

M(7) – 25 JUNE 2024

# Ordinary Council Meeting

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Agenda

Notice is hereby given that the next **Ordinary Meeting** of the **Alpine Shire Council** will be held in the Council Chambers, Great Alpine Road, Bright on **25 June 2024** commencing at **5:00pm**.

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## 1. Recording and livestreaming of Council meetings

*The CEO will read the following statement:*

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

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

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

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

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

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

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

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

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

## 3. Confirmation of minutes

### 3.1 ORDINARY COUNCIL MEETING – M(6) – (28 MAY 2024)

#### **RECOMMENDATION**

*That the minutes of Ordinary Council Meeting M(6) held on (28 May 2024) as circulated be confirmed.*

## 4. Apologies

## 5. Obituaries / congratulations

Refer to Alpine Shire Council's website [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.

## 6. Declarations by Councillors of conflict of interest

## 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](http://www.alpineshire.vic.gov.au); for its YouTube live-streaming recording for responses to questions.

## 8. Mayors Report

### 8.1.1 Chief Executive Officer - Performance Plan

#### INTRODUCTION

This report relates to the CEO's Annual Performance Plan.

#### RECOMMENDATIONS

*That Council:*

1. *Notes the assessment of the CEO's performance against the KPIs in the Annual Performance Plan 2023/24 carried out by the CEO Employment and Remuneration Committee;*
2. *Adopts the Chief Executive Officer Annual Performance Plan 2024/25; and*
3. *Considers recommendations at the June 2025 Ordinary Council Meeting resulting from a review of the CEOs Annual Performance Plan, with this review commencing in May 2025 and being conducted by the CEO Employment and Remuneration Committee.*

#### BACKGROUND

Council's CEO Employment and Remuneration Policy was adopted at the December 2021 Council Meeting. This Policy states:

*That Council will adopt an Annual Performance Plan for the CEO, which will include KPIs. [Key Performance Indicators]. The Performance Plan must be developed collaboratively between the CEO and the Committee.*

At the June 2023 Council Meeting the following resolutions were carried:

*That Council:*

1. *Notes the assessment of the CEO's performance against the KPIs in the Annual Performance Plan 2022/23 carried out by the CEO Employment and Remuneration Committee;*
2. *Adopts the Chief Executive Officer Annual Performance Plan 2023/24;*
3. *Considers recommendations at the June 2024 Ordinary Council Meeting resulting from a review of the CEOs Annual Performance Plan, with this review commencing in May 2024 and being conducted by the CEO Employment and Remuneration Committee.*

The adopted CEOs Annual Performance Plan for the 2024 financial year was published on Council's website in June 2023, in the interests of providing transparency to the public.

The CEO Employment and Remuneration Committee conducted a review of the CEOs performance in May 2024, after the CEO had been working in the role for 23 months.

The CEOs performance against each Key Performance Indicator (KPI) was rated on the following scale:

1. Not met
2. Working towards
3. Meeting
4. Exceeding

The average score in each of the four key performance areas (KPA) was then calculated as follows:

Key Performance Area	Focus	Average Score
<b>KPA 1</b>	<b>Leadership and Culture</b>	<b>2.39</b>
Lead a high-performing organisation with a strong focus on effectiveness, accountability, and continuous improvement.		
<b>KPA 2</b>	<b>Engagement and Communication</b>	<b>2.42</b>
Deliver consistently high-quality engagement and communication with Council, the community and other key stakeholders.		
<b>KPA 3</b>	<b>Governance</b>	<b>2.80</b>
Ensure good governance practices to fulfil legislative obligations, improve decision making and promote community confidence in Council.		
<b>KPA 4</b>	<b>Delivery Performance</b>	<b>2.50</b>
Execute Council resolutions, policies, and plans using resources and managing risks effectively and efficiently.		

## ISSUES

### *Performance Monitoring*

Part 4.5 "Performance Monitoring" of Council's CEO Employment and Remuneration Policy states that:

*Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed collaboratively between the CEO and the Committee [being the CEO Employment and Remuneration Committee].*

### *Functions of the Chief Executive Officer*

In accordance with section 46 of the *Local Government Act 2020*, the CEO is responsible for ensuring the effective and efficient management of the day-to-day operations of the Council, ensuring that decisions of the Council are implemented without delay, and that Council receives timely and reliable advice, and is responsible for all staffing matters including appointing, directing, and managing members of Council staff.

### ***Key Performance Indicators***

Key Performance Indicators in the CEO Annual Performance Plan are linked closely to the Council Plan 2021-2025.

### **POLICY IMPLICATIONS**

Employment of the Chief Executive Officer is governed by Part 3, Division 7 of the *Local Government Act 2020*, and further by Council's CEO Employment and Remuneration Policy.

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

- 5.3 Bold leadership, strong partnerships and effective advocacy

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no financial implications associated with the recommendations contained within this report.

### **RISK MANAGEMENT**

Risk	Likelihood	Impact	Mitigation Action / Control
Poor performance by the CEO in delivering for Council in accordance with section 46 of the Local Government Act.	Unlikely	Major	<ul style="list-style-type: none"> <li>• Adoption of the CEO Employment and Remuneration Policy</li> <li>• Establishment of an Annual Performance Plan and periodic assessment and reporting against this Plan.</li> </ul>

### **CONSULTATION**

The CEO Employment and Remuneration Committee is responsible for ensuring that the CEO Annual Performance Plan and KPIs are in place in accordance with the CEO Employment and Remuneration Policy.

The CEO Employment and Remuneration Committee is required to submit an Annual Review Report to Council, following a meeting with the CEO to discuss the Committee's proposed recommendations.

### **CONCLUSION**

The CEOs performance through the period June 2023 to May 2024 has been reviewed in accordance with section 4.6 of the CEO Employment and Remuneration Policy, and the results of the review are summarised in this report for noting.



The CEO Annual Performance Plan 2024/25 sets out the Key Performance Indicators for the period 1 July 2024 to 30 June 2025. The Plan should be adopted, which will enable performance monitoring to occur in accordance with Council's CEO Employment and Remuneration 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.

- Mayor

### **ATTACHMENT(S)**

8.1.1. CEO Annual Performance Plan 2024/25

## 9. Presentation of reports by officers

### 9.1 CHIEF EXECUTIVE OFFICER – WILL JEREMY

#### 9.1.1 Contracts approved under delegation by CEO

**RECOMMENDATION**

*That the Contracts approved under delegation by the CEO be noted.*

<i>Contract No:</i>	<i>CQ23059</i>	<i>Process:</i>	<i>RFQ</i>
<i>Title:</i>	<i>Drainage Audit Investigation</i>		
<i>Tenderer:</i>	<i>Malkin Consulting Pty Ltd</i>		
<i>\$ (excl. GST):</i>	<i>\$123,750</i>		

## 9.2 DIRECTOR ASSETS – ALAN REES

### 9.2.1 Funding Applications

#### **INTRODUCTION**

This report relates to available funding opportunities and seeks Council's endorsement for projects to be prioritised for funding.

