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M(5) – 27 MAY 2025

Ordinary Council Meeting

Minutes

The **Ordinary Council Meeting** of the **Alpine Shire Council** was held in the Mount Beauty Community Centre, 21 Kiewa Crescent, Mount Beauty on **27 May 2025** and commenced at **5:00 pm**.

PRESENT

COUNCILLORS

Cr Sarah Nicholas - Mayor

Cr John Andersen

Cr Dave Byrne

Cr Gareth Graham

Cr Jean-Pierre Ronco

Cr Noah Tanzen

OFFICERS

Will Jeremy - Chief Executive Officer

Alan Rees - Director Assets

Nathalie Cooke - Director Corporate and Community

Rebecca Mouy - Manager Regulatory Services

APOLOGIES

Cr Peter Smith - Deputy Mayor

Minutes

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1 Recording and livestreaming of Council meetings

The CEO read the following statement:

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

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

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

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

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

2 Acknowledgement of Traditional Custodians and recognition of all people

All to stand, the Mayor read the following statement:

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

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

3 Confirmation of minutes

3.1 ORDINARY COUNCIL MEETING M(4) 29 APRIL 2025

Cr Andersen

Cr Tanzen

That the minutes of M(4) 29 April 2025 as circulated be confirmed.

Carried

4 Apologies

Cr Smith - Deputy Mayor

5 Obituaries / Congratulations

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

6 Declarations by Councillors of Conflict of Interest

Nil

7 Public Questions

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

G5 Public Question Time

GS3. Questions submitted to Council may be:

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

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

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

GS7. Questions should be limited to items of public interest, and are not intended to replace Council's ordinary Customer Request process. A question may be disallowed by the Chairperson if the Chairperson determines that it:

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

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

8 Presentation of reports by officers

8.1 CHIEF EXECUTIVE OFFICER - WILL JEREMY

Nil

8.2 DIRECTOR CORPORATE AND COMMUNITY - NATHALIE COOKE

8.2.1 PA2403346 Battery Energy Storage System (BESS) ('Utility Installation')

INTRODUCTION

This report is presented to Council to provide information to form a position on whether to formally object or make a submission of support to an application for the use and development of the land for a utility installation (Battery Energy Storage System (BESS)), removal of native vegetation, development of signage and ancillary buildings and works on the at land known as 1452 and 1402 Yackandandah – Dederang Road, Dederang.

Cr Ronco indicated if the motion as presented below is supported that he foreshadowed an additional motion to be added to the recommendation (1-3).

Cr Byrne

Cr Tanzen

That Council endorses the lodgement of a formal submission to the Minister for Planning objecting to Planning Application PA2403346 for the use and development a utility installation (Battery Energy Storage System - BESS), removal of native vegetation, development of signage and ancillary buildings and works on the land known as 1452 & 1402 Yackandandah – Dederang Road, Dederang on the following grounds:

- 1. Insufficient information has been provided with the application to make an informed and complete assessment as to the potential impact the proposed use and development may have on the visual landscape and natural environment.*
- 2. The development will cause a detrimental visual intrusion on the significant Kiewa Valley landscape as a consequence of its scale and siting in an elevated area of the property which is inconsistent with Clause 02.03-2 - Environmental and landscape values' and 'Landscapes' of the Municipal Strategy; Clause 12.05 - 'Significant environments and landscapes' and Clause 12.05-2S – 'Landscapes' of the Planning Policy Framework; and purpose and objectives of Clause 42.03 - Significant Landscape Overlay.*
- 3. The proposal fails to provide justification to the siting of the development proximate to the Bushfire Management Overlay or articulate how bushfire risk will be mitigated and managed both internally to and externally to the site, contrary to Clause 02.03-3 - 'Environmental risk and amenity' of the Municipal Planning Strategy and Clause 13.02-1S – 'Bushfire planning' of the Planning Policy Framework.*

Carried

Mayor Nicholas asked Cr Ronco to articulate the previously foreshadowed motion.

Cr Ronco
Cr Tanzen

- 4. Request that should the Minister for Planning approve the development that specific conditions are included on any planning permit issued. These conditions relate to: Bushfire Risk, Environmental Management, Noise, Stormwater Management, Landscaping (including earthworks), Complaint Management, External Materials, Lighting and Decommissioning.**

Carried

BACKGROUND

Planning application PA2403346 was lodged with the Department of Transport and Planning (DTP) on 16 November 2024 for the use and development of the land for a utility installation (Battery Energy Storage System (BESS)), removal of native vegetation, development of signage and ancillary buildings and works on the land known as 1452 and 1402 Yackandandah – Dederang Road, Dederang.

Pursuant to Clause 72.01-1 of the Alpine Planning Scheme, the Minister for Planning (the Minister) is the Responsible Authority for a utility installation used to:

- Transmit or distribute electricity.
- Store electricity if the installed capacity is 1 megawatt or greater.

The application was advertised to the Alpine Shire on 4 April 2025 in accordance with Section 52(1)(b) of the *Planning and Environment Act 1987*.

The Minister has advised that no decision will be made on the application prior to 8 May 2025. Submissions can be made to an application up until the time a decision is made on an application regardless of when the public notice formally concludes.

Pursuant to Clause 53.22 of the Alpine Planning Scheme, a utility installation used to transmit or distribute electricity or store electricity with an installed capacity of 1 megawatt or greater, is designated as a significant economic development.

While the Minister has advertised the application to Council and adjoining property owners and occupiers, Clause 53.22-4 exempts the application from the decision requirements of Sections 64(1), (2) and (3), and the review rights of Sections 82(1) of the *Planning and Environment Act 1987*. Section 64 of the Act covers the issuing of a Notice of Decision to any parties that make a submission to an application and Section 82 permits applications for review to be made with the Victorian Civil and Administrative Tribunal. In short, while Council and other parties have been notified of the application, it is important to highlight that any decision made by DTP or the Minister on this application is not able to be challenged at VCAT by an objector.

Further, the application has been accepted by DTP under their Development Facilitation Program for expedited assessment. Therefore, this report has been brought to the May Council Meeting to ensure that Council's position on the application can be included in DTP's consideration of the application.

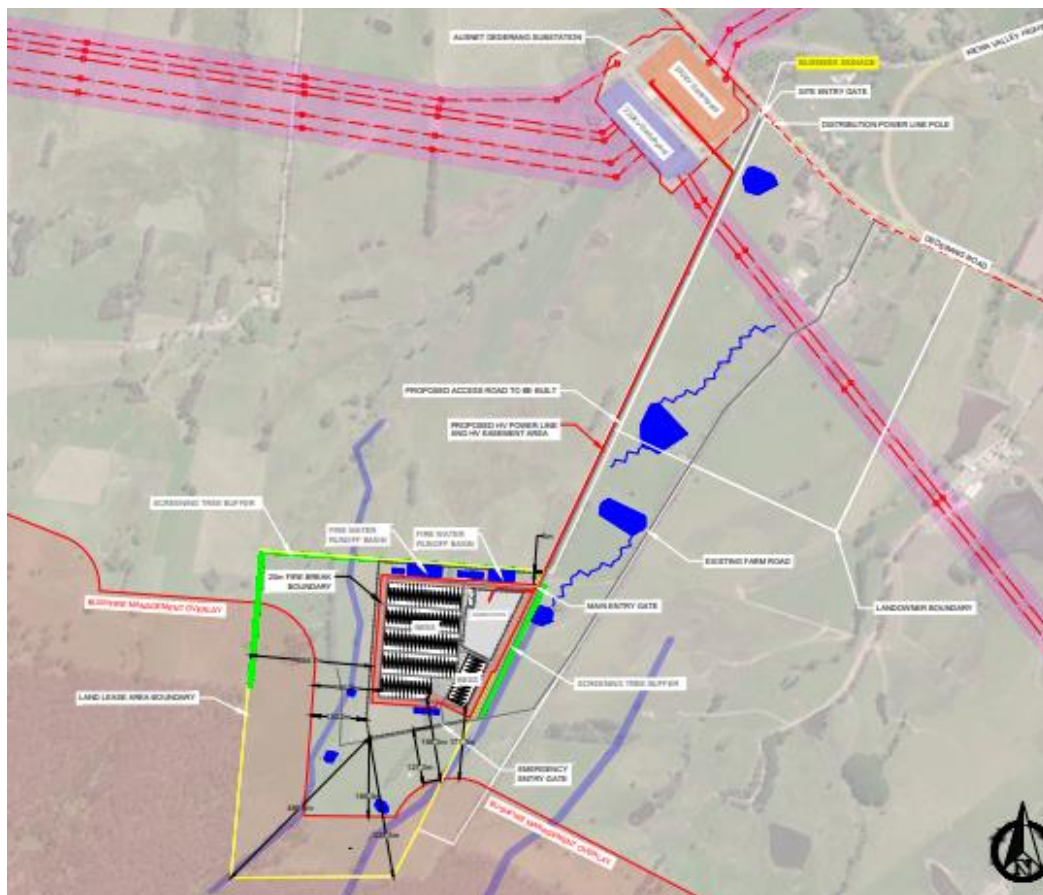
PROPOSAL

The application before the Minister seeks approval for the use and development of a utility installation with an indicative installed capacity of 500MW/1,000MWhh. The proposal is known as the Kiewa Valley BESS.

The subject site is located approximately 2.8 kilometres to the northwest of the Dederang township. The report submitted with the application identifies that an area of approximately 13.2 hectares will comprise of the site area; with the BESS comprising of 6.0 hectares and the onsite substation comprising of 2.2 hectares.

The particulars of the proposal are as follows:

- BESS modules, inverters and transformers.
- Civil and structural works including the laying of crushed rock including internal access tracks.
- Construction of 2.9 kilometres of internal access roads.
- Underground cabling (33kV) to provide connection between the battery modules and inverters and onsite substation.
- On-site substation including transformer.
- Underground cabling to connect the onsite substation to the adjoining Dederang Terminal Station.
- Permanent operations and maintenance facility.
- Water storage (including firefighting water supply and fire water runoff containment).
- Temporary construction compound and laydown and work areas.
- Security fencing.
- Carparking; and
- Business identification signage at the site entry.



The BESS will comprise of approximately 576 battery containers and 192 inverters, each of which will be positioned between the two seasonal water courses, in an area approximately 1.1 kilometres to the south of the Dederang Terminal Substation.

The development also involves the construction of an onsite substation which will be positioned at the north east corner of the footprint.

No elevations or details regarding the proposed height of the infrastructure have been provided with the documentation submitted with the application. Details have not been provided regarding the external materials or colours which will be incorporated into the development, or the level of earthworks required to accommodate the BESS, onsite substation or accessways.

The application also seeks approval for the creation of access to the Yackandandah Dederang Road which is a Transport 2 Zone.

In order to create access to the site, the proponent is seeking approval for the removal of native vegetation. The quantity of vegetation identified for removal comprises of 0.127 hectares.

The vegetation removal comprises of up to five large trees, being two large scattered trees located in the subject site and three large patch trees in the access road.

This development area includes scattered patches of EVC 47 - Valley Grassy Forest which is which is characterised as an endangered.

A link to the proposal plans as advertised on the DTP website as Ministerial permit: PA2403336.

In addition to the plans, the proponent has submitted the following technical reports with the application:

- Ecological Assessment prepared by NGH dated September 2024;
- Traffic Impact Assessment prepared by NGH Consulting dated 26 September 2024;
- Landscape and Visual Assessment prepared by GbLA Landscape Architects dated 9 October 2024;
- Noise Impact Assessment prepared by ADP Consulting dated 26 September 2024;
- Risk Management Plan prepared by Fire Risk Consultants dated April 2025;
- Flood Risk and Impact Assessment Report prepared by Water Technology dated 14 November 2024;
- Community Engagement Summary – Kiewa Valley BESS prepared by NGH dated 11 October 2024.

SUBJECT LAND AND SURROUNDS

The subject site is situated approximately 2 kilometres northwest of the Dederang township to the south of the intersection of the Yackandandah Dederang Road and Dederang Link Road. The site, which is the subject of the application, comprises of four parcels which total an area of 91.67 hectares and form an irregular configuration.

The northern portion of the subject site comprises of mostly cleared grazing land which features seasonal watercourses which traverse the site from the south down towards Glenn Creek to the north.

Two dwellings and a number of farm buildings are located on the northern portion of the land, adjacent to the Yackandandah – Dederang Road.

The surrounding area is characterised by grazing land. A notable feature of the landscape are the state parks which are located to the distant north and immediate south of the site.

The Dederang Terminal Substation is located towards the north west of the site.



The closest dwelling is located 650 metres north west of the BESS site, at the end of Goonans Lane. Other dwellings are located approximately 950 metres to the northeast of the proposed BESS and substation site.

SCOPE OF CONSIDERATION

The application has been referred to Alpine Shire Council by the Minister for Planning pursuant to Section 52(1)(b) of the *Planning and Environment Act 1987*.

Council's role in the consideration of this application is only to provide comment to DTP in relation to the matters pertaining to planning policy as well as the zones and overlays which are applicable to the land. However, Council has also invited submitters to share a copy of any submission made to DTP in relation to the proposal. This will provide Councillors the opportunity to understand the feedback and views of the community in relation to the proposed use and development prior to making a decision on the technical assessment presented in this report.

Similarly, DTP have also referred the application to other departments and authorities pursuant to Clause 66 – 'Referral and Notice Provisions' of the Alpine Planning Scheme. These departments will provide DTP with their own response in relation to aspects of this proposal which fall within their realm of authority.

PLANNING ASSESSMENT

There are a number of policies which are contained within the Municipal Planning Strategy and the Planning Policy Framework which are relevant in the consideration of this application. The clauses which are applicable are:

Municipal Planning Strategy

Clause 02.03-2 - Environmental and landscape values

Clause 02.03-3 - Environmental risk and amenity

Clause 02.03-4 - Natural resource management

Planning Policy Framework

Clause 12 – Environmental and Landscape Values

Clause 12.05 – Significant Environments and Landscapes

Clause 12.05-2S – Landscapes

Clause 12.05-2L - Landscapes

Clause 13.02 -Bushfire

Clause 13.02-1S -Bushfire Planning

Clause 14.01-1S -Protection of Agricultural Land

Clause 14.01-2S -Sustainable Agricultural Land Use

Clause 14.01-2R - Agricultural productivity – Hume

Clause 19.01-1S – Energy supply

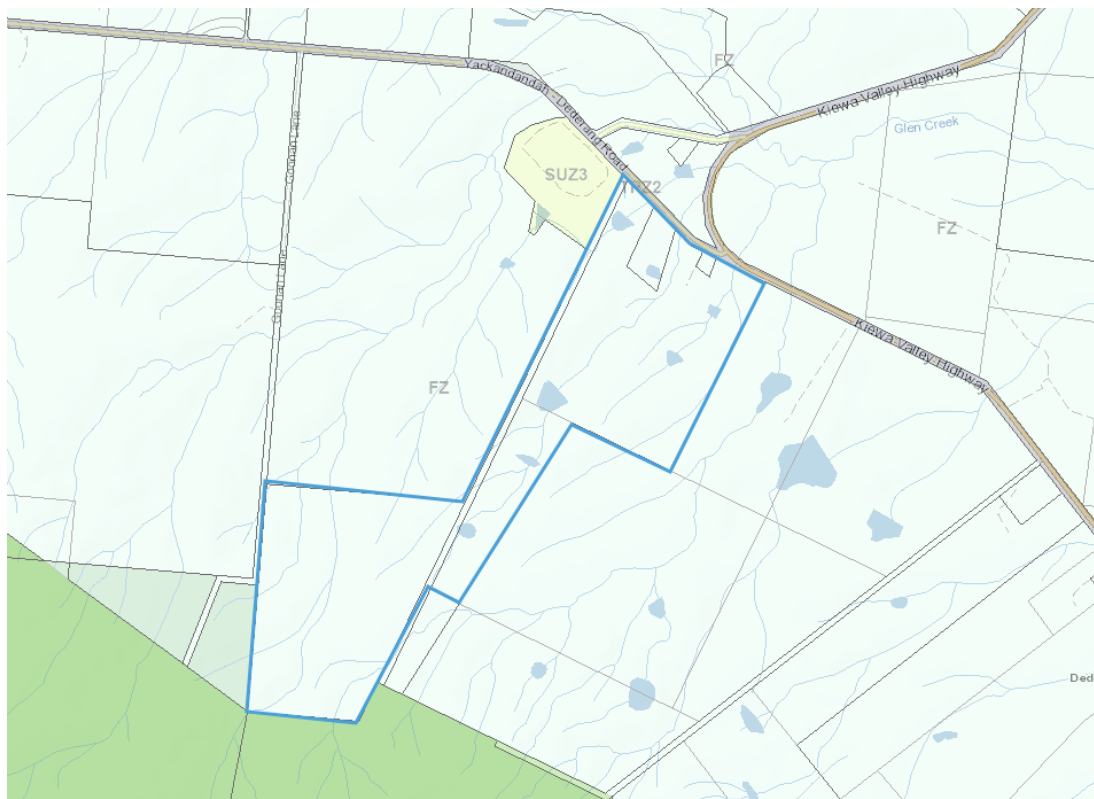
Clause 19.01-2S – Renewable Energy

Clause 19.01-2R - Renewable energy – Hume

All applicable policies mentioned above are provided as an attachment to this report.

Zoning and Overlays

Under the Alpine Planning Scheme, the site in which is the BESS and onsite substation are located is zoned Farming.



The purpose of the Farming Zone is:

- *'To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.'*

Pursuant to Clause 35.07-1, a planning permit is required for the use of a utility installation.

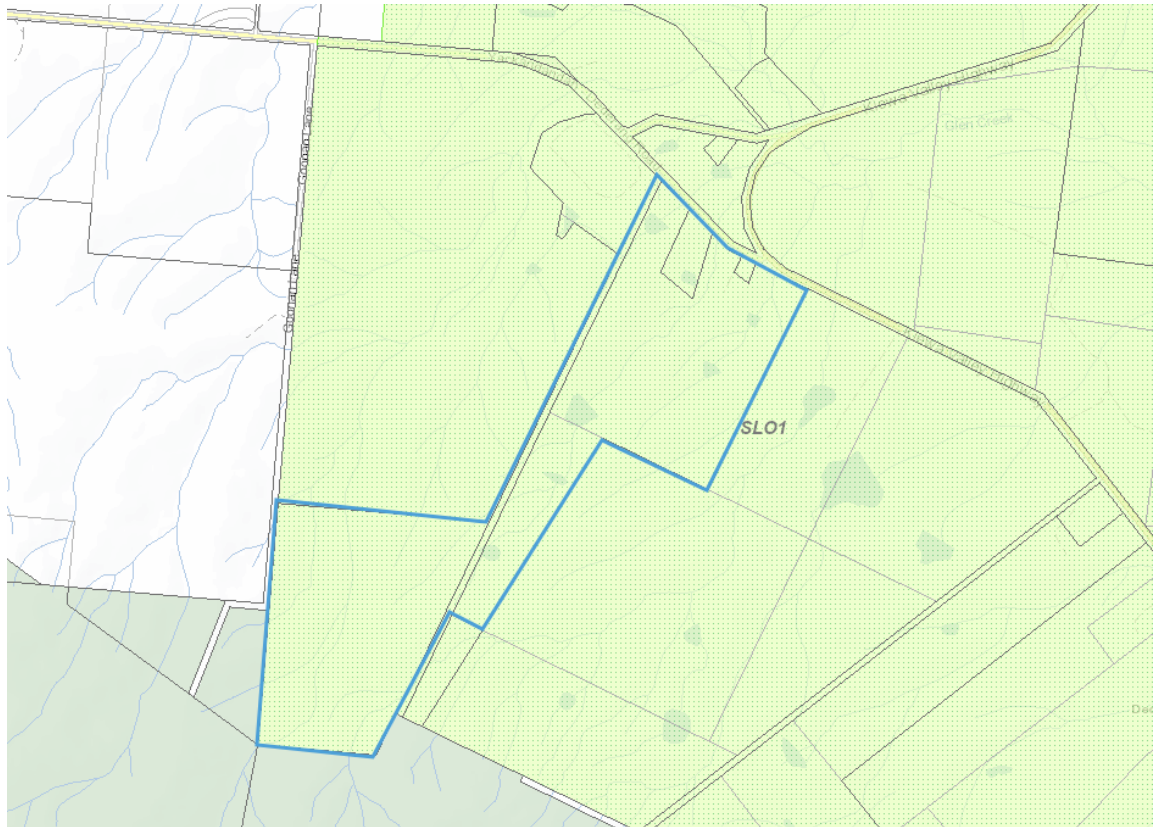
Pursuant to Clause 35.07-4, a planning permit is required for buildings and works:

- Associated with a utility installation; and
- Within 100 metres of a waterway.

Additional works are also proposed within the Dederang Terminal Substation which is zoned Special Use (Schedule 3). A planning permit is not required to construct a

building or carry out works associated with a utility station that is used for the transmission or distribution of electricity.

The land is covered by a Significant Landscape Overlay (Schedule 1 – Upper Kiewa Valley Landscape Area).



The schedule to the overlay provides the 'Statement of nature and key elements of landscape' as follows:

'The landscape of the Upper Kiewa Valley has a distinct character with significant contrasts between the cleared flat to undulating valley floor and the steep treed mountains. The valley narrows in the upper reaches and the contrast is emphasised. The visual boundaries are definite in this landscape not only between natural features but also the townships which are generally well contained with little urban sprawl. A key element of this landscape is the majestic views across the cleared valley floor to Mount Bogong.'

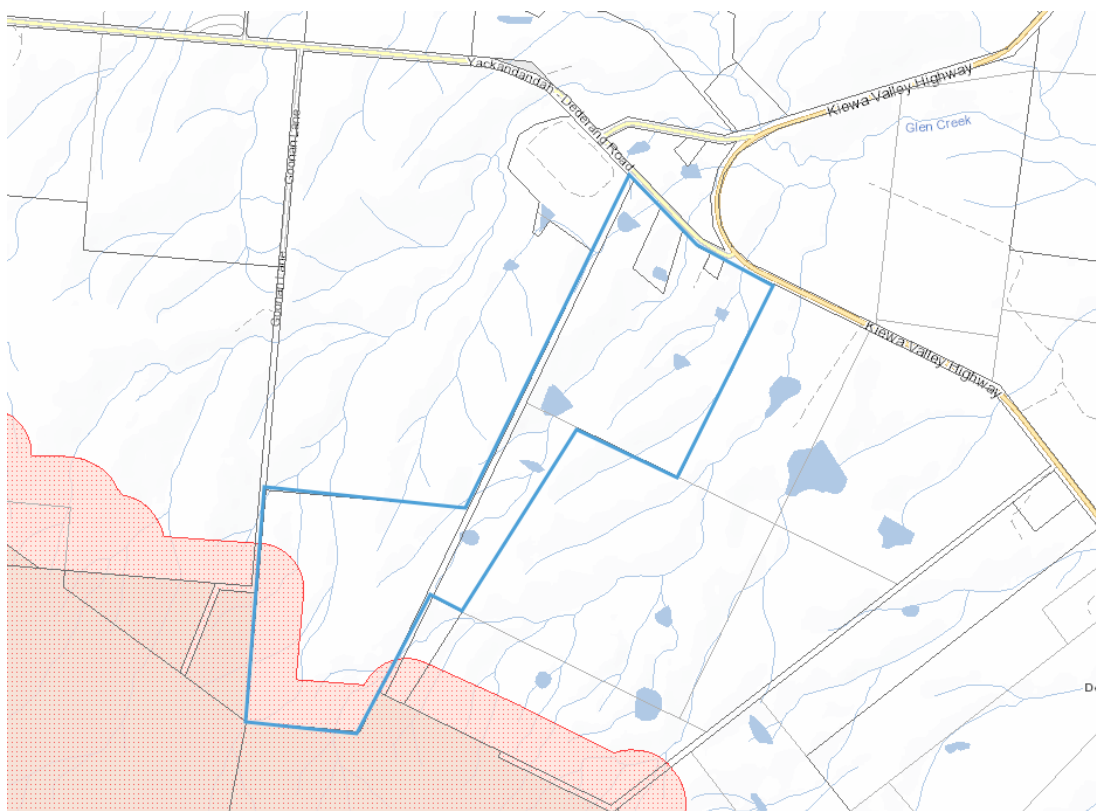
The Landscape character objectives to be achieved are as follows:

- *'Contain urban development, specifically housing, to existing townships with definite visual boundaries.*
- *Encourage appropriately sited development to reduce ribbon development along the Kiewa Valley Highway.*
- *Encourage rural development of a "human" scale and form.*

- *Maintain existing vegetation on the steeper slopes of the valley to maintain its integrity.*
- *Maintain the contrasts in landform and land use between the valley floor and the steep vegetated valley walls.*
- *Maintain the existing rural landscape.'*

Pursuant to Clause 42.03-2, a planning permit is required to construct a building or carry out works.

The land is covered by a Bushfire Management Overlay.



The purpose of the Bushfire Management Overlay is:

- *'To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.*
- *To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.*
- *To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.'*

Pursuant to Clause 44.06-2 proposed development does not trigger a planning permit.

Particular Provisions

Clause 52.17 Native Vegetation Removal.

The application seeks approval for the removal of native vegetation to provide for the creation of access to the site.

The purpose of Clause 52.17 in relation to Native Vegetation Removal is:

- *'To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):*
 4. *Avoid the removal, destruction or lopping of native vegetation.*
 5. *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
 6. *Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.*
- *To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.'*

Pursuant to Clause 52.17, a planning permit is required 'to remove, destroy or lop native vegetation, including dead native vegetation'.

Clause 52.29 – Land Adjacent to Principal Road Network

The subject site is located adjacent to the Yackandandah Dederang Road which is a Transport 2 Zone.

Pursuant to Clause 52.29-2, a planning permit is required to create or alter access to a road in a Transport Zone 2.

The application will require referral by the Minister to the DTP pursuant to Clause 52.29-4 for comments in relation to the creation of access.

ASSESSMENT

Protection of Agricultural Land

Clause 02-03-4 in relation to 'Agriculture' and Clause 14.01-01S in relation to the 'Protection of agricultural land' set out policy objectives and strategies to manage and protect agricultural land.

These policies seek to ensure that high value and strategically significant agricultural land is not lost as a consequence of development, fragmentation or a change in land use.

The land in which the BESS, substation and ancillary infrastructure are to be situated, is located on the fringe of the Kiewa Valley. The land is not as productive as other farming land located further south in the valley and is considered as having a low level of agricultural land capability, thus generally appropriate for grazing of cattle and sheep.

The need to avoid the removal of this land from agriculture is less of a concern than had the land been assessed as being of high value or strategically significant agricultural land.

While the preservation of any agricultural land is important, it also needs to be acknowledged that there is an informal hierarchy which exists when contemplating making farming zoned land available for other uses. This is particularly the case when the loss simultaneously creates an opportunity to utilise the land for a use or development which is of regional, state or national importance. Examples of this include areas in which extractive industry is established, or critical infrastructure is developed as the Dederang Terminal Substation where land, which is zoned farming, can provide the area necessary to accommodate the scale of such use and development as well as providing the required separation distances from more sensitive uses.

In this instance, the BESS and onsite substation have been sited in an area which is already utilised for critical infrastructure. This opportunity provides advantages for the development in maximising the use of existing infrastructure and reducing the need for renewable energy facilities to be fragmented across the landscape. The use of this farming land for this purpose is considered to have greater value than the land would otherwise have if left for low scale grazing activities.

Impact on the Landscape

The land in which it is proposed that the BESS and ancillary infrastructure is to be situated, is covered by a Significant Landscape Overlay 1 (Upper Kiewa Valley), albeit, on the northwestern edge.

The overlay seeks to provide protection for the Upper Kiewa Vally landscape which is characterised by cleared river flats, gently undulating valleys and steep vegetated mountains. Of particular significance are the views towards Mount Bogong.



Within the vicinity of the area is the existing Dederang Terminal Substation which is a dominant feature in the landscape by virtue of its scale, form and placement adjacent to Yackandandah-Dederang Road. Intersecting these views are a number of transmission lines and associated infrastructure which traverse the landscape and intersect with the Dederang Terminal Substation. This infrastructure includes:

To the north:

- 220 kV Dederang Terminal to Glenrowan Terminal;
- 330 kV South Morang Terminal to Dederang Terminal; and
- 330 kV Wodonga Terminal to Dederang.

To the north and east:

- 330 kV Murray to Dederang Terminal.

Topographically, the subject land features a rise from the Dederang Yackandandah Road at the north up towards the southern portion of the property. The proposed site for the BESS is elevated approximately 90 metres above the level of the road and is in a visually prominent area of the overall site.

The Visual Landscape Assessment which has been prepared by GbLA Landscape Architects presents the BESS facility in tones of green, however further information regarding the use of external materials and tones has not been provided for assessment.



Also to note, the photomontages provided reflect mature landscaping which it is stated is only anticipated after fifteen years.

The proposed siting of the BESS is in an elevated area which is some distance from the Dederang Terminal Substation. It is considered that there may be opportunity to site the facility in an area which is less elevated and more proximate to the Dederang Terminal Substation which could reduce the accumulative visual impact on the landscape.

The policies contained at Clause 02.03-2, 12.05-2S and 12.05-2L highlight the importance of buildings being subordinate to the landscape through the incorporation of muted tones and materials. This is further reiterated in objectives of Clause 42.03 - Significant Landscape Overlay. The proposed siting of the BESS and ancillary infrastructure are not considered to be consistent with these policies. The provision of elevation plans to ascertain the height and bulk of the BESS and onsite substation would enable further assessment to be undertaken as to the impact on the Significant Landscape Overlay.

Environmental Risk

While the property is partially covered by the Bushfire Management Overlay, the actual footprint of the BESS sits outside the overlay and as such does not trigger the need for a Planning Permit under clause 44.06 of the Alpine Planning Scheme.

Regardless, the policy as contained at Clause 13.02-1S and 13.02-1L is still applicable by virtue that the land is located within a Bushfire Prone Area.

There are requirements under the *Country Fire Authority Act 1958* which require proponents to address fire risk associated with renewable energy facilities. These requirements are outlined within the CFA Design Guidelines and Model Requirements - Renewable Energy Facilities v4, August 2023.

The proponent has submitted a Risk Management Plan, prepared by Fire Risk Consultants with the application. The Risk Management Plan provides for a risk assessment posed by a fire in the broader external landscape; as well as a risk assessment a fire being ignited within the facility.

While Council does not have any formal role in providing comment on the application in relation to fire risk or the Risk Management Plan submitted with the application, it does have a role in providing comment in relation to the consistency of the proposal with the policy contained at Clauses 02-02-3 and 13.02-1S.

The broader area of Dederang is considered one of the lower risk bushfire prone areas in the municipality, although the level of risk fluctuates due to topography and the location of forested areas of crown land reserves. The broader landscape is characterised by grassland to the north, east and north west of the proposed BESS site and forested areas to the south and west.

The proposed BESS, onsite substation and ancillary infrastructure have been located to the south of the property, in an area which is at the fringe of the Bushfire Management Overlay and only approximately 250 metres from the forest vegetation. Although the report notes that the impact of an offsite fire impacting the site is unlikely, this risk could

be mitigated further through increasing the separation distance between the BESS and the forested public land areas to the south.

On balance, the proposal is considered to be inconsistent with the policy objectives contained within the Municipal Planning Strategy and Planning Policy Framework.

The subject land feature two seasonal watercourses which are Glen Creek tributaries which run on either side of the site which has been identified to accommodate the BESS and onsite substation. The land has not been identified as being subject to inundation or flooding through the application of any such overlays. The application was accompanied by Flood Risk and Impact Assessment Report which was prepared by Water Technology which concluded once developed that:

- *The flood safety hazard would not be increased to detrimental levels,*
- *There would be no increase in flood levels on adjoining properties; and*
- *Access would be maintained.*

The report also noted that part of the development would adhere to a 30 metre offset from each waterway unless encroachment is deemed acceptable by NECMA.

NECMA is the responsible authority for the assessment and provision of conditions for matters relating to the protection of waterways and encroachment of buildings on waterways and will provide its assessment directly to the DTP.

The land also features a fall from the north down towards the south of the property. As such, earthworks will be required to accommodate the footprint of the development. As discussed earlier, the applicant has not submitted plans which show the elevations of the development nor the scale of the earthworks which would be required. In the absence of this information, an assessment of the potential environmental impact from any fill and cut is unable to be undertaken.

Creation of Access and Native Vegetation Removal

The application seeks approval for the removal of native vegetation to provide for the creation of access to the site and for the development of the BESS and onsite substation.

DEECA is the responsible authority for the assessment and provision of conditions for matters relating to the removal of native vegetation and will provide its assessment directly to the DTP.

Similarly, Department of Transport and Planning are also the responsible authority for the creation of access to a Transport 2 Zone and will provide comment directly to the Renewables Team.

POLICY IMPLICATIONS

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

- 2.3 Access to technology that meets our evolving needs
- 3.1 Decisive leadership to address the impacts and causes of climate change
- 4.2 Planning and development that reflects the aspirations of the community

5.3 Bold leadership, strong partnerships and effective advocacy

FINANCIAL AND RESOURCE IMPLICATIONS

There are unlikely to be any financial or resource implications for Council associated with a decision on this matter.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Mitigation Action / Control |
|---|------------|--------|--|
| The Minister for Planning determines the application prior to Council forming a position and making a submission. | Unlikely | Minor | <ul style="list-style-type: none"> Council determines its position on the matter at the Ordinary Council Meeting held in May 2025. Stakeholder engagement undertaken with DTP to communicate Council's timeframes. |

CONSULTATION

The Minister for Planning has advertised the application to affected property owners and occupiers pursuant to Section 52(1)(b) of the *Planning and Environment Act 1987*.

Submissions through this process are required to be submitted directly to DTP to inform their overall assessment of the application as the Responsible Authority.

Though a separate process, Council has invited submitters to share a copy of any submission made to DTP in relation to the proposal and has provided the community with the opportunity to discuss their views with Councillors in order that Councillors understand the feedback and views of the community in relation to the proposed use and development prior to making a decision on the technical assessment presented in this report.

OPTIONS FOR CONSIDERATION

Council has three options available to it in response to the notice provide by the Minister, which are:

1. Submit an objection to the application to the Department of Transport and Planning.
2. Submit a submission of support to the application to the Department of Transport and Planning.
3. Make no submission.

CONCLUSION

There is policy support for the development of renewable energy facilities, storage and infrastructure in locations where there is the ability to connect with and add value to the existing electricity grid. It is also recognised that such infrastructure should be sited and designed to minimise the impact on surrounding communities and should avoid being placed in areas where it could lead to the loss of productive state-significant agricultural land, loss of vegetation or habitat or diminish significant landscape values.

The land is not considered as having high agricultural productive capacity and, as such, the loss of such land is outweighed by its value in providing renewable energy infrastructure and meeting policy objectives in relation to the provision of energy supply.

The proposed location of the utility installation (Battery Energy Storage System (BESS)) is in an area which is elevated area within the Significant Landscape Overlay, and which sits at the periphery of the Bushfire Management Overlay.

While the application has been accompanied by a number of technical reports, elevations of the BESS and onsite substation have not been provided to understand the visual scale and height of the development or to ascertain the external materials and tones of the development. This makes an assessment of the level of dominance this development will have on the landscape when viewed in its elevated position difficult. The planning report notes that the vegetation screening presented in the Visual Landscape Assessment provides an image of the potential screening in fifteen years' time (75% through the BESS life cycle), rather than an accurate depiction of how the screening will appear in the short term.

The siting of the facility raises questions in terms of its proximity to the densely vegetated areas of crown land to the south and its location on the fringe of the Bushfire Management Overlay. The subject land comprises of approximately 90 hectares, large areas of which could provide a location with greater separation from the forested areas.

For the reasons outlined in the report, the siting and design of the development is considered to be inconsistent with the policy objectives contained within the Municipal Strategic Plan and Planning Policy Framework pertaining to the protection of significant landscapes and the reduction of risk and impact mitigation from bushfires; well as the purpose of the Significant Landscape Overlay.

While the property benefits from its proximity to the Dederang Terminal Substation and the land being of low agricultural significance; the suitability of the site for the BESS and ancillary infrastructure is outweighed by the bushfire risk and the unnecessary visual impact the elevated location would impose on the surrounding landscape.

It is on this basis that it is recommended that the Council makes a submission of objection in relation to the application for the use and development of the land for a utility installation (Battery Energy Storage System), removal of native vegetation, development of signage and ancillary buildings and works on the land known as 1452 and 1402 Yackandandah – Dederang Road, Dederang on the following grounds:

1. Insufficient information has been provided with the application to make an informed and complete assessment as to the potential impact the proposed use and development may have on the visual landscape and natural environment.
2. The development will cause a detrimental visual intrusion on the significant Kiewa Valley landscape as a consequence its scale and siting in an elevated area of the property which is inconsistent with Clause 02.03-2 - Environmental and landscape values' and 'Landscapes' of the Municipal Strategy; Clause 12.05 - 'Significant environments and landscapes' and Clause 12.05-2S - 'Landscapes' of the Planning Policy Framework; and purpose and objectives of Clause 42.03 - Significant Landscape Overlay.
3. The proposal fails to provide justification to the siting of the development proximate to the Bushfire Management Overlay or articulate how bushfire risk will be mitigated and managed both internally to and externally to the site, contrary to Clause 02.03-3 - 'Environmental risk and amenity' of the Municipal Planning Strategy and Clause 13.02-1S - 'Bushfire planning' of the Planning Policy Framework.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Regulatory Services

ATTACHMENT(S)

1. **8.2.1.1** Attachment 1 - Municipal Planning Strategy & Planning Policy Framework

8.2.2 Quarterly Performance Report - Council Plan

INTRODUCTION

The Alpine Shire Council Plan 2021-2025 was adopted by Council in October 2021, and set out Council's direction for the following four years. This Quarterly Performance Report is the second update on progress, in the final year of this plan.

Cr Byrne

Cr Ronco

That Council receives and notes the Quarterly Performance Report for the period ending 31 March 2025.

Carried Unanimously

BACKGROUND

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

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

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

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

This Quarterly Performance Report represents progress across Quarter 3, reporting progress up to 31 March 2025.

Council is currently developing a new Council Plan 2025-2029, with a draft released for public comment at the April Council Meeting. The final version must be adopted by 31 October 2025.

HIGHLIGHTS

Strategic Driver 1: For those who live and visit

- Council recruited and worked with a diverse group of community members to develop the Council Plan 2025-29 in late January through February, bringing them together to form a Community Panel and involve them in the development of the final draft Plan. The Resilient Alpine Youth Squad (RAYS) recruited new members in March to continue advocating for young people in Alpine Shire, and an in-person engagement session was held with the Country Fire Authority in March to support community members in Wandiligong to plan for emergencies in their region.

- More than 18,000 patrons visited Council's library branches (across Bright, Mount Beauty, and Myrtleford) during quarter three, and completed more than 16,000 loans. Libraries continue to run a variety of activities to appeal to all community members including Rhyme time, Storytime, Move & Groove, LEGO club, Mad Musos, Garden club, scrabble, knitting and book clubs.

Strategic Driver 2: For a thriving economy

- Twenty-seven events were issued with event permits in quarter three (not including monthly markets). This includes five civic events (Australia Day) and one communities-run event (REDI Expo). The Brighter Days, Spartan Trifecta Weekend and Buffalo Stampede were the highlights. Buffalo Stampede had a record attendance 2,888. Peaks Challenge also had record numbers of 2,230 - while the event is held at Falls Creek the overflow benefits Alpine townships.

Strategic Driver 3: For the bold protection of our future

- The "Alpine Tip Shop" located at the Myrtleford Transfer Station was officially opened on 6 March 2025. It is a physical retail outlet where people are invited to donate and purchase items otherwise destined for landfill, including building materials, small kitchen appliances, sports equipment, and furniture.
- The Climate Action Plan 2025-2029 was prepared and will be presented to the May 2025 Council Meeting.

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

- The planning scheme amendment to implement the Alpine Planning Scheme Review 2023 was lodged with Department of Transport and Planning (DTP) for authorisation at the end of January 2025. Work has continued on draft planning scheme amendment documentation in relation to the Alpine Shire Land Development Strategy, with the intent to lodge with the DTP in mid-2025.
- The Murray to Mountains Path Trail upgrade and drainage works between Bright and Porepunkah are complete, with the bridge and art installation to be delivered in May 2025. Contracts for landscaping and art installation at the Eurobin Rail Trail Station have been awarded with delivery also due in May.

Strategic Driver 5: For strong and informed leadership

- Councillor Inductions were completed by the statutory due date of 14 March 2025. All Councillors made written declarations stating that they have completed their Induction training. Fourteen Induction sessions were held across November 2024 - March 2025, plus a two-day Mayoral Induction attended by the Mayor and Deputy Mayor in December 2024. Further Professional Development training opportunities will be planned for within the 2025 calendar year.
- Council's Long Term Financial Plan (LTFP) was reviewed as part of developing the 2025/26 Budget process, and work on the 10-year Financial Plan is underway. The Financial Plan must be adopted by 31 October 2025.

- An Advocacy Plan was included in the draft Council Plan 2025-29 (including Municipal Public Health and Wellbeing Plan) and placed on public exhibition in April 2025.

POLICY IMPLICATIONS

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

A new Council Plan must be developed by 31 October 2025, which will guide Council until 30 June 2029.

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

5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT

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

CONSULTATION

The Council Plan was established through deliberative engagement with the community and then subject to public exhibition prior to being adopted by Council. Annual actions are detailed in Council's Budget, which is also subject to public exhibition prior to adoption.

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

CONCLUSION

This report provides an update on the progress that is being made in the delivery of key Council Plan actions, with all Strategies identified in the 2021-2025 Council Plan being actioned by 30 June 2025.

DECLARATION OF CONFLICT OF INTEREST

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

- Directors
- Managers
- Governance Officer

ATTACHMENT(S)

1. **8.2.2.1** Quarterly Performance Report - ending 31 March 2025

8.2.3 VEC Election Report - 2024 Local Government Elections

INTRODUCTION

The presentation of the Victorian Electoral Commission's (VEC) report on the 2024 Alpine Shire Council elections is a requirement of *the Local Government (Electoral) Regulations 2020*.

Cr Andersen

Cr Tanzen

That Council receives and notes the "Election Report Alpine Shire Council - 2024 Local Government Elections", prepared by the Victorian Electoral Commission.

Carried Unanimously

BACKGROUND

The Victorian Electoral Commission (VEC) is responsible for conducting elections under the *Local Government Act 2020*.

The general election for the Alpine Shire Council was held on 26 October 2024, by postal vote.

ISSUES

Regulation 83 of the *Local Government (Electoral) Regulations 2020* requires the VEC to prepare a report to the Chief Executive Officer (CEO) on the conduct of the election, within the period of 6 months after election day. The report must include a certified record of the number of ballot papers and declarations printed, issued, used, spoiled and returned. It also includes key changes since the last election including those required by the Local Government Act 2020 and details on candidates, ballot packs and voting, election offices, advertising, results and election statistics.

