

M(1) – 30 JANUARY 2024

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **30 January 2024** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Simon Kelley – Deputy Mayor

Cr Ron Janas

Cr Katarina Hughes (attendance via electronic means)

Cr Tony Keeble

Cr Kelli Prime

OFFICERS

Will Jeremy - Chief Executive Officer

Helen Havercroft - Director Customer and Community

Alan Rees - Director Assets

APOLOGIES

Cr Sarah Nicholas

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1. Recording and livestreaming of Council meetings

The CEO will read the following statement:

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

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

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

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

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

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

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

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

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

3. Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING – M(12) – 19 DECEMBER 2023

Cr Kelley

Cr Janas

That the minutes of Ordinary Council Meeting M(12) held on 19 December 2023 as circulated be confirmed.

Carried Unanimously

4. Apologies

Cr Sarah Nicholas

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Cr Kelli Prime declared a conflict of interest with respect to item number 8.2.4 Toms Road, Tawonga and will vacate Council Chambers at the appropriate stage of the meeting.

Cr Katarina Hughes declared a conflict of interest during General Business with respect to a proposed motion regarding Porepunkah Panthers and was moved into a virtual meeting room to allow for the discussion and subsequent motion.

7. Public questions

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

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

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

8. Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

8.1.1 Nil

8.2 DIRECTOR ASSETS – ALAN REES

8.2.1 Dinner Plain Snowmaking - Water and Electrical Supply

File Number: CT23063

INTRODUCTION

This report relates to the award of a contract for the Dinner Plain Snowmaking - Water and Electrical Supply.

Cr Janas

Cr Prime

That Council:

- 1. Awards Contract No. CT23063 'Dinner Plain Snowmaking - Water and Electrical Supply' to ABC Civil Group for the lump sum price of \$854,097 (GST exclusive); and*
- 2. Delegates authority to the CEO to sign and seal the contract at the appropriate time.*

Carried Unanimously

BACKGROUND

In 2021 Council received a grant from the Regional Infrastructure Fund as part of Regional Development Victoria with the aim to assist with growth of rural Victoria by providing grants for infrastructure projects. Council secured the funding for the upgrade and improvement of snowmaking infrastructure. This will provide a reliable snow season from mid-June to late September each year at Dinner Plain, resulting in economic and social benefits for the Dinner Plain community and businesses all year round.

The contract scope of works consists of the following:

1. Installing the water and electrical reticulation for the two snow guns and snowmaking factory at the toboggan (Peashooter) run.
2. Three concrete service pits for the snow guns will be constructed.
3. The hardstands for the snowmaking factory and the services shed required to house the electrical components for the snowmaking factory.

EVALUATION

The Tender was placed on tenders.net and the Alpine Shire Council website from 17 November 2023 to 8 December 2023. A site tender briefing session was held on 24 November 23, and one prospective tenderer attended the meeting.

The tender documents were viewed by 18 prospective tenderers, downloaded by 14 and two tender responses were received.

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

1. Price
2. Qualifications and previous performance
3. Delivery

- 4. Social
- 5. Environmental Sustainability

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

ISSUES

None.

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

The total budget for this contract is \$854,097 (GST exclusive), which is within the grant budget allocation and fully funded by the Victorian State Government through the Regional Infrastructure Fund.

The Dinner Plain Snowmaking Project is fully funded by the Regional Infrastructure Fund, and the cost for the Water and Electrical Supply for snowmaking is an eligible cost to be funded and is within the allocation of the grant of \$3 million.

RISK MANAGEMENT

The key risks to the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
Weather, rain/snow will delay works	Possible	Moderate	<ul style="list-style-type: none">• Provision of two months has been allowed in the program.
Availability of materials	Possible	Moderate	<ul style="list-style-type: none">• Provision of two months contingency has been allowed in the program.

CONSULTATION

Engagement in relation to this contract award recommendation has been carried out with Vail Resorts Hotham and all relevant Council departments.

CONCLUSION

Following a tender assessment, the tender from ABC Civil Group is considered the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

8.2.2 Gravel Road Reconstruction and Re-Sheeting

File Number: 230391

INTRODUCTION

This report relates to the award of a contract for the Gravel Road Reconstruction and Re-sheeting program.

Cr Keeble
Cr Kelley

That Council:

- 1. Awards Contract No. 230391 for "Gravel Road Reconstruction and Re-sheeting 2023-24" to 'Richardson Earthworks and Maintenance' based on the tendered lump sum components and supporting schedule of rates and subject to a maximum agreed cost of \$494,800 (GST exclusive); and*
- 2. Delegates authority to the CEO to sign and seal the contract at the appropriate time.*

Carried Unanimously

BACKGROUND

The 2023-24 Gravel Road Reconstruction and Re-sheeting program will be carried out in the Upper Ovens region.

Council undertakes drainage, road formation and gravel re-sheeting works each year on roads identified through condition inspections.

The tender was advertised in the Border Mail on 15 November 2023 as well as on Tenders.net and the Alpine Shire Council website.

The tender documents were downloaded by 18 prospective tenderers and four responses were received by the closing date.

EVALUATION

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

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

Following the assessment of the tenders, it was determined that the tender from Richardson Earthworks and Maintenance best met the selection criteria.

ISSUES

There are two roads included in the works, Rimini Road and Jones Road, that will need to be carried out post grape harvest to ensure access for harvesting machinery can be maintained through the harvest.

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

The total adopted budget for the Gravel Road Reconstruction and Re-sheeting program is \$500,000.

There is sufficient allocation within the project budget to complete the works.

RISK MANAGEMENT

No risks of note to report.

CONSULTATION

Consultation has been undertaken with Council's Operations Department to finalise the scope. The contractor will inform impacted residents and businesses prior to the works commencing as part of the terms and conditions of the contract.

CONCLUSION

Following a comprehensive assessment, the tender from Richardson Earthworks and Maintenance is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Assets and Engineering
- Project Manager

ATTACHMENT(S)

Nil

8.2.3 Provision of Fuel Card Services

INTRODUCTION

This report relates to the award of a contract for the Provision of Fuel Card Services for the Alpine Shire Council.

*Cr Keeble
Cr Kelley*

That Council delegates authority to the CEO to commit to an extension of the current contracts for the Provision of Fuel Card Services with Viva Energy Australia and Caltex Australia Petroleum for a fixed period ending 31 January 2025 with a combined upper limiting value of \$250,000 (GST Exclusive).

Carried Unanimously

BACKGROUND

In May 2018, following an aggregated tendering process carried out by Municipal Association of Victoria (MAV) on behalf of Victorian Councils, Alpine Shire Council entered a three-year fixed term contract with Viva Energy Australia and Caltex Australia Petroleum for the Provision of Fuel Card Services, ending 31 January 2021, and with an option for two additional one-year extensions.

Council was notified in January 2021 that, as the panel arrangement was working effectively, MAV wished to exercise the option to extend the term of the contract for a period of two years, taking the expiry date to 31 January 2023. This was further extended to 31 January 2024. MAV is currently working on a replacement panel which will be a tender at the end of March/April 2024 and have extended the existing arrangement to 31 January 2025 or until such time that it is terminated, and the new fuels and lubricants arrangement is active. This contract extension is in-line with the Terms and Conditions of the Contract NPN 1.17 Fuel Card Discounts agreed between MAV and Viva Energy Australia.

Viva Energy Australia is the primary fuel supplier for Council, with Caltex Australia Petroleum a secondary supplier. Council approval is sought to continue the terms of the Viva Energy Australia and Caltex Australia Petroleum contract until the end of the extension period on 31 January 2025, and any future extension for this financial year.

ISSUES

Outside of Viva Energy Australia, who operate Shell branded service stations, the only fuel card service provider with coverage of the Alpine Shire is Caltex Australia Petroleum, operating as AMPOL branded service stations.

POLICY IMPLICATIONS

The tendering process followed by the Municipal Association of Victoria met the requirements of Council's Procurement Policy.

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

To access the discounted pump price for fuel, Council entered contracts with Caltex Australia Petroleum and Viva Energy Australia based on the terms of the Supplier Deeds negotiated by MAV Procurement. By entering into these contracts, Council is not committed to purchase fuel from either supplier; however, it does introduce a financial incentive for doing so. There is no minimum fuel purchase commitment of Council to access the discounted rates.

The expected cost benefit for Council for cents per litre discounted off Pump Price is 5.50 for Viva Energy Australia. Caltex Australia offer a less attractive incentive of 4.00 for cents per litre discounted off Pump Price. There are no additional card fees applied from either supplier.

RISK MANAGEMENT

No risks of note to report.

CONSULTATION

The MAV consulted with councils which entered into a contract with Viva Energy Australia following the decision to extend the term of the contract, taking the expiry to January 2025. The tender documents for the initial tendering process are made available to councils on request, and all Victorian councils are eligible to access the negotiated agreements.

CONCLUSION

Following an in-house assessment of the current fuel providers within the Alpine Shire and current fuel economy it is considered that the best value for Council is achieved by continuing current contracts for the Provision of Fuel Card services with both Caltex Australia Petroleum and Viva Energy Australia. Both Suppliers offer the most attractive fuel card discounts within the contract NPN 1.17.

The recommendation in this report is to accept the extension, and any future extension, for the existing contract of Provision of Fuel Card Services for this financial year to Viva Energy Australia and Caltex Australia Petroleum until 31 January 2025 for the combined upper limiting value of \$250,000 (GST Exclusive).

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 Operations
- Operations Officer

ATTACHMENT(S)

Nil

Cr Kelli Prime declared a conflict of interest with respect to item number 8.2.4 Toms Road, Tawonga and vacated Council Chambers at 6.04pm.

8.2.4 Toms Road, Tawonga - Road Deviation and Land Exchange

INTRODUCTION

This report relates to the deviate parts of a government road known as Toms Road, Tawonga (Roads) and to carry out a land exchange with the respective adjoining owners.