#### **RECOMMENDATIONS**

*That Council endorses the nomination of the following projects for delivery with funding allocated under the Australian Government's Local Roads and Community Infrastructure Phase 4 Fund:*

1. *Myrtleford Memorial Hall Upgrade: \$565,758*
2. *Tawonga Memorial Hall Upgrade: \$144,525*
3. *Roads Resealing Program 24/25: \$200,000*
4. *Gravel Road Reconstruction and Re sheeting Program 24/25: \$209,717*

#### **BACKGROUND**

##### *Local Roads and Community Infrastructure Phase 4 Fund (LRCI)*

The Local Roads and Community Infrastructure (LRCI) Program supports all Australian councils to deliver priority local road and community infrastructure projects in their region, creating jobs and long-lasting benefits for communities.

The Australian Government has committed \$3.25 billion to the LRCI Program over four phases. Every local government authority, in all 150 electorates across Australia, is allocated and able to nominate projects for LRCI Program funding.

Council has been allocated \$1,120,017 of Funding from the LRCI Phase 4 Fund split across the following:

- Part A \$710,300 - construction, maintenance and/or improvements to council-owned assets (including natural assets) for the benefit of the local community.
- Part B \$409,717 - construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

Following an assessment of projects in Council's Project Pipeline and Roads Renewal and Upgrade Program the projects in the table below were nominated based on meeting the grant funding criteria and being sufficiently well developed to be deliverable within the nominated project timeframes.

Project	LRCI Phase 4 (\$ '000)	Council (\$ '000)	Other (\$ '000)	Total (\$ '000)	Council Contribution
Myrtleford Memorial Hall Upgrade	\$565,758	253,000	\$795,000	\$1,613,758	16%
Tawonga Memorial Hall Upgrade	\$144,525	\$0	\$850,000	\$994,525	0%
Roads Resealing Program 24/25	\$200,000	355,000	\$0	\$555,000	64%
Gravel Road Reconstruction and Re sheeting Program 24/25	\$209,717	\$240,283	\$0	\$450,000	53%
<b>Total</b>	<b>\$1,120,000</b>				

## ISSUES

Council has experienced escalated construction costs across numerous major building upgrade projects with tender costs significantly higher than original budgets. This has impacted the original scope of both the Myrtleford Memorial Hall and Tawonga Memorial Hall. The allocation of funding from the LRCI Program Phase 4 Part A would enable Council to achieve more of the original scope across both Hall projects.

The funding for Phase 4 Part B will progress Council's Roads Program across the Resealing and Gravel Road Reconstruction and Re sheeting in the 2024/25 financial year to enable Council to advance its prioritised works for improved road condition and road safety.

## POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

## FINANCIAL AND RESOURCE IMPLICATIONS

The current budget allocation is sufficient to deliver the highest priority components of the project scope for both the Myrtleford Memorial Hall and Tawonga Memorial Hall projects. Allocating a further \$710,283 towards the Hall projects from the LRCI Phase 4 funding presents an opportunity to deliver more components of the original scope.

A total allocation of \$409,717 will be dedicated towards Council's Roads program which will expand Council's Resealing and Gravel Road Reconstruction and Re sheeting Programs in the 2024/25 financial year.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Delivery of Projects is not achieved by the end of the funding agreement	Possible	Major	<ul style="list-style-type: none"> <li>Continue to progress designs and staged tenders to ensure delivery is on time.</li> </ul>

## CONSULTATION

The projects that have been nominated are identified as high priorities on Council's Project Pipeline. Consultation has been undertaken to ensure that the community and referral agencies are supportive of the projects which have been nominated. The projects that have been nominated have been selected based on their alignment with the funding eligibility and evaluation criteria.

## CONCLUSION

Significant opportunities exist to secure grant funding to support Council's commitment to deliver upgraded and renewed infrastructure. There is strong community support and alignment with the grant fund criteria for the projects which have been proposed, and it is recommended that Council endorses the nomination of projects for the LRCI Phase 4 Fund.

## DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Engineering and Assets

## ATTACHMENT(S)

Nil

## 9.2.2 Offsetting Residual Corporate Greenhouse Gas Emissions for 2022/2023

### INTRODUCTION

This report relates to offsetting Council's residual corporate Greenhouse Gas (GHG) emissions for Financial Year (FY) 2022/2023 in order to achieve net zero from Council's corporate operations by July 2023 per the commitment in the Climate Action Plan 2021 - 2024.

### RECOMMENDATIONS

*That Council:*

- 1. Commits to purchase Greenfleet offsets for the 2022/23 residual emissions; and*
- 2. Notes the continued investigations into a combination of initiatives for insetting 2023/24 residual emissions including planting and community renewable energy projects.*

### BACKGROUND

At the Ordinary Council Meeting (OCM) held in June 2023, a hierarchy for the offsetting of residual emissions was accepted by Council, from most to least favourable this included:

- Insets - offsetting emissions through carbon reduction or removal projects within the shire boundary directly funded by Council e.g., planting indigenous vegetation locally to sequester carbon or funding community renewable energy projects.
- Directly funding projects that create offsets - offsetting emissions through participating in carbon reduction or removal projects within Australia.
- Australian Carbon Credit Units (ACCUs) - offsetting emissions through investing in carbon reduction projects reviewed and approved by Climate Active Australia.

Council has reduced its residual carbon emission from approximately 2384 tonnes in 2018/19, the baseline year for the Climate Action Plan 2021-2024, to 569 tonnes in 2022/23. This has been achieved through a range of initiatives, including:

- Joining the Victorian Energy Collaboration renewable Power Purchase Agreement (VECO PPA);
- Installation of solar PV and batteries at a number of Council buildings;
- Upgrading streetlights to LEDs;
- Electrifying aging gas infrastructure at Council facilities; and
- Purchasing three Electric Vehicles for the pool car fleet.

Offsetting Council's residual carbon emissions for 2022/23 through the procurement of Greenfleet offsets provides an ethical and financially responsible approach and allows procurement of the offsets within 12 months of the end of the financial year in which the GHG emissions were generated. Greenfleet offsets are used to directly fund forest

planting projects across Australia so provide the co-benefits of funding ecosystem restoration and mitigating biodiversity loss.

Council will continue its investigations into of the most suitable initiatives to offset residual emissions for 2023/24 and beyond including insetting through native vegetation planting and community solar projects. Insetting planting projects provide the co-benefits of local ecosystem restoration and myriad community benefits. Ongoing investigations will include a complete assessment of proposed landscape assets to determine suitable sequestration sites for 2023/24.

