

M(3) – 26 MARCH 2024

Ordinary Council Meeting

Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Senior Citizens Centre, 33 Smith Street Myrtleford on **26 March 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 Sarah Nicholas (attendance via electronic means)

OFFICERS

Will Jeremy - Chief Executive Officer

Helen Havercroft - Director Customer and Community

Alan Rees - Director Assets

APOLOGIES

Cr Kelli Prime

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1. Recording and livestreaming of Council meetings

The CEO read the following statement:

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

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

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

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

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

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

All to stand, the Mayor read the following statement:

Alpine Shire Council acknowledges the 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(2) – (27 FEBRUARY 2024)

Cr Kelley

Cr Janas

That the minutes of Ordinary Council Meeting M(2) held on (27 February 2024) as circulated be confirmed.

Carried

4. Apologies

Cr Kelli Prime

5. Obituaries / congratulations

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

6. Declarations by Councillors of conflict of interest

Nil

7. Public questions

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

G5 Public Question Time

GS3. Questions submitted to Council may be:

Submitted as a "Question on Notice" to the Chief Executive Officer in writing by 5pm on the day prior to the Council meeting, stating the name and contact details of the person submitting the question; or

During meetings held wholly in-person, at the Chairperson's discretion, asked directly by a member of the public gallery at the Council meeting during public question time.

GS4. No person may submit or ask more than two questions at any one meeting.

GS7. A question may be disallowed by the Chairperson if the Chairperson determines that it:

- is not related to an item on the agenda;
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already answered;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to confidential information as defined in s3 of the Act;
- relates to the personal hardship of any resident or ratepayer; or
- relates to any other matter which the Council considers would prejudice the Council or any person.

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

8. Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

8.1.1 Contracts approved under delegation by CEO

Nil

8.1.2 Councillor and Staff Interaction Policy

INTRODUCTION

A draft Councillor and Staff Interaction Policy has been developed for consideration and approval for release to the community for consultation.

Cr Keeble

Cr Kelley

That Council:

- 1. Endorses the draft Councillor and Staff Interaction Policy to be made available for community consultation for a period of no less than 28 days;*
- 2. Invites written submissions from the public on the draft Councillor and Staff Interaction Policy;*
- 3. Considers written submissions; and*
- 4. Considers a recommendation to adopt the Councillor and Staff Interaction Policy at a future Ordinary Council meeting.*

Carried Unanimously

BACKGROUND

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

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

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

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

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

Percentage of councils with policies covering councillor relationships

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

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

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

ISSUES

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

POLICY IMPLICATIONS

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

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT

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

CONSULTATION

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

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

CONCLUSION

To manage interactions between Councillors and Council staff a draft Councillor and Staff Interaction Policy has been developed. It is recommended that the draft Policy is made available for public consultation in accordance with Council's Community Engagement Policy.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer

ATTACHMENT(S)

8.1.2 Draft Councillor and Staff Interaction Policy

8.2 DIRECTOR ASSETS – ALAN REES

8.2.1 FOGO Kerbside Collection Service - Implementation Review

INTRODUCTION

The purpose of this report is to update Council on the successful implementation of the Food Organics and Garden Organics (FOGO) kerbside collection service and the outcomes of the first seven months of this service.

Cr Keeble

Cr Nicholas

That Council notes the implementation of the FOGO kerbside collection service and the significant impact on diverting municipal organic waste from landfill.

Carried Unanimously

BACKGROUND

The FOGO kerbside collection service was rolled out as a mandatory service to all residential properties on the FOGO kerbside collection routes with FOGO collection commencing on 3 July 2023 and the new collection model, with waste collection moved to fortnightly, which commenced for all properties on 31 July 2023.

ISSUES

A summary of the infrastructure delivered as part of the FOGO implementation, and since the roll-out, is outlined below:

- 6,157 homes were delivered 240L FOGO bins, caddies, rolls of liner bags and print collateral during the bulk roll-out
- 114 bins have been delivered to commercial properties opting in to the service and additional homes since the bulk roll-out
- 1,343 old dark green waste bin lids changed to red lids
- 164 80L to 240L waste bin upgrades for residents
- 76 80L to 240 L waste bin upgrades for holiday accommodation providers.

A summary of the effectiveness of the new service at reducing waste to landfill, including tonnages of FOGO collected, tonnages of waste collected compared to previous financial years, presentation rate of FOGO bins and contamination rate of FOGO bins, is outlined below:

- October 2023:
 - FOGO bin Presentation Rate - 86.8%
 - FOGO bin Contamination Rate - 0.13% (this includes cumulative average contamination from July to October)
 - Total FOGO collected - 251 tonnes

- November 2023:
 - FOGO bin Presentation Rate - 91.6%
 - FOGO bin Contamination Rate - 0.04%
 - Total FOGO collected - 217 tonnes
- December 2023:
 - FOGO bin Presentation Rate - 89.1%
 - FOGO bin Contamination Rate - 0.01%
 - TOTAL FOGO collected - 205 tonnes
- Waste collected:
 - FY 2022/2023: 2,110 tonnes
 - FY 2023/2024 (Jul - Jan extrapolated to full year prediction): 1,710 tonnes

While actual data cannot be confirmed until a full year of the service, based on this estimate the reduction of waste to landfill is tracking at 400 tonnes for this first year of service. Contamination rates are well below the industry acceptable standard of 3%.

In January 2024, a kerbside bin inspection was conducted, funded by the Sustainability Victoria Circular Economy Household Education Fund, where all bins presented for collection at a total of 561 properties were visually inspected over a two week period. The intent of the inspections was to inform the focus areas required for future education and awareness initiatives. A summary of the overall results of the inspections are outlined in the table below:

	Waste	Recycling	FOGO
Presentation Rate	90.0%	79.7%	39.8%
Bin Percentage Full	88.2%	84.3%	60.8%
Visible Contamination Rate (reverse contamination for waste)	2.6%	1.5%	0.8%

Detailed analysis of the behaviour trends of properties with 80L and 120L bins vs 240L bins was also conducted. It is evident that properties with smaller waste bins, on average, utilised their FOGO bins more and so diverted more waste from landfill.

Detailed analysis was also conducted to compare the behaviour of visitors to known short term holiday rental properties compared to residents. This demonstrated that, on average, holiday rental properties are putting their waste and recycling bins out for collection more than non-holiday rentals; however, they are generally fuller for non-holiday rentals. Non-holiday rental properties are making better use of the FOGO bins through both higher presentation rates and fuller bins on collection. Also, contamination rates of recycling and FOGO are generally worse for non-holiday rental properties than for known holiday rental properties, while reverse contamination in the waste bins is slightly worse for holiday rentals.

The main lessons learned during the FOGO implementation are the importance of finalising the operating model for the new service early to enable transparent communications, to conduct supplier analysis, and to order the required infrastructure, and print collateral thus safeguarding against unexpected delays to assumed and/or quoted lead times.

POLICY IMPLICATIONS

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

- 3.3 Responsible management of waste

The FOGO service model is in accordance with the adopted Waste Services Policy CLL-ID2 Version 1.0 that came into operation on 1 July 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

The introduction of this service was funded by various Victorian Government grants and Council budget from financial year 2023/24.

CONSULTATION

Early in the implementation program, a survey was conducted, where all residents and businesses were invited to participate. The objective of this survey was to help the project team understand the biggest challenges to residents utilising the service to enable a targeted communications, engagement and awareness campaign. A Frequently Asked Questions page was established following the survey and updated regularly throughout the implementation program.

Below are the statistics of the different times of communications and engagement undertaken by the project team during the duration of the preparation, implementation and post transition phases:

- 20 Facebook posts with a total of 252 reactions, 625 comments and 44 shares
- 20 newspaper advertisements
- 6 community pop-ups (4 pre-implementation and 2 post-implementation with one more scheduled in March)
- 3 separate Alpine Radio campaigns including interviews and advertisements
- 4 meetings with property managers with large portfolios of holiday accommodation
- 426 customer service enquiries have been recorded against the FOGO project.

Analysis showed that customer service enquiries peaked in June 2023, and, during that same month, the number of positive enquiries overtook the number of negative enquiries. This trend was also evident in the attitude of visitors to community pop-up events prior to the service implementation compared to the positive sentiment of attendees at the pop-ups this month. This data reflects the effectiveness of the communication and engagement campaign at allaying the concerns of residents regarding the new service.

Ongoing community education will continue through Alpine Shire specific messaging as well as leveraging off our involvement in the Halve Waste program.

A lesson learned in the communication and engagement process is the need to develop a respectful 'final response' and/or a policy for dealing with vexatious customers.

Members of the Customer Service Team as well as the FOGO project team were often subject to inappropriate verbal abuse from a small minority of residents.

CONCLUSION

The implementation of the FOGO service was a significant undertaking completed by a small, collaborative team of staff from across the organisation with an overall successful outcome of reducing waste to landfill and maximising recycling of organics.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Growth and Future
- Coordinator Sustainability

ATTACHMENT(S)

Nil

8.2.2 Bore Water Supply for Dinner Plain Snowmaking

File Number: CT24002

INTRODUCTION

This report relates to the award of a contract for bore water supply for the Dinner Plain Snowmaking project.

Cr Kelley

Cr Keeble

That Council:

- 1. Awards Contract No. CT24002 'Drilling and Installation of Pilot Holes and Production Water Bore at Dinner Plain' to KH Adams & Sons Pty Ltd for the lump sum price of \$248,675 (GST Exclusive); and*
- 2. Delegates authority to the Chief Executive Officer to sign the contract at an appropriate time.*

Carried Unanimously

BACKGROUND

In 2021, Council received funding from Regional Development Victoria to provide infrastructure upgrades for snowmaking at Dinner Plain Snow Park (Peashooter slope). This infrastructure aims to provide an extended snow season at the Dinner Plain snow park from mid-June to late September each year, resulting in economic and social benefits for the Dinner Plain community and businesses all year round.

During winter, the snow guns at Dinner Plain on the Cobungra ski slope are supplied by groundwater from the town's water reticulation network. This network is supplied by two groundwater production bores licensed to East Gippsland Water (EGW) and screened within the semi-confined fractured basalt aquifer of the Older Volcanics.

However, during the peak season, when there are more visitors, snowmaking can be stopped to ensure the town has sufficient potable water. The project aims to install an additional groundwater production bore capable of producing a minimum average extraction volume of 6 litres(lts)/second and up to a maximum of 8 lts/second over the winter season to reduce the demand on the town water bores.

In 2023 Council engaged contractors to drill one test borehole and install a production bore at Dinner Plain, however the test bore only produced a flow rate of 0.5 lts/second which was an inadequate flow and as a result a production water bore was not installed.

As a result, further test pilot boreholes are required to obtain the targeted flow rate of 6 to 8 lts/second.

EVALUATION

The Tender was advertised on tenders.net and the Alpine Shire Council website on 24 January 2024.

A total of five (5) prospective tenderers downloaded the document and two (2) submissions were received.

The critical 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 KH Adams & Sons Pty Ltd best met all the selection criteria.

ISSUES

A target flow rate of 6 to 8lts/second is required to enable the two new snow guns that will be installed on the Peashooter slope to be operated independently from the existing water supply. In 2023 Council engaged a contractor to install a production bore at Dinner Plain for the supply of groundwater to snow making equipment on Peashooter Slope, but the low flow rate of 0.5lts/second from that bore was insufficient to meet the requirements of the project. If an appropriate flow rate is not achieved, then the snow gun operation will be phased using the surplus water supply that is available once the Dinner Plain community's domestic requirements are met.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The total available budget for the Dinner Plain Snowmaking project is \$3M, which is fully funded by the Victorian State Government through the Bushfire Tourism and Business Fund 2020. There is sufficient allocation within the project budget to award this Contract.

RISK MANAGEMENT

The key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
The pilot holes produce insufficient water flow rates	Possible	Minor	<ul style="list-style-type: none"> The snow guns will be managed off the current water supply until an alternative water supply can be obtained.
Delays in obtaining culture heritage permit and drilling licence	Almost Certain	Moderate	<ul style="list-style-type: none"> The contract can be completed in one month and is not on the critical path

CONSULTATION

Consultation has been carried out with Vail Resorts Hotham. The Dinner Plain Community has been extensively engaged in developing the snowmaking project through an online survey, design workshops and public consultation.

CONCLUSION

Following a tender evaluation assessment, the tender from KH Adams & Sons Pty Ltd is considered the best option due to price, experience, and knowledge derived from other similar contracts.

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 Engineering and Assets
- Project Manager

ATTACHMENT(S)

Nil

8.2.3 Nimmo Pedestrian and Cyclist Bridge - Design and Construct

INTRODUCTION

This report relates to the award of a contract for the design and construction of a new pedestrian and cyclist bridge over the Ovens River next to the Nimmo Road Bridge on Buffalo River Road in Myrtleford.

Cr Janas

Cr Keeble

That Council:

- 1. Awards Contract No. 2400801 for the "Nimmo Pedestrian and Cyclist Bridge - Design and Construction" to North East Civil Construction Pty Ltd for the lump sum price of \$540,850 (GST exclusive); and*
- 2. Delegates authority to the Chief Executive Officer to sign the contract at an appropriate time.*

Carried Unanimously

BACKGROUND

The new bridge is to provide an extension to the existing shared path on Standish Street to connect it with the Nimmo Reserve on the south side of the Ovens River.

An improved pedestrian/cyclist link from Myrtleford to the Nimmo Reserve has been a desire of the Myrtleford community for some time. Currently the existing shared path in Standish Street turns down Apex Lane and those continuing to Nimmo Reserve have to proceed along the roadside and use the road bridge to cross the river. After the bushfires of 2019/20, funding became available through Bushfire Recovery Victoria to improve community connectedness and support community development.

EVALUATION

The tender was advertised on tenders.net and on Alpine Shire Council's website on 1 February 2024.

A total of 46 prospective tenderers downloaded the document and eight (8) submissions were received by the closing date.

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

1. Price
2. Qualifications and Previous Performance
3. Delivery
4. Social
5. Environmental

Following the assessment of the tenders, it was determined that the tender from North East Civil Construction best met all the selection criteria requirements.

POLICY IMPLICATIONS

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

This recommendation is consistent with the following Strategic Objective of the Council Plan 2021-2025:

- 1.1 A community that is active, connected and supported

FINANCIAL AND RESOURCE IMPLICATIONS

The total available budget for the Nimmo Pedestrian/Cyclist Bridge is \$750,000, funded by Bushfire Recovery Victoria and Council. There is sufficient allocation within the project budget to deliver the bridge construction project through award of this Contract.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
High water levels during construction	Possible	Moderate	<ul style="list-style-type: none">• Design of foundations to minimise construction time
Changing riverside environment during and after construction	Possible	Moderate	<ul style="list-style-type: none">• Design of the bridge structure and ramps to reduce exposure to any change in conditions

CONSULTATION

During the planning of the bridge, Vic Roads, North East Catchment Management Authority (NECMA) and the Department of Energy, Environment and Climate Change (DEECA) have been consulted regarding the location, design and ongoing operation of the bridge.

CONCLUSION

Following a comprehensive assessment, the Tender from North East Civil Construction Pty Ltd 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
- Manger Engineering and Assets
- Project Officer

ATTACHMENT(S)

Nil

8.2.4 Ablett Pavilion Upgrade

File Number: 24005

INTRODUCTION

This report relates to the award of a contract for the construction of upgrade works to the Ablett Pavilion in Myrtleford.

Cr Keeble

Cr Kelley

That Council:

- 1. Awards Contract No. 24005 for the construction of the "Myrtleford Ablett Pavilion Upgrade" to Foursite Pty Ltd for the lump sum price of \$1,392,826.00 (GST Exclusive).*
- 2. Delegates authority to the Chief Executive Officer to sign the contract at the appropriate time.*

Carried Unanimously

BACKGROUND

The Ablett Pavilion is part of the RC McNamara Reserve and is a highly valued community facility, particularly as the home of the Myrtleford Alpine Saints Football and Netball Club. The Ablett Pavilion and RC McNamara Reserve Oval are also designated as a Bushfire Place of Last Resort for bushfire emergency events.

It was previously identified that upgrades and modifications to the facility were required to continue to provide essential services and provisions to the wider community at Ablett Pavilion. The McNamara Reserve Committee of Management directly sought funding from Black Summer Bushfire Recovery (BSBR) program issued by the Commonwealth Department of Industry, Science, Energy and Resources, in May 2021, to fund much needed upgrades to the Ablett Pavilion. The Commonwealth Department of Industry, Science, Energy and Resources as part of the BSBR nominated Council to administer the funding through the provision of project management services as well as control of the funding by way of administration of the payments for works completed.

EVALUATION

The tender was advertised on tenders.net and Alpine Shire Council's website on 14 February 2024.

A total of 17 prospective tenders downloaded the document and two (2) submissions were received by the closing date.

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

1. Price
2. Qualifications and previous performance

3. Delivery
4. Social
5. Environmental Sustainability

Following the assessment of the tenders, it was determined that the tender from Foursite Pty Ltd best met the requirements of the selection criteria.

ISSUES

Funding for this project, under the BSBR program, requires completion of all works, final acquittal and submission of an independent audit report before 31 March 2025.

Achievement of these grant commitments requires that construction is not delayed, and the contractor will be required to work with user groups of the Ablett Pavilion to ensure disruption is minimised.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The project is fully funded through the BSBR program, administered by the Commonwealth Department of Industry, Science, Energy and Resources. There is sufficient allocation within the project budget to complete the construction of the Ablett Pavilion Upgrade.

RISK MANAGEMENT

Key risks to the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
Delays in project delivery will result in loss of grant funding	Possible	Severe (Financial)	<ul style="list-style-type: none"> • Construction program to ensure project is completed within grant timeline
Construction period impacts sporting and other activities at the RC McNamara Reserve	Possible	Moderate	<ul style="list-style-type: none"> • Council officers will work closely with the club to ensure the site can be used by the club without impacting the construction schedule

Risk	Likelihood	Impact	Mitigation Action / Control
Construction period impacts health and safety of the public utilising the sporting and other facilities at the RC McNamara Reserve	Possible	Severe	<ul style="list-style-type: none"> High level of diligence to OHS systems and practices by Council and by their appointed contractors to ensure risk to public safety is minimised

CONSULTATION

All aspects of the project have been communicated with the following:

- User groups of the Ablett Pavilion - there has been through engagement with the user groups throughout the design phases of this project. Engagement will continue across the construction phases.
- Council officers across relevant teams.

CONCLUSION

Following a tender evaluation assessment, site visits and reference checks, the tender from Foursite Pty Ltd is considered the best option for the project and 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 Asset Development
- Project Officer

ATTACHMENT(S)

Nil

8.3 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

8.3.1 Draft Fair Access Policy

INTRODUCTION

This report relates to the public exhibition of the draft Fair Access Policy.

Cr Keeble

Cr Janas

That Council:

- 1. Endorses the draft Fair Access Policy for public exhibition for a period of 28 days;*
- 2. Invites public submissions regarding the draft Fair Access Policy; and*
- 3. Reviews and considers any submissions received as part of the Fair Access Policy to be adopted at a future Ordinary Council meeting.*

Carried Unanimously

BACKGROUND

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

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

ISSUES

Adoption of this policy will influence the operational delivery of several departments of Council.

POLICY IMPLICATIONS

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

- 1.1 A community that is active, connected and supported

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT

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

CONSULTATION

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

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

CONCLUSION

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

It is recommended that Council endorses the draft Fair Access Policy for public exhibition. Feedback from the public exhibition period will be considered for inclusion in the final Policy prior to the policy being adopted by Council at a future meeting.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Manager Community Development
- Manager Operations
- Community Development Coordinator

ATTACHMENT(S)

8.3.1 Draft Fair Access Policy

8.3.2 Audit and Risk Committee Meeting Minutes - February 2024

INTRODUCTION

The purpose of the report is to present the unconfirmed minutes of the Audit and Risk Committee meeting No.2023/24-4 held on 16 February 2024.

The key items presented to and considered by the Audit and Risk Committee (Committee) at this meeting were reports on the Bright Valley Development risk profile and the after-action review of the 2022-23 Annual Financial and Performance Statement process.

Cr Keeble

Cr Kelley

That Council receives and notes the unconfirmed minutes of the Audit and Risk Committee meeting No.2023/24-04 held on Friday 16 February 2024.

Carried Unanimously

REPORT

Bright Valley Development

The Committee was provided with an update on this large, permitted housing development on the edge of Bright noting that it attracted significant community interest during the planning application process. This report reflected how Council is managing the compliance risk of the project moving forward through the statutory planning function and the distinct strategic planning matters that are ongoing. The discussion focused on targeting effort where it would be most effective and ensuring good governance throughout.

After Actions review of the 2022-23 Annual Financial and Performance Reporting Process

In line with a continuous improvement mindset, Council officers undertook a review of how the 2022-23 annual reporting process unfolded. A number of recommendations were made with the main recommendations focusing on earlier engagement with the external auditor and ensuring council officers adhere to the provided timelines.

Audit Actions Registers

The Committee was provided with refreshed registers recording the open actions from the Committee and Integrity organisations such as the Victorian Auditor General's Office, for review and comment.

POLICY IMPLICATIONS

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

- 5.2 A responsible, transparent and responsive organisation

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Minutes to Audit and Risk Committee meetings not presented to council meeting.	Unlikely	Minor	Minutes prepared within two weeks after the ARC meeting.

CONCLUSION

The Committee, being satisfied with the detail provided in its agenda and the officer reports, submits the unconfirmed minutes of its meeting No.2023/24-04 held on 16 February 2024 to Council for noting.

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

ATTACHMENT(S)

- 8.3.2 Minutes (unconfirmed) of Audit and Risk Committee Meeting No.2023/24-04, 16 February 2024

8.3.3 Reappointment of Independent Audit and Risk Committee Member

INTRODUCTION

The purpose of this report is to recommend the reappointment of two independent members to Council's Audit and Risk Committee for a further three-year term.

Cr Janas

Cr Kelley

That Council:

- 1. Reappoints Jason Young to the Audit and Risk Committee for a three-year term expiring 30 April 2027; and*
- 2. Reappoints Gerard Moore to the Audit and Risk Committee for a three-year term expiring 30 April 2027.*

Carried Unanimously

BACKGROUND

Alpine Shire Council Audit and Risk Committee established under section 53(1) of the *Local Government Act 2020* (the Act) comprises Councillor and independent members.

The Audit and Risk Committee Charter (the Charter) requires that the Committee comprise a minimum of five members:

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

The Audit and Risk Committee currently consists of six members: two Councillors and four independent members.

The Charter provides for independent members to be appointed for an initial term of up to three years. At the completion of an appointed term, section 3.4 of the Charter provides for independent members to apply for reappointment to the Committee with a maximum of three consecutive terms.

ISSUES

Independent member, Gerard Moore, was first appointed in May 2018 and then reappointed in May 2021, for a second term.

Independent member, Jason Young, was first appointed in July 2021.

Mr Moore has served two terms on the Audit and Risk Committee and his second term expires on 30 April 2024.

Mr Young has served one term on the Audit and Risk Committee and his first term expires on 30 April 2024.

Both Mr Moore and Mr Young have expressed their desire to continue to serve on the Alpine Shire Council Audit and Risk Committee for a third (and final) and second term respectively.