The CEO must ensure that the report is submitted to Council at the earliest practicable meeting of the Council held after the report is received by the CEO. Council received the report on 14 April 2025.

POLICY IMPLICATIONS

The presentation of the VEC's report ensures that Council is compliant with the *Local Government (Electoral) Regulations 2020*.

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

5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

Council noted a report at the 27 February 2024 council meeting detailing the proposed costs of the local election from the VEC, that Council was expected to absorb.

The cost of the election has been allocated across Council's 2024/25 and 2025/26 Budgets due to expected timing of invoicing. No further costs are associated with the presentation of this report.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Mitigation Action / Control |
|--|------------|----------|---|
| VEC report is not presented to Council | Unlikely | Moderate | <ul style="list-style-type: none"> Presentation of the report to this Council meeting ensures that Council is compliant with the <i>Local Government (Electoral) Regulations 2020</i>. No additional action is required. |

CONSULTATION

No consultation was required, as the presentation of this report is a statutory process.

CONCLUSION

As the presentation of the VEC report is a requirement of the *Local Government (Electoral) Regulations 2020*, it is appropriate for Council to receive and note this report.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

1. **8.2.3.1** Election Report Alpine Shire Council - 2024 Local Government Elections

8.2.4 Instruments of Appointment and Authorisation - Planning and Environment Act 1987

INTRODUCTION

Instruments of Appointment and Authorisation are an important means of Council ensuring that its officers are appropriately authorised under the relevant Acts that Council administers. This report provides for permanent appointments to Council's Statutory Planning Team.

Cr Graham

Cr Andersen

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

- 1. The following members of Council staff referred to in attachments 9.3.2.1 - 9.3.2.3 "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the Instruments) be appointed and authorised as set out in the Instruments;*
 - a. Statutory Planning Officer*
 - b. Senior Statutory Planning Officer*
 - c. Statutory Planning Coordinator*
- 2. The Instruments come into force immediately the common seal of Council is affixed to the Instruments, and remain in force until Council determines to vary or revoke them;*
- 3. The Instruments be signed and sealed at the appropriate stage of this meeting.*

Carried Unanimously

BACKGROUND

Council officers require current and accurate authorisations to fulfil their duties. The appointment of new members of Council's Statutory Planning team means that new authorisations under the *Planning and Environment Act 1987* are required. The departure of other members of staff also means that their previous authorisations should be revoked.

ISSUES

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

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

Planning and Environment Act 1987

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

The authorisation of staff with planning responsibilities is a routine process presented to a Council meeting, which occurs as required during the year. Changes in staff and position titles are the reason behind the regular presentation to Council.

Maddocks Delegations and Authorisations Service

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

POLICY IMPLICATIONS

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

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

5.2 A responsible, transparent and responsive organisation

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

RISK MANAGEMENT

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

| | | | |
|--|--|--|--|
| | | | ensure that they can undertake their duties. |
|--|--|--|--|

CONSULTATION

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

CONCLUSION

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

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Governance Officer

ATTACHMENT(S)

1. **8.2.4.1** S11A Instrument of Appointment and Authorisation - Planning & Environment 1987 - Statutory Planning Officer (a)
2. **8.2.4.2** S11A Instrument of Appointment and Authorisation - Planning & Environment Act 1987 - Senior Statutory Planning Officer (b)
3. **8.2.4.3** S11A Instrument of Appointment and Authorisation - Planning & Environment Act 1987 - Statutory Planning Coordinator (c)

8.3 DIRECTOR ASSETS - ALAN REES

8.3.1 Road Management Plan

INTRODUCTION

This report relates to the draft Road Management Plan (version 6) which has been developed for consideration and approval for release to the community for consultation.

Cr Ronco

Cr Andersen

That Council:

- 1. Approves the draft Road Management Plan (version 6) for community consultation in accordance with its Community Engagement Policy for a period of no less than 28 days;*
- 2. Invites public submissions on the Road Management Plan (version 6);*
- 3. Reviews and considers public submissions; and*
- 4. Considers a recommendation to adopt the Road Management Plan (version 6) at a future Council meeting.*

Carried

BACKGROUND

The Victorian Government introduced the Road Management Act (the Act) in 2004. The Act provides the legislative framework for road management plans including the purpose, contents and the review requirements.

A Road Management Plan (RMP) sets out the broad management system and standards for the inspection, maintenance and repair of public roads. It is an important document to provide road authorities with a statutory defence against litigation provided they can demonstrate compliance with their adopted Plan.

Development of a RMP is voluntary under the Act, however, is considered best practice for effective management of a road network in accordance with the legislation.

In December 2004, Council adopted its first Road Management Plan (RMP) which was subsequently reviewed in 2009, 2013, 2017 and 2021.

The Alpine Shire Council RMP:

- Details the management system that Council employs in its duty to inspect, maintain and repair its public road infrastructure.
- Describes Council's road infrastructure and sets out a classification hierarchy for each of the assets.
- Lists road asset inspection frequencies, defect intervention standards and response times required for different types of road infrastructure.
- References Council's Register of Public Roads.

A review of the RMP and the Register of Public Roads, must be completed by 31 October in the year following a general election. Council's last updated Road Management Plan was adopted in the June 2021 Ordinary Council Meeting.

ISSUES

Road Management Plan Review

Council's current RMP 2021 (version 5) has been reviewed against the new Municipal Association of Victoria (MAV) Insurance Road Management Plan Template which has been developed to address the following:

- Ensure all content aligns with current best practice and legal requirements against the Act.
- To set a measurable set of standards so compliance with defect inspections and repairs can be clearly demonstrated.
- Ensure Council can determine its own standards with respect to available resources whilst still ensuring the defect inspection and repairs meet the minimum requirements against the Act.

Council's review of the current RMP against the MAV Insurance Road Management Plan Template will see the following changes:

- Road categories updated to align with MAV, ensuring consistency and clear service levels.
- Inspection frequencies reduced across some asset classes.
- Defect inspections introduced for kerb and channel located along high use pathways/footpaths (16kms).
- Defect repair response times in some categories reduced to align with best practice requirements.
- Unclassified roads classified to appropriate road categories (39.76kms).
- Limited access roads with existing residences reclassified to minor access roads (11kms).
- Defect response times defined for each defect type for roads.

Kerb and Channel Inclusion

Trip hazards on footpaths, kerbs, and channels pose risks to pedestrians. Proactively implementing prescribed inspection and remediation strategies aligns with the Road Management Act 2004, which emphasises the importance of road safety and the duty of road authorities to manage their assets responsibly.

The current review of Council's RMP proposes the inclusion of kerb and channel that exists alongside high use footpaths/pathways. While this integration will necessitate additional inspections overall, Council has been advised by the MAV it is crucial to meet our obligations under the Road Management Act. Council proposes to exclude kerb and channel that exists alongside normal use footpaths/pathways (129kms) until the next review of the RMP when there are available resources.

Inspection Frequency and Response Times

The review of Council's RMP has aligned the inspection frequencies and defect response times with the maximum possible compliant obligations under the Road Management Act. This has resulted in less frequent defect inspections in some instances and shorter response times to repair defects.

The standards documented in the RMP are the benchmarks Council has chosen and will be legally obliged to meet however, this does not prevent Council from responding more efficiently when resources allow or from setting internal targets to rectify defects sooner. By prescribing the longest legally compliant timeframes, Council maintains control over priorities while still ensuring that service levels and risk management remain at the forefront.

Register of Public Roads Review

Council is legislated under the Road Management Act 2004 to keep a Register of Public Roads specifying the public roads of which it is the coordinating road authority and where a decision is made that the road is 'reasonably required for general public use'. The register is required to be reviewed in conjunction with Council's RMP by 31 October following a general election.

The Register is a live document which is periodically updated. Council has the authority to add to the Register or to remove from the Register roads which it has determined are no longer reasonably required for general public use.

The Register details the classification of each public road. The classification provides the link to the RMP, which defines the level of service that each classification of road will receive.

As a result of the review, Council will be registering a further 39.7kms of road that was previously unclassified and unregistered.

Proposed RMP Changes

All changes to Council's RMP are summarised in the table below for consideration prior to public exhibition.

| Section of RMP | Description | Proposed Change | Explanation |
|----------------|-----------------|--|---|
| Whole document | Template review | Updated to Municipal Association of Victoria (MAV) standardised RMP template | <ul style="list-style-type: none"> Administrative change to align with MAV's recommended format, improving consistency and reducing legal ambiguity across Victorian councils. |

| | | | |
|---------------------------|---------------------------------------|---|---|
| Road hierarchy references | Level of service clarification | Aligned terminology with MAV hierarchy language and clarified extent of managed networks | <ul style="list-style-type: none"> Increases transparency and helps distinguish between assets that are actively managed under the RMP and those maintained reactively. |
| Attachment 1 & 2 | Road hierarchy | Road category structure revised to align with MAV rural and urban definitions | <ul style="list-style-type: none"> Reflects current best practice and provides clearer hierarchy for managing risk, maintaining defensibility, and supporting efficient resourcing. |
| Attachment 3 | Footpaths and Shared/Bicycle Pathways | Reclassified hierarchy into two categories (High Use and Low–Moderate Use) | <ul style="list-style-type: none"> Simplified from MAV's original three categories. Supports a scalable inspection approach while maintaining compliance with the Road Management Act. |
| Attachment 3 | Kerb & Channel | Introduced prescribed hierarchy, inspection, and intervention levels for high-use kerb only | <ul style="list-style-type: none"> Focus placed on high-exposure, higher-risk kerb assets. Remaining assets are maintained reactively. This balances legal responsibility with resource realities. |
| Attachment 3 | Bridges | Removed legacy bridge hierarchy classifications | <ul style="list-style-type: none"> Assessment found previous levels of service to be excessive. Current risk profile supports |

| | | | |
|----------------------------|--|---|--|
| | | | a more appropriate and efficient management model. |
| Maintenance considerations | Bogong High Plains Road | Removed from managed network | <ul style="list-style-type: none"> Council is no longer the coordinating authority. Removal clarifies responsibilities and eliminates unnecessary obligations. |
| Attachment 5 | Inspection timetables | Updated proactive, reactive, and night inspection timeframes | <ul style="list-style-type: none"> Reflects MAV recommendations. Adjustments support a risk-based approach and enable better resource planning without compromising safety. |
| Attachment 6 | Intervention levels and response times | Updated tables to reflect revised service levels and asset coverage | <ul style="list-style-type: none"> Clearer response frameworks enable defensible decision-making and prioritisation of critical infrastructure. |
| Section 4 | Road register review | Identified and reviewed additional road segments | <ul style="list-style-type: none"> Standalone review corrected mapping and classification inconsistencies. Public consultation supported transparent adoption process. |

POLICY IMPLICATIONS

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

4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Roads

In total Council is classifying 39.76 kms of previously unclassified roads to the appropriate road category. The associated costs of these newly classified roads are:

- **Minor Local Access (19.24 kms unsealed)** - the first two financial years (2025/26 and 2026/27) will be reforming works that will be delivered from within Council's typical unsealed road renewal budget allocations. In 2029/30 an additional budget allocation of \$90,000 will be required for grading of these additional minor local access roads. This additional grading cost will then be incurred every three years.
- **Access Lane (1.55 kms sealed)** - a total additional budget of \$7,500 will be required in the 2026/27 financial year to complete sealing and then the resealing costs will be incurred again in approximately 25 years.
- **Limited Access (18.97 kms unsealed)** - there is no associated cost predicted as these roads will only generate reactive requests and if this occurs the works will be delivered from Council's maintenance budget. No residents live on these roads.

It is assumed that the classification of a further 39.76 kms of roads for inclusion on Council's road register will result in further funding from the State Government (Local Roads Grants) and Australian Government (Roads to Recovery) Road Funding Programs. It is difficult to determine the likely funding increase from each program's calculations, however, as they use a formula that considers length of road, volumes and population.

Kerb and Channel

The requirement to now include defect inspections of kerb and channel located along high use footpath/pathways (16 kms) will likely result in the identification of defect repairs. Council has reviewed previous condition assessments of its kerb and channel and it is estimated there will be a cost of approximately \$14,000 required in the 2025/26 FY to complete these outstanding defects. This amount is likely to drop in the following financial years after the initial repairs however the ongoing budget required will be estimated at the end of the 2025/26 FY.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Mitigation Action / Control |
|---|------------|----------|--|
| Resource requirement not available to meet increased defect repairs | Possible | Moderate | <ul style="list-style-type: none"> • Resource/budget planning built in to Council's long term financial plan. |
| Council does not approve the changes recommended in the RMP review. | Possible | Major | <ul style="list-style-type: none"> • Council Officers provide significant details on the requirement to align |

| | | | |
|--|--|--|---|
| | | | with the Road Management Act and ramifications of non-compliance. |
|--|--|--|---|

CONSULTATION

The equivalent RMP documents of neighbouring councils and other small rural councils have been reviewed as part of the update of Council's RMP. Council officers have consulted with MAV and the Northeast Asset Management Group, with feedback and recommendations included in the review of the RMP.

Relevant Council Officers have been consulted and have provided feedback which has been incorporated into the updated plan.

The RMP report will be made available for copying or inspection as per the Road Management Act s55 and published in the Government Gazette and in a local newspaper for 28 days.

CONCLUSION

The review of Council's RMP has been developed with careful consideration of Council's obligations under the Road Management Act 2004, as well as internal operational capability and known areas of risk.

It is proposed that the Alpine Shire Council Road Management Plan (version 6) be endorsed for public exhibition for public consideration before endorsement at a future Council meeting.

DECLARATION OF CONFLICT OF INTEREST

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

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

ATTACHMENT(S)

1. **8.3.1.1** Alpine Shire Council Road Management Plan 2025 Version 6 (1)
2. **8.3.1.2** Register of Public Roads 2025
3. **8.3.1.3** Register of Kerb 2025
4. **8.3.1.4** Register of Footpath 2025

8.3.2 Adoption of the Alpine Shire Council Climate Action Plan 2025-2029

INTRODUCTION

The Alpine Shire Council Climate Action Plan 2025-2029 (the CAP) presents a framework for the organisation to continue reducing its operational greenhouse gas (GHG) emissions, and to ensure its assets, operations and services are resilient to climate change impacts. Following an extensive period of review, research, best practice benchmarking and staff consultation, the CAP includes a range of actions to be implemented across the organisation over the next four years. The CAP has been developed to provide clear direction for Alpine Shire Council (Council) to further reduce its corporate GHG emissions and build resilience to climate change over the next four years.

Cr Andersen

Cr Tanzen

That Council adopts the Alpine Shire Council Climate Action Plan 2025-2029.

Carried

BACKGROUND

In September 2021, Council endorsed the Alpine Shire Council Climate Action Plan 2021-2024 (the CAP 21-24), which provided a framework for the organisation to reduce its GHG emissions and achieve net-zero for scope 1 and 2 GHG emissions by July 2023. Through implementing the CAP 21-24, Council has reduced its corporate emissions from the baseline of 2,384 tonnes of carbon dioxide equivalent (t CO₂-e) per year in the 2018/2019 financial year, to 610 t CO₂-e in the 2023/2024 financial year. This reduction, and our broader net-zero target, has been achieved through significant emissions reduction efforts, combined with the purchase of carbon offsets for our residual emissions.

The updated CAP is a progression of Council's ongoing commitment to climate action. It is Council's renewed commitment to environmental sustainability and represents an updated response to the climate emergency. Refreshing and implementing an updated CAP will allow Council to:

1. evaluate the impact of actions taken in the CAP 21-24;
2. understand its current GHG emissions profile and identify those actions required to progress further emissions reduction efforts;
3. ensure it is prioritising actions that will achieve the most impactful mitigation and adaptation outcomes;
4. ensure it is meeting stakeholder expectations and leading by example;
5. incorporate updated climate science to ensure our approach reflects changing trends and challenges; and
6. ensure alignment with best practice.

Council's net zero commitment in the previous CAP 21-24 was for scope 1 and 2 GHG emissions only. The updated CAP will measure and baseline scope 3 GHG emissions,

which include all of our procurement embodied GHG emissions as well as the GHG emissions resulting from the operation of leased facilities. It is anticipated that scope 3 GHG emissions will be greater than scope 1 and 2 GHG emissions. Once a baseline has been determined a realistic and achievable target can be set in the future.

Whilst Council's previous CAP 21-24 focussed primarily on climate change mitigation actions, the new CAP addresses both mitigation and adaptation, to ensure the organisation is resilient to climate change impacts whilst continuing to mitigate its contribution to global warming and climate change.

The commitments in the refreshed CAP are underpinned by Council's declaration of a climate emergency in November 2021, which acknowledges the need for urgent and extensive action to ensure a safe climate for current and future communities and ecosystems.

ISSUES

Through the CAP 21-24, Council has significantly reduced its annual GHG emissions, offset its residual scope 1 and 2 GHG emissions for the 2022/2023 financial year, and committed to offsetting residual scope 1 and 2 GHG emissions into the future. Whilst the organisation aims to reduce its reliance on offsets by progressing efforts to reduce operational GHG emissions further, there are certain financial, resourcing and technological barriers that prevent further sizeable GHG emissions reductions. These include the:

- uneconomic viability of electric car and plant technologies that suit the needs of Council operations beyond a limited small car fleet of Electric Vehicles (EVs);
- upfront financial cost of energy efficiency enhancements, on-site renewable energy generation and electrification preventing comprehensive investment; and
- relatively small scale of fugitive emissions from closed and capped landfill sites deems flaring or conversion to energy uneconomical.

The new CAP expands the GHG emissions reporting to baseline scope 3 GHG emissions, as well as considering climate risks and adaptation and resilience actions. The CAP prioritises actions based on cost, resourcing requirements, impact potential and estimated savings potential. This has allowed us to identify the most valuable/practicable actions based on available resources.

POLICY IMPLICATIONS

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

- 3.1 Decisive leadership to address the impacts and causes of climate change
- 3.4 A community that is prepared for, can respond to, and recover from emergencies
- 3.5 Reducing the impact of climate change on health

Local Government Act 2020

The recommendations are consistent with section 9(2)(c) of the Local Government Act 2020, "councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks."

Victorian Climate Change Act 2017

The recommendations are also in accordance with the Victorian Climate Change Act 2017, which establishes a state-wide emissions reduction target of net-zero by 2050. The Act also requires local government to consider climate change when preparing its municipal public health and wellbeing plan, including any potential impacts of climate change and potential contribution to Victoria's emissions.

Corporations Act 2001

As of 2025, under section 296A(1) of the Corporations Act 2001, Australian businesses of a specified threshold will be required to prepare a sustainability report as part of their existing annual reporting obligations. Over time, these reporting requirements will be introduced for smaller business types. Reporting must disclose the entity's material climate-related financial risks and opportunities; metrics and targets relating to climate, including scope 1, 2 and 3 emissions; and any information about governance, strategy or risk relating to climate. An entity must also disclose information about its climate resilience assessed under future climate scenarios. Whilst Council is not currently required to meet this reporting obligation, it is anticipated that it will become a requirement in coming years, and the organisation should ensure it is in a position to provide this information when necessary.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resourcing implications associated with the adoption of the Alpine Shire Council Climate Action Plan 2025-29. Individual budget submissions will be made through Council's annual budgeting processes to support the delivery of actions prioritised within the CAP.

To ensure financial sustainability of actions identified in the CAP, establishment of a revolving sustainability fund is proposed to allow net cost savings (for example through a reduction in Council's annual electricity expenditure achieved through the implementation of on-site electricity generation and storage, offsetting the capital investment of Council funds) and/or income from sustainability initiatives to be identified and nominally allocated towards funding future initiatives. This will allow projects that have greater environmental benefit, but a lower financial return on investment, to be funded by projects with the savings generated from projects with a greater financial return.

As with the previous CAP 2021-24, until the revolving sustainability fund is self-sustaining, annual budget submissions will be made for relevant actions prioritised within the CAP.

Budget for some actions has already been allocated in the draft 2025/26 budget, with the most significant budget allocation of \$100,000 for on-site electricity generation and storage.

Some actions have minimal or no financial cost to implement and will be resourced by existing business as usual budget and roles within the organisation.

Australian and Victorian Government funding opportunities regularly arise for both GHG emissions reduction projects as well as climate adaptation and resilience initiatives. Many of these require a 50% co-contribution, which would effectively double the outcome for the same investment, while others have only in-kind co-contributions. The Sustainability Team at Council will continue to pursue these grants, and leverage joint applications, for example through the Goulburn Murray Climate Alliance, as co-contribution resources allow.

RISK MANAGEMENT

The key risks identified in relation to the CAP and mitigation actions are outlined in the below table.

| Risk | Likelihood | Impact | Mitigation Action / Control |
|---|------------|----------|---|
| Reputation - Council lacks direction and drive in climate change mitigation and adaptation and lags other councils across the state | Possible | Moderate | <ul style="list-style-type: none"> Establish an accurate scientific baseline for scope 3 GHG emissions to enable a reduction target to be set in the next iteration of the CAP Develop a climate risk register and prioritise actions to address these risks Continue to meet net zero from scope 1 and 2 GHG emissions in an ethical and transparent manner |
| Reputation - Council is perceived to not be taking sufficient action to mitigate and adapt to climate change | Possible | Moderate | Approve the CAP and facilitate progress of priority actions through budget allocations |

| | | | |
|--|----------------|-------|--|
| Extreme weather events cause damage to Council assets | Almost certain | Major | Conduct a climate risk assessment and prioritise resilience and adaptation actions on high-risk facilities |
| GHG emissions reporting become mandatory for Local Government Authorities (LGAs) within the four-year life of this CAP or soon after | Possible | Major | Conduct baselining of scope 3 emissions to ensure Council is prepared for this when it is introduced |

CONSULTATION

In developing the actions identified in the CAP, staff from all departments within Council were invited to workshops. These workshops were well attended and very constructive, and the outcomes were used to inform the actions within the CAP. The draft CAP document and actions spreadsheet were shared with all staff for review prior to presenting it to the Executive Team for feedback and, finally, to Councillors. All feedback received from staff and the Executive meeting and Councillor briefings have been incorporated into the final version of the document as well as the actions spreadsheet.

As the CAP is an inward facing document, addressing only corporate GHG emissions and adaptation and resilience of Council facilities, community consultation was not necessary.

CONCLUSION

The adoption of the Alpine Shire Council Climate Action Plan 2025-2029 will allow Council to understand the full scope of its current GHG emissions profile, identify actions required to expand GHG emissions reduction efforts, and ensure actions are prioritised to achieve the most impactful climate change mitigation and adaptation outcomes. It is therefore recommended that the plan be adopted and implemented over the four-year timeframe.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Growth and Future
- Sustainability Coordinator

ATTACHMENT(S)

- 1. **8.3.2.1** ASC Climate Action Plan 2025-2029 6

8.3.3 Myrtleford Landfill Cap Construction Variations

INTRODUCTION

This report relates to an unbudgeted contract variation for the Myrtleford Landfill Rehabilitation Cap Construction of Cell 1 and Cell 2.

Cr Ronco

Cr Graham

That Council:

- 1. Approves an unbudgeted variation to Contract No. CT26084 Myrtleford Landfill Cap Construction Cells 1 and 2 to Extons Pty Ltd for \$306,250, to be funded from the Waste Reserve; and*
- 2. Delegates authority to the Chief Executive Officer to sign the contract variation at the appropriate time.*

Carried Unanimously

BACKGROUND

A total budget of \$1,100,000 was adopted by Council in the 2024/25 financial year to complete the landfill capping works for Cell 2 only. Council Officers determined that completing Cell 2 and Cell 1 under one contract would achieve compliance with the Environment Protection Authority's (EPA) request to complete the capping at an accelerated rate and would also provide a saving of over \$89,000 to ratepayers. The construction of both Cells will extend over the 2024/25 and 2025/26 financial years.

To take advantage of the discount offered and comply with the EPA requirements, at the December 2024 meeting Council approved unbudgeted expenditure of \$1,375,071 to enable the award of contract CT26084 Myrtleford Landfill Cap Construction of Cell 1 and Cell 2 for \$2,224,670 (GST Exclusive) to Extons Pty Ltd.

ISSUES

Latent Conditions

Latent conditions were encountered when excavation of the landfill cells commenced. The original design approved by the EPA assumed a level of compaction within the existing landfill cell however, onsite conditions showed greater pockets of uncompacted fill and voids between landfill material. As a result, additional fill material needed to be imported, and extra compaction completed to achieve the desired densities of fill material. The cost of rectifying the latent conditions requires further funding of \$289,361.

Additional Traffic Safety Requirements

Council Officers determined that additional safety measures were required to ensure patrons of the transfer station could move around site safely and continue to dispose of all waste types.

The tender documentation only specified a cost for flagging to direct patrons of the transfer station around site. During site establishment for the landfill capping works, it was determined that the directional flagging did not meet safety requirements for separating the increased volumes of traffic moving around Council's loader and contractor haulage trucks. The Council loader and contractor haulage trucks operate daily during weekdays to ensure kerbside waste is bulk hauled to landfill.

It was determined that a separation bund and roadway would need to be constructed to ensure patron safety. This requires further funding of \$16,889. This safety measure will be retained as an asset post construction as a permanent onsite improvement.

The latent conditions and safety measures were required to be addressed onsite immediately to avoid the contractor claiming stand down costs which would have required significant additional budget on top of the variation costs.

Approval is being sought from Council to retrospectively approve an unbudgeted variation of \$306,250.

POLICY IMPLICATIONS

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

3.3 Responsible management of waste

FINANCIAL AND RESOURCE IMPLICATIONS

A summary of the financials is provided in the table below

| Item | Item Amount |
|---|--------------------|
| Total Original Contract Award for Myrtleford Landfill Capping Works (Extons) over 24/25 and 25/26 FY | \$2,224,670 |
| Variation for Latent Conditions Capping Construction Works | \$289,361 |
| Variation Construction of Upgrading Internal Roads. | \$16,889 |
| Total Value of Works Required (with Variations) | \$2,530,920 |
| Total Unbudgeted Expenditure Required (shortfall) | -\$306,250 |

The unbudgeted expenditure will be funded from the Waste Reserve. However funding this unbudgeted expenditure is likely require an increase in the general waste charge in the 2026/27 and 2027/28 financial years.

RISK MANAGEMENT

Key risks associated with this report are as follows:

| Risk | Likelihood | Impact | Mitigation Action / Control |
|---|--------------|--------|--|
| Reputational Risk of not meeting EPA requirements and not obtaining the EPA approval | Very likely | Major | <ul style="list-style-type: none"> Complete the work per the EPA design-approved requirements |
| Safety/Environmental Risks of pollution leachate entering groundwater if the design is not constructed in accordance with the EPA-approved design | Very likely | Major | <ul style="list-style-type: none"> Construct as per the EPA-approved design. |
| Safety of patrons using the landfill during construction | Very likely` | Major | <ul style="list-style-type: none"> Construct additional internal roads. |

CONSULTATION

The Environment Protection Authority and relevant members of Council staff have been engaged.

CONCLUSION

The variations associated with latent conditions and traffic management requirements for the Myrtleford Landfill Rehabilitation Cap Construction of Cell 1 and Cell 2 have created a funding shortfall of \$306,250.

In order for the Cap Construction to meet the requirements and standards of the EPA and ensure the site is safe for transfer station patrons, approval is sought from Council for unbudgeted expenditure to be funded from Council's Waste Reserve.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Engineering and Assets
- Project Manager

ATTACHMENT(S)

Nil

9 Informal Meetings of Councillors

INTRODUCTION

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

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

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

Cr Andersen

Cr Byrne

That the summary of informal meetings of Councillors for April & May 2025 be received.

Carried Unanimously

BACKGROUND

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

| Date | Meeting |
|----------|--|
| 29 April | Briefing Session |
| 6 May | One On One Session with Community Members - Mount Beauty |
| 6 May | One On One Session with Community Members - Dederang |
| 6 May | One On One Session with Community Members - Bright |
| 13 May | Briefing Session |
| 13 May | One On One Session with Community Members - Dederang |
| 20 May | Briefing Session |

ATTACHMENT(S)

1. **9.1.1** Informal Meeting of Councillors - 20250429(F)
2. **9.1.2** Informal Meeting of Councillors - Mt. Beauty 20250506 (F)
3. **9.1.3** Informal Meeting of Councillors - Dederang 20250506 (F)
4. **9.1.4** Informal Meeting of Councillors - Bright 20250506 (F)
5. **9.1.5** Informal Meeting of Councillors - 20250513 (F)

6. **9.1.6** Informal Meeting of Councillors - Dederang 20250513 (F)
7. **9.1.7** Informal Meeting of Councillors - 20250520 (F)

10 Presentation of reports by delegates

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube live-streaming recording for responses to presentation of reports by delegates.

11 General business

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

12 Motions for which notice has previously been given

Nil

13 Reception and reading of petitions

13.1 Redevelopment and Rezoning - Mummery Road, Myrtleford

Cr Byrne

Cr Graham

- 1. That Council notes and receives the petition containing 45 signatures objecting to the redevelopment and rezoning of land at the end of Mummery Road, Myrtleford*
- 2. That in accordance with Council's Governance Rules, a report be prepared and presented at the next Ordinary Council Meeting.*

Carried Unanimously

13.2 Expansion of the Caravan Park at Myrtleford Recreation Reserve

Cr Andersen

Cr Graham

- 1. That Council notes and receives the petition containing 43 signatures objecting to the expansion of the Caravan Park at Myrtleford Recreation Reserve*
- 2. That in accordance with Council's Governance Rules, a report be prepared and presented at the next Ordinary Council Meeting.*

Carried

14 Documents for sealing

Cr Ronco

Cr Andersen

That the following documents be signed and sealed.

1. S173 Agreement – Brendan Holland and Rosalind Holland

This Section 173 Agreement is required by conditions 6, 17, 18, 27, 28 and 35 of Planning Permit P.2019.43 which allows for the three lot subdivision of land at 13-17 Mystic Lane, Bright, formally known as Lot 2 on Plan of Subdivision 722959A within Certificate of Title Volume 11502, Folio 558.

Condition 6 is a mandatory requirement of the Bushfire Management Overlay which requires the incorporation of the bushfire protection plan which outlines the bushfire protection measures and provides for an exemption under clause 44.06-2 from the requirement of a planning permit.

Conditions 17 and 18 are a requirement of the Council's Engineering Department to address stormwater management and infrastructure.

Conditions 27 and 28 are mandatory conditions of the Alpine Planning Scheme which outline the requirements of the Bushfire Management Plan in relation to the provision of defendable space and ongoing implementation; and the explicit exclusion of Lot 1 from the exemption provided under the requirements of Clause 44.06-5.

Condition 35 is a requirement of NECMA to ensure that the finished floor levels of any future dwellings meet the minimum heights above the highest 1% AEP flood level.

2. Instruments of Appointment and Authorisation - Planning and Environment Act 1987 for:

- a. Statutory Planning Officer*
- b. Senior Statutory Planning Officer*
- c. Statutory Planning Coordinator*

Carried Unanimously

15 Confidential reports

Nil

16 Closure of meeting

There being no further business the Chairperson declared the meeting closed at 6:24pm



Budget Report Quarterly Review

For the period ending 31 March 2025

ALPINE SHIRE COUNCIL

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1. Introduction

Preparation of report

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

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

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

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

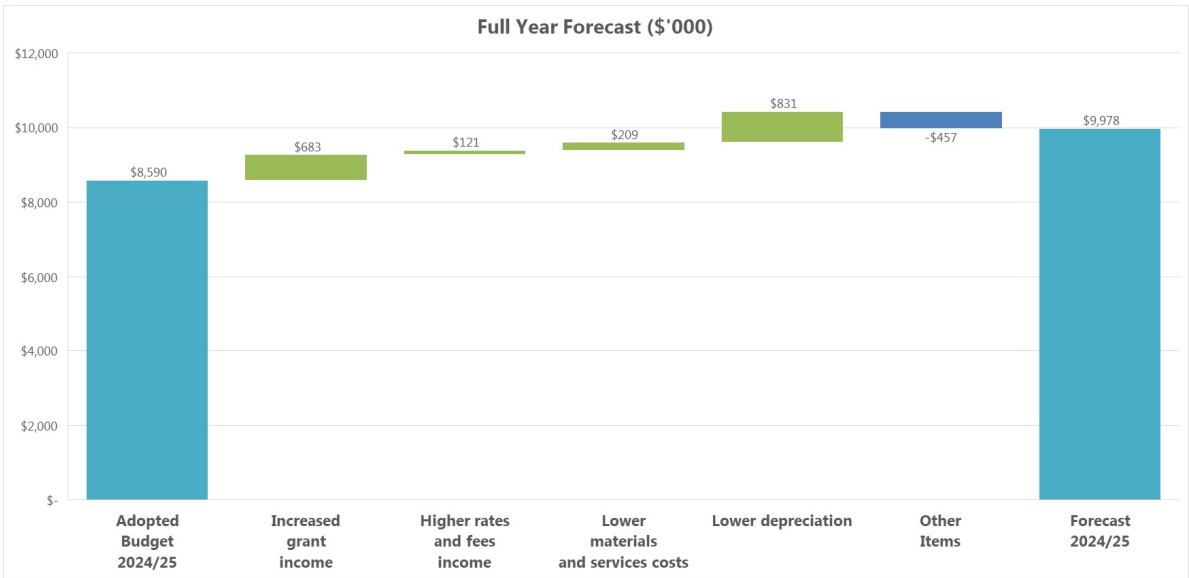
Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

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

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

2. Full Year Summary

At the end of Quarter 3 (Q3), Council is forecasting a full year surplus of \$9,978k. This is \$1,388k higher than the budgeted surplus of \$8,590k, however \$865k lower than was forecast at the end of Q2.

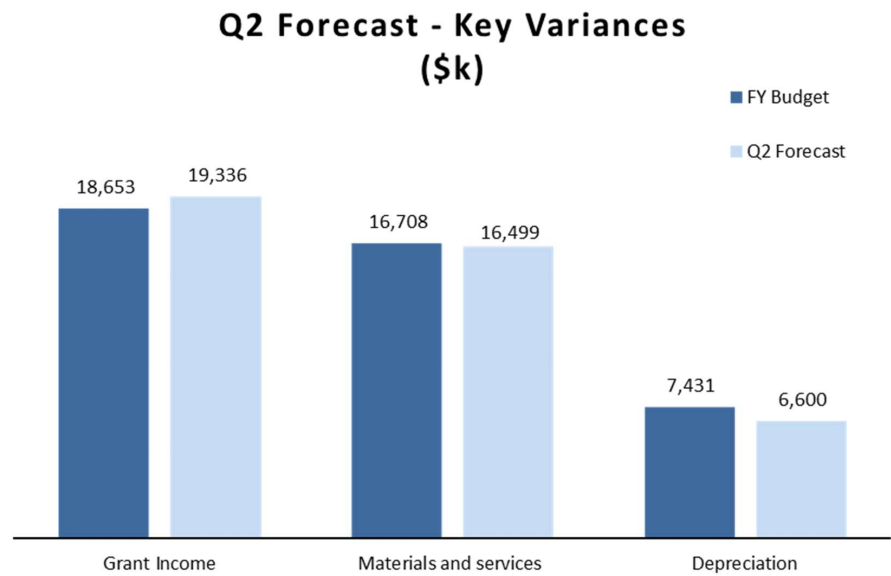


The forecasted variance to budgeted result is due to a forecast increase in grant income (\$683k), an underspend in materials and services (\$209k), and a forecasted lower level of depreciation (\$831k), which has been driven by a review of the asset data that underpins the depreciation calculation.

3. Comparison to adopted budget 2024/25

The Q3 forecast surplus has increased from the adopted budget by \$1,388k due to a forecast increase in Grant income (\$683), an underspend in materials and services (\$209k), and a forecasted lower level of depreciation (\$831k).

Other notable variances that affect results include an increase in other income (\$408k) offset by a higher employee cost (\$245k).



ALPINE SHIRE COUNCIL

4. Income Statement

Year-end forecast against budget is as follows:

| | Actual YTD March \$'000 | Budget YTD March \$'000 | Variance \$'000 | Budget Full Year \$'000 | Forecast Full Year \$'000 | Variance \$'000 | % | Ref |
|---|-------------------------------|-------------------------------|--------------------|-------------------------------|---------------------------------|--------------------|------------|-----|
| Income | | | | | | | | |
| Rates and charges | 22,742 | 17,107 | 5,635 | 22,764 | 22,746 | (18) | 0% | |
| Statutory fees and fines | 460 | 444 | 16 | 625 | 680 | 55 | 9% | |
| User fees | 837 | 748 | 89 | 998 | 1,082 | 84 | 8% | |
| Contributions - cash | 600 | 661 | (61) | 692 | 644 | (48) | -7% | |
| Contributions - non-monetary assets | - | 806 | (806) | 1,075 | 500 | (575) | -53% | 1 |
| Grants - Operating (recurrent) | 5,302 | 5,225 | 77 | 5,546 | 5,621 | 75 | 1% | |
| Grants - Operating (non-recurrent) | 616 | 239 | 377 | 289 | 651 | 362 | 125% | 2 |
| Grants - Capital (recurrent) | 1,625 | 533 | 1,092 | 710 | 2,548 | 1,838 | 259% | 3 |
| Grants - Capital (non-recurrent) | 810 | 9,081 | (8,271) | 12,108 | 10,516 | (1,592) | -13% | 4 |
| Other income | 2,159 | 1,617 | 543 | 2,106 | 2,514 | 408 | 19% | 5 |
| Total income | 35,151 | 36,461 | (1,310) | 46,913 | 47,503 | 590 | 1% | |
| Expenses | | | | | | | | |
| Employee costs | 10,093 | 9,916 | 176 | 13,221 | 13,466 | 245 | 2% | 6 |
| Materials and services | 11,048 | 12,680 | (1,633) | 16,708 | 16,499 | (209) | -1% | 7 |
| Depreciation | - | - | - | 7,431 | 6,600 | (831) | -11% | 8 |
| Amortisation | - | - | - | 55 | 55 | - | 0% | |
| Landfill Rehabilitation | - | - | - | 200 | 200 | - | 0% | |
| Other expenses | 557 | 535 | 22 | 733 | 730 | (3) | 0% | |
| Net gain on disposal of property, infrastructure, plant and equipment | - | - | - | (25) | (25) | - | 0% | |
| Total expenses | 21,697 | 23,131 | (1,435) | 38,323 | 37,525 | (798) | -2% | |
| Surplus (deficit) for the year | 13,454 | 13,329 | 125 | 8,590 | 9,978 | 1,388 | 16% | |

ALPINE SHIRE COUNCIL

Income Statement – Explanations of Full Year Variances

| Ref | Item | Explanation |
|-----|-------------------------------------|---|
| 1 | Contributions - non-monetary assets | Reduced forecasted developer contributions (\$575k) due to a slower timeframe for the Bright Valley development than internal estimates at the time the 2024/25 budget was adopted. |
| 2 | Grants – Operating (non-recurrent) | Received grants for emergency recovery expected to have been received in 2023/24: North East Floods 2022, Bushfire Recovery, and Emergency Management Support Officer (total of \$288k). Secured funding for CALD Outreach program in current financial year (\$33k). |
| 3 | Grants - Capital (recurrent) | Received this year's and a 10% balance of last 3 year's Local Roads and Community Infrastructure (LRCI) grants (\$1,625k). The amount which we were able to be claimed from the LRCI program was not confirmed until after the budget was approved. Received higher Roads to Recovery grant funding (\$213k), which Council was notified of after the budget process. |
| 4 | Grants - Capital (non-recurrent) | A change in accounting policy for unearned income results in \$1.6m income from non-recurrent grants already recognised in prior years. This policy was adopted for last financial year's annual report process, after the budget had been completed. As such, this income will not contribute to this year's results. |
| 5 | Other income | A number of factors contribute to a higher level of income received, including: <ul style="list-style-type: none"> • Receipt of Victorian Energy Efficiency Certificates received for upgrading streetlights (\$406k) omitted from the budget process due to uncertainty of timing. • Unbudgeted Mystic membership income from ACP (Alpine Community Plantations) (\$133k) following contract negotiations which were concluded in Q4 2023/24. • Offset by a lower amount of expected investment interest by \$74k as term deposit balance is decreased. |
| 6 | Employee costs | A majority of the variance in employee costs is due to the reallocation of Workcover insurance from materials and services to align with year-end financial statements (\$210k). |

ALPINE SHIRE COUNCIL

| Ref | Item | Explanation |
|-----|------------------------|---|
| 7 | Materials and services | <p>There are a number of variances in materials and services, most significantly:</p> <ul style="list-style-type: none"> • Overspend of tree maintenance due to ongoing storms and ageing tree stock (\$211k). • Unbudgeted workplace cultural transformation spend (\$150k). • Other unbudgeted buildings expenses (\$120k) due to budgeting oversight. • Underspend in insurance of \$210k as it has been reallocated to employee costs. • \$99k reduction in operating public street lighting spend by implementing energy efficient light bulbs. |
| 8 | Depreciation | <p>Depreciation has been forecasted to more accurately reflect analysis that has been undertaken on our asset data as a part of the work being undertaken to draft Council's asset plan and 10-year financial plan.</p> |

ALPINE SHIRE COUNCIL

5. Departmental Summary

| | Actual YTD March \$'000 | Budget YTD March \$'000 | Variance \$'000 | Budget Full Year \$'000 | Forecast Full Year \$'000 | Variance \$'000 | Ref |
|--------------------------|-------------------------------|-------------------------------|--------------------|-------------------------------|---------------------------------|--------------------|-----|
| Income | | | | | | | |
| Regulatory Services | 527 | 643 | -116 | 905 | 808 | -97 | |
| Community Development | 976 | 571 | 405 | 729 | 1,143 | 413 | 1 |
| Corporate | 24,566 | 19,958 | 4,608 | 24,951 | 24,898 | -53 | |
| Customer Experience | 387 | 324 | 63 | 375 | 452 | 77 | |
| Engineering & Assets | 2,377 | 10,450 | -8,073 | 13,933 | 13,541 | -392 | 2 |
| Executive | | | - | | - | - | |
| Growth & Future | 6,298 | 4,448 | 1,850 | 5,931 | 6,607 | 676 | 3 |
| Operations | 19 | 67 | -47 | 89 | 55 | -34 | |
| Grand Total | 35,151 | 36,461 | -1,310 | 46,912 | 47,503 | 590 | |
| Expenditure | | | | | | | |
| Regulatory Services | 1,503 | 1,844 | -341 | 2,443 | 2,363 | -80 | |
| Community Development | 1,375 | 1,599 | -224 | 2,072 | 2,027 | -46 | |
| Corporate | 3,383 | 3,661 | -277 | 12,393 | 11,373 | -1,019 | 4 |
| Customer Experience | 1,876 | 1,790 | 86 | 2,387 | 2,556 | 169 | 5 |
| Engineering & Assets | 1,432 | 1,232 | 200 | 1,692 | 1,632 | -60 | |
| Executive | 1,279 | 1,322 | -43 | 1,772 | 1,845 | 74 | |
| Growth & Future | 5,973 | 6,731 | -759 | 8,929 | 8,971 | 41 | |
| Operations | 4,875 | 4,953 | -77 | 6,634 | 6,757 | 123 | 6 |
| Expenditure Total | 21,697 | 23,131 | -1,435 | 38,323 | 37,525 | -798 | |