The Climate Action Plan 2021-2024 is to be refreshed during 2024. This creates an opportunity to further interrogate long term GHG emissions abatement and offsetting recommendations within the Alpine Shire Council context.

## **ISSUES**

Through the Climate Action Plan 2021-2024, Council has committed to offsetting all residual GHG emissions from and including 2022/23. The residual emissions for 2022/23 have been calculated at 569 tonnes of CO<sub>2</sub>-e. The majority of these emissions are from Council's fleet (326 tonnes CO<sub>2</sub>-e) and closed landfills (234 tonnes CO<sub>2</sub>-e), further reductions in emissions are constrained by cost and locally available technology.

The hierarchy for the offsetting agreed at the June 2023 OCM of prioritising local insetting or investment, while more resource intensive, addresses concerns about the credibility of the international carbon market as well as providing co-benefits to local communities and biodiversity.

The details of any organisation implemented projects, such as local insetting, require further development regarding site selection, capacity to deliver, design and delivery workflow, and settling on a carbon accounting model that can be implemented and used to audit any internal projects.

These issues are being addressed through Council's ongoing investigations into options for insetting residual GHG emissions for 2023/2024 and beyond.

## **POLICY IMPLICATIONS**

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

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

### ***Local Government Act 2020***

Under the *Local Government Act 2020*, section 9(2)(c), 'Councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks'.

***Victorian Climate Change Act 2017***

The *Victorian Climate Change Act 2017* sets a long-term GHG emissions reduction target for the State of net zero emissions by 2050.

***Alpine Shire Council Climate Action Plan 2021-2024***

Council's Climate Action Plan 2021-2024 committed to a target of net zero GHG emissions from Council corporate operations by July 2023.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The purchase of Greenfleet offsets to offset 2022/23 residual GHG emissions of 570 tonnes CO<sub>2</sub>-e will cost approximately \$10,260, depending on the prices at the time of purchase. A budget of \$35,000 for offsetting 2022/23 residual emissions exists in Council's 2023/24 budget and resource requirements will be minimal to purchase the Greenfleet offsets.

The approach for offsetting residual emissions for future years will be informed by Council's ongoing investigations into insetting opportunities, which will form part of a future report.

**RISK MANAGEMENT**

Risk	Likelihood	Impact	Mitigation Action / Control
There is a risk that emissions increase in future years due to uncontrollable emissions from closed landfills	Possible	Moderate	<ul style="list-style-type: none"> <li>Two measurements to date have shown a downward trend</li> <li>Ongoing yearly recording will inform further trends</li> <li>Landfill capping is being conducted to show the emissions</li> <li>Future technologies may provide more economical options to abate these emissions</li> </ul>

**CONSULTATION**

A consultant with extensive experience in corporate GHG emissions offsetting and insetting has been engaged to provide guidance and recommendations for offsetting Council's residual emissions for 2022/23 and ongoing investigation into insetting future years' emissions.



**CONCLUSION**

Purchasing Greenfleet offsets for 2022/23 residual emissions will allow Council to meet the net zero target with the emissions offset within the year after the emissions were generated. The longer-term plan to achieve net zero for 2023/24 and beyond will be informed by Council's ongoing investigations.

**DECLARATION OF CONFLICT OF INTEREST**

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

- Director Assets
- Manager Growth and Future
- Sustainability Coordinator

**ATTACHMENT(S)**

- Nil

## 9.3 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

### 9.3.1 Submissions to the Draft 2024/25 Budget

#### INTRODUCTION

The purpose of this report is to respond to the submissions received that relate to the draft 2024/25 Budget.

#### RECOMMENDATIONS

*That Council:*

1. *Considers written submissions received pursuant to Council's Community Engagement Policy, in relation to the Alpine Shire Council Draft 2024/25 Budget;*
2. *Makes the following amendments to the Draft 2024/25 Budget:*
  - a. *Capital Expenditure*

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>Playgrounds maintenance</i>	<i>\$142,000</i>	<i>\$142,000</i>
<i>b</i>	<i>Dinner Plain Snowmaking</i>	<i>\$897,000</i>	<i>\$1,635,000</i>
<i>c</i>	<i>Myrtleford Splashpark</i>	<i>\$1,725,000</i>	<i>\$1,974,000</i>
<i>d</i>	<i>Dinner Plain Activation</i>	<i>\$386,000</i>	<i>\$2,290,000</i>
<i>e</i>	<i>Tip Shop</i>	<i>\$256,000</i>	<i>\$256,000</i>
<i>f</i>	<i>Various Other</i>	<i>\$135,000</i>	<i>\$135,000</i>

#### *b. Operational Expenditure*

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>Dinner Plain Entry Billboards</i>	<i>\$30,000</i>	<i>\$30,000</i>
<i>b</i>	<i>Asset Management Condition Assessment Program</i>	<i>\$150,000</i>	<i>\$363,000</i>
<i>c</i>	<i>Playgrounds maintenance</i>	<i>\$(142,000)</i>	<i>\$0</i>

*c. Income*

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>Rates Valuations</i>	<i>\$(20,000)</i>	<i>\$17,520,000</i>
<i>b</i>	<i>Dinner Plain Special Rate</i>	<i>\$7,000</i>	<i>\$167,000</i>
<i>c</i>	<i>Waste Charge Amendment</i>	<i>\$2,000</i>	<i>\$4,514,000</i>
<i>d</i>	<i>Dinner Plain Rates and Charges</i>	<i>\$26,000</i>	<i>\$929,000</i>

*d. Wages (Operating Expenditure)*

<i>S#</i>	<i>Submission / amendment</i>	<i>Request</i>	<i>Budget FY2024/25</i>
<i>a</i>	<i>General Wages</i>	<i>\$500,000</i>	<i>\$500,000</i>

**3. Notes the following community submissions that do not result in changes to the Alpine Shire Council Budget 2024/25:**

<i>Submission</i>	<i>\$ Request</i>	<i>Rationale and Approach</i>
<i>Concern related to the increase in venue hire at the Myrtleford Senior Citizens Hall from \$18- per hour to \$24- per hour</i>	<i>N/A</i>	<i>The pricing better reflects cost recovery for the provision and maintenance of Council community facilities.</i>
<i>Dinner Plain - concern regarding costs associated with the Special Rate and impact on tourism.</i>	<i>N/A</i>	<i>Explanation provided to submitter who subsequently withdrew submission.</i>
<i>Number of queries and concerns regarding fees and charges</i>	<i>N/A</i>	<i>Proposal to remove the introduction of a fee for cat trap hire.</i>
<i>Number of queries and concerns regarding fees and charges</i>	<i>N/A</i>	<i>Proposal to remove the introduction of a fee for cat trap hire.</i>
<i>Comment regarding parks and a splash park in Myrtleford</i>	<i>N/A</i>	<i>The capital works program for 2024/25 includes upgrades to Cundy Park playground and completion of the Myrtleford splash park.</i>

<i>Submission</i>	<i>\$ Request</i>	<i>Rationale and Approach</i>
<i>Concerns regarding the use of the rate cap (2.75%) considering the increase in property value increases</i>	<i>N/A</i>	<i>Comments are noted but no changes to the recommended rate applied is proposed.</i>

**4. *Notifies in writing each person or persons who made a submission to the Draft 2024/25 Budget setting out the decision and the reasons for that decision.***

## **BACKGROUND**

Council has prepared a draft Budget for 2024/25 which is aligned to the vision in the Council Plan 2021-2025.

