties	9,034	9,056
Base Average Rate	\$1,820.03	\$1,883.00
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$1,883.94	\$1,934.64
Maximum General Rates and Municipal Charges Revenue	\$17,616,204	\$18,001,932
Budgeted General Rates and Municipal Charges Revenue	\$17,020,487	\$17,520,128
Budgeted Supplementary Rates	\$180,000	\$140,000
Budgeted Total Rates and Municipal Charges Revenue	\$17,200,487	\$17,660,128

5.1.6.12 Any significant Changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024/25: estimated \$140,000)
- The variation of returned levels of values (e.g., valuation objections)
- Changes of use of land such that rateable land becomes non-rateable land and vice-versa.
- Changes of use of land such that residential land becomes commercial/industrial land and vice versa.

5.2 Grants

5.2.1 Grants – Operating

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	2023/24 \$'000	2024/25 \$'000	\$'000
Recurrent - Commonwealth Government			
Victorian Grants Commission*	4,491	4,802	311
Recurrent - State Government			
Youth services	47	73	26
School crossing supervisors	45	46	1
Maternal and child health	325	360	35
Fire Services Levy	55	57	2
Libraries	168	174	6
Other	34	34	0
Total recurrent grants	5,165	5,546	381

* The VGC grants figure for 2024/25 is an estimate based on the 2023/24 grant amount.

Business Function	VGC Allocations
	2024/25 \$'000
Airports	9
Building Maintenance	241
Community Development	355
Councillors and Executive	1,667
Economic Development	538
Festivals & Events	241
Footpaths	26
Libraries	59
Local Laws	59
Open Space	412
Operations	412
Property Management	143
Recreation	75
Strategic Planning	119
Swimming Pools	149
Tourism	297
Total	4,802

5.2.1 Grants – Non-Recurrent Operating Grants

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	2023/24 \$'000	2024/25 \$'000	\$'000
Non-recurrent - Commonwealth Government			
Nil	-	-	-
Non-recurrent - State Government			
Bushfire recovery	-	-	-
Economic development and tourism	-	-	-
Community development	252	229	(23)
ICT Infrastructure Support	150	-	(150)
Emergency Management	124	60	(64)
Flood restoration	-	-	-
Kerbside Transition Plan	11	0	(11)
Other	65	-	(65)
Total non-recurrent grants	602	289	(313)

5.2.2 Grants – Capital Grants – Capital

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall, the level of capital grants will increase by \$8,372k compared to the forecast for 2023/24.

A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

5.2.2.1 Recurrent Capital Grants

Capital Grant Funding Type and Source	Forecast	Budget	Variance
	2023/24 \$'000	2024/25 \$'000	\$'000
Recurrent - Commonwealth Government			
Roads to recovery	710	710	-
Local Roads and Community Infrastructure Program - LRCI	-	-	-
Recurrent - State Government			
Nil	-	-	-
Total recurrent grants	710	710	-

5.2.2.2 *Non-Recurrent Capital Grants*

Capital Grant Funding Type and Source	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Variance Variance \$'000
Non-recurrent - Commonwealth Government			
Nil	-	-	-
Non-recurrent - State Government			
Buildings	2,098	2,928	830
Roads	1,000	2,290	1,290
Recreation	30	4,905	4,875
Bridges	608	678	70
Pathways	-	1,200	1,200
Waste	-	107	107
Total non-recurrent grants	3,736	12,108	8,372

5.3 Borrowings

The Council continues to operate free of loans.

5.4 Capital Works Program

This section presents an overview of capital works expenditure and funding sources, as well as a listing of the capital works projects that will be undertaken for the 2024/25 financial year. Works are also disclosed as current budget or carried forward from last year.

5.4.1 Summary of Works

	Forecast	Budget	Change	
	Actual			
	2023/24	2024/25	\$'000	%
Property	1,424	3,490	2,066	145.08%
Plant and equipment	1,334	1,196	(138)	(10.34%)
Infrastructure	6,413	14,300	7,887	122.98%
Total	9,171	18,986	9,818	107.05%

Capital Works Area 2024/25	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	3,490	-	2,417	1,073	-	3,068	-	422	-
Plant and equipment	1,196	1,008	188	-	-	72	20	1,104	-
Infrastructure	14,300	8,553	2,758	2,989	-	9,044	-	5,256	-
Total capital works	18,986	9,561	5,363	4,062	-	12,184	20	6,782	-

5.4.2 Capital Works Budget New Works 2024/25

Capital Works Area 2024/25	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowing \$'000
Property									
Buildings									
Myrtleford Memorial Hall	296	-	296	-	-	296	-	-	-
Ablett Pavilion Upgrade	1,073	-	-	1,073	-	1,073	-	-	-
Tawonga Memorial Hall	560	-	560	-	-	560	-	-	-
Building Renewal Program	350	-	350	-	-	-	-	350	-
Total property	2,279	-	1,206	1,073	-	1,929	-	350	-
Plant and equipment									
Plant, machinery, and equipment									
Large Plant Renewal	160	-	160	-	-	-	20	140	-
Large Plant New	145	145	-	-	-	-	-	145	-
Small Plant and Equipment Renewal	28	-	28	-	-	-	-	28	-
Office furniture and equipment									
Cyber Security	261	261	-	-	-	-	-	261	-
Corporate Technology Infrastructure	342	342	-	-	-	72	-	270	-
End Use Computers	185	185	-	-	-	-	-	185	-
Library Books	75	75	-	-	-	-	-	75	-
Total plant and equipment	1,196	1,008	188	-	-	72	20	1,104	-

Capital Works Area 2024/25	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowing \$'000
Infrastructure									
Roads									
Dinner Plain Activation	1,285	1,285	-	-	-	1,285	-	-	-
Development Engineering Roads Design	50	-	-	50	-	-	-	50	-
Road Stabilisation and Patching	235	-	235	-	-	-	-	235	-
Resealing	555	-	555	-	-	-	-	555	-
Asphalt Overlays	260	-	260	-	-	-	-	260	-
Kerb And Channel Renewal	90	-	90	-	-	-	-	90	-
Line Marking	50	-	50	-	-	-	-	50	-
Gravel Road Reconstruction and Resheeting Program	450	-	450	-	-	-	-	450	-
State Road Grading Program	195	-	-	195	-	-	-	195	-
Bridges									
M2M Roberts Creek Bridge	200	-	-	200	-	200	-	-	-
Bridge Renewal	295	-	295	-	-	-	-	295	-
Footpaths and cycleways									
Footpath Renewal	139	-	139	-	-	-	-	139	-
M2M Porepukah Rail Trail and Eurobin Rest Stop Upgrade	1,200	-	-	1,200	-	1,200	-	-	-
Drainage									
Drainage Renewal	234	-	234	-	-	-	-	234	-

Capital Works Area 2024/25	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowing \$'000
Recreational, leisure and community facilities									
Dinner Plain Snowmaking	1,635	1,635	-	-	-	1,635	-	-	-
Myrtleford Splash Park	1,365	1,365	-	-	-	1,365	-	-	-
Tronoh Dredgehole Precinct (add Tavaré Park power points)	915	915	-	-	-	915	-	-	-
Playground maintenance	100	-	100	-	-	-	-	100	-
Major ground maintenance	42	-	42	-	-	-	-	42	-
Waste									
Kerbside Bins Renewal And New	50	50	-	-	-	-	-	50	-
Public Bins Renewal	20	20	-	-	-	-	-	20	-
Myrtleford Landfill Rehabilitation (Cell 1)	1,100	-	-	1,100	-	-	-	1,100	-
Borehole Renewal Program	60	-	60	-	-	-	-	60	-
Porepunkah Landfill Rehabilitation (Stage 2)	125	125	-	-	-	-	-	125	-
Total infrastructure	10,650	5,395	2,510	2,745	-	6,600	-	4,050	-
Capitalised wages	935	443	248	244	-	-	-	935	-
Total new capital works expenditure	15,060	6,846	4,152	4,062	-	8,601	20	6,439	-

5.4.3 Works Carried Forward from 2023/24

Capital Works Area 2024/25	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowing \$'000
Property									
Buildings									
Myrtleford Memorial Hall	500	-	500	-	-	500	-	-	-
Ablett Pavilion Upgrade	460	-	460	-	-	460	-	-	-
Tawonga Memorial Hall	179	-	179	-	-	179	-	-	-
Harrietville Log Wagon	72	-	72	-	-	-	-	72	-
Total property	1,211	-	1,211	-	-	1,139	-	72	-
Infrastructure									
Roads									
Dinner Plain Activation	1,005	1,005	-	-	-	1,005	-	-	-
Bridges									
Nimmo Pedestrian Bridge	600	600	-	-	-	478	-	122	-
Recreational, leisure and community facilities									
Myrtleford Splashpark	609	609	-	-	-	609	-	-	-
Tronoh Dredgehole Precinct (add Tavare Park power points)	150	150	-	-	-	150	-	-	-
Myrtleford Sport and Active Recreation Master Plan	48	48	-	-	-	48	-	-	-
Bright Pioneer Park Masterplan	15	15	-	-	-	15	-	-	-
Mount Beauty Education and Sport Precinct Masterplan	32	32	-	-	-	32	-	-	-
Waste									
Tip Shop	256	256	-	-	-	107	-	149	-
Total infrastructure	2,715	2,715	-	-	-	2,444	-	271	-
Total capital works carried forward	3,926	2,715	1,211	-	-	3,583	-	343	-

5.4.4 Summary of Planned Capital Works Expenditure For the four years ended 30 June 2028

Capital Works Area 2026	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowing \$'000
Property									
Buildings	2,205	-	2,205	-	-	-	-	2,205	-
Total property	2,205	-	2,205	-	-	-	-	2,205	-
Plant and equipment									
Plant, machinery and equipment	459	-	459	-	-	-	-	459	-
Computers and telecommunications	246	-	246	-	-	-	-	246	-
Intangibles	-	-	-	-	-	-	-	-	-
Library books	79	-	79	-	-	-	-	79	-
Total plant and equipment	784	-	784	-	-	-	-	784	-
Infrastructure									
Roads	2,068	-	1,082	986	-	726	-	1,342	-
Bridges	295	-	295	-	-	-	-	295	-
Footpaths and cycleways	289	-	289	-	-	-	-	289	-
Drainage	234	-	234	-	-	-	-	234	-
Recreational, leisure and community facilities	528	-	528	-	-	528	-	-	-
Parks, open space and streetscapes	104	-	104	-	-	-	-	104	-
Waste	363	-	363	-	-	-	-	363	-
Total infrastructure	3,881	-	2,895	986	-	1,254	-	2,627	-
Unallocated	1,854	-	-	1,854	-	-	-	1,854	-
Total capital works expenditure	8,724	-	5,884	2,840	-	1,254	-	7,470	-

Capital Works Area 2027	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowing \$'000
Property									
Buildings	2,260	-	2,260	-	-	-	-	2,260	-
Total property	2,260	-	2,260	-	-	-	-	2,260	-
Plant and equipment									
Plant, machinery and equipment	459	-	459	-	-	-	-	459	-
Computers and telecommunications	246	-	246	-	-	-	-	246	-
Intangibles	-	-	-	-	-	-	-	-	-
Library books	81	-	81	-	-	-	-	81	-
Total plant and equipment	786	-	786	-	-	-	-	786	-
Infrastructure									
Roads	2,125	-	1,134	991	-	742	-	1,383	-
Bridges	302	-	302	-	-	-	-	302	-
Footpaths and cycleways	297	-	297	-	-	-	-	297	-
Drainage	237	-	237	-	-	-	-	237	-
Recreational, leisure and community facilities	514	-	514	-	-	-	-	514	-
Parks, open space and streetscapes	107	-	107	-	-	-	-	107	-
Waste	372	-	372	-	-	-	-	372	-
Total infrastructure	3,954	-	2,963	991	-	742	-	3,212	-
Unallocated	1,909	-	-	1,909	-	-	-	1,909	-
Total capital works expenditure	8,909	-	6,009	2,900	-	742	-	8,167	-

Capital Works Area 2028	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowing \$'000
Property									
Buildings	2,316	-	2,316	-	-	-	-	2,316	-
Total property	2,316	-	2,316	-	-	-	-	2,316	-
Plant and equipment									
Plant, machinery and equipment	459	-	459	-	-	-	-	459	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-
Computers & telecommunications	246	-	246	-	-	-	-	246	-
Intangibles	-	-	-	-	-	-	-	-	-
Library books	83	-	83	-	-	-	-	83	-
Total plant and equipment	788	-	788	-	-	-	-	788	-
Infrastructure									
Roads	2,106	-	1,117	989	-	759	-	1,347	-
Bridges	309	-	309	-	-	-	-	309	-
Footpaths and cycleways	305	-	305	-	-	-	-	305	-
Drainage	244	-	244	-	-	-	-	244	-
Recreational, leisure and community facilities	554	-	554	-	-	-	-	554	-
Parks, open space and streetscapes	110	-	110	-	-	-	-	110	-
Waste	381	-	381	-	-	-	-	381	-
Total infrastructure	4,009	-	3,020	989	-	759	-	3,250	-
Unallocated	1,966	-	-	1,966	-	-	-	1,966	-
Total capital works expenditure	9,079	-	6,124	2,955	-	759	-	8,320	-

5.5 Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Sch 3 of the *Local Government (Planning and Reporting) Regulations 2020*.

Results against these indicators will be reported in Council's Annual Report.

Indicator	Measure	Actual 2022/23	Forecast 2023/24	Budget 2024/25	Future Budget Projections			Trend
					2025/26	2026/27	2027/28	
<i>Operating position</i>								
Adjusted underlying result (An adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue	8.7%	(11.36%)	(39.08%)	(9.06%)	(9.04%)	(9.02%)	O
<i>Liquidity</i>								
Unrestricted cash (Sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash compared to current liabilities Unrestricted cash / current liabilities	62.50%	35.32%	61.27%	43.48%	37.35%	30.31%	O
<i>Obligations</i>								
Loans and borrowings (Level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to rates Interest bearing loans and borrowings / rate revenue	0%	0.0%	0.0%	0.0%	0.0%	0.0%	O
Loans and borrowings (Level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to rates Interest and principal repayments on interest bearing loans and borrowings / rate revenue	0%	0.0%	0.0%	0.0%	0.0%	0.0%	O

Indicator	Measure	Actual	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	
Indebtedness (Level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue	15.54%	29.8%	27.6%	33.7%	23.6%	19.5%	
Stability								
Rates effort (Rating level is set based on the community's capacity to pay)	Rates compared to property values Rate revenue / CIV of rateable properties in the municipal district	0.3%	0.5%	0.5%	0.5%	0.5%	0.5%	O
Efficiency								
Revenue level (Resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments	\$1,852	\$1,784	\$1,820	\$1,856	\$1,893	\$1,930	+

Key to Forecast Trend:

- + Forecast increase in Council's financial performance/financial position indicator
- O Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast reduction in Council's financial performance/financial position indicator

Notes to indicators

Loans and Borrowings - Council repaid all its borrowings in July 2015 and does not forecast to take out any further borrowings.

5.6 Targeted Performance Indicators – Service and Financial

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Indicator Service	Measure	Actual	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+ / o / -
<i>Governance¹</i>								
Consultation and engagement (Council decisions made and implemented with community input)	Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	50	51	55	55	56	56	+
<i>Roads²</i>								
Condition (Sealed local roads are maintained at the adopted condition standard)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	99%	97%	98%	98%	99%	99%	+
<i>Statutory Planning³</i>								
Service standard (Planning application processing and decisions are in accordance with legislative requirements)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	19%	40%	61%	61.3%	61.6%	62%	+
<i>Waste Management⁴</i>								
Waste diversion (Amount of waste diverted from landfill is maximised)	Kerbside collection waste diverted from landfill Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	40%	47%	51%	51.3%	51.5%	51.8%	+

Indicator Service	Measure	Actual	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+ / o / -
Liquidity⁵								
Working Capital (Sufficient working capital is available to pay bills as and when they fall due)	Current assets compared to current liabilities Current assets / current liabilities	220.2%	217.6%	255.4%	241.3%	220.3%	205.4%	-
Obligations⁶								
Asset renewal (Assets are renewed as planned)	Asset renewal compared to depreciation Asset renewal and upgrade expense / Asset depreciation	163.7%	89.4%	137.1%	114.5%	114.1%	113.4%	-
Stability⁷								
Rates concentration (Revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	54.6%	66.6%	67.5%	67.0%	67.0%	67.0%	O
Efficiency⁸								
Expenditure level (Resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments	\$3,818	\$3,953	\$4,211	\$4,190	\$4,277	\$4,367	+

Key to Target Trend:

- + Increase in Council's financial / service performance
- O Council's financial / service performance will be steady
- Reduction in Council's financial / service performance

Notes to indicators

1 - 4. As final results for 2023/24 are not yet known, for the purposes of the Budget, Alpine has set the Target for the 2024/25 year, at the 2022/23 Small Rural Council average.