Expertise and experience

Section 53(b) of the Act specifies that independent Committee members have, collectively, expertise in financial management and risk, and experience in public sector management. The Charter further specifies collective knowledge and strategic skills in the areas of audit, governance, control, and compliance and preference for at least one independent member to be a member of CPA Australia (CPA status), the Institute of Chartered Accountants Australia (CA status) and/or the Institute of Internal Auditors.

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

The Audit and Risk Committee Chair considers the expertise and experience that both Mr Moore and Mr Young bring to the Committee as being different but vital for the Committee to understand the broad range of risks that the Alpine Shire Council faces. The Chair is supportive of both members reappointments.

Terms of appointment

The terms of appointment for each member are, where possible, arranged to provide an orderly rotation of membership. Two current independent member terms expire in 2024, one current member expires in 2025 and the fourth independent member expires in 2026. The reappointment of the two current members for further three-year terms will provide for stability and continuity on the Committee going forward.

POLICY IMPLICATIONS

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Independent Audit and Risk Committee members receive a set fee for each meeting attended in accordance with the Audit and Risk Committee Charter and as set by Council in its annual budget. The fee is indexed annually by the Essential Services Rate Cap as approved by Council at its September 2023 Council meeting.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
A quorum is not made, and the Committee cannot deliver as per its Charter.	Rare	Moderate	<ul style="list-style-type: none"> Proactive and early engagement on recruitment of members. Allow time for external recruitment to the Committee if a member chooses not to be reappointed. Maintain rigour in assessing new members for a blend of required skills and knowledge.

CONSULTATION

The Audit and Risk Chair was informed on the expiry dates and made initial contact with the two members who both expressed a desire to continue to serve on the Committee.

The two independent members were consulted and expressed their desire to continue as part of the Audit and Risk Committee. This was supported by the independent Chair, Mayor and Chief Executive Officer.

CONCLUSION

It is recommended that Council reappoints:

- Gerard Moore to a third and final term on the Alpine Shire Audit and Risk Committee, and
- Jason Young to a second term on the Alpine Shire Audit and Risk Committee,

both member terms would expire on 30 April 2027.

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

ATTACHMENT(S)

Nil

8.3.4 Instruments of Delegation

File Number: Delegations Register

INTRODUCTION

Instruments of Delegation are an important means of Council ensuring its officers hold the appropriate legislative powers for the various Acts and Regulations that Council administers. This report refreshes delegations to the Chief Executive Officer and to members of Council staff.

Cr Keeble

Cr Janas

That Council:

1. *Exercises the powers conferred by section 11(1)(b) of the Local Government Act 2020, so that:*
 - a. *There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in attachment 8.3.4.a. "S5 - Instrument of Delegation from Council to the Chief Executive Officer" (instrument S5), subject to the conditions and limitations specified in that instrument;*
 - b. *Instrument S5 be signed and sealed at the appropriate stage of this meeting;*
 - c. *Instrument S5 comes into force immediately the common seal of Council is affixed to the instrument;*
 - d. *On the coming into force of instrument S5, the previous version of instrument S5 dated 27 June 2023 be revoked; and*
 - e. *The duties and functions set out in instrument S5 must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*
2. *Exercises the powers conferred by the legislation referred to in attachment 8.3.4.b. "S6 - Instrument of Delegation from Council to Members of Council Staff "(instrument S6), so that:*
 - a. *There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in instrument S6a, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;*
 - b. *Instrument S6 be signed and sealed at the appropriate stage of this meeting;*
 - c. *Instrument S6 comes into force immediately the common seal of Council is affixed to the instrument;*
 - d. *On the coming into force of instrument S6, the previous version of instrument S6 dated 26 April 2023 be revoked; and*
 - e. *The duties and functions set out in instrument S6 must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

3. *Exercises the powers conferred by the legislation referred to in attachment 8.3.4.c. "S18 - Instrument of Sub-Delegation from Council to Members of Council Staff (EPA 2017)"(instrument S18), so that:*
- a. *There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in instrument S18, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;*
 - b. *Instrument S18 be signed and sealed at the appropriate stage of this meeting;*
 - c. *Instrument S18 comes into force immediately the common seal of Council is affixed to the Instrument;*
 - d. *On the coming into force of instrument S18, the previous version of instrument S18 dated 13 December 2022 be revoked; and*
 - e. *The duties and functions set out in instrument S18 must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

Carried Unanimously

BACKGROUND

Many legislative Acts and Regulations provide Council with specific powers, duties or functions. To enable Council as an organisation to run smoothly, many of these powers, duties and functions are delegated to the Chief Executive Officer (CEO), who can then further sub-delegate these duties to Staff. This ensures that decisions are made on a timely basis, without the need for every legislative decision being presented to a Council meeting.

Council's S5 Instrument of Delegation to the CEO passes on Council's powers directly to the CEO. For instances where decisions are required that are not within the CEO's delegation, these must be presented directly to Council - for example, where a purchase exceeds the CEO's financial delegation.

Where legislation allows it, the CEO then sub-delegates specific legislative duties to staff, via a separate Instrument. Some legislation does not allow sub-delegation via the CEO, so Council must delegate these powers directly to staff using the S6 Instrument of Delegation to Council Staff.

The Environment Protection Authority delegates several of its powers to Council, which must then be sub-delegated to Council staff. The S18 Instrument of Sub-Delegation to Members of Council Staff ensures this occurs.

The S5 Instrument of Delegation to the CEO was most recently updated in June 2023, while the S6 and S18 Instruments were most recently updated in April 2023.

ISSUES

Legislative updates

There have been no changes made to the S5 Instrument of Delegation or the S18 Instrument of Delegation, however both are being updated as part of due process to ensure that all the legislative powers available at the time of this meeting are passed on the CEO and Council staff.

There have minor updates to the legislative powers, duties, and function in the S6 Instrument of Delegation since it was last adopted in April 2023. These have been included in the document, with the appropriate members of Council staff delegated to those legislative provisions.

Staff members with delegated duties

Minor updates have been made to reflect the position titles of some staff with delegated duties.

POLICY IMPLICATIONS

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

- 5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council has an annual subscription for Maddocks delegations and authorisations service that is allowed for in Council's annual budget. Appropriate delegations and authorisations allow Council and Council staff to operate effectively within legislative frameworks.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Delegations are not in place or are out of date	Possible	Moderate	Ensure that all Council approved delegations are up-to-date to ensure that staff can undertake their statutory duties.

CONSULTATION

No external consultation is required. Council to CEO delegations have been discussed with the relevant Manager, Director and CEO.

CONCLUSION

A review and update of the S5 Instrument of Delegation to the CEO, S6 Instrument of Delegation to Members of Council Staff, and S18 Instrument of Sub-Delegation to Members of Council Staff (EPA 2017), will ensure that the CEO and Council officers can undertake the powers, duties and functions relating to their role.

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)

- 8.3.4.a. S5 - Instrument of Delegation from Council to the Chief Executive Officer - March 2024
- 8.3.4.b. S6 - Instrument of Delegation from Council to Members of Council Staff - March 2024
- 8.3.4.c. S18 - Instrument of Sub-Delegation from Council to Members of Council Staff (EPA 2017) - March 2024

9. Informal meetings of Councillors

Introduction

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

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting, or Community Asset Committee meeting.

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are tabled at the next convenient Council meeting, and are recorded in the minutes of that Council meeting.

Cr Keeble

Cr Kelley

That the summary of informal meetings of Councillors for February / March 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
27 February	Briefing Session
12 March	Briefing Session
19 March	Briefing Session

Attachment(s)

- 9.0 Informal meetings of Councillors – February / March 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,

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. S5 - Instrument of Delegation from Council to the Chief Executive Officer - March 2024;*
- 2. S6 - Instrument of Delegation from Council to Members of Council Staff - March 2024;*
- 3. S18 - Instrument of Sub-Delegation from Council to Members of Council Staff (EPA 2017) - March 2024;*

- 4. S173 Agreement – CJ & AL Thomas and Goulburn Murray Rural Water Corporation*

This Section 173 Agreement is required by conditions 15 and 25 of Planning Permit P.2018.17 for construction of a dwelling and outbuildings and removal of pine trees at 6 Growlers Creek Road, Wandiligong being the land referred to in Certificate of Title Volume 11985 Folio 668 and described as plan of consolidation PC378091X (being consolidation of Lots 4 and 5 on LP221462).

The Agreement provides for wastewater management measures, including a requirement to connect to a community effluent disposal or reticulated sewerage system if one becomes available, limiting the number of bedrooms in the dwelling, preventing the outbuilding from containing bedrooms and facilities that may produce wastewater, and requiring the wastewater facility to meet EPA requirements.

These matters in the Agreement were required by Goulburn Murray Water as a referral authority under the Alpine Planning Scheme.

The Agreement also acknowledges the existence of a hotel in close proximity and requires the dwelling to be constructed with acoustic attenuation measures to minimise the impact of noise from indoor and outdoor live music.

- 5. S173 Agreement – TC & AC Slater and Goulburn Murray Rural Water Corporation*

This Section 173 Agreement is required by condition 20 of Planning Permit P.2018.80 for construction of a dwelling and outbuilding at 450 Moses Creek Road, Wandiligong being the land referred to in Certificate of Title Volume 9578 Folio 307 and described as Lot 2 on plan of subdivision LP142190.

The Agreement provides for wastewater management measures, including a requirement to connect to a community effluent disposal or reticulated sewerage system if one becomes available, and inspection and maintenance of the waste water treatment and disposal facility.

The Agreement is a requirement of Goulburn Murray Water as a referral authority under the Alpine Planning Scheme.

- 6. S173 Agreement – AG Weir and Goulburn Murray Rural Water Corporation*

This Section 173 Agreement is required by condition 21 of Planning Permit P.2021.110 for construction of a dwelling for accommodation at 200 Simmonds Creek Road, Tawonga South being the land referred to in Certificate of Title Volume 09681 Folio 662 and described as Lot 1 on plan of subdivision PS203163F.

The Agreement provides for wastewater management measures, including a requirement to connect to a community effluent disposal or reticulated sewerage system if one becomes available and limiting the number of bedrooms in the second dwelling on the site, and preventing any new outbuildings from containing plumbing fixtures that generate wastewater.

The Agreement is a requirement of Goulburn Murray Water as a referral authority under the Alpine Planning Scheme.

Carried Unanimously

There being no further business the Chairperson declared the meeting closed at 6.19p.m.

.....
Chairperson

SPM(4) – 9 APRIL 2024

Special Council Meeting

Minutes

The **Special Council Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **9 April 2024** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Katarina Hughes (attendance via electronic means)

Cr Ron Janas

Cr Sarah Nicholas

OFFICERS

Will Jeremy - Chief Executive Officer

Helen Havercroft - Director Customer and Community

Alan Rees - Director Assets

APOLOGIES

Cr Simon Kelley – Deputy Mayor

Cr Tony Keeble

Cr Kelli Prime

Agenda

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1. Recording and livestreaming of Council meetings

The CEO read the following statement:

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

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

The Mayor read the following statement:

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

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

3. Apologies

Cr Simon Kelley, Deputy Mayor;

Cr Tony Keeble; and

Cr Kelli Prime

4. Declarations by Councillors of conflict of interest

5. Presentation of reports by officers

5.1 CHIEF EXECUTIVE OFFICER - WILL JEREMY

5.1.1 Addendum report

INTRODUCTION

This report relates to the inclusion of an addendum report to incorporate on the title of the land to be purchased an additional carriageway easement in favour of the existing landowners.

Cr Nicholas

Cr Janas

That Council:

- 1. Considers an addendum report at this meeting to consider the additional carriageway easement across the right hand boundary in addition to the rear of the land. The item was not included in the original agenda but is considered urgent business to allow the Chief Executive Office to sign the Contract of Sale.*
- 2. The late inclusion of this report is in accordance with Council's Governance Rules Chapter 3, Part C, item C2.6".*

Carried

BACKGROUND

In August 2023, Council delegated authority to the Chief Executive Officer to execute the Contract of Sale for the purchase of land fronting the Kiewa Valley Highway in Tawonga South for the provision of public toilets, parking, and a picnic area within the town's main business area.

This additional carriageway access from the right hand boundary of the plot had not been raised previously with Council officers as part of the negotiation, was not included in the 'Tawonga South Amenities - preliminary concept plan' and was not captured in the Council resolutions from the August 2023 Council Meeting which provided the CEO with the mandate to progress the subdivision and purchase of the land on behalf of Council. A further resolution of Council is therefore necessary to explicitly capture the agreement to incorporate on the title of the land to be purchased an additional carriageway easement in favour of the existing landowners.

5.1.2 Tawonga South Land Purchase

INTRODUCTION

This report relates to the purchase of land fronting the Kiewa Valley Highway in Tawonga South.

Cr Nicholas

Cr Janas

That Council:

- 1. Notes the negotiated price of \$392,682; subject to Contract, for the purchase of 1,168m² of land comprising part of 244-252 Kiewa Valley Highway, Tawonga South, exclusive of GST, Stamp Duty, conveyancing costs and statutory charges relating to the subdivision process, and inclusive of any further contribution from Council towards the costs associated with the subdivision of the land;*
- 2. Commits in developing the subject land to maintaining carriageway access across both the rear and the right hand boundary of the subject land as viewed from the Kiewa Valley Highway and as noted in the draft Plan of Subdivision (attachment 5.1.3c to this report); and*
- 3. Authorises the Chief Executive Officer to sign the Contract of Sale.*

Carried

BACKGROUND

In the August 2023 Ordinary Council Meeting the following resolutions were carried:

- 1. That Council*
- 2. Delegates to the CEO the authority to commit, subject to Contract, to the purchase of approximately 1,175m² of land comprising part of 244-252 Kiewa Valley Highway, Tawonga South, at a per square metre rate of \$336.20/m² exclusive of GST, Stamp Duty, conveyancing costs and statutory charges relating to the subdivision process, and inclusive of any further contribution from Council towards the costs associated with the subdivision of the land;*
- 3. Commits in developing the subject land to maintaining carriageway access to the rear of the remaining land comprising 244-252 Kiewa Valley Highway generally in accordance with the attached 'Tawonga South Amenities - preliminary concept plan'; and*
- 4. Authorises the Chief Executive Officer to sign the Contract of Sale.*

Surveying has subsequently been carried out and the final area of the proposed subdivision has been established as 1,168m², compared to the estimated area of 1,175m² on the 'Tawonga South Amenities - preliminary concept plan' (attachment 1). This allows confirmation of the purchase price being \$392,682 excluding GST, stamp duty, conveyancing costs and statutory charges relating to the subdivision process.

A draft Plan of Subdivision was submitted by the landowners for review by Council officers on 23 November 2023 (attachment 5.1.2.b), seeking permission to lodge with the titles office for registration.

On 6 December 2023, in order to protect both Council and landowner interests through the subdivision and subsequent land sale process, the landowners were advised that a Contract of Sale of Land is required to be signed by both parties prior to the plan of subdivision being lodged with the titles office.

On 12 January 2024, the landowners submitted a revised draft Plan of Subdivision (attachment 3) containing details of an encumbering carriageway easement in favour of the landowners which was not shown on the previous draft Plan of Subdivision.

The Council resolution of August 2023 commits in developing the subject land to maintaining carriageway access to the rear of the remaining land comprising 244-252 Kiewa Valley Highway [when viewed from the Kiewa Valley Highway] generally in accordance with the attached 'Tawonga South Amenities - preliminary concept plan' (attachment 5.2.1.a).

However, the revised draft Plan of Subdivision submitted by the landowners on 12 January 2024 contains an additional carriageway access from the right hand side boundary of the plot [when viewed from the Kiewa Valley Highway] to the remaining land comprising 244-252 Kiewa Valley Highway, also when viewed from the Kiewa Valley Highway.

ISSUES

Additional Carriageway Easement

This additional carriageway access from the right hand boundary of the plot had not been raised previously with Council officers as part of the negotiation, was not included in the 'Tawonga South Amenities - preliminary concept plan' and was not captured in the Council resolutions from the August 2023 Council Meeting which provided the CEO with the mandate to progress the subdivision and purchase of the land on behalf of Council. A further resolution of Council is therefore necessary to explicitly capture the agreement to incorporate on the title of the land to be purchased an additional carriageway easement in favour of the existing landowners.

A preliminary concept plan has been prepared on the basis of a single carriageway access through the rear of the plot. Detailed engineering design has not been progressed for the site. It cannot therefore be confirmed with certainty at this point in time how the inclusion of an additional carriageway easement through the right hand side boundary of the plot will interface with vehicular access into and out of the proposed car park. However, it is considered that there is sufficient flexibility within the available land to accommodate the additional carriageway easement without imposing a significant constraint on the development of the parcel by Council.

Facilitating the development of an additional carriageway easement as has been requested by the landowners will avoid the necessity for the landowners to construct an additional crossover from their land onto the Kiewa Valley Highway (subject to necessary permits) in close proximity to the existing crossover which services the land subject to purchase by Council. An additional crossover in this location would be a poor outcome for the community, potentially impacting on users of the shared trail which runs along the boundary of the plot on the Kiewa Valley Highway, and impacting on the visual amenity in this location.

Project Delivery Preparations

The subdivision process has progressed slowly during 2024 due to constraints in the external resourcing providing support to Council's team.

A Council project manager has been appointed to manage the delivery of the project and, in parallel with the subdivision process, Council's project delivery team has been working on the preparation of the tender documentation package to enable them to hit the ground running once the Contract of Sale of Land has been signed.

The draft proposed 2024/25 capital works budget contains a recommendation to include capital funding to support delivery of the project during the 2024/15 financial year, subject to the remaining steps of Council's normal budgeting process.

POLICY IMPLICATIONS

The following approval is being sought through the recommendations in this report:

- Exemption from the requirement under Council's Procurement Policy to publish an Invitation to Tender on Council's website which is open to a response from any supplier; and
- Authority to commit to expenditure which is greater than the financial delegation to the CEO under 'S5 Instrument of Delegation to CEO', being \$200,000 Ex GST.

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

Purchase of land in Tawonga South is unbudgeted in 2023/24 financial year. Based on Council's Financial Plan, Council has the financial capacity to commit to this purchase at the recommended price of \$392,682 without impacting significantly on its working capital ratio. This price does not include GST, stamp duty, legal costs associated with the purchase or statutory fees associated with the subdivision of the land; however this price is inclusive of Council's contribution towards any further costs associated with the subdivision process required to create a separately titled parcel of land.

The estimated cost for fully developing this land as per the proposed Concept Plan is \$540,000, which includes public amenities, car parking, a 2.5m wide shared trail connection to the river, and associated landscaping. The development of the site could be staged, and there is the potential to secure external funding to contribute towards the cost of this development.

Annual maintenance costs have not been estimated.

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The additional encumbering easement in favour of the existing landowners restricts Council's ability to develop the land to deliver the best outcome for the community.	Possible	Minor	<ul style="list-style-type: none"> Engineering design has not yet been finalised and there is considered to be sufficient flexibility in the siting of the planned infrastructure on the site to accommodate the additional carriageway access.

CONSULTATION

Since the August 2023 Council Meeting, Council officers have engaged with the landowners and with Council's appointed solicitor. There has been no further engagement with other stakeholders or the broader community. A status update will be shared with the community following the meeting at which this report is considered by Council.

CONCLUSION

The landowners of 244-252 Kiewa Valley Highway have requested the inclusion in the draft Plan of Subdivision of Land of an encumbering easement providing access across the right hand side boundary of the parcel of land proposed for purchase by Council. This is in addition to the existing agreement to provide access across the rear boundary of the plot.

It is recommended that Council accepts this request on the basis that the inclusion of an additional easement crossing the boundary of the plot does not present a significant risk to Council achieving its planned objectives for the land, and avoids the undesirable impact that an additional crossover from the remaining land comprising 244-252 Kiewa Valley Highway onto the Kiewa Valley Highway would present to pedestrians and cyclists using the shared trail, and to the broader amenity of this area.

DECLARATION OF CONFLICT OF INTEREST

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

- Chief Executive Officer

ATTACHMENT(S)

- 5.1.2a Tawonga South Amenities - preliminary concept plan
- 5.1.2b Initial Draft Plan of Subdivision of Land
- 5.1.3c Revised Draft Plan of Subdivision of Land

5.2 DIRECTOR ASSETS - ALAN REES

5.2.1 Porepunkah Transfer Station Cap Construction

File Number: CT22039

INTRODUCTION

This report relates to a contract variation for the Porepunkah Landfill Rehabilitation Cap Construction Stage 2 from an unbudgeted spend to enable the works to be completed.

Cr Nicholas

Cr Hughes

That Council:

- 1. Approve a variation to Contract No.22039 Porepunkah Landfill Rehabilitation Cap Construction Stage 2 to Extons Pty Ltd to the value of \$169,299.*
- 2. Approve unbudgeted expenditure of \$30,653 to enable Porepunkah Landfill Rehabilitation Cap Construction Stage 2 to be completed and will be funded from the Waste Reserve.*
- 3. Delegates authority to the Chief Executive Officer to sign the contract variation at the appropriate time.*

Carried Unanimously

BACKGROUND

To finalise the Porepunkah Landfill cap construction to the requirements and standards of the Environment Protection Agency (EPA) Council requires the original contract with Extons Pty Ltd (Extons) to be varied by \$169,299 above the original award amount of \$1,283,272 (13%). This is due to unforeseen variations to the scope and latent condition encountered during construction.

ISSUES

Contract Variation

As part of the adopted 2023/24 Budget, Council allocated \$1,560,000 for the provision for Porepunkah Landfill Cap Construction Stage 2 works. The scope included design fees, project management, required testing and cap construction costs.

Council awarded the contract to Extons for the CT22039 Porepunkah Landfill Cap Construction Stage 2 for \$1,283,272 at the Ordinary Council Meeting held on 4 October 2022. Due to unforeseen additional scope and latent conditions encountered during excavation, a further \$169,299 is required to complete the Cap Construction.

To date there have been other additional costs outside cap construction incurred for monitoring, auditing, testing and design awarded under a separate contract (SMEC) totalling \$138,082.

Unbudgeted Expenditure

This means that there is a shortfall in the total adopted budget of \$30,653 to fund the variation to the contract with Extons to finalise the Porepunkah Landfill Cap Construction Stage 2.

The cap must be constructed to the standards and design set out and approved by the EPA. The additional scope and latent conditions are required to be completed to achieve this approval. These are outlined as follows:

1. Geosynthetic Clay Liner testing
2. Survey to confirm Benchmarks on site
3. Additional Subgrade from quarry for Area 9 (subgrade shortage on site)
4. Removal of stockpiled vegetation from Area 9
5. Relocate vegetation stockpile for EPA inspection
6. Tests and geologists report importing clean fill confining layer material to the site.
7. Removal of chemical bins and bumped green waste from Area 9
8. Relocation of Waste during anchor trench excavations.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

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

Item	Item Amount
Total Adopted Budget Porepunkah Landfill Capping 23/24FY	\$1,560,000
Total Original Contract Award for Porepunkah Capping Works (Extons)	\$1,283,272
Total other costs associated with Porepunkah Capping Works (monitoring, auditing, testing and design (awarded under separate contract to SMEC)	\$138,082
Total Variation to Porepunkah Capping Works Award (Extons)	\$169,299
Total Value of Works Required	\$1,590,653
Total Unbudgeted Expenditure Required (shortfall)	- \$30,653

The unbudgeted expenditure can be funded from the Waste Reserve.