Cr Keeble

Cr Janas

That Council, having followed the required statutory procedures under clause 2 of Schedule 10 and sections 206, 207 and 223 of the Local Government Act 1989 (LGA89) and section 114 of the Local Government Act 2020 (LGA20), and having received no submissions in response to its public notice:

- 1. Resolves to deviate part of Toms Road, Tawonga (North Road), which comprises the following:*
 - a. the part of the North Road shown hatched on the plan contained in Attachment 3 to this report (Unused North Road), which will be discontinued and vest in Council; and*
 - b. the part of the North Road shown cross-hatched on the plan contained in Attachment 3 (New North Road), which will be designated as a "road" pursuant to the LGA89 and vested in Council,*
together, the North Road Deviation); and
- 2. Subject to Council first resolving to proceed with the proposed road deviation of the North Road, resolves to complete the land exchange of the Unused North Road, the New North Road and the adjoining owner's titles which will result in:*
 - a. the land comprising the Unused North Road being registered in the name of the adjoining owners; and*
 - b. the title to the New North Road (currently registered in the name of the adjoining owners) being registered in the name of Council;*
- 3. Directs that a notice under clause 2(3) of Schedule 10 of the Act be published in the Victorian Government Gazette to give effect to the road deviation of the North Road; and*
- 4. Authorises the Chief Executive Officer to sign any documents necessary to give effect to the road deviation and land exchange of the North Road; and*
- 5. Resolves to deviate part of Toms Road, Tawonga (South Road), which comprises the following:*
 - a. the part of the South Road shown hatched on the plan contained in Attachment 4 to this report (Unused South Road), which will be discontinued and vest in Council; and*
 - b. the part of the South Road shown cross-hatched on the plan contained in Attachment 4 (New South Road), which will be designated as a "road" pursuant to the LGA89 and vested in Council,*

- c. (together, the South Road Deviation); and*
- 6. Subject to Council first resolving to proceed with the proposed road deviation of the South Road, resolves to complete the land exchange of the Unused South Road, the New South Road and the adjoining owner's titles which will result in:**
- a. the land comprising the Unused South Road being registered in the name of the adjoining owners; and*
 - b. the title to the New South Road (currently registered in the name of the adjoining owners) being registered in the name of Council;*
- 7. Directs that a notice under clause 2(3) of Schedule 10 of the Act be published in the Victorian Government Gazette to give effect to the road deviation of the South Road; and**
- 8. Authorises the Chief Executive Officer to sign any documents necessary to give effect to the road deviation and land exchange of the South Road.**

Carried Unanimously

BACKGROUND

Toms Road, Tawonga South, is 1.6km in length and maintained by Alpine Shire Council. A contract for the upgrade of Toms Road was awarded at the February 2022 Council meeting. During the scoping phase of the project, it was identified that the formed road was not located entirely in the road reserve and that private infrastructure had been constructed on the road reserve following previous Council approval.

Survey work has been undertaken to establish title boundaries and determine land areas impacted and subject to the road discontinuance and land exchange.

On 5 April 2022, Council considered a report (Initial Report) and passed a resolution (Initial Resolution) in respect of its intention to deviate the Roads. A copy of the Initial Report is attached as Attachment 1 and a copy of the Council minutes (including the Initial Resolution) is attached as Attachment 2 to this report.

The Initial Report sets out the background to, and rationale for, this proposal.

Council officers consider that the Initial Resolution did not accurately refer to the correct statutory powers under the *Local Government Act 1989* (LGA 1989) to effect a road deviation, being clause 2 of Schedule 10 to the LGA 1989.

In August 2023, Council resolved to rescind the Initial Resolution. A copy of the council report is attached (agenda report) as Attachment 5 to this report.

Council resolved to commence the statutory process to deviate the Roads (New Report), which referred to the correct statutory powers under the LGA89. A copy of the New Report is attached (minutes) at Attachment 6 to this report.

Council will now reconsider whether to commence the statutory procedures necessary to deviate the Roads and undertake land exchanges, based on the recommendation set out in this report and having regard to the matters set out in the New Report.

ISSUES

Local Government Act requirements

Road discontinuance and deviation is governed by the *Local Government Act 1989*, including the requirement for public submissions in accordance with s223 of that Act. Land exchange is now governed by the *Local Government Act 2020*, with consultation processes in accordance with Council's Community Engagement Policy.

On 5 September 2023 Council gave public notice via newspaper, Council's website and Facebook of its proposal to deviate the Roads.

No public submissions were received during the 28 day notice period.

Council must now determine whether to make a decision to formally deviate the Roads and exchange the land. This decision must then be advertised in the Victorian Government Gazette in order to meet all the requirements of the *Local Government Act 1989*.

POLICY IMPLICATIONS

Council must ensure that it is complying with the relevant sections of the Local Government Act 1989 and the Local Government Act 2020 when undertaking road discontinuance, road deviation, and land exchange.

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

A valuation of all land to be exchanged has been conducted and has been valued at \$18,000 per hectare. The total difference of the combined land exchanges is 0.106 hectares and totals \$1,907. The outcome of the exchange is to the advantage of the landowners. Due to the costs associated with the sales and purchases of the land, no financial consideration will be sought from the landowners by Council.

The resources required to carry out the discontinuation of the road and carry out a road deviation and land exchange have been sourced internally and externally.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Public infrastructure located on private land.	Possible	Moderate	Survey work undertaken to establish proper title boundaries and the statutory process to complete the land exchange is complied with.

CONSULTATION

Extensive consultation and negotiations have been ongoing for approximately three years with landowners directly affected by the land exchanges.

Council has entered into an agreement with the adjoining landowners to document the 'in principle' agreement between Council and the adjoining owners regarding the Land Exchange, which is subject to Council carrying out the necessary statutory processes required by Council to proceed with the proposed road deviation and land exchange.

The Road Deviation and Land Exchanges were placed on public exhibition for no less than 28 days.

CONCLUSION

It is recommended that the required deviation of the road and land exchanges are carried through to ensure the existing road alignment is within the road reserve in its entirety.

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
- Project Officer

ATTACHMENT(S)

8.2.4 Attachment 1 - Council Report dated 5 April 2022.

8.2.4 Attachment 2 - Council Minutes dated 5 April 2022.

8.2.4 Attachment 3 - Plan – North Road.

8.2.4 Attachment 4 - Plan – South Road.

8.2.4 Attachment 5 - Council Report dated 29 August 2023.

8.2.4 Attachment 6 - Council Minutes dated 29 August 2023.

Cr Kelli Prime re-entered Council Chambers at 6.10pm.

8.2.5 January 2024 Storm Event

INTRODUCTION

The purpose of the report is to advise Council of the impact caused during a storm on 3 January 2024, provide an update on the status of the subsequent recovery efforts and provide a preliminary assessment of costs.

Cr Keeble

Cr Prime

That Council:

- 1. Notes the significant storm event which occurred in the Alpine Shire on 3 January 2024 and the efforts of Council's officers to support the community through the immediate aftermath of this emergency;*
- 2. Notes that the total cost of reinstatement works resulting from the storm event is currently estimated to be \$350,000, and that Council officers will seek to recoup funds to the greatest extent possible from all available means.*

Carried Unanimously

BACKGROUND

On Wednesday 3 January 2024 a significant storm event occurred in the Alpine Shire. The areas that have incurred the greatest damage are primarily located in the Kiewa Valley, Germantown and Freeburgh areas with minor damage sustained in surrounding areas including Porepunkah, Bright and Myrtleford. The storm caused widespread damage to Council infrastructure across the Shire, impacting particularly significantly on our trees.

In the Upper Kiewa Valley, the areas that were most heavily impacted include Mountain Creek Road, Tawonga Tourist Park, Damms Road and the Freda's Lane area through to the Mount Beauty Transfer Station.

ISSUES

Available Support

It was important for Council to act quickly to reinstate infrastructure damaged by the storm event. Delay in progressing reinstatement works would have presented a risk to public safety and further infrastructure damage, as the infrastructure cannot function as intended.

Protracted road closures have an impact on the community being able to carry on normal business and swift reinstatement means economic recovery and community resilience is supported.

Council officers moved rapidly to secure contractor resources to support the recovery, recognising the high demand on contractor resources post-emergency event.

Immediate Event Response

The State Emergency Services (SES) requested Council to support the response to the event.

Council's after hours on-call officer stood up a response centre and mobilised a response team immediately on the night of the event in order to support the community and make the situation as safe as possible under the circumstances. Council's team collaborated with and supported Ausnet Services as the main initial priority to make the downed power lines safe and restore power where possible.

Commonwealth State Disaster Recovery Funding Arrangements (DRFA)

It was announced on 11 January 2024 that the jointly funded disaster assistance had been activated for communities impacted by the Victorian Floods and Storms that commenced on 24 December 2023, under the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA).

Economic Impact

The Tawonga Caravan Park was evacuated and closed to enable cleanup operations. The site was cleared to reopen on 16 January 2024.

No figure is currently available for the economic cost to the Kiewa Valley from the storm damage. This event follows a challenging period of time for the local business community with the prolonged closure of the road to Falls Creek.

POLICY IMPLICATIONS

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

An initial assessment of damaged infrastructure indicates that the cost of reinstatement works as a direct result of the storm could exceed \$350,000. Council officers are seeking to recoup the expenditure to the greatest extent possible.

Natural Disaster Financial Assistance Fund

It was announced on 11 January 2024 that the jointly funded disaster assistance had been activated for communities impacted by the Victorian Floods and Storms that commenced on 24 December 2023, under the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA).

Council officers have requested access to the Natural Disaster Financial Assistance Fund (NDFA) for Local Government. The NDFA has added the Alpine Shire Council to the list of affected areas and allocated an official event number that will be used to submit costs for reimbursement once the recovery phase is complete and the funding details clarified.

The NDFA provides financial assistance for the restoration of essential public assets. The Victorian Government will meet 75% of approved restoration costs between \$10,000 and \$110,000, and 100% of the proportion of costs above \$110,000.

Council Insurance

In addition, Council's insurance provider has been notified of the event and a possible insurance claim for the costs of reinstating Council infrastructure and repairing the associated damage.

Green Waste

Free disposal of storm-related green waste has been made available to the community in support of the emergency response. The loss of income to Council through this important community initiative is not yet known, and it is still unclear whether Council will be able to recoup the lost income through insurance or disaster assistance funding.

Ongoing Restoration and Cleanup

Cleanup operations are continuing to reinstate Council and community infrastructure and a weekly assessment will be made regarding demand and the associated resource requirements.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Public Safety from tree or limb damage	Almost Certain	Major	Road closure in place to allow for safe removal of fallen debris on roads and properties
State and Federal governments do not provide funding	Possible	Moderate	<ul style="list-style-type: none"> • Council to advocate for funds with State and Federal government. • Council ensures accurate collection of cost data
Council's Insurance claim is not fully covered	Possible	Moderate	<ul style="list-style-type: none"> • Council engages with insurer to ensure information needs are met

CONSULTATION

Council has been in contact with directly affected community members, relevant agencies and the State Government Department of Treasury and Finance.