5. Working capital is currently at high levels due to unspent capital grants, the aim is to return to the indicated range. The future budget projections are driven by the assumptions contained in the financial statements.

6. Council is targeting an Asset Renewal measure in the 100% - 125% range which is considered to be appropriate in the context of the asset base. The future budget projections are driven by the assumptions contained in the financial statements.

7. Council is targeting a consistent result for this indicator which emphasises Council's reliance on rates revenue to provide the important services to the community. The future budget projections are driven by the assumptions contained in the financial statements.

8. Council is targeting expenditure growth to be consistent over future periods. The future budget projections are driven by the assumptions contained in the financial statements.

6 Schedule of Fees and Charges

This section presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2024/25 year.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Finance and Governance								
Finance	Records retrieval - All Council Functions inc Rates, Planning, Building, Health and Waste Charges.	On Site	Yes	\$ 45.00	\$ 50.00	\$ 5.00	per item	No
Finance	Records retrieval - All Council Functions inc Rates, Planning, Building, Health and Waste Charges.	Off Site	Yes		\$ 100.00	\$ 100.00	per item	No
Finance	Disabled parking permit			free	free			No
Governance	Freedom of information		Yes	as per legislation	as per legislation		as per legislation	Yes
Rates								
Rates	Rates debt recovery costs		Yes	Cost recovery	Cost recovery			Partial
Rates	Copy of rates notice already issued (where account has been paid or part paid)		Yes	\$ 12.50	\$ 15.00	\$ 2.50	per notice	No
Rates	Copy of rates notice already issued (where account has not been paid or part paid)				Free		per notice	No
Rates	Provision of Rating/valuation information greater than 1 year		Yes		\$ 50.00	\$ 50.00	per hour	No
Rates	Rates transaction history listing				free		per list	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Rates	Updated Rates Notice (not copy of original)		Yes		\$ 53.50	\$ 53.50	per notice	No
Rates	Copy of rates notice		Yes	\$ 12.50	\$ 15.00	\$ 2.50	per notice per year	No
Customer Service								
Customer Service	Land information certificate	Within 7 days	Yes	as per legislation	as per legislation		as per legislation	Yes
Customer Service	Land information certificate	Within 24 hrs	Yes	\$ 52.00	\$ 53.50	\$ 1.50	per certificate	No
Events								
Events	Waste Charges		Yes	\$ -	Cost recovery +10% admin fee		per event	No
Events	Resident notifications by post	Two weeks prior to event	Yes		Cost Recovery		Physical mailout as needed for individual event	No
Events	Use of Council land - Commercial event		Yes		\$1,000.00	\$1,000.00	per day of event operation	No
Libraries								
Libraries	CDB covers		Yes	\$ 10.20	\$ 10.50	\$ 0.30	per item	No
Libraries	Disc Cleaning		Yes	\$ 4.50	\$ 5.00	\$ 0.50	per item	No
Libraries	DVD or CD ROM replacement cover			\$ 3.00	\$ 3.50	\$ 0.50	per item	No
Libraries	Inter library loan strap/barcode		Yes	\$ 4.00	\$ 4.50	\$ 0.50	per item	No
Libraries	Interlibrary loans (for loans outside of Victoria or from non-library institutions)		Yes	\$ 28.50	\$ 29.50		per item	No
Libraries	Laminating	A4	Yes	\$ 1.00	\$ 1.50	\$ 0.50	per page	No
Libraries	Laminating	A3	Yes	\$ 2.00	\$ 2.50	\$ 0.50	per page	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Libraries	Lost or damaged items, where price is known		Yes	Price of item	Price of item		per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book	Yes	\$ 27.00	\$ 32.00	\$ 5.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book - Large print	Yes		\$ 55.00	\$ 55.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book - non-fiction	Yes		\$ 33.00	\$ 33.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Junior book	Yes	\$ 14.50	\$ 15.00	\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Teen book	Yes	\$ -	\$ 20.00	\$ 20.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Light romance	Yes	\$ 2.00	\$ 2.50	\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Periodical	Yes	\$ 9.40	\$ 11.00	\$ 1.60	per item	No
Libraries	Lost or damaged items, where price is unknown	Book on CD (Adult)	Yes	\$ 104.00	\$ 110.00	\$ 6.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Single disk replacement	Yes	\$ 19.80	Cost of full replacement		per item	No
Libraries	Lost or damaged items, where price is unknown	DVD Film (Adult)	Yes	\$ 28.50	\$ 29.50	-\$ 3.50	per item	No
Libraries	Lost or damaged items, where price is unknown	DVD TV (Adult)	Yes	\$ 28.50	\$ 40.00	\$ 11.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Playaway	Yes	\$ 104.00	\$ 107.00	\$ 3.00	per item	No
Libraries	Lost or damaged items, where price is unknown	MP3 (Adult)	Yes	\$ 109.10	\$ 112.00	\$ 2.90	per item	No
Libraries	Meeting Room	Max \$170/day	Yes	\$ 17.00	\$ 17.50	\$ 0.50	per hour	No
Libraries	Minor damage to an item or barcode		Yes	\$ 3.00	\$ 3.50	\$ 0.50	per item	No
Libraries	Non-Collection of reserved item		Yes	\$ 2.00	\$ 2.50	\$ 0.50	per item	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Libraries	Overdue fine > than 2 days	Inter library	Yes	\$ 0.60	\$ 0.60	\$ 0.00	per day	No
Libraries	Overdue fine > than 2 days	Book Club	Yes	\$ 1.00	\$ 1.50	\$ 0.50	per day	No
Libraries	Printing/photocopying	Black & White A4	Yes	\$ 0.20	\$ 0.20	\$ 0.00	per page	No
Libraries	Printing/photocopying	Colour A4 and Black & White A3	Yes	\$ 0.50	\$ 0.50	\$ 0.00	per page	No
Libraries	Printing/photocopying	Colour A3	Yes	\$ 1.00	\$ 1.50	\$ 0.50	per page	No
Libraries	Programs and activities		Yes	Set for each event	Set for each event		per attendee	No
Libraries	Replacement of lost or damaged cards			\$ 3.00	\$ 3.50	\$ 0.50	per card	No
Libraries	Requests for photocopies not in stock and obtained on inter library loan			As charged by supplier	As charged by supplier		per item	No
Libraries	Research fee			\$ 16.50	\$ 30.00	\$ 13.50	per half hour	No
Libraries	USB			Recover Costs	As per cost		per item	No
Visitor Information Centres								
Tours and Talks	Mount Beauty tour and talk (adult)		Yes	\$ 5.00	\$ 5.50	\$ 0.50	per person	No
Tours and Talks	Mount Beauty tour and talk (junior)		Yes	\$ 3.00	\$ 3.50	\$ 0.50	per person	No
Works on Council Land								
Asset Management	Application for Occupation/Works on Council Managed Land Permit		Yes	free	free	\$ -	per permit	No
Bright Sports Centre								
Bright Sports Centre	Additional Lifeguard		Yes	\$ 39.00	\$ 40.00	\$ 1.00	per hour	No
Bright Sports Centre	After Hours Access	Fob Charge	Yes	\$ 22.00	\$ 23.00	\$ 1.00	per fob	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Bright Sports Centre	Casual group exercise class entry	Regular Class - Non Member	Yes	\$ 13.00	\$ 13.50	\$ 0.50	per person	No
Bright Sports Centre	Casual group exercise class entry	Active Seniors Class - Non Member	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per person	No
Bright Sports Centre	Casual group exercise class entry	Intro Seniors Class	Yes	\$ 7.00	\$ 7.50	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult Casual	Yes	\$ 16.50	\$ 17.00	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession - Casual	Yes	\$ 11.50	\$ 12.00	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult 10 visit card	Yes	\$ 144.50	\$ 148.50	\$ 4.00	per card	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession 10 visit card	Yes	\$ 100.00	\$ 103.00	\$ 3.00	per card	No
Bright Sports Centre	Centre Membership - all areas	Adult - 1 month	Yes	\$ 95.50	\$ 98.00	\$ 2.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Concession - 1 month	Yes	\$ 70.00	\$ 72.00	\$ 2.00	per person	No
Bright Sports Centre	Centre Membership - all areas	Family - 1 month	Yes	\$ 170.00	\$ 175.00	\$ 5.00	per family	No
Bright Sports Centre	Centre Membership - all areas	Adult - 3 month	Yes	\$ 277.50	\$ 285.00	\$ 7.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Concession - 3 month	Yes	\$ 202.00	\$ 207.50	\$ 5.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Family - 3 month	Yes	\$ 492.00	\$ 505.50	\$ 13.50	per family	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Adult	Yes	\$ 79.50	\$ 82.00	\$ 2.50	per person	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Concession	Yes	\$ 55.50	\$ 57.00	\$ 1.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Family	Yes	\$ 164.00	\$ 168.50	\$ 4.50	per family	No
Bright Sports Centre	Corporate Membership 10 to 19 Members - 1 month (new members only)	Adult	Yes	\$ 80.00	\$ 82.00	\$ 2.00	per person	No
Bright Sports Centre	Corporate Membership 10 to 19 Members - 1 month (new members only)	Concession	Yes	\$ 55.00	\$ 56.50	\$ 1.50	per person	No
Bright Sports Centre	Corporate Membership 20+ Members - 1 month (new members only)	Adult	Yes	\$ 75.00	\$ 77.00	\$ 2.00	per person	No
Bright Sports Centre	Corporate Membership 20+ Members - 1 month (new members only)	Concession	Yes	\$ 50.00	\$ 51.50	\$ 1.50	per person	No
Bright Sports Centre	Corporate Membership 5 to 9 Members - 1 month (new members only)	Concession	Yes	\$ 61.00	\$ 63.00	\$ 2.00	per person	No
Bright Sports Centre	Corporate Membership 5 to 9 Members - 1 month (new members only)	Adult	Yes	\$ 83.00	\$ 85.50	\$ 2.50	per person	No
Bright Sports Centre	Learn to swim private lesson		Yes	\$ 60.00	\$ 62.00	\$ 2.00	per lesson	No
Bright Sports Centre	Learn to swim program		Yes	\$ 19.50	\$ 20.00	\$ 0.50	per person per session	No
Bright Sports Centre	Multi-purpose room hire		Yes	\$ 28.00	\$ 29.00	\$ 1.00	per hour	No
Bright Sports Centre	Pool hire with lifeguard		Yes	\$ 113.00	\$ 116.00	\$ 3.00	per hour	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Bright Sports Centre	Shower Only		Yes	\$ 5.00	\$ 5.50	\$ 0.50	per person	No
Bright Sports Centre	Squash court	Adult	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per person	No
Bright Sports Centre	Squash court	Child/concession	Yes	\$ 5.50	\$ 6.00	\$ 0.50	per person	No
Bright Sports Centre	Squash Membership - 1 week	Adult	Yes	\$ 12.00	\$ 12.50	\$ 0.50	per person	No
Bright Sports Centre	Squash Membership - 1 week	Concession	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Adult - 3 month	Yes	\$ 132.50	\$ 136.00	\$ 3.50	per person	No
Bright Sports Centre	Swimming pool only	Concession - 3 Month	Yes	\$ 83.00	\$ 85.00	\$ 2.00	per person	No
Bright Sports Centre	Swimming pool only	Family - 3 month	Yes	\$ 333.50	\$ 343.00	\$ 9.50	per family	No
Bright Sports Centre	Swimming pool only	Adult casual visit	Yes	\$ 9.00	\$ 9.50	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Child/concession - casual visit	Yes	\$ 5.50	\$ 6.00	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Family - Casual Visit	Yes	\$ 19.50	\$ 20.00	\$ 0.50	per family	No
Bright Sports Centre	Swimming pool only	Adult 10 visit card	Yes	\$ 79.50	\$ 82.00	\$ 2.50	per card	No
Bright Sports Centre	Swimming pool only	Concession/child 10 visit card	Yes	\$ 47.00	\$ 48.50	\$ 1.50	per card	No
Cemetery								
Cemetery	Exhumation		Yes	\$ 425.00	\$ 440.00	\$ 15.00	per person	No
Cemetery	Interment Fee – Administration		Yes	\$ 35.00	\$ 35.00	\$ 0.00	per person	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Cemetery	New Headstone and base without existing foundation – Single Grave - Or Monument		Yes	\$ 200.00	\$ 210.00	\$ 10.00	per person	No
Cemetery	Re-Opening Grave - With Cover		Yes	\$ 185.00	\$ 190.00	\$ 5.00	per person	No
Cemetery	Re-Opening Grave - Without Cover		Yes	\$ 175.00	\$ 180.00	\$ 5.00	per person	No
Cemetery	Rights of and Interment of bodily remains - Adult - First Interment		Yes	\$ 85.00	\$ 90.00	\$ 5.00	per person	No
Cemetery	Search of cemetery records		Yes	\$ 15.00	\$ 15.00	\$ 0.00	per search	No
Community Centres								
Community Centres	Bond (any hall)		Yes	\$ 275.00	\$ 285.00	\$ 10.00	per hire	No
Community Centres	Cleaning Fee (any hall)		Yes		\$ 200.00	\$ 200.00	per hire	No
Community Centres	Hall and kitchen hire	Max \$395/day	Yes	\$ 29.50	\$ 39.50	\$ 10.00	per hour	No
Community Centres	Hall hire insurance (any hall)		Yes	\$ 39.00	\$ 40.00	\$ 1.00	per hire	No
Community Centres	Hall or kitchen only hire	Max \$240/day	Yes	\$ 18.00	\$ 24.00	\$ 6.00	per hour	No
Community Centres	Meeting Room	Max \$230/day	Yes		\$ 23.00	\$ 23.00	per hour	No
Swimming Pools								
Pools	Adult 10 visit pass		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per 10 visits	No
Pools	Adult daily		Yes	\$ 6.00	\$ 6.50	\$ 0.50	per person	No
Pools	Adult season		Yes	\$ 85.00	\$ 87.50	\$ 2.50	per season	No
Pools	Aqua fit/adult		Yes	\$ 11.40	\$ 12.00	\$ 0.60	per session	No
Pools	Aqua fit/concession		Yes	\$ 8.50	\$ 9.00	\$ 0.50	per session	No
Pools	Arthritis group		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per hour	No
Pools	Child/concession 10 visit pass		Yes	\$ 28.00	\$ 29.00	\$ 1.00	per 10 visits	No
Pools	Child/concession daily		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per person	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Pools	Child/concession season		Yes	\$ 45.00	\$ 46.50	\$ 1.50	per season	No
Pools	Family season - after early bird closes		Yes	\$ 220.00	\$ 230.00	\$ 10.00	per season	No
Pools	Family season - early bird		Yes	\$ 92.50	\$ 122.50	\$ 30.00	per season	No
Pools	Lane hire		Yes	\$ 32.00	\$ 33.00	\$ 1.00	and swi	No
Pools	Learn to swim		Yes	\$ 19.00	\$ 19.50	\$ 0.50	one lesson	No
Pools	Learn to swim		Yes	\$ 58.00	\$ 60.00	\$ 2.00	private lesson	No
Pools	Mount Beauty stadium hire		Yes	\$ 28.50	\$ 29.50	\$ 1.00	per hour	No
Pools	Pool hire with lifeguard		Yes	\$ 111.00	\$ 114.00	\$ 3.00	per hour	No
Pools	Seniors Hour		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per hour	No
Pools	Supervising parent		Yes	\$ 4.50	\$ 5.00	\$ 0.50	per person	No
The Pavillion, Pioneer Park								
The Pavilion	Entire Downstairs Area (Changerooms, First Aid Room, Toilets)	Full day hire	Yes	\$ 367.50	\$ 490.00	\$ 122.50	per day	No
The Pavilion	Entire Facility Hire	Full day hire	Yes		\$ 800.00	\$ 800.00	per day	No
The Pavilion	Function Centre incl. Kitchen	Max \$620/day	Yes	\$ 48.50	\$ 62.00	\$ 13.50	per hour	No
The Pavilion	Function Centre or Kitchen	Max \$370/day	Yes	\$ 27.50	\$ 37.00	\$ 9.50	per hour	No
The Pavilion	Meeting room	Max \$230/day	Yes	\$ 17.00	\$ 23.00	\$ 6.00	per hour	No
Waste Services								
Waste	Aluminium, cardboard, steel cans, plastic bottles and containers		Yes	\$ 16.50	\$ 17.00	\$ 0.50	per cubic metre	No
Waste	Asbestos - Porepunkah only	Minimum charge \$5	Yes	\$ 105.50	\$ 108.50	\$ 3.00	per cubic metre	No
Waste	Car batteries		Yes	free	free		each	No
Waste	Car bodies		Yes	\$ 27.00	\$ 28.00	\$ 1.00	per item	No
Waste	Cement sheeting, plaster board		Yes	\$ 59.00	\$ 61.00	\$ 2.00	per cubic metre	No
Waste	Concrete and bricks		Yes	\$ 42.00	\$ 43.00	\$ 1.00	per cubic metre	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Waste	Crushed concrete sales		Yes	\$ 41.00	\$ 42.00	\$ 1.00	per cubic metre	No
Waste	Domestic putrescible and hard waste		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per cubic metre	No
Waste	Domestic putrescible and hard waste	minimum charge	Yes	\$ 8.50	\$ 9.00	\$ 0.50	per large bag	No
Waste	Drum muster		Yes	free	free			No
Waste	E-waste - all		Yes	free	free		each	No
Waste	FOGO Bags	Caddie Liners	Yes		1 roll for \$5 or 2 rolls for \$9		per 75 bag roll	No
Waste	Green organic mulch sales		Yes	free	free		per cubic metre	No
Waste	Green waste		Yes	\$ 19.50	\$ 20.00	\$ 0.50	per cubic metre	No
Waste	LPG cylinders		Yes	\$ 6.50	\$ 7.00	\$ 0.50	each	No
Waste	Mattress - any size except cot		Yes	\$ 31.00	\$ 31.50	\$ 0.50	each	No
Waste	Mattress - cot		Yes	\$ 11.00	\$ 11.50	\$ 0.50	each	No
Waste	Oil		Yes	free	free		per litre	No
Waste	Paint cans 10 litres and over of any size containing paint		Yes	\$ 5.50	\$ 6.00	\$ 0.50	per litre	No
Waste	Plastic and metal oil containers			\$ 1.00	\$ 1.50	\$ 0.50	per item	No
Waste	Processed/treated timber		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per cubic metre	No
Waste	Raw organic timber		Yes	\$ 19.50	\$ 20.00	\$ 0.50	per cubic metre	No
Waste	Silage wrap		Yes	\$ 4.00	\$ 4.50	\$ 0.50	per cubic metre	No
Waste	Single seater couch		Yes	\$ 22.50	\$ 23.00	\$ 0.50	each	No
Waste	Skis or snowboards		Yes	\$ 7.00	\$ 7.50	\$ 0.50	per pair or board	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Waste	Steel		Yes	\$ 12.50	\$ 13.00	\$ 0.50	per cubic metre	No
Waste	Two-seater sofa or larger couch		Yes	\$ 32.00	\$ 33.00	\$ 1.00	each	No
Waste	Tyres large - tractor or truck		Yes	\$ 98.50	\$ 395.00	\$ 296.50	each	No
Waste	Tyres medium - truck		Yes	\$ 17.00	\$ 17.50	\$ 0.50	each	No
Waste	Tyres small/4WD		Yes	\$ 11.50	\$ 12.00	\$ 0.50	each	No
Waste	Whitegoods (all)		Yes	\$ 12.00	\$ 12.50	\$ 0.50	each	No
Building Services								
Building	Additional inspection or re-inspection (remote area)		Yes	\$ 350.00	\$ 360.00	\$ 10.00	per inspection	No
Building	Additional inspection or re-inspection (urban area)		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per inspection	No
Building	BAL Assessment – desktop assessment:		Yes	\$ 650.00	\$ 668.00	\$ 18.00	minimum fee	No
Building	BAL Assessment – on site assessment:		Yes	\$ 1,300.00	\$ 1,336.00	\$ 36.00	minimum fee	No
Building	BAL Assessment – remote on site assessment:		Yes	\$ 1,650.00	\$ 1,695.50	\$ 45.50	minimum fee	No
Building	Build over easement		No	as per legislation	as per legislation		as per legislation	Yes
Building	Building information certificate		No	as per legislation	as per legislation		as per legislation	Yes
Building	Carport, garage, verandahs, patios, pergolas and other small extensions - up to 4 inspections \$16,001 or greater alterations / additions to a Class 1 or 10		Yes	quote	Price on Application		minimum fee	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Building	Commercial works \$0 to \$39,999	+ lodgement fee	Yes	quote	Price on Application		minimum fee	No
Building	Commercial works \$40,000 or over	+ lodgement fee	Yes	quote	Price on Application		minimum fee	No
Building	Council Comments (to vary a regulation, where report and consent not an option)		Yes	\$ 450.00	\$ 462.50	\$ 12.50	as per regulations	No
Building	Demolition of Building s29A Consent - Consideration of request		Yes	\$ 65.00	\$ 67.00	\$ 2.00	per application	No
Building	Dwelling extensions and alterations		Yes	quote	Price on Application		minimum fee plus levies	No
Building	Essential Service Inspection and Report	minimum amount	Yes	\$ 500.00	\$ 514.00	\$ 14.00	per inspection	No
Building	Extension of time for building permit		Yes	\$ 270.00	\$ 278.00	\$ 8.00	per extension	No
Building	Flooding (Reg 153)		No	as per legislation	as per legislation		per item	Yes
Building	Form 22 Swimming pool / spa registration		No	as per legislation	as per legislation		Per property	Yes
Building	Form 23 Certificate of compliance lodgement		Yes	as per legislation	as per legislation			Yes
Building	Form 24 Certificate of non-compliance lodgement		Yes	as per legislation	as per legislation			Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Building	Legal point of discharge information		No	as per legislation	as per legislation		as per legislation	Yes
Building	Lodgement Fee			as per legislation	as per legislation			
Building	Major amendment to building permit		Yes	\$ 300.00	\$ 308.50	\$ 8.50	per amendment	No
Building	Minor amendment to building permit		Yes	\$ 140.00	\$ 144.00	\$ 4.00	per amendment	No
Building	Multi-unit development		Yes	quote	Price on Application		minimum fee	No
Building	New dwelling		Yes	quote	Price on Application		minimum fee plus applicable levies	No
Building	Non-mandatory inspection		Yes	\$ 300.00	\$ 308.50	\$ 8.50	per inspection	No
Building	Notification of adjoining landowners for siting variation		Yes	as per legislation	\$ 125.00	N/A	per item	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1 & 10		Yes	\$ 575.00	\$ 591.00	\$ 16.00	per document	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1b		Yes	\$ 1100.00	\$ 1130.50	\$ 30.50	per document	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 2-9		Yes	\$ 1300.00	\$ 1336.00	\$ 36.00	per document	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Building	Partial compliance exemption - access matter (per item)		Yes	\$ 450.00	\$ 462.50	\$ 12.50	per item	No
Building	Partial compliance exemption - amenity matter (per item)		Yes	\$ 300.00	\$ 308.50	\$ 8.50	per item	No
Building	Partial compliance exemption - fire safety matter (per item)		Yes	\$ 550.00	\$ 565.50	\$ 15.50	per item	No
Building	Performance solutions - access matter (per item)		Yes	\$ 500.00	\$ 514.00	\$ 14.00	per item	No
Building	Performance solutions - amenity matter		Yes	\$ 350.00	\$ 360.00	\$ 10.00	per item	No
Building	Performance solutions - fire safety matter (per item)		Yes	\$ 650.00	\$ 668.00	\$ 18.00	per item	No
Building	POPE attendance of greater than 5,000 persons and more than 5 prescribed structures		Yes	\$ 2000.00	\$ 2055.00	\$ 55.00		No
Building	POPE attendance up to 1000 persons & 1 prescribed structure		Yes	\$ 1300.00	\$ 1336.00	\$ 36.00		No
Building	POPE attendance up to 5000 persons & 5 prescribed structure		Yes	\$ 1800.00	\$ 1849.50	\$ 49.50		No
Building	Projections beyond street alignment (Part 6)		No	as per legislation	as per legislation		per item	Yes