Department Summary – Explanations of Full Year Variances

| Ref | Item | Explanation |
|-----|-------------------------------|--|
| 1 | Community Development Income | <p>An increase in grant funding received, including:</p> <ul style="list-style-type: none"> Received grants for emergency recovery expected to have been received in 2023/24: North East Floods 2022, Bushfire Recovery, and Emergency Management Support Officer (total of \$288k). Secured funding for CALD Outreach program in current financial year (\$33k). Additional FreeZa funding omitted from budget (\$20k). <p>Additionally, higher Maternal Child Health income received (\$37k) in order to service increased demand (higher number of babies born than estimated).</p> |
| 2 | Engineering and Assets Income | <p>Lower forecasted developer contributions (\$575k) due to a slower timeframe for Bright Valley development than internal estimates.</p> <p>This has been offset by a positive variance of \$186k in capital grants as a result of:</p> <ul style="list-style-type: none"> A change in accounting for unearned income resulting in \$1.6m income already recognised in prior years. As such, this income will not contribute to this year's results. Received this year's and a 10% balance of last 3 year's Local Roads and Community Infrastructure (LRCI) grants (\$1,625k). The amount which we were able to be claimed from the LRCI program was not confirmed until after the budget was approved. Received higher Roads to Recovery grant funding (\$213k), which Council was notified of after the budget process. |

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| Ref | Item | Explanation |
|-----|---------------------------------|--|
| 3 | Growth and Future Income | <p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> • Receipt of Victorian Energy Efficiency Certificates received for upgrading streetlights (\$406k) omitted from the budget process due to uncertainty of timing. • Unbudgeted Mystic membership income from ACP (Alpine Community Plantations) (\$133k) following contract negotiations which were concluded in Q4 2023/24. • An estimated higher transfer station income (\$74k). In November 2024, scrap metal was sold to metal recycler – revenue previously unbudgeted. |
| 4 | Corporate Expenditure | <p>A number of reasons, most significantly:</p> <ul style="list-style-type: none"> • External consultants have estimated our depreciation at a lower amount for this financial year (\$831k). • Underspend on wages due to a number of staff vacancies, including Business Analyst and Risk Officer roles (\$108k). Now that these positions have been filled, this underspend will remain but stay at current level. |
| 5 | Customer Experience Expenditure | <p>Higher than budgeted wages expense (\$137k). Due to a combination of higher than budgeted rostering in libraries, and a high occupancy rate. Work has been conducted to streamline library rosters to consolidate costs.</p> <p>In addition, higher than expected level of visitor purchases at Visitor Information Centres results in higher inventory purchases (\$42k).</p> |
| 6 | Operations Expenditure | <p>Overspend of tree maintenance due to ongoing storms and ageing tree stock (\$211k). This function also relied on external providers for most of the financial year and is currently recruiting for in-house arborists.</p> <p>This has been offset by a high vacancy rate in employees, resulting in a reduction in employee costs (\$129k).</p> |

ALPINE SHIRE COUNCIL

6. Capital Works Summary

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

| | Actual YTD March \$'000 | Budget Full Year \$'000 | Forecast Full Year \$'000 | Variance \$'000 | % | Ref |
|---|-------------------------------|-------------------------------|---------------------------------|--------------------|------|-----------|
| Income | | | | | | |
| Nimmo Pedestrian Bridge | - | 478 | 479 | 1 | 0% | |
| Ablett Pavilion Myrtleford Upgrade | - | 1,533 | 1,615 | 82 | 5% | |
| Dinner Plain Activation | - | 2,290 | 1,762 | (528) | -23% | 1 |
| Dinner Plain Snowmaking | - | 1,823 | 1,281 | (542) | -30% | 2 |
| Myrtleford Splash Park | - | 1,925 | 1,875 | (50) | -3% | |
| Myrtleford Memorial Hall | - | 586 | 100 | (486) | -83% | 3 |
| Reuse Shop Myrtleford | 11 | 107 | 107 | - | 0% | |
| Bright Pioneer Park Masterplan | - | 22 | 82 | 60 | 273% | |
| Tronoh Dredgehole Precinct | - | 1,065 | 436 | (629) | -59% | 4 |
| Myrtleford Sport and Active Recreation Masterplan | - | 92 | 130 | 38 | 41% | |
| Mount Beauty Education and Sports Precinct | - | 48 | 98 | 50 | 104% | |
| Roads to Recovery | - | 710 | 923 | 213 | 30% | 5 |
| Tawonga Community Memorial Hall Upgrade | - | 739 | 836 | 97 | 13% | |
| Bogong High Plains Road Blackspot | 6 | - | - | - | 100% | |
| Myrtleford Savoy Soccer Club | 199 | - | 199 | 199 | 100% | 6 |
| LRCI Program Income | 1,625 | - | 1,625 | 1,625 | 100% | 7 |
| M2M Roberts Creek Bridge | - | 200 | 200 | - | 0% | |
| M2M Porepukah and Eurobin Rail Trail Footpath | 500 | 1,200 | 1,200 | - | 0% | |
| Expenses | | | | | | |
| ICT New/Renewal | 305 | 717 | 481 | (236) | -33% | 8 |
| Land Purchases | 541 | - | 541 | 541 | 100% | 9 |
| Dinner Plain Activation | 2,020 | 2,290 | 2,726 | 436 | 19% | 10 |
| Dinner Plain Snowmaking | 949 | 1,635 | 1,636 | 1 | 0% | |
| Transfer Station Upgrade Fund | 42 | - | 42 | 42 | 100% | |
| Nimmo Pedestrian Bridge | - | 600 | 600 | - | 0% | |
| M2M Roberts Creek Bridge | 42 | 200 | 180 | (20) | -10% | |
| M2M Porepukah and Eurobin Rail Trail Footpath | 980 | 1,200 | 1,300 | 100 | 8% | 11 |
| Myrtleford Tip Shop Reuse | 250 | 256 | 248 | (8) | -3% | |
| Myrtleford Splash Park | 1,388 | 1,974 | 1,974 | 0 | 0% | |
| Tronoh Dredgehole Precinct | 639 | 1,065 | 1,059 | (6) | -1% | |
| Myrtleford Landfill Rehabilitation Cell 1 | 223 | 1,100 | 1,100 | - | 0% | |
| Porepukah Landfill Rehabilitation Stage 2 | 204 | 250 | 204 | (46) | -18% | |
| Tawonga Memorial Hall Upgrade | 978 | 739 | 978 | 239 | 32% | 12 |
| Ablett Pavilion Myrtleford Upgrade | 1,659 | 1,533 | 1,631 | 98 | 6% | |
| Stockman Vegetation Offset Management | 8 | 16 | 16 | - | 0% | |
| Myrtleford Memorial Hall Renewal | 88 | 796 | 350 | (446) | -56% | 13 |
| Other Capital Projects | 285 | 242 | 237 | (5) | -2% | |
| Asset Renewal Program | 1,975 | 3,596 | 3,667 | 71 | 2% | |

ALPINE SHIRE COUNCIL

Capital Works Summary – Explanation of Full Year Variances

| Ref | Item | Explanation |
|-----|--|--|
| 1. | Dinner Plain Activation | We are expecting a lower amount of income this financial year. We have already recognised part of these grants in the 2023-24 financial year as capital expenditure had been incurred. This is a change in accounting policy since the budget was drafted, where previously Council would recognise income as the project is finished. |
| 2. | Dinner Plain Snowmaking | |
| 3. | Myrtleford Memorial Hall | |
| 4. | Tronoh Dredgehole Precinct | |
| 5. | Roads to Recovery Income | Received confirmation of amount expected to be received this financial year from Department of Infrastructure. |
| 6. | Myrtleford Savoy Soccer Club Income | Received final payment of grant funding expected in 2023/24 late, in October 2024. |
| 7. | LRCI Program Income | Received current year and portion of prior year LRCI Program grants in Qs 1-2 due to a more robust acquittal process. Grant amount able to be claimed from the LRCI program was not confirmed until after the budget was approved. |
| 8. | Land Purchases | Purchases of land omitted from the budget as below: <ul style="list-style-type: none"> Kiewa Valley Hwy, Tawonga South (361k) – approved April 2024 Myrtleford Depot (180k) – approved September 2021 |
| 9. | ICT New/Renewal | Variances relate to: <ul style="list-style-type: none"> Cybersecurity upgrade project delayed and ongoing costs were lower than expected. End user computer upgrade project delayed. |
| 10. | Dinner Plain Activation | Approved addition of \$561k in August 2024 OCM to deliver the project sourced from the Dinner Plain Reserve. |
| 11. | M2M Porepunkah and Eurobin Rail Trail Footpath | Additional expenditure required for additional kerb works. Additional funding required supplied by Tourism North East to achieve project outcomes. |

ALPINE SHIRE COUNCIL

| Ref | Item | Explanation |
|-----|----------------------------------|--|
| 12. | Tawonga Memorial Hall Upgrade | Additional funds allocated from LRCI grant approved in June 2024 OCM. |
| 13. | Myrtleford Memorial Hall Renewal | This project is expected to carry forward to next financial year. Works have been delayed due to a late requirement for a planning permit. |

ALPINE SHIRE COUNCIL

7. Balance Sheet

| | Actual YTD March \$'000 | Budget Full Year \$'000 | Forecast Full Year \$'000 | Variance \$'000 | % | Ref |
|---|-------------------------------|-------------------------------|---------------------------------|--------------------|-------------|--------|
| Assets | | | | | | |
| Current assets | | | | | | |
| Cash and cash equivalents | 9,999 | 11,466 | 11,466 | - | 0% | 1 |
| Trade and other receivables | 8,592 | 3,067 | 3,067 | - | 0% | |
| Financial assets | 24,700 | 31,000 | 26,000 | (5,000) | -16% | |
| Inventories | 103 | 105 | 105 | - | 0% | |
| Other assets | 57 | 405 | 405 | - | 0% | |
| Total current assets | 43,452 | 46,043 | 41,043 | (5,000) | -11% | |
| Non-current assets | | | | | | |
| Investment properties | 10,000 | 7,239 | 10,000 | 2,761 | 38% | 2 3 |
| Property, infrastructure, plant & equipment | 345,826 | 269,159 | 347,891 | 78,732 | 29% | |
| Intangible assets | 377 | 200 | 200 | - | 0% | |
| Total non-current assets | 356,203 | 276,598 | 358,091 | 81,493 | 29% | |
| Total assets | 399,655 | 322,641 | 399,134 | 76,493 | 24% | |
| Liabilities | | | | | | |
| Current liabilities | | | | | | |
| Trade and other payables | 3,504 | 3,813 | 3,813 | - | 0% | 4 5 |
| Trust funds and deposits | 549 | 420 | 397 | (23) | -5% | |
| Provisions | 3,216 | 6,172 | 3,297 | (2,875) | -47% | |
| Income received in advance | 9,219 | 7,625 | 3,977 | (3,648) | -48% | |
| Total current liabilities | 16,488 | 18,030 | 11,484 | (6,546) | -36% | |
| Non-current liabilities | | | | | | |
| Provisions | 3,732 | 3,621 | 3,621 | - | 0% | |
| Income received in advance | 312 | 5,407 | 5,407 | - | 0% | |
| Total non-current liabilities | 4,044 | 9,028 | 9,028 | - | 0% | |
| Total liabilities | 20,532 | 27,058 | 20,512 | (6,546) | -24% | |
| Net assets | 379,123 | 295,583 | 378,622 | 83,039 | 28% | |
| Equity | | | | | | |
| Accumulated surplus | 183,204 | 143,919 | 178,994 | 35,075 | 24% | |
| Reserves | 195,919 | 151,664 | 199,628 | 47,964 | 32% | |
| Total equity | 379,123 | 295,583 | 378,622 | 83,039 | 28% | |

ALPINE SHIRE COUNCIL

Balance Sheet – Explanation of Key Full Year Variances

| Ref | Item | Explanation |
|-----|---|--|
| 1. | Financial assets | Withdrawal of capital grants invested in term deposits to fund capital program. |
| 2. | Investment properties | Two holiday parks were recorded during 2023-24 financial year. |
| 3. | Property, infrastructure, plant and equipment | Large amount of revaluation during 2023-24 financial year due to assets found during year-end process. |
| 4. | Provisions | Current provisions (employee leave provisions and landfill rehabilitation) have averaged \$3.8m in the prior two years and is unlikely to significantly increase due to on-going landfill rehabilitation work and stable employee costs. |
| 5. | Income received in advance – Current | Capital grants received in advance will be recognised as income this financial year as capital works are conducted. |

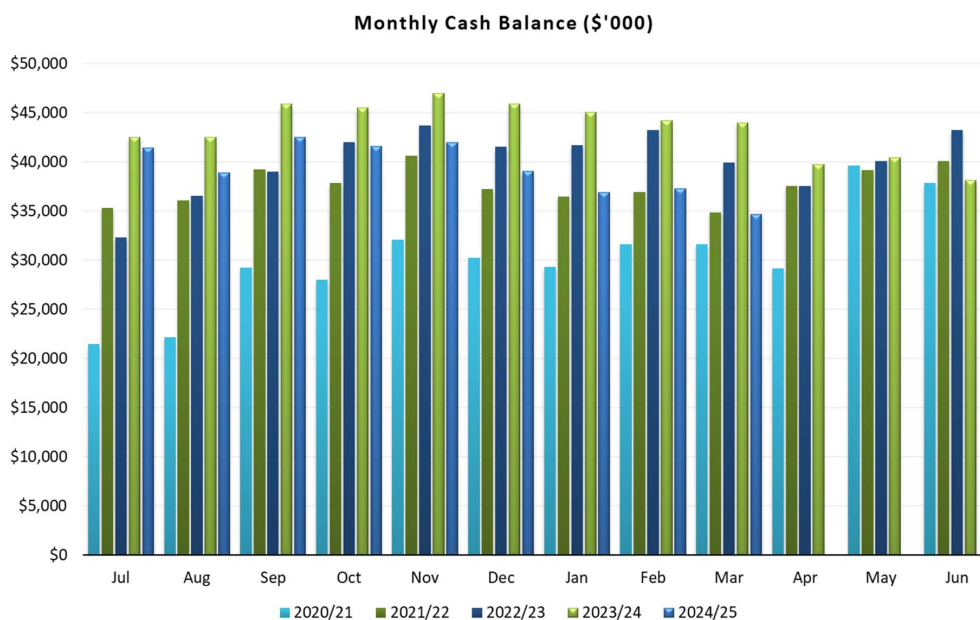
ALPINE SHIRE COUNCIL

8. Dinner Plain Reserve

| | Actual YTD March | Budget Full | Forecast Full | Variance | |
|----------------------------------|------------------|----------------|----------------|--------------|-------------|
| | \$'000 | Year \$'000 | Year \$'000 | \$'000 | % |
| Balance as at 1 July 2024 | 1,340 | 1,340 | 1,340 | | |
| Income | 1,073 | 1,034 | 1,100 | 66 | 6% |
| Expenditure | 502 | 801 | 1,368 | (567) | -41% |
| Net Movement | 570 | 233 | (268) | (501) | 187% |
| Balance | 1,911 | 1,573 | 1,072 | (501) | -47% |

The Dinner Plain Reserve is forecast to be a \$268k deficit as at 30 June 2025. This is \$501k lower than budgeted primarily as a result of an unbudgeted variation to civil works and landscaping. Other factors include a higher than projected income due to the receipt of DP Business Case Grant for the prior year (\$64k), and increased expenditure due to a higher projected Dinner Plain Village maintenance spend (\$194k).

9. Cash and Investments



The cash balance was \$34.7m at 31 March 2025, of which \$29m was invested in term deposits. This was \$3.3m lower than the 2023/24 end of year cash balance of \$38.0m.

Council has experienced an uptick in capital spending in the third quarter (\$5.7m) and as such, we have drawn back on capital grants invested in term deposits. A majority of the year's expected grants and rates revenue has already been received and we are not expecting any non-BAU cash receipts. This downward cash position is therefore expected to decrease further at end of year.



COUNCIL DOCUMENT

Revenue and Rating Plan 2025

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| Policy number | Status Adopted | Approved by Council |
| Date approved 24 June 2025 | Next review date June 2029 | |
| Directorate Corporate and Community | Department Corporate | External |

REVISION RECORD

| Date | Version | Revision description |
|---------------|---------|--|
| 6 April 2021 | 0.1 | Draft released for public submissions |
| 15 June 2021 | 1.0 | Final adopted by Council |
| 25 July 2023 | 2.0 | Desktop review to update and reflect references to Financial Hardship Policy No. 127 |
| January 2025 | 2.1 | Review Revenue and Rating Plan in line with <i>LGA 1989 and LGA 2020</i> |
| 30 April 2025 | 2.2 | Draft released for public consultation |
| 24 June 2025 | 3.0 | Final Adopted by Council |

1. Purpose

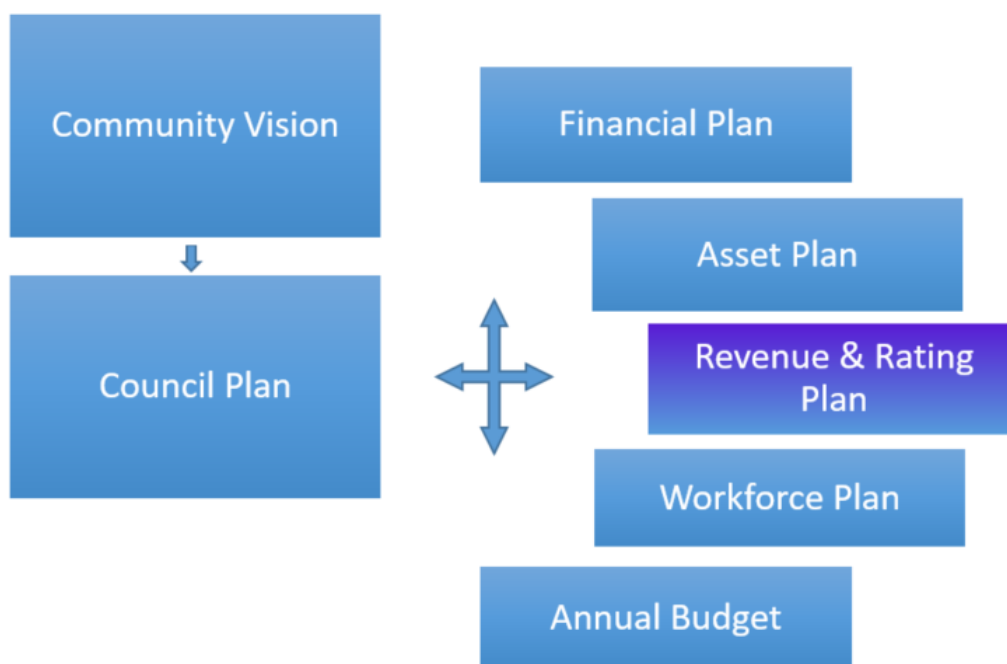
The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each council election. The Revenue and Rating Plan establishes the revenue raising framework within which the council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Alpine Shire Council which, in conjunction with other income sources will adequately finance the objectives in the Council Plan.

This plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its vision:

"A strong and adaptable Alpine Shire that embraces change, supports new ideas, and leads with confidence. Through community, sustainability, and bold leadership, we help to create a vibrant future."

Strategies outlined in this plan align with the strategic direction contained in the Council Plan, in particular "Evidence-based and sustainable organisation" and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.



This plan will explain how Council calculates the revenue needed to fund its activities, and how that funding will be split between ratepayers and other users of Council services.

This plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* to ensure the fair and equitable

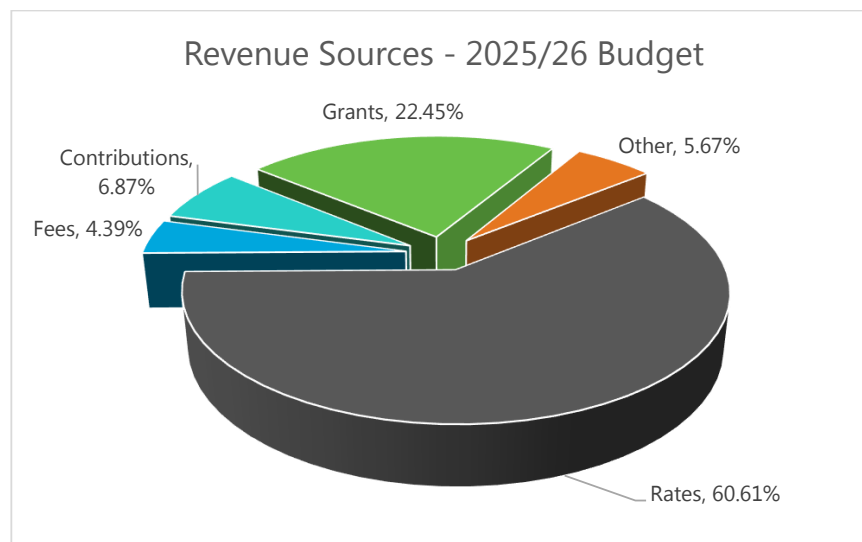
distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

This plan provides a control measure towards Council's Strategic Risk as described in Council's Risk Register – "Financial Sustainability – the organisation has inadequate planning in place to assure sustainable funding and expenditure into the future."

2. Introduction

Council provides several services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.



Council's revenue sources include:

- Rates and Charges
- Waste Service charges (if applicable)
- Grants from State and Commonwealth Governments
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e., developers, community groups)
- Other Income

Rates are the most significant revenue source for Council, accounting for 60% of expected operating revenue received by Council in 2025/26. The collection of rates is an important factor in funding Council services.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to limit Council's ability to raise revenue above the rate cap unless an application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council can set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

3. Community Engagement

The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process will be followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Draft Revenue and Rating Plan prepared by officers;
- Draft Revenue and Rating Plan placed on public exhibition at Council meeting for a period of 28 days and calling for public submissions;
- Community engagement through public notice in local newspaper and Council's Engage platform;
- Hearing of public submissions ; and
- Final Revenue and Rating Plan (including any revisions) presented to Council meeting for adoption in June.

4. Rates and charges

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that

includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of three key elements. These are:

- General Rates – Based on property values (using the Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*,
- Special Rate – Based on property values (using the Capital Improved Valuation methodology) and charged in addition to the general rates which defray the expense of an initiative of special benefit.
- Service Charges – A 'user pays' component for council services to reflect benefits provided by Council to ratepayers who benefit from a service, such as waste and recycling charges

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial/industrial, or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution.

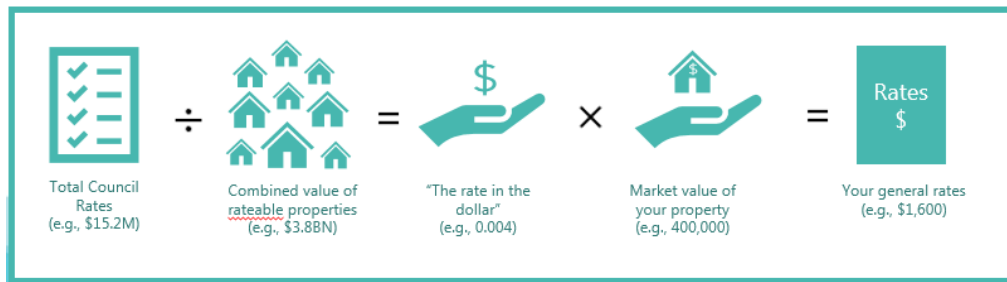
The Alpine Shire Council rating structure comprises three differential rates (residential or general, commercial/industrial, and farm). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013 ([Ministerial Guidelines for Differential Rating 2013.](#))

The differential rates are currently set as follows:

- Residential 100%
- Commercial / Industrial 143%
- Farm land 73%

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)



Source: Local Government Victoria - [Council rates and charges](#)

The rate in the dollar for each rating differential category is included in Council's annual budget.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, announced in December for the following financial year.

Council currently utilises a service charge to recover a portion of the cost of Council's waste services and provide for future landfill rehabilitation costs. The waste service charge is not capped under the Fair Go Rates System, and Council will continue to allocate funds from this charge towards the provision of waste services. The Minister for Local Government in December 2023 issued a guideline that stated that recovering costs related to public bins should not be collected through a waste services charge. Council has assessed this guideline and has chosen to maintain the current process for collecting funds for management of public bins.

4.1 RATING LEGISLATION

The legislative framework set out in the *Local Government Act 1989* determines Council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162

- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise.

They are: Site Value (SV), Capital Improved Value (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data is contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a. the total amount that the Council intends to raise by rates and charges;
- b. a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c. a description of any fixed component of the rates, if applicable;
- d. if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;
- e. if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*.

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement –

- a. that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b. that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c. that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Alpine Shire Council budget.

4.2 TAXATION PRINCIPLES

When developing a rating strategy including, in particular with reference to differential rates, a Council should consider the following good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

Wealth Tax

The “wealth tax” principle implies that the rates paid are dependent upon the value of a ratepayer’s real property and have no correlation to the individual ratepayer’s consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Horizontal equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

Vertical equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden).

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a link between consumption/benefit and the rate burden.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

Rates and Charges Revenue Principles:

Property rates will:

- be reviewed annually;
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the [Ministerial Guidelines for Differential Rating 2013](#).

4.3 DETERMINING WHICH VALUATION BASE TO USE

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- Capital Improved Value (CIV) – Value of land and improvements upon the land.
- Site Value (SV) – Value of land only.
- Net Annual Value (NAV) – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

4.3.1 Capital Improved Value (CIV)

Capital Improved Value is the most used valuation base by local government with over 95% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

- a. It uses the capital improved value system of valuing land; and
- b. It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With annual valuations the market values are more predictable and reduce the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.

- Most Councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows Council to apply differential rates which greatly adds to Council's ability to equitably distribute the rating burden based on ability to afford Council rates.
- CIV allows Council to apply higher rating differentials to the commercial and industrial sector properties that result in higher servicing costs to Council to offset residential rates and:
 - allows for Council to provide a lower differential rate to farming properties 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.
 - therefore differential rates are applied to ensure equity.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

4.3.2 Site value (SV)

With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in an Alpine Shire Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector and would hinder Council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Alpine Shire Council.

Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm land and residential use land.

Disadvantages of using Site Value

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of the Shire. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.

- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged using site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by Council's customer service and property revenue staff each year.

4.3.3 Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is linked to capital improved value for residential and farm properties.

Valuers derive the NAV directly as 5 per cent of CIV for residential and farm properties.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

4.3.4 Recommended valuation base

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Alpine Shire Council applies Capital Improved Value (CIV) to all properties within the municipality to consider the fully developed value of the property. This basis of valuation considers the total market value of the land plus buildings and other improvements.

Differential rating allows (under the CIV method) Council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

- a. A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- b. If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Council's functions and must include the following:
 - i. A definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
 - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
 - iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

4.3.5 Property Valuations

The *Valuation of Land Act 1960* is the principal legislation in determining property valuations. Under this Act, the Valuer General Victoria conducts property valuations on an annual basis.

The value of land is always derived by the principle of valuing land for its highest and best use at the relevant time of valuation.

Council must be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in Council rates remain affordable and that rating 'shocks' are mitigated to some degree.

4.3.6 Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, demolitions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*.

Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

4.3.7 Objections to property valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC electronically via the Valuer General Victoria Portal or in writing to the Alpine Shire Council. Property owners can object their land valuation within two months of receipt of their Council Rate Notice (via Council).

Property owners can also object to the site valuations on receipt of their Land Tax Assessment.

4.4 RATING DIFFERENTIALS

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

Changes to rating classification

Ratepayers are responsible for ensuring that the details contained in the individual notices are correct. Any adjustments to rates or rating categories will only be effective in the year the adjustment is made and will not be applied retrospectively.

4.4.1 General Rate

The general rate is applied to every property unless the property falls into a specific differential rate category.

Definition:

General land is any rateable land which does not have the characteristics of Farm Rate land and Commercial/ Industrial Rate Land.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

100% of General Rate

4.4.2 Farm Rate

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.

Definition:

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

- The land area must be of 8Ha or more; 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.

Objectives:

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 Dinner Plain Village.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above

Level of Rate:

73% of the General Rate.

4.4.3 Commercial / Industrial Rate

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

Definition:

Commercial or industrial land is any land, which is:

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

Any variations outside this policy require Council approval.

Objectives:

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.

Investment is required to support the higher levels of servicing costs of Commercial / Industrial properties, and municipal wide impacts of the tourism industry in particular. The level to which Council invests expenditure to undertake economic development and tourism strategies is as approved in the Budget as adopted by Council annually.

Scope:

The policy applies to Council when considering and determining the annual budget of rates and charges.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

143% of the General Rate.

4.4.4 Advantages of a differential rating system

The advantages of utilising a differential rating system summarised below are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises.
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (eg. Farming enterprises).
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community. (ie. vacant commercial properties still attract the commercial differential rate)

4.4.5 Disadvantages of a differential rating system

The disadvantages in applying differential rating are:

- The justification of the differential rate can at times be difficult for the various groups to accept giving rise to queries and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g., residential to commercial), requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the rate achieves those objectives.

4.5 CULTURAL AND RECREATIONAL LANDS

Under the *Cultural Recreational Land Act 1963*, Council can 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.

4.6 PAYMENT IN LIEU OF RATES

In line with the *Electricity Industry Act 2000 s94(6A)*, the Council has a 'Payment in lieu of Rates (PiLoR)' 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.

4.7 MUNICIPAL CHARGE

Another principal rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum of total rates.

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of council's administrative costs can be seen as an equitable method of recovering these costs.

Municipal Charges have the effect of flattening the rate burden making people in lower valued properties pay more. The Alpine Shire does not have many low value properties 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.

4.8 SPECIAL RATE AND CHARGE SCHEMES

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities.

The purposes for which special rates and special charges could be used may include (but not limited to) road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied. For example, they could be used to fund co-operative kerb and channel schemes that are of special benefit to the property owner where the works are done that is over and property owners who are not required to pay.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

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 had raised a special rate for Dinner Plain for a number of years, which it ceased in the 2025/26 financial year. This change does not preclude Council from raising a Special Rate in the future in line with the requirements of the Act.

4.9 SERVICE RATES AND CHARGES

Section 162 of the *Local Government Act 1989* provides Council with the opportunity to raise service rates and charges for any of the following services:

- a. The provision of a water supply
- b. The collection and disposal of refuse
- c. The provision of sewage services
- d. Any other prescribed service.

Alpine Shire Council levies the following annual waste service charges:

- Waste & Recycling Collection Service

- Dinner Plain Waste Collection Service
- Waste Management Charge
- FOGO Service

Waste service charges will be charged according to

- a. the bins or waste services that each ratepayer receives and
- b. the overall cost of managing waste, for example developing, monitoring, managing and rehabilitating landfills and operating our transfer stations.

Note: In December 2023, the Minister for Local Government issued a guideline that public waste service charges should no longer be collected through the waste management charge.

4.10 COLLECTION AND ADMINISTRATION OF RATES AND CHARGES

The purpose of this section is to outline the rate payment options, processes and the support provided to ratepayers facing financial hardship.

4.10.1 Payment options

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments.

Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, EFTPOS, credit/debit cards and cash)
- online via Council's ratepayer portal
- Flexipay (one-off and direct debit and arrangement payments)
- BPAY
- BPAY View
- Australia Post (over the counter, over the phone via credit card and on the internet),
- by mail (cheques and money orders only).

4.10.2 Interest on arrears and overdue rates

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

Penalty interest is to be charged from the date when each instalment was due.

Council cannot apply an alternative rate but has the power to exempt any person from paying the whole or part of any interest amount generally or specifically payable in accordance with Section 172 (2A) of the *Local Government Act (1989)*.

4.10.3 Pensioner rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold Card which stipulates TPI (Totally or Permanently Incapacitated) or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this, claims may be approved by the relevant government department.

Council does not provide further rebates to pensioners beyond that provided above, noting that a reduction of rates in one area redistributes the costs to other rate payers.

4.10.4 Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges.

Any application for deferral will be assessed in line with Council's Financial Hardship Policy.

4.10.5 Financial Hardship Policy

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of several difficulties that may be faced. The purpose of the Financial Hardship Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship. This current version of the Financial Hardship Policy can be found on the Alpine Shire web-site.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral.

4.10.6 Debt recovery

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 2020* Section 122 requires the buyer of property, or their agents (e.g., solicitors and or conveyancers), to notify Council by way of notice of acquisition of an interest in land.

If an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. If the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181. Council also has the option of placing a caveat on the property until the debt is extinguished.

Councils' debt collection practices are intended to act as a deterrent to ratepayers who might otherwise fail to pay rates on time, to allow Council to recover the administrative cost of following up unpaid rates and to recover any interest cost Council may incur due to lost investment opportunities. The principle in providing for such penalty is that ratepayers who pay within the required timeframe should not have to subsidise or bear any cost of ratepayers who default in payment.

4.10.7 Emergency Services and Volunteer Fund Act (ESVF) (formerly Fire Services Property Levy Act)

In 2012 the Victorian State Government passed legislation requiring the Fire Services Property Levy (FSPL) to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The FSPL sought to fund the services provided by the Fire Rescue Victoria (FRV) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The FSPL was based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

On 13 December 2024, the Treasurer wrote to council's indicating that the FSPL would be replaced by the Emergency Services and Volunteer Fund (ESVF) from 1 July 2025. The aim of the ESVF is to support a broader range of emergency services and for the first time includes funding for Victorian State Emergency Service, Triple Zero Victoria, the State Control Centre, Forest Fire Management Victoria and Emergency Recovery Victoria, as well as the previously funded Country Fire Authority and Fire Rescue Victoria. The Act received royal assent on 27 May 2025.

The Treasurer announced the changes would occur in two tranches with the first tranche effective from 1 July 2025 and a second effective from 1 July 2026. For further information refer to :

<https://www.dtf.vic.gov.au/emergency-services-and-volunteers-fund>

As this is an evolving change, if you desire to know more, it is recommended that you follow the above link.

Council will be directed on the rate of ESVF to be collected by the State Government per property and as per the FSPL, Council will be the collection agency for the ESVF and will remit 100% of funds collected to the State Government.

Active volunteers and lifetime members of the CFA / VicSES will be offered a rebate on the ESVF on their primary place of residence (such as a house or farm). Further details on eligibility for this rebate will be provided by the State Government closer to the ESVF implementation date of 1 July 2025.

4.10.8 Land Tax

Land tax is charged and collected by the State Government. Enquiries related to land or vacant land tax should be directed to the State Revenue Office.

5. Other revenue items

5.1 USER FEES AND CHARGES

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of user fees and charges include:

- Kindergarten and Childcare fees
- Waste Management charges
- Leases and facility hire fees

The provision of infrastructure and services form a key part of council's role in supporting the local community. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, council must determine the extent of cost recovery for services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided based on one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

Market pricing is where council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and council needs to meet its obligations under the Commonwealth's Competitive Neutrality Policy.

It should be noted that if a market price is lower than council's full cost price, then the market price would represent council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that council is not the most efficient supplier in the marketplace. In this situation, council will consider whether there is a community service obligation and whether council should be providing this service at all.

Full cost recovery price aims to recover all direct and indirect costs incurred by council. This pricing should be used where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees

and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (ie Council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and State funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

As per the 2010 Victorian Auditor General's Office report "Fees and charges – cost recovery by local government" recommendations, Council has developed a user fee pricing approach to help guide the fair and equitable setting of prices. This outlines the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be taken into account when setting prices;
- Accessibility, affordability and efficient delivery of services must be taken into account; and
- Competitive neutrality with commercial providers.

Council develops a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide feedback before the fees are finalised.

Council's approved Fees and Charges Schedule can be found in the Annual Budget and on the Council's website.

5.2 STATUTORY FEES AND CHARGES

Statutory fees and charges are those which Council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally councils will have limited discretion in applying these fees.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to prescribe the amount of a fine or a fee.

Penalty units

Penalty units are used to determine the amount a person is fined when they commit an infringement offence. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$197.59 from 1 July 2024 to 30 June 2025. Penalties are rounded to the nearest dollar.

The value of a penalty unit is set annually by the Victorian Treasurer, and is updated on 1 July each year. More information can be found here: [Indexation of fees and penalties | dtf.vic.gov.au](https://www.dtf.vic.gov.au)

Fee units

Fee units are used to calculate the fee Council can charge for a range of Regulatory services under Acts and Regulations including certificates and registration or licencing of activities.

The value of one fee unit is currently \$16.33 from 1 July 2024 to 30 June 2025. This value increases at the beginning of a financial year, at the same time as penalty units.

The value of a fee unit is set annually by the Victorian Treasurer and is updated on 1 July each year. More information can be found here : [Indexation of fees and penalties | dtf.vic.gov.au](https://www.dtf.vic.gov.au)

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

5.3 GRANTS

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

5.4 CONTRIBUTIONS

Contributions represent funds received by Council, other than the State or Commonwealth Governments and are usually linked to projects or specific activities.

Contributions can be made to Council in the form of either cash payments or asset handovers.

Examples of contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities
- Assets handed over to Council from developers at the completion of a subdivision, such as roads, drainage, and footpaths.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

5.5 INTEREST ON INVESTMENTS

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed as per Council's investment policy, which seeks to earn the best return on funds, while minimising risk.

5.6 BORROWINGS

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution. Refer to the Borrowing Policy on Council's website for more information.

6. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 24th day of June
2025 in the presence of:

| | |
|------------|-----------|
| COUNCILLOR | SIGNATURE |
|------------|-----------|

| | |
|------------|-----------|
| COUNCILLOR | SIGNATURE |
|------------|-----------|

| | |
|-------------------------|-----------|
| CHIEF EXECUTIVE OFFICER | SIGNATURE |
|-------------------------|-----------|



COUNCIL DOCUMENT

Budget

2025/26

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1. Mayor and CEO's Introduction

We are pleased to present Alpine Shire Council's budget for the 2025/26 financial year, the first budget of the new council term. This budget reflects our commitment to maintaining a responsible approach to financial management whilst continuing to deliver services and projects that enhance the quality of life for our residents and visitors.

The budget has been developed in the context of significant financial pressures, which are being felt across households, businesses, community organisations, and by Council itself. Cost of living pressures are at their highest levels in many years, impacting families and driving up the cost of materials, services and infrastructure delivery. Like our residents, Council must do more with less whilst continuing to meet the growing expectations of our community.

Shaped by community feedback and constrained by these financial pressures, this is a 'back-to-basics' budget. We have prioritised core service delivery, operational efficiencies and maintenance of infrastructure, whilst striking a balance between supporting community connectedness, growth in the local economy and improving liveability for all residents.

With income of \$39.0m and expenditure of \$36.9m, we are forecasting an operating surplus of \$2.1m. However, once capital grants are removed from our operating result, providing a clearer view of our financial position, we are left with an underlying deficit of \$1.2m. This gap reflects a broader trend affecting many rural councils. If left unaddressed, ongoing underlying deficits will place increasing pressure on Council's bank balance and challenge our long-term financial sustainability. Council is developing a comprehensive 10-year Financial Plan which will outline key strategies to ensure we remain financially sustainable into the future.

We are on track this year, 2024/25, to successfully deliver a record \$19.0m capital works program, supported by significant State and Australian Government grants secured following the 2019/20 bushfires, through the COVID pandemic, and following the 2022 flood event. The planned capital works program for 2025/26 totals a more modest \$9.6m, and a return to more typical annual capital works commitments.

Highlights of the 2025/26 capital works program include:

- \$2.6m to renew road, bridge, footpath and drainage infrastructure.
- \$250,000 to deliver new footpaths
- \$80,000 to deliver outdoor fitness equipment in Bright, in collaboration with the Rotary Club of Bright.
- \$960,000 to complete delivery of the Myrtleford Memorial Hall upgrade and the Nimmo Bridge Pedestrian Crossing.
- \$390,000 investment into new and upgraded public amenities in the Kiewa Valley, comprising:
 - \$100,000 to upgrade the public amenities in the Tawonga Pioneer Memorial Park

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- \$140,000 to deliver new public amenities at the Pebble Beach Walk carpark in Mount Beauty
- \$150,000 to progress delivery of new public amenities in Tawonga South
- \$60,000 to renew the Dinner Plain tennis courts.
- \$160,000 to upgrade community facilities in the Tawonga Pioneer Memorial Park

The Council Plan, which is currently being finalised with input from the community, presents an ambitious roadmap for delivering positive outcomes for the Alpine Shire over the coming four years. We continue to advocate to both State and Australian Governments for additional funding support to ensure we are able to deliver successfully against this Plan for everyone in our community.

This Budget reflects a Council focused on delivering value, living within our means, and investing wisely to create a vibrant future for the Alpine Shire. We encourage you to read further, to see how we are planning to resource and deliver on the commitments in our Council Plan.

Cr Sarah Nicholas
Mayor

Will Jeremy
Chief Executive Officer

Financial Snapshot

| Key Statistics | 2024/25 Forecast (\$'000) | 2025/26 Budget (\$'000) |
|--|------------------------------|----------------------------|
| Total Income | 47,472 | 39,000 |
| Total Operating Expenditure | 37,550 | 36,877 |
| Accounting Surplus/(Deficit) | 9,922 | 2,124 |
| Underlying Operating Surplus/(Deficit) | (1,094) | (1,223) |
| Cash Result | (1,946) | (1,699) |
| Capital Works Expenditure | 19,043 | 9,557 |
| • Council funded | 5,948 | 6,744 |
| • External Grants | 12,955 | 2,663 |
| • Other Contributions | 140 | 150 |

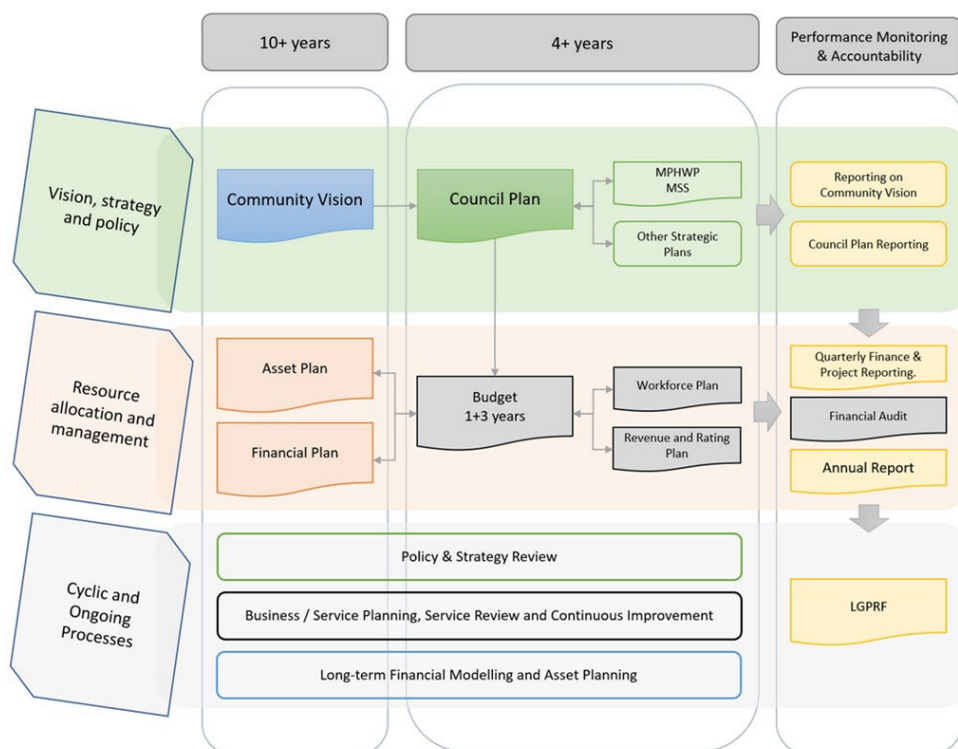
2. Link to the Integrated Planning and Reporting Framework

This section describes how the Annual Budget links to the achievement of the Community Vision and draft Council Plan 2025 - 2029 within an overall integrated planning and reporting framework.