RISK MANAGEMENT

The key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation
Reputational Risk of not meeting EPA requirements	Possible	Minor	<ul style="list-style-type: none">Complete the works in accordance with the EPA requirements
Safety/Environmental Risks of pollution entering groundwater if the design is not constructed in accordance with the EPA Approved Design	Possible	Moderate	<ul style="list-style-type: none">Construct in accordance with the EPA Approved Design.

CONSULTATION

All aspects of the project have been communicated with the following:

- Director Assets
- Manager Engineering and Assets
- Environmental Protection Agency

CONCLUSION

The scope variation of \$169,299 to finalise the Porepunkah Landfill cap construction creates an additional budget requirement of \$30,653 above adopted Council 23/24 budget of \$1,560,000.

In line with the requirement set out in Council's Procurement Policy, all variations that require additional budget need a new approval by Council based on the total value of the contract.

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 Engineering and Assets
- Project Manager

ATTACHMENT(S)

Nil

5.2.2 Contract CT23028 Transfer Station Upgrade - Retaining Wall and Concrete Slab (Porepukah Loading Dock)

File Number: CT23028

INTRODUCTION

This report relates to approval of a variation and an unbudgeted spend to enable the completion of the Porepukah Transfer Station Upgrade - Retaining Wall and Concrete Slab (Porepukah Loading Dock).

Cr Janas

Cr Nicholas

That Council:

- 1. Approve a variation to Contract No. CT23028 Porepukah Transfer Station Upgrade - Retaining Wall and Concrete Slab to Naubro Kerb Pty Ltd for the value of \$109,975*
- 2. Approve unbudgeted expenditure of \$50,457 to enable Porepukah Transfer Station Upgrade -Retaining Wall and Concrete Slab to be completed and will be funded from the Waste Reserve.*
- 3. Delegates authority to the Chief Executive Officer to sign the contract variation at an appropriate time.*

Carried Unanimously

BACKGROUND

Council is to complete transfer station upgrades as part of a commitment to Department of Energy, Environment and Climate Action (DECCA) for disposal drop-off points for Food Organics Garden Organics (FOGO) and glass (in the long term) at all three of the Council Transfer Station facilities in Myrtleford, Mount Beauty, and Porepukah.

Works in Mount Beauty and Myrtleford have been completed. Construction works for the retaining wall and slabs for Porepukah Transfer Station is currently underway.

Council awarded the tender to Naubro Kerb Pty Ltd (Naubro) for the retaining wall and concrete slab at its Ordinary Council Meeting in September 2023.

During the construction of the retaining wall and concrete slab, variations to the scope of works have occurred due to the following latent conditions:

1. Waste encountered during the construction of the piers requiring alterations to the construction method.
2. The requirement to manufacturer and install new handrails meet the building code and safety requirements.

This work necessitates a contract variation. The variation value is \$109,975 (49%).

ISSUES

Contract Variation

The transfer station upgrade works at Council's three transfer stations was not a budgeted item at the time that the 23/24 FY budget was adopted by Council.

This was due to Council being in the process of finalising the project scope with DEECA and the final amount of grant funding from the Transfer Station Upgrade Fund was not confirmed. DEECA confirmed they would fully fund the project and provide a grant totalling \$335,630 to fund upgrade works at all three transfer stations.

Council completed the transfer station upgrade works at Myrtleford and Mount Beauty Transfer Stations, early in the 23/24 FY under separate contracts, to the total value of \$52,344. The remaining budget post these works was a total of \$283,286.

At the September 2023 OCM Council awarded Naubro Kerb Pty Ltd a contract for the CT23028 Transfer Station Upgrade - Construction of Slab and Retaining Wall for \$223,768. After construction began in February 2024 the contractor encountered latent conditions that required an additional expenditure of \$109,975.

Unbudgeted Expenditure

The result of the required contract variation leaves a shortfall in grant funding totalling \$50,457 that must be met from Council funds. This amount can be funded from the Waste Reserve.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

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

Item	Item Amount
Total Funding for the Transfer Station Upgrades (Myrtleford, Mount Beauty, Porepunkah).	\$335,630
Total Spent on Mount Beauty and Myrtleford Transfer Station Upgrade Works	\$52,344
Total Original Contract Approved for Porepunkah Retaining Wall and Slab Works	\$223,768
Total Variation to the Contract for Porepunkah Retaining Wall and Slab Works	\$109,975

Item	Item Amount
Total Value of Works Required	\$386,087
Total Unbudgeted Expenditure Required (shortfall)	-\$50,457

The unbudgeted expenditure can be funded from Council's Waste Reserve.

RISK MANAGEMENT

The key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation
Reputational risk of having transfer station facility closed for protracted period	Possible	Minor	<ul style="list-style-type: none"> Complete, the already delayed works, as swiftly as possible.
Safety risk of not providing safe work place for members of publics	Possible	Moderate	<ul style="list-style-type: none"> Install a compliance handrail and ensure appropriate use to prevent falls into the skip 3m below the loading level.

CONSULTATION

All aspects of the project have been communicated with the following:

- Director Assets
- Manager Engineering and Assets
- DEECA Landowner
- DEECA Transfer Station Upgrade Funding Officers

CONCLUSION

The scope variations required to finalise the retaining wall and concrete slab at the Porepunkah Transfer Station require a contract variation of \$109,975. The impact of this variation is that \$50,457 is unbudgeted expenditure.

In line with the requirement set out in Council's Procurement Policy, all variations that require additional budget need a new approval by Council based on the total value of the contract.

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 Engineering and Assets
- Project Manager

ATTACHMENT(S)

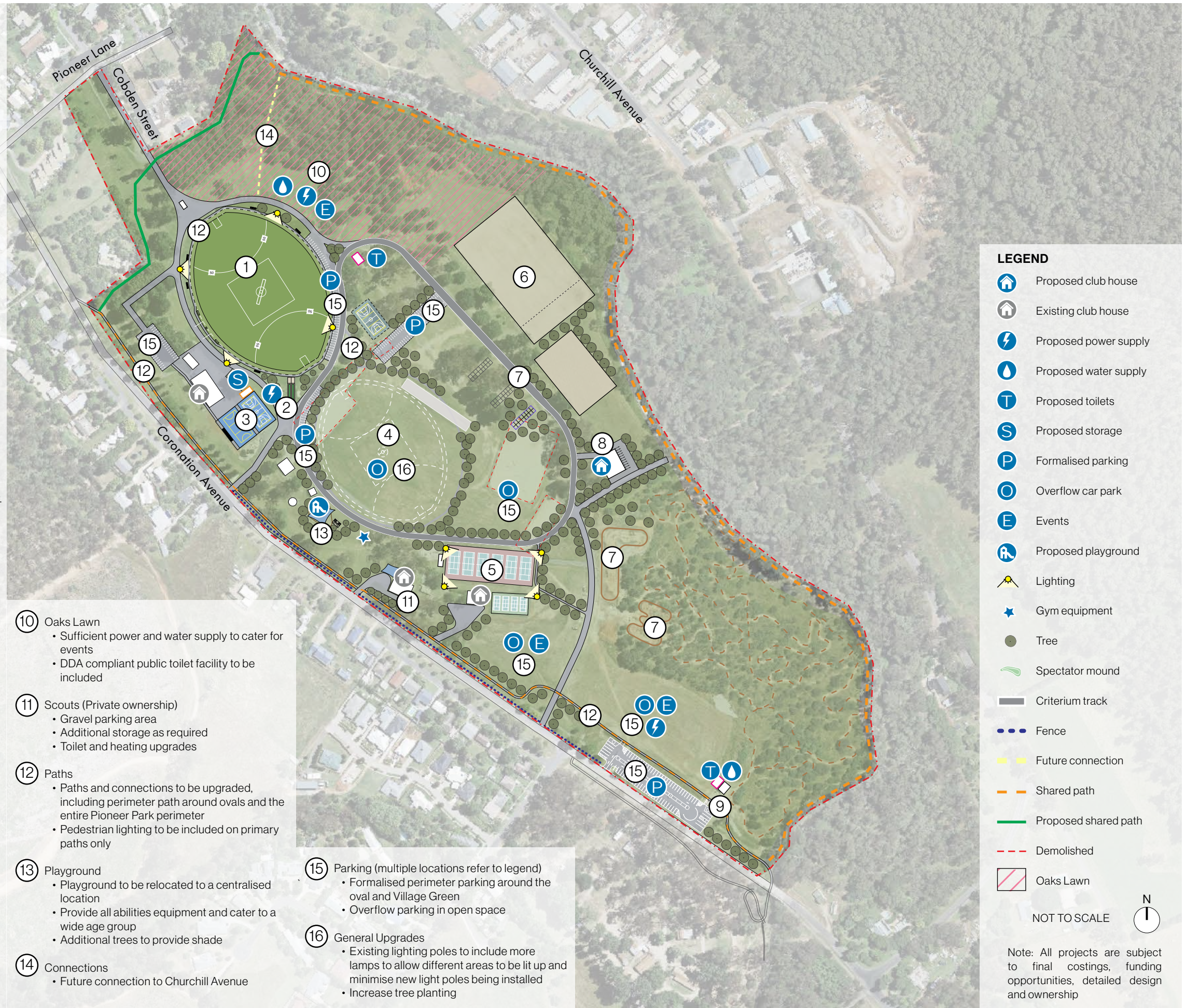
Nil

There being no further business the Chairperson declared the meeting closed at 5.26p.m.

.....
Chairperson

IMPROVEMENT PROJECTS

- ① Existing Oval
 - Resurface oval and upgrade drainage
 - Upgrade irrigation
 - Replace sections of the oval perimeter fence to make good
 - Replace home and away interchange benches
 - Upgrade goal posts to be 10m and 6.5m
 - Include time keepers and scorers box
 - Increase width of cricket pitch to be 28m x 2.8m and rotate pitch for optimum playing
 - Provide spectator seating around the oval
- ② Cricket Nets
 - Upgrade enclosure fencing
 - Provide power access to allow for bowling machines
- ③ Netball / Multi - courts
 - Hanger type roof over the courts
 - Install a second netball court with basketball line markings
 - Include spectator seating
 - Storage for Cricket and Netball
- ④ Informal Grassed Area / Village Green
 - Level grassed playing surface as required and resow to enable usage for training / junior / practice matches.
 - Removable goals in sleeves.
 - Retain existing power supply and hard stand for events and equestrian use.
 - Open area to enable flexible use by the community.
- ⑤ Tennis (Private ownership)
 - Provision for 2 additional courts with upgraded lights
 - Relocated hit wall
 - Ensure accessible entry to clubhouse and courts
 - Upgrade tennis clubhouse amenities to be accessible and gender inclusive
- ⑥ Equestrian
 - Consolidate horse arenas to the northern area of Pioneer Park
 - Partition large arena to include small arena
 - Additional horse yards + shade
 - Improve perimeter fencing
 - Concrete bay at wash bay
 - Screening along boundary
- ⑦ MTB/Cycle Area
 - 950m criterium track to be integrated into existing internal road (6m wide track, except for the finishing straight, which shall be 8m wide for the last 200m)
 - Jump track to be maintained
 - Pump track to be capped
- ⑧ Proposed New Club house
 - Integrated clubhouse facility for the Pony Club, Adult Riding Club and Cycling Club, including Mystic Park users.
- ⑨ Mystic Park
 - Inclusion of toilet facilities and a drinking tap at trailhead
 - Car park to be fenced
 - Rail trail to be realigned around new parking area



- ⑩ Oaks Lawn
 - Sufficient power and water supply to cater for events
 - DDA compliant public toilet facility to be included
- ⑪ Scouts (Private ownership)
 - Gravel parking area
 - Additional storage as required
 - Toilet and heating upgrades
- ⑫ Paths
 - Paths and connections to be upgraded, including perimeter path around ovals and the entire Pioneer Park perimeter
 - Pedestrian lighting to be included on primary paths only
- ⑬ Playground
 - Playground to be relocated to a centralised location
 - Provide all abilities equipment and cater to a wide age group
 - Additional trees to provide shade
- ⑭ Connections
 - Future connection to Churchill Avenue
- ⑮ Parking (multiple locations refer to legend)
 - Formalised perimeter parking around the oval and Village Green
 - Overflow parking in open space
- ⑯ General Upgrades
 - Existing lighting poles to include more lamps to allow different areas to be lit up and minimise new light poles being installed
 - Increase tree planting

PIONEER PARK SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Mount Beauty Reserve
 - Resurface oval and install new drainage and irrigation systems
 - Replace home and away interchange benches and locate on western side of oval
 - Upgrade size of goal posts to 10m and 6.5m
 - Upgrade sports lighting to LED 100 lux
 - Upgrade spectator seating
 - Replace sections of the oval perimeter fence to make good
- ② Les Peart Oval
 - Add AFL posts for recreational use only
 - Increase cricket pitch size to meet competition standards (28m x 2.8m)
 - Replace sections of the oval perimeter fence to make good
 - Resurface oval and upgrade drainage
 - Upgrade irrigation system
 - Provide power access
 - Provide drinking taps near to the oval
 - Provide additional storage to cater for the user groups of Les Peart Oval.
 - Add two junior soccer field line marking to both sides of the cricket pitch - sitting parallel
 - Develop athletic tracks such as long jump, adjacent to the CFA training strip
 - Provide spectator seating / mound at Les Peart Oval
- ③ Cricket Nets
 - Upgrade cricket nets
- ④ Mount Beauty Recreation Reserve Clubroom
 - Upgrade toilet and change room facilities to provide DDA amenities.
 - Potential for DDA compliant toilet to be public facing
 - General club house upgrades, including kitchen area
- ⑤ Tennis
 - Upgrade enclosure fencing
 - Repair ditch on court 2 and 3 to improve drainage
- ⑥ Club house
 - Demolish existing Tennis Club house and Scout Hall and rebuild new community facility to cater for Tennis Club, Scout Hall and users of Les Peart Oval, with toilet facilities and storage.
- ⑦ Netball court
 - Provide benches on netball court
- ⑧ Mount Beauty Pool
 - Upgrades to pool subject to aquatic analysis
 - Provide free standing storage
- ⑨ Bicentennial Park Playground
 - Explore opportunities to include additional play options to cater to all abilities.
- ⑩ Neighbourhood Centre
 - Provide shade trees near car park area
 - Include a reflection garden at the Neighbourhood Centre

- ⑪ General upgrades
 - Increase tree planting
 - Develop and implement a wayfinding strategy including signage to facilities and areas, and safety signage
 - Upgrade roads and pathways for visitor safety and improve connectivity
 - Provide outdoor gym equipment
 - Provide shaded areas for spectating and gathering
 - Upgrade/provide seating around the park
 - Provide more bins



MOUNT BEAUTY SPORTS AND EDUCATION PRECINCT SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Oval
 - Replace home and away interchange benches
 - Convert sports lighting to LED when current lighting needs replacement
 - Upgrade sub-surface drainage of the oval for longer usage time and maximise playability.
 - Upgrade irrigation
 - Include more spectating space around the oval, including sheltered seating
 - Include 3 pitch turf centre wicket
- ② Ablett Pavilion
 - Extension of the Ablett Pavilion to include a health and wellness facility, including gym and physio area
 - Ensure all player and umpire toilet & shower areas are compliant and female-friendly
 - Upgrade size of umpire room
- ③ Netball / tennis courts
 - Proposed new court arrangement to include one separate netball show court (one tennis court removed due to space constraints)
 - Ensure new layout of courts to allow for minimum run off requirements for both netball and tennis (goals/sidelines: 3.05m and between courts 3.65m)
 - Resurface netball/tennis courts
 - Seating and shelter for players and scorers at tennis/netball courts.
 - Netball show court to include team shelter and official bench
 - Install electronic scoreboard (and provide power access) at netball courts
 - Extend shelter at netball/tennis shelter for spectating
 - Fencing at the tennis/netball courts to be upgraded
- ④ Canine Club
 - Expand and upgrade clubhouse, including upgrade flooring, inclusion of toilets, Increase in storage space, insulation, dog bathing area, undercover training area
 - Provide windbreaks
- ⑤ Community amenities / facilities
 - Outdoor fitness equipment to be retained. Opportunity to be relocated
 - Include playground
 - Formalise parking
 - Retain overflow car park



LEGEND

- Existing club house
- Storage
- Formalised parking
- Overflow car parking
- Fence
- Proposed playground
- Lighting to be upgraded
- Gym equipment
- Tree
- Spectator mound
- Demolished

NOT TO SCALE

Note: All projects are subject to final costings, funding opportunities, detailed design and ownership

IMPROVEMENT PROJECTS

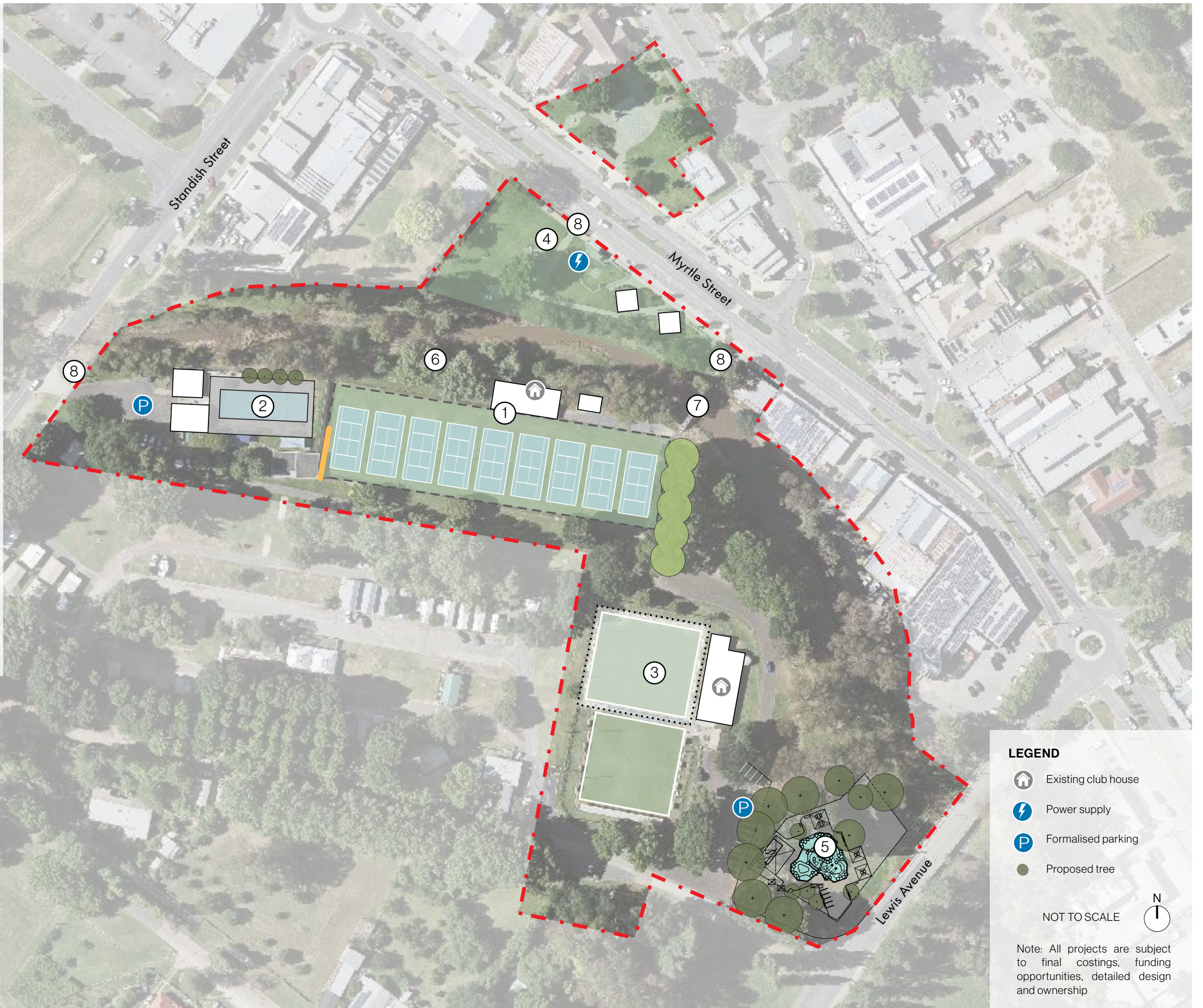
- ① Oval
 - Upgrade sub-surface drainage and irrigation (to an automated system) at Memorial Park oval to maximise the playability of the oval.
 - Upgrade to turf pitch and hard wicket. Ensure cricket pitch to be orientated north-south.
 - Proposed 50 lux sports lighting for football training use
- ② Cricket nets
 - Upgrade Memorial Park cricket nets to 4 nets. Include curtain nets and power access. Orientate to north-south orientation
- ③ Cricket Club House
 - Upgrade Memorial Park club house - potential to relocate clubhouse within the grounds to allow for more car park space near the childcare centre.
 - Upgrade change rooms and toilets to be accessible and gender inclusive
 - Increase storage at Memorial Park including ground maintenance equipment
- ④ Parking
 - Future car park upgrades
- ⑤ Community facilities / amenities
 - Install perimeter path around oval
 - Provide spectator seating at Memorial Park



MEMORIAL PARK SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Tennis Club (Private ownership)
 - Upgrade enclosure fencing - include top and bottom rail fencing
 - Upgrade gate to have universal and emergency access
 - Upgrade surface levels and drainage
 - Upgrade irrigation system
 - Inclusion of solar panels on club house
 - Expand machinery shed
 - Upgrade to DDA access to club house
 - Provide accessible change rooms
 - Replace retaining wall between tennis club and swimming pool
- ② Myrtleford Pool - Aquatics analysis to confirm upgrades
 - Repair surface cracking and level changes at the Myrtleford Pool.
 - Provide shade at Myrtleford Pool
- ③ Lawn Bowls Club (Private ownership)
 - Convert one of the greens at Myrtleford Bowls Club to synthetic grass and cover only the synthetic green.
 - Upgrade Myrtleford Bowls Club - upgrade the toilet and change rooms to be DDA
 - Formalise car parking at Bowls Club (sealing and line marking)
- ④ Events
 - Provide more power access for events
- ⑤ Splash Park
- ⑥ Creek bank
 - Install more seating and picnic furniture along the creek bank
 - Upgrade the walking path along the creek bank
- ⑦ Paths
 - Improve path across the foot bridge
- ⑧ Wayfinding and signage



JUBILEE PARK SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Paths
 - Proposed path network to connect pedestrians from Standish Street and the library
 - Path Access to the Playground from O'Donnell Avenue
- ② Amenities
 - Install low post and rail fencing (with gaps for access) along the boundaries of Cundy Park to improve safety for users.
 - Pedestrian lighting along the paths and skate park.
- ③ Landscaping
 - Additional shade trees
- ④ Skate Park
 - Replace metal skate ramps with concrete ramp suitable for beginners
 - Sheltered gathering space to cater to skate park and half court
- ⑤ Half court
 - Inclusion of half-basketball court to cater for a wider-age group. Potential for a multi-line court and incorporation of netball ring.
- ⑥ Playground
 - Explore opportunities to include additional play options to cater to all abilities.