Community members who have been affected have requested that infrastructure repairs are undertaken in a quick and timely manner. The community has been very understanding of the situation.

CONCLUSION

A significant storm event impacted on the Alpine Shire on 3 January 2024. Council's team supported the community through the emergency response on the night of the emergency and continues to support the recovery. The estimated cost impact at this stage is \$350,000 and Council officers will seek to recoup these costs to the greatest extent possible through disaster funding and insurance.

Delay in completing reinstatement works presents a risk to public safety and further infrastructure damage.

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 Operations

ATTACHMENT(S)

Nil

8.2.6 Fleet Renewal

INTRODUCTION

This report relates to the purchase of two new vehicles from unbudgeted Capital spend for the 2023/2024 financial year.

Cr Keeble

Cr Kelley

That Council approves unbudgeted Capital expenditure of \$75,896 (GST exclusive) for the purchase of two new vehicles for the 2023/2024 financial year.

Carried Unanimously

BACKGROUND

In 2020 the North East Waste Resource Recovery Group (NEWRRG) commissioned a report *Resource Recovery Centre – Combustible Recyclable Waste Material Assessment - Regional Report* on behalf of Alpine Shire Council and its other member councils, across 19 resource recovery centres (transfer stations). The report included a fire risk assessment that aimed to provide recommendations for fire protection equipment, safety systems and procedures that aim to comply with the following Victorian State Governments legislation, regulations and guidelines:

- Environmental Protection Act 2017.
- Environment Protection Regulations 2021.
- Management and Storage of Combustible Recyclable and Waste Management Guidelines – Version 1667.2, (CRWM Guidelines).

Since 2020, Council officers have been working towards putting these recommendations in place with the incorporation of stockpile management and reporting, fire extinguisher installations, and emergency management plans and operational procedures manuals specifically relating to fire prevention and suppression.

Further risk assessments conducted in 2023 by Council officers established that water trailer suppression units should be made available onsite to meet the requirements under the State Government's Environmental Protection Act, Regulations and Guidelines for Combustible Recyclable and Waste Materials (CRWM).

Three vehicles are required to ensure the water trailer suppression units can be made available at Council's transfer stations and moved around site by Council staff in the instance of spot fires.

ISSUES

An opportunity has arisen to deploy three older vehicles to the transfer stations that would normally be sold and replace two of those older vehicles with new vehicles as part of the annual fleet program. This would require Council to accelerate its fleet renewal plan by six (6) months in order to achieve compliance with the CRWM guidelines.

The Municipal Association of Victoria (MAV) collaborative procurement process will be utilised to procure these vehicles. The MAV procurement is a unit of the MAV and leverages the combined purchasing power of Victorian councils to achieve better value on products and services.

POLICY IMPLICATIONS

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

- 3.3 Responsible management of waste

FINANCIAL AND RESOURCE IMPLICATIONS

In order to deploy three older vehicles to the transfer stations, Council is required to replace two of the vehicles with new vehicles. Council has the opportunity to accelerate the annual fleet program by 6 months and in doing so will incur the Capital expense in the 2023/2024 financial year. This is an unbudgeted Capital spend of \$75,896 (GST exclusive).

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Fire at the transfer station	Possible	Extreme	<ul style="list-style-type: none">• Fire prevention (i.e stockpile management) and fire suppression actions.

CONSULTATION

Engagement has been carried out with the Environmental Protection Agency and relevant Council officers.

CONCLUSION

In order to meet the Victorian State Government's requirements under the *Environmental Protection Act (2017)* and Combustible Recyclable and Waste Management Guidelines, Council is required to responsibly manage waste at transfer stations in a manner that minimises the risk of harm to human health and the environment from fire.

Whilst Council has progressed its fire prevention and suppression requirements at the three transfer stations, a further step of having mobile water trailers has been identified to reduce the fire risk to a reasonable level.

Three vehicles are required to move the water trailers around each transfer station, and it is proposed that the planned renewal of two vehicles is accelerated by six months to

enable the provision of these vehicles. This solution involves redeploying three older vehicles that would normally be sold and replacing two of them with new vehicles as part of the annual fleet renewal program.

This requires Council to approve an unbudgeted Capital expenditure of \$75,896 for the purchase of two new vehicles for the 2023/2024 financial year.

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
- Manager Operations

ATTACHMENT(S)

Nil

8.3 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

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

File Number: Delegations register

INTRODUCTION

Instruments of appointment and authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers. This report provides for a newly appointed officer in Council's Planning department.

Cr Keeble

Cr Prime

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

- 1. The following member of Council staff referred to in attachment 8.3.1.a "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the instrument) be appointed and authorised as set out in the instrument;*
 - a. Planning Officer*
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it;*
- 3. The instrument be signed and sealed at the appropriate stage of this meeting.*
- 4. On the coming into force of the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following member of Council staff, as dated, be revoked;*
 - a. Civil Development Engineer (CDE2), dated 29 August 2023*

Carried Unanimously

BACKGROUND

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has appointed a Planning Officer, who requires authorisation under the *Planning and Environment Act 1987*. The Instrument for the Civil Development Engineer (CD2) (dated 29 August 2023) is being revoked as the officer no longer works for Council.

ISSUES

Authorised Officers

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

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

Planning and Environment Act 1987

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

Maddocks Delegations and Authorisations Service

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

POLICY IMPLICATIONS

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

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

RISK MANAGEMENT

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

CONSULTATION

The relevant staff and Director have been consulted during the preparation of the IoAAs. There is no requirement to consult the community in the preparation of these instruments.

CONCLUSION

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

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

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

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 Keeble

Cr Janas

That the summary of informal meetings of Councillors for December 2023 / January 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
19 December	Briefing Session
23 January	Briefing Session

Motion

Carried Unanimously

Attachment(s)

- 9.0 Informal meetings of Councillors – December 2023 / January 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 to general business. Cr Kelley put forward a request for a motion for debate for advocacy in respect to Porepunkah Panthers Baseball Club.

Cr Hughes moved a point of order and declared a conflict of interest.

Cr Hughes was moved into a breakout room at 6.39pm.

Cr Kelley

Cr Keeble

That Council:

- 1. Notes the tenure and land boundary challenges facing the proposed Porepunkah Panthers Baseball Club Rooms development, and*
- 2. Writes to the Minister for Sport and the Minister for Environment The Hon. Steve Dimopoulos, and Minister for Planning The Hon. Sonya Kilkenny outlining the Club's proposal and advocating an expedited resolution of the issues preventing public land manager consent.*

Carried Unanimously

Cr Hughes was re-admitted from the breakout room to the meeting at 6.47pm.

12. Motions for which notice has previously been given

Nil

13. Reception and reading of petitions

Nil

14. Documents for sealing

Cr Janas

Cr Keeble

That the following documents be signed and sealed.

1. Section 173 Agreement – CS McTaggart

This Section 173 Agreement is required by conditions 22, 23 and 24 of Planning Permit P.2019.063 for a two (2) lot subdivision at 13 Showers Avenue, Bright being the land referred to in Certificate of Title Volume 8579 Folio 652 and described as Lot 12 on plan of subdivision LP066453.

The Agreement provides for bushfire management protection measures, including incorporating a Bushfire Management Plan, and exempts proposed Lot 2 from the planning permit requirement of clause 44.06-2 of the Alpine Planning Scheme.

2. S11A - Instrument of Appointment and Authorisation - Planning and Environment Act 1987 - Planning Officer.

Carried Unanimously

There being no further business the Chairperson declared the meeting closed at 6.57p.m.

.....

Chairperson

Performance Report

1 July 2023 - 31 December 2023

Note: Strategies with no actions planned in 2023/24 have been removed from the list to ensure readability of the document.

