



# ALPINE

SHIRE COUNCIL

## Budget 2019/20



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## Mayor and CEO's Introduction

It is our pleasure to present the budget for the 2019/20 financial year. In alignment with our Council Plan 2017-2021, this budget demonstrates our commitment to deliver the projects and services that support our community's resilience and vibrancy, while prudently managing costs.

We continue to undertake the vital work necessary to maintain our civil assets to a standard that we can be proud of, including our properties, plant and equipment, roads, bridges, footpaths, recreational areas, public amenities, bins and the Rail Trail.

We continue to support the Shire's economy and in 2019/20 will be developing the Alpine Events Strategy, which aims to strike an optimal balance between economic outcomes and amenity for our residents. We will also be reviewing our broader economic development strategies with particular focus on the development of strategies to support Myrtleford in maintaining a healthy and resilient economy into the future.

We provide a diverse range of facilities supporting the various needs and interests of our community ranging from recreational facilities, libraries, swimming pools and visitor information centres, to airports, school crossings and transfer stations. We are pleased to announce that we will be waiving overdue fees on junior library items in support of junior literacy, as well as transfer station fees for e-waste, car batteries and oil to encourage responsible disposal.

Our planning, building, local laws, and environmental health functions underpin our ability to support a safe, sustainable and highly liveable Shire. In 2019/20 we will be developing a Land Development Strategy to ensure that our planning framework best supports economic, environmental and community outcomes.

We continue to fund a broad range of community activities and services, ranging from youth activities and awards, to our L2P learn-to-drive program, our seniors' festival and our maternal child health services. Following an exceptional capital works program in 2018/19, we are pleased to put forward another strong 2019/20 capital works pipeline - totalling \$10.8m - that will further improve and develop our community assets.

Significantly, Council has been successful in obtaining funding from the Victorian Fixing Country Roads program which will enable completion of substantial works to improve our local roads infrastructure. This includes the \$2.25m renewal of the Buckland Bridge; installation of pedestrian crossings in Gavan St, Bright; renewal of Standish St in Myrtleford; various seals for our local roads; and various upgrades to our guardrails.

Other major works include the commencement of the Great Valley Trail, connecting Bright and Harrietville with a 22km shared trail. Bright will receive an upgrade to the Centenary Park Toilets; in addition, critical work will be undertaken to repair sections of the Hero Trail and seal Mystic Lane.

The successful Alpine Better Places program will commence in Harrietville and Tawonga, with the preparation of detailed concept designs in 2019/20. Mount Beauty will benefit from a Skate Park Upgrade as well as an extension of the Pebble Beach Footpath. Dinner Plain will benefit from the completion of Stage 2 of the Mountain Bike Trails program, and implementation of safety improvements to the toboggan and ski run areas.

Following a year of substantial investment in Myrtleford, the Myrtleford Indoor Sports Stadium Expansion will be completed, and investment will be directed towards renewing the historical Myrtleford Memorial Hall. The area around the Phoenix Tree will be upgraded to improve tourist amenity.



The budget proposes a rate increase of 2.5% percent, in line with the Fair Go Rates System which caps Victorian council rate increases in line with inflation. Council has worked to maintain departmental budgets at the same level or lower than 2018/19 through strong cost management and smart sourcing focused on obtaining the best deals for our ratepayers. This has helped to offset increased waste processing costs and strategic investments in technology to enable continual improvements to Council's customer service.

Following recent years of wage freezes, the 2019/20 budget will provide a wage increase to our staff at the greater of the Wages Price Index and the Consumer Price index, in line with our Enterprise Agreement commitments.

We are proud to live in an area which is known for its natural beauty, its vibrant communities and its many opportunities for both residents and visitors. We look forward to seeing the Alpine Shire continue to thrive in the year ahead and as always welcome your suggestions as to how we can make our region an even better place to live and to visit.

Cr Ron Janas  
Mayor

Charlie Bird  
Chief Executive Officer

## Financial Snapshot

Key Statistics	2018/19 Forecast	2019/20 Budget
Total Expenditure (\$000)	24,182	25,190
Underlying Operating Surplus (\$000)	6,643	5,809
Capital Works Program (\$000)	13,266	10,756
Staff Numbers (EFT)	104	104
Budgeted Expenditure by Strategic Objective	2019/20 Budget	% of Budget
A high performing organisation	9,012	29%
A responsible and sustainable organisation	1,638	5%
Incredible places for our community and visitors	10,756	35%
Infrastructure and open spaces that our community is proud of	2,641	9%
Highly utilised and well managed community facilities	4,622	15%
A well planned and safe community	475	2%
A thriving and connected community	1,415	5%



# 1 Link to Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework.

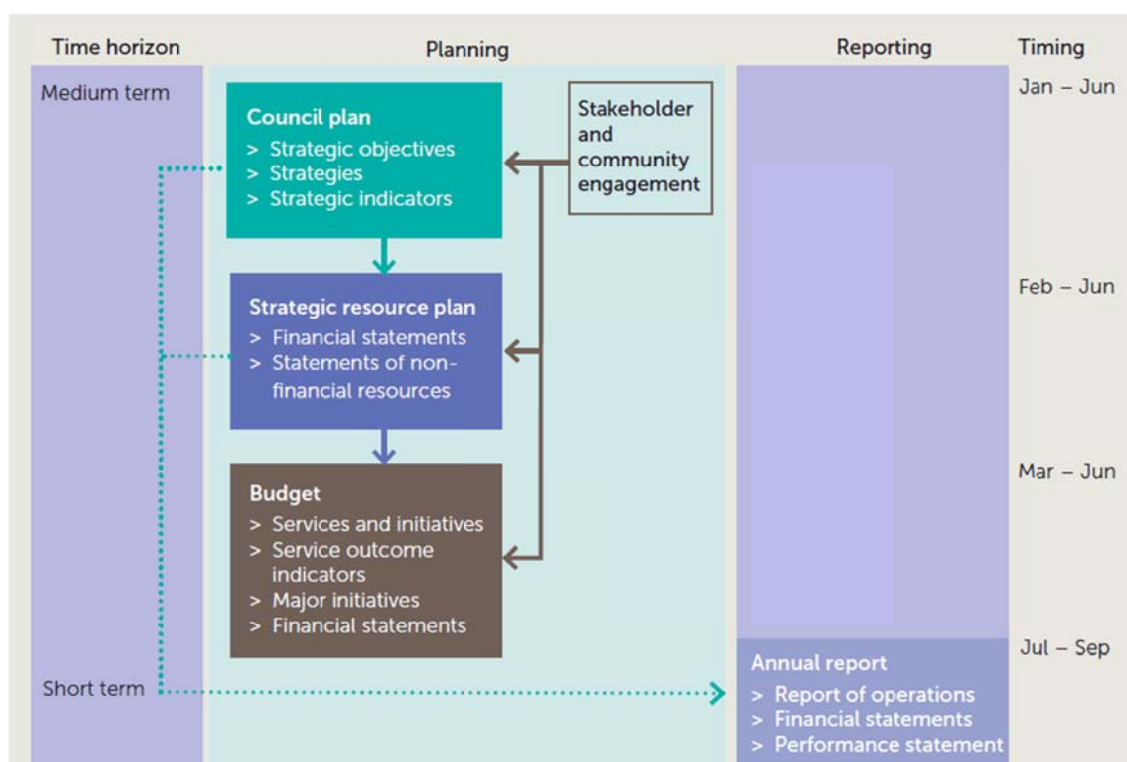
## 1.1 Background: Planning and Accountability Framework

The local government planning and accountability framework guides the Council in identifying community needs and aspirations, and determining how it will deliver upon them.

The foundation of the Council Plan is the 2030 Vision, which is an overarching intention statement of what the Council intends to deliver into the longer term. This then frames the medium term Council Plan, which is developed following Council elections. 2019/20 marks Year 3 of the 2017-2021 Plan.

The four year Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, 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 Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (formerly Department of Transport, Planning and Local Infrastructure)

## 1.2 Our Purpose

### 2030 Community Vision

“The Alpine Shire provides outstanding opportunities for its residents and visitors through sustainable growth in balance with the natural environment”.

The 2030 Community Vision was developed in consultation with our community in 2005 and revised in 2010. 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 2017-21.

### 1.3 Strategic Objectives

To achieve this vision, the Council will focus efforts on delivering seven long term objectives as detailed in the Council Plan 2017-21. These objectives will guide Council's delivery of projects and services to the community over the next four years.

Strategic Objectives	Strategies
1. A high performing organisation	<ul style="list-style-type: none"> <li>Communicate and engage with stakeholders.</li> <li>Advocate for the community on key issues.</li> <li>Lead and govern with integrity.</li> <li>Build a skilled organisation with a positive culture.</li> </ul>
2. A responsible and sustainable organisation	<ul style="list-style-type: none"> <li>Provide an excellent customer experience.</li> <li>Manage our financial resources sustainably.</li> <li>Identify and manage Council's risk.</li> <li>Balance financial, environmental and community outcomes.</li> </ul>
3. Incredible places for our community and visitors	<ul style="list-style-type: none"> <li>Identify our community's infrastructure aspirations.</li> <li>Deliver Council's capital works program on time, to budget, and to the satisfaction of stakeholders.</li> </ul>
4. Infrastructure and open spaces that our community is proud of	<ul style="list-style-type: none"> <li>Manage and maintain Council infrastructure.</li> <li>Understand and plan for Council's asset renewal requirements.</li> <li>Prepare for and respond to community emergency events.</li> <li>Maintain Council's parks, trees and reserves.</li> </ul>
5. Highly utilised and well managed community facilities	<ul style="list-style-type: none"> <li>Soundly operate and manage community facilities.</li> <li>Deliver quality services for our community.</li> <li>Align services with community expectations.</li> </ul>
6. A well planned and safe community	<ul style="list-style-type: none"> <li>Plan for and manage development to enhance liveability.</li> <li>Raise awareness and educate our community about laws, regulations and codes.</li> <li>Enforce local laws, regulations and codes.</li> </ul>
7. A thriving and connected community	<ul style="list-style-type: none"> <li>Strengthen visitor attraction and the visitor experience.</li> <li>Support and encourage investment and enterprise.</li> <li>Improve healthy eating and physical activity.</li> <li>Stop family violence against women and children.</li> <li>Reduce the incidence of alcohol and other drug harm.</li> <li>Create socially connected and supported communities.</li> </ul>

## 2 Services, Initiatives and Service Performance Indicators

This section outlines how the Annual Budget will contribute to the strategic objectives outlined in the Council Plan 2017-21. It describes the major services and initiatives for key areas of Council's operation, and links them to the key service performance indicators which are prescribed for Local Government under the *Local Government (Planning and Reporting) Regulations 2014*. In line with legislation, Council will report against these services, initiatives and service performance indicators in the end-of-year Annual Report to support transparency and accountability.

### 2.1 A High Performing Organisation

Council's new website will be available to the community in early 2019/20. The website is an integral communication tool and Council will continue to invest through the remainder of the financial year to improve the information and functionality available to customers whether via desktop, laptop, mobile phone or tablet. A key goal is enabling customers to perform more transactional tasks online, such as updating their details, making payments and submitting applications.

Council will continue to invest in its workforce to ensure that our people have the skills and capabilities to deliver a high level of customer service in a safe and compliant manner.

Council will continue its strong program of advocacy to all levels of government and to key groups across the North East and Hume region.

#### 2.1.1 Services

Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Councillors and Executive	Includes all human resources support, marketing and communications activities, and advocacy activities. This area also includes remuneration for the Council workforce, the Mayor and the Councillors.	Exp	8,142	9,012
		Rev	5	5
		NET Expense (Revenue)	8,137	9,007

It is noted that the expenditure for this service area captures all employee costs across Council.