CUNDY PARK SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Proposed new fenced off leash dog park
- ② Wayfinding and signage
 - Install wayfinding and signage around Rotary Park
 - Upgrade distance markers
 - Install Welcome Signage along Great Alpine Road to highlight approach to Myrtleford Town Centre
- ③ Assess and widen the swing bridge as required
- ④ Mosaic Trail
 - Expand extent of the Mosaic Trail
 - Ensure DDA access along the trail
- ⑤ Landscaping
 - Re-vegetate riverside. Engage with NECMA and Council to provide support to works
- ⑥ Playground
 - Expand playground across the river to include nature play items



LEGEND

- Existing playground
- Proposed nature play
- Existing toilet
- Formalised parking

NOT TO SCALE

Note: All projects are subject to final costings, funding opportunities, detailed design and ownership

ROTARY PARK SCHEMATIC DESIGN


IMPROVEMENT PROJECTS

- ① Soccer fields (Private ownership)
 - Upgrade sub-surface drainage
 - Upgrade irrigation
 - Turf conversion to be investigated
 - Improve surface shape
 - Upgrade coach box at Savoy Soccer Club, to include two covered team benches with adequate seating for 9 people
 - Include perimeter fencing around the soccer fields
 - Upgrade/provide shade around to spectator areas



LEGEND

- 🏠 Clubhouse
- 📦 Coach box
- 🪑 Spectator seating
- Field fencing
- ◇ Existing storage shed

NOT TO SCALE 

Note: All projects are subject to final costings, funding opportunities, detailed design and ownership

SAVOY SOCCER CLUB SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Playground
 - Upgrade playground equipment at Swinburne Park
 - Providing trees and/or shade sails to provide shade to the playground
- ② Amenities
 - Provide seating and other park amenities such as a bin and drinking fountain
 - Install fence on the side between the playground and road at Swinburne Park
- ③ Path
 - Install an additional path to connect Macaulay Grove to the existing path



SWINBURNE PARK SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Provide seating along the path
- ② Enhance the vegetation around the park, including shade trees
- ③ Erosion control around the swale



MARCONI PARK SCHEMATIC DESIGN

IMPROVEMENT PROJECTS

- ① Indoor Stadium
 - Stadium upgrades including exterior face lift, insulation and sound proofing, air-conditioning, fixed spectator seating, additional storage, meeting room, additional power supply
 - Upgrade toilet / change rooms
 - Surface line marking to be redone in old stadium
 - Run off distance to be complaint in old stadium
 - Resurface squash courts and line marking
 - Provide formalised parking
- ② Myrtleford Recreation Reserve Master Plan to be confirmed by the Myrtleford Recreation Reserve Committee of Management (Crown Land owned by Department of Environment, Energy, Climate Action)



MYRTLEFORD RECREATIONAL RESERVE SCHEMATIC DESIGN



**Alpine Shire Council Community
Energy Prospectus: Executive
Summary**

Prepared for Alpine Shire Council

Friday, 15 March 2024

Disclaimer

Any advice provided by Indigo Power throughout this project is not legal advice, financial advice, or taxation advice.

1. Introduction

1.1 Background

Indigo Power has been engaged by the Alpine Shire Council to prepare a prospectus to promote opportunities for investment in community energy and/or public Electric Vehicle (EV) charging infrastructure on land where Council has standing to act as a community energy proponent. This was defined as all Council owned, managed, tenanted or maintained sites, henceforth referred to as Council sites.

This work coincides with the announcement of significant government funding for the delivery of community battery facilities. These are the \$200 million Community Batteries for Household Solar Federal Government initiative¹ and the Victorian Government's \$10 million 100 Neighbourhood Batteries Initiative Round One².

1.2 Project Objectives

The project sought to design solar, battery and EV charging systems in line with two models:

1. **Community Power Plants (CPP):** These are oversized solar and battery systems capable of supplying site load and exporting excess power to the local community. As both the solar generation and battery storage systems are oversized relative to site load, the host site has access to energy generation and storage that can be used to withstand long duration power outages.
2. **Energy Nodes:** These are small sites that have structural or electrical limits to the size of the solar and battery system. Energy nodes are smaller solar and battery systems capable of providing back up power to smaller sites.

EV charging infrastructure has been designed and costed at suitable sites, prioritised with the support of Council staff (see section 2.3).

Solar and battery systems have been designed to deliver the following benefits:

1. **Household benefits:** CPPs would deliver locally generated renewable energy to local communities each day. Solar and battery facilities would share electricity with local Indigo Power customers under circumstances where Indigo Power owned, or was engaged to operate, the facilities. Facilities would be able to stabilise electricity price increases, but not provide significant customer cost savings.
2. **Energy Resilience:** Energy Node and CPP systems provide backup power to sites during a power outage. All sites provide an important community service during bushfire or similar emergency events. Only those sites that have solar and battery

¹ <https://arena.gov.au/funding/community-batteries-round-1/>

² <https://www.energy.vic.gov.au/grants/neighbourhood-batteries/100-neighbourhood-batteries>.

facilities will have continuous power supply during power outages. Surrounding households would lose power.

3. **Environmental:** All battery sites have been designed to charge almost exclusively from on-site solar PV. All sites would be almost entirely supplied by the on-site solar and battery system.
4. **Cost Savings:** Both energy node and CPP facilities target a reduction in the host site's electricity costs by at least 20%. However, this is not always possible.
5. **Network Benefits:** The energy node and CPP facilities would export at peak demand times to the electricity grid, assisting with possible low voltage issues on the network.
6. **Innovation:** There are very few community battery facilities currently in operation in Australia. Delivery of CPPs would establish the business case for the delivery of community batteries at council sites in regional Victoria.

2. Project Approach

2.1 Site Prioritisation

Indigo Power conducted a desktop review of all Council owned, managed, tenanted or maintained sites, selecting 22 sites for site inspection by Indigo Power's electrician. A short list of ten sites was selected, with input from Council staff, for a full analysis. Sites were selected on the following criteria:

1. Roof space for additional solar panels and structural integrity of the roof to bear more panels.
2. Ground space and whether there was room for a battery system.
3. Quality of existing electrical infrastructure and whether this infrastructure could host additional generation and storage technologies.
4. Site connection to the electricity grid and whether excess electricity generated on site could be exported from the site.
5. Community use of the site and whether the site provided an important community service or function.
6. Suitability of the site for a public electric vehicle charging station.

2.2 Preliminary Modelling

Preliminary modelling was carried out to determine the optimal solar and battery system configuration given the site load, electrical infrastructure, available roof space and available grant funding.

An autosizing modelling approach was used to determine the amount of solar panels (kW) and battery storage (kWh) that maximise net present value (NPV), and shows the point at which an additional kW of solar panels or kWh of battery storage would not pay for itself over the modelling time frame. Autosizing considers hardware costs, network charges, price of imported and exported energy, project duration and discount rate applied.

As the prices of solar panels and battery energy storage systems are expected to reduce over the medium term, the model is rerun with different hardware costs to determine what is financially feasible today, and what may be financially feasible with a reduction in capital costs. Several grant schemes for battery projects are currently underway, and for financial feasibility grant funding is equivalent to a reduction of hardware costs. A recommended set of hardware is obtained for each pair of solar prices (\$/kW) and battery prices (\$/kWh).

Preliminary modelling reports provide the detail of the analysis carried out and recommend a system configuration.

2.3 Design Briefs

Solar, battery and electric vehicle (EV) charging facilities were designed and costed based on the preliminary modelling outputs. Technical design briefs were created for each of the ten sites to provide detail on:

- Maximum solar PV capacity
- Electrical infrastructure and its limitations
- Solar and battery design specifications
- Solar, battery, inverter, control and EV charging specifications
- Design layout
- Health, safety and compliance considerations
- Indicative delivery timeline
- Delivery costs
- Project risks
- Decommissioning and disposal plan
- Maintenance requirements

EV Charging Assessment

Sites were assessed for public EV charging suitability and prioritised with the assistance of Council staff. Public EV charging designs were prepared for the best five public EV charging sites.

2.4 Proposals

Financial modelling was carried out for the proposed system at each of the five CPP sites. The proposal provided financial information and cost savings for the host site under two commercial models. The first model is ownership of the energy generation and storage system by a third party, notionally Indigo Power, who leases the site from the site owner. The second model is ownership of the energy generation and storage facility by the site owner and the operation of the CPP facility by a third party, notionally Indigo Power, under an equipment licence agreement with either a fixed annual fee or for a share of the operational net surplus. Under both arrangements the host site purchases electricity from the solar and battery facility at a reduced rate.

3. Project Sites

The ten sites selected for final analysis are described in Table One below. There are five CPP sites and five energy node sites. As detailed in the table, there are several ownership,

management and lease combinations for the sites, and all sites have multiple stakeholders. This adds complexity and is a risk that will need to be managed should any installations proceed.

3.1 Project Sites

Table One. Summary of Alpine Shire Sites assessed under this project.

Site	Ownership, management and lease	Who pays electricity bill?	Existing generation and storage infrastructure	Site suitability
Bright Childcare (CPP)	Department of Education own the land and the building. Council lease from Depart. of Education (DoE) and sub-lease to Alpine Children's Services	Alpine Children's Services	10 kW solar.	Roof space for a large solar PV system. Space for a large battery. Suitable electrical infrastructure. Site could export 100 kW. Not an optimal site for a public EV charger.
Bright Pioneer Park (CPP)	Crown Land, pavilion was a tenant improvement by Council. Management by Council Committee of Management (CoM).	Council (VECO PPA)	15 kW solar. 15 kWh battery.	Roof space for a large solar PV system. Space for a large battery. Suitable electrical infrastructure. Site could export 100 kW. Not an optimal site for a public EV charger.
Mount Beauty Sports Stadium (CPP)	Council own land and building. Council owned and managed (but pool is leased to private entity).	Council (private entity pays pool)	23 kW solar. 30 kWh battery.	Roof space for a large solar PV system. Space for a large battery. Suitable electrical infrastructure. Site could export 50 kW. Site could host a public EV charger.
Myrtleford Showgrounds (CPP)	Crown land and buildings except Myrtleford stadium which Council has assumed responsibility of through stadium renewal works. DEECA appointed CoM, except Myrtleford stadium which is Council appointed CoM	CoMs (not Council)	35 kW solar and 22 kWh battery.	Roof space for a large solar PV system. Space for a large battery. Electrical infrastructure upgrade would be required. Site could export 150 kW with upgrade. Site could host a public EV charger.
Myrtleford McNamara Rec Reserve (CPP)	Crown land. Council owns Ablett pavilion building. Council CoM manages the land. Ablett Pavilion has a CoM in place.	Ablett Pavilion CoM (not Council)	None.	Roof space for 40 kW of rooftop solar on tilt frames. Large electrical switchboard capacity due to football oval lights. Not an optimal site for a public EV charger.

Dederang Rec Reserve (Energy Node)	Crown land and buildings. DEECA appointed CoM in place.	CoMs (not Council)	10 kW solar and 13.8 kWh battery.	Some roof space and battery space. Limited export capacity at 5 kW. Site could host a public EV charger.
Dinner Plain School Community Centre (Energy Node)	Council owned. Leased to DoE, Council has a licence from DoE to manage the building Apr-Sept.	Council (VECO PPA)	None.	Use of roof space limited by snow cleaning requirements. Large 300 kVA transformer but small switchboard limits to 5-15 kW export without switchboard upgrade. Site could host a public EV charger.
Harrietville Community Hall (Energy Node)	Crown land and buildings. DEECA appointed CoM in place.	CoM (not Council)	10 kW solar PV, 16 kWh battery and a generator.	No roof space for additional panels. Export limited to 5-15 kW export without switchboard upgrade. Site could host a public EV charger.
Mudgegonga Community Hall (Energy Node)	Crown land and buildings. DEECA appointed CoM in place.	CoM (not Council)	5 kW solar.	Some roof space and battery space. Limited export capacity at 5-10 kW. Site could host a public EV charger.
Running Creek Community Hall (Energy Node)	Crown land and buildings. DEECA appointed CoM in place.	CoM (not Council)	12 kVa generator.	Some roof space and battery space. Limited export capacity at 5-15 kW. Not an optimal site for a public EV charger.

3.1 Site Analysis

Larger CPP systems have been designed for those sites that have large existing roof space and a strong connection to the electricity grid. These sites include:

1. Bright Childcare
2. Bright Pioneer Park
3. Myrtleford McNamara Reserve
4. Myrtleford Showgrounds
5. Mount Beauty Stadium and Pool

Detailed site proposals were developed for CPP sites which include analysis for both third party and host site ownership.

Under third party ownership arrangements space at the site would be leased to host the solar and battery systems and clean energy would be sold to the site occupier through a behind the meter power purchase agreement. Analysis on host site cost savings was presented for this option.

Under host site (Council) ownership of the solar and battery facility, a third party would be engaged to operate the facility. The operator would pay either a fixed fee (lower risk and lower reward) to the host site or a variable fee (higher risk and higher reward). The fixed fee payment would be an annual amount sufficient for Council to recover the inflation adjusted (3%) cost of its investment over the twenty years. The variable fee is 50% of the operational net surplus. Analysis for this model includes the project internal rate of return, which considers only those cash flows generated by the performance of the solar and battery facility. A second metric, the adjusted rate of return, considers both cash flows generated by the performance of the solar and battery facility and host site cost savings. Those sites with negative rates of return will not recover the cost of their investment over a ten year time horizon.

A summary of financial results for the CPP and Energy Node sites is presented in Table Two below.

Table Two. Site Proposal Details

Site	System Specifications	Capital Cost	Energy Rate and Energy Savings (excludes EV charger)	Licence Agreement IRR, ARR & payback (excludes EV charger)
Bright Childcare	Existing: 10 kW solar. Additional 60 kW solar on tilt frames. Addition of 50 kW/200 kWh flow battery.	Solar Capital Costs: \$72,000 Battery Capital Costs: \$298,800 Total: \$370,800	Block One (first 200 kWh per day): 19 c/kWh Block Two (above 200 kWh per day): 40 c/kWh Saving of \$7,174 per annum or 34% saving.	IRR: 7% Payback period: 5 yrs. ARR: 19.8%
Bright Pioneer Park	Existing: 15 kW solar and 15 kWh battery. Additional 35 kW solar on tilt frames. Addition of 50 kW/200 kWh flow battery.	Solar Capital Costs: \$74,400 Battery Capital Costs: \$274,200 Total: \$348,600	Block One (first 200 kWh per day): 20 c/kWh Block Two (above 200 kWh per day): 40 c/kWh Additional cost of \$417 per annum or 10%.	IRR: - 2% Payback period: >10 yrs. ARR: - 4.5%
Mount Beauty Sports Stadium	Existing: 23 kW solar, 30 kWh battery and generator. Additional 35 kW solar on tilt frames. Addition of 50 kW/200 kWh flow battery. Addition of 25 kW EV charger	Solar Capital Costs: \$62,000 Battery Capital Costs: \$275,400 Total: \$337,400 Potential structural engineering costs allow an additional \$40,000 EV charger costs \$50,000	Block One (first 200 kWh per day): 16 c/kWh Block Two (above 200 kWh per day): 40 c/kWh Saving of \$457 per annum or 11% saving.	IRR: 1% Payback period: >10 yrs. ARR: 0.5%

<p>Myrtleford Showgrounds</p>	<p>Existing: 35 kW solar and 22 kWh battery.</p> <p>Additional 160 kW solar on tilt frames.</p> <p>Addition of 150 kW/600 kWh flow battery.</p> <p>Addition of 50 kW EV charger.</p>	<p>Solar Capital Costs: \$259,200</p> <p>Battery Capital Costs: \$834,000</p> <p>Total: \$1,093,200</p> <p>EV charger costs: \$75,000</p>	<p>Block One (first 600 kWh per day): 20 c/kWh</p> <p>Block Two (above 600 kWh per day): 40 c/kWh</p> <p>Saving of \$1,529 per annum or 36% saving.</p>	<p>IRR: -3%</p> <p>Payback period: >10 Yrs</p> <p>ARR: -2%</p>
<p>Myrtleford McNamara Rec Reserve</p>	<p>Existing: none.</p> <p>Addition of 40 kW solar on tilt frames.</p> <p>Addition of 50 kW/200 kWh flow battery.</p>	<p>Solar Capital Costs: \$66,000</p> <p>Battery Capital Costs: \$298,800</p> <p>Total: \$364,800</p>	<p>Block One (first 200 kWh per day): 20 c/kWh</p> <p>Block Two (above 200 kWh per day): 40 c/kWh</p> <p>Saving of \$4,489 per annum or 27% saving.</p>	<p>IRR: 2%</p> <p>Payback period: 10 yrs</p> <p>ARR: 11.7%</p>
<p>Dederang Rec Reserve/Memorial Hall</p>	<p>Existing: none.</p> <p>Addition of 10 kW solar on tilt frames.</p> <p>Addition of 20 kWh flow battery.</p> <p>Addition of EV charger not possible due to transformer limitations.</p>	<p>Total capital costs: \$58,000</p>	<p>Between \$1,627 and \$2,376 in cost savings per annum.</p>	<p>None</p>
<p>Dinner Plain School Community Centre</p>	<p>Existing: none.</p> <p>Addition of 13 kW solar on tilt frames.</p> <p>Addition of 40 kWh flow battery.</p>	<p>Total solar and battery capital costs: \$110,000</p> <p>Total EV charger cost: \$75,000</p>	<p>No meter data for the site. Savings likely material given assumed site load.</p>	<p>None.</p>



	Addition of 25 kW charger			
Harrietville Community Hall	Existing: 10 kW solar PV, 16 kWh battery and a generator. Addition of 25 kW EV charger	25 kW EV Charger: \$55,000	No additional energy savings.	None.
Mudgegonga Community Hall	Existing: 5 kW solar. Addition of 10 kW solar. Addition of 20 kWh battery storage. Addition of 7 kW EV charger	Solar and battery capital cost: \$58,000 EV charger cost: \$40,000	Between \$723 and \$1,299 in cost savings.	None.
Running Creek Community Hall	Existing: 12 kVA generator. Addition of 12 kW solar. Addition of 20 kWh of battery storage.	Solar and battery capital cost: \$60,000	Between \$1,726 and \$2,450 in cost savings.	None.

3.3 Discussion

There is currently significant Federal and Victorian Government funding available for the delivery of community batteries. In the short term, government funding is required to subsidise the delivery of CPPs and projects are not financially viable without this support. In the mid-term, network tariffs and wholesale electricity prices are expected to change to be very low during the day and to be very high during the evening. This improves both the financial performance of the CPPs and the expected host site costs savings.

The five CPP's presented here are strong candidates for this funding and all could host a CPP facility. From a technical perspective, the best CPP site is the Myrtleford Showgrounds, which can host a very large solar and battery system. From a financial perspective, the strongest CPP sites are those that don't have an existing solar system, or have only a small solar system. The Myrtleford McNamara Reserve and the Bright Child Care have the strongest financial cases. Note: The Bright Childcare Centre is an unlikely candidate for a CPP as the site owner, Victorian Department of Education, is unlikely to agree to host the CPP facility.

It is assumed that government grant funding will pay for the total of the battery capex costs but not the solar capex costs. This cost would be covered by the solar and battery owner, whether the host site or a third party. If the host site chooses to cover this cost and own the solar and battery facility, Indigo Power, or a similar third party, would licence the use of the battery and maintain it. Modelling shows the host site would cover the cost of its investment under a licence arrangement over ten years at the McNamara Reserve, Bright Child Care and Mount Beauty Stadium. The life of the batteries proposed as a part of this project is between 15 and 20 years.

EV chargers have been designed and costed at the Mudgegonga Community Hall, Harrierville Community Hall, Dinner Plain School Community Centre, Myrtleford Showgrounds, and the Mount Beauty Sports Stadium. EV chargers have been designed to include sub-metering so they can be managed by either the host site or a third party.

CPP and energy node sites provide day to day benefits in the form of energy cost reductions, and energy resilience benefits through the supply of backup power to important emergency response sites. CPPs have the additional benefit of supplying significant amounts of locally generated renewable energy to local communities.

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The Green
Electricity
Guide



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COUNCIL POLICY

Health and Safety

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REVISION RECORD

Date	Version	Revision description
26/10/2004	1.0	Adopted Version 1.0
01/04/2008	1.1	Amendments to Version 1.0
23/11/2009	2.0	Adopted Version 2.0
07/05/2014	2.1	Draft Amendments to Version 2.0 NOT circulated or proceeded with.
29/10/2014	2.2	Draft Amendments to Version 2.0 circulated to OHS Committee and Executive for discussion
13/11/2014	2.3	Draft Amendments to Version 2.02 for discussion
08/04/2015	3.0	Approved Version 3.0
24/10/2017	3.1	Draft Amendments to Version 3.0 for HSC Consideration
17/11/2017	3.2	Draft Amendments to Version 3.1 for Management Consideration
05/12/2017	4.0	Version 4.0 adopted by Council
17/04/2019	4.1	Review of Version 4.0 including minor structural changes and rebranding
04/06/2019	5.0	Version 5.0 adopted by Council
04/10/2022	5.1	Draft following review of Version 5.0 having regard to recommendations of Health and Safety Management System Review
20/09/2023	5.2	Review and update of Version 5.0
05/10/2023	5.3	Draft Health Safety Committee Consultation Closed

Date	Version	Revision description
31/10/2023	5.4	Executive Review
15/12/2023	5.5	Draft review and amendments following executive review
29/02/2024	5.6	ALT Review for Adoption
30/04/2024	6.0	Version 6.0 adopted by Council

1. Purpose

Alpine Shire Council (Council) is committed to providing and maintaining a safe and healthy environment and culture for all persons associated with its operations, including employees, contractors, volunteers, residents, and visitors. This applies to our work areas and our community spaces.

This policy commits Council to:

- Identifying and meeting its legislative obligations.
- Developing systems of work to prevent injury and ill health, so far as is reasonably practicable. Under the OHS Act 2004, reference to health includes psychological health.
- Continually monitoring and improving its health and safety management system.
- Building and maintaining a culture that encourages the active management of health and safety.

2. Scope

This policy applies to all employees, contractors, councilors, and volunteers who undertake activities at the directive of, and under control of Council.

3. Policy details

3.1 GOAL

Council's goal is to establish and maintain *"a healthy workplace, free of injuries and illness."*

3.2 COMMITMENT

Council makes the following health and safety commitments:

Safe people

We will ensure our people have the knowledge, skills, and attitude to perform their work correctly and competently to elicit no harm to themselves or others.

Safe workplace

We will provide and maintain safe premises with safe means of entry, exit and function.

Safe plant and equipment

We will provide and maintain safe plant and equipment that is fit for purpose.

Safe substances

We will ensure all substances on site are safely used, handled, stored, transported, and/or disposed of.

Safe systems

We will develop and implement a systematic approach to identifying, reporting, assessing, and controlling health and safety hazards with an aim to eliminate potential incidents.

Legislation

We will identify and act in accordance with all health and safety legislation including Acts, Regulations and Codes of Practice relevant to our organisation and operations.

Consultation

Council will involve and consult with workers to continuously review and improve our health and safety systems. Workers will have the opportunity, training, and encouragement to be involved in OHS matters impacting the organisation and their own work.

Monitor and Measure

We will continually monitor, review, and improve our safety management systems to ensure compliance and best practice standards of work.

Emergency Response

We will develop and test emergency plans and procedures annually at a minimum to ensure their efficacy. All staff will be afforded opportunities to undertake training to improve emergency response activities within the organisation.

Injured Worker Management

In the regrettable instance an employee is injured we will provide effective first aid, and will act in a manner that supports recovery, rehabilitation, and return to work. Council will adhere to all legislative requirements regarding reporting, investigating, and resolving issues surrounding injured workers.