Building	Protection of the public (Reg 116)		No	as per legislation	as per legislation		per item	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Building	Restumping or demolition		Yes	quote	Price on Application		minimum fee	No
Building	Swimming pool (above ground)		Yes	quote	Price on Application		minimum fee	No
Building	Swimming pool (in-ground)		Yes	quote	Price on Application		minimum fee	No
Building	Swimming pool / spa document search fee		No	as per legislation	as per legislation		Per property	Yes
Building	Swimming pool / spa inspection (up to 2 site visits)		Yes	\$ 500.00	\$ 514.00	\$ 14.00	Minimum fee	No
Building	Temporary Siting approvals more than 3 Structures		Yes	\$ 590.00	\$ 606.00	\$ 16.00		No
Building	Temporary Siting approvals x3 Structures		Yes	\$ 450.00	\$ 462.50	\$ 12.50		No
Building	Variation to ResCode (report and consent)		Yes	as per legislation	as per legislation		as per legislation	Yes
Development								
Development	Application for permit to work in a road reserve		No	as per legislation	as per legislation		as per legislation	Yes
Health								
Health	Beauty or skin penetration registration		No	\$ 215.00	\$ 221.00	\$ 6.00	per annum	No
Health	Caravan park registration fee		No	as per legislation	as per legislation		per application	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Health	Caravan park rigid annex approval fee		yes	\$ 170.00	\$ 175.00	\$ 5.00	per approval	No
Health	Change to an existing wastewater permit		No	Per legislation	as per legislation		per application	Yes
Health	Class 1 food premises		No	\$ 650.00	\$ 668.00	\$ 18.00	per annum	No
Health	Class 1 food premises - Charity and Community Groups		No	\$ 300.00	\$ 308.50	\$ 8.50	per annum	No
Health	Class 2 food premises		No	\$ 550.00	\$ 565.50	\$ 15.50	per annum (pro rata)	No
Health	Class 2 food premises - Charity and Community Groups		No	\$ 275.00	\$ 283.00	\$ 8.00	per annum (pro rata)	No
Health	Class 2 temporary food premises & mobile food vendors (Streatrader)		No	\$ 275.00	\$ 283.00	\$ 8.00	per annum	No
Health	Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$ 100.00	\$ 103.00	\$ 3.00	per annum	No
Health	Class 3 food premises		No	\$ 325.00	\$ 334.00	\$ 9.00	per annum (pro rata)	No
Health	Class 3 food premises - Charity and Community Groups		No	\$ 225.00	\$ 231.50	\$ 6.50	per annum (pro rata)	No
Health	Class 3 temporary food premises & mobile food vendors (Streatrader)		No	\$ 200.00	\$ 205.50	\$ 5.50	per annum	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Health	Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$ 75.00	\$ 77.50	\$ 2.50	per annum	No
Health	Class 4 food premises		No		free		per annum	No
Health	Hairdresser premise registration		no	\$ 225.00	\$ 231.50	\$ 6.50	per premise	No
Health	Inspection and report fee		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per registration	No
Health	Major non-compliance inspection fee		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per inspection	No
Health	Major non-compliance inspection fee (where a notice has been issued)		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per inspection	No
Health	New premises fee		No	50% of annual registration fee plus applicable registration fee	50% of annual registration fee plus applicable registration fee		pro rata	Yes
Health	Permit to alter wastewater system		No	Per legislation	as per legislation		per application	Yes
Health	Permit to install wastewater system		No	Per legislation	as per legislation		per application	Yes
Health	Prescribed accommodation premise registration		Yes	\$ 275.00	\$ 283.00	\$ 8.00	per annum	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Health	Registration late penalty fee		Yes	Annual registration fee +30%	Annual registration fee +30%		of original registration fee	No
Health	Transfer registration fee		Yes	50% of applicable annual registration fee	50% of applicable annual registration fee		of applicable annual registration fee	No
Health	Registration late penalty fee		No	Annual registration fee +30%	Annual registration fee +30%		of original registration fee	No
Local Laws								
Local Laws	Animal registration tag replacement		Yes	\$ 6.50	\$ 7.00	\$ 0.50	per tag	No
Local Laws	Cat registration (desexed)		No		\$ 50.00	\$ 50.00	per animal	Yes
Local Laws	Cat registration (desexed)	Pensioner 50% discount	No	\$ 48.00	\$ 25.00	-\$ 23.00	per animal	Yes
Local Laws	Cat registration (not desexed)		No	\$ 95.00	\$ 100.00	\$ 5.00	per animal	Yes
Local Laws	Cat registration (not desexed)	Pensioner 50% discount	No	\$ 33.00	\$ 50.00	\$ 17.00	per animal	Yes
Local Laws	Cat trap hire fee (inc deposit)			free	free	-	per fortnight	No
Local Laws	Dinner Plain snowmobile permit		No	\$ 75.00	\$ 77.50	\$ 2.50	per snowmobile	No
Local Laws	Dog Registration (desexed)	inc working dog	No	\$ 33.00	\$ 55.00	\$ 22.00	per animal	Yes
Local Laws	Dog Registration (desexed)	Pensioner 50% discount	No	\$ 16.00	\$ 27.00	\$ 11.00	per animal	Yes
Local Laws	Dog registration (not desexed)		No	\$ 95.00	\$ 110.00	\$ 15.00	per animal	Partially
Local Laws	Dog registration (not desexed)	Pensioner 50% discount	No	\$ 48.00	\$ 55.00	\$ 7.00	per animal	Yes
Local Laws	Domestic Animal Act infringements (e.g. Failure to Register Dog or Cat)		No	as per legislation	as per legislation		as per legislation	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Local Laws	Domestic animal business fee		No	\$ 135.00	\$ 139.00	\$ 4.00	per year	Yes
Local Laws	Impounded item release fee – all other items		Yes	\$ 62.50	\$ 65.00	\$ 2.50	per release	No
Local Laws	Livestock impound fee – large stock		Yes	\$ 100.00	\$ 103.00	\$ 3.00	per animal	No
Local Laws	Livestock impound fee – small stock		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per animal	No
Local Laws	Parking infringement	Category 1 (e.g. Time Limit)	No	0.5 Penalty Unit	0.5 Penalty Unit		As per legislation	Partially
Local Laws	Parking infringement	Category 2 (e.g. Bus Zone)	No	0.6 Penalty Unit	0.6 Penalty Unit		as per legislation	Yes
Local Laws	Parking infringement	Category 3 (e.g. No Stopping Area)	No	1.0 Penalty Unit	1.0 Penalty Unit		as per legislation	Yes
Local Laws	Pound release fee – animals	Registered	No	\$ 85.00	\$ 88.00	\$ 3.00	per release	Partially
Local Laws	Pound release fee – animals	Unregistered	No	\$ 180.00	\$ 200.00	\$ 20.00	per release	Partially
Local Laws	Pro rata Animal Registration Fee	October - March half price on all registrations			time of year dependent		per animal	
Local Laws	Sustenance fee – animal and small stock		Yes	\$ 17.00	\$ 17.50	\$ 0.50	per animal per day	No
Local Laws	Sustenance fee – large stock		Yes	\$ 30.00	\$ 31.00	\$ 1.00	per animal per day	No
Local Laws	Vehicle & livestock transport fee		Yes	Cost recovery + 10% admin fee	Cost recovery + 10% admin fee		Per movement	No
Local Laws	Vehicle impound fee		Yes	\$ 120.00	\$ 150.00	\$ 30.00	per vehicle	No
Local Laws	Vehicle storage fee		Yes	\$ 20.00	\$ 25.00	\$ 5.00	per vehicle per day	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Local Laws	Veterinary fees		Yes	Cost recovery + 10% admin fee	Cost recovery + 10% admin fee		per animal	No
Memorials								
Memorials	Memorial plaque fee		Yes	\$ 65.00	\$ 67.00	\$ 4.00	per annum	No
Planning								
Planning	Public notification	Notice to neighbours	Yes	\$ 75.00	\$ 77.50	\$ 2.50	per general notification	No
Planning	Public notification	Additional notices	Yes	\$ 10.00	\$ 10.50	\$ 0.50	per notice	No
Planning	Public notification	Notice on land	Yes	\$ 150.00	\$ 155.00	\$ 5.00	up to two signs	No
Planning	Public notification	Additional notices on land	Yes	\$ 15.00	\$ 20.00	\$ 5.00	each additional sign	No
Planning	Public notification	Notice in paper	Yes	Cost + 10% admin fee	Cost + 10% admin fee		per notice	No
Planning	Planning advice in writing		Yes	\$ 250.00	\$ 275.00	\$ 25.00	per advice	No
Planning	Sect 173 agreements		Yes	\$ 425.00	\$ 437.00	\$ 12.00	per agreement	No
Planning	Copy of Certificate of title and instruments		Yes	\$65 + cost of Land Registry search	\$67 + cost of Land Registry search		per certificate	No
Planning	Copy of planning permit or endorsed plans	On-Site	Yes	\$ 150.00	\$ 50.00	-\$ 100.00	per application	No
Planning	Copy of planning permit or endorsed plans	Off-Site	Yes	\$ 0.00	\$ 100.00	\$ 100.00	per application	No
Planning	Secondary Consent		Yes	\$ 240.00	\$ 247.00	\$ 7.00	per application	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Development Plans - Assessment or amendment		Yes	\$ 340.00	\$ 350.00	\$ 10.00	per application	No
Planning	Timber Harvesting Plans - Assessment and inspection		Yes	110	\$ 113.50	\$ 3.50	per application	No
Planning	Planning panel - proponent request amendment		Yes	cost of panel	cost of panel			Yes
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	First Request	No	\$ 260.00	\$ 268.00	\$ 8.00	per application	No
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	Second Request	No	\$ 410.00	\$ 421.50	\$ 11.50	per application	No
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	Third and Subsequent Requests	No	\$ 620.00	\$ 637.50	\$ 17.50	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	First Request	No	\$ 510.00	\$ 524.00	\$ 14.00	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	Second Request	No	\$ 980.00	\$ 1007.00	\$ 27.00	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	Third and Subsequent Requests	No	\$ 1450.00	\$ 1490.00	\$ 40.00	per application	No
Planning	Advice in writing for Building Permit		Yes	\$ 0.00	\$ 150.00	\$ 150.00	per advice	No
Planning	Assessment and Endorsement of Condition 1 Plans		Yes	\$ 0.00	\$ 150.00	\$ 150.00	per application	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Redaction of Public notification	Advertising	Yes		\$ 45.00	\$ 45.00	up to 20 pages	No
Planning	Redaction of Public notification	Advertising	Yes		\$ 75.00	\$ 75.00	20 to 50 pages	No
Planning	Redaction of Public notification	Advertising	Yes		\$ 120.00	\$ 120.00	more than 51 pages	No
Planning	Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987							
Planning	Consideration of: - request to amend - submissions that don't seek a change to the amendment - if applicable, abandonment of amendment	Stage 1 Amendment	No	as per legislation	as per legislation		206 fee units	Yes
Planning	Consideration of: - submissions seeking a change to the amendment - referral of amendment to a panel where necessary - consideration of panel report - if applicable, abandonment of amendment	Stage 2 Amendment	No	as per legislation	as per legislation		1021 to 2727 fee units	Yes
Planning	Consideration of:- adoption of the amendment- submission of amendment to the Minister (s31)- giving notice of approval of amendment	Stage 3 Amendment	No	as per legislation	as per legislation		32.5 fee units	Yes
Planning	Consideration of: - request to approve amendment by Minister - giving notice of approval of amendment	Stage 4 Amendment	No	as per legislation	as per legislation		32.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Regulation 7 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme exempted from certain requirements							
Planning	Request for Minister to prepare amendment to planning scheme exempted from certain requirements		No	as per legislation	as per legislation		270 fee units	Yes
Planning	Regulation 8 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme under section 20A of the Planning and Environment Act 1987							
Planning	Request for Minister to prepare amendment to planning scheme of a Class prescribed		No	as per legislation	as per legislation		65 fee units	Yes
Planning	Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987							
Planning	Class 1 – Use of land only		No	as per legislation	as per legislation		89 fee units	Yes
Planning	To develop land for a single dwelling per lot, or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of land for a single dwelling per lot:							
Planning	Class 2 - Single dwelling per lot - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 3 - Single dwelling per lot - \$10,001 to \$100,000		No	as per legislation	as per legislation		42.5 fee units	Yes
Planning	Class 4 - Single dwelling per lot - \$100,001 to \$500,000		No	as per legislation	as per legislation		87 fee units	Yes
Planning	Class 5 - Single dwelling per lot - \$500,001 to \$1,000,000		No	as per legislation	as per legislation		94 fee units	Yes
Planning	Class 6 - Single dwelling per lot - \$1,000,001 to \$2,000,000		No	as per legislation	as per legislation		101 fee units	Yes
Planning	VicSmart applications							
Planning	Class 7 - VicSmart - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 8 - VicSmart - more than \$10,000		No	as per legislation	as per legislation		29 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Class 9 - VicSmart - subdivision or consolidation of land		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 10 - VicSmart - other than Classes 7, 8 or 9		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Other development							
Planning	Class 11 - \$100,000 or less		No	as per legislation	as per legislation		77.5 fee units	Yes
Planning	Class 12 - \$100,001 to \$1,000,000		No	as per legislation	as per legislation		104.5 fee units	Yes
Planning	Class 13 - \$1,000,001 to \$5,000,000		No	as per legislation	as per legislation		203.5 fee units	Yes
Planning	Class 14 - \$5,000,001 to \$15,000,000		No	as per legislation	as per legislation		587.5 fee units	Yes
Planning	Class 15- \$15,000,001 to \$50,000,000		No	as per legislation	as per legislation		1732.5 fee units	Yes
Planning	Class 16 - more than \$50,000,001		No	as per legislation	as per legislation		3894 fee units	Yes
Planning	Subdivision, realignment of boundaries, consolidation, or creation, variation or removal of restrictions, easements and right of ways							
Planning	Class 17 - Subdivision - existing building - other than Class 9		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 18 - Subdivision - two lots - other than Classes 9 or 17		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 19 - Realignment of a common boundary between lots or consolidation of two or more lots - other than Class 9		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 20 - Subdivision - other than Classes 9, 17, 18 or 19		No	as per legislation	as per legislation		89 fee units per 100 lots	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Class 21 - Create, vary or remove a restriction (within the meaning of the Subdivision Act 1988) / Create or remove a right of way / Create, vary or remove and easement other than a right of way / vary or remove a condition in the nature of an easement (other than a right of way) in a Crown grant		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Other							
Planning	Class 22 - A permit not otherwise provided for in Classes 1 to 21		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Regulation 10 Planning and Environment (Fees) Regulations 2016 - Composite fee for combined a application for permit under section 47 of the Planning and Environment Act 1987							
Planning	Combined application for more than one Class of permit under Regulation 9.		No	as per legislation	as per legislation		Highest fee applicable + 50% of each other applicable fees	Yes
Planning	Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987							
Planning	Class 1 – Change use of land allowed by permit or allow new use		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 2 - Amendment to a permit (other than in relation to single dwellings per lot) to change: - statement of what the permit allows - any or all of the permit conditions		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 3 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Class 4 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$10,001 to \$100,000		No	as per legislation	as per legislation		42.5 fee units	Yes
Planning	Class 5 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$100,001 to \$500,000		No	as per legislation	as per legislation		87 fee units	Yes
Planning	Class 6 - Amendment to Class 2, 3, 4, 5 or 6 permit - more than \$500,000		No	as per legislation	as per legislation		94 fee units	Yes
Planning	Class 7 - Amendment to a VicSmart permit - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 8 - Amendment to a VicSmart permit - more than \$10,000		No	as per legislation	as per legislation		29 fee units	Yes
Planning	Class 9 - Amendment to Class 9 permit		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 10 - Amendment to Class 10 permit		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 11 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - \$100,000 or less		No	as per legislation	as per legislation		77.5 fee units	Yes
Planning	Class 12 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - \$100,001 to \$1,000,000		No	as per legislation	as per legislation		104.5 fee units	Yes
Planning	Class 13 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - more than \$1,000,000		No	as per legislation	as per legislation		230.5 fee units	Yes
Planning	Class 14 - Amendment to Class 17 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 15 - Amendment to Class 18 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 16 - Amendment to Class 19 permit		No	as per legislation	as per legislation		89 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Class 17 - Amendment to Class 20 permit		No	as per legislation	as per legislation		89 fee units per every additional 100 lots	Yes
Planning	Class 18 - Amendment to Class 21 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 19 - Amendment to Class 22 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987							
Planning	Amend an application for a permit (all Classes) after s52 notice of the application has been given - no change to Class of permit		No	as per legislation	as per legislation		40% of the applicable fee under Reg.9	Yes
Planning	Amend an application for a permit (all Classes) after s52 notice of the application has been given - change to Class of permit with a higher application fee		No	as per legislation	as per legislation		40% of the applicable fee under Reg.9 for the original Class of permit + difference between original fee and fee for new Class of permit	Yes
Planning	Amend an application to amend a permit (all Classes) after s52 notice of the application has been given - no change to Class of permit		No	as per legislation	as per legislation		40% of the applicable fee under Reg.11	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Amend an application to amend a permit (all Classes) after s52 notice of the application has been given - change to Class of permit with a higher application fee		No	as per legislation	as per legislation		40% of the applicable fee under Reg.11 for the original Class of permit + difference between original fee and fee for new Class of permit	Yes
Planning	Regulation 13 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987							
Planning	Application for any combination of matters in one or more Classes of application under Regulation 11.		No	as per legislation	as per legislation		Sum of the highest fee applicable plus 50% of each of the other applicable fees	Yes
Planning	Regulation 14 Planning and Environment (Fees) Regulations 2016 - Combined permit and amendment process							
Planning	Application for permit when amendment to planning scheme requested - one Class of permit only		No	as per legislation	as per legislation		50% of the applicable fee under Reg.9	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Planning	Application for permit when amendment to planning scheme requested - more than one Class of permit		No	as per legislation	as per legislation		50% of the highest applicable fee under Reg.9	Yes
Planning	Regulation 15 Planning and Environment (Fees) Regulations 2016 - Certificate of Compliance							
Planning	Certificate of compliance		No	as per legislation	as per legislation		22 fee units	Yes
Planning	Regulation 16 Planning and Environment (Fees) Regulations 2016 - Applications to amend or end an agreement under section 173 of the Planning and Environment Act 1987							
Planning	Amend or end an agreement		No	as per legislation	as per legislation		44.5 fee units	Yes
Planning	Regulation 17 Planning and Environment (Fees) Regulations 2016 - Planning Certificate							
Planning	Planning Certificate - non-electronically lodged application		No	as per legislation	as per legislation		1.5 fee units	Yes
Planning	Planning Certificate - electronically lodged application		No	as per legislation	\$ 7.39	\$ -	per certificate	Yes
Planning	Regulation 18 Planning and Environment (Fees) Regulations 2016 - Determination matters to the satisfaction of a person or body							
Planning	Determination that matter specified by a planning scheme has been done satisfactorily		No	as per legislation	as per legislation		22 fee units	Yes
Roadside Trading								
Roadside Trading	Advertising sign		Yes	\$ 80.00	\$ 82.50	\$ 2.50	per sign	No
Roadside Trading	Advertising Sign		Yes		\$ 800.00	\$ 800.00	per annum	No
Roadside Trading	Approved site location – annual		Yes	\$ 250.00	\$ 257.00	\$ 7.00	Per annum	No
Roadside Trading	Busking (adult)	Commercial	Yes	\$ 33.00	\$ 34.00	\$ 1.00	per year	No