#### 2.1.2 Major Initiatives

- Council Website Refresh Phase II

#### 2.1.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community



## 2.2 A Responsible and Sustainable Organisation

Following the 2018/19 review of Council's business technology strategy, Council will continue to invest significantly in technology to improve our customers' experience. Council will complete technology projects commenced in 2018/19, including:

- Customer Request Management system - to better enable timely and efficient handling of customer requests;
- Planning, Building and Local Laws system – to reduce manual effort, duplication and rework in the handling of planning, building and local laws enquiries and permits.

In addition Council will embark on work to replace its Property, Rates and Receipting system, and will modernise its operating system to Microsoft 365 and Windows 10.

To best ensure the ongoing success of technology implementations Council will invest in its IT Governance framework and IT risk controls.

Council takes the health and safety of its people seriously and will conduct a review of its Health and Safety system to ensure that we have the processes and governance in place to enable early identification and mitigation of health and safety risks.

### 2.2.1 Services

Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Corporate	Corporate manages the supporting functions to help Council to deliver services in an efficient, effective and safe manner. This includes financial control and planning, revenue collection, information technology, customer service, governance, and risk management.	Exp	1,666	1,638
		Rev	17,303	19,557
		NET Expense (Revenue)	(15,637)	(17,919)

### 2.2.2 Major Initiatives

- Customer Request Management System
- Planning, Building and Local Laws System
- Property, Rates and Receipting System

### 2.2.3 Service Performance Outcome Indicators

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

## 2.3 Incredible Places for our Community and Visitors

In 2019/20 Council will deliver a steady pipeline of capital projects to renew, upgrade and develop the Shire's suite of capital assets. Council continues in its commitment to ensuring that our properties, plant and equipment, roads, bridges, footpaths, recreational areas, and the Rail Trail remain in a condition that we can be proud of.





Notably Council has been successful in obtaining funding from the Fixing Country Roads program enabling the \$2.25m renewal of the Buckland Bridge, amongst other improvements to our local roads infrastructure.

Substantial funding has also been obtained development of the Great Valley Trail between Harrietville and Bright with works commencing in FY19/20. The Myrtleford Indoor Sports Stadium Expansion will be completed and the successful Alpine Better Places program will be rolled out to Harrietville and Tawonga.

Other notable projects include the Mount Beauty Skate Park Upgrade, renewal of the Centenary Park Toilets and the Myrtleford Memorial Hall, the Pebble Beach Footpath Extension to Confluence, and Dinner Plain Toboggan and Ski Run Safety Improvements.

### 2.3.1 Services

Service area	Description of services provided	2018/19 Forecast \$'000	2019/20 Budget \$'000
Asset Development	This area 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.		Refer to Capital Works budget

### 2.3.2 Major Initiatives

- Buckland Bridge
- Great Valley Trail
- Alpine Better Places Harrietville and Tawonga
- Pebble Beach Footpath Extension to Confluence
- Mount Beauty Skate Park Upgrade
- Myrtleford Indoor Sports Stadium Expansion
- Gavan Street Pedestrian Crossings

Please refer to the Capital Works budget for the full project list.

### 2.3.3 Service Performance Outcome Indicators

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

## 2.4 Infrastructure and Open Spaces that our Community is Proud Of

Council will continue to deliver its regular maintenance programs across our civil infrastructure to ensure the every-day amenity and long lifespan of our assets. Importantly these programs will extend to include the maintenance of recent infrastructure upgrades such as the refreshed streetscapes in Myrtleford, Bright and Porepunkah.

Council will be putting in place a new Asset Management System to better enable planning, tracking and management of the maintenance and renewal of our Shire wide infrastructure.

Council will also invest in ensuring that the governance of our plant assets is sound through its Chain of Responsibility Solutions review.

In addition, Council will continue to undertake any relevant actions in line with the Municipal Emergency Management Plan and the Road Management Plan.

### 2.4.1 Services

Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Local Roads, Bridges and Drainage	This area involves the maintenance of all Council's roads, and bridges. Council has 576km of roads, 120 bridges and over 40 major culverts. Spending in this area also covers roadside vegetation and drainage.	Exp	901	858
		Rev	19	16
		NET Expense (Revenue)	882	843
Footpaths	Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain.	Exp	96	86
		Rev	0	0
		NET Expense (Revenue)	96	86
Open Spaces	This service involves the maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves.	Exp	696	625
		Rev	20	19
		NET Expense (Revenue)	677	606
Building Maintenance	This service is responsible for the maintenance of all of Council's buildings. This includes operational buildings such as depots, administration buildings and libraries as well as community buildings such as halls, senior citizens centres and childcare centres. This area is also responsible for rectifying damage caused by vandalism.	Exp	247	292
		Rev	0	0
		NET Expense (Revenue)	247	292
Operations	Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses.	Exp	627	712
		Rev	70	28
		NET Expense (Revenue)	557	685
Emergency Management	This covers the administrative costs of Council's Emergency Management Planning role, maintenance of various flood warning infrastructure, and additional coordination activities which are fully grant funded.	Exp	127	68
		Rev	86	86
		NET Expense (Revenue)	41	(18)

### 2.4.2 Major Initiatives

- Asset Management System
- Chain of Responsibility Solutions

### 2.4.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Roads	Satisfaction	Satisfaction with sealed local roads	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

## 2.5 Highly Utilised and Well Managed Community Facilities

During 2019/20 Council will invest in rehabilitating the Porepunkah Landfill to ensure that it is meeting its environmental responsibilities. Council will also invest in its E-Waste Infrastructure and will be removing E-Waste disposal fees. In addition Council will complete the planned customer survey to inform decision making regarding the introduction of a kerbside organic waste collection service across the Alpine Shire.

Council's engaging program of library activities will continue to ensure that we are meeting the diverse needs of our patrons. In conjunction with other councils across the High Country, Council will be upgrading its library resource tracking from barcodes to Radio Frequency Identification (RFID) tags. RFID enables rapid check-ins, checkouts and stocktaking of our library resources, freeing staff time to focus on value-adding activities for our patrons.

The Council will continue to deliver Visitor Information Centres, seasonal pools and sports centres for the benefit of our residents and visitors.

### 2.5.1 Services

Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepunkah.	Exp	36	40
		Rev	26	32
		NET Expense (Revenue)	10	8
Property Management	This service manages public amenity facilities across the Alpine Shire as well as the Bright Holiday Park.	Exp	616	684
		Rev	770	451
		NET Expense (Revenue)	(153)	233
Recreation	Council supports the development and maintenance of recreation reserves across the Shire and also supports recreation clubs and committees.	Exp	127	89
		Rev	0	0
		NET Expense (Revenue)	127	89
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Exp	2	2
		Rev	36	36
		NET Expense (Revenue)	(35)	(35)



Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Swimming Pools	This service involves the running of Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools.	Exp	373	375
		Rev	208	214
		NET Expense (Revenue)	165	161
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford. Income is derived from the sale of souvenirs and the lease of the River-deck Café in Bright.	Exp	161	162
		Rev	174	208
		NET Expense (Revenue)	(13)	(46)
Waste and Recycling	Provision of waste management and recycling services across the Shire. This includes kerbside garbage and recycling collection services as well as the operation of the Myrtleford landfill and transfer stations at Mount Beauty and Porepunkah.	Exp	2,122	2,201
		Rev	3,211	3,235
		NET Expense (Revenue)	(1,089)	(1,034)
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 Hub, which undertakes the purchase and management of books and library materials for the Alpine Shire Council as well as neighbouring Councils of Benalla, Mansfield and Wangaratta as a shared service.	Exp	825	738
		Rev	1,001	933
		NET Expense (Revenue)	(176)	(195)
Dinner Plain Facilities	Provision of specific waste collection and public facilities services for Dinner Plain.	Exp	354	332
		Rev	355	359
		NET Expense (Revenue)	(1)	(27)

### 2.5.2 Major Initiatives

- Porepunkah Landfill Rehabilitation
- E-Waste Infrastructure
- Libraries RFID Implementation

### 2.5.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members	[Number of active library members / municipal population] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities	Number of visits to aquatic facilities / Municipal population

## 2.6 A Well Planned and Safe Community

In 2019/20 Council will undertake a Land Development Strategy to ensure that our town planning framework is best able to support Alpine Shire's environmental, economic and community outcomes. Council will also develop specific urban design principles for the Bright town centre to best support its ongoing evolution.

Council will invest in improving its planning documentation and processes to better enable its planning team to deliver a high level of customer service.

Following work conducted in 2018/19, Council will proceed with the implementation of its Domestic Wastewater Management Plan and the Domestic Animal Management Plan.

In line with Council's revised local law, Council will no longer issue permits for visitors to bring dogs to Dinner Plain. Visitors will be able to bring their dogs to Dinner Plain for free as long as they are registered with their appropriate municipal authority.

## 2.6.1 Services

Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Statutory Planning	This function covers the assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal. The cost of this service is partially offset by income received as planning application fees.	Exp	128	123
		Rev	264	284
		NET Expense (Revenue)	(136)	(161)
Building Services	This service provides statutory building services to the community and includes processing of building applications, emergency management responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works. The cost of this service is partially offset by income received as application permits.	Exp	45	35
		Rev	224	234
		NET Expense (Revenue)	(179)	(199)
Environmental Health	This service provides for the registration and inspection of all food premises, waste water applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues.	Exp	71	95
		Rev	196	181
		NET Expense (Revenue)	(125)	(86)
Local Laws	This area provides animal registrations, animal management, and local law enforcement.	Exp	78	47
		Rev	128	90
		NET Expense (Revenue)	(50)	(43)
Strategic Planning	Strategic planning prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines.	Exp	95	175
		Rev	0	0
		NET Expense (Revenue)	95	175

## 2.6.2 Major Initiatives

- Land Development Strategy
- Domestic Wastewater Management Plan Implementation

### 2.6.3 Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Statutory planning	Decision making	Council planning decisions upheld at VCAT	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Animal Management	Health and safety	Animal management prosecutions	Number of successful animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

## 2.7 A Thriving and Connected Community

In 2019/20, the Council will continue to support the development of the economy and the community through a range of services including destination marketing, grant funding, business support programs, youth programs, the senior citizens festival, the Maternal Child Health service, and the Learner to Probationary driving program.

Council continues to support the Shire's economy and in 2019/20 will be reviewing our events strategy to ensure that we are obtaining optimal economic outcomes in balance with amenity for our residents. We will also be reviewing our broader economic development strategies, with particular focus on the development of strategies to support Myrtleford in retaining a resilient and vibrant economy.

### 2.7.1 Services

Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
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.	Exp	292	244
		Rev	576	433
		NET Expense (Revenue)	(283)	(190)
Dinner Plain Services	Provision of specific services to Dinner Plain such as marketing and events of this alpine village, and the provision of the Dinner Plain to Mount Hotham winter bus service.	Exp	466	453
		Rev	97	100
		NET Expense (Revenue)	369	353



Service area	Description of services provided		2018/19 Forecast \$'000	2019/20 Budget \$'000
Economic Development	This service facilitates local and new business to develop and grow.	Exp	262	71
		Rev	162	2
		NET Expense (Revenue)	100	69
Festivals and Events	Events are a major contributor to the economy. Council has a role in facilitating the events agenda.	Exp	320	210
		Rev	50	50
		NET Expense (Revenue)	270	160
Tourism	This services provides destination marketing and aids in the development of the local industry. It develops and distributes tourism collateral including the Shire's Official Visitors Guide, trail brochures, maps and retail and dining guide.	Exp	335	338
		Rev	31	28
		NET Expense (Revenue)	304	310
Youth	Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program.	Exp	98	100
		Rev	110	103
		NET Expense (Revenue)	(11)	(3)

### 2.7.2 Major Initiatives

- Alpine Events Strategy
- Economic Development Strategy
- Resilient Myrtleford

### 2.7.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Maternal and Child Health	Participation	Participation in the MCH service	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Aboriginal participation in the MCH service	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

### 3 Financial Statements

This section presents the following financial statements, prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*:

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

The financial statements supporting the budget for 2019/20 have been supplemented with updated projections to 2022/23.

#### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan		
	Actual 2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000
<b>Income</b>					
Rates and charges	17,933	18,634	19,151	19,718	20,302
Statutory fees and fines	625	541	553	566	580
User fees	1,048	1,065	1,089	1,115	1,143
Contributions - cash	775	735	751	770	789
Contributions - non-monetary assets	205	210	215	220	226
Grants - Operating (recurrent)	4,353	4,296	2,438	4,477	4,589
Grants - Operating (non-recurrent)	987	405	107	110	113
Grants - Capital (recurrent)	450	710	710	710	710
Grants - Capital (non-recurrent)	3,574	3,540	400	400	400
Other income	875	863	946	964	978
<b>Total income</b>	<b>30,825</b>	<b>30,999</b>	<b>26,360</b>	<b>29,050</b>	<b>29,830</b>
<b>Expenses</b>					
Employee costs	7,488	8,476	8,582	8,749	8,919
Materials and services	10,909	10,688	11,004	11,274	11,577
Depreciation and amortisation	4,650	5,088	5,341	5,461	5,659
Landfill rehabilitation	185	107	82	61	62
Other expenses	754	731	745	762	779
Net gain on disposal of property, infrastructure, plant and equipment	196	100	103	105	107
<b>Total expenses</b>	<b>24,182</b>	<b>25,190</b>	<b>25,856</b>	<b>26,412</b>	<b>27,103</b>
<b>Surplus (deficit) for the year</b>	<b>6,643</b>	<b>5,809</b>	<b>503</b>	<b>2,638</b>	<b>2,727</b>
<b>Other comprehensive income items that will not be reclassified to surplus or deficit:</b>					
Net asset revaluation increment /(decrement)	742	5,479	5,146	5,853	6,048
<b>Comprehensive result</b>	<b>7,385</b>	<b>11,288</b>	<b>5,649</b>	<b>8,491</b>	<b>8,775</b>

## 3.2 Balance Sheet

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan		
	Actual 2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	3,031	2,082	2,195	2,155	2,926
Trade and other receivables	1,867	1,855	1,454	1,654	1,697
Financial assets	12,000	13,000	13,000	13,000	13,000
Inventories	49	49	50	51	50
Other assets	264	267	272	271	269
<b>Total current assets</b>	<b>17,211</b>	<b>17,253</b>	<b>16,971</b>	<b>17,131</b>	<b>17,942</b>
<b>Non-current assets</b>					
Investment properties	3,260	3,260	3,260	3,260	3,260
Investments in shared services	79	101	123	146	170
Property, infrastructure, plant & equipment	220,954	231,891	237,275	245,128	253,176
Inventories	113	110	107	104	101
<b>Total non-current assets</b>	<b>224,406</b>	<b>235,362</b>	<b>240,765</b>	<b>248,638</b>	<b>256,707</b>
<b>Total assets</b>	<b>241,617</b>	<b>252,615</b>	<b>257,736</b>	<b>265,769</b>	<b>274,649</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	1,917	1,877	1,931	1,979	2,031
Trust funds and deposits	386	406	426	446	466
Provisions	2,247	2,545	2,488	1,967	2,540
Income received in advance	30	30	30	30	30
<b>Total current liabilities</b>	<b>4,580</b>	<b>4,858</b>	<b>4,875</b>	<b>4,422</b>	<b>5,067</b>
<b>Non-current liabilities</b>					
Provisions	2,799	2,261	1,746	1,771	1,261
Income received in advance	398	368	338	308	278
<b>Total non-current liabilities</b>	<b>3,197</b>	<b>2,629</b>	<b>2,084</b>	<b>2,079</b>	<b>1,539</b>
<b>Total liabilities</b>	<b>7,777</b>	<b>7,487</b>	<b>6,959</b>	<b>6,501</b>	<b>6,606</b>
<b>Net assets</b>	<b>233,840</b>	<b>245,128</b>	<b>250,777</b>	<b>259,268</b>	<b>268,043</b>
<b>Equity</b>					
Accumulated surplus	112,815	118,736	119,239	121,877	124,604
Reserves	121,025	126,392	131,538	137,391	143,439
<b>Total equity</b>	<b>233,840</b>	<b>245,128</b>	<b>250,777</b>	<b>259,268</b>	<b>268,043</b>



### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2023

	Total	Accumulated	Revaluation	Other
	\$'000	Surplus	Reserve	Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2019</b>				
Balance at beginning of the financial year	226,455	107,255	117,242	1,958
Comprehensive result	7,385	6,643	742	-
Transfer to reserves	-	(1,262)	-	1,262
Transfer from reserves	-	179	-	(179)
<b>Balance at end of the financial year</b>	<b>233,840</b>	<b>112,815</b>	<b>117,984</b>	<b>3,041</b>
<b>2020</b>				
Balance at beginning of the financial year	233,840	112,815	117,984	3,041
Comprehensive result	11,288	5,809	5,479	-
Transfer to reserves	-	29	-	29
Transfer from reserves	-	83	-	(83)
<b>Balance at end of the financial year</b>	<b>245,128</b>	<b>118,736</b>	<b>123,463</b>	<b>2,929</b>
<b>2021</b>				
Balance at beginning of the financial year	245,128	118,736	123,463	2,929
Comprehensive result	5,649	503	5,146	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>250,777</b>	<b>119,239</b>	<b>128,609</b>	<b>2,929</b>
<b>2022</b>				
Balance at beginning of the financial year	250,777	119,239	128,609	2,929
Comprehensive result	8,491	2,638	5,853	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>259,268</b>	<b>121,877</b>	<b>134,462</b>	<b>2,929</b>
<b>2023</b>				
Balance at beginning of the financial year	259,268	121,877	134,462	2,929
Comprehensive result	8,775	2,727	6,048	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>268,043</b>	<b>124,604</b>	<b>140,510</b>	<b>2,929</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan		
	Actual 2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	18,041	18,602	19,128	19,693	20,275
Statutory fees and fines	625	541	553	566	580
User fees	1,048	1,065	1,089	1,115	1,143
Contributions - cash	775	735	751	770	789
Grants - operating	5,376	4,745	2,969	4,412	4,686
Grants - capital	4,024	4,250	1,110	1,110	1,110
Interest	325	306	377	380	379
Other receipts	1,294	715	732	751	771
Trust funds deposits taken	2,420	2,420	2,420	2,420	2,420
Trust funds deposits repaid	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)
Employee costs	(7,541)	(8,223)	(8,556)	(8,706)	(8,876)
Materials and consumables	(11,922)	(12,059)	(12,378)	(12,585)	(12,340)
Net cash provided by operating activities	12,065	10,697	5,795	7,526	8,537
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment	(13,266)	(10,756)	(5,794)	(7,681)	(7,885)
Proceeds from sale of property, plant and equipment	147	110	112	115	118
Proceeds from investments	2,500	(1,000)	-	-	-
Net cash used in investing activities	(10,619)	(11,646)	(5,682)	(7,566)	(7,766)
<b>Cash flows from financing activities</b>					
Finance costs	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-
Net cash provided by (used in) financing activities	-	-	-	-	-
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	1,446	(949)	113	(40)	771
Cash and cash equivalents at beginning of the financial year	1,585	3,031	2,082	2,195	2,155
<b>Cash and cash equivalents at end of the financial year</b>	3,031	2,082	2,195	2,155	2,926

### 3.5 Statement of Capital Works

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	-	-	-	-	-
Buildings	7,047	1,735	1,317	1,347	1,380
<b>Total property</b>	<b>7,047</b>	<b>1,735</b>	<b>1,317</b>	<b>1,347</b>	<b>1,380</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	640	651	648	672	689
Fixtures, fittings and furniture	105	-	-	-	-
Computers and telecommunications	-	276	100	148	151
Library books	76	81	26	27	28
<b>Total plant and equipment</b>	<b>821</b>	<b>1,008</b>	<b>774</b>	<b>847</b>	<b>868</b>
<b>Infrastructure</b>					
Roads	2,856	3,293	680	1,919	1,967
Bridges	375	2,545	-	311	319
Footpaths and cycleways	341	1,250	-	151	155
Drainage	225	74	214	219	225
Recreational, leisure and community facilities	1,290	402	331	306	314
Parks, open space and streetscapes	246	365	467	510	523
Waste	65	84	65	65	65
<b>Total infrastructure</b>	<b>5,398</b>	<b>8,013</b>	<b>1,757</b>	<b>3,481</b>	<b>3,568</b>
<b>Unallocated</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,060</b>	<b>2,122</b>
<b>Total capital works</b>	<b>13,266</b>	<b>10,756</b>	<b>5,848</b>	<b>7,735</b>	<b>7,938</b>
<b>Represented by:</b>					
New asset expenditure	258	1,433	-	-	-
Asset renewal expenditure	4,812	6,975	3,848	5,735	5,938
Asset upgrade expenditure	8,196	2,348	2,000	2,000	2,000
Asset expansion expenditure	-	-	-	-	-
<b>Total capital works expenditure</b>	<b>13,266</b>	<b>10,756</b>	<b>5,848</b>	<b>7,735</b>	<b>7,938</b>

### 3.6 Statement of Human Resources

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	7,488	8,476	8,582	8,749	8,919
Employee costs - capital	663	652	660	673	686
<b>Total staff expenditure</b>	<b>8,151</b>	<b>9,128</b>	<b>9,242</b>	<b>9,422</b>	<b>9,605</b>
	EFT	EFT	EFT	EFT	EFT
<b>Staff numbers</b>					
Employees	104	104	104	104	104
<b>Total staff numbers</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>104</b>

A summary of human resources expenditure categorised according to the organisational structure of the Council is included below:

Department	Comprises				
	2019/20	Permanent		Casual	Temporary
		Full Time	Part time		
\$'000	\$'000	\$'000	\$'000	\$'000	
Asset Development	-	-	-	-	-
Asset Maintenance	3,058	2,626	123	22	287
Corporate	1,528	473	853	90	112
Councillor And Executive	851	550	256	-	45
Economic And Community Development	790	237	415	97	41
Facilities	1,021	214	392	261	154
Building And Amenity	662	174	455	-	33
Planning	566	257	220	-	89
<b>Total Staff Expenditure</b>	<b>8,476</b>	<b>4,531</b>	<b>2,714</b>	<b>470</b>	<b>761</b>
Capitalised Labour Costs	652				
<b>Total Expenditure</b>	<b>9,128</b>				

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

Department	Comprises				
	2019/20	Permanent		Casual	Temporary
		Full Time	Part time		
Asset Development	6	1	3	-	2
Asset Maintenance	39	33	1	-	5
Corporate	19	5	11	1	2
Councillor And Executive	6	4	1	-	1
Economic And Community Development	8	2	5	1	-
Facilities	13	2	5	4	2
Building And Amenity	7	2	5	-	-
Planning	6	3	2	-	1
<b>Total staff full time equivalent</b>	<b>104</b>	<b>52</b>	<b>33</b>	<b>6</b>	<b>13</b>



## 4 Notes to the Financial Statements

This section presents detailed information on material components of the financial statements.

### 4.1 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* and the *Local Government (Planning and Reporting) Regulations 2014*:

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

#### 4.1.1 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 65% of total revenue to be received by the Council in 2019/20. 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 2019/20, we are proposing a 2.5% increase in average rates. 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 inflation.

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 continue to 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.

We are pleased to announce that there will be no increases to regular kerbside waste and recycling service charges for the second year running.



## 4.1.2 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.

### 4.1.2.1 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 Strategic Resource Plan and the Long Term Financial Plan.

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

### 4.1.2.2 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 a large number of 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.

#### 4.1.2.3 The Farm Rate Policy

##### Purpose

The objective of the farm rate policy 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.

##### Policy 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.



#### 4.1.2.4 The Differential Commercial / Industrial Rate Policy

The objective of the Commercial / Industrial Rate Policy 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 Village or the Dinner Plain Village.

#### Policy 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’.

#### Method of Determination

The classification of which properties fall within the definition (excluding ‘holiday houses’) will be based on the primary use, Australian Valuation and Property Classification Code (AVPCC) or planning zone.