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

2.1 LEGISLATIVE PLANNING AND ACCOUNTABILITY FRAMEWORK

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



Source: Department of Jobs, Precincts and Regions

Relevant acronyms for diagram in page 6:

MPHWP: Municipal Public Health and Wellbeing Plan

MSS: Municipal Strategic Statement

LGPRF: Local Government Performance Reporting Framework

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

2.1.1 Key Planning Considerations

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

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

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

2.2 OUR PURPOSE

Our Community Vision

"A strong and adaptable Alpine Shire that embraces change, supports new ideas, and leads with confidence. Through community, sustainability, and bold leadership, we help to create a vibrant future."

The draft Community Vision was developed in consultation with our community in 2025. 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 draft Council Plan. Public exhibition of the Community Vision and the Council Plan has finalised and they are due for adoption later in 2025.

Our Values

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

2.3 STRATEGIC DIRECTIONS AND OBJECTIVES

The draft Community Vision provides the long-term vision that outlines the aspirations and goals of the Alpine Shire community. This is underpinned by the six strategic directions and three objectives identified through community and deliberative engagement that are critical to achieving the community's Vision and frame the Council Plan. The Community Vision and Council Plan 2025-2029 is a four-year plan that will outline Council's role and how it will pursue the aspirations and goals outlined in the Community Vision, Municipal Public Health and Wellbeing Plan and other strategies and plans developed by Council. The Objectives support delivery of our major initiatives. Underpinning each of the three objectives are indicators, which outline how we will measure our performance against the draft Council Plan.

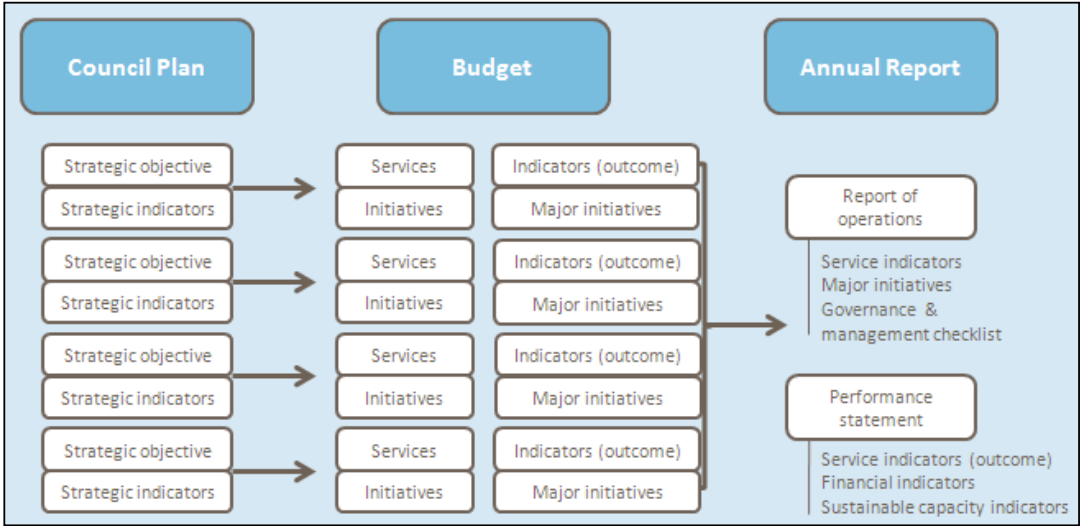
| | Strategic Directions | Objective |
|--|---|---|
| 1. Focus on core service delivery | Our approach to service delivery will continue to be efficient and effective to allow us to allocate resources for the most benefit across our communities. We will do the best possible job with the resources available to us. | Objective 1: Customer Focused Alpine |
| 2. Empowering communities in decision making | We understand that Alpine Shire is made up of distinct communities with their own identities and aspirations, and that a 'one-size-fits-all' approach may not be appropriate. We will prioritise community leadership and decision making where possible, to build inclusive and resilient communities. | Objective 1: Customer Focused Alpine |
| 3. Transparent and accountable leadership | We are committed to increasing our transparency in all aspects of financial management, service delivery, and regulatory activities. We support strong community leadership and decision making to create ownership and empowerment in our communities. | Objective 2: Sustainable and Resilient Alpine |
| 4. Evidence based and sustainable organisation | We respond proactively and positively to challenges using the best evidence available to us. Our commitment to sustainability applies across the organisation, and all aspects of our assets and service delivery. | Objective 2: Sustainable and Resilient Alpine |

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| | Strategic Directions | Objective |
|--|---|---|
| 5. Partnerships to deliver great results | Our services are delivered in close coordination and collaboration with the Victorian and Australian Governments, health organisations, neighbouring councils, the private sector, and community groups. We have a strong and informed advocacy position to influence outcomes that are outside our direct control and are important for our communities, economy, and environment. | Objective 3: Vibrant and Healthy Alpine |
| 6. Celebrating our achievements | We recognise the contributions made by individuals, community groups, and businesses across Alpine Shire, and seek to build stronger and more inclusive communities by celebrating successes. | Objective 3: Vibrant and Healthy Alpine |

3. Services and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2025/26 year and how these will contribute to achieving the strategic drivers outlined in the draft Community Vision and Council Plan 2025-29. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations. In line with legislation, Council has identified major initiatives, and service performance outcome indicators in the Budget and will report against them in the Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below:



Source: Department of Jobs, Precincts and Regions

3.1 OBJECTIVE 1: CUSTOMER FOCUSED ALPINE

We continue to build a customer-first culture, supported by robust systems across the organisation. We will put communication as our highest priority. Even when we are delivering challenging news or making difficult decisions, we aim to be prompt, transparent, and meet the commitments of our customer-first culture.

3.1.1 Services

| Service area | Description of services | | 2023/24 Actual \$'000 | 2024/25 Forecast \$'000 | 2025/26 Budget \$'000 |
|---------------------------|--|-------------------|-----------------------------|-------------------------------|-----------------------------|
| Environmental Health | Registration and inspection of all food premises, wastewater applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues. | Income | 117 | 166 | 154 |
| | | Expenses | 559 | 427 | 270 |
| | | Surplus (deficit) | (442) | (261) | (116) |
| Local Laws | This area provides animal registrations, animal management, and local law enforcement. | Income | 135 | 173 | 189 |
| | | Expenses | 226 | 310 | 312 |
| | | Surplus (deficit) | (91) | (138) | (123) |
| Statutory Planning | Assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal. | Income | 482 | 366 | 316 |
| | | Expenses | 1,371 | 1,311 | 1,308 |
| | | Surplus (deficit) | (889) | (946) | (992) |
| Corporate | Support function to enable Council to deliver services in an efficient, effective and safe manner. This includes rates management, financial control, depreciation of assets, revenue collection, information technology, governance, and risk management. | Income | 20,425 | 24,965 | 25,819 |
| | | Expenses | 9,631 | 12,678 | 12,476 |
| | | Surplus (deficit) | 10,794 | 12,287 | 13,343 |
| Councillors and Executive | This area includes all remuneration for the executive team and the Mayor and Councillors. | Income | - | - | - |
| | | Expenses | 1,074 | 1,078 | 1,162 |
| | | Surplus (deficit) | (1,074) | (1,078) | (1,162) |

3.1.2 Major Initiatives

- Deliver a public Alpine Shire Council Customer Charter that specifies our commitment to customer service, including response times and expectations for us and customers.
- Undertake a service and systems review of the Statutory Planning, Building, and Environmental Health services and implement changes to improve customer experience.
- Strengthen engagement processes with our communities to increase involvement in key decisions or actions that impact them.
- Deliver innovative, customer focused Information Communication Technology (ICT) strategy, systems, and supporting processes that support efficient, consistent, and timely communication with customers by staff across all systems.

3.1.3 Strategic Indicators

- Community Satisfaction Survey results
- Proportion of Service Requests that are resolved on first contact
- Number of formal customer complaints being received
- Number of people participating in engagement opportunities
- Staff retention
- Time to recruit to vacant staff roles
- Number of overdue maintenance requests
- Number of Freedom of Information requests received
- Planning applications decided within required timeframes

3.1.4 Prescribed Service Performance Outcome Indicators

| Service (Indicator) | Performance Measure | Computation | 2023/24 | 2024/25 | 2025/26 |
|--------------------------------------|---|--|---------|----------|---------|
| | | | Actual | Forecast | Budget |
| Governance | Satisfaction with community consultation and engagement. | Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement | | | |
| (Consultation and engagement) | (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council) | | 46 | 47 | 56 |
| Statutory planning | Planning applications decided within required timeframes | [Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100 | | | |
| (Service standard) | (Percentage of regular and VicSmart planning application decisions made within legislated timeframes) | | 22.80% | 40.00% | 60.00% |
| Animal Management¹ | Animal management prosecutions | Number of successful animal management prosecutions / Total number of animal management prosecutions | | | |
| (Health and safety) | (Percentage of animal management prosecutions which are successful) | | 0.00% | 0.00% | 0.00% |
| Food safety² | 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 | | | |
| (Health and Safety) | (Percentage of critical and major non-compliance outcome notifications that are followed up by Council) | | 0.00% | 100.00% | 100.00% |

¹ No animal management prosecutions were presented to Court in 2023/24.

² No critical or major non-compliance notifications were received in 2023/24.

3.2 OBJECTIVE 2: SUSTAINABLE AND RESILIENT ALPINE

To progress a sustainable and resilient Alpine Shire, we will make bold, future-focused, and evidence-based decisions that serve the long-term interests of our communities. We will be prepared to navigate future opportunities, challenges, risks and uncertainties.

3.2.1 Services

| Service area | Description of services | | 2023/24 Actual \$'000 | 2024/25 Forecast \$'000 | 2025/26 Budget \$'000 |
|-----------------------------|---|-------------------|-----------------------------|-------------------------------|-----------------------------|
| Visitor Information Centres | This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford. | Income | 337 | 192 | 183 |
| | | Expenses | 875 | 885 | 928 |
| | | Surplus (deficit) | (538) | (693) | (745) |
| Tourism | This service provides destination marketing. It develops and distributes tourism collateral including Official Visitors Guide, trail brochures, maps and retail and dining guide. | Income | - | - | 50 |
| | | Expenses | 528 | 437 | 534 |
| | | Surplus (deficit) | (528) | (437) | (484) |
| Festivals and Events | Events are a major contributor to the economy. Council has a role in facilitating the events agenda. | Income | 23 | 30 | 32 |
| | | Expenses | 719 | 726 | 750 |
| | | Surplus (deficit) | (695) | (696) | (718) |
| Economic Development | This service facilitates local and new business to develop and grow. | Income | 31 | - | - |
| | | Expenses | 185 | 245 | 158 |
| | | Surplus (deficit) | (154) | (245) | (158) |
| Waste and Recycling | Provision of waste management services. This includes kerbside collection services as well as the operation of the Myrtleford, Mount Beauty and Porepunkah transfer stations and the remediation of closed landfills. | Income | 4,825 | 5,067 | 5,313 |
| | | Expenses | 4,917 | 4,974 | 4,479 |
| | | Surplus (deficit) | (92) | 93 | 834 |
| Emergency Management | Administrative costs of Council's Emergency Management Planning role associated operational projects. | Income | 352 | 61 | 60 |
| | | Expenses | 615 | 769 | 67 |
| | | Surplus (deficit) | (263) | (709) | (7) |
| Airports | Provision and maintenance of aerodromes at Mount Beauty and Porepunkah. | Income | 42 | 46 | 47 |
| | | Expenses | 62 | 53 | 50 |
| | | Surplus (deficit) | (20) | (7) | (2) |

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| Service area | Description of services | | 2023/24 Actual \$'000 | 2024/25 Forecast \$'000 | 2025/26 Budget \$'000 |
|----------------------------------|---|-------------------|-----------------------------|-------------------------------|-----------------------------|
| Local Roads Bridges and Drainage | Maintenance of all Council's roads, and bridges. Spending in this area also covers roadside vegetation and drainage. | Income | 18 | 9 | 18 |
| | | Expenses | 1,358 | 1,684 | 1,518 |
| | | Surplus (deficit) | (1,340) | (1,675) | (1,500) |
| Footpaths | Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain. | Income | - | - | - |
| | | Expenses | 397 | 463 | 623 |
| | | Surplus (deficit) | (397) | (463) | (623) |
| Strategic Planning | Prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines. | Income | - | - | - |
| | | Expenses | 1,025 | 1,394 | 1,019 |
| | | Surplus (deficit) | (1,025) | (1,394) | (1,019) |
| Asset Development | Delivers the critical projects to renew and upgrade our community assets and to develop new assets. The area is in part subsidised by recurrent and non-recurrent grants. | Income | 12,180 | 1,813 | 4,693 |
| | | Expenses | 914 | 1,076 | 1,281 |
| | | Surplus (deficit) | 11,267 | 738 | 3,412 |

3.2.2 Major Initiatives

- Deliver community grants to support inclusion, connectedness, resilience, and sustainability through local community groups and organisations.
- Improve our communities' preparedness for and recovery from future emergencies and support community resilience partnerships and activities.
- Support and deliver mental health and wellbeing initiatives and develop and implement an evaluation process.
- Advocate for and seek funding to support mental wellbeing and resilience initiatives.
- Update the Alpine Planning Scheme to address key risks to future development, and improve planning certainty and decision making across Alpine Shire.
- Work across our organisation and our communities to identify and deliver greenhouse gas reductions and climate change adaptation actions.
- Support and facilitate investment in solar and battery storage on our facilities.
- Assess and enhance resilience of our assets, operations, and services to risks, including financial and climate change.
- Deliver Asset Plan to enable responsible management and maintenance of our assets.
- Maintain and review emergency management plans, including Municipal Emergency Management Plan and Bushfire Place of Last Resort Plan.
- Implement Victorian Government circular economy initiatives to divert waste from landfill and improve recycling.

3.2.3 Strategic Indicators

- A fit for purpose, modern Alpine Planning Scheme
- Deliver 100% of our budgeted annual capital works program
- Proportion of funding received through external sources
- Cost savings associated with energy efficiency improvements
- Community satisfaction with local roads
- Waste diverted from landfill

3.2.4 Prescribed Service Performance Outcome Indicators

| | | | 2023/24 | 2024/25 | 2025/26 |
|--|---|---|---------|----------|---------|
| Service (Indicator) | Performance Measure | Computation | Actual | Forecast | Budget |
| Waste management (Waste diversion) | Kerbside collection waste diverted from landfill (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill) | [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100 | 73.40% | 73.50% | 75.00% |
| Roads¹ (Condition) | Sealed local roads below the intervention level (Percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal) | [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100 | 99.60% | 99.00% | 99.60% |

¹ See section 5.6 Targeted Performance Indicators, which sets out targets set for Roads and Statutory Planning in 2024/25 and future years.

3.3 OBJECTIVE 3: VIBRANT AND HEALTHY ALPINE

We recognise the unique qualities that make Alpine Shire a great place to live, play, visit, and do business. We are committed to balancing the needs of residents, visitors and businesses while maintaining and enriching our natural environment, public spaces, and community facilities.

3.3.1 Services

| Service area | Description of services | | 2023/24 Actual \$'000 | 2024/25 Forecast \$'000 | 2025/26 Budget \$'000 |
|-----------------------|--|-------------------|-----------------------------|-------------------------------|-----------------------------|
| Libraries | Libraries consist of the Alpine Shire library branches in Myrtleford, Bright and Mount Beauty and delivery of programs such as rhyme time, story time, school holiday programs and visiting authors. The Council also operates the High Country Library Network. | Income | 192 | 193 | 186 |
| | | Expenses | 782 | 858 | 894 |
| | | Surplus (deficit) | (589) | (665) | (708) |
| | | | | | |
| Swimming Pools | This service is managed under contract to Belgravia Leisure Services. It covers Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools. | Income | - | - | - |
| | | Expenses | 516 | 510 | 641 |
| | | Surplus (deficit) | (516) | (510) | (641) |
| | | | | | |
| School Crossings | Council provides the school crossing supervisor function to schools within the Alpine Shire Council. | Income | 46 | 46 | 48 |
| | | Expenses | 111 | 120 | 128 |
| | | Surplus (deficit) | (66) | (74) | (80) |
| | | | | | |
| Community Development | This service is concerned with building community capacity. Key areas include community resilience, the community grant program and implementing the Municipal Health and Wellbeing Plan. | Income | 765 | 548 | 543 |
| | | Expenses | 776 | 806 | 990 |
| | | Surplus (deficit) | (11) | (258) | (446) |
| | | | | | |
| Youth | Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program. | Income | 195 | 265 | 138 |
| | | Expenses | 294 | 248 | 294 |
| | | Surplus (deficit) | (99) | 17 | (156) |
| | | | | | |
| Open Spaces | Maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves. | Income | 76 | 55 | 71 |
| | | Expenses | 1,446 | 1,719 | 1,685 |
| | | Surplus (deficit) | (1,369) | (1,664) | (1,614) |
| | | | | | |

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| Service area | Description of services | | 2023/24 Actual \$'000 | 2024/25 Forecast \$'000 | 2025/26 Budget \$'000 |
|----------------------|--|-------------------|-----------------------------|-------------------------------|-----------------------------|
| Building Maintenance | Maintenance of all of Council's buildings. This includes operational buildings such as depots and libraries as well as community buildings such as halls and childcare centres. | Income | - | - | - |
| | | Expenses | 1,311 | 1,903 | 1,863 |
| | | Surplus (deficit) | (1,311) | (1,903) | (1,863) |
| Property Management | Management of public amenity facilities and property leases. | Income | 995 | 1,011 | 1,018 |
| | | Expenses | 1,136 | 1,156 | 1,186 |
| | | Surplus (deficit) | (141) | (146) | (168) |
| Operations | Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses. | Income | 8 | 2 | - |
| | | Expenses | 1,136 | 1,301 | 1,235 |
| | | Surplus (deficit) | (1,128) | (1,299) | (1,235) |
| Recreation | Council supports the development and maintenance of recreation reserves across the Shire and also supports recreation clubs and committees. | Income | - | - | - |
| | | Expenses | 320 | 346 | 369 |
| | | Surplus (deficit) | (320) | (346) | (369) |
| Building Services | Statutory building services includes processing of building applications, emergency response responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works. | Income | 168 | 183 | 121 |
| | | Expenses | 517 | 576 | 658 |
| | | Surplus (deficit) | (349) | (393) | (536) |

3.3.2 Major Initiatives

- Deliver new and updated Economic Development, Tourism, and Events strategies
- Partner with our communities to support economic development in areas such as investment attraction, community wealth building, tourism development, events, logistics, and skills development
- Improve our support for small businesses to navigate our processes and approvals
- Support healthy lifestyles and active living, including physical activity and access to healthy food, through partnerships and our Community and Events grants programs.
- Protect our amenity through a targeted local laws and animal management service
- Implement Fair Access Policy to support participation by women and girls.
- Support community connectedness by providing meaningful opportunities to volunteer with our organisation.
- Deliver community focused and family-friendly library services that contribute to the wellbeing of our communities.

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- Refresh our Access and Inclusion Plan and deliver initiatives to ensure our facilities, events, and services are accessible.
- Deliver maternal and child health, immunisation, and family support programs.
- Implement organisational gender equality measures including measuring gender equality, diversity and inclusion, ensuring equal pay, addressing discrimination and harassment, and providing parental leave and childcare support.
- Deliver a program of activities and initiatives to support young people across Alpine Shire.
- Build on previous reconciliation actions by fostering strong relationships with First Nations peoples and organisations, creating opportunities for First Nations peoples, and strengthening our organisation's cultural integrity.
- Deliver and maintain facilities that promote participation in sport and physical activity, including equitable access to footpaths, trails, parks, play spaces, pools, and sporting facilities.
- Support initiatives that highlight the importance of gender equity, prevention of gender-based violence, and safety of children.

3.3.3 Strategic Indicators

- Number of access inclusion initiatives completed
- Number of people interacting with our library facilities and services
- Number of visits to aquatic facilities
- Participation in Maternal and Child Health services

3.3.4 Prescribed Service Performance Outcome Indicators

| Service (Indicator) | Performance Measure | Computation | 2023/24 | 2024/25 | 2025/26 |
|---|---|---|---------|----------|---------|
| | | | Actual | Forecast | Budget |
| Aquatic Facilities (Utilisation) | Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of population) | Number of visits to aquatic facilities / Population | 3.0 | 2.6 | 3.3 |
| Libraries (Participation) | Library membership (Percentage of the population that are registered library members) | [Number of registered library members / Population] x100 | 32.20% | 32.20% | 40.00% |
| Maternal and Child Health (Participation) | Participation in the MCH service (Percentage of children enrolled who participate in the MCH service) | [Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100 | 84.00% | 83.50% | 85.00% |
| | Participation in the MCH service by Aboriginal children | [Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100 | 89.50% | 81.00% | 85.00% |

3.3.5 Reconciliation with Budgeted Operating Result

| Strategic Objective | Surplus/(Deficit) \$'000 | Expenditure \$'000 | Revenue \$'000 |
|-------------------------------------|-----------------------------|-----------------------|-------------------|
| 1. Customer Focused Alpine | 10,949 | 15,528 | 26,478 |
| 2. Sustainable and Resilient Alpine | (1,009) | 11,405 | 10,396 |
| 3. Vibrant and Healthy Alpine | (7,816) | 9,943 | 2,126 |
| Total | 2,124 | 36,877 | 39,000 |

4. Financial Statements

This section presents information regarding the Financial Statements and Statement of Human Resources. The budget information for the year 2025/26 has been supplemented with projections to 2028/29.

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

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

4.1 COMPREHENSIVE INCOME STATEMENT

For the four years ending 30 June 2029

| | Forecast Actual | Budget | Projections | | |
|---|--------------------|---------------|---------------|---------------|---------------|
| | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Income / Revenue | | | | | |
| Rates and charges | 22,739 | 23,576 | 24,165 | 24,769 | 25,389 |
| Statutory fees and fines | 680 | 606 | 622 | 637 | 653 |
| User fees | 1,082 | 1,151 | 1,180 | 1,209 | 1,239 |
| Grants – operating (recurrent) | 5,621 | 5,917 | 6,065 | 6,217 | 6,372 |
| Grants – operating (non-recurrent) | 602 | 206 | 211 | 217 | 222 |
| Grants – capital (recurrent) | 2,548 | 1,136 | 1,165 | 1,194 | 1,224 |
| Grants – capital (non-recurrent) | 10,516 | 1,527 | 1,530 | 1,568 | 1,607 |
| Contributions – monetary | 644 | 854 | 876 | 898 | 920 |
| Contributions – non-monetary | 500 | 1,820 | 3,210 | 3,010 | 1,820 |
| Net gain (or loss) on disposal of property, infrastructure, plant and equipment | 25 | 25 | 25 | 25 | 25 |
| Other income | 2,514 | 2,181 | 2,235 | 2,291 | 2,348 |
| Total income / revenue | 47,472 | 39,000 | 41,284 | 42,035 | 41,820 |
| Expenses | | | | | |
| Employee costs | 13,466 | 13,736 | 14,079 | 14,431 | 14,792 |
| Materials and services | 16,699 | 15,761 | 16,155 | 16,559 | 16,973 |
| Depreciation | 6,600 | 6,600 | 6,732 | 6,760 | 6,783 |
| Amortisation – intangible assets | 55 | 5 | 6 | 6 | 6 |
| Other expenses | 730 | 775 | 794 | 814 | 834 |
| Total Expenses | 37,550 | 36,877 | 37,766 | 38,570 | 39,388 |
| Surplus/(deficit) for the year | 9,922 | 2,124 | 3,518 | 3,465 | 2,432 |
| Other comprehensive income | | | | | |
| Net asset revaluation gain /(loss) | 3,207 | 4,521 | 5,704 | 1,420 | 3,713 |
| Total other comprehensive income | 3,207 | 4,521 | 5,704 | 1,420 | 3,713 |
| Total comprehensive result | 13,129 | 6,444 | 9,222 | 4,885 | 6,145 |

4.2 BALANCE SHEET

For the four years ending 30 June 2029

| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | Projections 2026/27 2027/28 2028/29 \$'000 \$'000 \$'000 | | |
|---|---|-----------------------------|--|---------|---------|
| Assets | | | | | |
| Current assets | | | | | |
| Cash and cash equivalents | 9,108 | 7,410 | 6,083 | 4,706 | 3,666 |
| Trade and other receivables | 3,067 | 2,360 | 2,419 | 2,479 | 2,541 |
| Other financial assets | 26,000 | 20,000 | 18,000 | 16,020 | 16,020 |
| Inventories | 105 | 106 | 109 | 112 | 114 |
| Prepayments | 22 | 22 | 23 | 24 | 24 |
| Contract assets | 400 | 626 | 626 | 626 | 626 |
| Other assets | 5 | 6 | 6 | 6 | 6 |
| Total current assets | 38,707 | 30,530 | 27,266 | 23,973 | 22,998 |
| Non-current assets | | | | | |
| Property, infrastructure, plant & equipment | 361,413 | 370,153 | 383,020 | 391,585 | 399,098 |
| Investment property | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Intangible assets | 200 | 115 | 109 | 104 | 98 |
| Total non-current assets | 371,613 | 380,268 | 393,130 | 401,689 | 409,195 |
| Total assets | 410,320 | 410,799 | 420,396 | 425,662 | 432,194 |
| Liabilities | | | | | |
| Current liabilities | | | | | |
| Trade and other payables | 2,336 | 2,741 | 2,810 | 2,880 | 2,952 |
| Trust funds and deposits | 697 | 721 | 739 | 757 | 776 |
| Contract and other liabilities | 8,977 | 2,394 | 2,454 | 2,516 | 2,579 |
| Provisions | 3,297 | 3,161 | 3,240 | 3,321 | 3,404 |
| Total current liabilities | 15,307 | 9,017 | 9,243 | 9,474 | 9,711 |
| Non-current liabilities | | | | | |
| Provisions | 3,732 | 3,846 | 3,996 | 4,146 | 4,296 |
| Lease liabilities | 312 | 322 | 322 | 322 | 322 |
| Total non-current liabilities | 4,044 | 4,168 | 4,318 | 4,468 | 4,618 |
| Total liabilities | 19,351 | 13,186 | 13,561 | 13,942 | 14,329 |
| Net assets | 390,969 | 397,613 | 406,835 | 411,720 | 417,865 |
| Equity | | | | | |
| Accumulated surplus | 191,341 | 193,644 | 197,362 | 200,927 | 203,359 |
| Reserves | 199,628 | 203,969 | 209,473 | 210,793 | 214,506 |
| Total equity | 390,969 | 397,613 | 406,835 | 411,720 | 417,865 |

4.3 STATEMENT OF CHANGES IN EQUITY

For the four years ending 30 June 2029

| | Total \$'000 | Accumulated Surplus \$'000 | Revaluation Reserve \$'000 | Other Reserves \$'000 |
|---|-----------------|----------------------------------|----------------------------------|-----------------------------|
| 2025 Forecast Actual | | | | |
| Balance at beginning of the financial year | 377,840 | 181,419 | 190,378 | 6,043 |
| Surplus/(deficit) for the year | 9,922 | 9,922 | - | - |
| Net asset revaluation gain/(loss) | 3,207 | - | 3,207 | - |
| Transfers to other reserves | - | - | - | - |
| Transfers from other reserves | - | - | - | - |
| Balance at end of the financial year | 390,969 | 191,341 | 193,585 | 6,043 |
| 2026 Budget | | | | |
| Balance at beginning of the financial year | 390,969 | 191,341 | 193,585 | 6,043 |
| Surplus/(deficit) for the year | 2,124 | 2,124 | - | - |
| Net asset revaluation gain/(loss) | 4,521 | - | 4,521 | - |
| Transfers to other reserves | (180) | - | - | (180) |
| Transfers from other reserves | 180 | 180 | - | - |
| Balance at end of the financial year | 397,613 | 193,644 | 198,106 | 5,863 |
| 2027 | | | | |
| Balance at beginning of the financial year | 397,613 | 193,644 | 198,106 | 5,863 |
| Surplus/(deficit) for the year | 3,518 | 3,518 | - | - |
| Net asset revaluation gain/(loss) | 5,704 | - | 5,704 | - |
| Transfers to other reserves | (200) | - | - | (200) |
| Transfers from other reserves | 200 | 200 | - | - |
| Balance at end of the financial year | 406,835 | 197,362 | 203,810 | 5,663 |
| 2028 | | | | |
| Balance at beginning of the financial year | 406,835 | 197,362 | 203,810 | 5,663 |
| Surplus/(deficit) for the year | 3,465 | 3,465 | - | - |
| Net asset revaluation gain/(loss) | 1,420 | - | 1,420 | - |
| Transfers to other reserves | (100) | - | - | (100) |
| Transfers from other reserves | 100 | 100 | - | 0 |
| Balance at end of the financial year | 411,720 | 200,927 | 205,230 | 5,563 |
| 2029 | | | | |
| Balance at beginning of the financial year | 411,720 | 200,927 | 205,230 | 5,563 |
| Surplus/(deficit) for the year | 2,432 | 2,432 | - | - |
| Net asset revaluation gain/(loss) | 3,713 | - | 3,713 | - |
| Transfers to other reserves | - | - | - | - |
| Transfers from other reserves | - | - | - | - |
| Balance at end of the financial year | 417,865 | 203,359 | 208,943 | 5,563 |

4.4 STATEMENT OF CASH FLOWS

For the four years ending 30 June 2029

| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | Projections | | |
|---|---|-----------------------------|-----------------------|-----------------------|-----------------------|
| | | | 2026/27 \$'000 | 2027/28 \$'000 | 2028/29 \$'000 |
| | Inflows (Outflows) | Inflows (Outflows) | Inflows (Outflows) | Inflows (Outflows) | Inflows (Outflows) |
| Cash flows from operating activities | | | | | |
| Rates and charges | 22,739 | 23,576 | 24,165 | 24,769 | 25,389 |
| Statutory fees and fines | 680 | 606 | 622 | 637 | 653 |
| User fees | 1,082 | 1,151 | 1,180 | 1,209 | 1,239 |
| Grants – operating | 6,223 | 6,123 | 6,276 | 6,433 | 6,594 |
| Grants – capital | 13,064 | 2,663 | 1,165 | 1,194 | 1,224 |
| Contributions – monetary | 644 | 854 | 876 | 898 | 920 |
| Other receipts | 2,514 | 2,181 | 2,235 | 2,291 | 2,348 |
| Employee costs | (13,466) | (13,736) | (14,079) | (14,431) | (14,792) |
| Materials and services | (16,699) | (15,761) | (16,155) | (16,559) | (16,973) |
| Other payments | (730) | (775) | (794) | (814) | (834) |
| Net cash provided by/(used in) operating activities | 16,052 | 6,883 | 5,491 | 5,628 | 5,768 |
| Cash flows from investing activities | | | | | |
| Payments for property, infrastructure, plant and equipment | (19,043) | (9,557) | (7,700) | (7,802) | (7,625) |
| Proceeds from Financial Assets | 1,021 | 950 | 855 | 770 | 789 |
| Proceeds from sale of property, plant and equipment | 25 | 25 | 28 | 28 | 28 |
| Net cash provided by/ (used in) investing activities | (17,998) | (8,582) | (6,817) | (7,005) | (6,808) |
| Cash flows from financing activities | | | | | |
| Net cash provided by/(used in) financing activities | - | - | - | - | - |
| Net increase/(decrease) in cash & cash equivalents | (1,946) | (1,699) | (1,326) | (1,377) | (1,040) |
| Cash and cash equivalents at the beginning of the financial year | 11,054 | 9,108 | 7,410 | 6,083 | 4,706 |
| Cash and cash equivalents at the end of the financial year | 9,108 | 7,410 | 6,083 | 4,706 | 3,666 |

4.5 STATEMENT OF CAPITAL WORKS

For the four years ending 30 June 2029

| | Forecast Actual | Budget | Projections | | |
|--|--------------------|---------|-------------|---------|---------|
| | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Property | | | | | |
| Land | 541 | 22 | - | - | - |
| Total land | 541 | 22 | - | - | - |
| Buildings | 3,416 | 2,492 | 2,260 | 2,316 | 2,374 |
| Total buildings | 3,416 | 2,492 | 2,260 | 2,316 | 2,374 |
| Total property | 3,957 | 2,514 | 2,260 | 2,316 | 2,374 |
| Plant and equipment | | | | | |
| Plant, machinery and equipment | 333 | 525 | 459 | 459 | 470 |
| Fixtures, fittings and furniture | - | - | - | - | - |
| Computers and telecommunications | 481 | - | 246 | 246 | 252 |
| Library books | 75 | 80 | 81 | 83 | 85 |
| Total plant and equipment | 888 | 605 | 786 | 788 | 808 |
| Infrastructure | | | | | |
| Roads | 4,593 | 2,485 | 2,125 | 2,106 | 2,159 |
| Bridges | 1,118 | 805 | 302 | 309 | 317 |
| Footpaths and cycleways | 1,419 | 500 | 297 | 305 | 313 |
| Drainage | 234 | 200 | 237 | 244 | 250 |
| Recreational, leisure and community facilities | 5,127 | 530 | 621 | 664 | 681 |
| Waste management | 1,706 | 1,918 | 372 | 381 | 391 |
| Other infrastructure | - | - | - | - | - |
| Total infrastructure | 14,198 | 6,438 | 3,954 | 4,009 | 4,109 |
| Total capital works expenditure | 19,043 | 9,557 | 7,000 | 7,113 | 7,291 |
| Represented by: | | | | | |
| New asset expenditure | 8,972 | 1,591 | - | - | - |
| Asset renewal expenditure | 5,643 | 5,692 | 6,009 | 6,124 | 6,277 |
| Asset upgrade expenditure | 4,428 | 2,274 | 991 | 989 | 1,014 |
| Total capital works expenditure | 19,043 | 9,557 | 7,000 | 7,113 | 7,291 |
| Funding sources represented by: | | | | | |
| Grants | 12,955 | 2,663 | 1,530 | 1,568 | 1,607 |
| Contributions | 140 | 150 | - | - | - |
| Council cash | 5,948 | 6,744 | 5,470 | 3,229 | 3,309 |
| Total capital works expenditure | 19,043 | 9,557 | 7,000 | 7,113 | 7,291 |

4.6 STATEMENT OF HUMAN RESOURCES

For the four years ending 30 June 2029

| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | 2026/27 \$'000 | Projections 2027/28 \$'000 | 2028/29 \$'000 |
|--------------------------------|---|-----------------------------|-------------------|----------------------------------|-------------------|
| Staff expenditure | | | | | |
| Employee costs – operating | 13,466 | 13,736 | 14,738 | 15,106 | 15,484 |
| Employee costs – capital | 623 | 642 | 659 | 675 | 692 |
| Total staff expenditure | 14,089 | 14,379 | 15,397 | 15,781 | 16,176 |
| | FTE | FTE | FTE | FTE | FTE |
| Staff numbers | | | | | |
| Employees | 143.0 | 136.8 | 136.7 | 135.3 | 135.3 |
| Total staff numbers | 143.0 | 136.8 | 136.7 | 135.3 | 135.3 |

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

| Department | Budget 2025/26 \$'000 | Comprises | | | |
|-----------------------------------|-----------------------------|---------------------|---------------------|------------------|---------------------|
| | | Permanent | | Casual \$'000 | Temporary \$'000 |
| | | Full Time \$'000 | Part time \$'000 | | |
| Community Development | 979 | 267 | 489 | 65 | 158 |
| Corporate | 1,865 | 1,203 | 328 | - | 335 |
| Customer Experience | 1,831 | 824 | 696 | 276 | 35 |
| Engineering and Assets | 821 | 604 | - | - | 218 |
| Executive | 983 | 983 | - | - | - |
| Growth and Future | 2,150 | 1,410 | 375 | 250 | 115 |
| Operations | 2,927 | 2,756 | 171 | - | - |
| Regulatory Services | 2,179 | 1,747 | 382 | - | 50 |
| Total permanent staff expenditure | 13,736 | 9,793 | 2,442 | 591 | 909 |
| Capitalised labour costs | 642 | | | | |
| Total expenditure | 14,379 | | | | |

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

| Department | Budget 2025/26 | Comprises | | | |
|--------------------------|-------------------|------------------------|------------------------|--------|-----------|
| | | Permanent Full Time | Permanent Part time | Casual | Temporary |
| Community Development | 8.5 | 2.0 | 4.1 | 0.4 | 1.9 |
| Corporate | 17.7 | 11.6 | 3.1 | - | 3.0 |
| Customer Experience | 19.8 | 8.0 | 8.5 | 2.9 | 0.4 |
| Engineering and Assets | 6.7 | 4.7 | - | - | 2.0 |
| Executive | 6.0 | 6.0 | - | - | - |
| Growth and Future | 18.8 | 11.8 | 3.6 | 2.3 | 1.1 |
| Operations | 34.2 | 32.0 | 2.2 | - | - |
| Regulatory Services | 19.8 | 15.0 | 4.2 | - | 0.6 |
| Capitalised labour costs | 5.3 | 5.3 | - | - | - |
| Total staff | 136.8 | 96.4 | 25.7 | 5.7 | 9.1 |

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4.6.1 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2029

| | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
|---|---------------|---------------|---------------|---------------|
| | \$'000 | \$'000 | \$'000 | \$'000 |
| Executive | | | | |
| Permanent – Full time | 983 | 1,007 | 1,033 | 1,058 |
| Women | 538 | 552 | 566 | 580 |
| Men | 444 | 456 | 467 | 479 |
| Persons of self-described gender | - | - | - | - |
| Permanent – Part time | - | - | - | - |
| Women | - | - | - | - |
| Men | - | - | - | - |
| Persons of self-described gender | - | - | - | - |
| Total Executive | 983 | 1,007 | 1,033 | 1,058 |
| Customer and Community | | | | |
| Permanent – Full time | 4,041 | 4,142 | 4,246 | 4,352 |
| Women | 2,456 | 2,517 | 2,580 | 2,645 |
| Men | 1,585 | 1,625 | 1,666 | 1,707 |
| Persons of self-described gender | - | - | - | - |
| Permanent – Part time | 1,896 | 1,944 | 1,992 | 2,042 |
| Women | 1,693 | 1,735 | 1,778 | 1,823 |
| Men | 203 | 208 | 214 | 219 |
| Persons of self-described gender | - | - | - | - |
| Total Customer and Community | 5,937 | 6,086 | 6,238 | 6,394 |
| Assets | | | | |
| Permanent – Full time | 4,769 | 4,888 | 5,011 | 5,136 |
| Women | 1,269 | 1,301 | 1,333 | 1,366 |
| Men | 3,500 | 3,588 | 3,678 | 3,769 |
| Persons of self-described gender | - | - | - | - |
| Permanent – Part time | 546 | 560 | 574 | 588 |
| Women | 208 | 214 | 219 | 225 |
| Men | 338 | 346 | 355 | 364 |
| Persons of self-described gender | - | - | - | - |
| Total Assets | 5,316 | 5,448 | 5,585 | 5,724 |
| Casuals, temporary and other expenditure | 1,500 | 1,538 | 1,576 | 1,616 |
| Capitalised labour costs | 642 | 659 | 675 | 692 |
| Total staff expenditure | 14,379 | 14,738 | 15,106 | 15,484 |

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For the four years ending 30 June 2029

| | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
|-------------------------------------|--------------|--------------|--------------|--------------|
| | FTE | FTE | FTE | FTE |
| Executive | | | | |
| Permanent – Full time | 6.0 | 6.0 | 6.0 | 6.0 |
| Women | 4.0 | 4.0 | 4.0 | 4.0 |
| Men | 2.0 | 2.0 | 2.0 | 2.0 |
| Persons of self-described gender | 0.0 | 0.0 | 0.0 | 0.0 |
| Permanent – Part time | 0.0 | 0.0 | 0.0 | 0.0 |
| Women | 0.0 | 0.0 | 0.0 | 0.0 |
| Men | 0.0 | 0.0 | 0.0 | 0.0 |
| Persons of self-described gender | 0.0 | 0.0 | 0.0 | 0.0 |
| Total Executive | 6.0 | 6.0 | 6.0 | 6.0 |
| Customer and Community | | | | |
| Permanent – Full time | 36.6 | 36.6 | 36.6 | 36.6 |
| Women | 23.0 | 23.0 | 23.0 | 23.0 |
| Men | 13.6 | 13.6 | 13.6 | 13.6 |
| Persons of self-described gender | 0.0 | 0.0 | 0.0 | 0.0 |
| Permanent – Part time | 19.9 | 19.9 | 19.9 | 19.9 |
| Women | 17.7 | 17.7 | 17.7 | 17.7 |
| Men | 2.2 | 2.2 | 2.2 | 2.2 |
| Persons of self-described gender | 0.0 | 0.0 | 0.0 | 0.0 |
| Total Customer and Community | 56.5 | 56.5 | 56.5 | 56.5 |
| Assets | | | | |
| Permanent – Full time | 53.8 | 53.8 | 53.8 | 53.8 |
| Women | 12.8 | 12.8 | 12.8 | 12.8 |
| Men | 41.0 | 41.0 | 41.0 | 41.0 |
| Persons of self-described gender | 0.0 | 0.0 | 0.0 | 0.0 |
| Permanent – Part time | 5.8 | 5.8 | 5.8 | 5.8 |
| Women | 1.9 | 1.9 | 1.9 | 1.9 |
| Men | 3.9 | 3.9 | 3.9 | 3.9 |
| Persons of self-described gender | 0.0 | 0.0 | 0.0 | 0.0 |
| Total Assets | 59.6 | 59.6 | 59.6 | 59.6 |
| Casuals and temporary staff | 14.7 | 14.6 | 13.2 | 13.2 |
| Capitalised labour | 5.3 | 5.3 | 5.3 | 5.3 |
| Total staff numbers | 136.8 | 136.7 | 135.3 | 135.3 |

5. Notes to the Financial Statement

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

5.1 RATES AND CHARGES

The Revenue and Rating Plan 2025 was reviewed and presented to Council in June 2025.