Refer to [How do I: Report and accident, Incident or Hazard](#)

3.3 CULTURE

Council aims to have a proactive health and safety culture that supports the goal of establishing and maintaining a healthy workplace, free of injuries and illness through:

- Empowering all workers to be a safety leader and take responsibility for their actions in accordance with the Occupational Health and Safety Act 2004 Division 2 Section 21-23.
- Demonstrating commitment to health and safety through robust policies and procedures that support the values and behaviours expected from all.
- Engaging with workers in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety, including changes to work processes and/or working environments.
- Establishing and maintaining positive and transparent processes for the identification and reporting of hazards, incidents and near misses, to enable investigation, evaluation, and implementation of effective control measures to eliminate or minimise the risk of recurrence.
- Investment in safety training and building strong technical competencies.

3.4 HEALTH AND SAFETY MANAGEMENT SYSTEM

A health and safety management system must be developed and implemented.

The health and safety management system must:

- be consistent with the occupational health and safety management systems standards AS/NZS 4801:2001 and AS/NZS 4804:2001;
- clearly assign responsibilities and accountability for health and safety outcomes;
- provide for the identification and monitoring of hazards and the collection and analysis of data to assist in creating a safer working environment;
- ensure consultation with employees as part of any change that affects their health, safety and wellbeing; and
- provide a continuing mechanism for health and safety monitoring and evaluation.

The key elements of the health and safety management system will include:

Policy

- Health and safety policy.
- Documented procedures including safe operating procedures; safe work method statements and job safety analysis.

Planning

- Allocation of responsibility and accountability for health and safety outcomes.

Implementation

- Reporting and investigation of incidents, hazards and near misses.
- Hazard identification and assessment.
- Workplace inspections.
- Health monitoring and first aid.
- Emergency management and response procedures.
- Mandatory and targeted training.
- Employee consultative arrangements.
- Employee health and safety representatives and the Health and Safety Committee.
- All managers, supervisors, employees, contractors, and other persons are inducted into LinkSafe, and are held accountable for enacting their roles and responsibilities as defined in the Contractor Code of Practice.

Measurement and evaluation

- Audits.
- Reviews.
- Registers, data, and records.

Management review

- Evaluation of Council Plan health and safety performance indicators.
- Development of new and review of existing policies and procedures for continuous improvement.

3.5 MONITORING AND REPORTING

Health and Safety management must be monitored and reported at least every six months to:

- Alpine Management Team
- Health and Safety Committee
- Audit and Risk Committee; and
- Council

3.6 TRAINING AND AWARENESS

The value of training and awareness of health and safety is recognised and relevant managers, supervisors; health and safety representatives and employees will be afforded the opportunity to undertake training in a range of health and safety topics. Training will be scheduled through the Human Resource Officer.

In addition to formal training, the Occupational Health and Safety Officer provides advice to Council officers on health and safety matters including the identification and assessment of hazards, the development, implementation and monitoring of control measures and procedures.

4. Roles and responsibilities

The following positions are responsible for

Role / Position	Responsibility
Councillors	<p>Accountable for:</p> <ul style="list-style-type: none"> Legislative occupational health and safety obligations. Ensure own Safety Comply with relevant Occupational Health and Safety legislation, policy, guidelines, and procedures
Chief Executive Officer	<p>Accountable for:</p> <ul style="list-style-type: none"> Legislative occupational health and safety obligations. Providing, resourcing, and supporting safe systems of work and health, safety, and well-being programs.
Alpine Leadership Team	<p>Responsible for:</p> <ul style="list-style-type: none"> Implementing and enforcing health and safety policies, procedures, instructions, and standards. Driving continual improvement Supporting CEO to meet required legal obligations. This Policy is consistently implemented across the organisation and provides timely responses to identified OHS risks.
Employees, contractors and volunteers under the direction and supervision of Council	<p>Responsible for:</p> <ul style="list-style-type: none"> Reporting hazards and incidents in a timely and accurate manner whether it affects them, or another covered by this policy; Complying with health and safety policies, procedures, instructions, and standards. Act in a manner that is safe and without risk to health and safety of self and others in accordance with OHS Act. Induct new employees in health and safety policies, guidelines and procedures and their obligations. Provide adequate supervision and training for employees, volunteers and contractors. Provide support to DWG representatives and the HSC.
Health and Safety Representatives, Health and Safety Committee	<ul style="list-style-type: none"> Represent members of DWG's concerning health and safety. Bring issues to the attention of the employer. Exercise powers established under OHS Act and Regulations. Support psychosocial and well-being in the workplace.

5. Breaches

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

6. Human Rights Charter compatibility

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

7. Supporting documents

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

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Occupational Health and Safety Act 2004 [Vic]*
- *Occupational Health and Safety Regulations 2017 [Vic]*

Related Standards

- AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with Guidance for Use
- AS/NZS 4801:2001
- AS/NZS 4804:2001

Related Procedures

- Health and safety procedures
- Safe operating procedures
- Safe work method statements

8. Definitions and Abbreviations

Term	Meaning
ALT	Alpine Leadership Team comprising the CEO, Directors, and managers of Council
ASC	Alpine Shire Council
CEO	Chief Executive Officer of Council
Council	Alpine Shire Council
DWG	Designated Working Group
Employee	A person employed by the employer
Employer	Person who employs one or more other persons under contracts of employment or contracts of training
Hazard	A source or situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these
HSC	Health and Safety Committee
HSR	Health and Safety Representative
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage, or other loss
Near Miss	An unplanned event that had the potential to cause injury, ill-health, damage, harm, or other loss but didn't due to a fortunate or timely break or intervention in the chain of events
OHS Act	Occupational Health and Safety Act 2004
Organisation	Council
Risk	In relation to any potential injury or harm: the likelihood and consequence of that injury or harm occurring.
Volunteer	A person who is acting on a voluntary basis for or on behalf of the employer

9. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 30 day of April 2024
in the presence of:

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

COUNCIL POLICY

Community Engagement Policy

DRAFT

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15/12/2020	0.1	Draft released for public comment
23/02/2021	1.0	Adopted
30/02/2024	2.0	Updated Draft released for public comment

1. Purpose

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

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

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

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

2. Scope

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

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

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

3. Policy details

3.1 COUNCIL'S COMMUNITY ENGAGEMENT COMMITMENT

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

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

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

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

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

3.2 COMMUNITY ENGAGEMENT

3.2.1 What is community engagement?

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

3.2.2 What is deliberative engagement?

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

Deliberative engagement is characterised by several factors including that:

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

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

- The Community Vision

- The Council Plan
- The Financial Plan
- The Asset Plan

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

3.2.3 When will Council engage?

Alpine Shire Council will engage with the community when:

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


3.2.4 When will Council not engage?

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

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

3.2.5 How will Council assess the level of engagement required?

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



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

Figure 1: IAP2, Public Participation Spectrum

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

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

3.2.6 Council's community engagement planning will include:

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

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

3.2.7 What method of engagement will Council use?

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

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

3.2.8 Feedback to the community

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

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

3.2.9 Continuous improvement

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

- The number of people who participated in the engagement process;
- All key demographics to identify if we have missed any voices;
- Satisfaction with chosen engagement methods;
- The responsiveness of Council;
- Satisfaction with the level and availability of information;

- Whether participants felt heard throughout the process; and
- What we can improve upon next time.

4. Roles and responsibilities

The following positions are responsible for

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

5. Breaches

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

6. Human Rights Charter compatibility

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

7. Supporting documents

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

Related Legislation

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

Related Guidelines, Operational Directives, Policies or Procedures

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

8. Definitions and abbreviations

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

Term	Meaning
	levels of concern or interest in the decision to be made.

DRAFT

9. Approval

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

.....
COUNCILLOR

.....
SIGNATURE

.....
COUNCILLOR

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER

.....
SIGNATURE

DRAFT

COUNCIL POLICY

Borrowing Policy

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DOCUMENT UNCONTROLLED WHEN PRINTED

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Directorate Customer and Community	Department Corporate	External

REVISION RECORD

Date	Version	Revision description
29 February 2024	1.0	Draft for public exhibition
30 April 2024	1.0	Adopted by Council

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 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.

3.2 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 plan.
- 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.
- 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.

3.3 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.

3.4 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
- Loan break costs

3.5 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
<p>Debt Ratio – Loans and borrowings repayments compared to rates interest and principal repayments on interest bearing loans and borrowings / rate revenue</p>	<p>10%</p>	<p>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</p>
<p>Borrowing Rates Ratio – Loans and Borrowings compared to rates interest bearing loans and borrowings / rate revenue</p>	<p>60%</p>	<p>Assesses whether Council's level of interest-bearing loans and borrowings are appropriate compared to the size and nature of Council's activities.</p>

3.6 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.

3.7 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 <i>Local Government Act 2020</i>.</p>
Local Government Performance Reporting Framework (LGPRF)	<p>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>
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 30th day of April
2024 in the presence of:

COUNCILLOR

SIGNATURE

COUNCILLOR

SIGNATURE

CHIEF EXECUTIVE OFFICER

SIGNATURE



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Coordinate System GDA94 MGA Zone 55

Created: 25/3/2022

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ALPINE
SHIRE COUNCIL

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DRAFT Budget

Financial Year 2024/25

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1 Mayor and CEO's Introduction

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

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

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

In 2024/25 we will commence the preparation of the 2025-2028 Council Plan and a refresh of the Community Vision 2040. This will involve widespread deliberative engagement and consultation with the Alpine Shire community.

We know that many in our community are doing it tough at the moment and that cost pressures are not unique to Council. Council is proposing to continue to deliver the full range of services with a strong focus on planning for the future. There are a range of important strategic planning projects proposed in the draft budget which will put in place the framework for planning scheme amendments in coming years. This includes ensuring that we have the necessary businesses, experiences, infrastructure, and planning controls in place to achieve that vision while conserving and enhancing our built and natural environments.

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

A substantial budget of over \$13 million is allocated for spending across Council assets, including the completion of the following major projects:

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

We will also be delivering the Murray To Mountains Rail Trail Enhancements Project, fully funded by the Victorian Government, which encompasses a range of infrastructure improvements and public art installations designed to enhance visitor experiences and increase visitation.

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

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

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

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

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

Cr John Forsyth
Mayor

Will Jeremy
Chief Executive Officer

Financial Snapshot

Key Statistics	2023/24 Forecast \$'000	2024/25 Budget \$'000
Total Operating Expenditure (\$000)	35,274	37,996
Underlying Operating Surplus (\$000)	3,160	5,111
Capital Works Expenditure (\$000)	12,998	15,445
Staff Numbers (EFT)	137	139

Budgeted Expenditure by Strategic Driver	2024/25 Budget \$'000	Budget %
1. For those who live and visit	3,774	7%
2. For a thriving economy	2,684	5%
3. For the bold protection of our future	4,476	9%
4. For the enjoyment and the opportunities of our lifestyle* ¹	26,543	52%
5. For strong and informed leadership	13,242	26%

*¹ Capital expenditure is largely contained in Strategic Driver 4

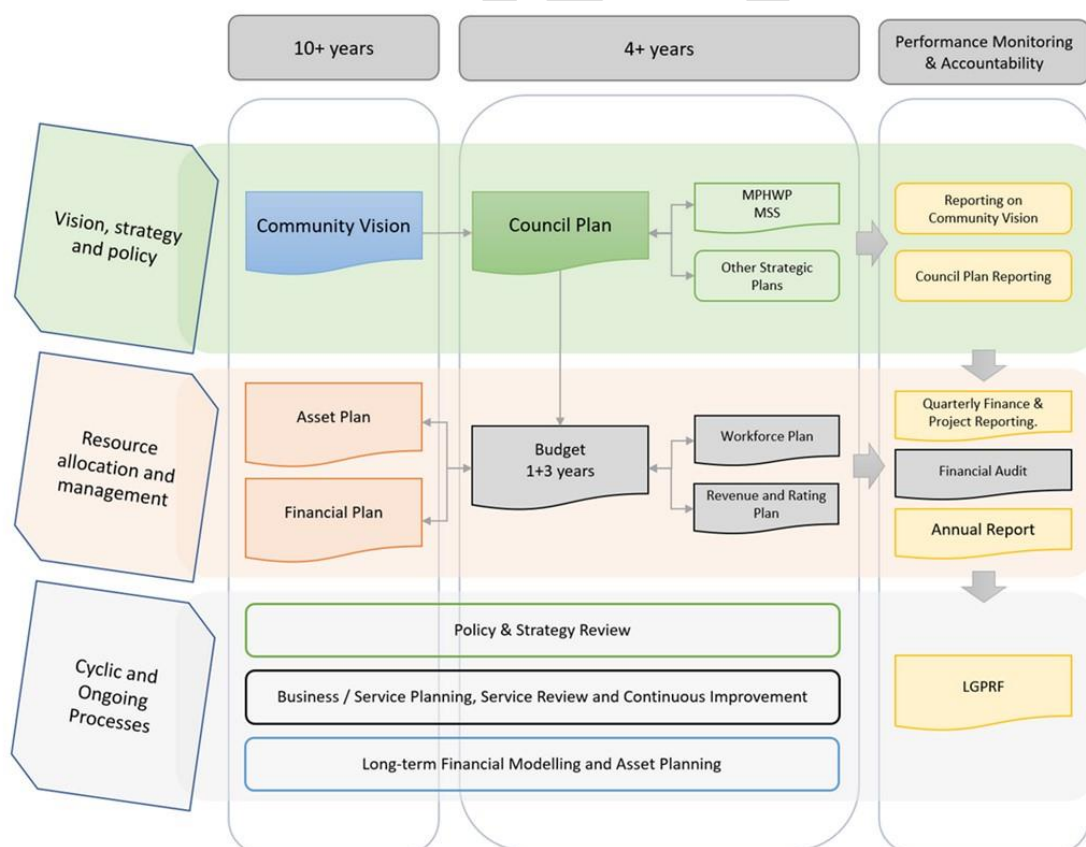
2 Link to the Integrated Planning and Reporting Framework

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

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

2.1 Legislative planning and accountability framework

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



Source: Department of Jobs, Precincts and Regions

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

2.1.1 Key Planning Considerations

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

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

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

2.2 Our Purpose

Our Community Vision

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

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

Our Values

1. **Accountable**
2. **Leadership**
3. **Productive**
4. **Integrity**
5. **Nurture**
6. **Engaged**

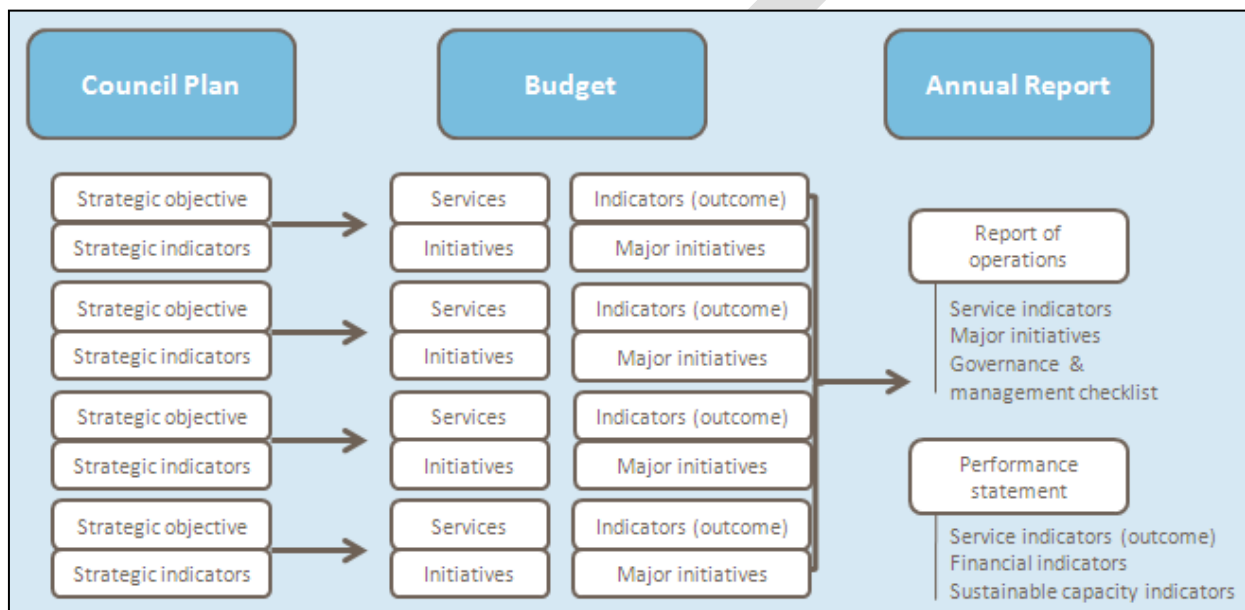
2.3 Strategic Objectives

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

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

3 Services, and Service Performance Indicators

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



Source: Department of Jobs, Precincts and Regions

3.1 Strategic Driver 1: For those who live and visit

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

3.1.1 Services

Service area	Description of services		2023/24 Forecast \$'000	2024/25 Budget \$'000
Libraries	Libraries consist of the Alpine Shire library branches in Myrtleford, Bright and Mount Beauty and delivery of programs such as rhyme time, story time, school holiday programs and visiting authors. The Council also operates the High Country Library Network.	Expense	664	758
		Revenue	138	185
		NET Exp (Rev)	526	573
Swimming Pools	This service is managed under contract to Belgravia Leisure Services. It covers Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools.	Expense	581	889
		Revenue	-	-
		NET Exp (Rev)	581	889
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford.	Expense	630	701
		Revenue	130	166
		NET Exp (Rev)	500	535
Youth	Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program.	Expense	599	506
		Revenue	193	207
		NET Exp (Rev)	406	299
Community Development	This service is concerned with building community capacity. Key areas include community resilience, the community grant program and implementing the Municipal Health and Wellbeing Plan.	Expense	602	536
		Revenue	492	462
		NET Exp (Rev)	110	74
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Expense	299	384
		Revenue	46	46
		NET Exp (Rev)	253	338

3.1.2 Major Initiatives

- Emergency Animal Welfare Plan
- Tawonga South Public Space Amenities
- 1 Mummery Road Study
- Sport and Recreation Masterplan consultation

3.1.3 Strategic Indicators

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

3.1.4 Prescribed Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Swimming Pools (Aquatic Facilities)	Utilisation	Utilisation of aquatic facilities	Number of visits to aquatic facilities / Municipal population
Libraries	Participation	Library membership	[Number of registered library members / Municipal population] x 100
Maternal and Child Health	Participation	Participation in MCH service	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation	Participation in the MCH service by Aboriginal children	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

3.2 Strategic Driver 2: For a thriving economy

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

3.2.1 Services

Service area	Description of services provided		2023/24 Forecast \$'000	2024/25 Budget \$'000
Tourism	This service provides destination marketing. It develops and distributes tourism collateral including Official Visitors Guide, trail brochures, maps and retail and dining guide.	Expense	524	581
		Revenue	-	-
		NET		
		Exp (Rev)	524	581
Dinner Plain Services	Specific services to Dinner Plain such as marketing and events of this alpine village, and Dinner Plain to Mount Hotham winter bus service.	Expense	1,095	975
		Revenue	1,738	3,203
		NET		
		Exp (Rev)	(643)	(2,228)
Festivals and Events	Events are a major contributor to the economy. Council has a role in facilitating the events agenda.	Expense	669	759
		Revenue	-	-
		NET		
		Exp (Rev)	669	759
Economic Development	This service facilitates local and new business to develop and grow.	Expense	298	369
		Revenue	-	-
		NET		
		Exp (Rev)	298	369

3.2.2 Major Initiatives

- Dinner Plain Business Case
- Council Plan
- Revenue and Ratings Strategy

3.2.3 Strategic Indicators

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

3.2.4 Service performance outcome indicators

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

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

Vision: Our natural environment is protected and preserved.

3.3.1 Services

Service area	Description of services provided		2023/24	2024/25
			Forecast \$'000	Budget \$'000
Waste and Recycling	Provision of waste management services. This includes kerbside collection services as well as the operation of the Myrtleford, Mount Beauty and Porepunkah transfer stations and closed landfills.	Expense	3,968	3,850
		Revenue	4,366	4,512
		NET Exp (Rev)	(398)	(662)
Emergency Management	Administrative costs of Council's Emergency Management Planning role, maintenance of various flood warning infrastructure, and additional coordination activities which are fully grant funded.	Expense	636	626
		Revenue	162	110
		NET Exp (Rev)	474	265

3.3.2 Major Initiatives

- Heritage Review
- Community Hubs Recovery
- Myrtleford Landfill Rehabilitation

3.3.3 Strategic Indicators

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

3.3.4 Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Waste Collection	Waste diversion	Kerbside collection waste diverted from landfill*	$\frac{[\text{Weight of recyclables and green organics collected from kerbside bins}]}{[\text{Weight of garbage, recyclables and green organics collected from kerbside bins}]} \times 100$

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

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

The connection between people and place is strengthened

3.4.1 Services

Service area	Description of services provided		2023/24 Forecast \$'000	2024/25 Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepunkah.	Expense	301	429
		Revenue	44	46
		NET Exp (Rev)	257	383
Local Roads, Bridges and Drainage	Maintenance of all Council's roads, and bridges. Council has 685km of roads, 190 bridges and over 40 major culverts. Spending in this area also covers roadside vegetation and drainage.	Expense	1,572	1,874
		Revenue	18	18
		NET Exp (Rev)	1,554	1,856
Footpaths	Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain.	Expense	369	547
		Revenue	-	-
		NET Exp (Rev)	369	547
Open Spaces	Maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves	Expense	768	1,285
		Revenue	22	71
		NET Exp (Rev)	746	1,214
Building Maintenance	Maintenance of all of Council's buildings. This includes operational buildings such as depots and libraries as well as community buildings such as halls and childcare centres.	Expense	614	772
		Revenue	-	-
		NET Exp (Rev)	614	772
Property Management	Management of public amenity facilities and property leases.	Expense	1,860	1,523
		Revenue	737	746
		NET Exp (Rev)	1,123	777
Operations	Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses.	Expense	1,217	1,315
		Revenue	45	40
		NET Exp (Rev)	1,172	1,275
Recreation	Council supports the development and maintenance of recreation reserves across the	Expense	338	470
		Revenue	-	-

	Shire and also supports recreation clubs and committees.	NET Exp (Rev)	338	470
Building Services	Statutory building services includes processing of building applications, emergency response responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works.	Expense	224	329
		Revenue	222	230
		NET Exp (Rev)	2	99
Environmental Health	Registration and inspection of all food premises, wastewater applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues.	Expense	295	410
		Revenue	120	171
		NET Exp (Rev)	175	239
Local Laws	This area provides animal registrations, animal management, and local law enforcement.	Expense	255	313
		Revenue	33	108
		NET Exp (Rev)	222	205
Statutory Planning	Assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal.	Expense	304	480
		Revenue	346	346
		NET Exp (Rev)	(42)	134
Strategic Planning	Prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines.	Expense	1,257	1,351
		Revenue	-	-
		NET Exp (Rev)	1,257	1,351
Asset Development	Delivers the critical projects to renew and upgrade our community assets and to develop new assets. The area is in part subsidised by recurrent and non- recurrent grants.	Expense	Refer to Capital Works Budget	
		Revenue		
		NET Exp (Rev)		

3.4.2 Major Initiatives

- EV Strategy
- Nimmo Pedestrian Bridge
- Ablett Pavilion Upgrade
- Myrtleford Splashpark

3.4.3 Strategic Indicators

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

3.4.4 Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Food Safety	Health and Safety	Critical and major non-compliance notifications	[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100
Roads	Condition	Sealed local roads maintained to condition standards*	[Number of kilometres of sealed local roads below the renewal intervention level set by Council] / [Kilometres of sealed local roads] x 100
Statutory Planning	Service standard	Planning applications decided within the relevant required time*	[Number of planning application decisions made within the relevant required time / Number of planning application decisions made] x 100
Animal Management	Health and safety	Animal management prosecutions	[Number of successful animal management prosecutions / Total number of animal management prosecutions] x 100

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

3.5 Strategic Driver 5: For strong and informed leadership

Vision: Collaborative, bold and evidence-based decision making

3.5.1 Services

Service area	Description of services provided		2023/24 Forecast \$'000	2024/25 Budget \$'000
Corporate	Support function to enable Council to deliver services in an efficient, effective and safe manner. This includes financial control, revenue collection, information technology, governance, and risk management.	Expense	4,643	5,476
		Revenue	24,905	24,981
		NET Exp (Rev)	(20,262)	(19,505)
Councillors and Executive	This area includes all remuneration for the Council including the Mayor, and Councillors.	Expense	1,732	1,690
		Revenue	-	-
		NET Exp (Rev)	1,732	1,690

3.5.2 Major Initiatives

- Asbestos reviews
- Structure Planning studies

3.5.3 Strategic Indicators

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

3.5.4 Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement*	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement.