Strategic Driver: 1. For those who live and visit

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

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
Strategic Objective: 1.1 A community that is active, connected and supported		
1.1.2 Strengthen partnerships with community groups to foster collaboration	Ongoing engagement with community groups	Council continued engagement with Chambers of Commerce across the Shire through a business forum. We held two business workshops in Bright in October 2023 to discuss the Short Stay Rental Accommodation Local Law, which all community groups were invited to attend. We also invited community groups to make community budget submissions for the 2024/25 Budget and have so far received a number of submissions on behalf of local groups.
1.1.3 Strengthen community organisations and volunteers with community grants	Deliver the annual Community Grants program	Awarded grants to 19 community groups and organisations to deliver projects in the 2023/24 financial year; provided information about other grant opportunities to community and sporting groups and organisations.
Strategic Objective: 1.2 Services and resources that enhance health and wellbeing		
1.2.1 Provide contemporary library services	Provide contemporary library services	Council's three library branches continued to deliver enriching children's programs and school holiday activities, including the initiation of a Lego Club and visits from performers and artists. The libraries also supported older members in the community to enhance their digital literacy with the Digital Literacy for Seniors Program, hosted an Author visit and maintained their regular adult programs. In all we had 18,200 visits to Alpine Shire libraries during the quarter.
1.2.1 Provide contemporary library services	Implement Library Services Plan	Council library branches hosted sessions for older community members through the Digital Literacy for Seniors program, aimed at supporting community to develop their digital skills. This project aligns with the Library Services Plan key initiative to deliver a contemporary library service. Regular early childhood and school holiday programs continued to support the libraries' commitment to provide welcoming and supportive spaces. Public Libraries Funding Program and Premiers' Reading Challenge funding was delayed across the sector, set to be made available in early 2024.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
1.2.4 Support residents at critical life stages, including early childhood, youth and seniors	Provide services and programs for all life stages	Council's Community Development team delivered Maternal and Child Health services; Supported Playgroups; and Community Immunisation program. Children's week and Seniors Festival activities occurred across the Shire in October 2023. Youth programs included the North East Skate Park series held in Bright during September 2023. Council continues to seek out and apply for funding opportunities to further support residents at critical life stages.
1.2.5 Raise awareness of, and advocate for people of all abilities to improve access and inclusion	Progress implementation of Access and Inclusion Plan	Implementation of Access and Inclusion Plan continued, including acknowledging the International Day of People with Disability on Council's social media.
1.2.6 Indicators	INDICATOR: Active library borrowers in municipality	11% of the municipal population were active library borrowers between 1 July and 31 December 2023.
	INDICATOR: Cost of library service per population	Reported at end of financial year
	INDICATOR: Participation in the Maternal Child Health Service	74% of infant enrolments were active in the Maternal and Child Health service between 1 July and 31 December 2023.
	INDICATOR: Aboriginal participation in the MCH service	81% of First Nations infant enrolments were active in the Maternal and Child Health service between 1 July and 31 December 2023.
	INDICATOR: Participation in supported playgroups	Consistent participation in Maternal and Child Health Service; immunisation service; supported playgroups.
Strategic Objective: 1.3 A caring community		
1.3.1 Strengthen relationship with Traditional Owners	Implementation of actions in Reflect Reconciliation Action Plan	Acknowledgement of Country training was undertaken by 20 Council staff members; commenced delivery of Cultural Awareness training to staff.
1.3.2 Engage, recognise and support our young people	Deliver Youth services including FreeZa, Youth Awards and Engage!	Youth programs delivered between July and December 2023 included: <ul style="list-style-type: none"> - Support of the Alpine Youth Advisory Group; - FReeZA events including 3 x skate park events and end of school activities; - Delivery of programs through Engage! grant including supporting young people to attend leadership conferences and camps; - Alpine Shire Youth Awards were awarded in September 2023, from more than 50 nominations. - Youth Mental Health First Aid and Teen Mental Health First Aid workshops were delivered to all secondary schools in the Alpine Shire.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
1.3.3 Identify and implement solutions to improve housing availability and affordability	Completion of the Key Worker Housing Pilot Program, and development of the Affordable Housing Analysis Action Plan	No actions in this period.
1.3.4 Raise awareness of, and advocate for gender equality	Deliver the 16 days of Activism Campaign	Delivery of 16 Days of Activism Campaign including: - Distribution and posting of information; - Pop up Myrtleford Farmers Market in collaboration with Victoria Police and Centre Against Violence; - 16K for 16 Days challenge and social media campaign.
Strategic Objective: 1.4 Increasing healthy eating and active living		
1.4.3 Support regional initiatives to strengthen education about healthy foods and food security	Participate in Regional Food Strategy working group	Maternal and Child Health Services delivered the InFANT program which promotes healthy eating and active play.
1.4.4 Promotion and education of healthy food choices	Support RESPOND Program in partnership with Alpine Health and Deakin University	Collaborated on delivery of RESPOND Program with Deakin University, Alpine Health and Gateway Health.
1.4.5 Support programs that increase participation in physical activity	Support Community groups which increase participation in physical activity	2023/24 Community Grants Program supported 5 community groups to increase participation in physical activity. Youth team delivered activities which increase participation in physical activity including skate park events and adventure activities.
1.4.6 Provide facilities and infrastructure that give opportunities for physical activity and active living	Implement the Alpine Shire Council Sports and Active Recreation Plan	Sport and Recreation masterplan underway with user groups consulted, and draft plans in place. Next step is wider Community consultation.
1.4.7 Indicators	INDICATOR: Number of visits to aquatic facilities per head of population	Reported at end of financial year
Strategic Objective: 1.5 Improving mental wellbeing		
1.5.1 Work with partners and the community to raise awareness and understanding of mental health wellbeing and its impacts	Work with partners and the community to raise awareness and understanding of mental health wellbeing and its impacts	Programs delivered between July and December included: - Active participant in Alpine Shire Postvention Group including support for mental health outreach; - Delivery of Youth Mental Health First Aid to 20 community members; - Delivery of Teen Mental Health First Aid to 160 young people in years 8, 9 and 10; - Promote RUOK Day to staff; - Advertise access to mental health services on Council website.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
1.5.3 Increase access to information about the availability of mental health and wellbeing services and how to access them	Provide information for staff and community around access to mental health	Programs delivered between July and December included: <ul style="list-style-type: none"> - Information about Mental Health and wellbeing services available on Council website; - Provided information via flyers and newsletter to staff about access to mental health and wellbeing services.
Strategic Objective: 1.6 Preventing all forms of violence		
1.6.1 Work with partners to increase access to information, programs and services for those impacted by family violence	Deliver 16 Days of Activism Campaign; delivery of family violence programs through Maternal and Child Health programs.	Information about Family Violence services is available on Council's website. For further information about delivery of family violence services see Strategy 1.3.4.

Strategic Driver: 2. For a thriving economy

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

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
Strategic Objective: 2.1 Diverse reasons to visit		
2.1.1 Promote and facilitate events across the Alpine Shire	Facilitate events on Council land over the year, and support the annual Event Funding Program	Council provided 39 event grants in July 2023, and a further 4 Dinner Plain events in November 2023, in support of a diverse event calendar across the Alpine Shire. Next Event Funding Round opens May 2024.
	Implement the Alpine Shire Council Events Strategy	No actions in this period.
2.1.3 Increase geographic and seasonal visitor dispersal	Continue to market all destinations within region	Council continued to market all destinations within region.
2.1.4 Effectively manage and maintain tourism infrastructure	Continue to manage and maintain tourism infrastructure	At the Ordinary Council Meeting in November 2023, Council endorsed entering into a licence for the management of organised recreational and educational activities on Hancock Victorian Plantations land. This was for an area of approximately 400 hectares, which covers the area known as the Mystic Park mountain bike precinct.
2.1.5 Indicators	INDICATOR: Number of permitted festivals and events in the Shire	Council's Event Team permitted a total of 56 events with an estimated total attendance figure of over 41,000. Council ran two Civic events: - Remembrance Day, and - The Freedom of Entry. A successful military display parading through the streets of Bright and hosted a community day at Pioneer Park, Bright as well as attending the Myrtleford Show.
	INDICATOR: Number of overnight and day trip visitors	Event attendees are estimated to total over 41,000. Overnight and day trippers will be reported in Q3 as they are currently unavailable.
Strategic Objective: 2.2 Innovative and sustainable business development that supports year-round benefit		
2.2.1 Support and encourage a diverse, sustainable and resilient business community	Establish connections with AusTrade, LaunchVIC & SenVIC to boost innovation, Startups & Social Enterprises	No actions in this period.
2.2.2 Support the agricultural sector and promote diversification to improve resilience	Establish connections with Farmer to Founder, AgriFutures, CSU & RMIT	No actions in this period.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
2.2.3 Protect agricultural land	Prepare the Alpine Shire Rural Directions Strategy	No actions in this period.
2.2.4 Encourage and support a diverse range of industry and investments that are climate sensitive	Implement the Alpine Shire Council Economic Development Strategy	No actions in this period.
2.2.5 Collaborate with industry and partners to support education, skill development and employment opportunities	reConnected with training providers, Startup Shakeup, LaunchVIC, Farmer to Founder, Business Bus.	No actions in this period.
2.2.6 Indicators	INDICATOR: Number of small businesses and light industry in the Shire	Reported at end of financial year
Strategic Objective: 2.3 Access to technology that meets our evolving needs		
2.3.1 Advocate for improved digital connectivity	Deliver actions from Telecommunications Strategy	No actions in this period.

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

Vision: Our natural environment is protected and preserved

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
Strategic Objective: 3.1 Decisive leadership to address the impacts and causes of climate change		
3.1.1 Achieve net-zero greenhouse gas emissions from Council activities by 2023	Develop Corporate Climate Action Plan 2024-2028 Progress community Climate Action Plan	Consultant engaged to advise on best method for offsetting residual emissions for 2022/23 and 2023/24.
	Explore Environmentally Sustainable Design (ESD) options	Public lighting upgrade to LED has been completed. Buildings and sporting fields are ongoing projects with asset development and building maintenance teams. Recommendations for ESD enhancements during building retrofits have been provided, including the ESD pilot tool shared with members of engineering and assets team working on building renewal projects, including Myrtleford Savoy Soccer Club.
3.1.2 Increase the capacity of the community to mitigate and adapt to climate change	Community Climate Action Roadmap	Community Climate Action Plan Roadmap 2023 was endorsed by Council. Request for Quote for detailed community Greenhouse Gas emissions profile is ready to go out for tender. Community climate action education ongoing.
3.1.3 Indicators	INDICATOR: Net Zero Greenhouse Gas Emissions - 2023	Consultant engaged to advise on best method for offsetting residual emissions for 2022/23 and 2023/24.
Strategic Objective: 3.2 Stewardship and care of our natural environment		
3.2.2 Advocate for the protection of our natural habitats	Review Domestic Animal Management Plan	Nothing to report for this period.
Strategic Objective: 3.3 Responsible management of waste		
3.3.1 Reduce waste and enhance resource recovery	Introduce Food Organics Garden Organics (FOGO) kerbside collection service	FOGO implementation operational from 1 July 2023. October / November Figures show an average of 230 tonnes of all waste going to FOGO per month.
	Implementation of the Event Waste Management Plan	Nothing to report for this period.
3.3.1 Reduce waste and enhance resource recovery	Finalise capping works at Myrtleford and Porepunkah Landfill sites, and upgrade Transfer Stations for FOGO service.	Porepunkah Landfill Capping works are 60% completed and Myrtleford Landfill Capping Design has been completed. Transfer Station Upgrades to include infrastructure for the collection of FOGO have been completed at Mount Beauty Transfer Station and Myrtleford Transfer Station and Porepunkah Scheduled for quarter 3.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
	Complete landfill monitoring and Rehabilitation Action Plan for residual landfill across the shire (Mount Beauty, Old Myrtleford, Harrietville and Bright).	Scope developed and requests for quotation will go out to market in February 2024.
	Myrtleford Landfill Rehabilitation design completed and approved by EPA.	Design completed awaiting EPA approval
3.3.2 Indicators	INDICATOR: Community satisfaction with waste management performance - Target 70	Council undertook quarterly Community Satisfaction Surveying during 2023/24. Final results will be available in May / June 2024.
	INDICATOR: Kerbside collection waste diverted from landfill	Data is currently being assessed collated. Anticipated that first data reporting will be 31 March 2024
Strategic Objective: 3.4 A community that is prepared for, can respond to, and recover from emergencies		
3.4.1 Prepare for emergency response and recovery	Support Alpine Shire Municipal Emergency Management Plan - 2021-2025	Activities during July – December included: - Provide secretariat support for Municipal Emergency Management Planning Committee; - Develop and deliver 72 Hours community education program; - Training and rostering staff to respond in emergencies; - Briefing Council about Fire Danger Period preparedness activities.
3.4.2 Value and support the Alpine Resilience Committee and Alpine Shire Community Recovery Committee	Support Alpine Resilience Committee and Community Recovery Committee	Activities during July – December included: - Provided secretariat support for Alpine Resilience Partnership; - Supported Alpine Community Recovery Committee to transition recovery plan to Alpine Resilience Partnership; - Delivered resilience activities including REAP Day and Emergency Services Careers Expo.
Strategic Objective: 3.5 Reducing the impact of climate change on health		
3.5.1 Lead community education about the impact of climate change on physical and mental health as well as social wellbeing	Endorsement of Community Climate Action Plan Roadmap	The Community Climate Action Plan Roadmap 2023 was endorsed by Council. RFQ for detailed community GHG emissions profile is ready to go out for tender. Community climate action education ongoing.
3.5.2 Advocate for, and develop strengthened public, community and active transport options	Implement Alpine Active Plan	No actions in this period.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
3.5.3 Work with partners to support local and regional initiatives to adapt to, and mitigate the effects of climate change	Support local and regional initiatives relating to Climate Change	Continued to advocate and support local and regional initiatives relating to Climate Change.