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

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

5.1.1 Rates and Charges Overview

In combination with grants, rates and charges are an important source of funding which support our ongoing ability to provide community facilities, services and capital works. They account for an estimated 60.6% of total revenue to be received by the Council in 2025/26. 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 2025/26, we increased rates by 3.00%, compared to a 2.75% increase in 2024/25. This is in line with the State Government cap under the Fair Go Rates System, which allows local governments to raise rates in line with the cap set by the Minister.

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

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

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

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

5.1.2 Detailed Rating Strategy and Policies

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

5.1.2.1 Level of Rates and Charges

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

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

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

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

5.1.2.2 Application of Rates to Properties

When levying rates, Council adheres to three overriding principles:

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

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

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

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

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

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

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

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

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

5.1.3 Policy

The Revenue and Rating Plan 2025 was adopted by Council on 24 June 2025. The Waste Services Policy is an incorporated document contained in the Alpine Shire Community Local Law 2019. Limited abridged sections of both documents are copied here to aid the understanding of the budget documentation.

5.1.3.1 The Farm Rate

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.

Use of the Rate

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives as specified above.

5.1.3.2 The Commercial/Industrial Rate

Purpose

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.

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’.

Any variations outside this policy require Council approval.

5.1.3.3 Cultural and Recreational Lands

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

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

5.1.3.4 Payment in Lieu of Rates

In line with the *Electricity Industry Act 2000*, the Council has a 'Payment in Lieu of Rates (PiLoR)' 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.

5.1.4 Detailed Charges Strategy and Policies

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

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

Alpine Shire Council levies the following annual waste service charges:

- Waste and Recycling Collection
- Dinner Plain Waste Collection
- Waste Management Charge
- Food Organics, Green Organics (FOGO) Collection

5.1.4.1 Waste Services 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 2020*.

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.

Council's kerbside waste and recycling collection is compulsory for all premises within the Shire's kerbside collection areas (as determined by Council), except:

- Properties not included on a collection service route;
- Undeveloped land; or
- Where there is 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.

5.1.5 Rebates and Concessions

The *Local Government Act 1989* provides for concessions applicable under the *State Concessions Act 2004*. Eligible pensioners may apply for a rate concession on their principal place of residence as funded by the State Government.

5.1.6 Detailed Rates and Charges Outcomes

5.1.6.1 Reconciliation of rates and charges to the Comprehensive Income Statement

| | 2024/25 Forecast Actual \$'000 | 2025/26 Budget \$'000 | Change \$'000 | % |
|--|---|-----------------------------|------------------|--------------|
| General rates | 17,520 | 18,305 | 785 | 4.48% |
| Waste management charges | 4,514 | 4,725 | 211 | 4.69% |
| Special rates and charges | 166 | - | (166) | -100.00% |
| Supplementary rates and rate adjustments | 88 | 90 | 3 | 3.00% |
| Interest on rates and charges | 116 | 120 | 3 | 3.00% |
| Payment in lieu of rates | 335 | 335 | - | 0.00% |
| Total rates and charges | 22,739 | 23,576 | 837 | 3.68% |

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

| Type or class of land | 2024/25 cents/\$CIV* ¹ | 2025/26 cents/\$CIV* ¹ | Change |
|--|--------------------------------------|--------------------------------------|----------|
| General rate for rateable residential properties | 0.2292 | 0.2360 | 2.97% |
| General rate for rateable Dinner Plain properties ² | 0.2292 | - | -100.00% |
| General rate for rateable commercial/industrial properties | 0.3279 | 0.3375 | 2.93% |
| General rate for rateable farm properties | 0.1674 | 0.1723 | 2.93% |

¹ Estimated cents/\$CIV pending valuation from the Valuer General

² In March 2025 Council approved not declaring a special rate for Dinner Plain Village for 2025/26. 2024/25 figures include a declared special rate for Dinner Plain Village, while in 2025/26 figures are redistributed across applicable rating categories.

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

| Type or class of land | 2024/25 | 2025/26 | Change | |
|----------------------------|------------------|------------------|-----------------|-----------------|
| | \$'000 | \$'000 | \$'000 | % |
| Residential | 4,657,718 | 4,786,586 | 128,868 | 2.77% |
| Dinner Plain | 365,141 | - | (365,141) | -100.00% |
| Commercial/Industrial | 975,440 | 1,224,735 | 249,295 | 25.56% |
| Farm | 1,719,721 | 1,668,852 | (50,869) | -2.96% |
| Total value of land | 7,718,020 | 7,680,173 | (37,847) | -0.49% |

¹ 2024/25 figures include a Dinner Plain special rate, while 2025/26 figures have value distributed across applicable rating categories.

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

| Type or class of land | 2024/25 | 2025/26 | Change | |
|------------------------------------|--------------|--------------|----------|-----------------|
| | Number | Number | Number | % |
| Residential | 6,444 | 6,759 | 315 | 4.89% |
| Dinner Plain ¹ | 559 | - | (559) | -100.00% |
| Commercial/Industrial | 1,075 | 1,319 | 244 | 22.70% |
| Farm | 1,057 | 1,057 | - | 0.00% |
| Total number of assessments | 9,135 | 9,135 | - | 0.00% |

¹ 2024/25 figures include the Dinner Plain special rate, whilst 2025/26 figures have it redistributed across the usual rating categories.

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

| Type or class of land | 2024/25 | 2025/26 | Change | |
|---|---------------|---------------|------------|-----------------|
| | \$'000 | \$'000 | \$'000 | % |
| Residential | 10,675 | 11,296 | 621 | 5.82% |
| Dinner Plain ¹ | 837 | - | (837) | -100.00% |
| Commercial/Industrial | 3,198 | 4,133 | 935 | 29.23% |
| Farm | 2,879 | 2,875 | (3) | -0.12% |
| Total amount to be raised by general rates | 17,590 | 18,305 | 716 | 4.07% |

¹ 2024/25 figures include the Dinner Plain special rate, while 2025/26 figures have it redistributed across the usual rating categories.

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

| Type or class of land | 2024/25 cents/\$CIV | 2025/26 cents/\$CIV | \$ | % |
|--|------------------------|------------------------|----------|----------|
| Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included) | 0.0986 | - | (0.0986) | -100.00% |

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

| Type or class of land | 2024/25 \$'000 | 2025/26 \$'000 | Change \$'000 | % |
|--|-------------------|-------------------|------------------|----------|
| Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included) | 165,948 | - | (165,948) | -100.00% |

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

| Type of Charge | Per Rateable Property 2024/25 \$ | Per Rateable Property 2025/26 \$ | Change \$ | % |
|-------------------------------------|--|--|--------------|---------|
| Waste – 80 litre bin – fortnightly | 65.17 | 63.59 | (1.58) | -2.42% |
| Waste – 80 litre bin – weekly | 130.35 | 127.17 | (3.18) | -2.44% |
| Waste – 240 litre bin – fortnightly | 195.52 | 190.76 | (4.76) | -2.43% |
| Waste – 240 litre bin – weekly | 391.04 | 381.51 | (9.53) | -2.44% |
| FOGO – 240 litre bin – weekly | 109.68 | 115.06 | 5.38 | 4.91% |
| Recycling – 140 litre – fortnightly | 59.45 | 56.56 | (2.89) | -4.86% |
| Recycling – 240 litre – fortnightly | 76.98 | 84.52 | 7.54 | 9.79% |
| Recycling – 240 litre – weekly | 153.97 | 169.05 | 15.08 | 9.79% |
| Recycling – 360 litre – fortnightly | 196.04 | 118.06 | (77.98) | -39.78% |
| Recycling – 360 litre – weekly | 196.04 | 236.11 | 40.07 | 20.44% |
| Special Consideration | 65.17 | 63.59 | (1.58) | -2.42% |
| Dinner Plain standard service | 688.46 | 689.20 | 0.74 | 0.11% |
| Dinner Plain commercial service | 1,553.31 | 1,559.09 | 5.78 | 0.37% |
| Waste management charge | 281.54 | 290 | 8.46 | 3.00% |

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

| Type of Charge | 2024/25 | 2025/26 | Change | |
|-------------------------------------|---------|--------------|--------|---------------|
| | # | # | # | % |
| Waste – 80 litre bin – fortnightly | 5,540 | 5,482 | (58) | -1.05% |
| Waste – 80 litre bin – weekly | 248 | 239 | (9) | -3.63% |
| Waste – 240 litre bin – fortnightly | 1,122 | 1,238 | 116 | 10.34% |
| Waste – 240 litre bin – weekly | 210 | 211 | 1 | 0.48% |
| FOGO 240 litre bin – weekly | 6,299 | 6,385 | 86 | 1.37% |
| Recycling – 140 litre – fortnightly | 386 | 386 | 0 | 0.00% |
| Recycling – 240 litre – fortnightly | 6,121 | 6,204 | 83 | 1.36% |
| Recycling – 240 litre – weekly | 84 | 82 | (2) | -2.38% |
| Recycling – 360 litre – fortnightly | 651 | 647 | (4) | -0.61% |
| Recycling – 360 litre – weekly | 79 | 78 | (1) | -1.27% |
| Special Consideration | 59 | 77 | 18 | 30.51% |
| Dinner Plain standard service | 394 | 396 | 2 | 0.51% |
| Dinner Plain commercial service | 13 | 13 | - | 0.00% |
| Total | 21,206 | 21,438 | 232 | 1.09% |

| Type of Charge | Assessments 2024/25 | Assessments 2025/26 | Change |
|-------------------------|------------------------|------------------------|--------|
| Waste Management Charge | 7,979 | 8,076 | 97 |

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

| | 2024/25 | 2025/26 | Change | |
|-------------------------------------|--------------|--------------|------------|--------------|
| | \$'000 | \$'000 | \$'000 | % |
| Waste – 80 litre bin – fortnightly | 361 | 349 | (12) | -3.45% |
| Waste – 80 litre bin – weekly | 32 | 30 | (2) | -5.98% |
| Waste – 240 litre bin – weekly | 82 | 80 | (2) | -1.97% |
| Waste – 240 litre bin – fortnightly | 219 | 236 | 17 | 7.65% |
| FOGO 240 litre bin – weekly | 691 | 735 | 44 | 6.34% |
| Recycling – 140 litre – fortnightly | 23 | 22 | (1) | -4.86% |
| Recycling – 240 litre – fortnightly | 471 | 524 | 53 | 11.28% |
| Recycling – 360 litre – fortnightly | 64 | 76 | 13 | 19.70% |
| Recycling – 240 litre – weekly | 13 | 14 | 1 | 7.18% |
| Recycling – 360 litre – weekly | 15 | 18 | 3 | 18.92% |
| Special Consideration | 4 | 5 | 1 | 27.35% |
| Dinner Plain standard service | 271 | 273 | 2 | 0.61% |
| Dinner Plain commercial service | 20 | 20 | 0 | 0.37% |
| Waste Management Charge | 2,246 | 2,342 | 96 | 4.26% |
| Total Rates and charges | 4,514 | 4,725 | 211 | 4.69% |

5.1.6.11 Fair Go Rates System Compliance

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

| | 2024/25 | 2025/26 |
|--|---------------|---------------|
| Total Rates | \$ 17,520,128 | \$ 18,305,255 |
| Number of rateable properties | 9,135 | 9,135 |
| Base Average Rate | \$ 1,883 | 1946 |
| Maximum Rate Increase (set by the State Government) | 2.75% | 3.00% |
| Capped Average Rate | \$ 1,935 | \$ 2,004 |
| Maximum General Rates and Municipal Charges Revenue | \$ 17,672,936 | \$ 18,305,261 |
| Budgeted General Rates and Municipal Charges Revenue | \$ 17,520,128 | \$ 18,305,255 |
| Budgeted Supplementary Rates | \$ 90,290 | \$ 100,966 |
| Budgeted Total Rates and Municipal Charges Revenue | \$ 17,607,789 | \$ 18,395,546 |

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

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

- The making of supplementary valuations (2025/26: estimated \$120,000)
- The variation of returned levels of values (e.g., valuation objections)
- Changes of use of land such that rateable land becomes non-rateable land and vice-versa.
- Changes of use of land such that residential land becomes commercial/industrial land and vice versa.

5.2 GRANTS

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | Change \$'000 % | |
|---|---|-----------------------------|--------------------|------|
| Grants were received in respect of the following: | | | | |
| Summary of grants | | | | |
| Commonwealth funded grants | 5,736 | 6,217 | 481 | 8% |
| State funded grants | 13,551 | 2,570 | (10,981) | -81% |
| Total grants received | 19,287 | 8,787 | (10,500) | -54% |

| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | Change \$'000 % | |
|---|---|-----------------------------|-----------------------|-------|
| (a) Operating Grants | | | | |
| Recurrent – Commonwealth Government | | | | |
| Financial Assistance Grants | 4,813 | 5,080 | 268 | 6% |
| Recurrent – State Government | | | | |
| Emergency Services and Volunteers Fund Administration | 57 | 58 | 1 | 3% |
| Youth services | 94 | 96 | 2 | 2% |
| School crossing supervisors | 47 | 48 | 1 | 2% |
| Libraries | 168 | 168 | 0 | 0% |
| Maternal and child health | 407 | 378 | (29) | -7% |
| Other | 31 | 88 | 57 | 184% |
| Total recurrent grants | 5,617 | 5,917 | 301 | 5% |
| Non-recurrent – Commonwealth Government | | | | |
| Nil | 0 | 0 | 0 | 0% |
| Non-recurrent – State Government | | | | |
| Community health | 176 | 169 | (7) | -4% |
| Emergency management | 348 | 0 | (348) | -100% |
| Youth services | 113 | 38 | (75) | -67% |
| Total non-recurrent grants | 637 | 206 | (430) | -68% |
| Total operating grants | 6,253 | 6,123 | (130) | -2% |
| (b) Capital Grants | | | | |
| Recurrent – Commonwealth Government | | | | |
| Roads to recovery | 923 | 1,136 | 213 | 23% |
| Local Roads and Community Infrastructure Program – LRCI | 1,625 | 0 | (1,625) | -100% |
| Recurrent – State Government | | | | |
| Nil | 0 | 0 | 0 | 0% |
| Total recurrent grants | 2,548 | 1,136 | (1,411) | -55% |
| Non-recurrent – Commonwealth Government | | | | |
| Nil | 0 | 0 | 0 | 0% |

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| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | Change \$'000 % | |
|--|---|-----------------------------|-----------------------|-------------|
| <i>Non-recurrent – State Government</i> | | | | |
| Buildings | 2,552 | 1,510 | (1,042) | -41% |
| Roads | 1,762 | 0 | (1,762) | -100% |
| Recreation | 4,186 | 17 | (4,169) | -100% |
| Bridges | 679 | 0 | (679) | -100% |
| Pathways | 1,200 | 0 | (1,200) | -100% |
| Waste | 107 | 0 | (107) | -100% |
| Total non-recurrent grants | 10,486 | 1,527 | (8,959) | 0% |
| Total capital grants | 13,034 | 2,663 | (10,370) | -80% |
| Total Grants | 19,287 | 8,787 | (10,500) | -55% |

5.3 BORROWINGS

The Council continues to operate free of loans.

5.4 CAPITAL WORKS PROGRAM

This section presents an overview of capital works expenditure and funding sources, as well as a listing of the capital works projects that will be undertaken for the 2025/26 financial year. Works are also disclosed as current budget or carried forward from last year.

5.4.1 Summary of Works

| | Forecast Actual 2024/25 \$'000 | Budget 2025/26 \$'000 | Change \$'000 | % |
|---------------------|---|-----------------------------|------------------|----------------|
| Property | 3,957 | 2,514 | (1,443) | -36.46% |
| Plant and equipment | 888 | 605 | (283) | -31.91% |
| Infrastructure | 14,198 | 6,438 | (7,760) | -54.66% |
| Total | 19,043 | 9,557 | (9,486) | -49.81% |

| Capital Works Area | Project cost \$'000 | Asset expenditure type | | | | Summary of funding sources | | | |
|----------------------------|---------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|----------------------|
| | | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Grants \$'000 | Contributions \$'000 | Council cash \$'000 | Borrowings \$'000 |
| Property | 2,514 | 765 | 1,429 | 321 | | 977 | 150 | 1,387 | |
| Plant and equipment | 605 | | 605 | | | | | 605 | |
| Infrastructure | 6,438 | 827 | 3,658 | 1,953 | | 1,686 | | 4,752 | |
| Total capital works | 9,557 | 1,591 | 5,692 | 2,274 | - | 2,663 | 150 | 6,744 | - |

5.4.2 Capital Works Budget Current Works 2025/26

| Capital Works Area | Project cost | Asset expenditure type | | | | Summary of funding sources | | | |
|---|--------------|------------------------|---------|---------|-----------|----------------------------|--------------------|--------------|-----------|
| | | New | Renewal | Upgrade | Expansion | Grants | Contri- butions | Council cash | Borrowing |
| | | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Property | | | | | | | | | |
| Land | | | | | | | | | |
| Mount Beauty Airfield Government Land | 22 | | 22 | | | | | 22 | |
| Buildings | | | | | | | | | |
| Public Amenities Upgrades - Annual Program (Tawonga Pioneer Park) | 100 | | 100 | | | | | 100 | |
| Disability Action Plan Annual Program | 50 | 50 | | | | | | 50 | |
| Pebble Beach Amenity Block | 140 | 140 | | | | | | 140 | |
| Building Renewal Program | 250 | | 250 | | | | | 250 | |
| Bright Outdoor Fitness Equipment | 180 | 180 | | | | | 100 | 80 | |
| Bright Pioneer Park Timekeepers Box | 50 | 50 | | | | | 50 | | |
| Mount Beauty Transfer Station Office | 240 | | | 240 | | | | 240 | |
| Council Office Solar Upgrade | 50 | | | 50 | | | | 50 | |
| Tawonga South Municipal Precinct Design | 150 | 150 | | | | | | 150 | |
| Climate Action Initiatives - Annual Program | 100 | 100 | | | | | | 100 | |
| Bright United Football and Netball Club Storage Upgrade | 23 | 23 | | | | 17 | | 6 | |
| Myrtleford Memorial Hall | 554 | | 554 | | | 554 | | | |
| Total property | 1,909 | 693 | 926 | 290 | - | 571 | 150 | 1,188 | - |

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| Capital Works Area | Asset expenditure type | | | | | Summary of funding sources | | | |
|---|------------------------|--------|------------|---------|-----------|----------------------------|----------------|--------------|-----------|
| | Project cost | New | Renewal | Upgrade | Expansion | Grants | Contri-butions | Council cash | Borrowing |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Plant and equipment | | | | | | | | | |
| Plant, machinery, and equipment | | | | | | | | | |
| Large Plant Renewal | 495 | | 495 | | | | | 495 | |
| Small Plant And Equipment Renewal | 30 | | 30 | | | | | 30 | |
| Office furniture and equipment | | | | | | | | | |
| Library Books | 80 | | 80 | | | | | 80 | |
| Total plant and equipment | 605 | - | 605 | - | - | - | - | 605 | - |
| Infrastructure | | | | | | | | | |
| Roads | | | | | | | | | |
| Road Stabilisation And Patching | 235 | | 235 | | | 235 | | | |
| Resealing | 555 | | 555 | | | 555 | | | |
| Asphalt Overlays | 150 | | 150 | | | 150 | | | |
| Kerb And Channel Renewal | 150 | | 150 | | | | | 150 | |
| Line Marking | 50 | | 50 | | | | | 50 | |
| Gravel Road Reconstruction & Resheeting Program | 425 | | 425 | | | 196 | | 229 | |
| Road Upgrade Program | 300 | | | 300 | | | | 300 | |
| State Road Grading | 205 | | 205 | | | | | 205 | |
| Council Office Carpark Upgrade | 120 | | 120 | | | | | 120 | |
| Bridges | | | | | | | | | |
| Bridge Renewal | 255 | | 255 | | | | | 255 | |
| Footpaths and cycleways | | | | | | | | | |

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| 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 | Borrowing \$'000 |
| Footpaths/Trails/Cycleways New Program | 250 | 250 | | | | | | 250 | |
| Footpaths/Trails/Cycleways Renewal Program | 250 | | 250 | | | | | 250 | |
| Drainage | | | | | | | | | |
| Drainage Renewal | 200 | | 200 | | | | | 200 | |
| Recreational, leisure and community facilities | | | | | | | | | |
| Recreation and Open Space Renewal Program | 280 | | 280 | | | | | 280 | |
| Oaks Lawn Detailed Electrical Design | 30 | | 30 | | | | | 30 | |
| Tawonga Pioneer Park Multi-Purpose Court Resurfacing | 60 | | 60 | | | | | 60 | |
| Tawonga Pioneer Park Fence Renewal | 50 | | 50 | | | | | 50 | |
| Tawonga Pioneer Park Picnic Table Area Upgrade | 50 | | 50 | | | | | 50 | |
| Dinner Plain Tennis Court Resurfacing | 60 | | 60 | | | | | 60 | |
| Waste | | | | | | | | | |
| Kerbside Bins Renewal And Upgrade | 80 | | 60 | 20 | | | | 80 | |
| Public Bins Renewal | 60 | | 60 | | | | | 60 | |
| Old Landfill Rehabilitation Investigation | 170 | | | 170 | | | | 170 | |
| Landfill Capping Stage 3 Design | 100 | | | 100 | | | | 100 | |
| Borehole Renewal Program | 60 | | 60 | | | | | 60 | |
| Total infrastructure | 4,145 | 250 | 3,305 | 590 | - | 1,136 | - | 3,009 | - |
| Capitalised wages | 642 | 167 | 315 | 161 | - | - | - | 642 | - |
| Total new capital works expenditure | 7,301 | 1,110 | 5,151 | 1,041 | - | 1,707 | 150 | 5,444 | - |

5.4.3 Works Carried Forward from 2024/25

| Capital Works Area | Project cost \$'000 | Asset expenditure type | | | | Summary of funding sources | | | |
|--|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|---------------------|
| | | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Grants \$'000 | Contributions \$'000 | Council cash \$'000 | Borrowing \$'000 |
| Property | | | | | | | | | |
| Buildings | | | | | | | | | |
| Myrtleford Memorial Hall | 406 | - | 406 | - | - | 406 | - | - | - |
| Total property | 406 | - | 406 | - | - | 406 | - | - | - |
| Infrastructure | | | | | | | | | |
| Bridges | | | | | | | | | |
| Nimmo Pedestrian Bridge | 550 | 550 | - | - | - | 550 | - | - | - |
| Waste | | | | | | | | | |
| Myrtleford Landfill Cell 1 and 2 | 1,300 | - | - | 1,300 | - | - | - | 1,300 | - |
| Total infrastructure | 1,850 | 550 | - | 1,300 | - | 550 | - | 1,300 | - |
| Total capital works carried forward | 2,256 | 550 | 406 | 1,300 | - | 956 | - | 1,300 | - |

5.4.4 Summary of Planned Capital Works Expenditure for the four years ended 30 June 2029

| Capital Works Area 2027 | Project cost \$'000 | Asset expenditure type | | | | Summary of funding sources | | | |
|--|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|------------------------------|---------------------------|---------------------|
| | | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Grants \$'000 | Contribu- tions \$'000 | Council cash \$'000 | Borrowing \$'000 |
| Property | | | | | | | | | |
| Buildings | 2,260 | | 2,260 | | | | | 2,260 | |
| Total property | 2,260 | - | 2,260 | - | - | - | - | 2,260 | - |
| Plant and equipment | | | | | | | | | |
| Plant, machinery and equipment | 459 | | 459 | | | | | 459 | |
| Computers and telecommunications | 246 | | 246 | | | | | 246 | |
| Library books | 81 | | 81 | | | | | 81 | |
| Total plant and equipment | 786 | - | 786 | - | - | - | - | 786 | - |
| Infrastructure | | | | | | | | | |
| Roads | 2,125 | | 1,134 | 991 | | 1,530 | | 595 | |
| Bridges | 302 | | 302 | | | | | 302 | |
| Footpaths and cycleways | 297 | | 297 | | | | | 297 | |
| Drainage | 237 | | 237 | | | | | 237 | |
| Recreational, leisure and community facilities | 514 | | 514 | | | | | 514 | |
| Parks, open space and streetscapes | 107 | | 107 | | | | | 107 | |
| Waste | 372 | | 372 | | | | | 372 | |
| Total infrastructure | 3,954 | - | 2,963 | 991 | - | 1,530 | - | 2,424 | - |
| Total capital works expenditure | 7,000 | - | 6,009 | 991 | - | 1,530 | - | 2,424 | - |

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| Capital Works Area 2028 | Project cost \$'000 | Asset expenditure type | | | | Summary of funding sources | | | |
|--|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|---------------------|
| | | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Grants \$'000 | Contributions \$'000 | Council cash \$'000 | Borrowing \$'000 |
| Property | | | | | | | | | |
| Buildings | 2,316 | | 2,316 | | | | | 2,316 | |
| Total property | 2,316 | - | 2,316 | - | - | - | - | 2,316 | - |
| Plant and equipment | | | | | | | | | |
| Plant, machinery and equipment | 459 | | 459 | | | | | 459 | |
| Computers & telecommunications | 246 | | 246 | | | | | 246 | |
| Library books | 83 | | 83 | | | | | 83 | |
| Total plant and equipment | 788 | - | 788 | - | - | - | - | 788 | - |
| Infrastructure | | | | | | | | | |
| Roads | 2,106 | | 1,117 | 989 | | 1,568 | | 538 | |
| Bridges | 309 | | 309 | | | | | 309 | |
| Footpaths and cycleways | 305 | | 305 | | | | | 305 | |
| Drainage | 244 | | 244 | | | | | 244 | |
| Recreational, leisure and community facilities | 554 | | 554 | | | | | 554 | |
| Parks, open space and streetscapes | 110 | | 110 | | | | | 110 | |
| Waste | 381 | | 381 | | | | | 381 | |
| Total infrastructure | 4,009 | - | 3,020 | 989 | - | 1,568 | - | 2,441 | - |
| Total capital works expenditure | 7,113 | - | 6,124 | 989 | - | 1,568 | - | 2,441 | - |

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| Capital Works Area 2029 | Project cost \$'000 | Asset expenditure type | | | | Summary of funding sources | | | |
|--|------------------------|------------------------|-------------------|-------------------|---------------------|----------------------------|-------------------------|------------------------|---------------------|
| | | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Grants \$'000 | Contributions \$'000 | Council cash \$'000 | Borrowing \$'000 |
| Property | | | | | | | | | |
| Buildings | 2,374 | | 2,374 | | | | | 2,374 | |
| Total property | 2,374 | - | 2,374 | - | - | - | - | 2,374 | - |
| Plant and equipment | | | | | | | | | |
| Plant, machinery and equipment | 470 | | 470 | | | | | 470 | |
| Computers & telecommunications | 252 | | 252 | | | | | 252 | |
| Library books | 85 | | 85 | | | | | 85 | |
| Total plant and equipment | 808 | - | 808 | - | - | - | - | 808 | - |
| Infrastructure | | | | | | | | | |
| Roads | 2159 | | 1,145 | 1,014 | | 1607 | | 551 | |
| Bridges | 317 | | 317 | | | | | 317 | |
| Footpaths and cycleways | 313 | | 313 | | | | | 313 | |
| Drainage | 250 | | 250 | | | | | 250 | |
| Recreational, leisure and community facilities | 568 | | 568 | | | | | 568 | |
| Parks, open space and streetscapes | 113 | | 113 | | | | | 113 | - |
| Waste | 391 | | 391 | | | | | 391 | - |
| Total infrastructure | 4,109 | - | 3,096 | 1,014 | - | 1,607 | - | 2,502 | - |
| Total capital works expenditure | 7,291 | - | 6,277 | 1,014 | - | 1,607 | - | 2,502 | - |

5.5 FINANCIAL PERFORMANCE INDICATORS

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

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

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

| Indicator | Measure | Actual 2023/24 | Forecast 2024/25 | Budget 2025/26 | Future Budget Projections | | | Trend |
|---|---|-------------------|---------------------|-------------------|---------------------------|---------|---------|-------|
| <i>Operating position</i> | | | | | | | | |
| Adjusted underlying result (An adjusted underlying surplus is generated in the ordinary course of business) | Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue | (10.70%) | (3.00%) | (3.43%) | (3.35%) | (2.97%) | (2.59%) | O |
| <i>Liquidity</i> | | | | | | | | |
| Unrestricted cash (Sufficient cash that is free of restrictions is available to pay bills as and when they fall due) | Unrestricted cash compared to current liabilities Unrestricted cash / current liabilities | (55.20%) | 24.57% | 47.43% | 57.64% | 41.50% | 29.59% | O |
| <i>Obligations</i> | | | | | | | | |
| Loans and borrowings¹ (Level of interest bearing loans and borrowings is appropriate to the size and nature of Council’s activities) | Loans and borrowings compared to rates Interest bearing loans and borrowings / rate revenue | 0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | O |
| Loans and borrowings¹ (Level of interest bearing loans and | Loans and borrowings repayments compared to rates | 0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | O |

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| Indicator | Measure | Actual 2023/24 | Forecast 2024/25 | Budget 2025/26 | Future Budget Projections 2026/27 | 2027/28 | 2028/29 | Trend |
|---|--|-------------------|---------------------|-------------------|--------------------------------------|---------|---------|-------|
| borrowings is appropriate to the size and nature of Council's activities) | Interest and principal repayments on interest bearing loans and borrowings / rate revenue | | | | | | | |
| Indebtedness (Level of long term liabilities is appropriate to the size and nature of a Council's activities) | Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue | 15.5% | 15.8% | 17.2% | 15.9% | 16.1% | 17.7% | O |
| Stability | | | | | | | | |
| Rates effort (Rating level is set based on the community's capacity to pay) | Rates compared to property values Rate revenue / CIV of rateable properties in the municipal district | 0.3% | 0.3% | 0.3% | 0.3% | 0.3% | 0.3% | O |
| Efficiency | | | | | | | | |
| Revenue level (Resources are used efficiently in the delivery of services) | Average rate per property assessment General rates and municipal charges / no. of property assessments | \$1,852 | \$1,883 | \$1,946 | \$1,994 | \$2,044 | \$2,095 | + |

Key to Forecast Trend:

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

Notes to indicators

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

5.6 TARGETED PERFORMANCE INDICATORS – SERVICE AND FINANCIAL

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

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

ALPINE SHIRE COUNCIL | COUNCIL DOCUMENT

| Indicator Service | Measure | Actual | Forecast | Budget | Future Budget Projections | | | Trend |
|--|---|---------|----------|---------|---------------------------|---------|---------|-------|
| | | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | +/- |
| Governance¹ | | | | | | | | |
| Consultation and engagement (Council decisions made and implemented with community input) | Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council | 46 | 47 | 56 | 57 | 57 | 58 | + |
| Roads² | | | | | | | | |
| Condition (Sealed local roads are maintained at the adopted condition standard) | Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads | 99.6% | 99.0% | 99.6% | 99.6% | 99.6% | 99.6% | + |
| Statutory Planning³ | | | | | | | | |
| Service standard (Planning application processing and decisions are in accordance with legislative requirements) | Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made | 22.8% | 40.0% | 60.0% | 70.0% | 80.0% | 85.0% | + |
| Waste Management⁴ | | | | | | | | |
| Waste diversion (Amount of waste diverted from landfill is maximised) | Kerbside collection waste diverted from landfill Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins | 73.4% | 73.5% | 75.0% | 75.5% | 76.0% | 76.5% | + |

ALPINE SHIRE COUNCIL | COUNCIL DOCUMENT

| Indicator Service | Measure | Actual | Forecast | Budget | Future Budget Projections | | | Trend |
|--|---|---------|----------|---------|---------------------------|---------|---------|-----------|
| | | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | + / o / - |
| Liquidity⁵ | | | | | | | | |
| Working Capital (Sufficient working capital is available to pay bills as and when they fall due) | Current assets compared to current liabilities Current assets / current liabilities | 220.2% | 252.9% | 338.4% | 294.8% | 252.9% | 236.7% | - |
| Obligations⁶ | | | | | | | | |
| Asset renewal (Assets are renewed as planned) | Asset renewal compared to depreciation Asset renewal and upgrade expense / Asset depreciation | 163.7% | 152.6% | 107.6% | 104.0% | 105.7% | 108.3% | O |
| Stability⁷ | | | | | | | | |
| Rates concentration (Revenue is generated from a range of sources) | Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue | 54.6% | 47.9% | 60.5% | 58.5% | 58.9% | 60.7% | + |
| Efficiency⁸ | | | | | | | | |
| Expenditure level (Resources are used efficiently in the delivery of services) | Expenses per property assessment Total expenses / no. of property assessments | \$3,818 | \$4,111 | \$4,037 | \$4,134 | \$4,222 | \$4,312 | - |

Key to Target Trend:

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

1 - 4. As final results for 2024/25 are not yet known, for the purposes of the draft Budget, Alpine has set the Target for the 2025/26 year based on an increase on 2023/24 results.

5. Council is targeting a consistent result for this indicator to provide sufficient asset utilisation. Future budget projections are driven by the assumptions contained in the financial statements

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

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

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

6. Schedule of Fees and Charges

This section presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2025/26 year.

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

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| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Alpine Shire Council

Corporate

Rates

| | | | | | | | |
|--|---------------|---------|---------|-------|---------|------------|---|
| Fee for establishing a formal rates payment arrangement | \$0.00 | \$35.00 | \$35.00 | ∞ | \$35.00 | | N |
| Rates debt recovery costs | Cost recovery | | | | | | N |
| Copy of rates notice already issued (where account has been paid or part paid) | \$16.50 | \$16.50 | \$16.50 | 0.00% | \$0.00 | Per notice | N |
| Copy of rates notice already issued (where account has not been paid or part paid) | Free | | | | | Per notice | N |
| Provision of Rating/valuation information greater than 1 year | \$55.00 | \$55.00 | \$55.00 | 0.00% | \$0.00 | Per hour | N |
| Rates transaction history listing | Free | | | | | Per list | N |
| Updated Rates Notice (not copy of original) | \$58.85 | \$58.90 | \$58.90 | 0.08% | \$0.05 | Per notice | N |

Governance

| | | | | | | | |
|-------------------------|------|--|--|--|--|--|---|
| Disabled parking permit | Free | | | | | | N |
|-------------------------|------|--|--|--|--|--|---|

Records retrieval – All Council Functions inc Rates, Planning, Building, Health and Waste Charges

| | | | | | | | |
|---------------------------------|----------|----------|----------|-------|--------|----------|---|
| Retrieval of Records – On Site | \$55.00 | \$55.00 | \$55.00 | 0.00% | \$0.00 | Per item | N |
| Retrieval of Records – Off Site | \$110.00 | \$110.00 | \$110.00 | 0.00% | \$0.00 | Per item | N |

Freedom of Information

| | | | | | | | |
|--|-------------------------------------|--|--|--|--|--|---|
| Freedom of Information Application Fee | 2 fee units | | | | | | N |
| | Last year fee As per Legislation | | | | | | |

Customer Experience

Libraries

| | | | | | | | |
|---|--------|---------|---------|---|---------|----------|---|
| Meeting Room Hire - Non-Profit/Community Groups | \$0.00 | \$10.00 | \$11.00 | ∞ | \$11.00 | Per hour | Y |
|---|--------|---------|---------|---|---------|----------|---|

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Libraries [continued]

| | | | | | | | |
|---|---------|---------|---------|---------|------------------------|---------------|---|
| Library Meeting Room | \$19.25 | \$17.50 | \$19.25 | 0.00% | \$0.00 | Per hour | Y |
| Max \$170/day | | | | | | | |
| CDB covers | \$11.55 | \$10.50 | \$11.55 | 0.00% | \$0.00 | Per item | Y |
| Disc Cleaning | \$5.50 | \$5.00 | \$5.50 | 0.00% | \$0.00 | Per item | Y |
| DVD or CD ROM replacement cover | \$3.85 | \$3.50 | \$3.85 | 0.00% | \$0.00 | Per item | Y |
| Inter library loan strap/barcode | \$4.95 | \$4.50 | \$4.95 | 0.00% | \$0.00 | Per item | Y |
| Interlibrary loans (for loans outside of Victoria or from non-library institutions) | \$32.45 | \$29.50 | \$32.45 | 0.00% | \$0.00 | Per item | Y |
| Laminating - A4 | \$1.65 | \$1.50 | \$1.65 | 0.00% | \$0.00 | Per page | Y |
| Laminating - A3 | \$2.75 | \$2.50 | \$2.75 | 0.00% | \$0.00 | Per page | Y |
| Lost or damaged items, where price is known | | | | | Price of item | Per item | N |
| Minor damage to an item or barcode | \$3.85 | \$3.50 | \$3.50 | -9.09% | -\$0.35 | Per item | N |
| Non-Collection of reserved item | \$2.75 | \$2.50 | \$2.50 | -9.09% | -\$0.25 | Per item | N |
| Inter library - Overdue fine > than 2 days | \$0.66 | \$0.60 | \$0.60 | -9.09% | -\$0.06 | Per day | N |
| Book Club - Overdue fine > than 2 days | \$1.65 | \$1.00 | \$1.00 | -39.39% | -\$0.65 | Per day | N |
| Printing/photocopying - Black & White A4 | \$0.22 | \$0.18 | \$0.20 | -9.09% | -\$0.02 | Per page | Y |
| Printing/photocopying - Colour A4 and Black & White A3 | \$0.55 | \$0.45 | \$0.50 | -9.09% | -\$0.06 | Per page | Y |
| Printing/photocopying - Colour A3 | \$1.65 | \$1.45 | \$1.60 | -3.03% | -\$0.06 | Per page | Y |
| Programs and activities | | | | | Set for each event | Per attendee | Y |
| Replacement of lost or damaged cards | \$3.50 | \$3.50 | \$3.50 | 0.00% | \$0.00 | Per card | N |
| Requests for photocopies not in stock and obtained on inter library loan | | | | | As charged by supplier | Per item | Y |
| Research fee | \$30.00 | \$30.00 | \$30.00 | 0.00% | \$0.00 | Per half hour | N |
| USB | | | | | Cost recovery | Per item | Y |

Lost or damaged items, where price is unknown

| | | | | | | | |
|--------------------------|---------|---------|---------|--------|---------|----------|---|
| Adult book | \$35.20 | \$32.00 | \$32.00 | -9.09% | -\$3.20 | Per item | N |
| Adult book – Large print | \$60.50 | \$55.00 | \$55.00 | -9.09% | -\$5.50 | Per item | N |
| Adult book – non-fiction | \$36.30 | \$33.00 | \$33.00 | -9.09% | -\$3.30 | Per item | N |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Lost or damaged items, where price is unknown [continued]

| | | | | | | | |
|-------------------------|------------------------------------|----------|----------|--------|----------|----------|---|
| Junior book | \$16.50 | \$15.00 | \$15.00 | -9.09% | -\$1.50 | Per item | N |
| Teen book | \$22.00 | \$20.00 | \$20.00 | -9.09% | -\$2.00 | Per item | N |
| Light romance | \$2.75 | \$2.50 | \$2.50 | -9.09% | -\$0.25 | Per item | N |
| Periodical | \$12.10 | \$11.00 | \$11.00 | -9.09% | -\$1.10 | Per item | N |
| Book on CD (Adult) | \$121.00 | \$110.00 | \$110.00 | -9.09% | -\$11.00 | Per item | N |
| Single disk replacement | Cost of full replacement + 10% GST | | | | | Per item | N |
| DVD Film (Adult) | \$32.45 | \$29.50 | \$29.50 | -9.09% | -\$2.95 | Per item | N |
| DVD TV (Adult) | \$44.00 | \$40.00 | \$40.00 | -9.09% | -\$4.00 | Per item | N |
| Playaway | \$117.70 | \$107.00 | \$107.00 | -9.09% | -\$10.70 | Per item | N |
| MP3 (Adult) | \$123.20 | \$112.00 | \$112.00 | -9.09% | -\$11.20 | Per item | N |

Customer Service

| | | | | | | | |
|--|--------------------|---------|---------|-------|---------|-----------------|---|
| Land information certificate - within 7 Days | As Per Legislation | | | | | | N |
| Land information certificate - within 24 Hours | \$58.85 | \$58.85 | \$58.85 | 0.00% | -\$0.01 | Per certificate | N |

Visitor Information Centre

| | | | | | | | |
|--------------------------|--------|--------|--------|--------|---------|------------|---|
| Tours and Talks - adult | \$6.05 | \$5.00 | \$5.50 | -9.09% | -\$0.55 | Per person | Y |
| Tours and Talks - junior | \$3.85 | \$3.18 | \$3.50 | -9.09% | -\$0.35 | Per person | Y |

Events

| | | | | | | | |
|--------------------------------|-------------------------------|----------|----------|---|----------|-----------|---|
| Genset Hire - Commercial Event | \$0.00 | \$500.00 | \$550.00 | ∞ | \$550.00 | | Y |
| Genset Hire - Community Event | \$0.00 | \$200.00 | \$220.00 | ∞ | \$220.00 | | Y |
| Waste Charges | Cost recovery + 10% admin fee | | | | | Per event | Y |
| Resident notifications by post | Cost recovery | | | | | | Y |
| Two weeks prior to event | | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Events [continued]

| | | | | | | | |
|--|------------|------------|------------|-------|--------|----------------------------|---|
| Use of Council land – Commercial event | \$1,100.00 | \$1,000.00 | \$1,100.00 | 0.00% | \$0.00 | Per day of event operation | Y |
|--|------------|------------|------------|-------|--------|----------------------------|---|

Regulatory Services

Building

| | | | | | | | |
|---|----------------------|------------|------------|--------|----------|-----------------|---|
| Additional inspection or re- inspection (remote area) | \$396.00 | \$370.80 | \$407.88 | 3.00% | \$11.88 | Per inspection | Y |
| Additional inspection or re- inspection (urban area) | \$282.70 | \$264.71 | \$291.18 | 3.00% | \$8.48 | Per inspection | Y |
| BAL Assessment – desktop assessment | \$734.80 | \$688.04 | \$756.84 | 3.00% | \$22.04 | | Y |
| Minimum Fee | | | | | | | |
| BAL Assessment – on site assessment | \$1,469.60 | \$1,376.08 | \$1,513.69 | 3.00% | \$44.09 | | Y |
| Minimum Fee | | | | | | | |
| BAL Assessment – remote on site assessment | \$1,865.05 | \$1,746.37 | \$1,921.00 | 3.00% | \$55.95 | | Y |
| Minimum Fee | | | | | | | |
| Build Over Easement | As per Legislation | | | | | | N |
| Building Information Certificate | As per Legislation | | | | | | N |
| Carport, garage, verandas, patios, pergolas and other small extensions – up to 4 Inspections \$16,001 or greater alterations/additions to a Class 1 to 10 | Price on Application | | | | | | Y |
| Commercial works \$0 – \$39,999 | Price on Application | | | | | | Y |
| Plus Lodgement fee | | | | | | | |
| Commercial works \$40,000 or over | Price on Application | | | | | | Y |
| Plus Lodgement fee | | | | | | | |
| Council Comments (to vary a regulation, where report and consent not an option) | \$508.75 | \$462.50 | \$462.50 | -9.09% | -\$46.25 | | N |
| As per Regulations | | | | | | | |
| Demolition of Building s29A Consent – Consideration of request | \$93.90 | \$96.72 | \$96.72 | 3.00% | \$2.82 | Per application | N |

continued on next page ...