The classification of which dwellings satisfy the definition of a ‘holiday house’ as stated above, will be assigned by the Manager and Director - Corporate.

Any variations outside this policy require Council approval.



#### 4.1.2.5 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 2019/20 this includes the Dinner Plain to Hotham winter bus service, roadways snow clearing, cross country trail grooming, marketing and event support undertaken specifically for Dinner Plain, and cable television maintenance.

The Dinner Plain Special Rate is applied to defray the expenses associated with these special services. The Special Rate is applied to Commercial and Industrial ratepayers in the Dinner Plain village in addition to the General Rate and Dinner Plain waste collection charges.

This Special Rate has been reducing over time and is now aligned to the rate applied to Commercial and Industrial land across the rest of the Alpine Shire.

#### 4.1.2.6 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.

#### 4.1.2.7 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 CPI. Discounts may be provided where the station operates at low capacity.

### 4.1.3 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 & Recycling Collection
- Dinner Plain Waste Collection
- Waste Management Charge



### 4.1.3.1 Waste Services Charge Policy

#### Purpose

The purpose of this policy is to ensure that Council has a sound and equitable basis on which to determine the application of waste collection, recycling collection and waste management charges and ensure consistency with provisions of the *Local Government Act 1989*.

#### Scope

This policy applies to Council when considering and determining the annual budget of rates and charges. This policy does not apply to land located in Bogong Village.

#### Policy Details – Waste and Recycling Collection

Council operates a waste and recycling kerbside collection service. The waste and recycling kerbside collection service is a compulsory charge to all ratepayers excluding the following:

- Dinner Plain ratepayers (refer to Dinner Plain Waste Collection); and
- Ratepayers who have been provided an exemption from the standard waste and recycling kerbside service.

An exemption may be granted on the waste and recycling kerbside collection service on the following basis:

- Properties not included on a collection service route;
- Undeveloped land; or
- An existing commercial service already in place.

The waste and recycling kerbside collection will be charged to ratepayers on the following basis:

- Sizes of bins supplied;
- Types of bins supplied (standard or recycling);
- Quantity of bins supplied; and
- Frequency of bin collection.

The waste and recycling kerbside collection charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto ratepayers. If revenue raised from the waste and recycling kerbside collection charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the 'Waste Reserve'. The Waste Reserve will then be used for future purposes. Balances retained in the Waste Reserve must be considered each year in determining any future waste kerbside collection charge with the aim of minimising increments being applied to ratepayers.

#### Policy Details - Dinner Plain Waste Collection

Dinner Plain ratepayers are provided with a separate waste service under a separate waste collection contract due to the specific waste collection requirements of the village. The Dinner Plain waste service is charged on the following basis:

- Standard service; or
- Commercial service.

The commercial service is provided to properties that operate as businesses outside of normal residential property rentals. The Dinner Plain waste services charge is in lieu of the waste and recycling kerbside collection charge.





Any variations outside this policy require Council approval.

### Policy Details – Waste Management

Council operates three transfer stations and has a number of landfills which are closed and require remediation in the future as required by the Environmental Protection Authority Victoria (EPA). Council also provides a public place waste and recycling service. There are significant costs associated with the management of these sites and provision of these services. The waste management charge is raised to recover the costs incurred.

Expenditure included within the Waste Management Charge includes:

- Landfill rehabilitation expenditure;
- Landfill monitoring expenditure;
- Landfill and transfer stations capital works (renewal and development) expenditure;
- Transfer station operations;
- Waste diversion; and
- Public place bin renewals, purchases and service costs.

The Waste Management Charge will be charged to all rateable assessments on which a building adapted for separate occupancy exists.

The Waste Management Charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto ratepayers. If revenue raised from the Waste Management Charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the 'Waste Reserve'. The Waste Reserve will then be used for application to future waste related expenditure as specified above.

Balances retained in the Waste Reserve must be considered each year in determining any future Waste Management Charge with the aim of minimising increments being applied to ratepayers.

#### 4.1.4 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 the principle place of residence funded by the State Government.

#### 4.1.5 Detailed Rates and Charges Outcomes

4.1.5.1 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	2018/19 cents/\$CIV	2019/20 cents/\$CIV	Change %
General rate for rateable residential properties	0.4424	0.4158	(6.01)%
General rate for rateable Dinner Plain properties	0.4424	0.4158	(6.01)%
Differential rate for rateable commercial/industrial properties	0.6326	0.5946	(6.01)%
Differential rate for rateable farm properties	0.3230	0.3035	(6.04)%



#### 4.1.5.2 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	2018/19 Number	2019/20 Number	Change Number
Residential	6,191	6,241	50
Dinner Plain	539	542	3
Commercial/Industrial	900	946	46
Farm	1,083	1,078	( 5 )
<b>Total number of assessments</b>	<b>8,713</b>	<b>8,807</b>	<b>94</b>

#### 4.1.5.3 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	2018/19 \$'000	2019/20 \$'000	Change \$'000	%
Residential	1,948,348	2,155,159	206,811	10.60%
Dinner Plain	152,264	171,498	19,234	12.60%
Commercial/Industrial	395,279	442,009	46,730	11.80%
Farm	703,187	786,315	83,128	11.80%
<b>Total value of land</b>	<b>3,199,078</b>	<b>3,554,981</b>	<b>355,903</b>	<b>11.10%</b>

#### 4.1.5.4 Reconciliation of rates and charges to the Comprehensive Income Statement

	Forecast 2018/19 \$'000	Budget 2019/20 \$'000	Change \$'000	%
General rates*	14,065	14,688	623	4.43%
Waste management charges	3,131	3,179	48	1.53%
Special rates and charges	172	179	7	4.07%
Supplementary rates and rate adjustments	213	100	( 113 )	(53.05)%
Interest on rates and charges	75	70	( 5 )	(6.67)%
Revenue in lieu of rates	277	418	141	50.90%
<b>Total rates and charges</b>	<b>17,933</b>	<b>18,634</b>	<b>701</b>	<b>3.91%</b>

\*These items are subject to the rate cap established under the FGRS

#### 4.1.5.5 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	2018/19 cents/\$CIV	2019/20 cents/\$CIV	Change %
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	0.1902	0.1788	(5.99)%

#### 4.1.5.6 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	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	172	179	7	4.07%
<b>Total amount to be raised</b>	<b>172</b>	<b>179</b>	<b>7</b>	<b>4.07%</b>

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2018/19	2019/20	\$	%
	\$	\$	\$	%
Waste - 80 litre bin - weekly	217.71	217.71	-	0.0%
Waste - 240 litre bin - weekly	482.70	482.70	-	0.0%
Waste - 240 litre bin - fortnightly	217.71	217.71	-	0.0%
Recycling - 140 litre - fortnightly	89.34	89.34	-	0.0%
Recycling - 240 litre - fortnightly	89.34	89.34	-	0.0%
Recycling - 360 litre - fortnightly	89.34	89.34	-	0.0%
Recycling - 240 litre - weekly	178.80	178.80	-	0.0%
Recycling - 360 litre - weekly	178.80	178.80	-	0.0%
Dinner Plain standard service	668.86	668.86	-	0.0%
Dinner Plain commercial service	1,471.06	1,471.06	-	0.0%
Waste management charge	89.20	89.20	-	0.0%

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

Type of Charge	Bins	Bins	Change
	2018/19	2019/20	#
	#	#	#
Waste - 80 litre bin - weekly	5,725	5,810	85
Waste - 240 litre bin - weekly	594	613	19
Waste - 240 litre bin - fortnightly	185	196	11
Recycling - 140 litre - fortnightly	404	401	( 3 )
Recycling - 240 litre - fortnightly	5,749	5,822	73
Recycling - 360 litre - fortnightly	374	423	49
Recycling - 240 litre - weekly	85	82	( 3 )
Recycling - 360 litre - weekly	80	76	( 4 )
Dinner Plain standard service	386	385	( 1 )
Dinner Plain commercial service	13	13	-
<b>Total number of bins</b>	<b>13,595</b>	<b>13,821</b>	<b>226</b>

Type of Charge	Assessments 2018/19 #	Assessments 2019/20 #	Change #
Waste management charge	7,485	7,590	105

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

Type of Charge	2018/19 \$	2019/20 \$	Change %
Waste - 80 litre bin - weekly	1,246,390	1,264,895	1.5%
Waste - 240 litre bin - weekly	286,724	295,895	3.2%
Waste - 240 litre bin - fortnightly	40,276	42,671	5.9%
Recycling - 140 litre - fortnightly	36,093	35,825	(0.7)%
Recycling - 240 litre - fortnightly	513,616	520,137	1.3%
Recycling - 360 litre - fortnightly	33,413	37,791	13.1%
Recycling - 240 litre - weekly	15,198	14,662	(3.5)%
Recycling - 360 litre - weekly	14,304	13,589	(5.0)%
Dinner Plain standard service	258,180	257,511	(0.3)%
Dinner Plain commercial service	19,124	19,124	0.0%
Waste management charge	667,662	677,028	1.4%
<b>Total</b>	<b>3,130,980</b>	<b>3,179,128</b>	<b>1.5%</b>

## 4.2 Grants

### 4.2.1 Grants – Operating

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to increase by \$1.4m compared to the forecast for 2018/19. This is primarily due to the timing of the Victorian Grants Commission Grant, as half of the 2018/19 allocation was paid in 2017/18.

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

#### 4.2.1.1 Recurrent Operating Grants

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	2018/19 \$'000	2019/20 \$'000	\$'000
<b>Recurrent - Commonwealth Government</b>			
Victorian Grants Commission	3,704	3,774	70
<b>Recurrent - State Government</b>			
Valuations	147	-	( 147 )
School crossing supervisors	36	36	-
Maternal and child health	253	280	27
Libraries	177	150	( 27 )
Other	36	56	20
<b>Total recurrent grants</b>	<b>4,353</b>	<b>4,296</b>	<b>( 57 )</b>

#### 4.2.1.2 Non-recurrent Operating Grants

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	2018/19 \$'000	2019/20 \$'000	\$'000
<b>Non-recurrent - Commonwealth Government</b>			
Nil	-	-	-
<b>Non-recurrent - State Government</b>			
Economic development and tourism	184	74	( 110 )
Community development	333	127	( 206 )
Emergency services	60	60	-
Flood restoration	270	-	( 270 )
Senior citizens	25	27	2
Youth services	69	77	8
Other	46	40	( 6 )
<b>Total non-recurrent grants</b>	<b>987</b>	<b>405</b>	<b>( 582 )</b>

## 4.2.2 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 \$2.3m compared to 2018/19. This is mainly as 2018/19 featured an exceptionally large capital works program which is reducing to more typical levels in 2019/20 in order to maintain long term financial sustainability.

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

### 4.2.2.1 Recurrent Capital Grants

Capital Grant Funding Type and Source	Forecast 2018/19 \$'000	Budget 2019/20 \$'000	Variance \$'000
<b>Recurrent - Commonwealth Government</b>			
Roads to recovery	450	710	260
<b>Recurrent - State Government</b>			
Nil	-	-	-
<b>Total recurrent grants</b>	<b>450</b>	<b>710</b>	<b>260</b>

### 4.2.2.2 Non-Recurrent Capital Grants

Capital Grant Funding Type and Source	Forecast 2018/19 \$'000	Budget 2019/20 \$'000	Variance \$'000
<b>Non-recurrent - Commonwealth Government</b>			
Nil			
<b>Non-recurrent - State Government</b>			
Transfer station upgrade	-	299	299
Myrtleford Indoor Sports Stadium			
Expansion	325	130	(195)
Alpine Better Places	474	-	(474)
Alpine Events Park	1,309	-	(1,309)
Roads	1,321	820	(501)
Bridges	89	1,698	1,609
Pathways	26	395	369
Recreational	30	198	168
<b>Total non-recurrent grants</b>	<b>3,574</b>	<b>3,540</b>	<b>(34)</b>

### 4.3 Borrowings

The Council continues to operate free from borrowings.