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

Vision: The connection between people and place is strengthened

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
Strategic Objective: 4.1 Conservation and promotion of the distinct character across the Shire		
4.1.1 The character and heritage of our townships and settlements are respected and retained	Prepare the Alpine Planning Scheme Review See also Strategy 4.2.4	The Alpine Planning Scheme Review was noted by Council in early 2023. It identified the need to undertake a heritage review and neighbourhood character assessments. A review of all places of heritage significance and controls in the Heritage Overlay has commenced.
4.1.2 Our iconic alpine and rural landscapes are protected	Prepare the Alpine Shire Rural Directions Strategy	No activity to report in this period.
Strategic Objective: 4.2 Planning and development that reflects the aspirations of the community		
4.2.1 The development of our townships, settlements and landscapes is managed sensitively and sustainably	Develop the Alpine Shire Council Land Development Strategy	Council endorsed the draft Alpine Shire Council Land Development Strategy in late 2023 and will consider a final strategy in mid-2024.
4.2.2 Adequate, inclusive and sustainable housing	Develop the Alpine Shire Council Housing Affordability Strategy	Continue to implement the Affordable Housing Analysis Action Plan.
4.2.3 Provide an efficient and effective planning service	Develop and implement Better Planning Approvals Processes, and Implement Greenlight planning application software and customer portal	Better Planning Approval Processes - Delegations Guidelines approved and implemented 25 July 2023. Implementation of Greenlight planning application management system commenced and ongoing including staff training, data cleansing, data population, template reviews. Implementation of Greenlight customer portal delayed pending advancement of use of system internally and review of data to meet Privacy Act.
4.2.4 Maintain a current Planning Scheme that reflects the development aspirations of the community and supports sustainable development	Prepare the Alpine Planning Scheme Review See also Strategy 4.1.1	Continue to implement the Alpine Shire Planning Scheme Review 2023.
4.2.5 Indicators	INDICATOR: Time taken to decide planning applications	Reported at end of financial year

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
4.2.5 Indicators	INDICATOR: Planning applications decided within required timeframes	Reported at end of financial year
	INDICATOR: Council planning decisions upheld at VCAT	Reported at end of financial year
Strategic Objective: 4.3 Accessible parks that promote active and passive recreation		
4.3.1 Maintain Council's parks, trees and reserves	Regular maintenance of parks and gardens, and review of Tree Management Plan	Parks, trees and reserves maintained on weekly basis by the open spaces team. Tree management Plan to commence review in 2024.
4.3.2 Support and facilitate access to affordable activities that all people can participate in	Implement the Alpine Shire Council Sports and Active Recreation Plan	Final planting on Great Valley Trail completed. Sport and Recreation masterplan underway with user groups consulted, and draft plans in place. Next step is wider Community consultation.
4.3.3 Encourage co-location and multi-use of facilities to expand the offering of activities	See also Strategy 1.4.6	
Strategic Objective: 4.4 Diverse arts and cultural experience		
4.4.1 Support the evolving cultural needs and aspirations of our community	Tracks and trails initiative for arts and culture.	No actions in this period.
Strategic Objective: 4.5 Assets for our current and future needs		
4.5.1 Ensure our assets are optimised for the benefit of our community	Dinner Plain Activation	Dinner Plain Activation Phase 1 - Scrubbers Hut upgrade completed. Dinner Plain Activation Phase 2 - Designs complete after traffic assessment was completed.
	Nimmo Pedestrian Bridge	Awaiting approval from Department Energy, Environment and Climate Action (DEECA) for works on Crown Land.
	Ablett Pavilion Upgrade	Ablett Pavilion design works progressed to 80%.
4.5.2 Indicators	INDICATOR: Community satisfaction with sealed local roads	Council undertook quarterly Community Satisfaction Surveying during 2023/24. Final results will be available in May / June 2024.
	INDICATOR: Sealed local roads maintained to condition standards	99.6% of Council's sealed local roads (including kerb and channel) was maintained to condition standards, according to the most recent condition assessment across the sealed local road network.

Strategic Driver: 5. For strong and informed leadership

Vision: Collaborative, bold and evidence-based decision making

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
Strategic Objective: 5.1 Effective communication and engagement		
5.1.1 Improve community engagement participation and access	Improve community engagement participation and access, including launch an online engagement portal	The 'Engage Alpine' online portal was launched in mid-October 2023. Between Oct-Dec 2023, the site received 4,517 visits, 434 contributions, and 293 project follows, with 549 total members. Projects that were open for community feedback included: <ul style="list-style-type: none"> - the Short Stay Rental Accommodation Local Law, - Draft Land Development Strategy, - Bright Skate Park Concept Design, - Community Budget Submissions, and - Alpine Shire Community Awards.
5.1.2 Strengthen our deliberative engagement process to inform decision-making	Use deliberative engagement methods to engage on specific important projects and initiatives	The draft Land Development Strategy was released for public exhibition in late 2023, with the original panel contacted by the Strategic Planning team and invited to submit feedback on the draft document.
5.1.3 Drive excellent customer service with improved systems and processes	Implementation of online Customer Service and engagement application	Customer service worked this quarter on clearing a backlog of older service requests in key departments. Fixed on first contact service requests are steady at around 50% (over 9,000 service requests in 2023).
	Development of program of work for Enterprise Data Architecture (EDA)	EDA report delivered by consultant, and presented to Executive Board in December 2023 with a program of work being designed with a key focus on records management.
5.1.4 Indicators	INDICATOR: Community satisfaction with Council's community consultation and engagement performance	Council undertook quarterly Community Satisfaction Surveying during 2023/24. Final results will be available in May / June 2024.
Strategic Objective: 5.2 A responsible, transparent and responsive organisation		
5.2.1 Maintain transparent governance and decision making that meets legislative requirements	Maintain transparent decision making	Council meetings are livestreamed and recordings available on Council's website. Inductions for new staff were provided, and presentation to management team planned.
5.2.2 Maintain an effective risk management framework	Refresh Risk Policy, Framework and Register	Nothing to report in this period.
5.2.3 Maintain a sustainable financial plan	Long Term Financial Plan (LTFP)	LTFP was updated during November 2023 and financial assumptions presented to Council for information.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
5.2.4 Strengthen gender equality practices	Gender Equality Action Plan implementation	Policies impacting the community are subject to a Gender Impact Analysis as they reach their regular review cycle. All job advertisements and Council's Careers web page promote Alpine Shire as a diverse and inclusive employer. Participation in the annual 16 Days of Activism campaign to raise awareness in the prevention of violence against all genders.
5.2.5 Explore alternative income streams to strengthen financial sustainability	Explore alternative income stream opportunities	Council is looking at what alternative revenue streams are available but opportunities are very limited.
5.2.6 Maintain a skilled organisation with a positive culture	Implement Workforce Plan	Negotiations for the 2023 Enterprise Agreement will be finalised in 2024, contributing towards maintaining an attractive employee value proposition to build and maintain a skilled organisation. Actions from the 2023 Staff Satisfaction Survey are actively being progressed by staff across the organisation.
5.2.7 Indicators	INDICATOR: Council decisions made at meetings closed to the public	Reported at end of financial year
	INDICATOR: Councillor attendance at council meetings	95% attendance between July – December 2023.
	INDICATOR: Satisfaction with Council decisions	Council undertook quarterly Community Satisfaction Surveying during 2023/24. Final results will be available in May / June 2024.
	INDICATOR: Community satisfaction with Council's overall performance - Target 70	Council undertook quarterly Community Satisfaction Surveying during 2023/24. Final results will be available in May / June 2024.
	INDICATOR: Working capital (current assets as percentage of current liabilities)	Reported at end of financial year
Strategic Objective: 5.3 Bold leadership, strong partnerships and effective advocacy		
5.3.1 Strengthen regional partnerships to enhance service delivery, funding opportunities and advocacy	Participate in regional partnerships and groups	Council and the Executive Team continue to participate actively in the Hume Region Local Government Network, the Ovens Murray Regional Partnership, through the Municipal Association of Victoria and Rural Councils Victoria.

Strategy	2023/24 Actions	Year to Date Progress (1 July 2023 - 31 December 2023)
5.3.2 Strengthen relationships with Alpine resorts and tourism bodies to enhance our regional offer	Continue strong working relationships with Alpine resorts and regional tourism bodies	For the 2023 snow season, Council negotiated the delivery of the Dinner Plain Bus service by Alpine Resorts Victoria / Hotham Resort Management, and will negotiate during 2024 for the delivery of the service in 2024 and future years. Council is engaging with Vail Resorts and Hotham Resort Management in relation to the operating model for the snowmaking infrastructure. Council continues to be represented on the Board of Tourism North East with the CEO as delegated representative.
5.3.3 Strengthen relationships with State and Federal Governments to enhance funding opportunities and advocacy	Engage with State and Federal Governments	Council and the Executive Team continue to engage with State and Federal Governments to build on a strong relationship and to advocate on behalf of the community, particularly in relation to external grant funding opportunities.
5.3.3 Strengthen relationships with State and Federal Governments to enhance funding opportunities and advocacy	Develop Advocacy Plan	A workshop has been completed with Councillors to establish a shared understanding of Council's advocacy role and to help shape Council's current advocacy priorities.