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Building [continued]

| | | | | | | | |
|---|----------------------|------------|------------|-------|---------|----------------|---|
| Dwelling extensions and alterations | Price on Application | | | | | | Y |
| Price on Application – Minimum Fee plus levies | | | | | | | |
| Essential service inspection and report | \$565.40 | \$529.42 | \$582.36 | 3.00% | \$16.96 | Per inspection | Y |
| Minimum amount | | | | | | | |
| Extension of time for Building Permit | \$305.80 | \$286.34 | \$314.97 | 3.00% | \$9.17 | Per extension | Y |
| Flooding (Reg 153) | As per Legislation | | | | | Per item | N |
| Form 22 Swimming pool / spa registration | As per Legislation | | | | | Per property | N |
| Form 23 Certificate of compliance lodgement | As per Legislation | | | | | | Y |
| Form 24 Certificate of non-compliance lodgement | As per Legislation | | | | | | Y |
| Legal point of discharge information | As per Legislation | | | | | | N |
| Lodgement Fee | As per Legislation | | | | | | N |
| Major amendment to building permit | \$339.35 | \$317.76 | \$349.53 | 3.00% | \$10.18 | Per amendment | Y |
| Minor amendment to building permit | \$158.40 | \$148.32 | \$163.15 | 3.00% | \$4.75 | Per amendment | Y |
| Multi-unit development | Price of Application | | | | | | Y |
| Minimum Fee | | | | | | | |
| New dwelling | Price of Application | | | | | | Y |
| Minimum Fee plus Applicable Levies | | | | | | | |
| Non-mandatory inspection | \$339.35 | \$317.76 | \$349.53 | 3.00% | \$10.18 | Per inspection | Y |
| Notification of adjoining landowners for siting variation | \$137.50 | \$137.50 | \$137.50 | 0.00% | \$0.00 | Per item | N |
| As Per Legislation | | | | | | | |
| Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1 & 10 | \$650.10 | \$608.73 | \$669.60 | 3.00% | \$19.50 | Per document | Y |
| Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1b | \$1,243.55 | \$1,164.42 | \$1,280.86 | 3.00% | \$37.31 | Per document | Y |

continued on next page ...

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Building [continued]

| | | | | | | | |
|---|----------------------|------------|------------|-------|---------|--------------|---|
| Occupancy Permit/Final Certificate not assoc. with Building Permit Class 2-9 | \$1,469.60 | \$1,376.08 | \$1,513.69 | 3.00% | \$44.09 | Per document | Y |
| Partial compliance exemption – access matter | \$508.75 | \$476.38 | \$524.01 | 3.00% | \$15.26 | Per item | Y |
| Partial compliance exemption – amenity matter | \$339.35 | \$317.76 | \$349.53 | 3.00% | \$10.18 | Per item | Y |
| Partial compliance exemption – fire safety matter | \$622.05 | \$582.47 | \$640.71 | 3.00% | \$18.66 | Per item | Y |
| Performance solutions – access matter | \$565.40 | \$529.42 | \$582.36 | 3.00% | \$16.96 | Per item | Y |
| Performance solutions – amenity matter | \$396.00 | \$370.80 | \$407.88 | 3.00% | \$11.88 | Per item | Y |
| Performance solutions – fire safety matter | \$734.80 | \$688.04 | \$756.84 | 3.00% | \$22.04 | Per item | Y |
| POPE attendance of greater than 5,000 persons and more than 5 prescribed structures | \$2,260.50 | \$2,260.50 | \$2,260.50 | 0.00% | \$0.00 | | N |
| POPE attendance up to 1000 persons & 1 prescribed structure | \$1,469.60 | \$1,469.60 | \$1,469.60 | 0.00% | \$0.00 | | N |
| POPE attendance up to 5000 persons & 5 prescribed structure | \$2,034.45 | \$2,034.45 | \$2,034.45 | 0.00% | -\$0.01 | | N |
| Projections beyond street alignment (Part 6) | As per Legislation | | | | | Per item | N |
| Protection of the public (Reg 116) | As per Legislation | | | | | Per item | N |
| Restumping or demolition | Price on Application | | | | | | Y |
| Swimming pool (above ground) | Price on Application | | | | | | Y |
| Swimming pool (in-ground) | Price on Application | | | | | | Y |
| Swimming pool / spa document search fee | As per Legislation | | | | | Per property | N |
| Swimming pool / spa inspection (up to 2 site visits) | \$565.40 | \$529.42 | \$582.36 | 3.00% | \$16.96 | | Y |
| Temporary Siting approvals more than 3 Structures | \$666.60 | \$666.60 | \$666.60 | 0.00% | \$0.00 | | N |
| Temporary Siting approvals x3 Structures | \$508.75 | \$508.75 | \$508.75 | 0.00% | \$0.00 | | N |
| Variation to ResCode (report and consent) | As per Legislation | | | | | | N |

Health

| | | | | | | | |
|-------------------------------|---|----------|----------|-------|--------|------------------|---|
| Inspection and report fee | \$282.70 | \$282.70 | \$282.70 | 0.00% | \$0.00 | Per registration | N |
| New premises fee | 50% of annual registration fee plus applicable registration fee | | | | | | N |
| Registration late penalty fee | Annual Registration Fee + 30% | | | | | | N |
| Of original registration fee | | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Health [continued]

| | | | | | | | |
|--|-------------------------------|--|--|--|--|--|---|
| Registration late penalty fee (No GST) | Annual Registration Fee + 30% | | | | | | N |
| Of original registration fee | | | | | | | |

Public Health and Wellbeing Act 2008

| | | | | | | | |
|---|----------|----------|----------|-------|--------|-------------|---|
| Beauty or skin penetration registration | \$221.00 | \$227.63 | \$227.63 | 3.00% | \$6.63 | Per annum | N |
| Hairdresser premise registration | \$231.50 | \$238.45 | \$238.45 | 3.00% | \$6.95 | Per premise | N |

Category 1 Public Aquatic Facilities

Definition: Public aquatic facilities include swimming pools, spa pools and interactive water features.

A Category 1 aquatic facility means a swimming pool, spa pool or interactive water feature that is:

- used by members of the public, whether free of charge or for a fee
- used in association with a class or program that is offered free of charge or for a fee
- located at the premises of an early childhood service, school or other educational institution
- located at premises at which residential aged care services are provided
- located at a public hospital, multi-purpose service, a denominational hospital or a private hospital
- located at a privately-operated hospital within the meaning of section 3(1) of the Health Services Act 1988.

| | | | | | | | |
|---|--------|----------|----------|---|----------|--|---|
| Registration of Category 1 Aquatic Facility under Public Health and Wellbeing Act 2008 (1 pool/spa/interactive water feature) | \$0.00 | \$300.00 | \$300.00 | ∞ | \$300.00 | | N |
| Registration of each additional pool/spa interactive water feature within same Category 1 Aquatic Facility | \$0.00 | \$100.00 | \$100.00 | ∞ | \$100.00 | | N |
| Renewal of Category 1 Aquatic Facility under Public Health and Wellbeing Act 2008 | \$0.00 | \$300.00 | \$300.00 | ∞ | \$300.00 | | N |
| Transfer fee of Category 1 Aquatic Facility under Public Health and Wellbeing Act 2008 | \$0.00 | \$300.00 | \$300.00 | ∞ | \$300.00 | | N |

Residential Tenancies Act 1997

| | | | | | | | |
|---|---|----------|----------|-------|--------|-----------|---|
| Prescribed accommodation premise registration | \$311.30 | \$311.30 | \$311.30 | 0.00% | \$0.00 | Per annum | N |
| Transfer registration fee | 50% of applicable annual registration fee | | | | | | N |
| Of applicable annual registration fee | | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Caravan Parks

| | | | | | | | |
|---------------------------------------|----------|----------|----------|--------------------|--------|-----------------|---|
| Caravan park registration fee | | | | As per Legislation | | Per application | N |
| Caravan park rigid annex approval fee | \$192.50 | \$192.50 | \$192.50 | 0.00% | \$0.00 | Per approval | N |

Food Act 1984

| | | | | | | | |
|--|----------|----------|----------|-------|--------|----------------|---|
| Major non-compliance inspection fee | \$282.70 | \$282.70 | \$282.70 | 0.00% | \$0.00 | Per inspection | N |
| Major non-compliance inspection fee (where a notice has been issued) | \$282.70 | \$282.70 | \$282.70 | 0.00% | \$0.00 | Per inspection | N |

Fixed Food Premises

| | | | | | | | |
|-----------------------|----------|----------|----------|-------|---------|----------------------|---|
| Class 1 food premises | \$668.00 | \$688.04 | \$688.04 | 3.00% | \$20.04 | Per annum | N |
| Class 2 food premises | \$565.50 | \$582.47 | \$582.47 | 3.00% | \$16.97 | Per annum (pro rata) | N |
| Class 3 food premises | \$334.00 | \$344.02 | \$344.02 | 3.00% | \$10.02 | Per annum (pro rata) | N |
| Class 4 food premises | | | | | Free | Per annum | N |

Temporary Food Premises

| | | | | | | | |
|---|----------|----------|----------|-------|--------|-----------|---|
| Class 2 temporary food premises & mobile food vendors (Streatrader) | \$283.00 | \$291.49 | \$291.49 | 3.00% | \$8.49 | Per annum | N |
| Class 3 temporary food premises & mobile food vendors (Streatrader) | \$205.50 | \$211.67 | \$211.67 | 3.00% | \$6.17 | Per annum | N |

Charity and Community Groups

| | | | | | | | |
|--|----------|----------|----------|-------|--------|----------------------|---|
| Class 1 food premises – Charity and Community Groups | \$308.50 | \$317.76 | \$317.76 | 3.00% | \$9.26 | Per annum | N |
| Class 2 food premises – Charity and Community Groups | \$283.00 | \$291.49 | \$291.49 | 3.00% | \$8.49 | Per annum (pro rata) | N |
| Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader) | \$103.00 | \$106.09 | \$106.09 | 3.00% | \$3.09 | Per annum | N |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Charity and Community Groups [continued]

| | | | | | | | |
|---|----------|----------|----------|-------|--------|----------------------|---|
| Class 3 food premises – Charity and Community Groups | \$231.50 | \$238.45 | \$238.45 | 3.00% | \$6.95 | Per annum (pro rata) | N |
| Class 3 temporary food premises & mobile food vendors, charitable and community groups (Stretrader) | \$77.50 | \$79.83 | \$79.83 | 3.01% | \$2.33 | Per annum | N |

Environmental Protection Act 2017

| | | | | | | | |
|---|--------------------|--|--|--|--|-----------------|---|
| Change to an existing wastewater permit | As per Legislation | | | | | Per application | N |
| Permit to alter wastewater system | As per Legislation | | | | | Per application | N |
| Permit to install wastewater system | As per Legislation | | | | | Per application | N |

Local Laws

| | | | | | | | |
|---|----------|----------|----------|-------|--------|----------------|---|
| Animal registration tag replacement | \$7.70 | \$7.70 | \$7.70 | 0.00% | \$0.00 | Per tag | N |
| Cat registration (desexed) | \$50.00 | \$51.50 | \$51.50 | 3.00% | \$1.50 | Per animal | N |
| Cat registration (desexed) - pensioner 50% discount | \$25.00 | \$25.75 | \$25.75 | 3.00% | \$0.75 | Per animal | N |
| Cat registration (not desexed) | \$100.00 | \$103.00 | \$103.00 | 3.00% | \$3.00 | Per animal | N |
| Cat registration (not desexed) - pensioner 50% discount | \$50.00 | \$51.50 | \$51.50 | 3.00% | \$1.50 | Per animal | N |
| Cat trap hire fee (inc deposit) | Free | | | | | Per fortnight | N |
| Dinner Plain snowmobile permit | \$77.50 | \$79.83 | \$79.83 | 3.01% | \$2.33 | Per snowmobile | N |
| Dog Registration (desexed) | \$55.00 | \$56.65 | \$56.65 | 3.00% | \$1.65 | Per animal | N |
| Inc Working Dog | | | | | | | |
| Dog Registration (desexed) - pensioner 50% discount | \$27.00 | \$27.81 | \$27.81 | 3.00% | \$0.81 | Per animal | N |
| Dog registration (not desexed) | \$110.00 | \$113.30 | \$113.30 | 3.00% | \$3.30 | Per animal | N |
| Dog registration (not desexed) - pensioner 50% discount | \$55.00 | \$56.65 | \$56.65 | 3.00% | \$1.65 | Per animal | N |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Local Laws [continued]

| | | | | | | | |
|---|--|----------|----------|-------|---------|---------------------|---|
| Domestic Animal Act infringements (e.g. Failure to Register Dog or Cat) | As per Legislation - Domestic Animals Act 1994 Part 2: Registration of Dogs and Cats Division 1: Requirement to apply for registration Section: 10(1) & (2) (20 Penalty Units) | | | | | | N |
| | Last year fee As per Legislation | | | | | | |
| Domestic animal business fee | \$139.00 | \$143.17 | \$143.17 | 3.00% | \$4.17 | Per year | N |
| Impounded item release fee – all other items | \$71.50 | \$71.50 | \$71.50 | 0.00% | \$0.00 | Per release | N |
| Livestock impound fee – large stock | \$113.30 | \$113.30 | \$113.30 | 0.00% | \$0.00 | Per animal | N |
| Livestock impound fee – small stock | \$56.65 | \$56.65 | \$56.65 | 0.00% | -\$0.01 | Per animal | N |
| Pound release fee – registered animals | \$88.00 | \$90.64 | \$90.64 | 3.00% | \$2.64 | Per release | N |
| Pound release fee – unregistered animals | \$200.00 | \$206.00 | \$206.00 | 3.00% | \$6.00 | Per release | N |
| Pro rata Animal Registration Fee | Time of Year Dependent (October – March half price on new registrations only - Not renewals) | | | | | Per animal | N |
| | Last year fee Time of Year Dependent (October – March half price on all registrations) | | | | | | |
| Sustenance fee – animal and small stock | \$19.25 | \$19.25 | \$19.25 | 0.00% | -\$0.01 | Per animal per day | N |
| Sustenance fee – large stock | \$34.10 | \$34.10 | \$34.10 | 0.00% | \$0.00 | Per animal per day | N |
| Vehicle & livestock transport fee | Cost Recovery plus 10% administration fee | | | | | Per movement | N |
| Vehicle impound fee | \$165.00 | \$165.00 | \$165.00 | 0.00% | \$0.00 | Per vehicle | N |
| Vehicle storage fee | \$27.50 | \$27.50 | \$27.50 | 0.00% | \$0.00 | Per vehicle per day | N |
| Veterinary fees | Cost Recovery plus 10% administration fee | | | | | Per animal | N |

Roadside Trading

| | | | | | | | |
|------------------|---------|---------|---------|-------|--------|----------|---|
| Advertising sign | \$90.75 | \$90.75 | \$90.75 | 0.00% | \$0.00 | Per sign | N |
|------------------|---------|---------|---------|-------|--------|----------|---|

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Roadside Trading [continued]

| | | | | | | | |
|--|----------|----------|----------|-------|--------|-----------|---|
| Advertising sign | \$880.00 | \$880.00 | \$880.00 | 0.00% | \$0.00 | Per annum | N |
| Annual fee for an unlimited number of signs. | | | | | | | |
| Approved site location – annual | \$282.70 | \$282.70 | \$282.70 | 0.00% | \$0.00 | Per annum | N |
| Busking (adult) | \$37.40 | \$37.40 | \$37.40 | 0.00% | \$0.00 | Per year | N |
| Commercial | | | | | | | |
| Commercial participant – events | \$79.20 | \$79.20 | \$79.20 | 0.00% | \$0.00 | Per event | N |
| Horse drawn vehicle / motorcycle tour operator | \$180.95 | \$180.95 | \$180.95 | 0.00% | \$0.00 | Per year | N |

Streets and Roads

| | | | | | | | |
|--|----------|----------|----------|-------|--------|-----------|---|
| Outdoor facility – footpath dining or footpath trading – Small area (totalling less than 20 sqm) | \$187.00 | \$187.00 | \$187.00 | 0.00% | \$0.00 | Per annum | N |
| Outdoor facility – footpath dining or footpath trading – Medium Area (totalling between 20 and 40 sqm) | \$220.00 | \$220.00 | \$220.00 | 0.00% | \$0.00 | Per annum | N |
| Outdoor facility – footpath dining or footpath trading – Large Area (totalling more than 40 sqm) | \$275.00 | \$275.00 | \$275.00 | 0.00% | \$0.00 | Per annum | N |

Parking infringement

| | | | |
|------------------------------------|------------------|--|---|
| Category 1 (e.g. Time Limit) | 0.5 Penalty Unit | | N |
| Category 2 (e.g. Bus Zone) | 0.6 Penalty Unit | | N |
| Category 3 (e.g. No Stopping Area) | 1.0 Penalty Unit | | N |

Statutory Planning

| | | | | | | | |
|--|----------|----------|----------|----------------------|--------|------------------|---|
| Section 52 Public Notice – Notice to neighbours (1-10 notices) | \$85.25 | \$85.25 | \$85.25 | 0.00% | \$0.00 | Per notification | N |
| Section 52 Public Notice – Additional notice/s to neighbours | \$11.55 | \$11.55 | \$11.55 | 0.00% | \$0.00 | Per notice | N |
| Section 52 Public Notice – Notice on land (up to 2 notices) | \$170.50 | \$170.50 | \$170.50 | 0.00% | \$0.00 | | N |
| Section 52 Public Notice – Additional notice/s on land | \$22.00 | \$22.00 | \$22.00 | 0.00% | \$0.00 | | N |
| Section 52 Public Notice – Notice in paper | | | | Cost + 10% admin fee | | Per notice | N |
| Planning advice – in writing | \$302.50 | \$283.25 | \$311.58 | 3.00% | \$9.08 | | Y |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Statutory Planning [continued]

| | | | | | | | |
|--|-------------------------------------|----------|----------|-------|--------|-----------------|---|
| Section 173 agreements | Solicitors cost + 10% | | | | | Per agreement | N |
| Copy of Certificate of Title and instruments | \$67 + cost of Land Registry search | | | | | Per certificate | N |
| Copy of planning permit or endorsed plan/s – stored on-site | \$55.00 | \$55.00 | \$55.00 | 0.00% | \$0.00 | Per copy | N |
| Copy of planning permit or endorsed plan/s – stored off-site | \$110.00 | \$110.00 | \$110.00 | 0.00% | \$0.00 | Per copy | N |
| Secondary consent | \$271.70 | \$271.70 | \$271.70 | 0.00% | \$0.00 | | N |
| Development Plan – Assessment or Amendment | \$385.00 | \$385.00 | \$385.00 | 0.00% | \$0.00 | | N |
| Timber Harvesting Plans – Assessment and Inspection | \$124.85 | \$124.85 | \$124.85 | 0.00% | \$0.00 | | N |
| Planning advice in writing | \$302.50 | \$283.25 | \$311.58 | 3.00% | \$9.08 | Per advice | Y |
| Planning panel – proponent request amendment | Cost of the panel | | | | | | N |
| Advice in writing for Building Permit | \$165.00 | \$154.50 | \$169.95 | 3.00% | \$4.95 | Per advice | Y |
| Assessment and Endorsement of Condition 1 Plans | \$165.00 | \$165.00 | \$165.00 | 0.00% | \$0.00 | Per application | N |

Request for Extension of Time – Development less than \$1M, Subdivisions of 2-20 lots & Change of Use

| | | | | | | | |
|-------------------------------|----------|----------|----------|-------|--------|--|---|
| First Request | \$268.00 | \$268.00 | \$268.00 | 0.00% | \$0.00 | | N |
| Second Request | \$421.50 | \$421.50 | \$421.50 | 0.00% | \$0.00 | | N |
| Third and Subsequent Requests | \$637.50 | \$637.50 | \$637.50 | 0.00% | \$0.01 | | N |

Request for Extension of Time – Development \$1M+ & Subdivisions of 21+ lots

| | | | | | | | |
|-------------------------------|------------|------------|------------|-------|---------|-----------------|---|
| First Request | \$524.00 | \$539.72 | \$539.72 | 3.00% | \$15.72 | Per application | N |
| Second Request | \$1,007.00 | \$1,037.21 | \$1,037.21 | 3.00% | \$30.21 | Per application | N |
| Third and Subsequent Requests | \$1,490.00 | \$1,534.70 | \$1,534.70 | 3.00% | \$44.70 | Per application | N |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Public notification

| | | | | | | | |
|----------------------------------|----------------------------------|----------|----------|-------|--------|--------------------------|---|
| Notice to neighbours | \$85.25 | \$85.25 | \$85.25 | 0.00% | \$0.00 | Per General Notification | N |
| Additional notices | \$11.55 | \$11.55 | \$11.55 | 0.00% | \$0.00 | Per notice | N |
| Notice on land - up to two signs | \$170.50 | \$170.50 | \$170.50 | 0.00% | \$0.00 | | N |
| Additional notices on land | \$22.00 | \$22.00 | \$22.00 | 0.00% | \$0.00 | | N |
| Notice in paper | Cost plus 10% administration fee | | | | | Per notice | N |

Redaction of Public notification

| | | | | | | | |
|--------------------------------|----------|----------|----------|-------|--------|--|---|
| Advertising Up to 20 Pages | \$49.50 | \$49.50 | \$49.50 | 0.00% | \$0.00 | | N |
| Advertising 20 to 50 Pages | \$82.50 | \$82.50 | \$82.50 | 0.00% | \$0.00 | | N |
| Advertising more than 51 Pages | \$132.00 | \$132.00 | \$132.00 | 0.00% | \$0.00 | | N |

Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987

| | | | |
|--|------------------------|--|---|
| Stage 1 Amendment | 206 fee units | | N |
| Consideration of: - request to amend - submissions that don't seek a change to the amendment - if applicable, abandonment of amendment | | | |
| Stage 2 Amendment | 1021 to 2727 fee units | | N |
| Consideration of: - submissions seeking a change to the amendment - referral of amendment to a panel where necessary - consideration of panel report - if applicable, abandonment of amendment | | | |
| Stage 3 Amendment | 32.5 fee units | | N |
| Consideration of: - adoption of the amendment - submission of amendment to the Minister (s31) - giving notice of approval of amendment | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|--------------------|--------------------|--------------------|---------------|----------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987 [continued]

| | | | | | | | |
|---|--|--|--|----------------|--|--|---|
| Stage 4 Amendment | | | | 32.5 fee units | | | N |
| Consideration of: - request to approve amendment by Minister - giving notice of approval of amendment | | | | | | | |

Regulation 7 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme exempted from certain requirements

| | | | | | | | |
|---|--|--|--|---------------|--|--|---|
| Request for Minister to prepare amendment to planning scheme exempted from certain requirements | | | | 270 fee units | | | N |
| As per Legislation | | | | | | | |

Regulation 8 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme under section 20A of the Planning and Environment Act 1987

| | | | | | | | |
|--|--|--|--|--------------|--|--|---|
| Request for Minister to prepare amendment to planning scheme of a Class prescribed | | | | 65 fee units | | | N |
| As per Legislation | | | | | | | |

Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987

| | | | | | | | |
|--|--|--|--|-----------------|--|--|---|
| Class 1 – Use of land only | | | | 89 fee units | | | N |
| As per Legislation | | | | | | | |
| Class 2 – Single dwelling per lot – \$10,000 or less | | | | 13.5 fee units | | | N |
| As per Legislation | | | | | | | |
| Class 3 – Single dwelling per lot – \$10,001 to \$100,000 | | | | 42.50 fee units | | | N |
| As per Legislation | | | | | | | |
| Class 4 – Single dwelling per lot – \$100,001 to \$500,000 | | | | 87 fee units | | | N |
| As per Legislation | | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|--------------------|--------------------|--------------------|---------------|----------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987 [continued]

| | | | |
|--|------------------|--|---|
| Class 5 – Single dwelling per lot – \$500,001 to \$1,000,000 As per Legislation | 94 fee units | | N |
| Class 6 – Single dwelling per lot – \$1,000,001 to \$2,000,000 As per Legislation | 101 fee units | | N |
| Class 7 – VicSmart – \$10,000 or less As per Legislation | 13.5 fee units | | N |
| Class 8 – VicSmart – more than \$10,000 As per Legislation | 29 fee units | | N |
| Class 9 – VicSmart – subdivision or consolidation of land As per Legislation | 13.5 fee units | | N |
| Class 10 – VicSmart – other than Classes 7, 8 or 9 As per Legislation | 13.5 fee units | | N |
| Class 11 – \$100,000 or less As per Legislation | 77.5 fee units | | N |
| Class 12 – \$100,001 to \$1,000,000 As per Legislation | 104.5 fee units | | N |
| Class 13 – \$1,000,001 to \$5,000,000 As per Legislation | 203.5 fee units | | N |
| Class 14 – \$5,000,001 to \$15,000,000 As per Legislation | 587.5 fee units | | N |
| Class 15- \$15,000,001 to \$50,000,000 As per Legislation | 1732.5 fee units | | N |
| Class 16 – more than \$50,000,001 As per Legislation | 3894 fee units | | N |

continued on next page ...

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987 [continued]

| | | | |
|---|---------------------------|--|---|
| Class 17 – Subdivision – existing building – other than Class 9 As per Legislation | 89 fee units | | N |
| Class 18 – Subdivision – two lots – other than Classes 9 or 17 As per Legislation | 89 fee units | | N |
| Class 19 – Realignment of a common boundary between lots or consolidation of two or more lots – other than Class 9 As per Legislation | 89 fee units | | N |
| Class 20 – Subdivision – other than Classes 9, 17, 18 or 19 As per Legislation | 89 fee units per 100 lots | | N |
| Class 21 – Create, vary or remove a restriction (within the meaning of the Subdivision Act 1988) / Create or remove a right of way / Create, vary or remove and easement other than a right of way / vary or remove a condition in the nature of an easement (other than a right of way) in a Crown Grant As per Legislation | 89 fee units | | N |
| Class 22 – A permit not otherwise provided for in Classes 1 to 21 As per Legislation | 89 fee units | | N |

Regulation 10 Planning and Environment (Fees) Regulations 2016 - Composite fee for combined a application for permit under section 47 of the Planning and Environment Act 1987

| | | | |
|---|--|--|---|
| Combined application for more than one Class of permit under Regulation 9 As per Legislation | Highest fee applicable + 50% of each other applicable fees | | N |
|---|--|--|---|

Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987

| | | | |
|---|--------------|--|---|
| Class 1 – Change use of land allowed by permit or allow new use As per Legislation | 89 fee units | | N |
|---|--------------|--|---|

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|--------------------|--------------------|--------------------|---------------|----------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987 [continued]

| | | | |
|---|-----------------|--|---|
| Class 2 – Amendment to a permit (other than in relation to single dwellings per lot) | 89 fee units | | N |
| Class 2 – Amendment to a permit (other than in relation to single dwellings per lot) to change: - statement of what the permit allows - any or all of the permit conditions | | | |
| Class 3 – Amendment to Class 2, 3, 4, 5 or 6 permit – \$10,000 or less | 13.5 fee units | | N |
| As per Legislation | | | |
| Class 4 – Amendment to Class 2, 3, 4, 5 or 6 permit – \$10,001 to \$100,000 | 42.5 fee units | | N |
| As per Legislation | | | |
| Class 5 – Amendment to Class 2, 3, 4, 5 or 6 permit – \$100,001 to \$500,000 | 87 fee units | | N |
| As per Legislation | | | |
| Class 6 – Amendment to Class 2, 3, 4, 5 or 6 permit – more than \$500,000 | 94 fee units | | N |
| As per Legislation | | | |
| Class 7 – Amendment to a VicSmart permit – \$10,000 or less | 13.5 fee units | | N |
| As per Legislation | | | |
| Class 8 – Amendment to a VicSmart permit – more than \$10,000 | 29 fee units | | N |
| As per Legislation | | | |
| Class 9 – Amendment to Class 9 permit | 13.5 fee units | | N |
| As per Legislation | | | |
| Class 10 – Amendment to Class 10 permit | 13.5 fee units | | N |
| As per Legislation | | | |
| Class 11 – Amendment to Class 11, 12, 13, 14, 15 or 16 permit – \$100,000 or less | 77.5 fee units | | N |
| As per Legislation | | | |
| Class 12 – Amendment to Class 11, 12, 13, 14, 15 or 16 permit – \$100,001 to \$1,000,000 | 104.5 fee units | | N |
| As per Legislation | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|--------------------|--------------------|--------------------|---------------|----------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987 [continued]

| | | | |
|---|--|--|---|
| Class 13 – Amendment to Class 11, 12, 13, 14, 15 or 16 permit – more than \$1,000,000 As per Legislation | 230.5 fee units | | N |
| Class 14 – Amendment to Class 17 permit As per Legislation | 89 fee units | | N |
| Class 15 – Amendment to Class 18 permit As per Legislation | 89 fee units | | N |
| Class 16 – Amendment to Class 19 permit As per Legislation | 89 fee units | | N |
| Class 17 – Amendment to Class 20 permit As per Legislation | 89 fee units per every additional 100 lots | | N |
| Class 18 – Amendment to Class 21 permit As per Legislation | 89 fee units | | N |
| Class 19 – Amendment to Class 22 permit As per Legislation | 89 fee units | | N |

Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987

| | | | |
|--|--|--|---|
| Amend an application for a permit (all Classes) after s52 notice of the application has been given – no change to Class of permit As per Legislation | 40% of the applicable fee under Reg.9 | | N |
| Amend an application for a permit (all Classes) after s52 notice of the application has been given – change to Class of permit with a higher application fee As per Legislation | 40% of the applicable fee under Reg.9 for the original Class of permit + difference between original fee and fee for new Class of permit | | N |
| Amend an application to amend a permit (all Classes) after s52 notice of the application has been given – no change to Class of permit As per Legislation | 40% of the applicable fee under Reg.11 | | N |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|--------------------|--------------------|--------------------|---------------|----------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987 [continued]

| | | | |
|---|---|--|---|
| Amend an application to amend a permit (all Classes) after s52 notice of the application has been given – change to Class of permit with a higher application fee | 40% of the applicable fee under Reg.11 for the original Class of permit + difference between original fee and fee for new Class of permit | | N |
| As per Legislation | | | |

Regulation 13 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987

| | | | |
|--|---|--|---|
| Application for any combination of matters in one or more Classes of application under Regulation 11 | Sum of the highest fee applicable plus 50% of each of the other applicable fees | | N |
| As per Legislation | | | |

Regulation 14 Planning and Environment (Fees) Regulations 2016 - Combined permit and amendment process

| | | | |
|--|---|--|---|
| Application for permit when amendment to planning scheme requested – one Class of permit only | 50% of the applicable fee under Reg.9 | | N |
| As per Legislation | | | |
| Application for permit when amendment to planning scheme requested – more than one Class of permit | 50% of the highest applicable fee under Reg.9 | | N |
| As per Legislation | | | |

Regulation 15 Planning and Environment (Fees) Regulations 2016 - Certificate of Compliance

| | | | |
|---------------------------|--------------|--|---|
| Certificate of compliance | 22 fee units | | N |
| As per Legislation | | | |

Regulation 16 Planning and Environment (Fees) Regulations 2016 - Applications to amend or end an agreement under section 173 of the Planning and Environment Act 1987

| | | | |
|---------------------------|----------------|--|---|
| Amend or end an agreement | 44.5 fee units | | N |
| As per Legislation | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Regulation 17 Planning and Environment (Fees) Regulations 2016 - Planning Certificate

| | | | | | | |
|---|--------|--------|--------|---------------|--------|---|
| Planning Certificate – non- electronically lodged application | | | | 1.5 fee units | | N |
| As per Legislation | | | | | | |
| Planning Certificate – electronically lodged application | \$7.39 | \$7.61 | \$7.61 | 2.98% | \$0.22 | N |
| Per Certificate | | | | | | |

Regulation 18 Planning and Environment (Fees) Regulations 2016 - Determination matters to the satisfaction of a person or body

| | | | | | | |
|---|--|--|--|--------------|--|---|
| Determination that matter specified by a planning scheme has been done satisfactorily | | | | 22 fee units | | N |
| As per Legislation | | | | | | |

Subdivision

| | | | | | | |
|--|--|--|--|--|--|---|
| Regulation 10 Subdivision (Fees) Regulations 2016 – Engineering plans prepared by Council | | | | 3.5 fee units | | N |
| As per Legislation | | | | | | |
| Regulation 11 Subdivision (Fees) Regulations 2016 – Supervision of works | | | | 2.5% of the estimated cost of constructing the works proposed | | N |
| As per Legislation | | | | | | |
| Regulation 6 Subdivision (Fees) Regulations 2016 – Application to certify plan and statement of compliance | | | | 11.8 fee units | | N |
| As per Legislation | | | | | | |
| Regulation 7 Subdivision (Fees) Regulations 2016 – Request to alter a subdivision plan under s10(2) | | | | 7.5 fee units | | N |
| As per Legislation | | | | | | |
| Regulation 8 Subdivision (Fees) Regulations 2016 – Application to amend a certified plan | | | | 9.5 fee units | | N |
| As per Legislation | | | | | | |
| Regulation 9 Subdivision (Fees) Regulations 2016 – Checking engineering plans | | | | 0.75% of the estimated cost of constructing the works proposed | | N |
| As per Legislation | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Subdivision [continued]

| | | | | | | | |
|--|---|--|--|--|--|--|---|
| Section 18 Subdivision Act 1988 – Public open space contribution | Less than or equal to 5% | | | | | | N |
| Site value of all land in the subdivision | | | | | | | |
| Supervision of works | 2.5% of the cost of construction of the works | | | | | | N |
| As per Legislation | | | | | | | |

Growth & Future

Property & Contracts

| | | | | | | | |
|------------------------|----------------------|----------|----------|--------|---------|-----------|---|
| Lease Fee (Commercial) | Market Value | | | | | Per lease | Y |
| Lease Fee (Other) | Price on Application | | | | | Per lease | Y |
| Licence Fee | \$250.00 | \$257.73 | \$283.50 | 13.40% | \$33.50 | Per annum | Y |
| Minimum fee | | | | | | | |

Bright Sports Centre

| | | | | | | | |
|--|---------|---------|---------|---------|----------|------------|---|
| Additional Lifeguard | \$44.00 | \$37.45 | \$41.20 | -6.36% | -\$2.81 | Per hour | Y |
| After Hours Access Fob Charge | \$25.30 | \$21.82 | \$24.00 | -5.14% | -\$1.30 | Per fob | Y |
| Corporate Membership 10 to 19 Members (New members only) - Adult | \$90.20 | \$63.64 | \$70.00 | -22.39% | -\$20.20 | Per person | Y |
| Direct Debit | | | | | | | |
| Corporate Membership 10 to 19 Members (New members only) - Concession | \$62.15 | \$43.64 | \$48.00 | -22.77% | -\$14.15 | Per person | Y |
| Direct Debit | | | | | | | |
| Corporate Membership 20+ Members (New members only) - Adult | \$84.70 | \$60.45 | \$66.50 | -21.49% | -\$18.20 | Per person | Y |
| Direct Debit | | | | | | | |
| Corporate Membership 20+ Members (New members only) - Concession | \$56.65 | \$40.00 | \$44.00 | -22.33% | -\$12.65 | Per person | Y |
| Direct Debit | | | | | | | |
| Corporate Membership 5 to 9 Members: 1 Month (New members only) - Concession | \$69.30 | \$48.64 | \$53.50 | -22.80% | -\$15.80 | Per person | Y |
| Direct Debit | | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Bright Sports Centre [continued]

| | | | | | | | |
|---|----------|----------|----------|---------|----------|------------------------|---|
| Corporate Membership 5 to 9 Members: 1 Month (New members only) - Adult | \$94.05 | \$65.91 | \$72.50 | -22.91% | -\$21.55 | Per person | Y |
| Direct Debit | | | | | | | |
| Learn to Swim Private Lesson | \$68.20 | \$58.18 | \$64.00 | -6.16% | -\$4.20 | Per lesson | Y |
| Learn to Swim Program | \$22.00 | \$19.09 | \$21.00 | -4.55% | -\$1.00 | Per person per session | Y |
| Multi-purpose room hire | \$31.90 | \$28.18 | \$31.00 | -2.82% | -\$0.90 | Per hour | Y |
| Pool Hire with Life Guard | \$127.60 | \$108.64 | \$119.50 | -6.35% | -\$8.10 | Per hour | Y |
| Shower Only | \$6.05 | \$5.45 | \$6.00 | -0.83% | -\$0.05 | Per person | Y |
| Squash Court – Adult | \$9.35 | \$8.18 | \$9.00 | -3.74% | -\$0.35 | Per person | Y |
| Squash Court – Child/Concession | \$6.60 | \$5.91 | \$6.50 | -1.52% | -\$0.10 | Per person | Y |
| Squash Membership – 1 week (Adult) | \$13.75 | \$11.82 | \$13.00 | -5.45% | -\$0.75 | Per person | Y |
| Squash Membership – 1 week (Concession) | \$9.35 | \$8.18 | \$9.00 | -3.74% | -\$0.35 | Per person | Y |

Casual group exercise class entry

| | | | | | | | |
|-----------------------------------|---------|---------|---------|--------|---------|------------|---|
| Regular Class – Non Member | \$14.85 | \$12.73 | \$14.00 | -5.72% | -\$0.85 | Per person | Y |
| Active Seniors Class – Non Member | \$9.35 | \$8.18 | \$9.00 | -3.74% | -\$0.35 | Per person | Y |
| Intro Seniors Class | \$8.25 | \$7.27 | \$8.00 | -3.03% | -\$0.25 | Per person | Y |

Casual gym entry (Includes gym and pool)

Per Application

| | | | | | | | |
|--------------------------|----------|----------|----------|--------|----------|------------|---|
| Adult Casual | \$18.70 | \$16.36 | \$18.00 | -3.74% | -\$0.70 | Per person | Y |
| Concession – Casual | \$13.20 | \$11.36 | \$12.50 | -5.30% | -\$0.70 | Per person | Y |
| Adult 10 Visit Card | \$163.35 | \$139.09 | \$153.00 | -6.34% | -\$10.35 | Per card | Y |
| Concession 10 Visit Card | \$113.30 | \$96.82 | \$106.50 | -6.00% | -\$6.80 | Per card | Y |

Centre Membership – all areas

Per Application

| | | | | | | | |
|-----------------|----------|---------|----------|--------|---------|------------|---|
| Adult – 1 month | \$107.80 | \$91.82 | \$101.00 | -6.31% | -\$6.80 | Per person | Y |
|-----------------|----------|---------|----------|--------|---------|------------|---|

continued on next page ...