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Roadside Trading	Commercial participant – events		Yes	\$ 70.00	\$ 72.00	\$ 2.00	per event	No
Roadside Trading	Horse drawn vehicle / motorcycle tour operator		Yes	\$ 160.00	\$ 164.50	\$ 4.50	per year	No
Streets & Roads								
Streets & Roads	Outdoor facility – footpath dining or footpath trading	Small area (totalling less than 20 sqm)	Yes	\$ 165.00	\$ 170.00	\$ 5.00	per annum	No
Streets & Roads	Outdoor facility – footpath dining or footpath trading	Medium Area (totalling between 20 and 40 sqm)	Yes		\$ 200.00	\$ 200.00	per annum	No
Streets & Roads	Outdoor facility – footpath dining or footpath trading	Large Area (totalling more than 40 sqm)	Yes		\$ 250.00	\$ 250.00	per annum	No
Subdivisions								
Subdivision	Regulation 10 <i>Subdivision (Fees) Regulations 2016</i> - Engineering plans prepared by Council		No	as per legislation	as per legislation		3.5 fee units	Yes
Subdivision	Regulation 11 <i>Subdivision (Fees) Regulations 2016</i> - Supervision of works		No	as per legislation	as per legislation		2.5% of the estimated cost of constructing the works proposed	Yes
Subdivision	Regulation 6 <i>Subdivision (Fees) Regulations 2016</i> - Application to certify plan and statement of compliance		No	as per legislation	as per legislation		11.8 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Subdivision	Regulation 7 <i>Subdivision (Fees) Regulations 2016</i> - Request to alter a subdivision plan under s10(2)		No	as per legislation	as per legislation		7.5 fee units	Yes
Subdivision	Regulation 8 <i>Subdivision (Fees) Regulations 2016</i> - Application to amend a certified plan		No	as per legislation	as per legislation		9.5 fee units	Yes
Subdivision	Regulation 9 <i>Subdivision (Fees) Regulations 2016</i> - Checking engineering plans		No	as per legislation	as per legislation		0.75% of the estimated cost of constructing the works proposed	Yes
Subdivision	Section 18 Subdivision Act 1988 - Public open space contribution		No	<= 5.0%	<= 5.0%		site value of all land in the subdivision	Yes
Subdivision	Supervision of works		No	as per legislation	2.5% of the cost of construction of the works		as per legislation	Yes
Property and Contracts								
Property & Contracts	Lease Fee (Commercial)	Market Value	No		Market Value		per lease	No
Property & Contracts	Lease Fee (Other)		No		Price on Application		per lease	No
Property & Contracts	Licence Fee	Minimum fee	No		\$ 250.00	\$ 250.00	per annum	No
Sustainability								
Sustainability	Dish Pig Hitch Fee (if towed by Council)	Flat Rate fee	Yes		\$ 20.00	\$ 20.00	per hire	No
Sustainability	Dish Pig Towing Fee (if towed by Council)	Cents per kilometre	No		ATO Rates as large vehicle		per hire	No

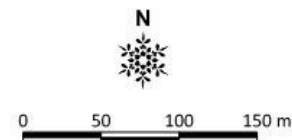
Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Sustainability	Hire of Dish Pig	Taken outside Municipality	Yes		\$ 400.00	\$ 400.00	per weekend	No
Assets and Engineering								
Assets	Consent to Works in a Roadway	Other Works (within road or pathway Speed 50 km/h or less)	No		as per legislation		per application	Yes
Assets	Consent to Works in a Roadway	Other Works (not within road or pathway Speed 50 km/h or less)	No		as per legislation		per application	Yes
Assets	Consent to Works in a Roadway	Other Works (not within road or pathway Speed > 50 km/h)	No		as per legislation		per application	Yes
Engineering	Consent to Works in a Roadway	Minor Works (within roadway or pathway)	No		as per legislation		per application	Yes
Engineering	Consent to Works in a Roadway	Minor Works (not within roadway or pathway)	No		as per legislation		per application	Yes

Business Area	Fee name	Fee - sub group	GST	2023/24 Fee	2024/25 Fees	\$ Change	Unit of measure	Regulated
Engineering	Consent to Works in a Roadway	Other Works (within road or pathway Speed 50 km/h or less)	No		as per legislation		per application	Yes

Area Designated for Alcohol Restrictions Town Centre 7th November to 11th November 2024

Legend

-  Alcohol Restriction Area Boundary
-  Alcohol Restriction Area



Coordinate System GDA2020 MGA Zone 55

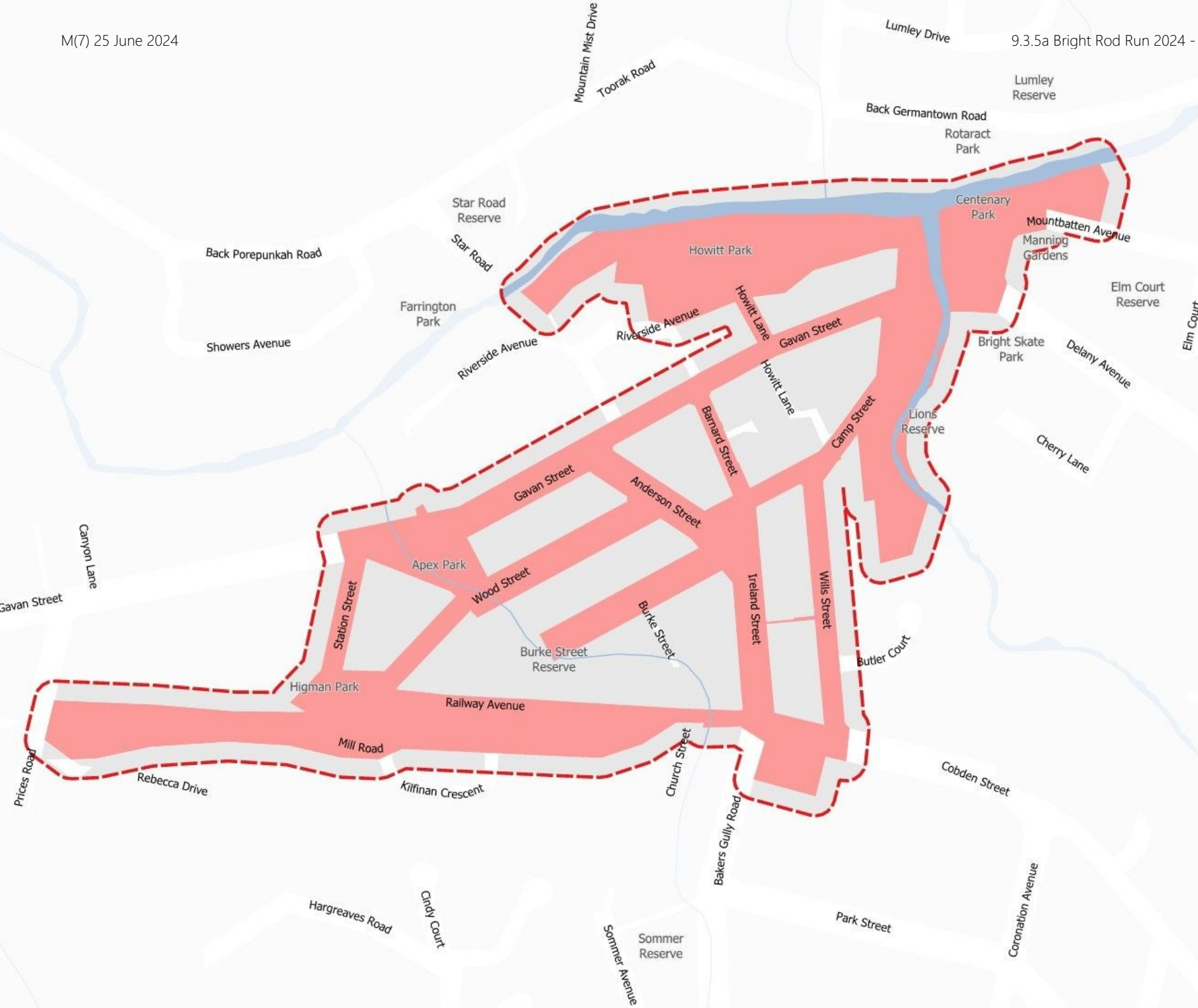
Created: 25/5/2022

While every care is taken by Alpine Shire Council and the Department of Environment, Land, Water and Planning (DELWP) to ensure the accuracy of this data, Alpine Shire Council and DELWP jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



Based on Data provided with the permission of Land Victoria and the Department of Environment, Land, Water and Planning.