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

4 Financial Statements

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

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

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

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4.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	Forecast	Budget	Budget Future Years		
	2023/24	2024/25	2025/26	Projections	
	\$'000	\$'000	\$'000	2026/27	2027/28
				\$'000	\$'000
Income					
Rates and charges	22,026	22,775	23,396	23,981	24,581
Statutory fees and fines	480	625	641	657	700
User fees	887	995	1,020	1,045	1,071
Contributions - monetary	712	692	706	720	734
Contributions - non-monetary assets	1,300	1,075	1,097	1,118	1,141
Grants - Operating (recurrent)	5,165	5,546	5,981	6,130	6,283
Grants - Operating (non-recurrent)	602	289	296	303	311
Grants - Capital (recurrent)	710	710	724	739	753
Grants - Capital (non-recurrent)	3,736	8,298	7,976	8,136	8,299
Other income	2,816	2,102	2,155	2,209	2,264
Total income	38,434	43,107	43,992	45,038	46,137
Expenses					
Employee costs	12,310	12,721	12,353	12,662	12,978
Materials and services	14,947	16,881	17,303	17,736	18,179
Depreciation	7,250	7,431	7,617	7,807	8,003
Amortisation - intangible assets	53	55	60	65	70
Landfill rehabilitation	78	200	250	275	300
Other expenses	661	733	766	801	838
Net gain/(loss) on disposal of property, infrastructure, plant, and equipment	(25)	(25)	(25)	(25)	(25)
Total expenses	35,274	37,996	38,324	39,321	40,343
Surplus (deficit) for the year	3,160	5,111	5,668	5,717	5,794
Other comprehensive income					
Net asset revaluation gain/(loss)	1,450	3,207	3,601	2,660	3,250
Comprehensive result	4,610	8,318	9,269	8,377	9,044

4.2 Balance Sheet

For the four years ending 30 June 2028

	Budget Future Years				
	Forecast	Budget	Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets					
Current assets					
Cash and cash equivalents	7,598	8,035	8,892	9,770	10,671
Trade and other receivables	2,985	3,067	3,144	3,223	3,303
Financial assets	33,500	31,000	30,000	29,000	28,000
Inventories	100	105	108	111	113
Other assets	394	405	418	428	439
Total current assets	44,577	42,612	42,562	42,532	42,526
Non-current assets					
Investment properties	5,995	7,239	7,361	7,483	7,605
Investments in shared services					
Property, infrastructure, plant & equipment	265,098	271,218	280,628	285,089	290,141
Intangibles	154	200	205	210	215
Total non-current assets	271,247	278,657	288,194	292,782	297,961
Total assets	315,824	321,269	330,756	335,314	340,488
Liabilities					
Current liabilities					
Trade and other payables	3,711	3,813	3,908	3,006	2,166
Trust funds and deposits	325	420	431	442	453
Provisions	6,813	6,172	5,351	5,485	5,622
Contract and other liabilities	9,615	7,625	6,175	6,329	4386
Total current liabilities	20,464	18,030	15,865	15,262	12,627
Non-current liabilities					
Provisions	3,449	3,621	3,713	3,806	3,901
Contract and other liabilities	6,021	5,409	7,701	4,393	3,062
Total non-current liabilities	9,470	9,030	11,414	8,199	6,963
Total liabilities	29,934	27,061	27,279	23,460	19,590
Net assets	285,890	294,208	303,477	311,854	320,898
Equity					
Accumulated surplus	137,434	142,545	148,213	153,930	159,724
Reserves	148,456	151,663	155,264	157,924	161,174
Total equity	285,890	294,208	303,477	311,854	320,898

4.3 Statement of Changes in Equity

For the four years ending 30 June 2028

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
30 June 2024 - Forecast				
Balance at beginning of the financial year	279,886	134,274	139,540	6,072
Comprehensive result	3,160	3,160	-	-
Transfer to reserves	2,844	-	1,450	1,394
Transfer from reserves	-	-	-	-
Balance at end of the financial year	285,890	137,434	140,990	7,466
30 June 2025 - Budget				
Balance at beginning of the financial year	285,890	137,434	140,990	7,466
Comprehensive result	5,111	5,111	-	-
Transfer to reserves	3,207	-	3,207	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	294,208	142,545	144,197	7,466
30 June 2026 - Budget				
Balance at beginning of the financial year	294,208	142,545	144,197	7,466
Comprehensive result	5,668	5,668	-	-
Transfer to reserves	3,601	-	3,601	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	303,477	148,213	147,798	7,466
30 June 2027 - Budget				
Balance at beginning of the financial year	303,477	148,213	147,798	7,466
Comprehensive result	5,717	5,717	-	-
Transfer to reserves	2,660	-	2,660	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	311,854	153,930	150,458	7,466
30 June 2028 - Budget				
Balance at beginning of the financial year	311,854	153,930	150,458	7,466
Comprehensive result	5,794	5,794	-	-
Transfer to reserves	3,250	-	3,250	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	320,898	159,724	153,708	7,466

4.4 Statement of Cash Flows

For the four years ending 30 June 2028

	Forecast	Budget	Future Years Projections		
	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Cash flows from operating activities					
Rates and charges	21,703	22,300	22,489	23,051	23,628
Statutory fees and fines	527	541	716	734	752
User fees	745	765	880	902	925
Contributions - cash	250	301	280	287	294
Grants - operating	6,402	8,578	6,687	6,854	7,026
Grants - capital	3,746	8,038	8,687	8,904	9,127
Interest	750	771	940	964	988
Other receipts					
Trust funds deposits taken					
Trust funds deposits repaid					
Employee costs	(13,100)	(12,960)	(13,483)	(13,820)	(14,166)
Materials and consumables	(16,304)	(15,958)	(14,324)	(15,538)	(15,901)
Other payments	(1,246)	(1,280)	(1,825)	(1,871)	(1,917)
Net cash provided by operating activities	3,473	11,096	11,047	10,467	10,755
Cash flows from investing activities					
Payments for property, plant, and equipment	(14,583)	(13,184)	(11,214)	(10,614)	(10,880)
Proceeds (Payments) from Financial Assets	5,000	2,500	1,000	1,000	1,000
Proceeds from sale of property, plant, and equipment	25	25	25	25	25
Net cash used in investing activities	(9,558)	(10,659)	(10,189)	(9,589)	(9,855)
Cash flows from financing activities					
Finance costs	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-
Net cash provided by (used in) financing activities	-	-	-	-	-
Net (decrease) increase in cash & cash equivalents	(6,085)	436	858	878	900
Cash and cash equivalents at beginning of the financial year	13,683	7,598	8,034	8,892	9,770
Cash and cash equivalents at end of the financial year	7,598	8,034	8,892	9,770	10,670

4.5 Statement of Capital Works

For the four years ending 30 June 2028

	Forecast	Budget	Future Year Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Property					
Land	-	-	-	-	-
Buildings	2,635	3,862	2,205	2,260	2316
Total property	2,635	3,862	2,205	2,260	2,316
Plant and equipment					
Plant, machinery, and equipment	274	333	459	459	459
Computers and telecommunications	976	716	246	246	246
Intangibles	-	-	-	-	-
Library books	84	75	79	81	83
Total plant and equipment	1,334	1,124	784	786	788
Infrastructure					
Roads	1,765	4,724	2,068	2,125	2106
Bridges	925	1,045	295	302	309
Footpaths and cycleways	-	1,339	289	297	305
Drainage	100	234	234	237	244
Recreational, leisure and community facilities	4,630	1,887	528	514	554
Parks, open space and streetscapes	-	-	104	107	110
Waste	1,609	1,230	363	372	381
Total infrastructure	9,029	10,459	3,881	3,954	4,009
Unallocated	-	-	1,854	1,909	1,966
Total capital works expenditure	12,998	15,445	8,724	8,909	9,079
Represented by:					
New asset expenditure	6,516	5,991	-	-	-
Asset renewal expenditure	2,560	4,753	5,884	6,009	6,124
Asset upgrade expenditure	3,922	4,701	2,840	2,900	2,955
Asset expansion	-	-	-	-	-
Total capital works expenditure	12,998	15,445	8,724	8,909	9,079

4.6 Statement of Human Resources

4.6.1 For the four years ending 30 June 2028

	Forecast	Budget	Future Year Projections		
	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Staff expenditure					
Employee costs - operating	11,410	12,721	12,353	12,662	12,978
Employee costs - capital	900	935	958	982	1,007
Total staff expenditure	12,310	13,656	13,311	13,644	13,985
Staff numbers	FTE	FTE	FTE	FTE	FTE
Employees	137	139	131	131	131
Total staff numbers	137	139	131	131	131

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

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

Department	2024/25	Permanent Full Time	Part Time	Casual	Temporary
Building & Environmental Health	6	4	1	-	1
Community Development	10	3	3	-	4
Corporate	17	8	3	-	6
Customer Experience	19	6	10	2	1
Engineering and Assets	18	10	1	-	7
Executive	6	3	-	-	3
Growth and Future	9	6	2	-	1
Operations	44	36	6	1	1
Statutory Planning & Amenity	10	5	3	-	2
Total staff full time equivalent	139	81	29	3	26

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

Gender	Total \$'000	Permanent Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'000
Female	5,739	2,338	2,014	283	1,104
Male	5,584	3,947	520	190	927
Self- described gender	-	-	-	-	-
Vacant	2,333	1,319	225	15	774
Total Staff Expenditure	13,656	7,604	2,759	488	2,805

Gender	Total	Permanent Full Time	Part Time	Casual	Temporary
Female	57	22	21	3	11
Male	56	42	6	2	6
Self- described gender	-	-	-	-	-
Vacant	26	15	3	-	8
Total Staff Expenditure	139	79	28	6	26

4.6.4 Summary Human Resources Expenditure

For the four years ending 30 June 2028

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	20287/28 \$'000
Executive				
Permanent full time	938	961	985	1,010
Permanent part time				
Total executive	938	961	985	1,010
Customer and Community				
Permanent full time	3,309	3,225	3,306	3,388
Permanent part time	2,170	2,115	2,168	2,222
Total Customer and Community	5,479	5,340	5,474	5,610
Assets				
Permanent full time	5,765	5,360	5,770	5,915
Permanent part time	986	961	985	1,010
Total assets	6,751	6,321	6,755	6,925
Casual and other	488	689	430	440
Total Casuals and other	488	689	430	440
Total staff expenditure	13,656	13,311	13,644	13,985
	FTE	FTE	FTE	FTE
Executive				
Permanent full time	6	6	6	6
Permanent part time	-	-	-	-
Total executive	6	6	6	6
Customer and Community				
Permanent full time	26	33	34	34
Permanent part time	20	24	21	21
Total Customer and Community	46	57	55	55
Assets				
Permanent full time	50	53	55	55
Permanent part time	10	10	9	9
Total assets	60	63	64	64
Casual and other	27	5	6	6
Total staff full time equivalent	139	131	131	131

5 Notes to the Financial Statements

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

5.1 Rates and Charges

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

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

5.1.1 Rates and Charges Overview

In combination with grants, rates and charges are an important source of funding which support our ongoing ability to provide community facilities, services and capital works. They account for an estimated 52.8% of total revenue to be received by the Council in 2024/25. In assessing our rates and charges, we take into account:

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

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

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

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

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

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

5.1.2 Detailed Rating Strategy and Policies

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

5.1.2.1 Level of Rates and Charges

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

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

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

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

5.1.2.2 Application of Rates to Properties

When levying rates, Council adheres to three overriding principles:

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

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

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

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

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

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

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

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

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

5.1.3 Policy

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

5.1.3.1 The Farm Rate

Objective

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

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

Scope

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

Details

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

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

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

Any variations outside this policy require Council approval.

5.1.3.2 The Commercial / Industrial Rate

Purpose

The objective of the Commercial / Industrial Rate is *“to ensure equity in the application of the rating burden across the Shire. It provides for the higher costs of servicing commercial and industrial properties, specialist properties and undertaking economic development and tourism*

strategies. This is reflected in the application of a rate in the dollar which is higher than the rate in the dollar for other land."

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

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

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

Scope

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

Details

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

Commercial or Industrial Land means land which:

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

Any variations outside this policy require Council approval.

5.1.3.3 *The Dinner Plain Special Rate*

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

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

5.1.3.4 Cultural and Recreational Lands

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

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

5.1.3.5 Rates in Lieu

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

5.1.4 Detailed Charges Strategy and Policies

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

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

Alpine Shire Council levies the following annual waste service charges:

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

5.1.4.1 Waste Services Policy

Purpose

The purpose of this policy is to detail the arrangements for the provision of waste and recycling services.

Policy details

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

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

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

Kerbside Collection Service

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

Exceptions and Exemptions

Additional bins, or changes to the standard kerbside collection service bin sizes within the available alternative options, can be provided subject to approval. Additional or reduced fees may apply depending on the bin size and services chosen. There is no option for residential properties within the defined kerbside collection area to opt out of any kerbside collection service.

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

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

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

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

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

Dinner Plain Collection Service

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

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

5.1.5 Rebates and Concessions

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

5.1.6 Detailed Rates and Charges Outcomes

5.1.6.1 Reconciliation of rates and charges to the Comprehensive Income Statement

	Forecast 2023/24	Budget 2024/25	Change	
General rates*	17,020	17,540	520	3.06%
Waste management charges	4,206	4,512	306	7.28%
Special rates and charges	156	160	4	2.56%
Supplementary rates and rate adjustments	180	140	(40)	(22.22%)
Interest on rates and charges	86	80	(6)	(6.98%)
Revenue in lieu of rates	386	343	(43)	(11.14%)
Total rates and charges	22,034	22,775	741	3.36%

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

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

Type or class of land	2023/24	2024/25 *	
	cents/\$CIV	cents /\$CIV	
General rate for rateable residential properties	0.2246	0.2308	(16.07%)
General rate for rateable Dinner Plain properties	0.2246	0.2308	(16.07%)
Differential rate for rateable commercial/industrial properties	0.3213	0.3301	(16.07%)
Differential rate for rateable farm properties	0.1640	0.1685	(16.07%)

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

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

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	3,755,256	5,048,758	1,293,502	34.45%
Dinner Plain	271,682	321,838	50,156	18.46%
Commercial/Industrial	732,965	880,410	147,445	20.12%
Farm	1,241,562	1,769,064	527,502	42.49%
Total value of land	6,001,465	8,020,070	2,018,605	33.64%

* 2024/25 CIV values have yet to be finalised. These will be available in the final budget.

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

Type or class of land	2023/24	2024/25	Change	
	Number	Number	Number	%
Residential	6,394	6,407	13	0.20%
Dinner Plain	542	543	1	0.18%
Commercial/Industrial	1,047	1,055	8	0.76%
Farm	1,051	1,051	0	0.00%
Total number of assessments	9,034	9,056	22	0.24%

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

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Residential	10,581	10,910	329	3.11%
Dinner Plain	726	743	17	2.34%
Commercial/Industrial	2,793	2,906	113	4.05%
Farm	2,920	2,981	61	2.09%
Total amount to be raised by general rates	17,020	17,540	520	3.06%

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

Type or class of land	2023/24	2024/25	Change	
	cents/\$CIV	cents/\$CIV*		%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	0.0996	0.0993		(0.30%)

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

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

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	156	160	4	2.56%
Total amount to be raised	156	160	4	2.56%

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

Type of Charge	Per	Per	Change	
	Rateable Property 2023/24 \$	Rateable Property 2024/25 \$	\$	%
Waste – 80 litre bin – weekly	83.09	130.35	47.26	56.88%
Waste – 240 litre bin – weekly* ¹	146.30	391.04	244.74	167.29%
Waste – 80 litre bin – fortnightly	83.09	65.17	(17.92)	(21.57%)
Waste – 240 litre bin - fortnightly	146.30	195.52	49.22	33.64%
FOGO – 240 litre bin – fortnightly* ²	100.71	109.68	8.97	8.91%
Recycling – 140 litre - fortnightly	60.08	57.91	(2.17)	(3.61%)
Recycling – 240 litre - fortnightly	69.75	77.49	7.74	11.10%
Recycling – 360 litre - fortnightly	81.35	100.98	19.63	24.13%
Recycling – 240 litre - weekly	139.50	154.97	15.47	11.09%
Recycling – 360 litre - weekly	162.70	201.96	39.26	24.13%
Dinner Plain standard service	603.00	688.48	85.48	14.18%
Dinner Plain commercial service	1,400.00	1,553.31	153.31	10.95%
Waste management charge* ³	274.00	281.54	7.54	2.75%

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

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

Type of Charge	Bins		Change
	2023/24	2024/25	
	#	#	#
Waste - 80 litre bin – weekly	0	248	248
Waste - 80 litre bin – fortnightly	5,976	5,533	(443)
Waste - 240 litre bin - weekly	128	826	698
Waste - 240 litre bin - fortnightly	915	505	(410)
Waste - 240 litre bin - fortnightly - Special Consideration	0	54	54
FOGO 240 litre bin – weekly	6099	6,284	185
Recycling - 140 litre - fortnightly	391	386	(5)
Recycling - 240 litre - fortnightly	5,997	6,109	112
Recycling - 360 litre - fortnightly	639	651	12
Recycling - 240 litre - weekly	83	83	0
Recycling - 360 litre - weekly	81	78	(3)
Dinner Plain standard service	393	394	1
Dinner Plain commercial service	13	13	0
Total number of bins	20,715	21,164	449

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

Type of Charge	Assessments		Change
	2023/24	2024/25	
Waste management charge	7,966	7,968	2

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

Type of Charge	2023/24	2024/25	Change
	\$	\$	%
Waste - 80 litre bin – fortnightly	496,546	360,586	(27.38%)
Waste - 80 litre bin – weekly	-	32,327	-
Waste - 240 litre bin - weekly	18,726	82,509	340.61%
Waste - 240 litre bin - fortnightly	133,865	218,983	63.58%
Waste - 240 litre bin - special consideration	-	3,519	-
FOGO 240 litre bin – weekly	614,230	689,229	12.21%
Recycling - 140 litre - fortnightly	23,491	22,353	(4.84%)
Recycling - 240 litre - fortnightly	418,291	473,358	13.16%
Recycling - 360 litre - fortnightly	51,983	65,738	26.46%
Recycling - 240 litre - weekly	11,579	12,863	11.09%
Recycling - 360 litre - weekly	13,179	15,753	19.53%
Dinner Plain standard service	236,979	271,261	14.47%
Dinner Plain commercial service	18,200	20,193	10.95%
Waste management charge	2,168,710	2,243,311	3.44%
Total	4,205,779	4,511,982	7.28%

5.1.6.9 Fair Go Rates System Compliance

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

	2023/24	2024/25
Total Rates	\$17,019,501	\$17,539,641
Number of rateable properties	9,034	9,056
Base Average Rate	\$1,820.03	\$1,881.96
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$1,883.94	\$1,936.80
Maximum General Rates and Municipal Charges Revenue	\$17,615,184	\$18,021,981
Budgeted General Rates and Municipal Charges Revenue	\$17,019,501	\$17,539,641
Budgeted Supplementary Rates	\$180,000	\$140,000
Budgeted Total Rates and Municipal Charges Revenue	\$17,199,501	\$17,679,641

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

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

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

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5.2 Grants

5.2.1 Grants – Operating

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

* The VGC grants figure for 2024/25 is an estimate based on the 2023/24 grant amount. Amount will be confirmed in June 2024 and included in the 2024/25 final budget.

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

5.2.1 Grants – Non-Recurrent Operating Grants

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

5.2.2 Grants – Capital Grants – Capital

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall, the level of capital grants will decrease by \$324k compared to the forecast for 2023/24.

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

5.2.2.1 Recurrent Capital Grants

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

5.2.2.2 *Non-Recurrent Capital Grants*

Capital Grant Funding Type and Source	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Variance Variance \$'000
Non-recurrent - Commonwealth Government			
Nil	-	-	-
Non-recurrent - State Government			
Buildings	2,098	2,629	531
Roads	1,000	1,904	904
Recreation	30	1,887	1,857
Bridges	608	678	70
Pathways	-	1,200	1,200
Total non-recurrent grants	3,736	8,298	4,562

5.3 Borrowings

The Council continues to operate free from borrowings.