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Centre Membership – all areas [continued]

| | | | | | | | |
|---------------------------------|----------|----------|----------|--------|----------|------------|---|
| Concession – 1 month | \$79.20 | \$67.73 | \$74.50 | -5.93% | -\$4.70 | Per person | Y |
| Family – 1 month | \$192.50 | \$164.09 | \$180.50 | -6.23% | -\$12.00 | Per family | Y |
| Adult – 3 month | \$313.50 | \$267.27 | \$294.00 | -6.22% | -\$19.50 | Per person | Y |
| Concession – 3 month | \$228.25 | \$194.55 | \$214.00 | -6.24% | -\$14.25 | Per person | Y |
| Family – 3 month | \$556.05 | \$473.64 | \$521.00 | -6.30% | -\$35.05 | Per family | Y |
| Monthly Direct Debit Adult | \$90.20 | \$76.82 | \$84.50 | -6.32% | -\$5.70 | Per person | Y |
| Monthly Direct Debit Concession | \$62.70 | \$53.64 | \$59.00 | -5.90% | -\$3.70 | Per person | Y |
| Monthly Direct Debit Family | \$185.35 | \$158.18 | \$174.00 | -6.12% | -\$11.35 | Per family | Y |

Swimming Pool Only

| | | | | | | | |
|----------------------------------|----------|----------|----------|--------|----------|------------|---|
| Adult – 3 Month | \$149.60 | \$124.55 | \$137.00 | -8.42% | -\$12.60 | Per person | Y |
| Concession – 3 Month | \$93.50 | \$80.00 | \$88.00 | -5.88% | -\$5.50 | Per person | Y |
| Family – 3 Month | \$377.30 | \$321.36 | \$353.50 | -6.31% | -\$23.80 | Per family | Y |
| Adult – Casual Visit | \$10.45 | \$9.09 | \$10.00 | -4.31% | -\$0.45 | Per person | Y |
| Child/Concession – Casual Visit | \$6.60 | \$5.91 | \$6.50 | -1.52% | -\$0.10 | Per person | Y |
| Family – Casual Visit | \$22.00 | \$19.09 | \$21.00 | -4.55% | -\$1.00 | Per family | Y |
| Adult 10 Visit Card | \$90.20 | \$76.82 | \$84.50 | -6.32% | -\$5.70 | Per card | Y |
| Child/Concession – 10 Visit Card | \$53.35 | \$45.45 | \$50.00 | -6.28% | -\$3.35 | Per card | Y |

Cemetery

| | | | | | | | |
|---|----------|----------|----------|-------|---------|------------|---|
| Exhumation | \$484.00 | \$450.00 | \$495.00 | 2.27% | \$11.00 | Per person | Y |
| Internment Fee | \$38.50 | \$35.00 | \$38.50 | 0.00% | \$0.00 | Per person | Y |
| New Headstone and Base without existing foundation – Single Grave – or Monument | \$231.00 | \$215.45 | \$237.00 | 2.60% | \$6.00 | Per person | Y |
| Re-Opening Grave – With Cover | \$209.00 | \$195.00 | \$214.50 | 2.63% | \$5.50 | Per person | Y |
| Re-Opening Grave – Without Cover | \$198.00 | \$185.00 | \$203.50 | 2.78% | \$5.50 | Per person | Y |
| Rights of and Internment of bodily remains – Adult – First Internment | \$90.00 | \$90.00 | \$90.00 | 0.00% | \$0.00 | Per person | N |
| Search of Cemetery Records | \$15.00 | \$15.00 | \$15.00 | 0.00% | \$0.00 | Per search | N |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Community Centres

| | | | | | | | |
|-------------------------------------|----------|------------|------------|--------|------------|----------|---|
| 3 Day Event Hire (Hall and Kitchen) | \$0.00 | \$1,081.82 | \$1,190.00 | ∞ | \$1,190.00 | | Y |
| 3 Day Event Hire (Hall Only) | \$0.00 | \$654.55 | \$720.00 | ∞ | \$720.00 | | Y |
| 4 Day Event Hire (Hall and Kitchen) | \$0.00 | \$1,622.73 | \$1,785.00 | ∞ | \$1,785.00 | | Y |
| 4 Day Event Hire (Hall Only) | \$0.00 | \$981.82 | \$1,080.00 | ∞ | \$1,080.00 | | Y |
| Bond (Any Hall) | \$313.50 | \$313.50 | \$313.50 | 0.00% | \$0.00 | Per hire | N |
| Cleaning Fee (Any Hall) | \$220.00 | \$206.36 | \$227.00 | 3.18% | \$7.00 | Per hire | Y |
| Hall and Kitchen Hire | \$43.45 | \$54.09 | \$59.50 | 36.94% | \$16.05 | Per hour | Y |
| Maximum charge \$595/Day | | | | | | | |
| Hall Hire Insurance (Any Hall) | \$44.00 | \$41.36 | \$45.50 | 3.41% | \$1.50 | Per hire | Y |
| Hall or Kitchen Hire Only | \$26.40 | \$32.73 | \$36.00 | 36.36% | \$9.60 | Per hour | Y |
| Maximum charge \$360/Day | | | | | | | |
| Meeting Room | \$25.30 | \$31.36 | \$34.50 | 36.36% | \$9.20 | Per hour | Y |
| Maximum charge \$345/Day | | | | | | | |

Memorials

| | | | | | | | |
|---------------------|---------|---------|---------|-------|--------|-----------|---|
| Memorial plaque fee | \$73.70 | \$73.70 | \$73.70 | 0.00% | \$0.00 | Per annum | N |
|---------------------|---------|---------|---------|-------|--------|-----------|---|

The Pavilion

| | | | | | | | |
|---|----------|------------|------------|--------|------------|---------|---|
| 3 Day Event Hire (Hall and Kitchen) | \$0.00 | \$1,690.91 | \$1,860.00 | ∞ | \$1,860.00 | | Y |
| 3 Day Event Hire (Hall Only) | \$0.00 | \$1,009.09 | \$1,110.00 | ∞ | \$1,110.00 | | Y |
| 4 Day Event Hire (Hall and Kitchen) | \$0.00 | \$2,536.36 | \$2,790.00 | ∞ | \$2,790.00 | | Y |
| 4 Day Event Hire (Hall Only) | \$0.00 | \$1,513.64 | \$1,665.00 | ∞ | \$1,665.00 | | Y |
| Entire Downstairs Area (Changerooms, First Aid Room, Toilets) | \$539.00 | \$666.82 | \$733.50 | 36.09% | \$194.50 | Per day | Y |
| Full Day Hire | | | | | | | |
| Entire Facility Hire | \$880.00 | \$1,088.18 | \$1,197.00 | 36.02% | \$317.00 | Per day | Y |
| Full Day Hire | | | | | | | |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

The Pavilion [continued]

| | | | | | | | |
|-----------------------------------|---------|---------|---------|--------|---------|----------|---|
| Function Centre including Kitchen | \$68.20 | \$84.55 | \$93.00 | 36.36% | \$24.80 | Per hour | Y |
| Maximum \$930/Day | | | | | | | |
| Function Centre or Kitchen | \$40.70 | \$50.45 | \$55.50 | 36.36% | \$14.80 | Per hour | Y |
| Maximum \$555/Day | | | | | | | |
| Pavilion Meeting Room | \$25.30 | \$31.36 | \$34.50 | 36.36% | \$9.20 | Per hour | Y |
| Maximum \$345/Day | | | | | | | |

Pools

| | | | | | | | |
|--|----------|----------|----------|--------|----------|-----------------------|---|
| Adult 10 Visit Pass | \$56.65 | \$48.64 | \$53.50 | -5.56% | -\$3.15 | Per 10 visits | Y |
| Adult Daily Pass | \$7.15 | \$6.36 | \$7.00 | -2.10% | -\$0.15 | Per person | Y |
| Adult Season Pass | \$96.25 | \$82.27 | \$90.50 | -5.97% | -\$5.75 | Per person per season | Y |
| Aqua Fit/Adult | \$13.20 | \$11.36 | \$12.50 | -5.30% | -\$0.70 | Per session | Y |
| Aqua Fit/Concession | \$9.90 | \$8.64 | \$9.50 | -4.04% | -\$0.40 | Per session | Y |
| Arthritis Group | \$4.40 | \$4.09 | \$4.50 | 2.27% | \$0.10 | Per hour | Y |
| Child/Concession 10 Visit Pass | \$31.90 | \$27.27 | \$30.00 | -5.96% | -\$1.90 | Per 10 visits | Y |
| Child/Concession Daily Pass | \$4.40 | \$4.09 | \$4.50 | 2.27% | \$0.10 | Per person | Y |
| Child/Concession Season Pass | \$51.15 | \$43.64 | \$48.00 | -6.16% | -\$3.15 | Per person per season | Y |
| Family Season Pass (After Early Bird Closes) | \$253.00 | \$215.45 | \$237.00 | -6.32% | -\$16.00 | Per season | Y |
| Family Season Pass – Early Bird | \$134.75 | \$115.00 | \$126.50 | -6.12% | -\$8.25 | Per season | Y |
| Lane Hire | \$36.30 | \$30.91 | \$34.00 | -6.34% | -\$2.30 | Per hour | Y |
| Learn to Swim | \$21.45 | \$20.09 | \$22.09 | 2.98% | \$0.64 | Per lesson | Y |
| Learn to Swim – Private Lesson | \$66.00 | \$61.80 | \$67.98 | 3.00% | \$1.98 | Per private lesson | Y |
| Mount Beauty Stadium Hire | \$32.45 | \$27.73 | \$30.50 | -6.01% | -\$1.95 | Per hour | Y |
| Pool Hire with Life Guard | \$125.40 | \$106.82 | \$117.50 | -6.30% | -\$7.90 | Per hour | Y |
| Seniors Hour | \$4.40 | \$4.55 | \$5.00 | 13.64% | \$0.60 | Per hour | Y |
| Supervising Parent | \$5.50 | \$5.00 | \$5.50 | 0.00% | \$0.00 | Per person | Y |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|-----------------|-----------------|-----------------|------------|-------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Dinner Plain Tobogganing

| | | | | | | | |
|------------------------|--------|--------|---------|---|---------|--|---|
| Access to Toboggan Run | \$0.00 | \$9.09 | \$10.00 | ∞ | \$10.00 | | Y |
|------------------------|--------|--------|---------|---|---------|--|---|

Sustainability

| | | | | | | | |
|---|-----------------------------|----------|----------|-------|---------|-------------|---|
| Dish Pig Hitch Fee (if towed by Council) | \$22.00 | \$20.91 | \$23.00 | 4.55% | \$1.00 | Per hire | Y |
| Flat Rate Fee | | | | | | | |
| Dish Pig Towing Fee (if towed by Council) | ATO Rates for Large Vehicle | | | | | Per hire | Y |
| Cents per kilometre | | | | | | | |
| Hire of Dish Pig | \$440.00 | \$412.27 | \$453.50 | 3.07% | \$13.50 | Per weekend | Y |
| Taken outside Municipality | | | | | | | |

Waste

| | | | | | | | |
|--|----------|----------|----------|-------|--------|-----------------|---|
| Aluminium, cardboard, steel cans, plastic bottles and containers | \$18.70 | \$17.73 | \$19.50 | 4.28% | \$0.80 | Per cubic metre | Y |
| Asbestos – Porepunkah only | \$119.35 | \$111.82 | \$123.00 | 3.06% | \$3.65 | Per cubic metre | Y |
| Car Batteries | | | | | Free | Each | Y |
| Car Bodies | \$30.80 | \$29.09 | \$32.00 | 3.90% | \$1.20 | Per item | Y |
| Cement sheeting, plasterboard | \$67.10 | \$63.18 | \$69.50 | 3.58% | \$2.40 | Per cubic metre | Y |
| Concrete and Bricks | \$47.30 | \$44.55 | \$49.00 | 3.59% | \$1.70 | Per cubic metre | Y |
| Crushed Concrete Sales | \$46.20 | \$43.64 | \$48.00 | 3.90% | \$1.80 | Per cubic metre | Y |
| Domestic putrescible and hard waste | \$56.65 | \$53.18 | \$58.50 | 3.27% | \$1.85 | Per cubic metre | Y |
| Domestic putrescible and hard waste | \$9.90 | \$9.55 | \$10.50 | 6.06% | \$0.60 | Per large bag | Y |
| Drum Muster | | | | | Free | | Y |
| E-waste (All) | | | | | Free | Each | Y |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|--|-----------------|-----------------|-----------------|------------|-------------|-------------------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |
| Waste [continued] | | | | | | | |
| FOGO Bags | \$5.00 | \$5.00 | \$5.50 | 10.00% | \$0.51 | Each | Y |
| FOGO Bags (2 Rolls) | \$9.00 | \$8.64 | \$9.50 | 5.56% | \$0.50 | 2 Rolls | Y |
| Green Organic Mulch Sales | | | | | Free | Per cubic metre | Y |
| Green Waste | \$22.00 | \$20.91 | \$23.00 | 4.55% | \$1.00 | Per cubic metre | Y |
| Caddie Liners | | | | | | | |
| LPG Cylinders | \$7.70 | \$7.27 | \$8.00 | 3.90% | \$0.30 | Each | Y |
| Mattress – Any size except Cot | \$34.65 | \$32.73 | \$36.00 | 3.90% | \$1.35 | Each | Y |
| Mattress – Cot | \$12.65 | \$12.27 | \$13.50 | 6.72% | \$0.85 | Each | Y |
| Oil | | | | | Free | Per litre | Y |
| Paint cans 10 litres and over of any size containing paint | \$6.60 | \$6.36 | \$7.00 | 6.06% | \$0.40 | Per litre | Y |
| Plastic and metal oil containers | \$1.65 | \$1.82 | \$2.00 | 21.21% | \$0.35 | Per item | Y |
| Processed/Treated Timber | \$56.65 | \$53.18 | \$58.50 | 3.27% | \$1.85 | Per cubic metre | Y |
| Raw Organic Timber | \$22.00 | \$20.91 | \$23.00 | 4.55% | \$1.00 | Per cubic metre | Y |
| Silage Wrap | \$4.95 | \$5.00 | \$5.50 | 11.11% | \$0.55 | Per cubic metre | Y |
| Single Seat Couch | \$25.30 | \$24.09 | \$26.50 | 4.74% | \$1.20 | Each | Y |
| Ski or Snowboard | \$8.25 | \$7.73 | \$8.50 | 3.03% | \$0.25 | Per pair or board | Y |
| Steel | \$14.30 | \$13.64 | \$15.00 | 4.90% | \$0.70 | Per cubic metre | Y |
| Two-seater sofa or larger couch | \$36.30 | \$34.09 | \$37.50 | 3.31% | \$1.20 | Each | Y |
| Tyres large – tractor or truck | \$434.50 | \$407.27 | \$448.00 | 3.11% | \$13.50 | Each | Y |
| Tyres medium – truck | \$19.25 | \$18.18 | \$20.00 | 3.90% | \$0.75 | Each | Y |
| Tyres small/4WD | \$13.20 | \$12.73 | \$14.00 | 6.06% | \$0.80 | Each | Y |
| Whitegoods (all) | \$13.75 | \$13.18 | \$14.50 | 5.45% | \$0.75 | Each | Y |

| Name | Year 24/25 | Year 25/26 | | Increase % | Increase \$ | Unit | GST |
|------|--------------------|--------------------|--------------------|---------------|----------------|------|-----|
| | Fee (incl. GST) | Fee (excl. GST) | Fee (incl. GST) | | | | |

Engineering & Assets

Engineering

Consent to Works in a Roadway

| | | | |
|--|--------------------|-----------------|---|
| Other Works (within road or pathway Speed 50 km/h or less) | As per Legislation | Per application | N |
| Other Works (within road or pathway Speed > 50 km/h) | As per Legislation | Per application | N |
| Other Works (not within road or pathway Speed 50 km/h or less) | As per Legislation | Per application | N |
| Other Works (not within road or pathway Speed > 50 km/h) | As per Legislation | Per application | N |
| Minor Works (within roadway or pathway) | As per Legislation | Per application | N |
| Minor Works (not within roadway or pathway) | As per Legislation | Per application | N |

Assets

| | | | |
|--|--------------------|--|---|
| Application for permit to work in a road reserve | As per Legislation | | N |
|--|--------------------|--|---|

Fee Name**Parent Name****Index of all Fees****3**

3 Day Event Hire (Hall and Kitchen)
 3 Day Event Hire (Hall and Kitchen)
 3 Day Event Hire (Hall Only)
 3 Day Event Hire (Hall Only)

[The Pavilion]
 [Community Centres]
 [Community Centres]
 [The Pavilion]

4

4 Day Event Hire (Hall and Kitchen)
 4 Day Event Hire (Hall and Kitchen)
 4 Day Event Hire (Hall Only)
 4 Day Event Hire (Hall Only)

[The Pavilion]
 [Community Centres]
 [The Pavilion]
 [Community Centres]

A

Access to Toboggan Run
 Active Seniors Class – Non Member
 Additional inspection or re- inspection (remote area)
 Additional inspection or re- inspection (urban area)
 Additional Lifeguard
 Additional notices
 Additional notices on land
 Adult – 1 month
 Adult – 3 month
 Adult – 3 Month
 Adult – Casual Visit
 Adult 10 Visit Card
 Adult 10 Visit Card
 Adult 10 Visit Pass
 Adult book
 Adult book – Large print
 Adult book – non-fiction
 Adult Casual
 Adult Daily Pass
 Adult Season Pass
 Advertising 20 to 50 Pages
 Advertising more than 51 Pages
 Advertising sign
 Advertising sign
 Advertising Up to 20 Pages
 Advice in writing for Building Permit
 After Hours Access Fob Charge

[Dinner Plain Tobogganing]
 [Casual group exercise class entry]
 [Building]
 [Building]
 [Bright Sports Centre]
 [Public notification]
 [Public notification]
 [Centre Membership – all areas]
 [Centre Membership – all areas]
 [Swimming Pool Only]
 [Swimming Pool Only]
 [Casual gym entry (Includes gym and pool)]
 [Swimming Pool Only]
 [Pools]
 [Lost or damaged items, where price is unknown]
 [Lost or damaged items, where price is unknown]
 [Lost or damaged items, where price is unknown]
 [Casual gym entry (Includes gym and pool)]
 [Pools]
 [Pools]
 [Redaction of Public notification]
 [Redaction of Public notification]
 [Roadside Trading]
 [Roadside Trading]
 [Redaction of Public notification]
 [Statutory Planning]
 [Bright Sports Centre]

Fee Name

Parent Name

A [continued]

Aluminium, cardboard, steel cans, plastic bottles and containers
 Amend an application for a permit (all Classes) after s52 notice of the application has been given – change to Class of permit with a higher application fee
 Amend an application for a permit (all Classes) after s52 notice of the application has been given – no change to Class of permit
 Amend an application to amend a permit (all Classes) after s52 notice of the application has been given – change to Class of permit with a higher application fee
 Amend an application to amend a permit (all Classes) after s52 notice of the application has been given – no change to Class of permit
 Amend or end an agreement

Animal registration tag replacement
 Application for any combination of matters in one or more Classes of application under Regulation 11
 Application for permit to work in a road reserve
 Application for permit when amendment to planning scheme requested – more than one Class of permit
 Application for permit when amendment to planning scheme requested – one Class of permit only
 Approved site location – annual
 Aqua Fit/Adult
 Aqua Fit/Concession
 Arthritis Group
 Asbestos – Porepunkah only
 Assessment and Endorsement of Condition 1 Plans

B

BAL Assessment – desktop assessment
 BAL Assessment – on site assessment
 BAL Assessment – remote on site assessment
 Beauty or skin penetration registration
 Bond (Any Hall)
 Book Club - Overdue fine > than 2 days
 Book on CD (Adult)
 Build Over Easement
 Building Information Certificate
 Busking (adult)

C

Car Batteries

[Waste]
 [Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987]

[Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987]

[Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987]

[Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987]

[Regulation 16 Planning and Environment (Fees) Regulations 2016 - Applications to amend or end an agreement under section 173 of the Planning and Environment Act 1987]

[Local Laws]

[Regulation 13 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987]

[Assets]

[Regulation 14 Planning and Environment (Fees) Regulations 2016 - Combined permit and amendment process]

[Regulation 14 Planning and Environment (Fees) Regulations 2016 - Combined permit and amendment process]

[Roadside Trading]

[Pools]

[Pools]

[Pools]

[Waste]

[Statutory Planning]

[Building]

[Building]

[Building]

[Public Health and Wellbeing Act 2008]

[Community Centres]

[Libraries]

[Lost or damaged items, where price is unknown]

[Building]

[Building]

[Roadside Trading]

[Waste]

Fee Name**Parent Name****C** [continued]

| | |
|---|--|
| Car Bodies | [Waste] |
| Caravan park registration fee | [Caravan Parks] |
| Caravan park rigid annex approval fee | [Caravan Parks] |
| Carport, garage, verandas, patios, pergolas and other small extensions – up to 4 Inspections \$16,001 or greater alterations/additions to a Class 1 to 10 | [Building] |
| Cat registration (desexed) | [Local Laws] |
| Cat registration (desexed) - pensioner 50% discount | [Local Laws] |
| Cat registration (not desexed) | [Local Laws] |
| Cat registration (not desexed) - pensioner 50% discount | [Local Laws] |
| Cat trap hire fee (inc deposit) | [Local Laws] |
| Category 1 (e.g. Time Limit) | [Parking infringement] |
| Category 2 (e.g. Bus Zone) | [Parking infringement] |
| Category 3 (e.g. No Stopping Area) | [Parking infringement] |
| CDB covers | [Libraries] |
| Cement sheeting, plasterboard | [Waste] |
| Certificate of compliance | [Regulation 15 Planning and Environment (Fees) Regulations 2016 - Certificate of Compliance] |
| Change to an existing wastewater permit | [Environmental Protection Act 2017] |
| Child/Concession – 10 Visit Card | [Swimming Pool Only] |
| Child/Concession – Casual Visit | [Swimming Pool Only] |
| Child/Concession 10 Visit Pass | [Pools] |
| Child/Concession Daily Pass | [Pools] |
| Child/Concession Season Pass | [Pools] |
| Class 1 – Change use of land allowed by permit or allow new use | [Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987] |
| Class 1 – Use of land only | [Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987] |
| Class 1 food premises | [Fixed Food Premises] |
| Class 1 food premises – Charity and Community Groups | [Charity and Community Groups] |
| Class 10 – Amendment to Class 10 permit | [Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987] |
| Class 10 – VicSmart – other than Classes 7, 8 or 9 | [Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987] |
| Class 11 – \$100,000 or less | [Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987] |
| Class 11 – Amendment to Class 11, 12, 13, 14, 15 or 16 permit – \$100,000 or less | [Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987] |
| Class 12 – \$100,001 to \$1,000,000 | [Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987] |
| Class 12 – Amendment to Class 11, 12, 13, 14, 15 or 16 permit – \$100,001 to \$1,000,000 | [Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987] |
| Class 13 – \$1,000,001 to \$5,000,000 | [Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987] |
| Class 13 – Amendment to Class 11, 12, 13, 14, 15 or 16 permit – more than \$1,000,000 | [Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987] |

continued on next page ...

Fee Name**Parent Name****C** [continued]

Class 14 – \$5,000,001 to \$15,000,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 14 – Amendment to Class 17 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 15 – Amendment to Class 18 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 15- \$15,000,001 to \$50,000,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 16 – Amendment to Class 19 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 16 – more than \$50,000,001

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 17 – Amendment to Class 20 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 17 – Subdivision – existing building – other than Class 9

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 18 – Amendment to Class 21 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 18 – Subdivision – two lots – other than Classes 9 or 17

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 19 – Amendment to Class 22 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 19 – Realignment of a common boundary between lots or consolidation of two or more lots – other than Class 9

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 2 – Amendment to a permit (other than in relation to single dwellings per lot)

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 2 – Single dwelling per lot – \$10,000 or less

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 2 food premises

[Fixed Food Premises]

Class 2 food premises – Charity and Community Groups

[Charity and Community Groups]

Class 2 temporary food premises & mobile food vendors (Streatrader)

[Temporary Food Premises]

Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)

[Charity and Community Groups]

Class 20 – Subdivision – other than Classes 9, 17, 18 or 19

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 21 – Create, vary or remove a restriction (within the meaning of the Subdivision Act 1988) / Create or remove a right of way / Create, vary or remove and easement other than a right of way / vary or remove a condition in the nature of an easement (other than a right of way) in a Crown Grant

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 22 – A permit not otherwise provided for in Classes 1 to 21

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 3 – Amendment to Class 2, 3, 4, 5 or 6 permit – \$10,000 or less

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Fee Name**Parent Name****C** [continued]

Class 3 – Single dwelling per lot – \$10,001 to \$100,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 3 food premises

[Fixed Food Premises]

Class 3 food premises – Charity and Community Groups

[Charity and Community Groups]

Class 3 temporary food premises & mobile food vendors (Streatrader)

[Temporary Food Premises]

Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)

[Charity and Community Groups]

Class 4 – Amendment to Class 2, 3, 4, 5 or 6 permit – \$10,001 to \$100,000

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 4 – Single dwelling per lot – \$100,001 to \$500,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 4 food premises

[Fixed Food Premises]

Class 5 – Amendment to Class 2, 3, 4, 5 or 6 permit – \$100,001 to \$500,000

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 5 – Single dwelling per lot – \$500,001 to \$1,000,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 6 – Amendment to Class 2, 3, 4, 5 or 6 permit – more than \$500,000

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 6 – Single dwelling per lot – \$1,000,001 to \$2,000,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 7 – Amendment to a VicSmart permit – \$10,000 or less

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 7 – VicSmart – \$10,000 or less

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 8 – Amendment to a VicSmart permit – more than \$10,000

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 8 – VicSmart – more than \$10,000

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Class 9 – Amendment to Class 9 permit

[Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987]

Class 9 – VicSmart – subdivision or consolidation of land

[Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987]

Cleaning Fee (Any Hall)

[Community Centres]

Combined application for more than one Class of permit under Regulation 9

[Regulation 10 Planning and Environment (Fees) Regulations 2016 - Composite fee for combined a application for permit under section 47 of the Planning and Environment Act 1987]

Commercial participant – events

[Roadside Trading]

Commercial works \$0 – \$39,999

[Building]

Commercial works \$40,000 or over

[Building]

Concession – 1 month

[Centre Membership – all areas]

Concession – 3 month

[Centre Membership – all areas]

Concession – 3 Month

[Swimming Pool Only]

Concession – Casual

[Casual gym entry (Includes gym and pool)]

Concession 10 Visit Card

[Casual gym entry (Includes gym and pool)]

Concrete and Bricks

[Waste]

Fee Name**Parent Name****C** [continued]

| | |
|--|------------------------|
| Copy of Certificate of Title and instruments | [Statutory Planning] |
| Copy of planning permit or endorsed plan/s – stored off-site | [Statutory Planning] |
| Copy of planning permit or endorsed plan/s – stored on-site | [Statutory Planning] |
| Copy of rates notice already issued (where account has been paid or part paid) | [Rates] |
| Copy of rates notice already issued (where account has not been paid or part paid) | [Rates] |
| Corporate Membership 10 to 19 Members (New members only) - Adult | [Bright Sports Centre] |
| Corporate Membership 10 to 19 Members (New members only) - Concession | [Bright Sports Centre] |
| Corporate Membership 20+ Members (New members only) - Adult | [Bright Sports Centre] |
| Corporate Membership 20+ Members (New members only) - Concession | [Bright Sports Centre] |
| Corporate Membership 5 to 9 Members: 1 Month (New members only) - Adult | [Bright Sports Centre] |
| Corporate Membership 5 to 9 Members: 1 Month (New members only) - Concession | [Bright Sports Centre] |
| Council Comments (to vary a regulation, where report and consent not an option) | [Building] |
| Crushed Concrete Sales | [Waste] |

D

| | |
|---|--|
| Demolition of Building s29A Consent – Consideration of request | [Building] |
| Determination that matter specified by a planning scheme has been done satisfactorily | [Regulation 18 Planning and Environment (Fees) Regulations 2016 - Determination matters to the satisfaction of a person or body] |
| Development Plan – Assessment or Amendment | [Statutory Planning] |
| Dinner Plain snowmobile permit | [Local Laws] |
| Disabled parking permit | [Governance] |
| Disc Cleaning | [Libraries] |
| Dish Pig Hitch Fee (if towed by Council) | [Sustainability] |
| Dish Pig Towing Fee (if towed by Council) | [Sustainability] |
| Dog Registration (desexed) | [Local Laws] |
| Dog Registration (desexed) - pensioner 50% discount | [Local Laws] |
| Dog registration (not desexed) | [Local Laws] |
| Dog registration (not desexed) - pensioner 50% discount | [Local Laws] |
| Domestic Animal Act infringements (e.g. Failure to Register Dog or Cat) | [Local Laws] |
| Domestic animal business fee | [Local Laws] |
| Domestic putrescible and hard waste | [Waste] |
| Domestic putrescible and hard waste | [Waste] |
| Drum Muster | [Waste] |
| DVD Film (Adult) | [Lost or damaged items, where price is unknown] |
| DVD or CD ROM replacement cover | [Libraries] |
| DVD TV (Adult) | [Lost or damaged items, where price is unknown] |
| Dwelling extensions and alterations | [Building] |

Fee Name**Parent Name****E**

Entire Downstairs Area (Changerooms, First Aid Room, Toilets)
 Entire Facility Hire
 Essential service inspection and report
 E-waste (All)
 Exhumation
 Extension of time for Building Permit

[The Pavilion]
 [The Pavilion]
 [Building]
 [Waste]
 [Cemetery]
 [Building]

F

Family – 1 month
 Family – 3 month
 Family – 3 Month
 Family – Casual Visit
 Family Season Pass – Early Bird
 Family Season Pass (After Early Bird Closes)
 Fee for establishing a formal rates payment arrangement
 First Request
 First Request
 Flooding (Reg 153)
 FOGO Bags
 FOGO Bags (2 Rolls)
 Form 22 Swimming pool / spa registration
 Form 23 Certificate of compliance lodgement
 Form 24 Certificate of non-compliance lodgement
 Freedom of Information Application Fee
 Function Centre including Kitchen
 Function Centre or Kitchen

[Centre Membership – all areas]
 [Centre Membership – all areas]
 [Swimming Pool Only]
 [Swimming Pool Only]
 [Pools]
 [Pools]
 [Rates]
 [Request for Extension of Time – Development less than \$1M, Subdivisions of 2-20 lots & Change of Use]
 [Request for Extension of Time – Development \$1M+ & Subdivisions of 21+ lots]
 [Building]
 [Waste]
 [Waste]
 [Building]
 [Building]
 [Building]
 [Freedom of Information]
 [The Pavilion]
 [The Pavilion]

G

Genset Hire - Commercial Event
 Genset Hire - Community Event
 Green Organic Mulch Sales
 Green Waste

[Events]
 [Events]
 [Waste]
 [Waste]

H

Hairdresser premise registration
 Hall and Kitchen Hire
 Hall Hire Insurance (Any Hall)
 Hall or Kitchen Hire Only
 Hire of Dish Pig
 Horse drawn vehicle / motorcycle tour operator

[Public Health and Wellbeing Act 2008]
 [Community Centres]
 [Community Centres]
 [Community Centres]
 [Sustainability]
 [Roadside Trading]

Fee Name**Parent Name****I**

| | |
|---|-------------------------------------|
| Impounded item release fee – all other items | [Local Laws] |
| Inspection and report fee | [Health] |
| Inter library - Overdue fine > than 2 days | [Libraries] |
| Inter library loan strap/barcode | [Libraries] |
| Interlibrary loans (for loans outside of Victoria or from non-library institutions) | [Libraries] |
| Internment Fee | [Cemetery] |
| Intro Seniors Class | [Casual group exercise class entry] |

J

| | |
|-------------|---|
| Junior book | [Lost or damaged items, where price is unknown] |
|-------------|---|

L

| | |
|--|---|
| Laminating - A3 | [Libraries] |
| Laminating - A4 | [Libraries] |
| Land information certificate - within 24 Hours | [Customer Service] |
| Land information certificate - within 7 Days | [Customer Service] |
| Lane Hire | [Pools] |
| Learn to Swim | [Pools] |
| Learn to Swim – Private Lesson | [Pools] |
| Learn to Swim Private Lesson | [Bright Sports Centre] |
| Learn to Swim Program | [Bright Sports Centre] |
| Lease Fee (Commercial) | [Property & Contracts] |
| Lease Fee (Other) | [Property & Contracts] |
| Legal point of discharge information | [Building] |
| Library Meeting Room | [Libraries] |
| Licence Fee | [Property & Contracts] |
| Light romance | [Lost or damaged items, where price is unknown] |
| Livestock impound fee – large stock | [Local Laws] |
| Livestock impound fee – small stock | [Local Laws] |
| Lodgement Fee | [Building] |
| Lost or damaged items, where price is known | [Libraries] |
| LPG Cylinders | [Waste] |

M

| | |
|--|---------------------|
| Major amendment to building permit | [Building] |
| Major non-compliance inspection fee | [Food Act 1984] |
| Major non-compliance inspection fee (where a notice has been issued) | [Food Act 1984] |
| Mattress – Any size except Cot | [Waste] |
| Mattress – Cot | [Waste] |
| Meeting Room | [Community Centres] |
| Meeting Room Hire - Non-Profit/Community Groups | [Libraries] |

Fee Name**Parent Name****M [continued]**

| | |
|---|---|
| Memorial plaque fee | [Memorials] |
| Minor amendment to building permit | [Building] |
| Minor damage to an item or barcode | [Libraries] |
| Minor Works (not within roadway or pathway) | [Consent to Works in a Roadway] |
| Minor Works (within roadway or pathway) | [Consent to Works in a Roadway] |
| Monthly Direct Debit Adult | [Centre Membership – all areas] |
| Monthly Direct Debit Concession | [Centre Membership – all areas] |
| Monthly Direct Debit Family | [Centre Membership – all areas] |
| Mount Beauty Stadium Hire | [Pools] |
| MP3 (Adult) | [Lost or damaged items, where price is unknown] |
| Multi-purpose room hire | [Bright Sports Centre] |
| Multi-unit development | [Building] |

N

| | |
|---|-----------------------|
| New dwelling | [Building] |
| New Headstone and Base without existing foundation – Single Grave – or Monument | [Cemetery] |
| New premises fee | [Health] |
| Non-Collection of reserved item | [Libraries] |
| Non-mandatory inspection | [Building] |
| Notice in paper | [Public notification] |
| Notice on land - up to two signs | [Public notification] |
| Notice to neighbours | [Public notification] |
| Notification of adjoining landowners for siting variation | [Building] |

O

| | |
|--|---------------------------------|
| Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1 & 10 | [Building] |
| Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1b | [Building] |
| Occupancy Permit/Final Certificate not assoc. with Building Permit Class 2-9 | [Building] |
| Oil | [Waste] |
| Other Works (not within road or pathway Speed > 50 km/h) | [Consent to Works in a Roadway] |
| Other Works (not within road or pathway Speed 50 km/h or less) | [Consent to Works in a Roadway] |
| Other Works (within road or pathway Speed > 50 km/h) | [Consent to Works in a Roadway] |
| Other Works (within road or pathway Speed 50 km/h or less) | [Consent to Works in a Roadway] |
| Outdoor facility – footpath dining or footpath trading – Large Area (totalling more than 40 sqm) | [Streets and Roads] |
| Outdoor facility – footpath dining or footpath trading – Medium Area (totalling between 20 and 40 sqm) | [Streets and Roads] |
| Outdoor facility – footpath dining or footpath trading – Small area (totalling less than 20 sqm) | [Streets and Roads] |

Fee Name**Parent Name****P**

| | |
|---|---|
| Paint cans 10 litres and over of any size containing paint | [Waste] |
| Partial compliance exemption – access matter | [Building] |
| Partial compliance exemption – amenity matter | [Building] |
| Partial compliance exemption – fire safety matter | [Building] |
| Pavilion Meeting Room | [The Pavilion] |
| Performance solutions – access matter | [Building] |
| Performance solutions – amenity matter | [Building] |
| Performance solutions – fire safety matter | [Building] |
| Periodical | [Lost or damaged items, where price is unknown] |
| Permit to alter wastewater system | [Environmental Protection Act 2017] |
| Permit to install wastewater system | [Environmental Protection Act 2017] |
| Planning advice – in writing | [Statutory Planning] |
| Planning advice in writing | [Statutory Planning] |
| Planning Certificate – electronically lodged application | [Regulation 17 Planning and Environment (Fees) Regulations 2016 - Planning Certificate] |
| Planning Certificate – non- electronically lodged application | [Regulation 17 Planning and Environment (Fees) Regulations 2016 - Planning Certificate] |
| Planning panel – proponent request amendment | [Statutory Planning] |
| Plastic and metal oil containers | [Waste] |
| Playaway | [Lost or damaged items, where price is unknown] |
| Pool Hire with Life Guard | [Bright Sports Centre] |
| Pool Hire with Life Guard | [Pools] |
| POPE attendance of greater than 5,000 persons and more than 5 prescribed structures | [Building] |
| POPE attendance up to 1000 persons & 1 prescribed structure | [Building] |
| POPE attendance up to 5000 persons & 5 prescribed structure | [Building] |
| Pound release fee – registered animals | [Local Laws] |
| Pound release fee – unregistered animals | [Local Laws] |
| Prescribed accommodation premise registration | [Residential Tenancies Act 1997] |
| Printing/photocopying - Black & White A4 | [Libraries] |
| Printing/photocopying - Colour A3 | [Libraries] |
| Printing/photocopying - Colour A4 and Black & White A3 | [Libraries] |
| Pro rata Animal Registration Fee | [Local Laws] |
| Processed/Treated Timber | [Waste] |
| Programs and activities | [Libraries] |
| Projections beyond street alignment (Part 6) | [Building] |
| Protection of the public (Reg 116) | [Building] |
| Provision of Rating/valuation information greater than 1 year | [Rates] |

R

| | |
|--|----------|
| Rates debt recovery costs | [Rates] |
| Rates transaction history listing | [Rates] |
| Raw Organic Timber | [Waste] |
| Registration late penalty fee | [Health] |
| Registration late penalty fee (No GST) | [Health] |

Fee Name

Parent Name

R [continued]

| | |
|---|---|
| Registration of Category 1 Aquatic Facility under Public Health and Wellbeing Act 2008 (1 pool/spa/interactive water feature) | [Category 1 Public Aquatic Facilities] |
| Registration of each additional pool/spa interactive water feature within same Category 1 Aquatic Facility | [Category 1 Public Aquatic Facilities] |
| Regular Class – Non Member | [Casual group exercise class entry] |
| Regulation 10 Subdivision (Fees) Regulations 2016 – Engineering plans prepared by Council | [Subdivision] |
| Regulation 11 Subdivision (Fees) Regulations 2016 – Supervision of works | [Subdivision] |
| Regulation 6 Subdivision (Fees) Regulations 2016 – Application to certify plan and statement of compliance | [Subdivision] |
| Regulation 7 Subdivision (Fees) Regulations 2016 – Request to alter a subdivision plan under s10(2) | [Subdivision] |
| Regulation 8 Subdivision (Fees) Regulations 2016 – Application to amend a certified plan | [Subdivision] |
| Regulation 9 Subdivision (Fees) Regulations 2016 – Checking engineering plans | [Subdivision] |
| Renewal of Category 1 Aquatic Facility under Public Health and Wellbeing Act 2008 | [Category 1 Public Aquatic Facilities] |
| Re-Opening Grave – With Cover | [Cemetery] |
| Re-Opening Grave – Without Cover | [Cemetery] |
| Replacement of lost or damaged cards | [Libraries] |
| Request for Minister to prepare amendment to planning scheme exempted from certain requirements | [Regulation 7 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme exempted from certain requirements] |
| Request for Minister to prepare amendment to planning scheme of a Class prescribed | [Regulation 8 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme under section 20A of the Planning and Environment Act 1987] |
| Requests for photocopies not in stock and obtained on inter library loan | [Libraries] |
| Research fee | [Libraries] |
| Resident notifications by post | [Events] |
| Restumping or demolition | [Building] |
| Retrieval of Records – Off Site | [Records retrieval – All Council Functions inc Rates, Planning, Building, Health and Waste Charges] |
| Retrieval of Records – On Site | [Records retrieval – All Council Functions inc Rates, Planning, Building, Health and Waste Charges] |
| Rights of and Internment of bodily remains – Adult – First Internment | [Cemetery] |

S

| | |
|--|---|
| Search of Cemetery Records | [Cemetery] |
| Second Request | [Request for Extension of Time – Development less than \$1M, Subdivisions of 2-20 lots & Change of Use] |
| Second Request | [Request for Extension of Time – Development \$1M+ & Subdivisions of 21+ lots] |
| Secondary consent | [Statutory Planning] |
| Section 173 agreements | [Statutory Planning] |
| Section 18 Subdivision Act 1988 – Public open space contribution | [Subdivision] |
| Section 52 Public Notice – Additional notice/s on land | [Statutory Planning] |
| Section 52 Public Notice – Additional notice/s to neighbours | [Statutory Planning] |
| Section 52 Public Notice – Notice in paper | [Statutory Planning] |

Fee Name**Parent Name****S** [continued]

Section 52 Public Notice – Notice on land (up to 2 notices)
 Section 52 Public Notice – Notice to neighbours (1-10 notices)
 Seniors Hour
 Shower Only
 Silage Wrap
 Single disk replacement
 Single Seat Couch
 Ski or Snowboard
 Squash Court – Adult
 Squash Court – Child/Concession
 Squash Membership – 1 week (Adult)
 Squash Membership – 1 week (Concession)
 Stage 1 Amendment

Stage 2 Amendment

Stage 3 Amendment

Stage 4 Amendment

Steel
 Supervising Parent
 Supervision of works
 Sustenance fee – animal and small stock
 Sustenance fee – large stock
 Swimming pool (above ground)
 Swimming pool (in-ground)
 Swimming pool / spa document search fee
 Swimming pool / spa inspection (up to 2 site visits)

[Statutory Planning]
 [Statutory Planning]
 [Pools]
 [Bright Sports Centre]
 [Waste]
 [Lost or damaged items, where price is unknown]
 [Waste]
 [Waste]
 [Bright Sports Centre]
 [Bright Sports Centre]
 [Bright Sports Centre]
 [Bright Sports Centre]
 [Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987]
 [Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987]
 [Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987]
 [Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987]
 [Waste]
 [Pools]
 [Subdivision]
 [Local Laws]
 [Local Laws]
 [Building]
 [Building]
 [Building]
 [Building]

T

Teen book
 Temporary Siting approvals more than 3 Structures
 Temporary Siting approvals x3 Structures
 Third and Subsequent Requests
 Third and Subsequent Requests
 Timber Harvesting Plans – Assessment and Inspection
 Tours and Talks - adult
 Tours and Talks - junior
 Transfer fee of Category 1 Aquatic Facility under Public Health and Wellbeing Act 2008
 Transfer registration fee
 Two-seater sofa or larger couch

[Lost or damaged items, where price is unknown]
 [Building]
 [Building]
 [Request for Extension of Time – Development less than \$1M, Subdivisions of 2-20 lots & Change of Use]
 [Request for Extension of Time – Development \$1M+ & Subdivisions of 21+ lots]
 [Statutory Planning]
 [Visitor Information Centre]
 [Visitor Information Centre]
 [Category 1 Public Aquatic Facilities]
 [Residential Tenancies Act 1997]
 [Waste]

| Fee Name | Parent Name |
|---|--------------|
| T [continued] | |
| Tyres large – tractor or truck | [Waste] |
| Tyres medium – truck | [Waste] |
| Tyres small/4WD | [Waste] |
| U | |
| Updated Rates Notice (not copy of original) | [Rates] |
| USB | [Libraries] |
| Use of Council land – Commercial event | [Events] |
| V | |
| Variation to ResCode (report and consent) | [Building] |
| Vehicle & livestock transport fee | [Local Laws] |
| Vehicle impound fee | [Local Laws] |
| Vehicle storage fee | [Local Laws] |
| Veterinary fees | [Local Laws] |
| W | |
| Waste Charges | [Events] |
| Whitegoods (all) | [Waste] |



COUNCIL PROCEDURE

Councillor Internal Resolution Procedure

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DOCUMENT UNCONTROLLED WHEN PRINTED

| Document Control | | |
|--|--|---------------------------|
| Councillor Internal Resolution Procedure | Status Presented to Council for adoption | To be approved by Council |
| Date approved | Next review date Four years after adoption | |
| Directorate Corporate and Community | Department Corporate | External |

REVISION RECORD

| Date | Version | Revision description |
|--------------|---------|-----------------------------------|
| 24 June 2025 | 1.0 | Presented to Council for adoption |
| | | |
| | | |

1. Purpose

This Councillor Internal Resolution Procedure (Procedure) is adopted under and in accordance with section 140 of the *Local Government Act 2020* (LGA 2020) and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

This Procedure will be observed when dealing with alleged breaches of the Model Councillor Code of Conduct.

2. Scope

This procedure applies to disputes between Councillors of the Alpine Shire Council (Council) alleging breaches of the Model Councillor Code of Conduct. Part 5 of this procedure outlines specific circumstances where this procedure does not apply.

3. Procedure details

3.1 INTERNAL RESOLUTION PROCESS

Disputes between Councillors may arise in a variety of circumstances. This Procedure is to apply to those disputes in which one Councillor (the Complainant) alleges that another Councillor (the Respondent) has breached the Model Councillor Code of Conduct.

This Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to move forward and maintain effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

It is acknowledged that this Procedure will not be suitable for resolution of all disputes between Councillors.

An overview of the Procedure is annexed, in the form of a flowchart.

3.2 FIRST STAGE OF INTERNAL RESOLUTION PROCEDURE – DISCUSSION

A Complainant is encouraged to raise their issue directly with the Respondent in a respectful and courteous manner, either in person or in writing, where they feel comfortable to do so.

Councillors are encouraged to recognise that:

- a. Certain behaviours and communications may be perceived by others to be causing issues or offence that may not have been intended;
- b. It can provide useful insight to reflect on their own behaviour or motivation and possible contribution to the dispute, whether intended or not; and
- c. Dealing with the dispute early is more likely to avoid the issue escalating and resolve it before it threatens the effective operation of Council.

It is useful to frame any issue from the Councillor's perspective (eg "I felt disrespected when you said / did ..."), rather than accusing another person of holding a particular position or taking a negative action deliberately. A Councillor should let the other Councillor know how they feel and ask for an explanation, rather than making accusations or assumptions.

3.3 SECOND STAGE OF INTERNAL RESOLUTION PROCEDURE – CONCILIATION

Where a direct conversation between Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of this Procedure is conciliation.