© Alpine Shire Council, 2022





Area Designated for Alcohol Restrictions

Pioneer Park

7th November to 11th November 2024

Legend

- Alcohol Restriction Area Boundary
- Alcohol Restriction Area



0 50 100 150 m

Coordinate System GDA2020 MGA Zone 55

Created: 25/5/2022

While every care is taken by Alpine Shire Council and the Department of Environment, Land, Water and Planning (DELWP) to ensure the accuracy of this data, Alpine Shire Council and DELWP jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



Based on Data provided with the permission of Land Victoria and the Department of Environment, Land, Water and Planning.

© Alpine Shire Council, 2022



COUNCIL POLICY

Community Engagement Policy

Contents

1. Purpose.....	4
2. Scope.....	4
3. Policy details.....	5
3.1 Council’s community engagement commitment.....	5
3.2 Community engagement.....	5
3.2.1 What is community engagement?.....	5
3.2.2 Who will Council engage with?.....	5
3.2.3 What is deliberative engagement?.....	6
3.2.4 When will Council engage?.....	6
3.2.5 When will Council not engage?.....	7
3.2.6 How will Council assess the level of engagement required?.....	7
3.2.7 Council’s community engagement planning will include:.....	8
3.2.8 What method of engagement will Council use?.....	8
3.2.9 Feedback to the community.....	8
3.2.10 Continuous improvement.....	9
4. Roles and responsibilities.....	9
5. Breaches.....	9
6. Human Rights Charter compatibility.....	10
7. Gender Impact Assessment.....	10
8. Supporting documents.....	10
9. Definitions and abbreviations.....	11
10. Approval.....	12

DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 118	Status <For adoption>	For approval by Council
Date to be approved 25 June 2024	Next review date June 2028	
Directorate Customer and Community	Department Customer Experience	External

REVISION RECORD

Date	Version	Revision description
23/02/2021	1.0	Adopted by Council
25/06/2024	2.0	Presented for adoption by Council

1. Purpose

Section 55 of the *Local Government Act 2020* (the Act) requires Council to adopt and maintain a Community Engagement Policy that:

- Is developed in consultation with the municipal community;
- Gives effect to the community engagement principles contained in the Act;
- Is capable of being applied to the making of the Council's local laws, Council's budget, and policy development;
- Describes the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required;
- Specifies a process for informing the municipal community of the outcome of the community engagement;
- Includes deliberative engagement practices which must address any matters prescribed by, and be capable of being applied to, the development of the Community Vision, Council Plan, Financial Plan, and Asset Plan; and
- Includes any other matters prescribed by the regulations.

Council will apply the following community engagement principles, outlined in the Act, to its community engagement activities:

- Each community engagement process must have a clearly defined objective and scope;
- Participants in community engagement must have access to objective, relevant, and timely information to inform their participation;
- Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement; and,
- Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

2. Scope

This policy applies to all community engagement activities undertaken by Council. It is binding upon all Council staff and all persons undertaking community engagement on behalf of the Council including volunteers, contractors, consultants, and related committees.

This policy does not apply to advocacy activities where Council is not the decision-maker.

Community engagement relating to planning permit applications and planning scheme amendments is outside of the scope of this policy, as these processes are governed by the *Planning and Environment Act 1987* and associated regulations.

3. Policy details

3.1 COUNCIL'S COMMUNITY ENGAGEMENT COMMITMENT

Council values community feedback and its important role in informing decision making. Council makes the following commitments,

Communication: Communication regarding community engagement activities will be delivered in a concise, consistent, realistic, and timely manner. We will close the loop and provide ongoing transparency and feedback on decisions of Council.

Engagement approach: Engagement methods will be chosen that are appropriate for the purpose of the community engagement activity and are inclusive, informative, and ever evolving.

Stakeholders: Council will collaborate with the Alpine Shire community and capture a broad range of views and interests to meet the community's needs.

Decision making: Council will make informed, deliberate and evidence-based decisions that will be considered with foresight.

3.2 COMMUNITY ENGAGEMENT

3.2.1 What is community engagement?

For the purposes of this policy, community engagement is a collaborative relationship between Council and the community to seek input and feedback to assist Council with decision making.

3.2.2 Who will Council engage with?

Council engages with a broad range of people, all with differing interests. For the purpose of this Policy we identify the community as anyone affected by the specific Council decision resulting from the engagement.

Meaningful community engagement seeks to address barriers and build the capacity and confidence of all people to participate in, negotiate and partner with institutions that affect their lives.

Everyone should feel supported and comfortable to have their say in Council decision making.

Council recognises that some groups may face barriers to engage with us and we aim to use methods that enable and support their participation.

Council will provide accessible information and genuine opportunities that invite and enable the community to participate, ensuring they feel valued and empowered.

Council will allocate appropriate resources to support the needs of participants, particularly from underrepresented voices in the community, ensuring the methods, communication and spaces we use are culturally safe and accessible for all.

3.2.3 What is deliberative engagement?

Deliberative engagement is an iterative community engagement method and process to assist with complex, strategic, and impactful decision making. The process first seeks a broad range of input and feedback, and then refines recommendations through deliberation.

Deliberative engagement is characterised by several factors including that:

- Council seeks a broad range of views from a representative group of people who will be affected by the decision under consideration;
- Participants are informed about the subject matter;
- Participants understand the question that is being asked of them;
- Participants are advised what impact their input will have on Council decision making; and
- Participants will take part in engagement methods where they will weigh and balances priorities to gain broad consensus, and form recommendations for Council's consideration.

In accordance with the Act, deliberative engagement processes will be undertaken to develop:

- The Community Vision
- The Council Plan
- The Financial Plan
- The Asset Plan

Deliberative engagement processes may be undertaken for other projects if a high level of engagement is assessed as required.

3.2.4 When will Council engage?

Alpine Shire Council will engage with the community when:

- Council requires input or feedback to assist or inform decision making;
- Community members will be impacted by the decision under consideration by Council;
- Community members can have an impact on the decision to be made;
- There is a high level of public interest in the matter under consideration;
- There is a real or perceived change in Council service delivery;
- When there is a real or perceived change to the use of public facilities or spaces;
- It is a major project or initiative; or
- When it is legislatively required.

3.2.5 When will Council not engage?

Council will not engage when there is a decision to be made when:

- Feedback received through community engagement is unable to impact decision making;
- Council is not the lead agency for a project or change;
- Council is not the decision maker for a project, initiative or change; or
- Responding to natural, social, or economic disaster where the timeliness of response takes precedence.

3.2.6 How will Council assess the level of engagement required?

Council will determine the level of engagement required against both the public participation goal and our promise to the public. Levels of engagement will range from inform, consult, involve, collaborate, and empower. The greater impact community engagement can have on decision making, the higher the level of engagement adopted.

Increasing impact on the decision					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and / or solutions.	To obtain public feedback on analysis, alternatives, and / or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Figure 1: IAP2, Public Participation Spectrum

(© IAP2 International Federation 2018. All rights reserved). Permission obtained from IAP2 to reproduce this table.

When determining what level of engagement is appropriate Council will consider the following factors:

- How many residents of Alpine Shire will be affected by the decision;
- The foreseen impact the decision will have on the community;
- The strategic importance of the subject matter;
- The level of community interest;
- The resources available;
- The community's ability to impact decision making; and
- Legislative requirements.

3.2.7 Council's community engagement planning will include:

Once Council has determined that engagement is required, and what level of engagement is needed, responsible officers will develop a community engagement and communications plan (the plan) which will outline:

- Clearly defined objectives for the community engagement proposed;
- The relevant legislative, policy or other contextual matters;
- The level of engagement proposed;
- What elements of the project community members can impact with their feedback;
- Stakeholders who will be affected and will be included;
- Engagement methods and communication channels used to support the process;
- Key messages and questions for the community;
- Key dates for the rollout of engagement and deliverables; and
- Methods of informing the community of outcomes.

3.2.8 What method of engagement will Council use?

Council will determine the most appropriate method of engagement based upon consideration of the following factors:

- The level of engagement required;
- A community's preference for engagement methods;
- The stakeholders identified through the planning process;
- The resources available to Council; and
- Ensuring a timely engagement process.

3.2.9 Feedback to the community

Council understands and values the importance of closing the loop with community engagement participants and the broader community. Closing the loop allows Council to advise participants of how their feedback was considered in the decision-making process.

Council will use its website, social media platforms, online engagement platform, and other direct communication channels to provide feedback to participants and stakeholders regarding the outcome of the engagement, and how their feedback impacted decision making.

3.2.10 Continuous improvement

Council is committed to continuously reviewing and improving our community engagement practices. At times Council will seek feedback from participants to measure and consider:

- The number of people who participated in the engagement process;
- All key demographics to identify if we have missed any voices;
- Satisfaction with chosen engagement methods;
- The responsiveness of Council;
- Satisfaction with the level and availability of information;
- Whether participants felt heard throughout the process; and
- What we can improve upon next time.

4. Roles and responsibilities

The following positions are responsible for

Responsibility	Role / Position
Champion the commitment to community engagement and community engagement principles.	Councillors Chief Executive Officer Directors Manager Council officers and project officers
Determine when engagement needs to occur.	Chief Executive Officer Directors Managers Council officers and project officers
Determine the level of engagement required to assist Council decision making.	Chief Executive Officer Directors Managers Council officers and project officers
Implement community engagement processes in accordance with Council's commitment to community engagement and the community engagement principles.	All responsible Council employees, individuals and entities undertaking community engagement on behalf of Council.

5. Breaches

Failure to comply with Council policy, supporting procedures or guidelines, will be subject to investigation.

6. Human Rights Charter compatibility

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

7. Gender Impact Assessment

The implications of this policy were assessed in accordance with the requirements of the *Gender Equality Act 2020*.

The Gender Impact Assessment showed that Community Engagement Policy risks isolating minority groups due to lack of size, perceived significance, or barriers to engagement when engaging with the diverse communities within the Alpine Shire.

While this can be overcome through the accompanying Community Engagement Procedure and Engagement and Communications Toolkit, the Policy should also be accessible to these groups.

By prioritising women and non-binary people at these intersections of culture, language, and ability, Council can ensure that our communities are aware of the ways in which we will engage with them.

8. Supporting documents

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

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Equal Opportunity Act 2021 [Vic]*
- *Planning and Environment Act 1987 [Vic]*
- *Disability Act 2016 [Vic]*
- *Privacy and Data Protection Act 2014 [Vic]*
- *Public Health and Wellbeing Act 2008 [Vic]*
- *Emergency Management Act 2013 [Vic]*
- *Human Rights and Equal Opportunity Commission Act 1986 [Vic]*
- *Road Management Act 2004 [Vic]*
- Other relevant legislative instruments

Related Guidelines, Operational Directives, Policies or Procedures

- Alpine Shire Council Public Transparency Policy
- Alpine Shire Council Governance Rules
- Alpine Shire Council Governance and Risk Framework
- Alpine Shire Council Complaints Policy
- Other relevant guidelines, operational directives, policies and procedures.

9. Definitions and abbreviations

Term	Meaning
the Act	<i>Local Government Act 2020</i>
Community	All residents, ratepayers, landowners, and members of the general public, including individuals, groups, organisations, user groups, and businesses.
Community engagement	For the purposes of this policy, community engagement is a collaborative relationship between Council and the community for to seek input and feedback to assist Council with decision making.
Deliberative engagement	Deliberative engagement is an iterative community engagement method and process to assist with complex, strategic, and impactful decision making. The process first seeks a broad range of input and feedback, and then refines recommendations through deliberation.
Councillors	Councils consist of elected members (democratically elected Councillors) and the administration (Council Officers). Councillors are elected by their community every four years. They participate in the decision-making of Council, representing the interest of the municipality.
Council Officers	Council Officers are employees who are overseen by the Chief Executive Officer to deliver council services and projects.
Public participation	Community members taking part in community engagement activities.
Stakeholder	Community members, organisations, and businesses affected by the subject matter under consideration.
IAP2 Public Participation Spectrum	A framework to help define the public's role in any public participation process. It clearly shows the differing levels of participation that are required, depending on the goals, timeframes, resources, and levels of concern or interest in the decision to be made.

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 25th day of June
2024 in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE



NO.2023/24-5 – 17 MAY 2024

Audit and Risk Committee Meeting

Agenda

COMMITTEE MEMBERS

Julie Guest, Chair

Craig Covich

Gerard Moore

Jason Young

Cr John Forsyth

Cr Ron Janas

OFFICERS

Will Jeremy, Chief Executive Officer

Helen Havercroft, Director Customer and Community

Alan Rees, Director Assets

Tony Cooper, Manager Corporate

COUNCILLORS

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

Contents

1.	Acknowledgement of Country.....	3
2.	Apologies.....	3
3.	Declarations by Committee members of conflict of interest.....	3
4.	Confirmation of minutes.....	3
4.1	Audit and Risk Committee Meeting No. 2023/24-4, 16 February 2024	3
5.	External Auditor.....	4
6.	Standing items.....	5
6.1	Progress of Audit and Risk Committee Actions.....	5
6.2	Progress / Response to Integrity Organisation Recommendations / Actions.....	5
6.3	Audit and Risk Committee Workplan.....	6
7.	Reports by officers	7
7.1	Asset Class Valuations For The 2023-24 Annual Financial Statements.....	7
7.2	Capital Report.....	13
7.3	ICT Status Report.....	19
7.4	Audit and Risk Charter review -Status.....	22
7.5	Alpine Shire Council Internal Audit Proposal.....	24
7.6	Policy Review - Fraud and Corruption Control policy.....	28
8.	For information only.....	30
8.1	2023/24 Year to Date Budget Report – 31 March 2024	30
8.2	2023/24 Year to Quarter 3 Performance Report.....	30
8.3	Quarterly Investment Report.....	30
8.4	2023/24 Year to Quarter 3 Purchasing Audit.....	33
8.5	2023/24 Quarter 3 CEO Credit Card Report.....	33
8.6	2023/24 Year to Quarter 3 Councillor Allowances and Expenses	33
8.7	2023/24 Year to Quarter 3 Health and Safety Report	34
8.8	Asbestos Management Update.....	34
8.9	Approved Policy Register – Review Status Update.....	34
8.10	Minister for Local government – Governance and Integrity Matters.....	34
8.10.1	MUNICIPAL MONITORS.....	35
8.10.2	ADMINISTRATORS	35
8.11	Alpine Shire Council Enterprise Agreement 2023	36
9.	General business.....	38
9.1	Other Business.....	38
10.	Next meeting.....	38

1. Acknowledgement of Country

2. Apologies

Craig Covich, Independent Member

John Forsyth, Mayor

3. Declarations by Committee members of conflict of interest

Nil

4. Confirmation of minutes

4.1 AUDIT AND RISK COMMITTEE MEETING NO. 2023/24-4, 16 FEBRUARY 2024

RECOMMENDATION

That the Audit and Risk Committee confirm the minutes of its Meeting No.2023/24-4 held on 16 February 2024.