Budget Report Quarterly Review

For the period ending 31 December 2023

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1. Introduction

Preparation of report

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

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

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

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

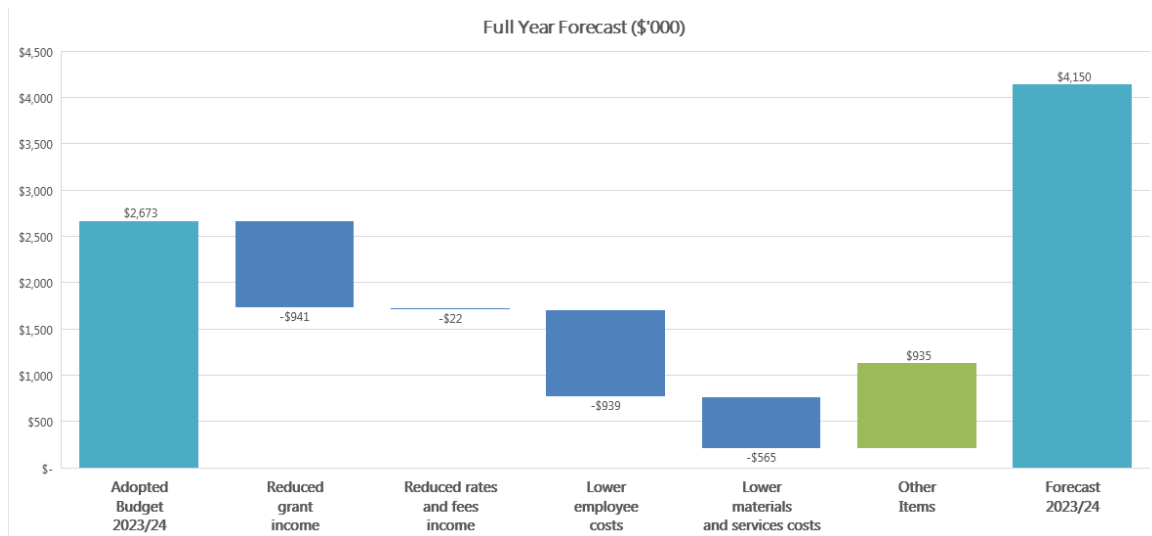
Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

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

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

2. Full Year Summary

At the end of Quarter 2 (Q2) Council is forecasting a full year surplus of \$4.2m, which is \$1.5m higher than the budgeted surplus of \$2.7m.



The forecasted variance to budgeted result is the result of a mix of drivers.

Increased Income:

1. Grant – Operating (non-recurrent) (\$0.30m)
2. Other income of (\$0.9m)

Reduced Income

1. User fees (\$0.1m), and
2. Grant – Capital (non-recurrent) income (\$1.220m).

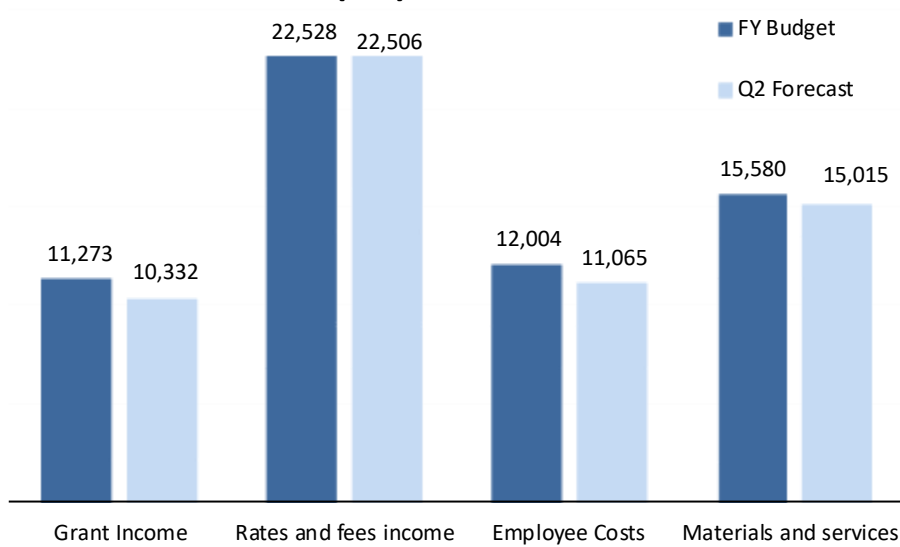
Reduced Expenditure

1. Employee costs (\$0.9m)
2. Materials & Services (\$0.6m), and
3. Other expenditure (\$0.2m).

3. Comparison to adopted budget 2023/24

The Q2 forecast surplus has increased from the adopted budget by \$1.5m primarily due to lower than budgeted Employee costs (\$0.9m) and below budget forecast Materials and Services charges (\$0.6m).

Q2 Forecast - Key Variances (\$k)



4. Income Statement

Year-end forecast against budget is as follows:

	Actual YTD December \$'000	Budget YTD December \$'000	Variance \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%	Ref
Income								
Rates and charges	10,836	11,001	(165)	22,001	22,026	25	0%	
Statutory fees and fines	237	264	(27)	527	480	(47)	-9%	
User fees	494	498	(4)	995	887	(108)	-11%	1
Contributions - cash	572	345	227	690	712	22	3%	
Contributions - non-monetary assets	-	650	(650)	1,300	1,300	-	0%	
Grants - Operating (recurrent)	400	2,618	(2,218)	5,236	5,220	(16)	0%	
Grants - Operating (non-recurrent)	409	186	224	371	666	295	80%	2
Grants - Capital (recurrent)	-	355	(355)	710	710	-	0%	
Grants - Capital (non-recurrent)	9	2,478	(2,469)	4,956	3,736	(1,220)	-25%	3
Other income	1,311	831	480	1,662	2,516	854	51%	4
Total income	14,268	19,224	(4,956)	38,448	38,254	(195)	-1%	
Expenses								
Employee costs	5,731	6,002	(271)	12,004	11,065	(939)	-8%	5
Materials and services	5,938	7,790	(1,852)	15,580	15,015	(565)	-4%	6
Depreciation	3,625	3,625	-	7,250	7,250	-	0%	
Amortisation	21	21	1	41	53	12	29%	
Landfill Rehabilitation	43	43	1	85	85	-	0%	
Other expenses	401	420	(19)	840	661	(179)	-21%	7
Net gain on disposal of property, infrastructure, plant and equipment	-	(13)	13	(25)	(25)	-	0%	
Total expenses	15,759	17,888	(2,129)	35,775	34,104	(1,671)	-5%	
Surplus (deficit) for the year	(1,491)	1,337	(2,828)	2,673	4,150	1,477	55%	

Income Statement – Explanations of Full Year Variances

Ref	Item	Explanation
1	User fees	Porepunkah transfer station being closed during the week to enable works to be undertaken, has impacted level of income forecast (\$75k)
2	Non-recurrent operating grants	First milestone payment for Myrtleford Transfer Station reuse shop (\$64k) Unbudgeted income for Council Rapid Antigen Test program (\$60k) Unbudgeted grant for Rural Councils Transformation Program (\$150k).

Ref	Item	Explanation
3	Non-recurrent capital grants	<p>Capital projects not expected to be completed this financial year have caused a deferral of the grant income to be recognised:</p> <ul style="list-style-type: none"> • Ablett Pavilion Upgrade \$610k • Myrtleford Splash Park \$660k • Dinner Plain Snowmaking \$850k • Myrtleford Memorial Hall \$510k • Dinner Plain Activation Phase 2 \$100k <p>These are offset by other projects that will be completed and total grant funding recognised in 2023/24:</p> <ul style="list-style-type: none"> • Nimmo Pedestrian Bridge \$479k • Myrtleford Savoy Soccer Club Upgrade \$1,992k
4	Other Income	Higher than budgeted interest returns on term deposits \$827k,
5	Employee Costs	Lower than budgeted salaries and wages costs due to vacancies in advertised roles \$939k.
6	Materials and Services	<p>Various operational activities, the most significant of which include:</p> <ul style="list-style-type: none"> • Increased insurance premiums (\$216k) • Reduced structure planning studies (\$200k) • Reduced NE Floods council support funding activities (program extension to 2024/25) (\$140k) • Reduced Food Safety health expenditure (\$100k) • Reduced Planning Scheme Amendments program expenditure (\$80k) • Reduced FOGO replacement caddies & liners (\$95k) • Reduced swimming pools expenditure (\$87k)
7	Other Expense	Reduced forecast expenditure Events (\$145k) and Porepunkah Aerodrome (\$26k)

5. Departmental Summary

	Actual YTD December \$'000	Budget YTD December \$'000	Variance \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Ref
Income							
Building & Environmental Health	150	201	(51)	402	341	(61)	
Community Development	404	389	15	778	864	86	
Corporate	10,221	11,941	(1,720)	23,881	24,905	1,024	1
Customer Experience	105	202	(97)	404	284	(120)	2
Engineering & Assets	80	3,503	(3,423)	7,006	5,786	(1,220)	3
Executive	-		-	-	-	-	
Growth & Future	75		75	-	75	75	
Operations	3,047	2,788	259	5,576	5,606	30	
Statutory Planning & Amenity	183	200	(17)	400	416	16	
Grand Total	14,265	19,224	(4,959)	38,447	38,277	(170)	
Expenditure							
Building & Environmental Health	277	441	(164)	882	769	(113)	4
Community Development	747	1,044	(297)	2,088	1,928	(160)	5
Corporate	1,948	6,013	(4,065)	12,026	11,894	(132)	6
Customer Experience	1,071	1,226	(155)	2,452	2,073	(379)	7
Engineering & Assets	2,308	7,297	(4,989)	14,593	15,372	779	8
Executive	854	850	5	1,699	1,722	23	
Growth & Future	1,027	1,392	(365)	2,784	2,490	(294)	9
Operations	5,383	6,269	(886)	12,537	12,102	(435)	10
Statutory Planning & Amenity	571	680	(109)	1,360	1,454	94	
Expenditure Total	14,186	25,211	(11,025)	50,421	49,804	(617)	

Department Summary – Explanations of Full Year Variances

Ref	Income Item	Explanation
1	Corporate	Unbudgeted grant income for Rural Councils Transformation Program (\$150k), Rates interest and charges (\$18k), Interest income (\$827k)
2	Customer Experience	Reduced PFLP grant income (\$43k), reduced VIC income (\$53k), Land Information Certificates Income (\$12k), reduced Events Income (\$10k)
3	Engineering & Assets	Reduced Grant funds recognised for incomplete capital projects as outlined above (\$1,220k)