Through continued strong cost management, the proposed Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects as market conditions evolve.

Key budget information is provided in the Budget 2024/25 including details of the rate increase, the strategic objectives of the Council, the operating result, ongoing service provision, capital works projects and the Council's financial position.

## **ISSUES**

### ***Previous Community Budget submissions***

Council undertook a Community Budget process from 13 November 2023 to 28 January 2024, with 28 submissions received. Submissions were presented to the Ordinary meeting of Council in April 2024. One project was nominated for inclusion in the draft Budget, and seven were noted as being assessed or to be progressed without specific budget in 2024/25.

### ***Draft Budget submissions***

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with financial management principles and Council's Community Engagement Policy.

Council elected to mirror the public submissions process for the Budget to that required for the Dinner Plain Special Rate, under s223 of the *Local Government Act 1989*. This included a minimum 28-day public submissions process, with the draft 2024/25 Budget available for inspection at the Council office and accessible through Council's Engage Alpine.

Council Officers have also made internal submissions. The purpose of an internal submission is to ensure that relevant information arising after the draft Budget has been placed on exhibition for public comment is considered by Council for inclusion in the final Budget.

Recommendation 3 details submissions received from the public. Six submissions were received and were treated in accordance with Section 223 requirements and Council's Community Engagement Policy.

**POLICY IMPLICATIONS**

The Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. Submissions have been governed by Council's Community Engagement Policy, effectively mirroring the s223 *Local Government Act 1989* process.

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**

The net impact of the submissions which are recommended for incorporation into the Budget 2024/25 is as follows:

Income

- Income amendments      Increase      \$    15,000

Expenditure

- Capital Expenditure      Increase      \$3,541,000
- Operational Expenditure Increase      \$    38,000
- Wages amendments      Increase      \$    500,000

Overall, the projected budget surplus is increased to \$8,590,000.

**RISK MANAGEMENT**

Risk	Likelihood	Impact	Mitigation Action / Control
Budget adopted without community engagement	Rare	Minor	<ul style="list-style-type: none"> <li>• Ensure participation through wide advertising campaign.</li> </ul>

**CONSULTATION**

Council was required to provide an opportunity for the public to make submissions regarding any proposal contained within the draft Budget. This was conducted through a formal process in accordance with Council's Community Engagement Policy and mirroring s223 of the *Local Government Act 1989*, which included a 28-day period where the public could provide Budget submissions and request to be heard by a committee of Councillors in support of their submission.

The draft 2024/25 Budget was released for public comment following the April Ordinary Council Meeting. Public submissions formally closed on Wednesday 5 June 2024.

None of the six submitters sought to present to council.

## **CONCLUSION**

All submissions have been considered by Council. This report reflects the Officers' recommendations to Council following a review of the cost and scope of each submission.

## **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
- Financial Accountant

## **ATTACHMENT(S)**

Nil

## 9.3.2 Declaration of the Dinner Plain Special Rate (2024/25)

### INTRODUCTION

The purpose of this report is to declare a special rate for the Dinner Plain village (the "Dinner Plain Special Rate") applicable to Commercial / Industrial land only for the period 1 July 2024 to 30 June 2025.

### RECOMMENDATIONS

*That Council:*

1. *Notes that one submission was received regarding the proposed declaration of the Dinner Plain Special Rate (2024/25), which was withdrawn by the submitter;*
2. *Declares the Dinner Plain Special Rate (2024/25) for the period 1 July 2024 to 30 June 2025 as follows:*
  - a. *a special rate (the Dinner Plain Special Rate) be declared for the purpose of defraying any expenses in relation to the provision of services of special benefit to the owners of Commercial / Industrial land within the Dinner Plain village;*
  - b. *the Dinner Plain Special Rate will apply to Commercial / Industrial land within the Dinner Plain village as defined in attachment 9.3.2;*
  - c. *the definition of Commercial / Industrial land is the definition provided in the Alpine Shire Council Revenue and Rating Plan;*
  - d. *the amount of the Dinner Plain Special Rate to be levied is determined as 43% of the general rate as provided in the Alpine Shire Council Budget Report for the financial year 2024/2025;*
  - e. *the amount of the Dinner Plain Special Rate to be levied for the period 1 July 2024 to 30 June 2025 is estimated to be \$167,000, or such other amount as is lawfully raised as a consequence of this Resolution;*
  - f. *the amount of the Special Rate will be the amount shown as due and payable in any notice sent to a person required to pay the Dinner Plain Special Rate;*
  - g. *each person liable to pay the Dinner Plain Special Rate is to pay by instalments in line with Council's general rate payment requirements each year; and*
  - h. *the total cost of the performance of this function is estimated to be \$170,000 over one year and will support the Dinner Plain to Hotham winter bus service.*

## **BACKGROUND**

A Council may declare a special rate for the purpose of defraying the expenses of performing a function that is of special benefit to the persons required to pay the special rate. The declaration of a special rate is a provision of the *Local Government Act 1989*, Section 163.

The Dinner Plain village has for some time been subject to a Special Rate to defray the expenses associated with services of special benefit to Dinner Plain Commercial / Industrial ratepayers.

In 2018/19, the Special Rate was aligned to the differential rate for Commercial / Industrial Land in the rest of the shire and was only paid by ratepayers who own Commercial / Industrial land in the Dinner Plain village (including holiday lets).

This approach continues. In the Alpine Shire Council's 2024/25 Budget, income of an estimated \$167,000 will be received and this will be allocated to defray the cost of operating the Dinner Plain to Hotham winter bus service (\$170,000).

## **ISSUES**

### *Proposed Rating Approach*

The Dinner Plain village operates on a total cost recovery basis. If there is a deficit or surplus based on the difference between:

- a. all general and Special income attributable to Dinner Plain and
- b. all general and Special costs attributable to Dinner Plain,

this is allocated to a reserve, namely the 'Dinner Plain Reserve'.

Therefore, the Dinner Plain Special Rate and the expenses it is raised to meet are all placed in the Dinner Plain Reserve.

This is inclusive of all relevant income and costs, including, for example, the general rates paid by Dinner Plain ratepayers; an apportionment of general Council grants; Council services relevant to Dinner Plain (including roadways snow clearing and cross-country snow grooming); an apportionment of Council overheads; all Special Rate costs; and all capital works expenditure in Dinner Plain.