J Young

G Moore

Carried

5. External Auditor

Introduction

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

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

Activities:

Mr Clarke and Mr Nick Sheridan met with Council staff at the Bright Council Offices on 24 March 2024 for an introduction and to discuss year-end planning.

An ICT specific meeting was held with Mr Clarke, Alpine Shire staff (including the Acting ICT Coordinator) and Johnson's IT partner Capstone on 3 April 2024.

An assets specific meeting was held with Alan Rees, Alpine Shire Council Director Assets on Council 1 May 2024.

Interim Audit occurred the week starting 29 April 2024- three external auditors were present at council offices in Bright for three days interacting with staff.

Year End Audit will start in the week commencing 26 August 2024.

Mr Clarke has provided the Audit Strategy Memorandum for review and discussion.

RECOMMENDATION

That the Audit and Risk Committee note council engagement with the External Auditors.

Noted

6. Standing items

6.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

Introduction

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

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

RECOMMENDATION

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

Noted

6.2 PROGRESS / RESPONSE TO INTEGRITY ORGANISATION RECOMMENDATIONS / ACTIONS

Introduction

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

RECOMMENDATION

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

Noted

6.3 AUDIT AND RISK COMMITTEE WORKPLAN

Introduction

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

Update

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

RECOMMENDATION

That the Audit and Risk Committee note the draft Audit and Risk Committee Workplan and provide feedback to the Manager Corporate by 31 May 2024.

Noted

7. Reports by officers

7.1 ASSET CLASS VALUATIONS FOR THE 2023-24 ANNUAL FINANCIAL STATEMENTS

Introduction

This report aims to satisfy a recommendation of the Victorian Auditor General report on “Results of 2021–22 Audits: Local Government” relating to asset valuations and was recommended to be a report delivered annually to the Audit and Risk Committee, prior to the end of the financial year.

This recommendation was reiterated in recommendations 4 and 5 of VAGO’s report on “Results of 2022–23 Audits: Local Government” issued in March 2024.

This requirement will be included in the Audit and Risk Committee Annual Work plan.

RECOMMENDATION

The Audit and Risk Committee note:

- a) the asset revaluation amounts proposed for inclusion in the 2023-24 Annual Financial Statements for Alpine Shire Council; and**
- b) the decrease in accumulated depreciation related to buildings.**

Noted

Additional Recommendation carried by the Committee:

- c) Council Officers to meet with External Auditors to determine year end process related to these valuations.*

Background

In February 2023, the Victorian Audit General as part of the “Results of 2021–22 Audits: Local Government” report recommended that council’s:

prepare and present a paper to their audit committee prior to 30 June that outlines the:

- requirements of the council's accounting policy with respect to property, infrastructure assets, plant and equipment;
- approach to assessing the fair value of property, infrastructure, plant and equipment, engagement of an expert valuer where applicable, and key milestones; and
- likely outcomes for respective reporting cycle (i.e. expected movements in fair value and resultant impact to the financial report).

This report aims to address this recommendation and will be a recurring report in the May Audit and Risk Committee meetings.

LG Valuations provided their report on Land and Buildings on 23 April and their report on Land under Roads on 1 May. The reports are included as attachments.

Valuations are based on “fair value”.

Report

The following table contains the current depreciation periods and asset recognition thresholds.

Class of Asset	Depreciation Period	Threshold Limit (\$'000)
Land	-	-
Land Under Roads	-	5
Buildings	15 to 100 years	5
Roads	20 to 80 years	5
Bridges	70 years	5
Drainage	50 to 100 years	5
Footpaths and Cycleways	22 to 60 years	5
Recreational, Leisure and Community Facilities	15 to 50 years	5
Parks, Open Space and Streetscapes	20 to 50 years	5
Waste Management	12 to 20 years	-
Plant, Machinery and Equipment	3 to 20 years	2
Fixtures, Fittings and Furniture	5 to 20 years	2
Computers and Telecommunications	3 to 10 years	2

Figure 1: Source: Annual Financial Statements

The following table represents the Asset Class and details regarding the last formal valuation undertaken on each class, excluding current year.

Class of Asset	Valuation Method	Date of Last Valuation
Land	Independent	June 2021
Land Under Roads	Independent	June 2021
Buildings	Indexation	June 2022
Roads	Independent	June 2023
Bridges	Independent	June 2022
Drainage	Independent	June 2023
Footpaths	Independent	June 2023

Class of Asset	Valuation Method	Date of Last Valuation
Recreation	Independent	June 2023
Parks, Open Space	Independent	June 2022
Waste	Independent	June 2022
Plant and Equipment	Depreciation	June 2023
Work in Progress	N/A	N/A

Figure 2: Valuation Report

For 2023/24 the following classes of asset's were identified for revaluation.

Class of Asset	Valuation Method	Date of Last Valuation
Land	Independent	June 2024
Land Under Roads	Independent	June 2024
Buildings	Indexation	June 2024

Figure 3: Valuation Report

For the 2023/24 financial year, council undertook a tender process to procure asset valuation services to undertake valuations on Buildings, Land and Land under Roads. LG Valuations Services were appointed in February 2024 to undertake this work.

Class of Asset	30 June 2022 \$'000's	30 June 2023 \$'000's	Annual Movement 2022 - 2023	
			\$'000's	%
Land	30,842	30,842	-	0.00%
Land Under Roads	4,630	4,630	-	0.00%
Buildings WDV	32,967	31,315	-1,652	-5.01%
Roads	103,148	93,480	-9,668	-9.37%
Bridges	39,197	38,620	-577	-1.47%
Drainage	14,515	22,848	8,333	57.41%
Footpaths	11,888	9,298	-2,590	-21.79%
Recreation	3,071	3,966	895	29.14%
Parks, Open Space	1,891	1,651	-240	-12.69%
Waste	650	1,195	545	83.85%

Class of Asset	30 June 2022	30 June 2023	Annual Movement 2022 - 2023	
	\$'000's	\$'000's	\$'000's	%
Plant and Equipment	4,387	4,252	-135	-3.08%
Work in Progress	8,597	11,000	2,403	27.95%
TOTAL	255,783	253,097	-2,686	-1.05%

Figure 4: Valuation Report

The Valuation reports received indicate the following movements between 2023 and 2024 in the three asset class valuations.

Class of Asset	30 June 2023	30 June 2024	Annual Movement 2023 - 2024	
	\$'000's	\$'000's	\$'000's	%
Land	30,842	77,941	47,099	152.71%
Land Under Roads	4,630	36,285	31,655	683.69%
Buildings WDV	31,315	50,634	19,319	61.69%
Roads	93,480	93,480	-	0.00%
Bridges	38,620	38,620	-	0.00%
Drainage	22,848	22,848	-	0.00%
Footpaths	9,298	9,298	-	0.00%
Recreation	3,966	3,966	-	0.00%
Parks, Open Space	1,651	1,651	-	0.00%
Waste	1,195	1,195	-	0.00%
Plant and Equipment	4,252	4,252	-	0.00%
Work in Progress	11,000	11,000	-	0.00%
TOTAL	253,097	351,170	98,073	38.75%

Figure 5: Valuation Report

Asset Management

Asset identification within council has improved significantly in the past 12 months. A dedicated team is working on improving council asset identification, with the data now being recorded in a new Asset Management System (refer to report 6.3 of the February 2024 ARC

papers for details). During the implementation stages additional checks and validations were undertaken on the data that was migrated from the previous Asset Management tools.

Land

The value of land has increased by \$47m from the figures reported in the 2022/23 annual report. This increase is caused by two main factors:

1. the increase in the number of land assets that council now recognises as council land – in 2021, the last formal valuation year council had 77 properties. The current count has council land assets as being 245. The increase is caused by better asset identification, not that council has acquired additional assets.
2. The value of the land that council owns has not been formally revalued since 2021 and prices have increased.

Buildings - WDV

The value of buildings has increased from a written down figure in 2021 of \$31m to \$51m in 2024. This movement in the value of buildings is caused by:

1. Accumulated depreciation as recorded in the Annual Financial statements for 2022-23 has reduced from \$52m to \$24 million, a decrease of \$28m. The overall movement in the value of buildings was a decrease from \$83m to \$75m.
2. the increase in the number of building assets that council now recognises as council buildings – in 2021, the last formal valuation year council had 209 buildings. The current count has council land assets as being 329. The increase is caused by better asset identification, not that council has acquired/built additional buildings.

	2022/23 – Fin Statements \$'000's	2023/24 – LG Valuations \$'000's
Fair Value	83,216	74,657
Accumulated Depreciation	-51,901	-24,023
Buildings WDV	31,315	50,634

Figure 6: Written Down Value Movement

Further investigation is required to be undertaken to validate the movement in the accumulated depreciation pool and its impact on the valuations of council buildings. Council will work with the External Auditors to ensure reporting of the movement occurs appropriately.

Land under Roads

The value of Land under roads has increased from \$4.6m in 2023 to \$36.3m in 2024.

LG Valuations have provided a report on the process they undertook to determine these values. The valuation report supporting the increase in valuation can be found at attachment 7.1.2. The main identified area's causing the increase in the fair valuation are:

1. An increase in road reserve calculations from 387.5 hectares in previous calculations to 1,351.9 hectares.
2. The value of land has also increased since the last formal valuation of Land under Roads.

The valuations of these three classes will impact movements in asset values and the subsequent movement in the reserves.

Financial and resource implications

Council funded the Valuation Service provider from base budget, with existing staff undertaking the contract process.

Not valuing assets in a robust manner has implications for the councils' financial obligations and reporting.

The movements as listed in this report will impact the financial reporting of council. Council Officers will work with the external auditors to ensure that appropriate measurement and reporting of these asset classes reflects current accounting principles.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Council does not provide adequate finance to maintain and renew assets for future use.	Possible	Major	B3	<ul style="list-style-type: none"> Valuations of asset classes is undertaken according to an appropriate methodology. Engage valuation professionals to revalue council assets with the appropriate skills and knowledge.

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 Committee note the revaluations as listed in this report and that council officers will work with the external auditors to ensure appropriate recording of the movements in asset classes in the financial statements.

Declaration of conflict of interest

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

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

Attachment(s)

7.1.1 LG Valuations Report – Land and Buildings

7.1.2 LG Valuations Report – Land Under Roads

7.2 CAPITAL REPORT

Introduction

The purpose of this report is to provide an update to the Audit and Risk Committee on Council's Capital Works Program for the 2023/24 financial year highlighting projects that are unlikely to be delivered in the 2023/24 financial year and any risk associated with the delayed delivery.

RECOMMENDATION

That the Audit and Risk Committee notes this report.

Noted

Background

In May 2023 the Committee were presented keys risks associated with the effective delivery of Council's Capital Works Program and the associated risk mitigation actions.

This report was requested in February 2024 by Committee members.

Report

Issue

Budget	Committed	Expended
\$11,436,000	\$9,225,041 (over 80%)	\$2,081,352(18.32%)

Figure 1: Budget v Spend Overview

As at the end of February 2024 over 80% of Council's Capital Works Budget was committed (\$9,225,041) through purchase orders to contractors. However, only 18.32% was expended.

This expenditure is reflective of an S-curve expenditure that is expected across capital works project delivery. Typically, the level of capital expenditure in a project's beginning stages is low, as mobilisation commences. Expenditure gradually increases over time, and then tails off as the project nears completion.

The projects most at risk are largely associated with grant funded multi-year projects. Council has experienced a significant increase in its Capital Grant funding from both State and Federal Governments. This has presented a significant increase in funds; however, it has increased the number of projects required to be delivered beyond Councils BAU, placing strain on resources. Additionally, the process of delivering a Capital Grant funded project often requires Council to plan, design and deliver within one financial year after the grant is received, which can be unachievable for major upgrade projects.

This has been compounded by escalated construction costs which has seen (on average) cost estimations from quantity surveys and tender responses 95% higher than budget on Council's major upgrade projects. Table 1 provides a summary of the multi-year grant funded projects and the expenditure across each financial year.

Buildings							
Project Description	Total Project Budget	Total Grant Funding	20/21 Spend	21/22 Spend	22/23 Spend	23/24 Spend	Total Spend to Date
Myrtleford Memorial Hall Renewal	\$ 1,048,000	\$ 795,000	\$ 59,814	\$ 15,601	\$ 123,988	\$ 39,685	\$ 239,088
Ablett Pavilion Upgrade	\$ 1,986,240	\$ 1,986,340	\$ -	\$ -	\$ 193,312	\$ 118,142	\$ 311,454
Tawonga Memorial Hall Upgrade	\$ 850,000	\$ 850,000	\$ -	\$ 15,306	\$ 73,569	\$ -	\$ 88,875
Roads							
Project Description	Total Project Budget	Total Grant Funding	20/21 Spend	21/22 Spend	22/23 Spend	23/24 FY Spend	Total Spend to Date
Dinner Plain Activation	\$ 3,770,000	\$ 2,500,000	\$ 130,256	\$ 748,683	\$ 387,637	\$ 208,259	\$ 1,474,835
Bridges, Footpaths & Drainage							
Project Description	Total Project Budget	Total Grant Funding	20/21 Spend	21/22 Spend	22/23 Spend	23/24 FY Spend	Total Spend to Date
Nimmo Pedestrian Bridge	\$ 750,000	\$ 478,675	\$ -	\$ -	\$ 12,254	\$ -	\$ 12,254
Dinner Plain Snow Making	\$ 3,000,000	\$ 3,000,000	\$ 16,460	\$ 105,111	\$ 55,035	\$ 784,928	\$ 961,534
Myrtleford Splashpark	\$ 2,249,000	\$ 2,249,000	\$ -	\$ -	\$ 375	\$ 229,114	\$ 229,489
Tronoh Dredgehole Precinct	\$ 1,090,712	\$ 1,090,712	\$ -	\$ -	\$ -	\$ -	\$ -

Table 1 - Capital Projects - Grant Funded Multi-Year Expenditure

An analysis of Council's Capital Works Program for 2023/24 is detailed in Table 2. This table details the delivery status, highlights the projects at risk of delayed delivery and indicates the forecasted carry forwards incorporated in the draft Budget for 2024/25.