Ref	Expenditure Item	Explanation
4	Building & Environmental Health.	Reduced Food Safety - Other expenditure, full budget not required (\$100k), Building Permits (\$13k)
5	Community Development	Reduced expenditure for 2022 NE Floods Council support funding as program has been extended to 2024/25 (\$140k)

Ref	Expenditure Item	Explanation
6	Corporate	<p>Higher than budgeted expenditure for;</p> <ul style="list-style-type: none"> Increased insurance premiums (\$216k), <p>Lower than budgeted expenditure on;</p> <ul style="list-style-type: none"> Salaries and wages (\$266k), Rating Strategy Review (\$20k), Supplementary valuations (\$13k), Corporate Telecommunications Utility (\$18k), and ICT Professional Services (\$28k)
7	Customer Experience	<p>Reduced expenditure on Salaries and wages (\$42k), Event Infrastructure Upgrade (\$60k), total Library Services (\$43k), total VIC expense (\$51k), Events, including Dinner Plain (\$163k)</p>
8	Engineering & Assets	<p>Reduced expenditure:</p> <ul style="list-style-type: none"> Salaries and wages (\$487k), Development Engineering Assessment & Compliance (\$40k), Dinner Plain Activation Phase 2 (\$850k), Tronoh Dredgehole Precinct (\$160k), Tawonga Memorial Hall Upgrade (\$185k), Ablett Pavilion Upgrade (\$599k), and Myrtleford Memorial Hall Upgrade (\$388k) <p>Increased expenditure over budget due to project completion:</p> <ul style="list-style-type: none"> Myrtleford Splash Park (\$1,140k), Asset Management System (\$145k), Myrtleford Savoy Soccer Club Upgrade (\$911k), Transfer Station Upgrades for Office & Amenities (\$188k), Porepunkah Transfer Station Upgrade (\$197k), and Dinner Plain Activation Phase 1 (\$120k).

Ref	Expenditure Item	Explanation
9	Growth & Future	<p>Reduced expenditure on:</p> <ul style="list-style-type: none"> • Salaries and wages (\$146k), • Planning Scheme Amendments Program (\$80k), • Structure Planning Studies (\$200k), • Destination Marketing - Collateral (\$53k), and • Bright Valley Development (\$50k). <p>Increased expenditure on</p> <ul style="list-style-type: none"> • Mystic Park (\$60k), • Myrtleford Flood Study (\$50k), • Land Development Strategy (\$35k), and • Implementation of FOGO service (\$60k)
10	Operations	<p>Reduced expenditure on:</p> <ul style="list-style-type: none"> • Salaries and wages (\$132k), • FOGO caddies and liners (\$95k), • Electric Line Clearance (\$80k), • Swimming pools maintenance (\$276k), and • Plant and Vehicles (\$333k) <p>Planned increased expenditure on:</p> <ul style="list-style-type: none"> • Dinner Plain Contracted Maintenance (\$92k), and • Public facility cleaning (\$50k).

6. Capital Works Summary

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

	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%	Ref
Income						
Nimmo Pedestrian Bridge	-	263	479	216	82%	1
Ablett Pavilion Myrtleford Upgrade	-	610	-	(610)	-100%	2
Dinner Plain Activation	-	600	500	(100)	-17%	3
Dinner Plain Snowmaking	-	850	-	(850)	-100%	4
Myrtleford Savoy Soccer Club Upgrade	-	600	1,992	1,392	232%	5
East Ovens Pedestrian Bridge	-	113	120	7	6%	
Myrtleford Splash Park	-	660	-	(660)	-100%	6
Myrtleford Memorial Hall	-	510	-	(510)	-100%	7
Expenses						
East Ovens Pedestrian Bridge	-	185	175	(10)	-5%	
Dinner Plain Activation Phase 1	33	-	120	120	100%	8
Dinner Plain Activation Phase 2	-	1,100	250	(850)	-340%	9
Transfer Station Upgrade Fund	55	-	197	197	100%	10
Nimmo Pedestrian Bridge	-	750	750	-	100%	
Transfer Station Upgrades - Offices & Amenities Renewal	-	25	213	188	100%	11
Myrtleford Savoy Soccer Club Upgrade	130	760	1,671	911	100%	12
Dinner Plain Snowmaking	2	1,000	2,100	1,100	52%	13
Myrtleford Memorial Hall Renewal	15	510	122	(388)	-76%	14
Tawonga Memorial Hall Upgrade	-	200	148	(52)	-26%	
Ablett Pavilion Myrtleford Upgrade	6	720	121	(599)	-83%	15
Myrtleford Splash Park	-	860	2,000	1,140	133%	16
Tronoh Dredgehole Precinct	-	175	15	(160)	-91%	17
Landfill Rehabilitation Planning and Scoping	-	100	100	-	0%	
Porepunkah Landfill Rehabilitation Stage 2	26	1,189	1,189	-	0%	

Capital Works Summary – Explanation of Full Year Variances

Ref	Income Item	Explanation
1	Nimmo Pedestrian Bright	Project aiming for completion and full grant funding recognition
2	Ablett Pavilion Myrtleford upgrade	Project will not be completed this financial year
3	Dinner Plain Activation	Phase 1 to be completed this financial year
4	Dinner Plain Snowmaking	Project will not be completed this financial year due to delays in contracted materials being supplied
5	Myrtleford Savoy Soccer Club upgrade	Project aiming to be completed and full grant amount recognised (\$1,992k) will be recognised

Ref	Income Item	Explanation
6	Myrtleford Splash Park	Project will not be completed this financial year.
7	Myrtleford Memorial Hall Upgrade	Project will not be completed this financial year.

Ref	Expenditure Item	Explanation
8	Dinner Plain Activation Phase 1	This represents the remaining expected expenditure for Phase 1 only for project completion
9	Dinner Plain Activation Phase 2	Expenditure for Phase 2 only, budget is for Phases 1 & 2, but design works have been delayed due to traffic study requirement
10	Transfer Station Upgrade	Expenditure for installation of concrete slab and retaining wall at Porepunkah - Grant funded unbudgeted project
11	Transfer Station Upgrade - Offices & Amenities Renewal	Porepunkah transfer station unbudgeted project carried forward from prior year
12	Myrtleford Savoy Soccer Club Upgrade	Contract Awarded and project will be complete this financial year.
13	Dinner Plain Snowmaking	Completion dependent on shipping delays.
14	Myrtleford Memorial Hall Upgrade	Project delayed due to scope change and redesign.
15	Ablett Pavilion Myrtleford Upgrade	Project delayed but funding extension has been granted
16	Myrtleford Splash Park	Contract awarded, \$2,024,129. Majority of works completed this financial year.
17	Tronoh Dredgehole Precinct	Detailed scope still being defined. Detailed design 95% complete. Funding extension is awaiting confirmation.

7. Balance Sheet

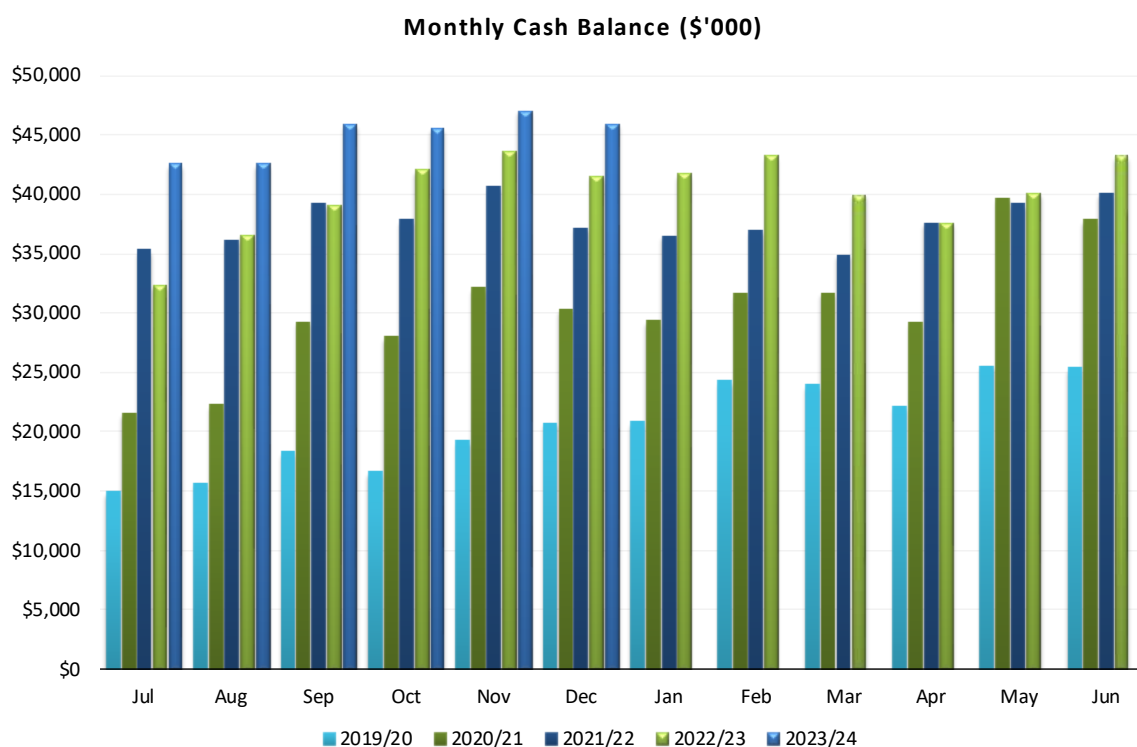
	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%
Assets					
Current assets					
Cash and cash equivalents	3,154	5,598	7,598	2,000	36%
Trade and other receivables	2,369	2,935	2,985	50	2%
Financial assets	42,987	26,000	28,000	2,000	8%
Inventories	96	112	100	(12)	-11%
Other assets	0	326	458	132	40%
Total current assets	48,606	34,971	39,141	4,170	12%
Non-current assets					
Investment properties	5,450	4,153	5,995	1,842	44%
Property, infrastructure, plant & equipment	253,098	281,187	285,098	3,911	1%
Intangible assets	135	216	154	(62)	-29%
Total non-current assets	258,683	285,556	291,247	5,691	2%
Total assets	307,289	320,527	330,388	9,861	3%
Liabilities					
Current liabilities					
Trade and other payables	2,120	2,306	3,711	1,405	61%
Trust funds and deposits	247	318	325	7	2%
Provisions	4,283	3,193	4,255	1,062	33%
Income received in advance	16,451	4,173	6,072	1,899	46%
Total current liabilities	23,101	9,990	14,363	4,373	44%
Non-current liabilities					
Provisions	3,949	3,144	3,449	305	10%
Income received in advance	349	6,901	6,021	(880)	-13%
Total non-current liabilities	4,298	10,045	9,470	(575)	-6%
Total liabilities	27,399	20,035	23,833	3,223	16%
Net assets	279,890	300,492	306,555	6,063	2%
Equity					
Accumulated surplus	138,357	131,728	141,910	10,182	8%
Reserves	141,533	168,764	164,645	(4,119)	-2%
Total equity	279,890	300,492	306,555	6,063	2%

8. Dinner Plain Reserve

	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Variance %
Balance as at 1 July 2023	846	846	846	-	
Income	733	1,838	1,738	(100)	-6%
Expenditure	452	981	949	32	3%
Net Movement	281	856	789	(67)	-9%
Balance	1,127	1,702	1,635	(67)	-4%

The Dinner Plain Reserve is forecast to be \$1,635k at 30 June 2024. This is \$67k lower than budgeted primarily as a result of forecasted lower than budgeted income and expenditure.