	2018/19	2019/20
Total amount borrowed as at 30 June of the prior year	-	-
Total amount to be borrowed	-	-
Total amount projected to be redeemed	-	-
<b>Total amount of borrowings proposed as at 30 June</b>	<b>-</b>	<b>-</b>



## 4.4 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 2019/20 financial year. Works are also disclosed as current budget or carried forward from last year.

### 4.4.1 2019/20 Budget Works

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowings \$'000
<b>Property</b>									
<b>Buildings</b>									
Bright Railway Museum Renewal	50	-	50	-	-	-	-	50	-
Centenary Park Toilets Renewal	200	-	200	-	-	-	-	200	-
Lock Hardware Renewal Stage 2	95	-	95	-	-	-	-	95	-
Myrtleford Memorial Hall Renewal	185	-	185	-	-	-	-	185	-
Mount Beauty Depot	150	-	150	-	-	-	-	150	-
<b>Total property</b>	<b>680</b>	<b>-</b>	<b>680</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>680</b>	<b>-</b>
<b>Plant and equipment</b>									
<b>Plant, machinery and equipment</b>									
Bright Office Generator Replacement	35	-	35	-	-	-	-	35	-
Large Plant Renewal (2019/20)	340	-	340	-	-	-	-	340	-
Vehicle Renewal (2019/20)	226	-	226	-	-	-	-	226	-
Bright Depot Storage	25	-	25	-	-	-	-	25	-
Small Plant And Equipment Renewal (2019/20)	25	-	25	-	-	-	-	25	-
<b>Office furniture and equipment</b>									
Information Technology Renewal (2019/20)	181	-	181	-	-	-	-	181	-
Asset Management System	75	-	-	75	-	-	-	75	-
RFID Implementation	20	20	-	-	-	-	-	20	-
Library Books	81	-	81	-	-	-	-	81	-
<b>Total plant and equipment</b>	<b>1,008</b>	<b>20</b>	<b>913</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,008</b>	<b>-</b>



Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Infrastructure</b>									
<b>Roads</b>									
Resealing (2019/20)	500	-	500	-	-	335	-	165	-
Gravel Resheeting (2019/20)	205	-	205	-	-	-	-	205	-
Road Reconstruction (2019/20)	25	-	25	-	-	-	-	25	-
Road Stabilisation And Patching (2019/20)	150	-	150	-	-	-	-	150	-
Line Marking (2019/20)	40	-	40	-	-	-	-	40	-
Kerb And Channel Renewal (2019/20)	30	-	30	-	-	-	-	30	-
Dinner Plain Street Name Signage	30	-	30	-	-	-	-	30	-
Alpine Better Places Harrietville And Tawonga	150	-	-	150	-	-	-	150	-
Bright Car Parking Improvements - Stage 1	116	-	-	116	-	-	-	116	-
Guardrail Upgrades	300	-	-	300	-	200	-	100	-
Gavan Street Pedestrian Crossings	255	-	255	-	-	170	-	85	-
Standish Street Renewal	360	-	360	-	-	360	-	-	-
Local Road Sealing	315	-	-	315	-	315	-	-	-
Mystic Lane Sealing	140	-	-	140	-	-	-	140	-
Mountbatten And Delany Avenue Pedestrian Crossings	25	25	-	-	-	-	-	25	-
<b>Bridges</b>									
Barwidgee Creek Rail Trail Bridge Renewal	15	-	15	-	-	-	-	15	-
Buckland Bridge	2,250	-	2,250	-	-	1,650	-	600	-
Roberts Creek Bridge 3 Renewal	280	-	280	-	-	110	-	170	-
<b>Footpaths and cycleways</b>									
Path Renewal (2019/20)	147	-	147	-	-	-	-	147	-
Shared Trail Resealing (2019/20)	170	-	170	-	-	-	-	170	-
Tawonga Crescent New Footpath	95	95	-	-	-	-	-	95	-
Pebble Beach Footpath Extension To Confluence	182	182	-	-	-	182	-	-	-
Great Valley Trail	500	500	-	-	-	250	-	250	-
Dinner Plain Mountain Bike Trails Stage 2	16	16	-	-	-	13	-	3	-
Mystic Lane Footpath Extension	60	60	-	-	-	-	-	60	-
Phoenix Tree Upgrade	15	-	-	15	-	-	-	15	-
Hero Trail Renewal	55	-	55	-	-	-	-	55	-
Mount Beauty CBD Footpath	10	10	-	-	-	-	-	10	-





Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Drainage</b>									
Drainage Renewal (2019/20)	74	-	74	-	-	-	-	74	-
<b>Recreational, leisure and community facilities</b>									
Mount Beauty Skate Park Upgrade	265	-	-	265	-	165	-	100	-
Dinner Plain Snowmaking Options Analysis	30	30	-	-	-	20	-	10	-
Memorial Park Cricket Facilities Renewal	24	-	24	-	-	-	-	24	-
<b>Parks, open space and streetscapes</b>									
Open Space Renewal (2019/20)	20	-	20	-	-	-	-	20	-
Howitt Park Irrigation And Mainline Renewal	35	-	35	-	-	-	-	35	-
Howitt Park Playground Design	50	-	50	-	-	-	-	50	-
Riverside Park Barbeque Shelter Renewal	40	-	40	-	-	-	-	40	-
Rotary Pines Preliminary Landscaping	220	-	-	220	-	-	-	220	-
<b>Waste infrastructure</b>									
Kerbside Bins Renewal And New (2019/20)	38	-	38	-	-	-	-	38	-
Public Bins Renewal And New (2019/20)	46	-	46	-	-	-	-	46	-
E-waste Infrastructure Upgrade	360	360	-	-	-	299	-	61	-
<b>Total infrastructure</b>	<b>7,638</b>	<b>1,278</b>	<b>4,839</b>	<b>1,521</b>	<b>-</b>	<b>4,069</b>	<b>-</b>	<b>3,569</b>	<b>-</b>
<b>Capitalised wages</b>	<b>652</b>	<b>100</b>	<b>433</b>	<b>119</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>652</b>	<b>-</b>
<b>Total capital works expenditure</b>	<b>9,978</b>	<b>1,398</b>	<b>6,865</b>	<b>1,715</b>	<b>-</b>	<b>4,069</b>	<b>-</b>	<b>5,909</b>	<b>-</b>



#### 4.4.2 Works Carried Forward from 2019/20

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowings \$'000
<b>Property</b>									
<b>Buildings</b>									
Porepunkah Childcare Centre Feasibility	35	35	-	-	-	-	-	35	-
Myrtleford Pool Plant	110	-	110	-	-	-	-	110	-
Myrtleford Indoor Sports Stadium Expansion	550	-	-	550	-	130	-	420	-
<b>Total property</b>	<b>695</b>	<b>35</b>	<b>110</b>	<b>550</b>	<b>-</b>	<b>130</b>	<b>-</b>	<b>565</b>	<b>-</b>
<b>Infrastructure</b>									
<b>Recreational, leisure and community facilities</b>									
Toboggan And Ski Run Safety Improvements	83	-	-	83	-	-	-	83	-
<b>Total infrastructure</b>	<b>83</b>	<b>-</b>	<b>-</b>	<b>83</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83</b>	<b>-</b>
<b>Total capital works carried forward from 2018/19</b>	<b>778</b>	<b>35</b>	<b>110</b>	<b>633</b>	<b>-</b>	<b>130</b>	<b>-</b>	<b>648</b>	<b>-</b>

#### 4.4.3 Summary of Works

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contri- butions \$'000	Council cash \$'000	Borrowings \$'000
Property	1,375	35	790	550	-	130	-	1,245	-
Plant and equipment	1,008	20	913	75	-	-	-	1,008	-
Infrastructure	8,373	1,378	5,272	1,723	-	4,069	-	4,304	-
<b>Total capital works</b>	<b>10,756</b>	<b>1,433</b>	<b>6,975</b>	<b>2,348</b>	<b>-</b>	<b>4,199</b>	<b>-</b>	<b>6,557</b>	<b>-</b>

## 4.5 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.

Indicator	Measure	Notes	Forecast	Budget	Strategic Resource Plan			Trend
			Actual		Projections			
			2018/19	2019/20	2020/21	2021/22	2022/23	+ / o / -
<b>Operating position</b>								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue		7.7%	4.9%	-3.4%	4.4%	4.5%	-
<b>Liquidity</b>								
Working Capital	Current assets / current liabilities		375.8%	355.1%	348.1%	387.4%	354.1%	-
Unrestricted cash	Unrestricted cash / current liabilities		302.8%	299.1%	315.1%	347.0%	318.4%	o
<b>Obligations</b>								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	1	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
Indebtedness	Non-current liabilities / own source revenue		15.6%	12.5%	9.6%	9.3%	6.7%	-
Asset renewal	Asset renewal expenditure / depreciation		103.5%	137.1%	72.0%	105.0%	104.9%	o
<b>Stability</b>								
Rates concentration	Rate revenue / adjusted underlying revenue		66.3%	68.4%	74.4%	69.4%	69.5%	+
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.8%	0.6%	0.6%	0.6%	0.6%	o
<b>Efficiency</b>								
Expenditure level	Total expenditure / no. of property assessments		\$2,746	\$2,860	\$2,936	\$2,999	\$3,077	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$1,359	\$1,392	\$1,452	\$1,492	\$1,537	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		6.6%	6.7%	6.7%	6.7%	6.7%	o

### Notes to indicators

**1 Loans and borrowings** – Council repaid all its borrowings in July 2015 and does not forecast to take out any further borrowings.

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



## 5 Fees

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 2019/20 year.

Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
<b>ASSET MAINTENANCE</b>									
Asset Maintenance	Operations	Application for Occupation/Works on Council Managed Land permit		Yes	free	free		per permit	No
<b>CORPORATE - FINANCE</b>									
Corporate	Finance	Land information certificate	Within 7 days	Yes	as per legislation	as per legislation		as per legislation	Yes
Corporate	Finance	Land information certificate	Within 24 hrs	Yes	\$50.00	\$50.00		per certificate	No
Corporate	Finance	Copy of rates notice	Post 1999	Yes	\$12.00	\$12.00		per notice per year	No
Corporate	Finance	Copy of rates notice	Pre 1999	Yes	\$40.00	\$41.00	\$1.00	per notice per year	No
Corporate	Finance	Rates debt recovery costs		Yes	Cost recovery from the ratepayer	Cost recovery from the ratepayer			Partial
Corporate	Finance	Freedom of information		Yes	as per legislation	as per legislation		as per legislation	Yes
Corporate	Finance	Records retrieval	5 years old or less	Yes	\$12.00	12.00		per item	No
Corporate	Finance	Records retrieval	over 5 years old	Yes	\$40.00	\$41.00	\$1.00	per item	No
Corporate	Finance	Disabled parking permit			free	free			No
<b>CORPORATE - LIBRARIES</b>									
Corporate	Libraries	Overdue fine > than 2 days	Adult	Yes	\$0.20	\$0.20		per day	No
Corporate	Libraries	Overdue fine > than 2 days	Junior	Yes	\$0.10	nil	-\$0.10	per day	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Corporate	Libraries	Overdue fine > than 2 days	Inter library	Yes	\$0.50	\$0.50		per day	No
Corporate	Libraries	Overdue fine > than 2 days	Book Club	Yes	\$1.00	\$1.00		per day	No
Corporate	Libraries	Overdue fine with lost status		Yes	\$5.00	\$5.00		per item	No
Corporate	Libraries	Printing/photocopying	Black & White A4	Yes	\$0.10	\$0.10		per page	No
Corporate	Libraries	Printing/photocopying	Colour A4	Yes	\$0.50	\$0.50		per page	No
Corporate	Libraries	Printing/photocopying	Black & White A3	Yes	\$0.20	\$0.20		per page	No
Corporate	Libraries	Printing/photocopying	Colour A3	Yes	\$1.00	\$1.00		per page	No
Corporate	Libraries	Maximum unpaid fines before borrowing privileges are suspended	Adults	Yes	\$10.00	\$12.50	\$2.50	per member	No
Corporate	Libraries	Maximum unpaid fines before borrowing privileges are suspended	Junior	Yes	\$5.00	n/a		per member	No
Corporate	Libraries	Minor damage to an item or barcode		Yes	\$2.20	\$2.20		per item	No
Corporate	Libraries	DVD or CD ROM replacement cover		Yes	\$2.20	\$2.20		per item	No
Corporate	Libraries	CDB covers		Yes	\$10.00	\$10.00		per item	No
Corporate	Libraries	Lost or damaged items	Adult book	Yes	\$26.00	\$26.00		per item	No
Corporate	Libraries	Lost or damaged items	Junior book	Yes	\$14.00	\$14.00		per item	No
Corporate	Libraries	Lost or damaged items	Light romance	Yes	\$2.00	\$2.00		per item	No
Corporate	Libraries	Lost or damaged items	Periodical	Yes	\$9.00	\$9.00		per item	No
Corporate	Libraries	Lost or damaged items	Book on disk	Yes	\$100.00	\$100.00		per item	No
Corporate	Libraries	Lost or damaged items	Single disk	Yes	\$19.00	\$19.00		per item	No
Corporate	Libraries	Lost or damaged items	DVD	Yes	\$27.00	\$27.00		per item	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Corporate	Libraries	Lost or damaged items	Playaway	Yes	\$100.00	\$100.00		per item	No
Corporate	Libraries	Lost or damaged items	MP3	Yes	\$105.00	\$105.00		per item	No
Corporate	Libraries	Replacement of lost or damaged cards		Yes	\$2.50	\$2.50		per card	No
Corporate	Libraries	Request for items not in stock and obtained by inter library loan		Yes	\$16.50	\$16.50		per item	No
Corporate	Libraries	Postage charges for inter library loan		Yes	\$10.50	\$10.50		per item	No
Corporate	Libraries	Inter library loan strap/barcode		Yes	\$3.30	\$3.30		per item	No
Corporate	Libraries	Requests for photocopies not in stock and obtained on inter library loan		Yes	As charged by supplier	As charged by supplier		per item	No
Corporate	Libraries	Research fee		Yes	\$15.00	\$16.00	\$1.00	per half hour	No
Corporate	Libraries	Telephone - local phone call only		Yes	\$0.50	\$0.50		per local call	No
Corporate	Libraries	Programs and activities		Yes	Free to minimal charge	Free to minimal charge		per attendee	No
Corporate	Libraries	Disc Cleaning		Yes	\$4.00	\$4.00		per item	No
<b>BUILDING &amp; AMENITY - HEALTH</b>									
Building & Amenity	Health	Class 1 food premises		No	\$524.00	\$537.00	\$13.00	per annum	No
Building & Amenity	Health	Class 1 food premises - Charity and Community Groups		No	\$262.00	\$268.00	\$6.00	per annum	No
Building & Amenity	Health	Class 2 food premises		No	\$455.00	\$466.00	\$11.00	per annum (pro rata)	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Health	Class 2 food premises - Charity and Community Groups		No	\$227.50	\$233.00	\$5.50	per annum (pro rata)	No
Building & Amenity	Health	Class 3 food premises		No	\$260.00	\$266.00	\$6.00	per annum (pro rata)	No
Building & Amenity	Health	Class 3 food premises - Charity and Community Groups		No	\$130.00	\$133.00	\$3.00	per annum (pro rata)	No
Building & Amenity	Health	Class 4 food premises		No	free	free		per annum	No
Building & Amenity	Health	Class 2 temporary food premises & mobile food vendors (Streatrader)		No	\$203.00	\$208.00	\$5.00	per annum	No
Building & Amenity	Health	Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$52.50	\$ 54.00	\$1.50	per annum	No
Building & Amenity	Health	Class 3 temporary food premises & mobile food vendors (Streatrader)		No	\$121.50	\$124.00	\$2.50	per annum	No
Building & Amenity	Health	Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$29.00	\$ 30.00	\$1.00	per annum	No
Building & Amenity	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	
Building & Amenity	Health	Inspection and report fee		No	\$150.00	\$153.00	\$3.00	per registration	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Health	Major non-compliance inspection fee		No	\$175.00	\$179.00	\$4.00	per inspection	No
Building & Amenity	Health	Major non-compliance inspection fee (where a notice has been issued)		No	\$235.00	\$241.00	\$6.00	per inspection	No
Building & Amenity	Health	Hairdresser premise registration		No	\$200.00	\$205.00	\$5.00	per premise	No
Building & Amenity	Health	Beauty or skin penetration registration		No	\$160.00	\$164.00	\$4.00	per annum	No
Building & Amenity	Health	Prescribed accommodation premise registration		No	\$210.00	\$215.00	\$5.00	per annum	No
Building & Amenity	Health	Permit to install wastewater system		No	\$479.00	\$490.00	\$11.00	per application	No
Building & Amenity	Health	Permit to alter wastewater system		No	\$239.50	\$245.00	\$5.50	per application	No
Building & Amenity	Health	Health search		No	\$39.50	\$ 40.00	\$0.50	per hour or part thereof	No
Building & Amenity	Health	Caravan park registration		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Health	Caravan park rigid annex approval fee		No	\$157.00	\$160.00	\$3.00	per approval	No
Building & Amenity	Health	Transfer registration fee		No	50%	50%		of applicable annual registration fee	No
Building & Amenity	Health	Registration late penalty fee		No	30%	30%		of original registration fee	No
<b>BUILDING &amp; AMENITY - STREET &amp; ROADS</b>									
Building & Amenity	Streets & Roads	Outdoor eating facility – footpath dining		No	\$150.00	\$153.00	\$3.00	per annum	No





Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
<b>BUILDING &amp; AMENITY - ROADSIDE TRADING</b>									
Building & Amenity	Roadside Trading	Commercial participant – events		No	\$65.00	\$66.00	\$1.00	per event	No
Building & Amenity	Roadside Trading	Business premises – footpath trading		No	\$150.00	\$153.00	\$3.00	per annum	No
Building & Amenity	Roadside Trading	Approved site location – annual		No	\$231.00	\$236.00	\$5.00	Per annum	No
Building & Amenity	Roadside Trading	Horse drawn vehicle / motorcycle tour operator		No	\$150.00	\$153.00	\$3.00	per year	No
Building & Amenity	Roadside Trading	Advertising sign		No	\$70.00	\$72.00	\$2.00	per sign	No
Building & Amenity	Roadside Trading	Busking (adult)	Commercial	No	\$31.00	\$32.00	\$1.00	per year	No
<b>BUILDING &amp; AMENITY - LOCAL LAWS</b>									
Building & Amenity	Local Laws	Dog registration	Full	No	\$82.00	\$84.00	\$2.00	per animal	Partially
Building & Amenity	Local Laws	Dog registration	Pensioner	No	\$42.00	\$43.00	\$1.00	per animal	Partially
Building & Amenity	Local Laws	Dog registration	Reduced (Desexed/working dog)	No	\$32.00	\$33.00	\$1.00	per animal	Partially
Building & Amenity	Local Laws	Dog Registration	Reduced Pensioner	No	\$17.00	\$17.00		Per animal	Partially
Building & Amenity	Local Laws	Cat registration	Full	No	\$82.00	\$84.00	\$2.00	per animal	Partially
Building & Amenity	Local Laws	Cat registration	Pensioner	No	\$42.00	\$43.00	\$1.00	per animal	Partially
Building & Amenity	Local Laws	Cat registration	Reduced	No	\$32.00	\$33.00	\$1.00	per animal	Partially
Building & Amenity	Local Laws	Cat registration	Reduced Pensioner	No	\$17.00	\$17.00		Per animal	Partially



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Local Laws	Failure to register a dog or cat		No	as per legislation	as per legislation		as per legislation	Partially
Building & Amenity	Local Laws	Animal registration tag replacement		Yes	\$7.00	\$7.00		per tag	No
Building & Amenity	Local Laws	Pound release fee	Registered	No	\$80.00	\$82.00	\$2.00	per animal	Partially
Building & Amenity	Local Laws	Pound release fee	Unregistered	No	\$160.00	\$164.00	\$4.00	per animal	Partially
Building & Amenity	Local Laws	Animal sustenance fee		Yes	\$11.00	\$15.00	\$4.00	per animal per day	No
Building & Amenity	Local Laws	Cat trap hire deposit		No	\$50.00	nil	-\$50.00	per hire	No
Building & Amenity	Local Laws	Cat trap hire fee		Yes	\$5.00	nil	-\$5.00	per hire	No
Building & Amenity	Local Laws	Dinner Plain snowmobile permit		No	\$70.00	\$71.00	\$1.00	per snowmobile	No
Building & Amenity	Local Laws	Dinner Plain dog permit		No	\$70.00	nil	-\$70.00	per animal	No
Building & Amenity	Local Laws	Domestic animal business fee		No	\$123.00	\$130.00	\$7.00	per year	Partially
Building & Amenity	Local Laws	Parking fine	Time limit	No	\$79.00	\$80.00	\$1.00	per offence	No
Building & Amenity	Local Laws	Parking fine	No Standing	No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Local Laws	Parking fine	Loading Zones etc.	No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Local Laws	Vehicle impound fee		No	\$110.00	\$112.00	\$2.00	per vehicle	No
Building & Amenity	Local Laws	Vehicle storage fee		Yes	\$11.00	\$15.00	\$4.00	per vehicle per day	No
<b>BUILDING &amp; AMENITY - DEVELOPMENT</b>									