5.4 Capital Works Program

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

5.4.1 Summary of Works

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
Property	2,635	3,862	1,227	46.57%
Plant and equipment	1,334	1,124	(210)	(15.74%)
Infrastructure	9,029	10,459	1,430	15.84%
Total	12,998	15,445	2,447	18.83%

Capital Works Area	Project cost	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	3,862	300	1,913	1,649	-	2,629	-	1,233	-
Plant and equipment	1,124	333	791	-	-	-	-	1,124	-
Infrastructure	10,459	4,740	2,667	3,052	-	5,669	-	4,790	-
Total capital works	15,445	5,373	5,371	4,701	0	8,298	-	7,147	0

5.4.2 Capital Works Budget New Works 2024/25

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowing
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Buildings									
Myrtleford Memorial Hall	429		429			234		195	
Ablett Pavilion Upgrade	1,050			1,050		1,050			
Tawonga Memorial Hall	561		561			561			
Building Renewal Program	350		350					350	
Tawonga South Public Space Amenities	300	300						300	
Total property	2,690	300	1340	1,050	-	1,845	-	845	-
Plant and equipment									
Plant, machinery, and equipment									
Large Plant Renewal	160		160				20	140	
Large Plant New	145	145						145	
Small Plant and Equipment Renewal	28		28					28	
Office furniture and equipment									
Cyber Security	261	-	261	-	-	-	-	261	-
Corporate Technology Infrastructure	270	-	270	-	-	-	-	270	-
End Use Computers	185	-	185	-	-	-	-	185	-
Library Books	75	-	75	-	-	-	-	75	-
Total plant and equipment	1,124	145	979	-	-	-	20	1,104	-

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowing
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Infrastructure									
Roads									
Dinner Plain Activation	1,054			1054		1,054			
Development Engineering Roads Design	50			50				50	
Road Stabilisation and Patching	235		235					235	
Resealing	555		555					555	
Asphalt Overlays	260		260					260	
Kerb And Channel Renewal	90		90					90	
Line Marking	50		50					50	
Gravel Road Reconstruction and Resheeting Program	450		450					450	
State Road Grading Program	195			195				195	
Bridges									
Murray to Mountains -Roberts Creek Bridge	200			200		200			
Bridge Renewal	295	-	295	-	-	-	-	295	-
Footpaths and cycleways									
Footpath Renewal	139		139					139	
Murray to Mountains - Porepunkah Rail Trail and Eurobin Rest Stop Upgrade	1,200			1200		1,200			
Drainage									
Drainage Renewal	234	-	234	-	-	-	-	234	-

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowing
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Recreational, leisure and community facilities									
Dinner Plain Snowmaking	738	738				738			
Myrtleford Splash Park	249	249				249			
Tronoh Dredgehole Precinct (add Tavare Park power points)	900	900				900			
Waste									
Kerbside Bins Renewal And New	50	50						50	
Public Bins Renewal	20	20						20	
Myrtleford Landfill Rehabilitation (Cell 1)	1,100			1100				1,100	
Borehole Renewal Program	60		60					60	
Total infrastructure	8,124	1,957	2,368	3,799	-	4,341	-	3,783	-
Capitalised wages	935	329	299	307	-	-	-	935	-
Total new capital works expenditure	12,873	2,731	4,986	5,156	-	6,186	20	6,667	-

5.4.3 Works Carried Forward from 2023/24

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowing
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Buildings									
Myrtleford Memorial Hall	388		388					388	
Ablett Pavilion Upgrade	599			599			599		
Tawonga Memorial Hall	185			185			185		
Building Renewal Program									
Tawonga South Public Space Amenities									
Total property	1,172	-	388	784	-	-	784	388	-
Infrastructure									
Roads									
Dinner Plain Activation	850	850	-	-	-	850	-	-	-
Bridges									
Nimmo Pedestrian Bridge	550	550	-	-	-	550	-	-	-
Total infrastructure	1,400	1,400	-	-	-	1,400	-	-	-
Total capital works carried forward	2,572	1,400	388	784	-	1,400	784	388	-

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

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

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

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

5.5 Financial Performance Indicators

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

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

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

Indicator	Measure	Forecast	Budget	Future Budget Projections			Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	+ / o / -
<i>Operating position</i>							
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	(15.08%)	(27.78%)	(25.98%)	(25.86%)	(25.72%)	O
<i>Liquidity</i>							
Working Capital	Current assets / current liabilities	217.83%	236.34%	268.28%	278.69%	336.80%	+
Unrestricted cash	Unrestricted cash / current liabilities	35.5%	42.2%	53.3%	61.1%	80.9%	+
<i>Obligations</i>							
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	0.0%	0.0%	0.0%	0.0%	0.0%	O
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	0.0%	0.0%	0.0%	0.0%	0.0%	O

Indicator	Measure	Forecast	Budget	Future Budget Projections			Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	+ / o / -
Indebtedness	Non-current liabilities / own source revenue	35.2%	33.2%	40.9%	28.7%	23.7%	-
Asset renewal	Asset renewal expenditure/ depreciation	89.4%	127.2%	114.5%	114.1%	113.4%	-
<i>Stability</i>							
Rates concentration	Rate revenue/adjusted underlying revenue	66.0%	67.5%	67.0%	67.0%	67.0%	O
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.5%	0.5%	0.5%	0.5%	0.5%	O
<i>Efficiency</i>							
Expenditure level	Total expenditure/no. of property assessments	\$3,895	\$4,175	\$4,190	\$4,277	\$4,367	O
Revenue level	Residential rate revenue / No. of residential property assessments	\$1,706	\$1,665	\$1,625	\$1,587	\$1,549	+
Workforce turnover	No. of permanent staff resignations & terminations/average no. of permanent staff for the financial year	20.0%	10.0%	10.0%	10.0%	10.0%	O

Key to Forecast Trend:

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

Notes to indicators

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

5.6 Targeted Performance Indicators – Service and Financial

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

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

Indicator Service	Measure	Forecast	Budget	Future Budget Projections			Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	+ / o / -
<i>Governance¹</i>							
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100	51	55	55	55	56	+
<i>Roads²</i>							
Sealed Local Roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council per kms of sealed local roads	97%	97%	98%	98%	99%	+
<i>Statutory Planning³</i>							
Planning Applications decided within the required relevant time	Number of planning application decisions made within the relevant required time by the number of decisions made	40%	61%	61.3%	61.6%	62%	+
<i>Waste Management⁴</i>							
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins by weight of garbage, recyclables and green organics collected from kerbside bins	47%	51%	51.3%	51.5%	51.8%	+

Indicator Service	Measure	Forecast	Budget	Future Budget Projections			Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	+ / o / -
<i>Liquidity⁵</i>							
Working Capital	Current assets / current liabilities	217.8%	236.3%	268.3%	278.7%	337%	-
<i>Obligations⁶</i>							
Asset renewal	Asset renewal and upgrade expense / asset depreciation	89.4%	127.2%	114.5%	114.1%	113.4%	-
<i>Stability⁷</i>							
Rates concentration	Rate revenue / adjusted underlying revenue	66.0%	67.5%	67.0%	67.0%	67.0%	O
<i>Efficiency⁸</i>							
Expenditure Level	Total expenses / no. of property assessments	\$3,895	\$4,175	\$4,190	\$4,277	\$4,367	+

Key to Target Trend:

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

Notes to indicators

1. As final results for 2023/24 are not yet known, for the purposes of the draft Budget, Alpine has set the Target for the 2024/25 year, at the 2022/23 Small Rural Council average. This may be amended prior to final adoption of the Budget.
2. As final results for 2023/24 are not yet known, for the purposes of the draft Budget, Alpine has set the Target for the 2024/25 year, at the 2022/23 Small Rural Council average. This may be amended prior to final adoption of the Budget.

3. As final results for 2023/24 are not yet known, for the purposes of the draft Budget, Alpine has set the Target for the 2024/25 year, at the 2022/23 Small Rural Council average. This may be amended prior to final adoption of the Budget.
4. As final results for 2023/24 are not yet known, for the purposes of the draft Budget, Alpine has set the Target for the 2024/25 year, at the 2022/23 Small Rural Council average. This may be amended prior to final adoption of the Budget.
5. Working capital is currently at high levels due to unspent capital grants, the aim is to return to the indicated range. The future budget projections are driven by the assumptions contained in the financial statements.
6. Council is targeting an Asset Renewal measure in the 100% - 125% range which is considered to be appropriate in the context of the asset base. The future budget projections are driven by the assumptions contained in the financial statements.
7. Council is targeting a consistent result for this indicator which emphasises Council's reliance on rates revenue to provide the important services to the community. The future budget projections are driven by the assumptions contained in the financial statements.
8. Council is targeting expenditure growth to be consistent over future periods. The future budget projections are driven by the assumptions contained in the financial statements.

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6 Schedule of Fees and Charges

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

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

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Finance and Governance								
Finance	Records retrieval - All Council Functions inc Rates, Planning, Building, Health and Waste Charges.	On Site	Yes	\$ 45.00	\$ 50.00	\$ 5.00	per item	No
Finance	Records retrieval - All Council Functions inc Rates, Planning, Building, Health and Waste Charges.	Off Site	Yes		\$ 100.00	\$ 100.00	per item	No
Finance	Disabled parking permit			free	free			No
Governance	Freedom of information		Yes	as per legislation	as per legislation		as per legislation	Yes
Rates								
Rates	Rates debt recovery costs		Yes	Cost recovery	Cost recovery			Partial

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Rates	Copy of rates notice already issued (where account has been paid or part paid)		Yes	\$ 12.50	\$ 15.00	\$ 2.50	per notice	No
Rates	Copy of rates notice already issued (where account has not been paid or part paid)				Free		per notice	No
Rates	Provision of Rating/valuation information greater than 1 year		Yes		\$ 50.00	\$ 50.00	per hour	No
Rates	Rates transaction history listing				free		per list	No
Rates	Updated Rates Notice (not copy of original)		Yes		\$ 53.50	\$ 53.50	per notice	No
Rates	Copy of rates notice		Yes	\$ 12.50	\$ 15.00	\$ 2.50	per notice per year	No
Customer Service								
Customer Service	Land information certificate	Within 7 days	Yes	as per legislation	as per legislation		as per legislation	Yes
Customer Service	Land information certificate	Within 24 hrs	Yes	\$ 52.00	\$ 53.50	\$ 1.50	per certificate	No
Events								
Events	Waste Charges		Yes	\$ -	Cost recovery +10% admin fee		per event	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Events	Resident notifications by post	Two weeks prior to event	Yes		Cost Recovery		Physical mailout as needed for individual event	No
Events	Use of Council land - Commercial event		Yes		\$1,000.00	\$1,000.00	per day of event operation	No
Libraries								
Libraries	CDB covers		Yes	\$ 10.20	\$ 10.50	\$ 0.30	per item	No
Libraries	Disc Cleaning		Yes	\$ 4.50	\$ 5.00	\$ 0.50	per item	No
Libraries	DVD or CD ROM replacement cover			\$ 3.00	\$ 3.50	\$ 0.50	per item	No
Libraries	Inter library loan strap/barcode		Yes	\$ 4.00	\$ 4.50	\$ 0.50	per item	No
Libraries	Interlibrary loans (for loans outside of Victoria or from non-library institutions)		Yes	\$ 28.50	\$ 29.50		per item	No
Libraries	Laminating	A4	Yes	\$ 1.00	\$ 1.50	\$ 0.50	per page	No
Libraries	Laminating	A3	Yes	\$ 2.00	\$ 2.50	\$ 0.50	per page	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Libraries	Lost or damaged items, where price is known		Yes	Price of item	Price of item		per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book	Yes	\$ 27.00	\$ 32.00	\$ 5.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book - Large print	Yes		\$ 55.00	\$ 55.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book - non-fiction	Yes		\$ 33.00	\$ 33.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Junior book	Yes	\$ 14.50	\$ 15.00	\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Teen book	Yes	\$ -	\$ 20.00	\$ 20.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Light romance	Yes	\$ 2.00	\$ 2.50	\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Periodical	Yes	\$ 9.40	\$ 11.00	\$ 1.60	per item	No
Libraries	Lost or damaged items, where price is unknown	Book on CD (Adult)	Yes	\$ 104.00	\$ 110.00	\$ 6.00	per item	No
Libraries	Lost or damaged items, where price is unknown	Single disk replacement	Yes	\$ 19.80	Cost of full replacement		per item	No
Libraries	Lost or damaged items, where price is unknown	DVD Film (Adult)	Yes	\$ 28.50	\$ 29.50	-\$ 3.50	per item	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Libraries	Lost or damaged items, where price is unknown	DVD TV (Adult)	Yes	\$ 28.50	\$ 40.00	\$ 11.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Playaway	Yes	\$ 104.00	\$ 107.00	\$ 3.00	per item	No
Libraries	Lost or damaged items, where price is unknown	MP3 (Adult)	Yes	\$ 109.10	\$ 112.00	\$ 2.90	per item	No
Libraries	Meeting Room	Max \$170/day	Yes	\$ 17.00	\$ 17.50	\$ 0.50	per hour	No
Libraries	Minor damage to an item or barcode		Yes	\$ 3.00	\$ 3.50	\$ 0.50	per item	No
Libraries	Non-Collection of reserved item		Yes	\$ 2.00	\$ 2.50	\$ 0.50	per item	No
Libraries	Overdue fine > than 2 days	Inter library	Yes	\$ 0.60	\$ 0.60	\$ 0.00	per day	No
Libraries	Overdue fine > than 2 days	Book Club	Yes	\$ 1.00	\$ 1.50	\$ 0.50	per day	No
Libraries	Printing/photocopying	Black & White A4	Yes	\$ 0.20	\$ 0.20	\$ 0.00	per page	No
Libraries	Printing/photocopying	Colour A4 and Black & White A3	Yes	\$ 0.50	\$ 0.50	\$ 0.00	per page	No
Libraries	Printing/photocopying	Colour A3	Yes	\$ 1.00	\$ 1.50	\$ 0.50	per page	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Libraries	Programs and activities		Yes	Set for each event	Set for each event		per attendee	No
Libraries	Replacement of lost or damaged cards			\$ 3.00	\$ 3.50	\$ 0.50	per card	No
Libraries	Requests for photocopies not in stock and obtained on inter library loan			As charged by supplier	As charged by supplier		per item	No
Libraries	Research fee			\$ 16.50	\$ 30.00	\$ 13.50	per half hour	No
Libraries	USB			Recover Costs	As per cost		per item	No
Visitor Information Centres								
Tours and Talks	Mount Beauty tour and talk (adult)		Yes	\$ 5.00	\$ 5.50	\$ 0.50	per person	No
Tours and Talks	Mount Beauty tour and talk (junior)		Yes	\$ 3.00	\$ 3.50	\$ 3.00	per person	No
Works on Council Land								
Asset Management	Application for Occupation/Works on Council Managed Land Permit		Yes	free	free	\$ -	per permit	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre								
Bright Sports Centre	Additional Lifeguard		Yes	\$ 39.00	\$ 40.00	\$ 1.00	per hour	No
Bright Sports Centre	After Hours Access	Fob Charge	Yes	\$ 22.00	\$ 23.00	\$ 1.00	per fob	No
Bright Sports Centre	Casual group exercise class entry	Regular Class - Non Member	Yes	\$ 13.00	\$ 13.50	\$ 0.50	per person	No
Bright Sports Centre	Casual group exercise class entry	Active Seniors Class - Non Member	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per person	No
Bright Sports Centre	Casual group exercise class entry	Intro Seniors Class	Yes	\$ 7.00	\$ 7.50	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult Casual	Yes	\$ 16.50	\$ 17.00	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession - Casual	Yes	\$ 11.50	\$ 12.00	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult 10 visit card	Yes	\$ 144.50	\$ 148.50	\$ 4.00	per card	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession 10 visit card	Yes	\$ 100.00	\$ 103.00	\$ 3.00	per card	No
Bright Sports Centre	Centre Membership - all areas	Adult - 1 month	Yes	\$ 95.50	\$ 98.00	\$ 2.50	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Centre Membership - all areas	Concession - 1 month	Yes	\$ 70.00	\$ 72.00	\$ 2.00	per person	No
Bright Sports Centre	Centre Membership - all areas	Family - 1 month	Yes	\$ 170.00	\$ 175.00	\$ 5.00	per family	No
Bright Sports Centre	Centre Membership - all areas	Adult - 3 month	Yes	\$ 277.50	\$ 285.00	\$ 7.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Concession - 3 month	Yes	\$ 202.00	\$ 207.50	\$ 5.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Family - 3 month	Yes	\$ 492.00	\$ 505.50	\$ 13.50	per family	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Adult	Yes	\$ 79.50	\$ 82.00	\$ 2.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Concession	Yes	\$ 55.50	\$ 57.00	\$ 1.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Family	Yes	\$ 164.00	\$ 168.50	\$ 4.50	per family	No
Bright Sports Centre	Corporate Membership 10 to 19 Members - 1 month (new members only)	Adult	Yes	\$ 80.00	\$ 82.00	\$ 2.00	per person	No
Bright Sports Centre	Corporate Membership 10 to 19 Members - 1 month (new members only)	Concession	Yes	\$ 55.00	\$ 56.50	\$ 1.50	per person	No
Bright Sports Centre	Corporate Membership 20+ Members - 1 month (new members only)	Adult	Yes	\$ 75.00	\$ 77.00	\$ 2.00	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Corporate Membership 20+ Members - 1 month (new members only)	Concession	Yes	\$ 50.00	\$ 51.50	\$ 1.50	per person	No
Bright Sports Centre	Corporate Membership 5 to 9 Members - 1 month (new members only)	Concession	Yes	\$ 61.00	\$ 63.00	\$ 2.00	per person	No
Bright Sports Centre	Corporate Membership 5 to 9 Members - 1 month (new members only)	Adult	Yes	\$ 83.00	\$ 85.50	\$ 2.50	per person	No
Bright Sports Centre	Learn to swim private lesson		Yes	\$ 60.00	\$ 62.00	\$ 2.00	per lesson	No
Bright Sports Centre	Learn to swim program		Yes	\$ 19.50	\$ 20.00	\$ 0.50	per person per session	No
Bright Sports Centre	Multi-purpose room hire		Yes	\$ 28.00	\$ 29.00	\$ 1.00	per hour	No
Bright Sports Centre	Pool hire with lifeguard		Yes	\$ 113.00	\$ 116.00	\$ 3.00	per hour	No
Bright Sports Centre	Shower Only		Yes	\$ 5.00	\$ 5.50	\$ 0.50	per person	No
Bright Sports Centre	Squash court	Adult	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per person	No
Bright Sports Centre	Squash court	Child/concession	Yes	\$ 5.50	\$ 6.00	\$ 0.50	per person	No
Bright Sports Centre	Squash Membership - 1 week	Adult	Yes	\$ 12.00	\$ 12.50	\$ 0.50	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Squash Membership - 1 week	Concession	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Adult - 3 month	Yes	\$ 132.50	\$ 136.00	\$ 3.50	per person	No
Bright Sports Centre	Swimming pool only	Concession - 3 Month	Yes	\$ 83.00	\$ 85.00	\$ 2.00	per person	No
Bright Sports Centre	Swimming pool only	Family - 3 month	Yes	\$ 333.50	\$ 343.00	\$ 9.50	per family	No
Bright Sports Centre	Swimming pool only	Adult casual visit	Yes	\$ 9.00	\$ 9.50	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Child/concession - casual visit	Yes	\$ 5.50	\$ 6.00	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Family - Casual Visit	Yes	\$ 19.50	\$ 20.00	\$ 0.50	per family	No
Bright Sports Centre	Swimming pool only	Adult 10 visit card	Yes	\$ 79.50	\$ 82.00	\$ 2.50	per card	No
Bright Sports Centre	Swimming pool only	Concession/child 10 visit card	Yes	\$ 47.00	\$ 48.50	\$ 1.50	per card	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Cemetery								
Cemetery	Exhumation		Yes	\$ 425.00	\$ 440.00	\$ 15.00	per person	No
Cemetery	Interment Fee – Administration		Yes	\$ 35.00	\$ 35.00	\$ 0.00	per person	No
Cemetery	New Headstone and base without existing foundation – Single Grave - Or Monument		Yes	\$ 200.00	\$ 210.00	\$ 10.00	per person	No
Cemetery	Re-Opening Grave - With Cover		Yes	\$ 185.00	\$ 190.00	\$ 5.00	per person	No
Cemetery	Re-Opening Grave - Without Cover		Yes	\$ 175.00	\$ 180.00	\$ 5.00	per person	No
Cemetery	Rights of and Interment of bodily remains - Adult - First Interment		Yes	\$ 85.00	\$ 90.00	\$ 5.00	per person	No
Cemetery	Search of cemetery records		Yes	\$ 15.00	\$ 15.00	\$ 0.00	per search	No
Community Centres								
Community Centres	Bond (any hall)		Yes	\$ 275.00	\$ 285.00	\$ 10.00	per hire	No
Community Centres	Cleaning Fee (any hall)		Yes		\$ 200.00	\$ 200.00	per hire	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Community Centres	Hall and kitchen hire	Max \$395/day	Yes	\$ 29.50	\$ 39.50	\$ 10.00	per hour	No
Community Centres	Hall hire insurance (any hall)		Yes	\$ 39.00	\$ 40.00	\$ 1.00	per hire	No
Community Centres	Hall or kitchen only hire	Max \$240/day	Yes	\$ 18.00	\$ 24.00	\$ 6.00	per hour	No
Community Centres	Meeting Room	Max \$230/day	Yes		\$ 23.00	\$ 23.00	per hour	No
Swimming Pools								
Swimming Pools	Adult 10 visit pass		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per 10 visits	No
Swimming Pools	Adult daily		Yes	\$ 6.00	\$ 6.50	\$ 0.50	per person	No
Swimming Pools	Adult season		Yes	\$ 85.00	\$ 87.50	\$ 2.50	per season	No
Swimming Pools	Aqua fit/adult		Yes	\$ 11.40	\$ 12.00	\$ 0.60	per session	No
Swimming Pools	Aqua fit/concession		Yes	\$ 8.50	\$ 9.00	\$ 0.50	per session	No
Swimming Pools	Arthritis group		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per hour	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Swimming Pools	Child/concession 10 visit pass		Yes	\$ 28.00	\$ 29.00	\$ 1.00	per 10 visits	No
Swimming Pools	Child/concession daily		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per person	No
Swimming Pools	Child/concession season		Yes	\$ 45.00	\$ 46.50	\$ 1.50	per season	No
Swimming Pools	Family season - after early bird closes		Yes	\$ 220.00	\$ 230.00	\$ 10.00	per season	No
Swimming Pools	Family season - early bird		Yes	\$ 92.50	\$ 122.50	\$ 30.00	per season	No
Swimming Pools	Lane hire		Yes	\$ 32.00	\$ 33.00	\$ 1.00	and swi	No
Swimming Pools	Learn to swim		Yes	\$ 19.00	\$ 19.50	\$ 0.50	one lesson	No
Swimming Pools	Learn to swim		Yes	\$ 58.00	\$ 60.00	\$ 2.00	private lesson	No
Swimming Pools	Mount Beauty stadium hire		Yes	\$ 28.50	\$ 29.50	\$ 1.00	per hour	No
Swimming Pools	Pool hire with lifeguard		Yes	\$ 111.00	\$ 114.00	\$ 3.00	per hour	No
Swimming Pools	Seniors Hour		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per hour	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Swimming Pools	Supervising parent		Yes	\$ 4.50	\$ 5.00	\$ 0.50	per person	No
The Pavillion, Pioneer Park								
The Pavilion	Entire Downstairs Area (Changerooms, First Aid Room, Toilets)	Full day hire	Yes	\$ 367.50	\$ 490.00	\$ 122.50	per day	No
The Pavilion	Entire Facility Hire	Full day hire	Yes		\$ 800.00	\$ 800.00	per day	No
The Pavilion	Function Centre incl. Kitchen	Max \$620/day	Yes	\$ 48.50	\$ 62.00	\$ 13.50	per hour	No
The Pavilion	Function Centre or Kitchen	Max \$370/day	Yes	\$ 27.50	\$ 37.00	\$ 9.50	per hour	No
The Pavilion	Meeting room	Max \$230/day	Yes	\$ 17.00	\$ 23.00	\$ 6.00	per hour	No
Waste Services								
Waste	Aluminium, cardboard, steel cans, plastic bottles and containers		Yes	\$ 16.50	\$ 17.00	\$ 0.50	per cubic metre	No
Waste	Asbestos - Porepunkah only	Minimum charge \$5	Yes	\$ 105.50	\$ 108.50	\$ 3.00	per cubic metre	No
Waste	Car batteries		Yes	free	free		each	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Waste	Car bodies		Yes	\$ 27.00	\$ 28.00	\$ 1.00	per item	No
Waste	Cement sheeting, plaster board		Yes	\$ 59.00	\$ 61.00	\$ 2.00	per cubic metre	No
Waste	Concrete and bricks		Yes	\$ 42.00	\$ 43.00	\$ 1.00	per cubic metre	No
Waste	Crushed concrete sales		Yes	\$ 41.00	\$ 42.00	\$ 1.00	per cubic metre	No
Waste	Domestic putrescible and hard waste		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per cubic metre	No
Waste	Domestic putrescible and hard waste	minimum charge	Yes	\$ 8.50	\$ 9.00	\$ 0.50	per large bag	No
Waste	Drum muster		Yes	free	free			No
Waste	E-waste - all		Yes	free	free		each	No
Waste	FOGO Bags	Caddie Liners	Yes		1 roll for \$5 or 2 rolls for \$9		per 75 bag roll	No
Waste	Green organic mulch sales		Yes	free	free		per cubic metre	No
Waste	Green waste		Yes	\$ 19.50	\$ 20.00	\$ 0.50	per cubic metre	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Waste	LPG cylinders		Yes	\$ 6.50	\$ 7.00	\$ 0.50	each	No
Waste	Mattress - any size except cot		Yes	\$ 31.00	\$ 31.50	\$ 0.50	each	No
Waste	Mattress - cot		Yes	\$ 11.00	\$ 11.50	\$ 0.50	each	No
Waste	Oil		Yes	free	free		per litre	No
Waste	Paint cans 10 litres and over of any size containing paint		Yes	\$ 5.50	\$ 6.00	\$ 0.50	per litre	No
Waste	Plastic and metal oil containers			\$ 1.00	\$ 1.50	\$ 0.50	per item	No
Waste	Processed/treated timber		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per cubic metre	No
Waste	Raw organic timber		Yes	\$ 19.50	\$ 20.00	\$ 0.50	per cubic metre	No
Waste	Silage wrap		Yes	\$ 4.00	\$ 4.50	\$ 0.50	per cubic metre	No
Waste	Single seater couch		Yes	\$ 22.50	\$ 23.00	\$ 0.50	each	No
Waste	Skis or snowboards		Yes	\$ 7.00	\$ 7.50	\$ 0.50	per pair or board	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Waste	Steel		Yes	\$ 12.50	\$ 13.00	\$ 0.50	per cubic metre	No
Waste	Two-seater sofa or larger couch		Yes	\$ 32.00	\$ 33.00	\$ 1.00	each	No
Waste	Tyres large - tractor or truck		Yes	\$ 98.50	\$ 395.00	\$ 296.50	each	No
Waste	Tyres medium - truck		Yes	\$ 17.00	\$ 17.50	\$ 0.50	each	No
Waste	Tyres small/4WD		Yes	\$ 11.50	\$ 12.00	\$ 0.50	each	No
Waste	Whitegoods (all)		Yes	\$ 12.00	\$ 12.50	\$ 0.50	each	No
Building Services								
Building	Additional inspection or re-inspection (remote area)		Yes	\$ 350.00	\$ 360.00	\$ 10.00	per inspection	No
Building	Additional inspection or re-inspection (urban area)		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per inspection	No
Building	BAL Assessment – desktop assessment:		Yes	\$ 650.00	\$ 668.00	\$ 18.00	minimum fee	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Building	BAL Assessment – on site assessment:		Yes	\$ 1,300.00	\$ 1,336.00	\$ 36.00	minimum fee	No
Building	BAL Assessment – remote on site assessment:		Yes	\$ 1,650.00	\$ 1,695.50	\$ 45.50	minimum fee	No
Building	Build over easement		No	as per legislation	as per legislation		as per legislation	Yes
Building	Building information certificate		No	as per legislation	as per legislation		as per legislation	Yes
Building	Carport, garage, verandahs, patios, pergolas and other small extensions - up to 4 inspections \$16,001 or greater alterations / additions to a Class 1 or 10		Yes	quote	Price on Application		minimum fee	No
Building	Commercial works \$0 to \$39,999	+ lodgement fee	Yes	quote	Price on Application		minimum fee	No
Building	Commercial works \$40,000 or over	+ lodgement fee	Yes	quote	Price on Application		minimum fee	No
Building	Council Comments (to vary a regulation, where report and consent not an option)		Yes	\$ 450.00	\$ 462.50	\$ 12.50	as per regulations	No
Building	Demolition of Building s29A Consent - Consideration of request		Yes	\$ 65.00	\$ 67.00	\$ 2.00	per application	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Building	Dwelling extensions and alterations		Yes	quote	Price on Application		minimum fee plus applicable levies	No
Building	Essential Service Inspection and Report	minimum amount	Yes	\$ 500.00	\$ 514.00	\$ 14.00	per inspection	No
Building	Extension of time for building permit		Yes	\$ 270.00	\$ 278.00	\$ 8.00	per extension	No
Building	Flooding (Reg 153)		No	as per legislation	as per legislation		per item	Yes
Building	Form 22 Swimming pool / spa registration		No	as per legislation	as per legislation		Per property	Yes
Building	Form 23 Certificate of compliance lodgement		Yes	as per legislation	as per legislation			Yes
Building	Form 24 Certificate of non-compliance lodgement		Yes	as per legislation	as per legislation			Yes
Building	Legal point of discharge information		No	as per legislation	as per legislation		as per legislation	Yes
Building	Lodgement Fee			as per legislation	as per legislation			
Building	Major amendment to building permit		Yes	\$ 300.00	\$ 308.50	\$ 8.50	per amendment	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Building	Minor amendment to building permit		Yes	\$ 140.00	\$ 144.00	\$ 4.00	per amendment	No
Building	Multi-unit development		Yes	quote	Price on Application		minimum fee	No
Building	New dwelling		Yes	quote	Price on Application		minimum fee plus applicable levies	No
Building	Non-mandatory inspection		Yes	\$ 300.00	\$ 308.50	\$ 8.50	per inspection	No
Building	Notification of adjoining landowners for siting variation		Yes	as per legislation	\$ 125.00	N/A	per item	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1 & 10		Yes	\$ 575.00	\$ 591.00	\$ 16.00	per document	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1b		Yes	\$ 1100.00	\$ 1130.50	\$ 30.50	per document	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 2-9		Yes	\$ 1300.00	\$ 1336.00	\$ 36.00	per document	No
Building	Partial compliance exemption - access matter (per item)		Yes	\$ 450.00	\$ 462.50	\$ 12.50	per item	No
Building	Partial compliance exemption - amenity matter (per item)		Yes	\$ 300.00	\$ 308.50	\$ 8.50	per item	No