Alpine Shire Council Audit and Risk Committee | NO.2023/24-5 – 17 MAY 2024

Buildings					
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status	Carry Forward/Underspend Forecast
Myrtleford Memorial Hall Renewal	\$ 510,000	\$ 48,048	\$ 34,286		\$ 301,840
Myrtleford Savoy Soccer Club Upgrade	\$ 760,000	\$ 1,607,008	\$ 472,651		NIL
Ablett Pavilion Upgrade	\$ 720,000	\$ 30,001	\$ 85,875		\$ 460,000
Energy Efficient Projects	\$ 100,000	\$ 38,083	\$ 9,980		NIL
Building Renewal 2023/24	\$ 200,000	\$ 89,398	\$ 44,594		NIL
Mountain View Children's Centre Concept Design	\$ 145,000	\$ 145,000	\$ 51,350		NIL
Harrietville Log Wagon	\$ 50,000	\$ -	\$ -		NIL
Building Maintenance Minor Capital Projects	\$ 65,000	\$ 65,000	\$ 3,595		NIL
Mount Beauty – Pebble Beach Public Toilet	\$ 80,000	\$ -	\$ -		\$ 40,000
Tawonga Memorial Hall Upgrade	\$ 200,000	\$ 19,920	\$ -		\$ 179,000
Actual Buildings Total	\$ 2,830,000.00	\$ 2,042,458.00	\$ 702,331.00		\$ 980,840.00
Roads					
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status	Carry Forward/Underspend Forecast
Dinner Plain Activation	\$ 1,100,000	\$ 14,540	\$ 38,565		\$ 1,051,000
Roads Upgrades 2023/24	\$ 250,000	\$ -	\$ -		NIL
Road Stabilisation and Patching 2023/24	\$ 220,000	\$ 209,445	\$ 365		NIL
Resealing and Asphalt Program 2023/24	\$ 850,000	\$ 767,346	\$ 53,722		NIL
Kerb and Channel Renewal 2023/24	\$ 145,000	\$ -	\$ 596		NIL
Line Marking 2023/24	\$ 50,000	\$ 49,583	\$ 1,862		NIL
Gravel Road Reconstruction and Resheeting Program 2023/24	\$ 500,000	\$ 494,800	\$ 278		NIL
Cobden Street Upgrade	\$ 25,000	\$ -	\$ -		NIL
State Road Grading Program 2023/24	\$ 290,000	\$ 258,586	\$ 222,025		NIL
Montgomery Lane Scoping and Design	\$ 30,000	\$ 23,160	\$ 23,160		NIL
Carparking Study - Bright Carparking Stage 3	\$ 50,000	\$ -	\$ -		NIL
Actual Roads Total	\$ 3,510,000.00	\$ 1,817,460.00	\$ 340,573.43		\$ 1,051,000.00

Alpine Shire Council Audit and Risk Committee | NO.2023/24-5 – 17 MAY 2024

Bridges, Footpaths & Drainage					
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status	Carry Forward/Underspend Forecast
Nimmo Pedestrian Bridge	\$ 750,000	\$ -	\$ -		\$ 720,000
East Ovens Pedestrian Bridge	\$ 185,000	\$ 178,410	\$ 36,517		NIL
Bridge Renewal 2023/24	\$ 190,000	\$ -	\$ -		\$ 160,000
Actual Bridges Total	\$ 1,125,000.00	\$ 178,410.00	\$ 36,517.00		\$ 880,000.00
Footpath Renewal Program 2023/24	\$ 150,000	\$ 6,900	\$ 6,900		\$ 90,000
Actual Footpath Total	\$ 150,000.00	\$ 6,900.00	\$ 6,900.00		\$ 90,000.00
Drainage Renewal Program 2023/24	\$ 270,000	\$ 129,000	\$ 58,543		\$ 50,000
O'Donnell Avenue Myrtleford	\$ 21,000	\$ 26,468	\$ 26,468		NIL
Lawrence Street Myrtleford	\$ 36,000	\$ 29,035	\$ 29,035		NIL
Actual Drainage Total	\$ 327,000.00	\$ 184,503.00	\$ 114,046.00		\$ 50,000.00
Open Spaces					
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status	Carry Forward/Underspend Forecast
Dinner Plain Snow Making	\$ 1,000,000	\$ 1,061,184	\$ 185,581		NIL
Bright Skate Park Design	\$ 40,000	\$ 39,195	\$ 10,473		NIL
Myrtleford Splashpark	\$ 860,000	\$ 1,728,035	\$ 9,383		\$ 560,000
Big Hill Trailhead Power Upgrade	\$ 10,000	\$ -	\$ -		NIL
Mount Beauty Pump Track	\$ 30,000	\$ 30,000	\$ -		\$ 30,000
Pioneer Park Basketball Courts Upgrade	\$ 65,000	\$ -	\$ -		NIL
Tronoh Dredgehole Precinct	\$ 175,000	\$ -	\$ -		\$ 150,000
Actual Rec, Leisure & Comm Total	\$ 2,180,000.00	\$ 2,858,414.00	\$ 205,437.00		\$ 740,000.00
Waste					
Project Description	Adopted Annual Budget	Committed	Actual Expenditure	Delivery Status	Carry Forward/Underspend Forecast
Porepunkah Transfer Station Upgrades - Offices & Amenities Renewal	\$ 25,000	\$ 227,000	\$ 213,404		NIL
Landfill Rehabilitation Planning and Scoping	\$ 100,000	\$ -	\$ -		\$ 20,000
Porepunkah Landfill Rehabilitation Stage 2	\$ 1,189,000	\$ 1,451,000	\$ 326,792		NIL
Borehole Renewal Program	\$ -	\$ 85,273	\$ 85,273		NIL
Transfer Station Upgrade Fund	\$ -	\$ 223,767	\$ 66,239		NIL
Myrtleford Reuse Shop	\$ -	\$ 199,856	\$ 1,100		NIL
Actual Waste Total	\$ 1,314,000.00	\$ 2,186,896.00	\$ 692,808.00		\$ 20,000.00

■ - Delivery by June 2024 at risk.

■ - Delivery by June 2024 somewhat unlikely

■ - Delivery by June 2024 expected

Table 2 - Capital Works Program Delivery Status

Consultation

The project delays have been comprehensively investigated and communicated to Councillors and the grant bodies to ensure full visibility on project delivery across multiple financial years. Council has taken steps to ensure funds will remain accounted for in the draft budget 2024/25 carry forwards.

Financial and resource implications

This report highlights a number of financial pressures being driven by external factors that will increase the pressure on council’s financial position.

The impacts of these items will be built into the LTFP in preparation of the 2024/25 budget.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Capital Works Program Delayed Delivery	Very likely	Moderate	C2	<ul style="list-style-type: none"> • Council has an effective project governance process that is utilised by Engineering and Assets for the delivery of Capital works programs. This is utilised across the planning, designing, procurement, delivery phases of the project. • Annual process exists to develop a detailed Capital Works Plan that aligns with the LTFP and existing resources.
Grant Funding Withheld Due to Delayed Delivery	Unlikely	Major	B4	<ul style="list-style-type: none"> • Grant variations requested to funding bodies and milestone reports providing clear information on project delays.

Policy implication

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

- 4.5 Assets for our current and future needs

Conclusion

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

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

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

Declaration of conflict of interest

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

- Chief Executive Officer
- Director, Assets
- Manager Engineering and Assets

Attachment(s)

7.2 Nil

7.3 ICT STATUS REPORT

The purpose of this report is to provide the Audit and Risk Committee an update on outstanding IT audit recommendation listed in report 7.3.1 and the current work program of the ICT Unit.

RECOMMENDATION

That the Audit and Risk Committee note this report.

Noted

ICT Coordinator to report back to committee at August meeting as to status of Roadmap.

Background

Council has received a number of recommendations from the Victorian Auditor General’s Office since 2021 related to improvements in ICT operations across council. The recommendations have not been formally closed however a level of work has been undertaken to address the recommendations and in some instances further recommendations have overtaken older ones. This report aims to provide a status report on the work undertaken.

Issues

In January 2024 the ICT Team built a report using MS Project to track the implementation of the ICT related recommendations from external auditors. Additionally, the report is also being used to track other ICT activities being undertaken by the team and not raised by external auditors, but as part of ongoing business improvement.

The reporting tool seeks to run each year’s finding as a project hosted within an overarching program of work.

VAGO 2021

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

1	<input type="radio"/>	IT General Controls Weaknesses 2021		302.75 days	VAGO 2021	X
2	<input checked="" type="checkbox"/>	Develop a hardware and software change approval process	<input type="checkbox"/>	65 days	VAGO 2021	X
3	<input type="radio"/>	Develop a Patch Management Policy	<input type="checkbox"/>	302.75 days	VAGO 2021	X
4	<input checked="" type="checkbox"/>	Develop a process to ensure that super account passwords are changed once...	<input type="checkbox"/>	30 days	VAGO 2021	X
5	<input checked="" type="checkbox"/>	Undertake IT infrastructure penetration testing [budgeted for FY23-24]	<input type="checkbox"/> 2/3	91.25 days	VAGO 2021	X
6	<input type="radio"/>	System and Network Access Review		2 days	VAGO 2021	X
7	<input type="radio"/>	Periodic System Access Review	<input type="checkbox"/>	2 days	VAGO 2021	X

Figure 1: Reproduction of MS Project Tool

There are three outstanding items to close out the VAGO 2021 Recommendations.

1. Create Patch Management Policy
2. Complete all findings from the Penetration Testing
3. Automate user access review (currently manual)

The report shows that currently 79% of tasks have been successfully completed.

VAGO 2022 Recommendations

The ICT Team have completed 88% of the tasks that have been recommended. There are two outstanding items to be completed before closing off this year’s findings.

1. Create a Business Continuity Plan
2. Continue to develop policies and procedures as part of the Cyber Security Strategy

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

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

8	IT General Control Weaknesses 2022	21 days	VAGO 2022	46%	Medium	
9	Cyber Insurance	1 day	VAGO 2022	100%	Medium	Cyber Insurance was investigated in 2022 and the clear advice from Department of Premier and Cabinet was that if
10	IT-risk-Review	3 days	VAGO 2022	100%	Medium	Completed
11	Phishing-Fraud-Risks	14 days	VAGO 2022	100%	Medium	On line training started in November 2023 and will continue ongoing
12	Business Continuity Plan	12 days	VAGO 2022	0%	Medium	Manager Corporate currently working on BCP
13	Policies and Procedures	21 days	VAGO 2022	0%	Medium	Policies, standards and procedures continue to be reviewed and developed as part of the Cyber Security strategy
14	Cybersecurity and IT-Health Assessments	10 days	VAGO 2022	100%	Medium	Essential8 assessment complete

Figure 2: Reproduction of MS Project Tool

VAGO 2023 Recommendations

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

15	Cloud Computing Products – August 2023	2 days	VAGO 2023	75%	Medium	
20	Audited agencies do not have fully effective Microsoft 365 cloud-based identity and device controls	1 day	VAGO 2023	33%	Medium	
24	Report the following to accountable risk owners at least quarterly		VAGO 2023	0%	Medium	
29	Audited agencies insufficiently oversee cybersecurity services delivered by third-party providers		VAGO 2023	0%	Medium	

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

The following table provides a more detailed list of the required activities. The level of effort that may be involved in their completion remains unclear at this stage.

15	Cloud Computing Products – August 2023	2 days	VAGO 2023	75%	Medium	This mandate should apply to all classes of identities and devices used to access public sector resources, including but not limited to
16	Work-together-in-consultation-with-other...	1 day	VAGO 2023	100%	Medium	Cyber Insurance was investigated in 2022 and the clear advice from Department of Premier and Cabinet was that if a council has limited i
17	Conditional access policy and device complian...	1 day	VAGO 2023	100%	Medium	Completed
18	Additional technical control configurations con...	1 day	VAGO 2023	50%	Medium	On line training started in November 2023 and will continue ongoing
19	An issuer of device security configuration base...	1 day	VAGO 2023	50%	Medium	MFA and passcode enforced as a minimum and non compliance can be viewed
20	Audited agencies do not have fully effective ...	1 day	VAGO 2023	33%	Medium	
21	Address the technical compliance control confi...	1 day	VAGO 2023	0%	Medium	
22	Complete an independent (internal or external...	1 day	VAGO 2023	100%	Medium	e8 assessment
23	Address the technical compliance control confi...	1 day	VAGO 2023	0%	Medium	Need to check the management letter
24	Report the following to accountable risk own...		VAGO 2023	0%	Medium	
25	Microsoft Secure Score		VAGO 2023	0%	Medium	This requires integration of both Mimecast and Sentinel One. This also requires the records management Pivuew configuration
26	A breakdown of controls completed by native ...		VAGO 2023	0%	Medium	
27	An adjusted Microsoft Secure Score that refle...		VAGO 2023	0%	Medium	need to integrate Mimecasat and sentinel one into MS admin
28	Ensure accountable risk owners document thei...		VAGO 2023	0%	Medium	
29	Audited agencies insufficiently oversee cyber...		VAGO 2023	0%	Medium	
30	Oversee and ensure that: The services they bu...		VAGO 2023	0%	Medium	
31	Third-party service providers have implemente...		VAGO 2023	0%	Medium	
32	The implemented controls are effective		VAGO 2023	0%	Medium	

A download from the reporting tool is included at attachment 7.3.1.

Financial and resource implications

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

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Council’s IT systems are exposed as council has not implemented audit recommendations	Possible	Major	B4	<ul style="list-style-type: none"> Each audit recommendation is analysed to determine its appropriateness for ASC Council operates an ICT Steering Committee which oversees IT operations and actions council needs to talk to address concerns.

Policy implication

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

- 5.2 A responsible, transparent and responsive organisation

Conclusion

Council is committed to implementing the recommendations that VAGO have provided council. The use of MS Project will enable appropriate tracking and closing out audit recommendations and management of other ICT projects.

Declaration of conflict of interest

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

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

Attachment(s)

7.3.1. Nil

7.4 AUDIT AND RISK CHARTER REVIEW -STATUS

Introduction

Note the current status of the Review of the Audit Risk Committee Charter.

RECOMMENDATION

That the Audit and Risk Committee note the status of the review of the Audit and Risk Charter.

Noted

Background

The Audit and Risk Committee was established under section 53(1) of the *Local Government Act 2020* (the Act).

The last major review of the Audit and Risk Charter occurred in June 2020.

An update of the Charter occurred and was approved by Council in September 2023 and specifically related to section 5.3 - Attendance and Remuneration. Those council approved changes are included in the review of the Audit and Risk Charter.

Report

A review of the Charter was planned for delivery by August 2024.

The resources to undertake a wholesale review of the charter are considerable and this work resided with the Manager Corporate.

In October 2024, Local Government elections will be held across Victoria, including the Alpine Shire. The Council and Council Officers have agreed that policy changes after April 2024 would be kept to absolute necessary changes.

The Audit and Risk Committee Charter is working as intended however can be updated to reflect current risks and work practices. The working relationship between the council is complementary and the risk that the Charter is detrimental to the operation of the Committee is considered low, if non-existent.

The Manager Corporate has commenced work on the Charter review however due to other work commitments will be unable to deliver an updated Charter for consideration by the Committee prior to the April Council meeting.

The Manager Corporate will continue to work on the Charter review and will update and seek input from the Committee at the August and November Committee meetings,

With a new Council being elected in October, it is believed appropriate for an updated Audit and Risk Committee Charter to be presented to Council at their February or March 2025 meeting for consideration.

Financial and resource implications

There are no financial implications of this report.

Manager Corporate will continue to work on the review over the next six months, to ensure that an updated Charter can be discussed with the new Council in 2025.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
The current Charter does not support the operation of the Audit and Risk Committee	Rare	Major	B5	<ul style="list-style-type: none"> Contact with Committee chair to ensure the Committee feels supported
A reviewed Charter will not be available for the new council to consider in early 2025.	Unlikely	Minor	D4	<ul style="list-style-type: none"> Manager Corporate has previously reviewed ARC charters and understands work required. Planned time to focus on the ARC Charter

Policy implication

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

- 5.2 A responsible, transparent and responsive organisation

Conclusion

The Audit and Risk Committee note that:

- A reviewed Charter will not be available to present to council in this current council term;
- A reviewed charter will be developed over the next six months;
- Feedback will be sought from the Committee during this period.

A reviewed charter will be presented to the new Council in early 2025.

Declaration of conflict of interest

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

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

Attachment(s)

7.4 Nil

7.5 ALPINE SHIRE COUNCIL INTERNAL AUDIT PROPOSAL

Introduction

The Alpine Shire Council has operated an Internal Audit Program based on seeking quotes from the market per internal audit. This paper proposes a different approach to the Council's Internal Audit Program.

RECOMMENDATION

That the Audit and Risk Committee notes its endorsement of Proposal 3 "to engage an external entity to undertake the Internal Audit Program".

J Young

G Moore

Carried

Background

Historical Internal Audit Program

Pre 2016 Council engaged an independent internal auditor through a formal tender process on a three-year contract with an option to extend.

As the contract was coming to an end the Audit Committee endorsed an alternative approach to establish a new audit program developed by a registered company auditor and select appropriately qualified and experienced auditors on an audit by audit basis.

Council approved budget for two audits per financial year.

Since April 2016, Council endorsed a different approach, that required council officers to source quotes on an audit by audit basis and council budget for two audits per financial year. For the period 2016/17 to 2018/19 council approved the engagement of an external body to develop the internal audit program with input from the Audit and Risk Committee. {Ordinary Council Meeting documents 5 April 2016}

Issues

Over the past several years with the high level of turnover and the increasing demands on the limited resourcing that council has this program has not achieved the outcomes that were identified in 2016 when the internal audit process was changed

Internal Audit Program was adopted by the CEO in February 2022. Over the last two years council has undertaken two internal audits.

Report

Why does Alpine Shire Council require an Internal Audit Program?

An internal audit function can contribute to corporate governance by providing the councillors, council directors and audit committee with independent reviews of, and suggestions for, improving the design and operation of the organisation's:

- financial and non-financial control environment

- processes for identifying and monitoring risks
- governance processes.

Internal audit forms an important element in the control environment of organisations and can contribute to more effective risk management, supporting council in discharging its responsibilities under the *Local Government Act 2020*.

This paper aims to explain the current process and offer alternative's that would enable council and the Committee to discharge their responsibilities as per the Act.

The following options are presented for consideration, with a recommendation for a future Internal Audit process sought for presentation to council.

Proposal 1: Status Quo

The current process of council officers testing the market per internal audit. This requires the development of an Internal Audit Program, with time frames and council officers undertaking market testing and assessment to award individual audits to submitters. The benefit of this approach is that council is only paying per audit when it is required.

The disadvantage of this approach is that council officers are required to make time to test the market and asses every time an audit is proposed – this could lead to audits being delayed or not occurring as set out in the Internal Audit Program.