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Development	Application for permit to work in a road reserve		No	as per legislation	as per legislation		as per legislation	Yes
<b>BUILDING &amp; AMENITY - BUILDING</b>									
Building & Amenity	Building	Commercial works <\$15,000	+ lodgement fee	Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Commercial works \$15,001 - \$40,000	+ lodgement fee	Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Commercial works >\$40,001		Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Carport, garage, sheds, verandah and other small extensions		Yes	\$566.50	\$580.00	\$13.50	minimum fee	No
Building & Amenity	Building	Swimming pool (in-ground)		Yes	\$680.00	\$697.00	\$17.00	minimum fee	No
Building & Amenity	Building	Swimming pool (above ground)		Yes	\$453.00	\$464.00	\$11.00	minimum fee	No
Building & Amenity	Building	Restumping or demolition		Yes	\$566.50	competitive quote		minimum fee	No
Building & Amenity	Building	Dwelling extensions and alterations		Yes	competitive quote	competitive quote		minimum fee plus applicable levies	No
Building & Amenity	Building	New dwelling		Yes	competitive quote	competitive quote		minimum fee plus applicable levies	No
Building & Amenity	Building	Multi-unit development		Yes	competitive quote	competitive quote		minimum fee	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Building	Extension of time for building permit		Yes	\$257.50	\$264.00	\$6.50	per extension	No
Building & Amenity	Building	Place of public entertainment (POPE)		Yes	\$453.50	\$465.00	\$11.50	per application	No
Building & Amenity	Building	Minor amendment to building permit		Yes	\$129.00	\$132.00	\$3.00	per amendment	No
Building & Amenity	Building	Major amendment to building permit		Yes	\$257.50	\$264.00	\$6.50	per amendment	No
Building & Amenity	Building	Variation to ResCode (report and consent)		Yes	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Additional inspection or re-inspection		Yes	\$227.00	\$232.00	\$5.00	per inspection	No
Building & Amenity	Building	Additional inspection or re-inspection (remote area)		Yes	\$309.00	\$316.00	\$7.00	per inspection	No
Building & Amenity Planning	Building	Copy of building permit, endorsed plans or occupancy permit		Yes	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Legal point of discharge information		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Build over easement		No	n/a	as per legislation		as per legislation	Yes
Building & Amenity	Building	Building information certificate		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Essential service inspection and report		Yes	\$340.00	\$348.00	\$8.00	per inspection	No
Building & Amenity	Building	Non-mandatory inspection		Yes	\$227.00	\$232.00	\$5.00	per inspection	No
<b>PLANNING - PLANNING</b>									
Planning	Planning	Public notification	Notice to neighbours	Yes	\$65.00	\$66.50	\$1.50	per general notification	No
Planning	Planning	Public notification	Additional notices	Yes	\$8.00	\$8.00		per notice	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Planning	Planning	Public notification	Notice on land	Yes	\$82.00	\$84.00	\$2.00	up to two signs	No
Planning	Planning	Public notification	Additional notices on land	Yes	\$13.00	\$13.00		each additional sign	No
Planning	Planning	Public notification	Notice in papers	Yes	\$200.00	\$205.00	\$5.00	per notice	No
Planning	Planning	Planning advice in writing - cert of verbal advice		Yes	\$120.00	\$123.00	\$3.00	per advice	No
Planning	Planning	Sect 173 agreements		Yes	\$400.00	\$410.00	\$10.00	per agreement	No
Planning	Planning	Certificate of title and restrictions covenant		Yes	\$60.00	\$61.50	\$1.50	per certificate	No
Planning	Planning	Copy of planning permit, endorsed plans or occupancy permit		Yes	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Planning panel - proponent request amendment		Yes	cost of panel	cost of panel			Yes
Planning	Planning	Extension of time for planning permit certificate fee		No	\$120.00	\$123.00	\$3.00	per extension	No
Planning	Planning	Class 1 – Change of use only		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	<b>To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:</b>							
Planning	Planning	Class 2 - Dwellings \$10,000 to \$100,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 3 - Dwellings more than \$100,001		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	<b>To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:</b>							
Planning	Planning	Class 4 - \$10,000 or less		No	as per legislation	as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Planning	Planning	Class 5 - \$10,000 to \$250,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 6 - \$250,000 to \$500,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 7 - \$500,000 to \$1,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 8 - \$1,000,000 to \$7,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 9 - \$7,000,000 to \$10,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 10 - \$10,000,000 to \$50,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 11 - Over \$50,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 12 - Subdivide existing building		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 13 - Subdivide land into two lots		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 14 - To effect a realignment of a common boundary between lots or to consolidate two or more lots		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 15 - To subdivide land		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 16 - To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act 1987 but for the existence of the restriction		No	as per legislation	as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Planning	Planning	Class 17 - To create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right of way		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 18 - To create, vary or remove an easement other than a right of way or to 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		as per legislation	Yes
Planning	Planning	Amend an application for a permit after notice has been given for every class of application (other than Class 4)		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Amend an application for a permit after notice has been given for every class of application (other than Class 5)		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	The fee for an application for any combination of the classes of application outlined above is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made.				as per legislation	as per legislation		
Planning	Planning	Application to amend the planning scheme	Stage 1	No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Application to amend the planning scheme	Stage 2	No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Application to amend the planning scheme	Stage 3	No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Application to amend the planning scheme	Stage 4	No	as per legislation	as per legislation		as per legislation	Yes
<b>PLANNING - SUBDIVISION</b>									
Planning	Subdivision	Certification of a plan of subdivision	Fixed	No	\$103.00	as per legislation		per subdivision	Yes
Planning	Subdivision	Supervision of works		No	as per legislation	as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Planning	Subdivision	Checking engineering plans		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Subdivision	Public open space contributions		No	<= 5.0%	<= 5.0%		subdivision value	Yes
<b>FACILITIES – WASTE</b>									
Facilities	Waste	Domestic Putrescible and hard waste		Yes	\$44.50	\$45.50	\$1.00	per cubic metre	No
Facilities	Waste	Domestic Putrescible and hard waste	minimum charge	Yes	\$6.50	\$7.00	\$0.50	per large bag	No
Facilities	Waste	Concrete and bricks		Yes	\$38.00	\$39.00	\$1.00	per cubic metre	No
Facilities	Waste	Cement Sheeting, plaster board		Yes	\$45.00	\$45.50	\$0.50	per cubic metre	No
Facilities	Waste	Green Waste		Yes	\$18.50	\$18.50		per cubic metre	No
Facilities	Waste	Raw Organic Timber		Yes	\$18.50	\$18.50		per cubic metre	No
Facilities	Waste	Processed/Treated Timber		Yes	\$45.00	\$45.50	\$0.50	per cubic metre	No
Facilities	Waste	Whitegoods (all)		Yes	\$11.00	\$11.50	\$0.50	each	No
Facilities	Waste	Steel		Yes	\$12.00	\$12.00		per cubic metre	No
Facilities	Waste	Oil		Yes	\$0.50	free	-\$0.50	per litre	No
Facilities	Waste	Plastic and metal oil containers			n/a	free (up to 20L)		per item	No
Facilities	Waste	Car Bodies		Yes	\$25.00	\$25.50	\$0.50	per item	No
Facilities	Waste	Aluminium, cardboard, steel cans, plastic bottles and containers	1st 1/4 cubic metre free	Yes	\$12.50	\$12.50		per cubic metre	No





Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Waste	Paint cans 10 litres and over of any size containing paint		Yes	\$3.50	\$3.60	\$0.10	per litre	No
Facilities	Waste	Car batteries		Yes	\$2.50	free	-\$2.50	each	No
Facilities	Waste	LPG cylinders		Yes	\$5.50	\$6.00	\$0.50	each	No
Facilities	Waste	Tyres small/4WD		Yes	\$10.00	\$10.50	\$0.50	each	No
Facilities	Waste	Tyres large - truck		Yes	\$15.00	\$15.50	\$0.50	each	No
Facilities	Waste	Tyres large - tractor or truck		Yes	\$90.00	\$92.50	\$2.50	each	No
Facilities	Waste	Ewaste - Small appliance		Yes	\$2.50	free	-\$2.50	each	No
Facilities	Waste	Ewaste - Medium appliances			\$7.50	free	-\$7.50	each	No
Facilities	Waste	Ewaste - Large appliances		Yes	\$15.50	free	-\$15.50	each	No
Facilities	Waste	Ewaste scheme exempt items		Yes	free	free			No
Facilities	Waste	Asbestos - Porepunkah only	Minimum charge \$5	Yes	\$75.00	\$77.00	\$2.00	per cubic metre	No
Facilities	Waste	Green organic mulch sales		Yes	free	free		per cubic metre	No
Facilities	Waste	Crushed concrete sales		Yes	\$38.00	\$39.00	\$1.00	per cubic metre	No
Facilities	Waste	Mattress - any size		Yes	\$27.50	\$28.00	\$0.50	each	No
Facilities	Waste	Single seater couch		Yes	\$16.00	\$16.50	\$0.50	each	No
Facilities	Waste	Two seater, sofa or larger couch		Yes	\$26.50	\$27.00	\$0.50	each	No
Facilities	Waste	Skis or snowboards		Yes	\$5.50	\$5.80	\$0.30	per pair or board	No
Facilities	Waste	Silage wrap		Yes	free	\$3.50	\$3.50	per cubic metre	No
Facilities	Waste	Drum master		Yes	free	free			No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
<b>FACILITIES - SWIMMING POOLS</b>									
Facilities	Swimming Pools	Adult daily		Yes	\$5.00	\$5.00		per person	No
Facilities	Swimming Pools	Child/concession daily		Yes	\$2.50	\$2.50		per person	No
Facilities	Swimming Pools	Supervising parent		Yes	\$4.00	\$4.00		per person	No
Facilities	Swimming Pools	Family season - early bird		Yes	\$85.00	\$89.00	\$4.00	per season	No
Facilities	Swimming Pools	Adult season		Yes	\$75.00	\$77.00	\$2.00	per season	No
Facilities	Swimming Pools	Child/concession season		Yes	\$40.00	\$41.00	\$1.00	per season	No
Facilities	Swimming Pools	Adult 10 visit pass		Yes	\$44.00	\$45.00	\$1.00	per 10 visits	No
Facilities	Swimming Pools	Child/concession 10 visit pass		Yes	\$22.50	\$22.50		per 10 visits	No
Facilities	Swimming Pools	Mount Beauty stadium hire		Yes	\$26.00	\$27.00	\$1.00	per hour	No
Facilities	Swimming Pools	Aqua fit/concession		Yes	\$7.20	\$7.50	\$0.30	per session	No
Facilities	Swimming Pools	Aqua fit/adult		Yes	\$10.30	\$10.50	\$0.20	per session	No
Facilities	Swimming Pools	Arthritis group		Yes	\$3.00	\$3.00		per hour	No
Facilities	Swimming Pools	Lane hire		Yes	\$28.50	\$29.00	\$0.50	per hour	No
Facilities	Swimming Pools	Learn to swim		Yes	\$16.50	\$17.00	\$0.50	one lesson	No
Facilities	Swimming Pools	Learn to swim		Yes	\$52.50	\$54.00	\$1.50	private lesson	No
Facilities	Swimming Pools	Pool hire with lifeguard		Yes	\$100.00	\$102.00	\$2.00	per hour	No
Facilities	Swimming Pools	Pool hire no lifeguard		Yes	\$65.00	\$67.00	\$2.00	per hour	No
Facilities	Swimming Pools	Seniors Hour		Yes	\$3.00	\$3.00		per hour	No
<b>FACILITIES - BRIGHT SPORTS CENTRE</b>									



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Bright Sports Centre	Centre Membership - all areas	Adult - 1 month	Yes	\$85.00	\$87.00	\$2.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Concession - 1 month	Yes	\$62.50	\$64.00	\$1.50	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Family - 1 month	Yes	\$150.00	\$154.00	\$4.00	per family	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Adult - 3 month	Yes	\$250.00	\$256.00	\$6.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Concession - 3 month	Yes	\$185.00	\$189.00	\$4.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Family - 3 month	Yes	\$450.00	\$460.00	\$10.00	per family	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Adult	Yes	\$70.00	\$72.00	\$2.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Concession	Yes	\$50.00	\$51.50	\$1.50	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Family	Yes	\$145.00	\$148.50	\$3.50	per family	No
Facilities	Bright Sports Centre	After Hours Access	Fob Charge	Yes	n/a	\$20.00	n/a	per fob	No
Facilities	Bright Sports Centre	Swimming pool only	Adult - 3 month	Yes	\$115.00	\$118.00	\$3.00	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Concession - 3 Month	Yes	\$75.00	\$77.00	\$2.00	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Family - 3 month	Yes	\$300.00	\$308.00	\$8.00	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult casual visit	Yes	\$6.50	\$7.00	\$0.50	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Child/concession - casual visit	Yes	\$4.00	\$4.50	\$0.50	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Family - Casual Visit	Yes	\$16.50	\$17.00	\$0.50	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult 10 visit card	Yes	\$60.00	\$62.00	\$2.00	per card	No
Facilities	Bright Sports Centre	Swimming pool only	Concession/child 10 visit card	Yes	\$38.50	\$40.00	\$1.50	per card	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult Casual	Yes	\$14.00	\$14.50	\$0.50	per person	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession - Casual	Yes	\$10.00	\$10.50	\$0.50	per person	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult 10 visit card	Yes	\$127.50	\$131.00	\$3.50	per card	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession 10 visit card	Yes	\$90.00	\$92.50	\$2.50	per card	No
Facilities	Bright Sports Centre	Hydro program		Yes	\$4.60	\$5.00	\$0.40	per person	No
Facilities	Bright Sports Centre	Learn to swim program		Yes	\$17.00	\$17.50	\$0.50	per person per session	No
Facilities	Bright Sports Centre	Learn to swim program - Early payment discount 10%		Yes				per person	no
Facilities	Bright Sports Centre	Learn to swim private lesson		Yes	\$53.55	\$55.00	\$1.45	per lesson	No
Facilities	Bright Sports Centre	Corporate membership 10% discount on membership prices		Yes					No
Facilities	Bright Sports Centre	Casual group exercise class entry	Regular Class - Non Member	Yes	\$11.00	\$11.00		per person	No
Facilities	Bright Sports Centre	Casual group exercise class entry	Active Seniors Class - Non Member	Yes	\$7.00	\$7.00		per person	No
Facilities	Bright Sports Centre	Casual group exercise class entry	Intro Seniors Class	Yes	\$6.00	\$6.00		per person	No
Facilities	Bright Sports Centre	Squash court	Adult	Yes	\$6.50	\$6.50		per person	No
Facilities	Bright Sports Centre	Squash court	Child/concession	Yes	\$4.50	\$4.50		per person	No
Facilities	Bright Sports Centre	Multi-purpose room hire		Yes	\$25.00	\$25.50	\$0.50	per hour	No
Facilities	Bright Sports Centre	Pool hire with lifeguard		Yes	\$100.00	\$102.50	\$2.50	per hour	No
Facilities	Bright Sports Centre	Shower Only		Yes	\$4.00	\$4.00		per person	No
<b>FACILITES - COMMUNITY CENTRES</b>									
Facilities	Community Centres	Hall or kitchen only hire	Max \$160/day	Yes	\$15.00	\$16.00	\$1.00	per hour	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2018/19 Fee	2019/20 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Community Centres	Hall and kitchen hire	Max \$260/day	Yes	\$25.00	\$26.00	\$1.00	per hour	No
Facilities	Community Centres	Bond		Yes	\$260.00	\$265.00	\$5.00	per hire	No
Facilities	Community Centres	Hall hire insurance (any hall)		Yes	\$35.00	\$36.00	\$1.00	per hire	No
<b>FACILITES – THE PAVILION, PIONEER PARK</b>									
Facilities	The Pavilion	Meeting room	max 10hr charge/day	Yes	n/a	\$15.00		per hour	No
Facilities	The Pavilion	Function Centre (no kitchen)	max 10hr charge/day	Yes	n/a	\$25.00		per hour	No
Facilities	The Pavilion	Function Centre incl. kitchen	max 10hr charge/day	Yes	n/a	\$45.00		per hour	No
Facilities	The Pavilion	Kitchen only	max 10hr charge/day	Yes	n/a	\$25.00		per hour	No
Facilities	The Pavilion	First Aid room & Downstairs Toilets (2) Hire	Full day hire	Yes	n/a	\$150.00		per day	No
Facilities	The Pavilion	Entire Downstairs Area (Changerooms, First Aid Room, Toilets)	Full day hire	Yes	n/a	\$350.00		per day	No