9. Cash and Investments



The cash balance was \$45.9m at 31 December 2023, of which \$37.5m was invested in term deposits. This was \$2.7m higher than the 2022/23 end of year cash balance of \$43.2m.

The main contributing factors to the increased cash balance, was the receipt of the 2023/24 full year Financial Assistance Grants funding in June and the receipts from the annual rates notices issued in July.

COUNCIL POLICY

Borrowing Policy (Draft)

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DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 128	Status DRAFT	Approved by Council
Date approved TBC	Next review date 30 April 2028	
Directorate Customer and Community	Department Corporate	External

REVISION RECORD

Date	Version	Revision description
27 February	1.0	Development of Policy – Reviewed by the Audit and Risk Committee Endorsed by Council for public exhibition.

1. Purpose

This policy sets out the circumstances in which Council will undertake borrowings and manage its loan portfolio. The purpose of this policy is to provide clear direction on the authority of Council or Council officers to make borrowing decisions.

All borrowings decisions must give effect to the financial management principles set out in section 101 of the Local Government Act 2020 ("the Act").

2. Scope

This policy applies when Council is considering and determining the annual budget, and will be adhered to when reviewing Council's Financial Plan.

Council officers must apply this policy when:

- a) Considering new borrowings, and;
- b) Refinancing existing borrowings (where the long term benefits of refinancing are greater than the cost of the existing loan).

3. Policy details

3.1.1 Legislative Framework

The *Local Government Act 2020* (the Act) provides Councils the power to borrow. The Act does not place any restrictions or limitations on the ability for Council to borrow funds, other than a requirement that the borrowings are approved in the Budget.

Section 91 of the Act requires Council to develop a Financial Plan, which incorporates a borrowings strategy as per the Model Financial Plan.

Section 104 of the Act stipulates that "a Council cannot borrow money unless the proposed borrowings were included in the adopted budget or revised budget."

Council must approve all borrowings and Section 11(2)(l) stipulates that Council cannot delegate the power to borrow money.

The Victorian Government established the Local Government Performance Reporting Framework (LGPRF) in 2014. It outlines the measures Council must report in its performance report, which forms part of the Council's Annual Report. Certain indicators must also be included in Council's Budget and Financial Plan. This framework includes financial performance of a Council, and specific to this policy includes measures in relation to Council's obligations to determine whether debt and other long-term obligations are appropriate to the size and nature of Council's activities.

3.1.2 Principles

The following principles have been set to ensure Council has a structured and disciplined approach to borrowing of funds that fit with a longer term financially sustainable framework:

- Council recognises that borrowings can support intergenerational equity principles,

- Borrowings are only to be used to finance items described in the council policy objectives;
- Borrowings need to be linked to the financing of an identified project and not be drawn down until the commencement of the project;
- Council will not borrow to fund capital works renewal or operating expenditure;
- All borrowings will be considered as part of Council's Long Term Financial planning using sound financial management principles and fall within the borrowing ratios outlined in the following section of this policy; and
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will consider the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility.
- All Council borrowings will be undertaken in Australian dollars – i.e. no foreign debt should be undertaken.
- All requests to borrow funds is to be supported by a business case addressing at a minimum, the points in this policy.
- A minimum amount of \$1,000,000 would be considered for a loan.

3.1.3 Borrowing arrangements

When entering borrowing arrangements, Council will seek to minimise interest costs over the long-term without introducing undue volatility in annual interest costs.

Council's borrowings will be appropriately structured to constrain risk and will be consistent with the following parameters:

- Council will consider the appropriateness of the various types of debt product available.
- The tenor of the loan will not be greater than the expected useful life of the asset being funded by the loan.
- Council will maintain a repayment schedule consistent with "principal and interest" repayment calculations.
- Loan repayments will be made in a regular schedule.

3.1.4 Determining appropriate lending institution

Once borrowing has been approved by Council, requests to appropriate lending institutions will be sought, with written quotations needing to include the:

- interest rate;
- term of loan;
- repayment intervals;
- repayment instalment amount;
- any applicable fees; and
- loan break costs.

3.1.5 Borrowing ratios and limits

Borrowings shall not be undertaken if the effect of such borrowings are projected to result in borrowing ratios greater than the maximum levels indicated in the table below,

unless explicitly resolved by Council. These ratios are reported through the Local Government Performance Reporting Framework.

Measure	Council's Maximum Level	Descriptor
Debt Ratio – Loans and borrowings repayments compared to rates interest and principal repayments on interest bearing loans and borrowings / rate revenue	10%	Assesses whether Council's level of repayments on interest-bearing loans and borrowings are appropriate compared to the size and nature of Council's activities
Borrowing Rates Ratio – Loans and Borrowings compared to rates interest bearing loans and borrowings / rate revenue	60%	Assesses whether Council's level of interest-bearing loans and borrowings are appropriate compared to the size and nature of Council's activities.

3.1.6 Reporting

All new borrowings are to be reported to the Audit and Risk Committee at the meeting following the finalisation of the borrowing agreement.

A complete report on Council borrowings will be presented to the Audit and Risk Committee in the last meeting before the end of the financial year.

3.1.7 Council loans

Alpine Shire Council does not loan funds.

4. Roles and responsibilities

The following positions are responsible for

Responsibility	Role / Position
Implementation of this Policy	CEO Director Customer and Community Manager Corporate
Review of Policy	Manager Corporate
Reporting	Manager Corporate Accountant

5. Breaches

This policy can be reviewed or revoked by resolution of Council at any time.

Council Officers found to be in breach of this policy will be subject to relevant disciplinary action in accordance with Council's Enterprise Agreement.

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

A Gender Impact Assessment was undertaken, and it was deemed to be not applicable to this policy.

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 1989 [Vic]*
- *Local Government Act 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Procurement Policy

9. Definitions and abbreviations

Term	Meaning
Capital project	<p>Work on an individual asset or group of assets that will result in the creation, upgrade or renewal of an asset or assets.</p> <p>A capital project includes renewal expenditure, upgrade expenditure and expansion expenditure as well as new expenditure.</p> <p>This policy excludes renewal as a reason for borrowing funds.</p>
Financial Plan	<p>A key document for ensuring the long term financial sustainability of Council as per section 91 of the Local Government Act 2020.</p>

Term	Meaning
Local Government Performance Reporting Framework (LGPRF)	The legislated framework through which all Victorian Councils are required to report specific key performance indicators (KPI's), allowing benchmarking across the sector. All information is available publicly via the "Know Your Council" website www.knowyourcouncil.vic.gov.au .
P&I	Principal and interest repayments
Rate revenue	Revenue from general rates, municipal charges, service rates and service charges (e.g. waste) levied on rateable properties.
VAGO	Victoria Auditor General's Office

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this **XX** day of
<Month> 20**XX**
in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

INSTRUMENT OF APPOINTMENT AND
AUTHORISATION
*(PLANNING AND ENVIRONMENT
ACT 1987)*

**Statutory Planning
Coordinator**

Rebecca Mouy – February 2024

Instrument of Appointment and Authorisation

In this Instrument 'officer' means –

OFFICER	TITLE	NAME
PC	Statutory Planning Coordinator	Rebecca MOUY

By this Instrument of Appointment and Authorisation, Alpine Shire Council –

1. Under s147(4) of the *Planning and Environment Act 1987* – appoints the **PC** to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. Under s313 of the *Local Government Act 2020* authorises the **PC** 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 immediately upon its execution;
- remains in force until varied or revoked.

This Instrument is authorised by a resolution of the Alpine Shire Council made on **27 February 2024**.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed 27th day of
February 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 30 January 2024
Location: Briefing Session – Bright Committee Room
Start Time: 2.30pm
Finish Time: 5.00pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Helen Havercroft	Director Customer & Community
Cr Katarina Hughes*	Councillor	Alan Rees	Director Assets
Cr Ron Janas	Councillor		
Cr Tony Keeble	Councillor		
Cr Kelli Prime	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
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
Draft Borrowings Policy
Mystic Park Tender Process
EOI Proposal Update
Prepare for Ordinary Council Meeting



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 13 February 2024
Location: Briefing Session – 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 Ron Janas	Councillor	Helen Havercroft	Director Customer & Community
Cr Tony Keeble	Councillor	Alan Rees	Director Assets
Cr Katarina Hughes*	Councillor		
Cr Sarah Nicholas*	Councillor		
Cr Kelli Prime*	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Simon Kelley	Deputy Mayor

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
BESS Project Discussion
Improved planning statistics
Council Pound
2024/25 Draft Budget update following community consultation
Alpine Children's Services Memorandum of Understanding
Funding application updates
Councillor and Staff Interaction Policy



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 20 February 2024
Location: Briefing Session – 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	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor	Michael MacDonagh*	Manager Growth and Future
Cr Tony Keeble	Councillor		
Cr Katarina Hughes*	Councillor		
Cr Sarah Nicholas	Councillor		
Cr Kelli Prime	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Alan Rees	Director Assets

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
Fair Access Policy
Budget Timelines for Councillors
Mystic Park EOI Process
Contracts for Award
East Gippsland Extractive Industries Position Paper
Verbal update EOI – Shell Service Station
Ordinary Council Meeting Agenda Review