Proposal 2: Undertake the Internal Audits internally.

This proposal requires the development of an Internal Audit Program along with time frames and the allocation of internal resources to undertake the audit, develop the audit report with associated recommendations. The benefit of this proposal is that the audit is undertaken by resources already funded by Council and the knowledge gathered through out the audit remains internal to the council.

The disadvantages are that Council does not have within its establishment the resources to undertake this work and to add audits into the existing workload will be detrimental to performance. Additionally, the use of internal existing resources could be construed as not be truly independent.

Proposal 3: Engage an external entity to undertake the Internal Audit Program

This proposal seeks to test the market to engage an external provider to undertake the Council's Internal Audit Program. The proposal would identify the parameters of the internal audit program annually, such as four internal audits (including the annual Audit and Risk Committee report) and that all reports would be presented to the Audit and Risk Committee by the contractor.

The benefits of this proposal is that the contractor is external to council and would undertake audits with a fresh set of eyes, that the contractor would be contractually bound to deliver a set number of audits per year for their fee, the contractor would be required to have local government experience thereby bringing that knowledge to any audit and ad-hoc audits could be included when required.

The disadvantages are that to engage with a contractor would require an increase in funding to the internal audit program and that recommendations from the internal audits would need to be implemented thereby putting pressure on existing resources.

Proposal 4 : Fully outsource Alpine Shire Council's Internal Audit Program

The proposal aims to engage an external entity to fully operate the Council's Internal Audit Program from development of the Internal Audit Program, to undertaking the audits and implementing the recommendations. The benefits of this proposal are that the program is fully independent from council and would provide clear recommendations on risks and processes of council.

The disadvantages are that council has no control over the program and its recommendations. As previously described council has limited resources and with no ability to input into timing of the audit reports and the implementation of recommendations it could create resource and workload pressures on the resource pool. The cost of fully outsourcing may also be inhibitive. In the current discussion this option is not supported however further work in the future may see this as a viable option.

Development of the Internal Audit Program

The key to any internal audit program is the development of an Internal Audit program focusing on the key risks to the organisation internally and externally. The Internal Audit program would be developed with input from the Audit and Risk Committee, External Auditors (ie Victorian Auditor General's Office), Council Officer's and the Internal Auditor process. The Internal Audit program would require endorsement by the Audit and Risk Committee.

Other Council's

During the development of this paper, several other surrounding local governments were consulted about their current internal audit process:

- Wodonga Council – engagement of an external auditor to undertake their internal audit program (Proposal 3).
- Indigo Shire Council – engagement of an external auditor to undertake their internal audit program (Proposal 3).
- Rural City of Wangaratta - engagement of an external auditor to undertake their internal audit program (Proposal 3).
- Mansfield Shire Council - engagement of an external auditor to undertake their internal audit program (Proposal 3).
- Towong Shire Council – currently operate a program on an ad hoc basis.

Financial and resource implications

The cost to council to operate an appropriate internal audit program is expected to cost more than the \$20,000 currently in the budget, however the final amount will not be known until market responses are received in line with the tendering process.

The management of the internal audit program in accordance with proposal three will create an uplift in work output required from across council in the area's impacted by the internal audit report. Implementation of recommendations will also have an impact on council's resources.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
Failure to identify gaps in processes that lead to improper practices / activities	Possible	Major	B3	<ul style="list-style-type: none"> Internal Audit program undertaking checks of riskier business areas Implementation and adherence to audit recommendations Having an external body managing the Internal audit process to ensure council is undertaking its responsibilities

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 current internal audit programs is not meeting the needs of the Council and a change needs to occur. The preferred option is "Proposal 3: Engage an external entity to undertake the Internal Audit Program".

Declaration of conflict of interest

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

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

Attachment(s)

7.5 Nil

7.6 POLICY REVIEW - FRAUD AND CORRUPTION CONTROL POLICY

Introduction

The Fraud and Corruption Control Policy was due for review in December 2023. Attached for comment is the reviewed policy, which requires approval at a Council meeting to change.

RECOMMENDATION

That the Audit and Risk Committee review and provide feedback on the draft Fraud and Corruption Control policy.

Noted

Background

Council has a number of policies which require regular review. The Fraud and Corruption Control Policy was scheduled for review in December 2023.

Report

The review of the Fraud and Corruption Control Policy ("the policy") commenced in December 2023 and was undertaken by Manager Corporate.

The current Alpine Shire Council policy was reviewed in conjunction with a number of other council policies to determine area's to be strengthened or added.

A draft reviewed policy was provided to the Alpine Leadership Team for feedback.

Notes on the review:

- Clarification of the Protected Disclosure Coordinator (PDC) and where information about the PDC can be found.

A Charter of Human Rights and Gender Impact assessment were undertaken, and the policy was determined not to be in contravention of either.

Financial and resource implications

There are no financial implications of this report.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
The current fraud and corrupt behaviour policy is not current or complete.	Rare	Major	B5	<ul style="list-style-type: none"> Maintenance of and tabling of a policy register ensures that regular reviews are undertaken

Policy implication

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

- 5.2 A responsible, transparent and responsive organisation

Conclusion

The Audit and Risk Committee review and provide feedback to Manager Corporate on the reviewed Fraud and Corruption Control policy by 31 May 2024

Declaration of conflict of interest

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

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

Attachment(s)

7.6.1 Reviewed "Fraud and Corruption Control" policy

8. For information only

8.1 2023/24 YEAR TO DATE BUDGET REPORT – 31 MARCH 2024

Attachment(s)

8.1 2023/24 Quarter 3 Budget Report

8.2 2023/24 YEAR TO QUARTER 3 PERFORMANCE REPORT

The Q3 Performance Report is provided as a draft as it has not been formally approved by council.

Attachment(s)

8.2 2023/24 Quarter 3 Performance Report - DRAFT

8.3 QUARTERLY INVESTMENT REPORT

Introduction

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

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Note the Investment Report as at 31 March 2024.*
- 2. Note that investments were non-compliant with the council policy as at 31 March 2024.*
- 3. Note that Council Officers are addressing the non-compliant measure and expect all three measures to be compliant as at 31 May 2024.*

Noted

Background

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

Report

Council as at 31 March 2024 has an investment portfolio value of \$44.325m, with \$43.4m being council's investment.

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

Sec 3.5.1.- Portfolio Credit Framework - Credit Rating

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

Sec 3.5.2. – Individual Institution Credit Framework

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

Sec 3.5.3. Term of Maturity

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

The 31 March 2024 Investment's report shows that Council is:

- Compliant with Portfolio Credit Framework - Credit Rating, council has 30.26% of investments in BBB category investment, where a maximum of 60% is permitted.
- Non-Compliant Individual Institution Credit Framework with AMP being 20.74% (\$210k over the limit), when a maximum of 20% is permitted. Council attempted to reduce investments with AMP during April to bring this breach back under the permitted maximum. To draw back an AMP investment prior to its maturity date council was required to provide AMP 31 days notice – this notice has been provided and the funds will be returned to Council in May.
- Compliant with Term of Maturity – all investment's mature is 365 days or less.
- In line with the Investments Policy, breaches are to be notified to the Finance Committee and the Audit and Risk Committee along with a plan to rectify the breach or approval by the CEO.
- Council offices have addressed the non-compliant measure.

Financial and resource implications

There are no costs associated with this report.

Risk management

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

Action Plan - Breach

Council reclaimed a maturing investment with AMP to bring the ratio’s back in line.

Policy implication

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

- 5.2 A responsible, transparent and responsive organisation

Conclusion

The Audit and Risk Committee note that council were non-compliant with the investment policy as at 31 March 2024, and that council officers have rectified this situation by 30 April 2024.

Declaration of conflict of interest

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

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

Attachment(s)

8.3 Portfolio Investment Report – 31 March 2024

8.4 2023/24 YEAR TO QUARTER 3 PURCHASING AUDIT

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

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

For the Q3 audit, 26 transactions were reviewed with the attachment containing the details of the assessment.

One transaction was found to be non-compliant – the issue related to the invoice amount not matching the Purchase Order – comment in report - "Invoice more than approved PO, \$614.16 not matched. This invoice was already in the system at the time the settings were changed in response to issue identified in Q2 audit."

The issue had been previously identified and changes to ApprovalMax have been undertaken to ensure this issue does not occur again.

The audit shows that staff are abiding by council procurement processes.

Attachment(s)

8.4 2023/24 Quarter 3 Purchasing Audit - **CONFIDENTIAL**

8.5 2023/24 QUARTER 3 CEO CREDIT CARD REPORT

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

There were no credit card transactions for the CEO in Q3.

Attachment(s)

8.5 Nil

8.6 2023/24 YEAR TO QUARTER 3 COUNCILLOR ALLOWANCES AND EXPENSES

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

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

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

Councillor Allowances are set by the Victorian Independent Remuneration Tribunal.

The Updated Allowance as at 18 December 2023 are:

Category 1*	
Mayor	81,641
Deputy Mayor	40,819
Councillors	26,368

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

Attachment(s)

8.6 2023/24 Quarter 3 Councillor Expenses

8.7 2023/24 YEAR TO QUARTER 3 HEALTH AND SAFETY REPORT

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

The Occupational Health & Safety Officer will present today on this report and improvements to OH&S reporting.

Attachment(s)

8.7 2023/24 Quarter 3 Health and Safety Report **CONFIDENTIAL**

8.8 ASBESTOS MANAGEMENT UPDATE

Verbal Report by the Occupational Health & Safety Officer.

8.9 APPROVED POLICY REGISTER – REVIEW STATUS UPDATE

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

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

Attachment(s)

8.9 Alpine Shire Council Policy Review Status April 2024

8.10 MINISTER FOR LOCAL GOVERNMENT – GOVERNANCE AND INTEGRITY MATTERS

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

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

8.10.1 MUNICIPAL MONITORS

Brimbank City Council – 13 February 2024

Two monitors, Janet Dore and Penelope Holloway have been appointed to Brimbank City Council in response to ongoing concerns about governance and the health and safety of councillors and staff. The monitors have been appointed for a period of ten months until 31 December 2024.

The monitors will advise on the governance processes and the practices of Brimbank City Council and provide a report to the Minister.

Geelong City Council – 9 April 2024

Two monitors, Mr Peter Dorling and Mr Mark Davies have been appointed as municipal monitors to Geelong City Council until 31 December 2024 to provide continued support to the council. The monitors will work closely with the Geelong City Council CEO to ensure governance improvements are fully implemented, and will ensure stability at the Council during the election of a new mayor following the October 2024 elections.

Glenelg Shire Council – 15 April 2024 - extension

Two monitors have been extended, with one appointed to conclude four weeks after the new CEO is appointed and the other to cease on 31 December 2024. A report to the Minister for Local Government after the first three month term highlighted that the Council had made progress, work is still required to improve its governance, policies and practices.

Darebin City Council – 29 April 2024

Two monitors have been appointed to Darebin City Council to support good governance processes and practices at the council. Ms June Anstee and Mr Ross Millard will begin their appointment as municipal monitors for Darebin City Council from 29 April 2024 to 31 December 2024. The monitors will provide a report to the Minister at the end of their term.

Buloke Shire Council – 6 May 2024

A monitor has been appointed to Buloke Shire Council to support good governance processes and practices at the council. Mr Peter Harriott will begin his appointment as municipal monitors for Buloke Shire Council from 9 May 2024 to 31 December 2024. The monitor will provide a report to the Minister at the end of their term.

8.10.2 ADMINISTRATORS

Nil

8.11 ALPINE SHIRE COUNCIL ENTERPRISE AGREEMENT 2023

Introduction

To provide the Committee with the latest position with regards the Alpine Shire Council Enterprise Agreement 2023.

RECOMMENDATION

That the Audit and Risk Committee note the financial impact of the Alpine Shire Council Enterprise Agreement 2023.

Noted

Background

On 31 May 2023 Alpine Shire Council management informed the organisation of its intention to commence negotiation for a new Enterprise Agreement through the circulation of a Notice of Employee Representational Rights (NERR).

Alpine Shire Council Enterprise Agreement 2020 had a nominal expiry date of 30 June 2023.

Council invited bargaining representatives from across the organisation and informed Australian Services Union (ASU) and the Australian Nurses and Midwifery Federation (ANMF) Unions of our intention to commence negotiations.

Report

Negotiations on a Log of Claims was conducted every fortnight through Spring 2023 and into Summer. The Log of Claims totalled 114. In early February 2024 each Log had been discussed and drafting of Alpine Shire Council Enterprise Agreement 2023 (EA2023).

Council engaged the services of an expert in industrial relations to support with ensuring Council met its legislative obligations.

The proposed EA2023 was made available to staff on 6 March 2024 via email and the distribution of physical copies across all work locations.

A series of consultation sessions were held, led by the Chief Executive Officer, to inform and discuss the EA2023 with all staff who wished to attend. The highlighted amendments were:

- Alignment with near neighbour Council or 3.5% salary increase
- Family violence support
- Cashing out of annual leave
- Flexibility clauses
- MCH new 5% allowance
- Travelling for work
- Amendments to allowances

Voting on the EA2023 took place over two (2) days on 19 March 2024 and 20 March 2024.

Votes could only be made via online portal or SMS with the use of a third-party provider, Vero voting.

The vote outcome was positive with 99% approving EA2023. All staff were made aware of the outcome on 21st March 2024.

The vote breakdown was:

- Total eligible voters: 169
- Total YES vote: 151
- Total NO vote: 1

On 28 March 2024, an application was made to the Fair Work Commission for approval of the EA2023.

On the 11 April 2024, the Fair Work Commission approved the EA2023 and published it on their website.

Financial and resource implications

In accordance with the information provided to all those eligible to vote the provisions of the EA2023 applied from 19 April 2024. All eligible staff have been provided with back pay to 1 July 2023, in the pay run, week commencing 29 April.

The backpay element following the EA2023 approval is estimated at \$600k.

Risk management

Risk	Likelihood	Impact	Rating	Mitigation Action / Control
The EA2023 is not financially affordable or sustainable	Rare	Moderate	C5	<ul style="list-style-type: none"> • Costs were run through the Long Term Financial Plan to ensure affordability and sustainability • Oversight by councillors

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 EA2023 successfully aligns pay rates more robustly to a neighbouring Council. Councillors were briefed on the financial implications, and these were assessed through the Long Term Financial Plan.

The Audit and Risk Committee note that the EA2023 has been voted on by staff and approved by the Fair Work Commission.

Declaration of conflict of interest

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

- Chief Executive Officer

- Director Customer and Community
- Manager Corporate

Attachment(s)

8.1.1 Nil

Link to Alpine Shire Council Enterprise Agreement 2023 :

https://www.fwc.gov.au/documents/agreement-applications/ag2024_1004.pdf

9. General business

9.1 OTHER BUSINESS

Noted

10. Next meeting

The next meeting of the Audit and Risk Committee will be held on Friday 16 August 2024 at 9.00am.

Meeting closed at 11:55am.

INSTRUMENT OF APPOINTMENT AND
AUTHORISATION
*(PLANNING AND ENVIRONMENT
ACT 1987)*

**Director Customer and
Community**

Nathalie Cooke – June 2024

Instrument of Appointment and Authorisation

In this Instrument 'officer' means –

OFFICER	TITLE	NAME
DCC	Director Customer and Community	Nathalie COOKE

By this Instrument of Appointment and Authorisation, Alpine Shire Council –

- Under s147(4) of the *Planning and Environment Act 1987* – appoints the **DCC** to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- Under s313 of the *Local Government Act 2020* authorises the **DCC** either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- comes into force on **13 July 2024**;
- remains in force until varied or revoked.

This Instrument is authorised by a resolution of the Alpine Shire Council made on **25 June 2024**.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed 25th day of June
2024 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 28 May 2024
Location: Bright Committee Room
Start Time: 3.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth*	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		
Cr Sarah Nicholas	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
PSA PSR implementation Amendment C65alpi
PSA Anomalies amendment
Road Management Plan
Policy review and discussion
Planning statistics and community interest monthly reporting – as read



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 11 June 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth*	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor		
Cr Kelli Prime	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor
Cr Sarah Nicholas	Councillor

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
External presentation – Tourism North East – M2M project
Corporate Greenhouse Gas Emissions Offsets 2022/23
Community Satisfaction Survey Results 2024



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 18 June 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor		
Cr Tony Keeble*	Councillor		
Cr Kelli Prime	Councillor		
Cr Sarah Nicholas*	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
External presentation – Bushfire Planning
2024/25 Budget Update
2024/25 Capital Works Budget Update
Mountain View Children's Centre and Memorial Oval
Ordinary Council Meeting Agenda Review (June)
Bright Iconic Rod Run – as read
Community Engagement Policy – as read
Vulnerable Persons Register – as read
Community Recovery Group – as read