# COUNCIL POLICY

# Procurement

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DOCUMENT UNCONTROLLED WHEN PRINTED

## DOCUMENT CONTROL

<b>Policy number</b> 089	<b>Status</b> Draft	<b>Approved by</b> Council
<b>Date approved</b> 18 June 2019	<b>Next review date</b> June 2020	
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**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
04/11/2009	1.0	Adopted
03/11/2010	1.01	Reviewed, amended and adopted
02/11/2011	1.02	Reviewed, amended and adopted
02/10/2012	1.03	Reviewed, amended and adopted
19/05/2014	V1.0	Final collaborative version with Indigo and Towong Shire Councils
02/06/2015	2.0	Adopted Version 2 (no amendments required)
07/06/2016	3.0	Adopted Version 3 (no amendments required)
06/06/2017	4.0	Adopted Version 4 (addition of item 6.3 – Financial Delegations)
18/06/2018	5.0	Version 5
31/05/2019	5.1	Review of Version 5 including rebranding and strengthening of approach to environmental sustainability
18/06/2019	6.0	Version 6



## 1. Purpose

Section 186A of the *Local Government Act 1989* requires Councils to prepare, approve and comply with a procurement policy.

The purpose of the Procurement Policy is to enable consistency and control over procurement activities, to meet the following Council objectives:

- Ensure compliance with legislation
- Achieve best value outcomes with respect to scope, quality and price
- Ensure that purchasing is open, fair and unbiased
- Seek to support local procurement
- Achieve high standards of probity, accountability and risk management
- Ensure that purchasing practices are socially and environmentally sustainable
- Promote continuous improvement and collaboration.

## 2. Scope

This policy applies to all purchases of, and contracts to purchase, goods, services and works.

It is binding upon Council staff and all persons undertaking procurement on behalf of Council, including volunteers, contractors, consultants, councillors and related committees.

## 3. Principles

Council will apply the following principles in all procurement activities:

### 3.1 Best Value Outcomes

Council will seek to maximise value in all purchasing activities.

Factors such as quality, quantity, risk, timeliness and cost on a whole-of-contract and whole-of-asset life basis will be considered to achieve the optimal combination which defines best value.

### 3.2 Open, Fair and Unbiased

Prospective suppliers will be afforded an equal opportunity to tender or quote. Impartiality will be maintained in selecting suppliers.

### 3.3 Local Sourcing

Where equivalent value can be sourced both locally and elsewhere, the goods and services should be purchased from the local supplier.

### 3.4 Probity and Accountability

Procurement activities will be performed with integrity and in a manner able to withstand the closest scrutiny.

Procedures will be designed to ensure that procurement objectives are met.

Requirements will be clearly communicated to staff and enforced through a combination of management oversight and audit practices.

Documentation will be maintained to ensure a clear audit trail.

### **3.5 Risk Management**

Council will ensure that risks are identified, evaluated and treated.

Council will ensure that systems and authorisations are in place to mitigate unethical behaviour and set the parameters of responsibility and authority.

There will be at least two persons involved in, and responsible for, each transaction.

The policy and implementation of internal controls will be monitored and reviewed by the Council's audit committee.

### **3.6 Environmental Sustainability**

Council will aim to make purchases that have the least impact on environmental and human health, within the context of purchasing on a best value basis. Preference will be given to purchasing products and services which:

- Minimise use of raw materials
- Maximise reuse and extension of goods already in circulation
- Minimise residual waste including emissions and pollution
- Minimise the impact on natural habitats.

Council will utilise existing standards where relevant to aid in assessment of environmental sustainability considerations, for example energy consumption ratings or independent environmental responsibility certifications.

Suppliers may be asked to supply information about their supply chains and environmental practices. Council may consider whole of life impacts of purchases, from raw material inputs, packaging and distribution impacts, consumption and waste from usage and the ability to recycle or dispose of goods safely at end of life.

### **3.7 Continuous Improvement**

Council will seek to continually drive improvements in processes, tools and technologies with the objectives of reducing costs, achieving best practice and most effectively delivering on Council objectives.

### **3.8 Collaboration**

Council will seek and encourage the development of procurement collaboration with other councils and organisations including contracts available through the Victorian State Government, the Municipal Association of Victoria, Procurement Australia and other aggregated procurement providers as appropriate.

## 4. Policy details

### 4.1 Delegations and Authorities

This policy must be read in conjunction with the Financial Delegations as approved by the Chief Executive Officer. The Financial Delegations allow specified Council positions to approve expenditure within defined limits. Delegates must ensure that funding is or will be available prior to raising a purchase order. Procurement in excess of an individual officer's limits must be approved by a more senior officer with adequate approval limits.

### 4.2 Methods and Thresholds

The following methods and conditions are the minimum standards to apply for all procurement activities within each nominated spend threshold.

Spend Threshold	Purchasing Method	Conditions
Up to \$1,000	Verbal quotation	Seek and receive at least one quote No purchase order required
>\$1,000 - \$2,500	Written quotation	Seek and receive at least one quote Purchase order required
>\$2,500 - \$10,000	Written quotation	Seek and receive at least two quotes Purchase order required
>\$10,000-\$75,000	Request for Quotation (RFQ)	Use an RFQ to request quotes from at least three suppliers Purchase order required
>\$75,000-\$150,000	Request for Quotation (RFQ)	RFQ published on Council's tender website RFQ open to response from any supplier Written contract required
>\$150,000	Invitation to Tender (ITT)	ITT published in newspaper ITT published on Council's tender website ITT open to response from any supplier Written contract required

For the purpose of assessing thresholds, the procurement spend is to be inclusive of the total value of the purchase over its lifetime, including GST. In the case of contracts, the lifetime is the span of the contract including any extension options.

In the case of non-contracted purchases, the procurement spend is the expected amount to be spent on that service from that supplier over the span of one year unless otherwise specified.

The term 'list price' is interchangeable with the term 'quote' where it is industry practice to provide a list price with no further room for negotiation (for example, anti-virus software).

### **4.3 Environmental Sustainability Assessment**

An assessment of environmental sustainability impacts is mandatory for all purchases over \$10,000. There may be no substantial environmental considerations worth noting; if this is the case it should be explicitly explained and justified in the supplier evaluation and recommendation.

Where there are environmental considerations, an environmental evaluation criterion is to be incorporated into the supplier evaluation..

The environmental evaluation criterion should preferably refer to mandatory or desirable requirements that are relevant to the procurement, in order to solicit tangible supplier responses to avoid misleading or vague 'greenwash' statements.

### **4.4 Mandated Services and Suppliers**

Mandated services which are provided by mandated providers are exempt from the requirement for quotations and tenders up to the \$150,000 spend threshold (inclusive of GST). This is most commonly applicable to intergovernmental services such as auditors, the Victorian Civil and Administrative Tribunal (VCAT), and water authorities.

### **4.5 Legal Services**

Legal services are exempt from the requirement for quotations and tenders, consistent with the *Local Government Act 1989*.

### **4.6 Procedural Exemptions**

Under specific circumstances exemption from the methods of this policy may be sought. Exemptions are to be approved by the CEO.

## 5. Roles and responsibilities

Responsibility	Role / Position
Adhere to the requirements of the Procurement Policy	All individuals and entities undertaking procurement on behalf of Council
Oversee adherence to the requirements of the Procurement Policy	Supervisors
Put in place controls to monitor and enforce adherence to the Procurement Policy	Manager Corporate

## 6. Breaches

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

## 7. Human Rights Charter compatibility

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

## 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*

### Related Council guidelines, operational directives or policies

- Employee Code of Conduct
- Councillor Code of Conduct

## 9. Definitions and abbreviations

Term	Meaning
the Act	<i>Local Government Act 1989</i>
Contract	An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable in law. A contract may be verbal or written or inferred by conduct.
Delegate	A person authorised by the Council or Chief Executive Officer to make general or specified decisions constrained only by the instrument of delegation. Specifically, delegates commit and incur expenditure. The delegate is responsible for actions arising from their use of such power.
Local	In the context of this policy the definition of local is one that seeks to support manufacturers and suppliers located: <ul style="list-style-type: none"> <li>• Firstly within the municipal boundary</li> <li>• Secondly within municipalities adjacent or near to the municipality</li> <li>• Thirdly within Australia</li> </ul>
Probity	In the context of a procurement process, probity is a defensible process that is able to withstand internal and external scrutiny – one that achieves both accountability and transparency, providing suppliers with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, disposals, and other related functions. It also includes the organisational and governance frameworks that underpin the procurement function.
Purchase order	A form of contract, which is an official document used to authorise and record the purchase of goods or services by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier.
Quotation/quote	An offer to supply goods and/or services at a stipulated price or rate, usually in response to a request for quotation.
Request for quotation (RFQ)	A written process of inviting offers to supply goods and/or services involving simple documentation that specifies the requirements.

Term	Meaning
Invitation to tender (ITT)	A publicly advertised invitation to tender against a set of clearly defined and specified requirements. Tenderers are advised of all requirements involved, including the conditions of tendering and proposed contract conditions.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender	An offer in writing to supply goods and/or services, usually submitted in response to a public or selective invitation such as an invitation to tender.
Tender process	The process of inviting parties to submit a tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures.

## 10. Approval

THE COMMON SEAL OF THE  
ALPINE SHIRE COUNCIL was  
hereunto affixed this 18th day of  
June 2019 in the  
presence of:

.....

COUNCILLOR

.....

COUNCILLOR

.....

CHIEF EXECUTIVE OFFICER





## Special Rate Area

Dinner Plain



0 100 200 m

Coordinate System GDA94 MGA Zone 55

Created: 26/3/2018

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



Alpine Shire

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