Based on current forecasts, Dinner Plain expenditure will continue to exceed income in 2024/2025.

On 30 June 2025, the Dinner Plain Reserve is estimated to be \$1,278k.

### *Submissions Received*

At the April 2024 Ordinary Council Meeting, Council resolved to give notice of its intention to declare a special rate for the provision of services of special benefit to the Dinner Plain village for the period 1 July 2024 to 30 June 2025.

One submission was received through the public exhibition period, however, was withdrawn after consultation with the applicant.



## POLICY IMPLICATIONS

The preparation of the Dinner Plain Special Rate 2024/25 is in accordance with the:

- Special Rates and Charges, Ministerial Guidelines, September 2004
- *Local Government Act 1989*
- Council's Revenue and Rating Plan.

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

Based on current property valuations across the Alpine Shire, the Dinner Plain Special Rate for 2024/25 is estimated to raise \$167,000 over the 12-month period. The estimated Council contribution to the cost of delivering the Dinner Plain to Mt Hotham winter bus service is \$170,000.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The Dinner Plain Special Rate declaration is not undertaken in accordance with the Act, invalidating the Rate charge.	Rare	Moderate	<ul style="list-style-type: none"> <li>• Each stage of the declaration process is checked to ensure it meets the requirements of the Act, Revenue and Ratings plan and Ministerial Guidelines.</li> </ul>

## CONSULTATION

Under Section 163 of the *Local Government Act 1989*, a Council must give public notice of its intention to make a special rate declaration at least 28 days before making the declaration and that notice must contain information detailed in the Act.

Under Section 223 of the *Local Government Act 1989* a person has a right to make a submission on the proposed Dinner Plain Special Rate for 2024/2025 and any submission must be considered before adoption of the budget by Council.

The Dinner Plain Special Rate 2024/25 was released for public comment following the April 2024 Ordinary Council Meeting. A copy of the public notice was issued to each person liable to pay the special rate on 9 May 2024. Public submissions formally closed on Wednesday 5 June 2024. One submission was received and withdrawn.

## **CONCLUSION**

Council can now declare the Dinner Plain Special Rate (2024/25) in line with the requirements of the *Local Government Act 1989*.

## **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
- Rates Coordinator

## **ATTACHMENT(S)**

9.3.2 Dinner Plain Village Rate Map

### 9.3.3 Adoption of 2024/25 Rates and Charges

#### INTRODUCTION

The purpose of this report is to declare the rates and charges of Alpine Shire Council for the 2024/25 financial year for the period 1 July 2024 to 30 June 2025.

#### RECOMMENDATIONS

*That Council:*

1. *Declares rates and charges of \$22,764,000 be raised in the 2024/25 financial year and featuring a 2.75% rate increase, for the purpose of section 94(1) of the Local Government Act 2020, based on setting the 'rate in the dollar' and 'charges' as follows:*
  - a. *General (residential) rate (0.002292)*
  - b. *General (residential) rate Dinner Plain (0.002292)*
  - c. *Commercial/Industrial differential rate (0.003279)*
  - d. *Farm differential rate (0.001674)*
  - e. *Dinner Plain Special rate (0.000986)*
  - f. *Waste – 80 litre bin (weekly) \$130.35*
  - g. *Waste – 240 litre bin (weekly) \$391.04*
  - h. *Waste - 80 litre bin (fortnightly) \$65.17*
  - i. *Waste – 240 litre bin (fortnightly) \$195.52*
  - j. *Waste - 240 litre bin (fortnightly) Special Consideration \$65.17*
  - k. *Recycling – 140 litre bin (fortnightly) \$59.45*
  - l. *Recycling – 240 litre bin (fortnightly) \$76.98*
  - m. *Recycling – 360 litre bin (fortnightly) \$98.02*
  - n. *Recycling – 240 litre bin (weekly) \$153.97*
  - o. *Recycling – 360 litre bin (weekly) \$196.04*
  - p. *Food Organics Green Organics 240 litre bin (weekly) \$109.68*
  - q. *Dinner Plain standard waste service \$688.48*
  - r. *Dinner Plain commercial waste service \$1553.31*
  - s. *Waste Management Charge \$281.54*
2. *Declares that rates and charges must be paid by four instalments on or before 30 September 2024, 30 November 2024, 28 February 2025 and 31 May 2025 in accordance with Section 167 of the Local Government Act 1989.*

#### BACKGROUND

Based on ongoing community consultation, Council has prepared a Budget for 2024/25 which is aligned to the Community Vision 2040 and the Council Plan 2021-2025.

Through continued strong cost management, the rates and charges to be levied and which form part of the 2024/25 Budget provides a prudent financial position which enables Council to continue to deliver critical services and projects as conditions evolve.

## ISSUES

The Budget 2024/25 projects a surplus of \$8.59m which is influenced by:

- a. A Rate increase of 2.75%, in line with the Fair Go Rates System which caps Victorian Council rate increases;
- b. Capital works expenditure totalling \$19.0m, a significant Capital Works Program reflecting a steady pipeline of asset renewal and increased development activity from successful grant applications totalling \$12.2m;
- c. An increased material and services budget reflecting inflationary impact on costs such as insurance; and
- d. A modest increase in staff cost resulting from the implementation of the 2023 Enterprise Agreement.

In accordance with Section 94(1) of the *Local Government Act 2020*, Council is required to declare rates and charges it intends to raise by 30 June for the following financial year.

The total quantum of rates and charges raised complies with the State Government rate cap which limits the total increase in the average rates assessment revenue to 2.75%.

Council will continue to raise, collect, and pass on the Fire Services Property Levy to the State Government in accordance with the *Fire Services Property Levy Act 2012*. This process is an outcome from the 2009 Bushfires Royal Commission recommendations. In 2024 this Levy has increased.

The Annual Rate Notice will be issued to all rateable and non-rateable properties in early August 2024, together with the annual Council Rates and Valuations information (including registration for electronic notices).

The adoption of the 2024/25 Budget will be considered as a separate report in the current Ordinary Council Meeting.

## POLICY IMPLICATIONS

The 2024/25 Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Budget covers a four-year period, including the budget year 2024/25, and the subsequent three financial years.

Rating provisions remain in the *Local Government Act 1989*. The Victorian Government has released the final report and government response on the Local Government Rating System Review; however, this has not yet translated to legislative change.

The 2024/25 Budget is aligned to the five Strategic Drivers and 22 Strategic Objectives identified in the Council Plan 2021-2025. Major Initiatives are identified that will contribute to the delivery of the Strategic Objectives.

Council's progress in the delivery of these major initiatives will be reported in the corresponding Annual Report.