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

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

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

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Health	Class 3 temporary food premises & mobile food vendors (Streatrader)		No	\$ 200.00	\$ 205.50	\$ 5.50	per annum	No
Health	Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$ 75.00	\$ 77.50	\$ 2.50	per annum	No
Health	Class 4 food premises		No		free		per annum	No
Health	Hairdresser premise registration		no	\$ 225.00	\$ 231.50	\$ 6.50	per premise	No
Health	Inspection and report fee		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per registration	No
Health	Major non-compliance inspection fee		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per inspection	No
Health	Major non-compliance inspection fee (where a notice has been issued)		Yes	\$ 250.00	\$ 257.00	\$ 7.00	per inspection	No
Health	New premises fee		No	50% of annual registration fee plus applicable registration fee	50% of annual registration fee plus applicable registration fee		pro rata	Yes
Health	Permit to alter wastewater system		No	Per legislation	as per legislation		per application	Yes
Health	Permit to install wastewater system		No	Per legislation	as per legislation		per application	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Health	Prescribed accommodation premise registration		Yes	\$ 275.00	\$ 283.00	\$ 8.00	per annum	No
Health	Registration late penalty fee		Yes	Annual registration fee +30%	Annual registration fee +30%		of original registration fee	No
Health	Transfer registration fee		Yes	50% of applicable annual registration fee	50% of applicable annual registration fee		of applicable annual registration fee	No
Health	Registration late penalty fee		No	Annual registration fee +30%	Annual registration fee +30%		of original registration fee	No
Local Laws								
Local Laws	Animal registration tag replacement		Yes	\$ 6.50	\$ 7.00	\$ 0.50	per tag	No
Local Laws	Cat registration (desexed)		No		\$ 50.00	\$ 50.00	per animal	Yes
Local Laws	Cat registration (desexed)	Pensioner 50% discount	No	\$ 48.00	\$ 25.00	-\$ 23.00	per animal	Yes
Local Laws	Cat registration (not desexed)		No	\$ 95.00	\$ 100.00	\$ 5.00	per animal	Yes
Local Laws	Cat registration (not desexed)	Pensioner 50% discount	No	\$ 33.00	\$ 50.00	\$ 17.00	per animal	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Local Laws	Cat trap hire fee (inc deposit)		Yes	\$ 0.00	\$ 10.00	\$ 10.00	per fortnight	No
Local Laws	Dinner Plain snowmobile permit		No	\$ 75.00	\$ 77.50	\$ 2.50	per snowmobile	No
Local Laws	Dog Registration (desexed)	inc working dog	No	\$ 33.00	\$ 55.00	\$ 22.00	per animal	Yes
Local Laws	Dog Registration (desexed)	Pensioner 50% discount	No	\$ 16.00	\$ 27.00	\$ 11.00	per animal	Yes
Local Laws	Dog registration (not desexed)		No	\$ 95.00	\$ 110.00	\$ 15.00	per animal	Partially
Local Laws	Dog registration (not desexed)	Pensioner 50% discount	No	\$ 48.00	\$ 55.00	\$ 7.00	per animal	Yes
Local Laws	Domestic Animal Act infringements (e.g. Failure to Register Dog or Cat)		No	as per legislation	as per legislation		as per legislation	Yes
Local Laws	Domestic animal business fee		No	\$ 135.00	\$ 139.00	\$ 4.00	per year	Yes
Local Laws	Impounded item release fee – all other items		Yes	\$ 62.50	\$ 65.00	\$ 2.50	per release	No
Local Laws	Livestock impound fee – large stock		Yes	\$ 100.00	\$ 103.00	\$ 3.00	per animal	No
Local Laws	Livestock impound fee – small stock		Yes	\$ 50.00	\$ 51.50	\$ 1.50	per animal	No

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

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Local Laws	Veterinary fees		Yes	Cost recovery + 10% admin fee	Cost recovery + 10% admin fee		per animal	No
Memorials								
Memorials	Memorial plaque fee		Yes	\$ 65.00	\$ 67.00	\$ 4.00	per annum	No
Statutory Planning								
Planning	Public notification	Notice to neighbours	Yes	\$ 75.00	\$ 77.50	\$ 2.50	per general notification	No
Planning	Public notification	Additional notices	Yes	\$ 10.00	\$ 10.50	\$ 0.50	per notice	No
Planning	Public notification	Notice on land	Yes	\$ 150.00	\$ 155.00	\$ 5.00	up to two signs	No
Planning	Public notification	Additional notices on land	Yes	\$ 15.00	\$ 20.00	\$ 5.00	each additional sign	No
Planning	Public notification	Notice in paper	Yes	Cost + 10% admin fee	Cost + 10% admin fee		per notice	No
Planning	Planning advice in writing		Yes	\$ 250.00	\$ 275.00	\$ 25.00	per advice	No
Planning	Sect 173 agreements		Yes	\$ 425.00	\$ 437.00	\$ 12.00	per agreement	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Copy of Certificate of title and instruments		Yes	\$65 + cost of Land Registry search	\$67 + cost of Land Registry search		per certificate	No
Planning	Copy of planning permit or endorsed plans	On-Site	Yes	\$ 150.00	\$ 50.00	-\$ 100.00	per application	No
Planning	Copy of planning permit or endorsed plans	Off-Site	Yes	\$ 0.00	\$ 100.00	\$ 100.00	per application	No
Planning	Secondary Consent		Yes	\$ 240.00	\$ 247.00	\$ 7.00	per application	No
Planning	Development Plans - Assessment or amendment		Yes	\$ 340.00	\$ 350.00	\$ 10.00	per application	No
Planning	Timber Harvesting Plans - Assessment and inspection		Yes	110	\$ 113.50	\$ 3.50	per application	No
Planning	Planning panel - proponent request amendment		Yes	cost of panel	cost of panel			Yes
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	First Request	No	\$ 260.00	\$ 268.00	\$ 8.00	per application	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	Second Request	No	\$ 410.00	\$ 421.50	\$ 11.50	per application	No
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	Third and Subsequent Requests	No	\$ 620.00	\$ 637.50	\$ 17.50	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	First Request	No	\$ 510.00	\$ 524.00	\$ 14.00	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	Second Request	No	\$ 980.00	\$ 1007.00	\$ 27.00	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	Third and Subsequent Requests	No	\$ 1450.00	\$ 1490.00	\$ 40.00	per application	No
Planning	Advice in writing for Building Permit		Yes	\$ 0.00	\$ 150.00	\$ 150.00	per advice	No
Planning	Assessment and Endorsement of Condition 1 Plans		Yes	\$ 0.00	\$ 150.00	\$ 150.00	per application	No
Planning	Redaction of Public notification	Advertising	Yes		\$ 45.00	\$ 45.00	up to 20 pages	No

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

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Consideration of: - request to approve amendment by Minister - giving notice of approval of amendment	Stage 4 Amendment	No	as per legislation	as per legislation		32.5 fee units	Yes
Planning	Regulation 7 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme exempted from certain requirements							
Planning	Request for Minister to prepare amendment to planning scheme exempted from certain requirements		No	as per legislation	as per legislation		270 fee units	Yes
Planning	Regulation 8 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme under section 20A of the Planning and Environment Act 1987							
Planning	Request for Minister to prepare amendment to planning scheme of a Class prescribed		No	as per legislation	as per legislation		65 fee units	Yes
Planning	Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987							
Planning	Class 1 – Use of land only		No	as per legislation	as per legislation		89 fee units	Yes
Planning	To develop land for a single dwelling per lot, or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of land for a single dwelling per lot:							
Planning	Class 2 - Single dwelling per lot - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 3 - Single dwelling per lot - \$10,001 to \$100,000		No	as per legislation	as per legislation		42.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 4 - Single dwelling per lot - \$100,001 to \$500,000		No	as per legislation	as per legislation		87 fee units	Yes
Planning	Class 5 - Single dwelling per lot - \$500,001 to \$1,000,000		No	as per legislation	as per legislation		94 fee units	Yes
Planning	Class 6 - Single dwelling per lot - \$1,000,001 to \$2,000,000		No	as per legislation	as per legislation		101 fee units	Yes
Planning	VicSmart applications							
Planning	Class 7 - VicSmart - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 8 - VicSmart - more than \$10,000		No	as per legislation	as per legislation		29 fee units	Yes
Planning	Class 9 - VicSmart - subdivision or consolidation of land		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 10 - VicSmart - other than Classes 7, 8 or 9		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Other development							
Planning	Class 11 - \$100,000 or less		No	as per legislation	as per legislation		77.5 fee units	Yes
Planning	Class 12 - \$100,001 to \$1,000,000		No	as per legislation	as per legislation		104.5 fee units	Yes

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

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

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 2 - Amendment to a permit (other than in relation to single dwellings per lot) to change: - statement of what the permit allows - any or all of the permit conditions		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 3 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 4 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$10,001 to \$100,000		No	as per legislation	as per legislation		42.5 fee units	Yes
Planning	Class 5 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$100,001 to \$500,000		No	as per legislation	as per legislation		87 fee units	Yes
Planning	Class 6 - Amendment to Class 2, 3, 4, 5 or 6 permit - more than \$500,000		No	as per legislation	as per legislation		94 fee units	Yes
Planning	Class 7 - Amendment to a VicSmart permit - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 8 - Amendment to a VicSmart permit - more than \$10,000		No	as per legislation	as per legislation		29 fee units	Yes
Planning	Class 9 - Amendment to Class 9 permit		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 10 - Amendment to Class 10 permit		No	as per legislation	as per legislation		13.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 11 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - \$100,000 or less		No	as per legislation	as per legislation		77.5 fee units	Yes
Planning	Class 12 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - \$100,001 to \$1,000,000		No	as per legislation	as per legislation		104.5 fee units	Yes
Planning	Class 13 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - more than \$1,000,000		No	as per legislation	as per legislation		230.5 fee units	Yes
Planning	Class 14 - Amendment to Class 17 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 15 - Amendment to Class 18 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 16 - Amendment to Class 19 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 17 - Amendment to Class 20 permit		No	as per legislation	as per legislation		89 fee units per every additional 100 lots	Yes
Planning	Class 18 - Amendment to Class 21 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 19 - Amendment to Class 22 permit		No	as per legislation	as per legislation		89 fee units	Yes

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

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

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Planning	Application for permit when amendment to planning scheme requested - more than one Class of permit		No	as per legislation	as per legislation		50% of the highest applicable fee under Reg.9	Yes
Planning	Regulation 15 Planning and Environment (Fees) Regulations 2016 - Certificate of Compliance							
Planning	Certificate of compliance		No	as per legislation	as per legislation		22 fee units	Yes
Planning	Regulation 16 Planning and Environment (Fees) Regulations 2016 - Applications to amend or end an agreement under section 173 of the Planning and Environment Act 1987							
Planning	Amend or end an agreement		No	as per legislation	as per legislation		44.5 fee units	Yes
Planning	Regulation 17 Planning and Environment (Fees) Regulations 2016 - Planning Certificate							
Planning	Planning Certificate - non-electronically lodged application		No	as per legislation	as per legislation		1.5 fee units	Yes
Planning	Planning Certificate - electronically lodged application		No	as per legislation	\$ 7.39	\$ -	per certificate	Yes
Planning	Regulation 18 Planning and Environment (Fees) Regulations 2016 - Determination matters to the satisfaction of a person or body							
Planning	Determination that matter specified by a planning scheme has been done satisfactorily		No	as per legislation	as per legislation		22 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Roadside Trading	Advertising sign		Yes	\$ 80.00	\$ 82.50	\$ 2.50	per sign	No
Roadside Trading	Advertising Sign		Yes		\$ 800.00	\$ 800.00	per annum	No
Roadside Trading	Approved site location – annual		Yes	\$ 250.00	\$ 257.00	\$ 7.00	Per annum	No
Roadside Trading	Business premises – footpath trading		Yes	\$ 165.00	\$ 170.00	\$ 5.00	per annum	No
Roadside Trading	Busking (adult)	Commercial	Yes	\$ 33.00	\$ 34.00	\$ 1.00	per year	No
Roadside Trading	Commercial participant – events		Yes	\$ 70.00	\$ 72.00	\$ 2.00	per event	No
Roadside Trading	Horse drawn vehicle / motorcycle tour operator		Yes	\$ 160.00	\$ 164.50	\$ 4.50	per year	No
Streets & Roads	Outdoor eating facility – footpath dining or footpath trading	Small area (totalling less than 20 sqm)	Yes	\$ 165.00	\$ 170.00	\$ 5.00	per annum	No
Streets & Roads	Outdoor eating facility – footpath dining or footpath trading	Medium Area (totalling between 20 and 40 sqm)	Yes		\$ 200.00	\$ 200.00	per annum	No
Streets & Roads	Outdoor eating facility – footpath dining or footpath trading	Large Area (totalling more than 40 sqm)	Yes		\$ 250.00	\$ 250.00	per annum	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Subdivision	Regulation 10 <i>Subdivision (Fees) Regulations 2016</i> - Engineering plans prepared by Council		No	as per legislation	as per legislation		3.5 fee units	Yes
Subdivision	Regulation 11 <i>Subdivision (Fees) Regulations 2016</i> - Supervision of works		No	as per legislation	as per legislation		2.5% of the estimated cost of constructing the works proposed	Yes
Subdivision	Regulation 6 <i>Subdivision (Fees) Regulations 2016</i> - Application to certify plan and statement of compliance		No	as per legislation	as per legislation		11.8 fee units	Yes
Subdivision	Regulation 7 <i>Subdivision (Fees) Regulations 2016</i> - Request to alter a subdivision plan under s10(2)		No	as per legislation	as per legislation		7.5 fee units	Yes
Subdivision	Regulation 8 <i>Subdivision (Fees) Regulations 2016</i> - Application to amend a certified plan		No	as per legislation	as per legislation		9.5 fee units	Yes
Subdivision	Regulation 9 <i>Subdivision (Fees) Regulations 2016</i> - Checking engineering plans		No	as per legislation	as per legislation		0.75% of the estimated cost of constructing the works proposed	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2023/24 Fee	Proposed 2024/25 Fees	\$ Change	Unit of measure	Regulated?
Subdivision	Section 18 Subdivision Act 1988 - Public open space contribution		No	<= 5.0%	<= 5.0%		site value of all land in the subdivision	Yes
Subdivision	Supervision of works		No	as per legislation	2.5% of the cost of construction of the works		as per legislation	Yes
Property & Contracts								
Property & Contracts	Lease Fee (Commercial)	Market Value	No		Market Value		per lease	No
Property & Contracts	Lease Fee (Other)		No		Price on Application		per lease	No
Property & Contracts	Licence Fee	Minimum fee	No		\$ 250.00	\$ 250.00	per annum	No
Sustainability								
Sustainability	Dish Pig Hitch Fee (if towed by Council)	Flat Rate fee	Yes		\$ 20.00	\$ 20.00	per hire	No
Sustainability	Dish Pig Towing Fee (if towed by Council)	Cents per kilometre	No		ATO Rates as large vehicle		per hire	No
Sustainability	Hire of Dish Pig	Taken outside Municipality	Yes		\$ 400.00	\$ 400.00	per weekend	No

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



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 26 March 2024
Location: Briefing Session – Senior Citizens Centre, Myrtleford
Start Time: 2.00pm
Finish Time: 4.50pm
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	Alan Rees	Director Assets
Cr Tony Keeble	Councillor		
Cr Katarina Hughes*	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Kelli Prime	Councillor
Cr Sarah Nicholas	Councillor

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

Item
External Presentation – Mystic Gondola proposal
Bright River Pool – post summer briefing
Waster Reserve
Ordinary Council Meeting Agenda Review



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 9 April 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 4.55pm
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 Katarina Hughes*	Councillor	Alan Rees	Director Assets
Cr Sarah Nicholas	Councillor		

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Simon Kelley	Deputy Mayor
Cr Tony Keeble	Councillor
Cr Kelli Prime	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
Budget – Hearing of Community Budget Submissions
Community Budget Submissions feedback
Bright Service Station Proposal update
Special Council Meeting Agenda review



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 16 April 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

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

Attendance via virtual means*

Councillor and staff apologies:

Name	Position
Cr Ron Janas	Councillor
Cr Katarina Hughes	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.

- Cr Simon Kelley declared a conflict of interest with respect to the external presentation by Indigo Power external and Sport and Recreation Masterplan. Cr Kelley was not present whilst these items were presented.

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

N/A

3. Items

Item
External Presentation – Indigo Power
Councillor Expenses and Support Policy
Governance Rules
Community Interest Planning Applications
Sport and Recreation Masterplan



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 23 April 2024
Location: Bright Committee Room
Start Time: 2.00pm
Finish Time: 5.30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Simon Kelley	Deputy Mayor	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor		
Cr Sarah Nicholas ^{*+}	Councillor		
Cr Kelli Prime	Councillor		
Cr Katarina Hughes [*]	Councillor		

Attendance via virtual means*

Attendance via virtual means for part of the meeting*+

Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Councillor
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
Draft Budget
Short Stay Rental Accommodation – next steps
Mystic Park contract for award
Public bins and amenity cleaning update
Murray to Mountains contract for award
External Presentation – NECMA
Ordinary Council Meeting agenda review