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

- 5.2 A responsible, transparent and responsive organisation

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council prepares its Budget with the objective of balancing long term financial sustainability and prioritised delivery against community needs. The Alpine Shire Council 2024/2025 Budget forecasts an operating surplus of \$8.59 million and a working capital ratio of 2.55.

**RISK MANAGEMENT**

Risk	Likelihood	Impact	Mitigation Action / Control
Breach of Rate Cap	Unlikely	Moderate	<ul style="list-style-type: none"> <li>• Accurate rates modelling.</li> </ul>

**CONSULTATION**

Section 96(1) of *the Local Government Act 2020* provides for Council to develop the budget in accordance with the financial management principles, and Council’s Community Engagement Policy.

Special Rates remain governed by the requirements of the *Local Government Act 1989* and must include a statutory public consultation process, including the ability for a submitter to request to be heard in person. It was considered prudent that Council mirrors this process for public consultation and submissions regarding the draft 2024/25 Budget, as the draft 2024/25 Budget contains assumptions based on the inclusion of a Dinner Plain Special Rate.

Council officers undertake community engagement processes throughout the year to assist with the development of the budget. The final step is for Council to adopt the budget after receiving and considering all submissions from interested parties. The budget is required to be adopted by 30 June 2024.

**CONCLUSION**

Council Officers recommend the adoption of the proposed rates and charges noting their alignment with Council’s 2024/25 Budget and Council’s Revenue and Rating Plan 2021.

## **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

## 9.3.4 Adoption of 2024/25 Budget

### INTRODUCTION

The purpose of this report is to recommend adoption of the Budget for the 2024/25 financial year.

### RECOMMENDATIONS

*That Council:*

1. *Adopts the Alpine Shire Council 2024/25 Budget incorporating the amendments adopted by Council in the budget submissions report (agenda item 9.3.1 of this Council Meeting) incorporating rates and charges;*
2. *Authorises the Chief Executive Officer to give public notice of adoption of the Budget 2024/25; and*
3. *Delegates authority to the Chief Executive Officer to reflect any changes made by Council at this meeting, which are not reflected in the Budget document as attachment 9.3.4 and to make minor typographical corrections.*

### BACKGROUND

Alpine Shire Council endorsed the draft budget 2024/25 for public exhibition at its April 2024 Ordinary Council Meeting. Following a period of public exhibition and internal submissions amendments and refinements have been made to produce the Alpine Shire Council Budget 2024/25.

### ISSUES

Council has completed preparation of the Alpine Shire 2024/25 Budget. It is aligned to the Community Vision 2040 in the Alpine Shire Council Plan 2021-2025.

Through continued strong cost management, the Budget provides a prudent financial position which enables Council to continue to deliver services and projects as conditions evolve.

This Budget projects a surplus of \$8.590m which is influenced by:

- a. A Rate increase of 2.75%, in line with the Fair Go Rates System which caps Victorian Council rate increases;
- b. Timing of recognition of capital grants revenue against the period when the capital expenditure is incurred;
- c. Capital works expenditure totalling \$18.986m, a significant Capital Works Program reflecting a steady pipeline of asset renewal and increased development activity;
- d. An increased material and services budget reflecting inflationary impact on costs such as insurance; and
- e. A modest increase in staff cost resulting from the implementation of the 2023 Enterprise Agreement.

A review of Council set fees and charges has been conducted. Fees and charges have been increased in line with movements in the actual costs to provide various services and to reflect a general increase in cost of materials and services. There is a series of new fees and charges scheduled to be introduced in 2024/25 that formed part of the documentation placed on public exhibition. Over the last few years Council has maintained increases generally in line with CPI, however cost increases have far exceeded CPI and Council is gradually increasing costs in line with actual costs and what nearby councils are charging.

Further detail on the operating result, strategic objectives, services, cash position and investments, capital works, financial sustainability, and rates, charges and fees can be viewed in attachment 9.3.4 Alpine Shire Council Budget 2024/25.

## **BUDGET HIGHLIGHTS**

As part of the 2024/25 Budget, Council will deliver another significant capital expenditure program totalling \$18.986m, supported by Government grant funding of over \$12m.

### ***Major projects include:***

- Tawonga Memorial Hall Upgrade (\$739k)
- Myrtleford Memorial Hall Upgrade (\$796k)
- Ablett Pavilion Upgrade (\$1,533k)
- Dinner Plain Activation (\$2,290k)
- Nimmo Pedestrian Bridge (\$600k)
- Myrtleford Splashpark (\$1,974k)
- Tronoh Dredegehole Precinct Upgrade (\$1,065k)

Many of the projects listed above are being delivered across multiple financial years, and the figures listed above are for the budgeted expenditure in the 2024/25 financial year only, and not the total project budget.

## **POLICY IMPLICATIONS**

The Alpine Shire Council 2024/25 Budget is prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Budget covers a four-year period, including the budget year 2024/25, and the subsequent three financial years.

Rating provisions remain in the *Local Government Act 1989*.

The Budget is aligned to the Strategic Objectives identified in the Alpine Shire Council Plan 2021-2025. Major Initiatives are identified that will contribute to the delivery of the Strategic Objective. Council's progress in the delivery of these major initiatives will be reported in the corresponding Annual Report.



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

- 5.2 A responsible, transparent and responsive organisation

## FINANCIAL AND RESOURCE IMPLICATIONS

Council prepares its Budget with the objective of balancing long term financial sustainability and prioritised delivery against community needs. The Alpine Shire Council 2024/25 Budget forecasts an operating surplus of \$8.590 million and a working capital ratio of 2.55.

Materials and services expenditure has increased reflecting inflationary impact on costs. Departmental budgets reflect the range of service deliverables in 2024/25.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Financial Instability	Unlikely	Major	<ul style="list-style-type: none"> <li>• Scrutiny of each account.</li> <li>• Quarterly reporting.</li> <li>• Maintenance of Long-Term Financial Plan.</li> </ul>
Inability to fund services in rising cost environment	Unlikely	Major	<ul style="list-style-type: none"> <li>• Adaptability to refine project scope to maintain budgetary constraint.</li> </ul>

## CONSULTATION

Section 96(1) of the *Local Government Act 2020* provides for Council to develop the budget in accordance with the financial management principles and Council's Community Engagement Policy.

Special Rates remain governed by the requirements of the *Local Government Act 1989* and must include a statutory public consultation process, including the ability for a submitter to request to be heard in person. It was considered prudent that Council mirrors this process for public consultation and submissions.

Council commenced a Community Budget consultation process on the budget for 2024/25 in November 2023. A further period of public consultation commenced for the draft Budget 2024/25 in May 2024, resulting in the submissions received in agenda item 9.3.1 of this meeting.

## **CONCLUSION**

All submissions received have been considered by Council.

The Alpine Shire Council Budget 2024/25 reflects the Officers' recommendations to Council following a review of the cost and scope of each submission.

The budget sets out the projects and services to be delivered presenting a surplus of \$8.590m with capital expenditure totalling \$18.986m, partly funded by Grants.

## **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
- Financial Accountant

## **ATTACHMENT(S)**

9.3.4 Alpine Shire Council Budget 2024/25

## 9.3.5 Bright Rod Run 2024 - Designation of restriction

### INTRODUCTION

This report details the proposed alcohol restrictions designated under Alpine Shire Community Local Law 2019 Clause 2.2.1 from 10pm Thursday 7 November to 7am Monday 11 November 2024 during the operation of the Bright Rod Run event (formerly Bright's Iconic Rod Run).

### RECOMMENDATIONS

*That Council:*

1. *Approves the implementation of alcohol restrictions in Bright town centre and Pioneer Park from 10pm Thursday, 7 November 2024 to 7am Monday, 11 November 2024 under Clause 2.2.1 of the Community Local Law 2019, as per the attached alcohol restriction maps (attachments 9.3.5a and 9.3.5b).*
2. *Notes that:*
  - a. *Bright Rod and Kustom Club Inc. hold a ticketed event in Pioneer Park which is yet to be permitted by Council.*
  - b. *The Alpine Hotel must apply for a separate event permit to extend the red line to the front of the Hotel.*
  - c. *Council will work with licensed operators in the restricted area to support them to operate within their red line area in line with event permit requirements.*

### BACKGROUND

Council first introduced restrictions on the consumption of liquor on Council land for the 2019 event. These restrictions were based on the recommendation of the Event Risk Assessment Panel consisting of Council officers, Victoria Police, Ambulance Victoria, Alpine Health and other emergency service agencies.

In planning for the 2021 event, the Bright Rod and Kustom Club made a request for the footprint of the consumption of alcohol restricted area to be reduced to a smaller area. This was endorsed by Council. The same restricted area was also endorsed by Council for the 2022 and 2023 event, under Clause 2.2.1 of the Community Local Law.

### ISSUES

*Alcohol Restriction area:*

In planning for the 2024 event, the Bright Rod and Kustom Club has not requested any further change to the alcohol consumption restricted area in 2024.

*Bright town centre event management:*

In preparing for the 2024 event, Council is preparing management of road closures and traffic detours in the Bright Town Centre like the 2023 arrangements.

This approach has assisted in separating the formal Bright Rod Run event organised by the Bright Rod and Kustom Club from the informal attendance of car enthusiasts to the Bright CBD. Due to the influx of traffic and visitors to the town of Bright during this event, significant traffic management is required to assist with the safe operation of the centre of town.

This year Council is proposing a budget for the coordination of the town centre-based aspects of the weekend, recognising that the unofficial attendees of the event are often not connected to the ticketed Bright Rod and Kustom Club Event in Pioneer Park.

### **POLICY IMPLICATIONS**

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

- 1.2 Services and resources that enhance health and wellbeing

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Prominent temporary signage and advertising will be used to ensure that the alcohol restrictions designation is well communicated to event attendees. Local Law Officers will be utilised to monitor the Bright town centre during the restriction period and take necessary enforcement action.

Traffic management, facilities cleaning, waste management and staffing costs are anticipated to be approximately \$60,000.

### **RISK MANAGEMENT**

Risk	Likelihood	Impact	Mitigation Action / Control
Increased incidence of public misdemeanours	Possible	Minor	<ul style="list-style-type: none"> <li>• Designated alcohol restrictions for Bright town centre</li> <li>• Victoria Police in attendance</li> <li>• Local Laws Officers on Duty</li> </ul>
Vehicle/ Pedestrian accidents	Possible	Minor	<ul style="list-style-type: none"> <li>• Encourage use of designated road crossings.</li> </ul>

### **CONSULTATION**

Pre-planning for the 2024 event between Council Officers and members of the Bright Rod and Kustom Club has commenced to discuss plans for the event that organically occurs in the Bright town centre and the official event hosted at Pioneer Park. This

includes the delineation of the event, who is managing each section of the event, and the declaration of consumption of alcohol restrictions for 2024.

As in previous years, Council will offer exemptions to the restrictions to licensed premises affected by the declaration of consumption of alcohol restrictions for 2024.

The Event Risk Assessment Panel has been consulted on the plans for the 2024 event, including the proposed alcohol restrictions and the designation of Council land in front of the Alpine Hotel over the duration of the event.

The Risk Panel, consisting of Council officers, Victoria Police, Ambulance Victoria, Country Fire Authority, State Emergency Services and Alpine Health, have also been consulted to determine if new or different recommendations are required in 2024.

### **CONCLUSION**

The proposed restrictions will help support safe management for patrons, the public and emergency services.

The Bright Rod and Kustom Club will continue to plan their event, including activities to be held at Pioneer Park and other ancillary activities.

Council will fund the delivery of traffic, facility cleaning and waste management within the Bright town centre over the course of the weekend and coordinate the delivery of the 'informal' event in and around the town centre.

### **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Customer and Community
- Manager Customer Experience
- Events Coordinator

### **ATTACHMENT(S)**

9.3.5a Alcohol Restrictions Town Centre Map (7-11 November 2024)

9.3.5b Alcohol Restrictions Pioneer Park Map (7-11 November 2024)

## 9.3.6 Community Engagement Policy

### INTRODUCTION

This report provides for the adoption of Council's Community Engagement Policy, following its release for public submissions during May 2024. The Community Engagement Policy is a requirement of the *Local Government Act 2020* and an important document to guide how Council engages with the community.

### RECOMMENDATIONS

*That Council:*

1. *Notes that following release of the draft Community Engagement Policy for the purpose of seeking public submissions, the following were received:*
  - a. *Three formal external submissions;*
  - b. *One internal submission.*
2. *Notes the following amendments made to the Community Engagement Policy:*
  - a. *Grammatical and formatting corrections;*
  - b. *Addition of section 3.2.2: Who will Council engage with?*
  - c. *Addition of section 8: Gender Impact Assessment.*
3. *Adopts the Community Engagement Policy No. 118 (version 2)*
4. *Signs and seals the Community Engagement Policy No. 118 (version 2) at the appropriate stage of this meeting.*

### BACKGROUND

The Alpine Shire Council Community Engagement Policy was originally adopted in February 2021. It was due for review in early 2024.

This review was carried out by Council staff, and the draft Policy placed on public exhibition at the April 2024 Ordinary Council Meeting.

After a five-week period of public exhibition, feedback was collated and used to inform the final draft Policy for adoption by Council.

A Community Engagement Policy is a requirement of the *Local Government Act 2020* (LGA 2020) and must be developed in consultation with the municipal community.

The Policy describes the type and form of community engagement proposed and includes deliberative engagement processes for long-term plans such as the Council Plan and Financial Plan.

The Policy is an important document to help guide Council staff in planning for and delivering community engagement activities, and to formalise Council's commitment to community engagement.

## ISSUES

The Community Engagement Policy was due for review in early 2024. The Policy was reviewed and remains fit for purpose, with no need for major change.

Minor changes were made before the draft Policy was placed on public exhibition at the April Ordinary Council Meeting.

## POLICY IMPLICATIONS

The development of a community engagement policy in conjunction with the municipal community is a requirement of the LGA 2020.

A Gender Impact Assessment was completed during the review process to assess the Community Engagement Policy through a gender and intersectional lens.

Gender Impact Assessments are a requirement under the *Gender Equality Act 2020* and are an important way for Council to ensure all people have equal access to opportunities and resources.

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

- 5.1 Effective communication and engagement

## FINANCIAL AND RESOURCE IMPLICATIONS

The costs of ongoing community engagement activities have been included in the 2024/25 Budget.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The Community Engagement Policy does not meet the needs of the community when put into practice.	Possible	Minor	<ul style="list-style-type: none"> <li>• Ensure practical application of the Policy is supported by a Community Engagement Toolkit, that outlines best-practice community engagement practices while taking into consideration resource constraints.</li> </ul>

## **CONSULTATION**

The draft Community Engagement Policy was available for public comment for a period of five weeks, from Wednesday, 1 May to Wednesday, 5 June online via Council's Engage Alpine platform.

Hard copies were also available for community members to view at Bright, Myrtleford and Mount Beauty libraries.

A total of three external submission and one internal submission were received.

These submissions were assessed by Council staff. They informed one minor change, with the addition of a section detailing who Council will engage with.

## **CONCLUSION**

The development of a community engagement policy in conjunction with the municipal community is a requirement of the LGA 2020. The Policy originally adopted in 2021 was due for review. It is recommended that Council adopts the Community Engagement Policy and signs and seals the Policy at the appropriate time at the meeting.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Customer and Community
- Manager Customer Experience
- Engagement and Communications Coordinator

## **ATTACHMENT(S)**

9.3.6 Alpine Shire Council Community Engagement Policy No. 118 (version 2)



## 9.3.7 Audit and Risk Committee Meeting Minutes - May 2024

### **INTRODUCTION**

The purpose of the report is to present the (unconfirmed) minutes of the Audit and Risk Committee meeting No.2023/24-5 held on 17 May 2024.

The key items presented to and considered by the Audit and Risk Committee (Committee) at this meeting were meeting the new external auditors and reports on Health and Safety, Asset Class revaluations, an Information Management status report and an Internal Audit proposal.

### **RECOMMENDATION**

*That Council receives and notes the unconfirmed minutes of the Audit and Risk Committee meeting No.2023/24-05 held on Friday 17 May 2024.*

### **REPORT**

#### ***External Auditors***

A timeline of proposed activity to guide us through the financial year end process in preparation for the completion of the financial statements.

#### ***Asset Class Valuations report***

The Committee was provided with an update on the asset class valuations that had been undertaken by council in preparations for the 2023/24 annual financial statements. Council as part of its cyclical work program has had land, land under roads and buildings revalued by qualified valuers. Preliminary figures show a marked increase in values across two of the asset classes, with further work to be undertaken by council officer's and external auditors to agree on a position for the financial statements. The reports were tabled for the Committee's input.

#### ***Information Management Status Report***

Over the last three years, the Victorian Auditor General's Office has highlighted a number of areas in council where ICT controls could be improved. A report was presented to the Committee to provide an update on progress against these recommendations and to highlight some of the current work being undertaken by the ICT team. The report will be a regular report to the committee.

#### ***Internal Audit Proposal***

The Committee was provided with a number of options for how Council could undertake its internal audit program. Council currently interacts with the market every time it wants to undertake an internal audit. The Committee supported a proposal to Council to offer Council's internal audit program to the market for a set time period, acknowledging that engaging with an external organisation to manage the internal audit program would be beneficial to Council.

**Audit and Risk Committee Charter - review**

Council undertakes regular reviews of its key documents such as policies and charters. The Audit and Risk Committee Charter is currently due for review however due to the amount of work required to undertake this review and consult with relevant stakeholders, it was proposed to continue to work on the review however not present the review to Council until 2025, once a new Council is sworn in.

**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
The oversight function of the Audit and Risk Committee are not adequately presented to council meeting.	Unlikely	Minor	Minutes prepared within two weeks after the Audit and Risk Committee meeting and taken to the next available Ordinary Council 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.2023/24-05 held on 17 May 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)**

9.3.7 Minutes (unconfirmed) of Audit and Risk Committee Meeting No.2023/24-05, 17 May 2024

### 9.3.8 Instruments of Appointment and Authorisation - *Planning and Environment Act 1987*

#### **INTRODUCTION**

Instruments of appointment and authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers. This report provides for an interim position in Council's Executive Team.

#### **RECOMMENDATION**

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

1. *The following member of Council staff referred to in attachment 9.3.8 "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the Instrument) be appointed and authorised as set out in the Instrument;*
  - a. *Director Customer and Community*
2. *The Instrument comes into force on 13 July 2024, and remains in force until Council determines to vary or revoke it;*
3. *The Instrument be signed and sealed at the appropriate stage of this meeting.*
4. *On the coming into force of the Instrument, the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following member of Council staff, as dated, be revoked;*
  - a. *Director Customer and Community, dated 31 January 2023*

#### **BACKGROUND**

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has appointed an interim Director Customer and Community, who requires authorisation under the *Planning and Environment Act 1987*.

#### **ISSUES**

##### *Authorised Officers*

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

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

### ***Planning and Environment Act 1987***

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

### ***Maddocks Delegations and Authorisations Service***

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

## **POLICY IMPLICATIONS**

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

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

- 5.2 A responsible, transparent and responsive organisation

## **FINANCIAL AND RESOURCE IMPLICATIONS**

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

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

## **RISK MANAGEMENT**

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

## **CONSULTATION**

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

## **CONCLUSION**

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

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Chief Executive Officer
- Governance Officer

## **ATTACHMENT(S)**

9.3.8 S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Director Customer and Community

## 10. 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.

### **RECOMMENDATION**

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

### 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 10.0 to this report.

Date	Meeting
28 May 2024	Briefing Session
11 June 2024	Briefing Session
18 June 2024	Briefing Session

### Attachment(s)

10.0 Informal meetings of Councillors – May / June 2024

**11. Presentation of reports by delegates**

**12. General business**

**13. Motions for which notice has previously been given**

**14. Reception and reading of petitions**

**15. Documents for sealing**

**RECOMMENDATION**

*That the following documents be signed and sealed.*

- 1. Community Engagement Policy No. 118 (version 2)*
- 2. S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987 – Director Customer and Community*

There being no further business the Chairperson declared the meeting closed at \_\_\_\_\_p.m.

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Chairperson