3.3.1 Initiating conciliation

A Complainant initiating conciliation must notify the Mayor and the Respondent of the dispute by completing a Conciliation Application Form. That form (see Attachment 1 to this Procedure) must:

- a. Specify the names of the Complainant and Respondent;
- b. Specify the provision (or provisions) of the Model Councillor Code of Conduct alleged to have been breached;
- c. Detail what was said or done by the Respondent to constitute a breach of the Model Councillor Code of Conduct;
- d. Attach any supporting information to provide examples of the behaviour complained of (eg screenshots or emails); and
- e. Be dated and signed by the Complainant.

3.3.2 Participating in conciliation

Councillors are not obliged to engage in conciliation but should only decline to participate if they honestly and reasonably believe that their participation would adversely affect their health or wellbeing or would otherwise be unsafe.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for it. That advice must be provided no more than one week after receiving the Conciliation Application Form.

3.3.3 Conduct of conciliation

Conciliation is to be conducted by the Mayor except when the Mayor is a party to the dispute or otherwise unavailable to conduct conciliation. In that case the Deputy Mayor will assume the role of the Mayor in the conciliation process. If both the Mayor and the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

When, in this Procedure, reference is made to the Mayor it includes:

- a. The Deputy Mayor; and
- b. A Councillor jointly chosen for the purpose by the parties,

when the Mayor and/or the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct a conciliation.

3.4 SUPPORT FROM COUNCIL

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required. Council will make a venue available to the Councillors within Council's offices that is private and suited to the conciliation process.

Council will not provide any substantive guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure. Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

3.5 END OR TERMINATION OF CONCILIATION

Conciliation will end or be terminated if any of the following occurs:

- a. The parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so;
- b. The Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form;
- c. The Respondent does not respond to the Conciliation Application Form at all within two weeks of receiving it;

- d. Conciliation has not occurred within four weeks of the Complainant submitting the Conciliation Application Form;
- e. Conciliation has occurred and the parties have been unable to resolve the dispute; or
- f. The dispute has been resolved.

The time for conciliation may be extended by agreement between the parties to the dispute, whether or not the matter has been escalated to one of the formal dispute resolution procedures outlined in the LGA 2020.

3.6 CONFIDENTIALITY

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of this Procedure.

3.7 RECORD OF OUTCOME

The Mayor must document any agreement that is reached between the Complainant and Respondent. The agreement must be signed by the Complainant, Respondent and Mayor. Copies must be provided to the Complainant and Respondent, and the original must be retained by the Mayor. Again, parties and the Mayor are expected to maintain the confidentiality of the agreement reached.

4. Roles and responsibilities

The following positions are responsible for

| Role / position | Responsibility |
|----------------------------|--|
| Complainant | The role of the Complainant is to explain their position and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement. |
| Councillor Conduct Officer | The role of the Councillor Conduct Officer is to provide the Mayor with the administrative support necessary to arrange and conduct the conciliation. |
| Councillors | All Councillors are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation. |
| Mayor | The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them. |
| Respondent | The role of the Respondent is to explain their position and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement. |

5. Internal Resolution Procedure does not apply in these circumstances

The following disputes are not covered by this Procedure:

- a. Differences between Councillors in relation to policy or decision making, which are appropriately resolved through discussion and voting in Council meetings;
- b. Complaints made against a Councillor or Councillors by a member or members of Council staff, or by any other external person;
- c. Allegations of sexual harassment;
- d. Disclosures made about a Councillor under the *Public Interest Disclosures Act 2012*, which can only be made to the Independent Broad-based Anti-corruption Commission; and
- e. Allegations of criminal misconduct, which should be immediately referred to Victoria Police or the relevant integrity authority.

6. Formal Dispute Resolution Procedure

This Procedure operates alongside, and does not replace, the formal dispute resolution procedures outlined in the LGA 2020.

The formal dispute resolution procedure applies to misconduct, serious misconduct and gross misconduct.

Section 141 of the LGA 2020 provides for an internal arbitration process concerning a breach of the Model Councillor Code of Conduct.

Where a matter concerning an alleged breach of the Model Councillor Code of Conduct cannot be resolved internally, or a Councillor declines to participate in the conciliation process outlined in this procedure, any party may apply to the Principal Councillor Conduct Registrar to commence an Internal Arbitration process under the LGA 2020.

7. Supporting documents

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

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Local Government (Governance and Integrity) Regulations 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Model Councillor Code of Conduct
- Fact Sheet: Councillor Conduct Framework (Local Government Victoria)
- Fact Sheet: Internal Arbitration Process (Local Government Victoria)
- Guidance on the Model Councillor Code of Conduct (Local Government Victoria)

8. **Approval**

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 24th day of June
2025 in the presence of:

| | |
|------------|-----------|
| | |
| COUNCILLOR | SIGNATURE |

| | |
|------------|-----------|
| | |
| COUNCILLOR | SIGNATURE |

| | |
|-------------------------|-----------|
| | |
| CHIEF EXECUTIVE OFFICER | SIGNATURE |

Attachment 1 Conciliation Application Form

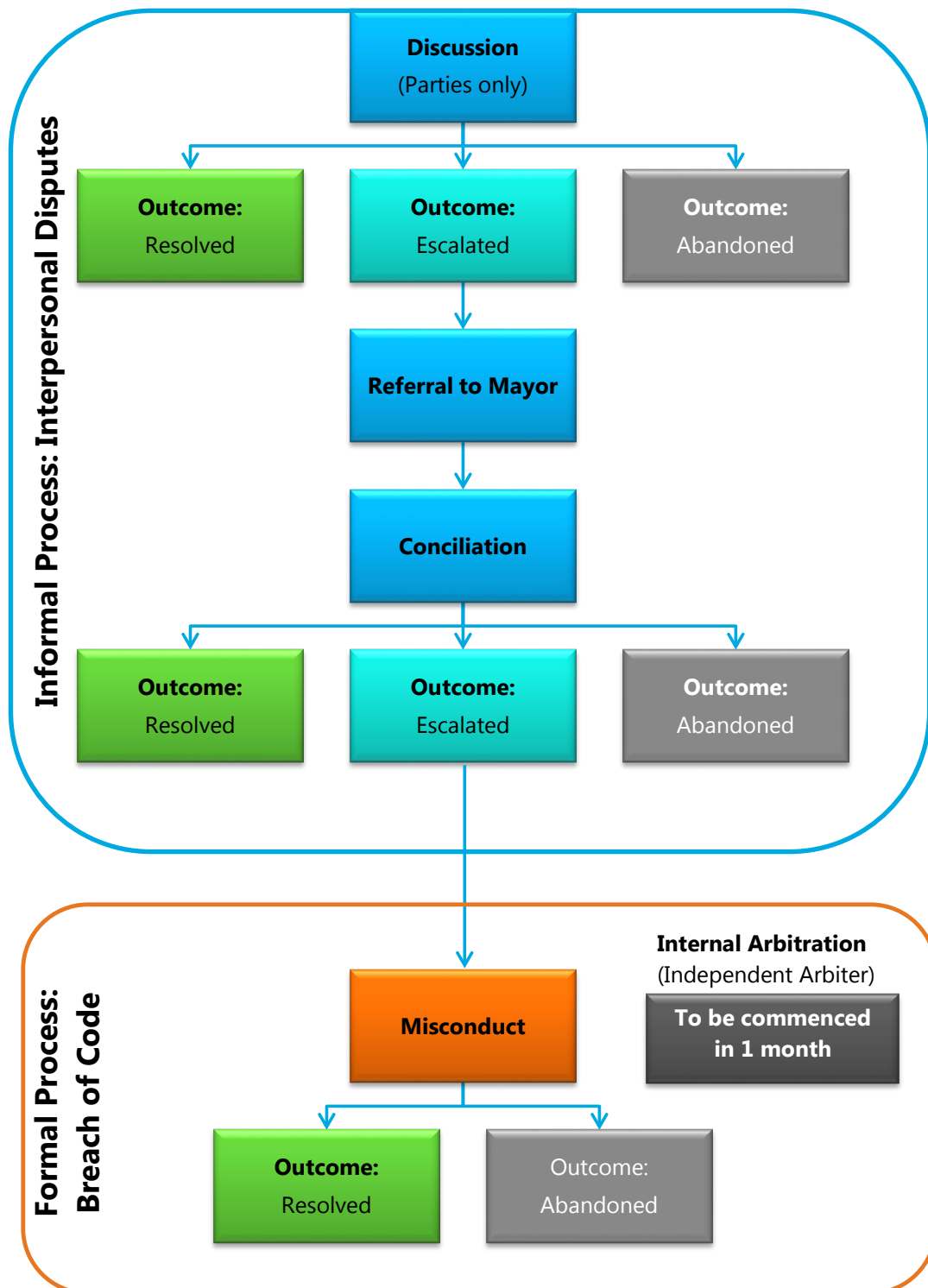


Councillor Conciliation Application Form

| | |
|--|----|
| Complainant: | Cr |
| Respondent: | Cr |
| Provisions of Model Councillor Code of Conduct breached: | |
| Action constituting breach: <i>(Include dates, times and detailed descriptions of the action complained of. Attach further documents as necessary.)</i> | |
| Signed by Complainant: | |
| Date Signed: | |

Note: Please attach any supporting information to provide examples of the behaviour complained of – see part 3.3.1 of the Councillor Internal Resolution Procedure

Annexure Internal Resolution Procedure Flowchart





COUNCIL POLICY

Procurement

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|--|-----------------------------------|---------------------------------|
| Policy number 089 | Status Draft | Approved by Council |
| Date approved | Next review date December 2029 | |
| Directorate Corporate and Community | Department Corporate | Internal / External External |

REVISION RECORD

| Date | Version | Revision description |
|------------|---------|--|
| 06/06/2020 | 7.0 | Adopted Changes to requirements for purchases between \$10,000 - \$75,000, and the requirement for all supplier recommendations to be approved by two officers. |
| 12/05/2021 | 8.0 | Adopted Included changes to three of the threshold brackets. |
| 14/12/2021 | 9.0 | Adopted Transition to <i>Local Government Act 2020</i> requirements including value for public tendering. Emphasis on collaborative procurement. |
| 27/06/2023 | 10.0 | Adopted Changes to reflect Council operational environment. Changes to all thresholds and requirements. Inclusion of <i>Modern Slavery Act 2018</i> , Child Safe and Gender Equality Policies. |
| 24/06/2025 | 11.0 | Draft for adoption by Council Broadened characterisation of Social Value parameters. Changes to reflect procedural exemption parameters, additional definitions and inclusion of Fair Access Policy. Policy details updated to reflect budgeted contract variation process. |

1. Purpose

Section 108 of the *Local Government Act 2020* 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 VALUE FOR MONEY OUTCOMES

Council will seek to maximise value in all purchasing activities.

Factors such as quality, quantity, risk, experience, social impact, environmental sustainability, 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. Impartiality will be maintained in selecting suppliers.

3.3 SOCIAL VALUE

Council is committed to supporting businesses and providing benefit to the local area, particularly in creation of new jobs or securing investment in the shire. Where equivalent value can be sourced both locally and elsewhere, the goods and services should be purchased, where practicable, from the local supplier.

Council prefers to purchase from organisations with a demonstrated commitment to human rights and improving local communities, particularly where evidenced by social

enterprise, fair trade certification, positive and inclusive employment practices, direct community involvement or other demonstrable positive impacts on society.

3.4 PROBITY, TRANSPARENCY 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.

The procurement of goods, services and works will comply with Council's OHS processes and safety management system to ensure hazards are identified and controlled so far as reasonably practicable.

Where relevant, suppliers must have appropriate OHS practices, insurances and quality assurance processes relevant to the nature of goods, services or works being supplied. Council will use best endeavours to take into consideration relevant ethical supply chain.

Council is committed to creating and maintaining a child safe organisation, where protecting children and preventing and responding to child abuse is embedded in all relevant activities. Council will include reference to working with children legislation in all relevant procurement activities.

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. Approved collaborative procurement can be in the form of collaboration with other councils or approved aggregated contract and supplier panels including but not limited to Procurement Australia, Municipal Association of Victoria, State or Federal Government panel contracts.

Any report to the Council that recommends entering into a procurement agreement must include information in relation to opportunities for collaboration with Council or public bodies which may be available.

4. Policy details

4.1 PURCHASING METHODS AND PROCUREMENT THRESHOLDS

Prior to entering a commitment to conducting purchasing, the purchasing officer must:

- a. ensure that sufficient funding is available and have authority to commit this funding to the proposed purchase;
- b. where the purchase exceeds \$3,000 (GST exclusive), gain the approval of a more senior officer with adequate approval limits under the Financial Delegations as approved by the Chief Executive Officer.

Where the purchasing officer is the Chief Executive Officer, b) does not apply.

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).

Information regarding Current Tenders will be published on Council's website and Awarded Tenders will be recorded in Council meeting minutes.

4.1.1 Assessing Thresholds

For the purpose of assessing thresholds, the procurement threshold is to be inclusive of the total value of the purchase over its lifetime (GST exclusive).

In the case of contracts, the lifetime is the span of the contract including any extension options (GST exclusive). In the case of non-contracted purchases, the procurement

threshold is the expected amount to be spent on that service from that supplier over the span of one year (GST exclusive), unless otherwise specified.

4.1.2 Contract Variations

All contract variations must be assessed to determine whether they are a variation or in effect a new contract. Consideration is to be given on whether the subject matter of the variation is in line with the original scope and the monetary value is in the context of the Procurement Policy thresholds.

Variations to existing contracts where the value of the variation exceeds the Chief Executive Officer's delegation must be approved by Council, other than by exception where approval of the variation is required to maintain business continuity and will not result in total expenditure under the contract exceeding the available budget.

The Chief Executive Officer must report to Council the award of any contract variations under delegation where the value of the awarded variation exceeds the financial delegation of the CEO.

4.1.3 Purchasing Methods and Conditions

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

| Procurement Threshold | Purchasing Method | Purchasing Conditions |
|-----------------------|-----------------------------|--|
| Up to \$3,000 | Verbal quotation | Seek and receive at least one quote OR purchase using approved collaborative procurement No purchase order required |
| > \$3,000 - \$20,000 | Written quotation | Seek and receive at least one quote OR purchase using approved collaborative procurement Purchase order required |
| > \$20,000 - \$50,000 | Written quotation | Seek and receive at least two quotes OR purchase using approved collaborative procurement Purchase order required |
| > \$50,000 – \$80,000 | Request for Quotation (RFQ) | Seek and receive at least three quotes OR RFQ published on Council's tender website and open to response from any supplier OR purchase using approved collaborative procurement Purchase order required |

| Procurement Threshold | Purchasing Method | Purchasing Conditions |
|-----------------------|-----------------------------|--|
| >\$80,000-\$200,000 | Request for Quotation (RFQ) | RFQ published on Council's tender website and open to response from any supplier OR purchase using approved collaborative procurement Written contract required |
| >\$200,000 | Invitation to Tender (ITT) | ITT published on Council's tender website and open to response from any supplier OR purchase using approved collaborative procurement Written contract required |

4.2 MANDATED SERVICES AND SUPPLIERS

Mandated services which are provided by mandated providers are exempt from the requirement for quotations and tenders up to the \$200,000 procurement threshold (GST exclusive). This is most commonly applicable to intergovernmental services such as auditors, the Victorian Civil and Administrative Tribunal (VCAT), and water authorities.

4.3 PROCEDURAL EXEMPTIONS

Under specific circumstances exemption from the methods of this policy may be sought.

These include:

- A contract made because of genuine emergency or disaster in immediate response to threat on life or property
- Proven monopoly market
- Professional services or supply unsuitable for tendering
- Adverse effect on value for money or public interest
- Novated contracts
- Extension of contracts while Council is at market to replace that contract
- Information technology resellers and software developers
- Plant and equipment servicing
- Artworks, statues and monuments

Exemptions are to be approved by the Chief Executive Officer within their financial delegation. Exemptions that exceed this threshold can only be approved by Council. An exemption should only be used in specific and justified circumstances and to the minimum extent required to facilitate efficient procurement. Where a procedural exemption has been sought and approved, all other policy considerations and processes must be followed as normal.

5. Roles and responsibilities

The following positions are responsible for

| Responsibility | Role / Position |
|---|---|
| Adherence to the requirements of the Procurement Policy | All individuals and entities undertaking procurement on behalf of Council |
| Ensure that approved procurement provides best value and comply with legislation. | Alpine Leadership Team |
| Put in place controls to monitor and enforce adherence to the Procurement Policy and conduct a review at least once during each 4-year term of Council. | Manager Corporate |

6. Financial Delegation

The Chief Executive Officer (CEO) will maintain a register of Financial Delegations, which defines limits for authorised expenditure for staff with procurement responsibilities. Approval limits are exclusive of GST.

Council provides Financial Delegation to the CEO through the "S5 Instrument of Delegation to the CEO", which sets out limits for approval of contracts and expenditure. Contracts and expenditure more than the CEO's Financial Delegation must be approved by Council.

7. Breaches

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

8. Human Rights Charter compatibility

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

9. Gender Impact Assessment

As per the *Gender Equality Act 2020*, (GEA Act), Council has completed a gender impact assessment and will continue to review in alignment with Policy review.

Given the legislative requirements, when advertising relevant tenders, Council will consider the impact of options available to advance gender equality through procurement activity. This may include practices to support supplier diversity (e.g.: supporting women-led businesses) but also filter categories such as requiring suppliers to be compliant with the Workplace Gender Equality Act (Cth) or have gender equitable practices in place.

10. Supporting documents

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

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Relevant provisions of the Competition and Consumer Act 2010 (Cth)*
- *Gender Equality Act 2020*
- *Modern Slavery Act 2018 (Cth)*
- *Occupational Health and Safety Act 2004*
- *Working with Children act 2005*
- *Freedom of Information Act 1982*
- *Privacy and Data Protection Act 2014*
- *Public Records Act 1973*
- *Security of Payments Act 2002*
- *Local Government (General) Regulations 2015*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Local Government (Planning and Reporting) Regulations 2020*

Related Guidelines, Operational Directives or Policies

- Employee Code of Conduct
- Councillor Code of Conduct
- Community Engagement Policy
- Entering Into Legal Agreements Policy
- Information Privacy Policy
- Employee Gift Policy
- Records Management Policy
- Fraud and Control Policy
- Health and Safety Policy
- Gender Equality Policy
- Corporate Credit Card Policy
- Child Safe Policy
- S5 Instrument of Delegation
- Financial Delegation
- Environmental Sustainability Guide
- Social Procurement: A Guide for Victorian Local Government
- Victorian Local Government Best Practice Procurement Guidelines.
- Fair Access Policy

Related Procedures

- P.89 Procurement Procedure

11. Definitions and abbreviations

| Term | Meaning |
|------------------------------------|---|
| Approved Collaborative Arrangement | Approved collaborative procurement can be in the form of collaboration with other Councils or approved aggregated contract and supplier panels by third parties, including, but not limited to Procurement Australia, Municipal Association of Victoria, State or Federal Government panel contracts. Council should contribute to the creation of procurement parameters or have cited the procurement methodology used for all collaborative arrangements to ensure they are aligned with Alpine Shire Council procurement policy requirements. All documentation signing council on to an approved collaborative arrangement should be executed by the CEO unless otherwise delegated. |
| the Act | <i>Local Government Act 2020</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. |
| Disaster | A sudden accident or a natural catastrophe that causes great damage or loss of life. |
| Emergency | An emergency is an event or situation that poses an immediate risk to health, life, property and/or the environment. |
| 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. |
| Local | In the context of this policy the definition of local is one that seeks to support manufacturers and suppliers located in this preference order: 1. Within the municipal boundary of the Alpine Shire, then 2. Within municipalities adjacent or near to the municipality, and finally 3. Within Australia. |

| Term | Meaning |
|-----------------------------|--|
| Panel | A panel arrangement is a tool for the procurement of goods or services regularly acquired by entities. In a panel arrangement, several suppliers are selected, each of which are able to supply identified goods or services to an entity dependant on value of the procurement. |
| 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. |
| Procurement Threshold | The value above which a procurement, unless exempt, is subject to the mandatory procurement methods and conditions. |
| 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. |
| 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. |

| Term | Meaning |
|-----------------|---|
| Value for money | Value for Money in Procurement takes into consideration both cost and non-cost factors when selecting supply of goods, services and works. Factors may include: contribution to advancement of the Council’s priorities. fit for purpose based on quality, service and support. cost related factors including whole of life costs and transaction costs associated with acquiring, using, holding and maintaining along with end-of-life costs associated with goods, services or works |

12. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 24th.day of June
2025 in the presence of:

COUNCILLOR

SIGNATURE

COUNCILLOR

SIGNATURE

CHIEF EXECUTIVE OFFICER

SIGNATURE



AUDIT AND RISK COMMITTEE

Annual Report

2024/2025

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Message from the Chair

Audit and Risk Committees are critical in local government, helping to deliver trust and confidence in financial reporting, assurance over operations and compliance and risk management. The Alpine Shire Council Audit and Risk Committee's responsibilities are wider than just financial reporting oversight. It has a remit to oversee risk, emerging risk, compliance, continuous improvement, fraud, ethics and culture considerations, which are all key factors that drive its effectiveness. The Committee's approach is governed by four key principles - transparency, good communication, diverse composition and efficient and effective ways of working.

Meetings are minuted and a report detailing the matters considered and any recommendations are presented to the Council after each meeting. In addition, we regularly have in attendance members of the management team to provide input and advice into our discussions.

The Committee is supported by the Chief Executive Officer who attends meetings as an observer. Agendas and meeting papers are clearly presented by management and provide meaningful insight into Council operations.

The Audit and Risk Committee has unrestricted access to the Council's internal and external auditors as necessary and they have direct access to the Committee if necessary. The Committee is made up of a strong mix of skills from independent members and Councillor representatives, who all challenge management as necessary and contribute to the discussion of Committee business during meetings. Finally, the Committee has a clear mandate through an adopted Charter which is reviewed regularly.

Our meetings are well-structured, held at regular intervals and action items are tracked and reported back at each meeting. I'm pleased to commend this annual report as a summary of the Committee's activities and approach in the past 12 months.

Julie Guest
Chair

1. Background

1.1 AUDIT AND RISK COMMITTEE ESTABLISHMENT AND GOVERNANCE

The current Alpine Shire Council Audit and Risk Committee (the Committee) is established under section 53(1) of the *Local Government Act 2020* (the Act) as an Advisory Committee to Council.

The Committee's primary purpose is to assist Council in the effective discharge of its responsibilities under the Act by providing oversight, advice and guidance on Council's frameworks, systems and controls relating to:

- legislative and good governance compliance
- financial and performance reporting
- risk management
- internal and external audit.

These functions and responsibilities are set out in the Audit and Risk Committee Charter (the Charter), prepared and approved by Council under section 54 of the Act. The current Charter was reviewed during 2024/25 and approved by Council in March 2025 and is available on Council's website: [Audit and Risk Committee Charter](#)

1.2 ANNUAL REPORTS

Section 54(4) of the Act stipulates that:

'An Audit and Risk Committee must:

- a. undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and*
- b. provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting.*

This requirement is also reflected in the Committee's Charter at section 6.8.

Section 54 (5) of the Act stipulates that:

'An Audit and Risk Committee must:

- a. prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and*
- b. provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.'*

This report addresses the requirements of both sections 54(4) and (5) of the Act.

2. Membership and Meeting Attendance

2.1 MEMBERSHIP

Section 3.1 of the Charter requires that the Committee comprise of a minimum of five members as follows:

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

This membership composition is in accordance with sections 53(3)(b) and 53(3)(c) of the Act, which requires the majority of Committee members to be independent members and precludes employees of Council from being a member of the Committee.

The Committee during 2024/25 consisted of six members: two councillors and four independent members.

Independent member terms are detailed in the following table:

| Member | Date 1st Appointed | 1 st Term Expiry | Date Re-appointed | 2 nd Term Expiry | Date Re-appointed | 3 rd Term Expiry |
|--------------|--------------------|-----------------------------|-------------------|-----------------------------|-------------------|-----------------------------|
| Gerard Moore | 1-May-18 | 30-Apr-21 | 4-May-21 | 30-Apr-24 | 1-May-24 | 30-Apr-27 |
| Craig Covich | 2-Jul-19 | 30-Jun-22 | 6-Sep-22 | 6-Sep-25 | | |
| Jason Young | 4-May-21 | 30-Apr-24 | 1-May-24 | 30-Apr-27 | | |
| Julie Guest | 6-Jul-21 | 5-Jul-23 | 5-Jul-23 | 27-Jun-26 | | |

Table 1: Independent Member Terms

2.2 MEETING ATTENDANCE

Meeting attendance by Committee Members for 2024/25 is summarised in the table below:

| Member | Member Type | Eligible to Attend | Attended |
|------------------|-------------|--------------------|----------|
| Gerard Moore | Independent | 6 | 6 |
| Craig Covich | Independent | 6 | 6 |
| Jason Young | Independent | 6 | 6 |
| Julie Guest | Independent | 6 | 5 |
| Cr John Forsyth* | Councillor | 3 | 3 |
| Cr Ron Janas* | Councillor | 3 | 2 |

ALPINE SHIRE COUNCIL | AUDIT AND RISK COMMITTEE

| Member | Member Type | Eligible to Attend | Attended |
|-----------------------------|-------------|--------------------|----------|
| Cr Peter Smith [^] | Councillor | 3 | 2 |
| Cr Dave Byrne [^] | Councillor | 3 | 3 |

Table 2: Committee Meeting Attendance

Notes:

* Councillors who did not stand for re-election in October 2024

[^] Councillors elected in October 2024 and appointed to the Audit and Risk Committee in November 2024

In addition to the appointed members of the Committee, section 5.3 of the Charter provides for the Mayor or any other Councillor to attend a meeting of the Committee as an observer. During 2024/25, Cr Sarah Nicholas, Mayor, and Cr Jean-Pierre Ronco attended two meetings and Cr Gareth Graham attended one.

3. Key activities of the Committee

3.1 ANNUAL WORK PROGRAM

Section 54(3) of the Act requires the Committee to adopt an Annual Work Program. The Work Program summarises the responsibilities of the Audit and Risk Committee as detailed in the Audit and Risk Charter.

The table below shows the level of achievement of the Committee's Annual Work Program:

| No | Charter Requirement | Charter Ref | Timing | Meeting | | | | |
|------------|--|-------------|-------------|---------|-----|-----|-----|-----|
| | | | | Aug | Sep | Dec | Feb | May |
| Compliance | | | | | | | | |
| 1 | Review Council's Governance Processes and Procedures | 6.1(a) | Annually | | | | | |
| 2 | Review effectiveness of compliance with legislation and regulations | 6.1(b) | Annually | ✓ | | | | |
| 3 | Monitor employee training in key compliance policies and code of conduct | 6.1(c) | Annually | | | ✓ | | |
| 4 | Monitor review program of key policies | 6.1(d) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| 5 | Receive briefings on key policies required by legislation | 6.1(e) | As required | | | | ✓ | ✓ |
| 6 | Assess Councils procurement framework for probity and transparency | 6.1(f) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| 7 | Maintain awareness of reports by regulatory and integrity agencies on investigations and the relevance for Council | | As required | ✓ | | ✓ | ✓ | ✓ |
| 8 | Receive briefings on any significant compliance matters | 6.1(g) | As required | ✓ | | | ✓ | |

ALPINE SHIRE COUNCIL | AUDIT AND RISK COMMITTEE

| No | Charter Requirement | Charter Ref | Timing | Meeting | | | | |
|-------------------------------------|---|-------------|-------------|---------|-----|-----|------|-----|
| | | | | Aug | Sep | Dec | Feb | May |
| 9 | Receive Report on Councillor Expenses | LGA s.40 | | ✓ | | ✓ | ✓ | ✓ |
| Financial and Performance Reporting | | | | | | | | |
| 10 | Review interim annual financial and performance statements | 6.2(a) | Annually | | ✓ | | | |
| 11 | Review results/process of annual financial and performance statements | 6.2(b) | Annually | | | | ✓ | |
| 12 | Receive briefing on assumptions and estimates in financial documents | 6.2(d) | As required | | ✓ | | | ✓ |
| 13 | Report to the Committee financial strategies Council is utilising | 6.2(e) | As required | | | | | |
| 14 | Review changes to the way Council applies accounting policies | 6.2(f) | As required | | | | | |
| Risk Management | | | | | | | | |
| 15 | Review effectiveness of Council's risk management framework | 6.3(a) | Annually | | | ✓ | | |
| 16 | Review reports on significant risk profile changes | 6.3(b) | As required | | | | | ✓ |
| 17 | Review Council's risk register and significant changes thereto | 6.3(c) | Annually | | | | ✓ | |
| 18 | Review Council's treatment plans for significant risks | 6.3(d, e) | Annually | | | | | |
| 19 | Review BCP / DR plans and testing regime | 6.3(g) | Annually | | | ✓ | | |
| 20 | Review Council's Cyber Security | 6.3(h) | Annually | | | | ✓ | |
| 21 | Review Councils involvement in Commercial Enterprises | 6.3(i) | Annually | | | | | ✓ |
| Fraud and Corruption Control | | | | | | | | |
| 22 | Review Council's fraud prevention policy and controls | 6.4(a) | Ev 4 years | | | | 2028 | |
| 23 | Monitor fraud and corruption risks, controls, and training programs | 6.4(b) | Annually | ✓ | | | | |
| 24 | Receive reports on any instances of unethical behaviour, fraud and corruption and monitor implementation of investigation recommendations | 6.4(c,d) | As required | | | | | |
| Internal Audit | | | | | | | | |
| 25 | Review method of provision of Internal Audit function | 6.5(a) | Annually | | | | ✓ | |
| 26 | Review internal audit plan for Council approval | 6.5(b) | Annually | | | | | ✓ |

ALPINE SHIRE COUNCIL | AUDIT AND RISK COMMITTEE

| No | Charter Requirement | Charter Ref | Timing | Meeting | | | | |
|------------------------|--|-------------|-------------|---------|-----|-----|-----|-----|
| | | | | Aug | Sep | Dec | Feb | May |
| 27 | Meet with internal auditor in the absence of management | 6.5(c,d) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| 28 | Review Internal Audit Reports and recommendations and have Internal Audit present to the committee | 6.5(e) | As Required | | | | | |
| 29 | Review progress by management on open audit recommendations | 6.5(f) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| 30 | Review effectiveness of the internal audit function | 6.5(g) | Annually | | | | ✓ | |
| External Audit | | | | | | | | |
| 31 | Review External Auditor's audit strategy including scope, audit focus and planned approach | 6.6(a) | Annually | | | | | ✓ |
| 32 | Receive audit management letters | 6.6(b) | As Received | | | ✓ | | |
| 33 | External Audit to outline external audit plan to Committee | 6.6(c) | Annually | | | | | ✓ |
| 34 | Meet with External Auditor to discuss audit financial and performance statements | 6.6(d) | Annually | | ✓ | | | |
| 35 | Meet with External Auditor in the absence of management | 6.6(e) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| 36 | Monitor Council's actions and responses to External Audit Recommendations | 6.6(f,g,h) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| 37 | Review other VAGO reports for impacts on Council | 6.6(i) | Quarterly | ✓ | | ✓ | ✓ | ✓ |
| Work Program | | | | | | | | |
| 38 | Establish an annual work program | 6.8 | Annually | | | ✓ | | |
| Performance Evaluation | | | | | | | | |
| 39 | Assessment of Committee performance | 6.8 | Annually | | | | | ✓ |
| Reporting to Council | | | | | | | | |
| 40 | Provide Minutes to Council | 6.9(c) | Quarterly | ✓ | ✓ | ✓ | ✓ | ✓ |
| 41 | Report on activities to Council | 6.9(c) | Half Yearly | | | ✓ | | ✓ |
| Charter Review | | | | | | | | |
| 42 | Review of Committee Charter | | Annually | | | | ✓ | |
| Other Matters | | | | | | | | |
| 43 | Conflict of Interest Disclosures | 4.2 | As Required | ✓ | ✓ | ✓ | ✓ | ✓ |
| 44 | Committee member induction | 3.6 | As Required | | | | | |
| 45 | Consider other matters referred by Council | | As Required | ✓ | ✓ | ✓ | ✓ | ✓ |

ALPINE SHIRE COUNCIL | AUDIT AND RISK COMMITTEE

| No | Charter Requirement | Charter Ref | Timing | Meeting | | | | |
|------------------|--|-------------|----------|---------|-----|-----|-----|-----|
| | | | | Aug | Sep | Dec | Feb | May |
| 46 | Annual Presentation to Committee on Asset Valuations | VAGO | Annually | | | | | ✓ |
| Meeting Schedule | | | | | | | | |
| 47 | Election of Audit and Risk Committee Chair | | Annually | ✓ | | | | |
| 48 | Set Committee meeting schedule | | Annually | | | ✓ | | |

- ✓ Report required
- ✓ Achieved
- Partially Achieved
- Not Achieved

Table 3: Annual Work Program

Of the matters not achieved during 2024/25, the internal audit function is addressed in section 3.3 of this report and with regard to risk management, the Committee notes that the Risk Management Officer had been seconded to the Statutory Planning Team for most of 2024/25 and the previous year leaving a gap in Council's risk management capacity.

3.2 EXTERNAL AUDIT

Johnson's MME were appointed the External Auditor for Council by the Victorian Auditor General's Office in 2024.

2023/24 Audit

The final audit for 2023/24 occurred the week commencing 26 August 2024 however due to a number of unresolved issues, the external auditors required additional information and time to complete the audit.

The Committee received draft financial and performance statements at its scheduled 20 September 2024 meeting for consideration however due to the statements still being audited at the time of the meeting, the Committee resolved not to endorse the statements and requested an additional meeting in October 2025. At the 8 October 2025 meeting the Committee was briefed by the external auditor on the draft financial statements and identified proposed changes, including a material change, which when processed would positively impact the operating surplus. The Committee sought clarification of a number of items in the reports which were addressed to the Committee's satisfaction enabling the Committee to endorse the draft financial and performance statements for Council approval 'in principle' subject to non-material amendments identified by the external auditor.

The external auditor issued its Final Management Letter on 18 October 2024 which was received by the Committee together with the audited financial and performance reports via email on 22 October 2024.

ALPINE SHIRE COUNCIL | AUDIT AND RISK COMMITTEE

2024/25 Audit

The Committee received a briefing on the VAGO Audit Strategy Memorandum for the 2024/25 Financial Year at its 16 May 2025 meeting, including a discussion on the key risks to be assessed:

- fair value of non-financial assets, including AASB 13 amendments
- government grants
- developer contributions
- landfill provision and
- changes in key information systems.

The Committee was advised that the Interim Audit in April 2025 went smoothly, with Council being better prepared than the previous year, with no significant issues with the content or timing of the final audit anticipated.

3.3 INTERNAL AUDIT

Prior to 2016, Council engaged an independent auditor to undertake Council's Internal Audit Program. In 2016, the process changed to engaging an auditor/s on an audit-by-audit basis. The Committee informed Council of its concern that there was no formal internal audit program delivering assurance to Council and the Committee, and in response Council reconsidered its approach to internal audit services and in 2024 determined to engage an external entity to develop and undertake the Council's Internal Audit Program.

With the support of the Committee, between September and December 2024 Council scoped and tendered its internal auditing service:

- three-year program with an option for a one-off two-year extension
- enterprise-wide assurance mapping
- three year rolling internal audit work program
- internal audit plan
- three internal audits per year
- annual report on the Audit and Risk Committee operations and
- attendance at Audit and Risk Committee meetings to present reports.

Crowe Albury (part of Findex (Aust) Pty Ltd) was appointed on 23 April 2025 to provide internal auditing services to Council.

The Committee met, via video conferencing, with Crowe Albury Senior Partner, Mr Brad Bohun, at its 16 May 2025 meeting. The Committee will be involved in the development of the Internal Audit Plan once the enterprise-wide risk assessment is complete.

3.4 ASSESSMENT OF COMMITTEE PERFORMANCE

Section 54(4) of the Act stipulates that an Audit and Risk Committee must:

- a. undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and*
- b. provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting.*

This requirement is also reflected in the Committee's Charter at section 6.8.

Survey methodology

Committee members and senior Council management undertook an online survey to assess the Committee's operation and performance. The survey comprised ten questions that used a rating scale and also allowed participants to provide additional feedback on the questions.

The survey was circulated in early April 2025 to:

- four independent members
- two Councillor members
- Chief Executive Officer
- two Directors and
- Manager Corporate.

Survey results

There was a 90% return rate of the survey.

The survey provided the option for respondents to give detailed feedback on most questions and six of the nine respondents took this opportunity.

The results indicate there is general satisfaction:

- that the Committee has reviewed and approved its Charter and Annual Work Program
- with attendance at and conduct of meetings
- that regulatory compliance is monitored
- with the Committee's contribution to the annual external audit of financial and performance statements, and
- with the overall performance of the Committee.

Respondents acknowledged the diversity of experience that is held within the current membership of the Committee, the collaborative and open relationship that exists, and the support that is being provided by the Committee to Council and organisation as a result.

Opportunities for improvement

In the detailed feedback, respondents identified the following key opportunities for improvement:

Internal audit plan

Development and implementation of an internal audit plan to identify and address internal control deficiencies – the Committee has concerns that without an effective internal audit program, deficiencies may exist that are currently unknown and therefore not being addressed. The Committee notes that this matter is being addressed by Council with the recent appointment of Crowe Albury to provide Council's internal audit services including development of an internal audit plan supported by an annual budget allocation for three internal audits per year.

Risk management framework

Review and maintenance of risk management framework, policy and register – Council has a current Governance and Risk Framework and Risk Policy (scheduled for review by July 2026) however the Committee has concerns that the risk register is not currently reviewed on a regular basis resulting in a relatively low level of confidence that the key risks as identified within the register are aligned to the areas where the organisation carries the greatest exposure. The committee notes that this matter will be addressed during 2025/26 as a high priority with the involvement of the internal auditors and an internal review and update of the risk register. Both initiatives will include engagement with the Committee.

Future assessment of the Committee's performance

The Internal Audit Services contract recently awarded to Crowe Albury includes a requirement to undertake the legislated annual assessment and report on the performance of the Committee. This approach will improve the independence of the evaluation of the operation and performance of the Committee and will commence for the 2025/26 financial year.

3.5 CHARTER REVIEW

Section 54(4) of the Act stipulates that '*a Council must prepare and approve an Audit and Risk Committee Charter*'.

The Committee was engaged in the holistic review of its Charter in December 2024 and February 2025, including briefings on the review and providing feedback for Council consideration. The Charter was updated to include Committee oversight on cyber security and fraud reporting and clarification on membership matters. The updated Charter was endorsed by the Committee at its February 2025 meeting and adopted by Council in March 2025.

3.6 FINANCIAL AND PERFORMANCE REPORTING

The Committee received the quarter 1, 2 and 3 Budget Reports that are required by section 97 of the Act and Performance Reports against the Council Plan objectives and initiatives.

The quarterly Budget Reports include:

- a comparison of the actual and budgeted results to date
- an explanation of any material variations and
- and the matters prescribed by the regulations.

Quarter 4 reports were not provided as these form part of the Annual Report.

3.7 OTHER ACTIVITIES

The Committee received and considered the following reports throughout 2024/25:

Quarterly Standing Reports:

In addition to the quarterly Budget Report and Performance Report, The Committee received the following quarterly reports as standing items on its agenda:

- Councillor and Committee Expenses
- CEO Credit Card Expenses
- Health and Safety
- Purchasing Compliance Audits
- Investment Portfolio
- Insurance Claims

Policy Reviews

The Committee was briefed and considered and provided feedback on the following policy reviews during 2024/25:

- Mobile Devices
- Procurement
- Corporate Credit Cards
- Banking Authorisation
- Debtor Management
- Employee Expense Reimbursement and
- Intangible Assets.

In addition to specific policy reviews and development of new policies, the Committee monitors Council's Policy and Critical Documents Register to provide continuing assurance that Council is monitoring and maintaining the currency of its policies and critical documents. This reporting is in response to a recommendation of VAGO in its 2015 Interim Management Letter.

ALPINE SHIRE COUNCIL | AUDIT AND RISK COMMITTEE

Governance Matters

The Committee received reports and updates on the Victorian Auditor General's reports that have a direct impact on local government.

The Committee is kept informed of the Minister for Local Government's appointment of municipal monitors and administrators whose reports provide excellent guidance on improvements to governance processes, culture, and integrity matters.

Specific Reports

The Committee received reports on a broad range of matters to monitor Councils adherence to legislation, mitigation of risk and delivery of projects and services, including:

- progress on ICT cyber security recommendations
- asbestos risk management
- asset class valuations
- 2024 election period policy and procedures
- 2024/25 insurance portfolio
- privacy breaches
- organisational cultural transformation
- capital projects status and
- Asset Management Steering Group activities.



NO.2024/25-5 – 16 MAY 2025

Audit and Risk Committee Meeting

Minutes

In Attendance

COMMITTEE MEMBERS

Julie Guest - Chair

Craig Covich

Gerard Moore

Jason Young

Cr Dave Byrne

OFFICERS

Will Jeremy, Chief Executive Officer

Nathalie Cooke, Director Corporate and Community

Alan Rees, Director Assets

Kim Lawson, Accountant

Kirsten McDonald, Risk Management Officer

COUNCILLORS – OBSERVING ONLY

Cr Ronco

EXTERNAL AUDITORS

Mr Stephen Clarke, Director Audit and Assurance Services, Johnsons MME –
attended via video conference for Item 5.2

INTERNAL AUDITORS

Mr Brad Bohun, Senior Partner, Crowe Albury – *attended via video conference for
Item 5.1*

The meeting commenced at 9.15am

AUDIT AND RISK COMMITTEE MEETING | NO.2024/25-5 – 16 MAY 2025

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UNCONFIRMED

1. Acknowledgement of Country

2. Apologies

Cr Peter Smith

Tony Cooper, Manager Corporate

3. Declarations by Committee members of conflict of interest

Nil

4. Confirmation of minutes

4.1 AUDIT AND RISK COMMITTEE MEETING NO.2024/25-4 – 21 FEBRUARY 2025

G Moore

J Young

That the Audit and Risk Committee confirm the minutes of its Meeting No. 2024/25-4 held on 21 February 2025.

The Committee suggested that Council investigate the recording of the meeting to assist with documenting the Committee's discussion of items in the minutes.

4.2 BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

5. Auditors

5.1 INTERNAL AUDITOR

INTRODUCTION

Crowe Albury was appointed as the Internal Auditor for Alpine Shire Council in April 2025. Refer Agenda Item 7.1.

Council's audit contact at Crowe Albury is Mr Brad Bohun, Senior Partner.

Mr Bohun attended the meeting via video conferencing to introduce himself and meet the Committee. The Committee welcomed Crowe's appointment as Councils Internal Auditor and advised Mr Bohun that it looked forward to working with Crowe on the development of the internal audit plan and future internal audits.

5.2 EXTERNAL AUDITOR

INTRODUCTION

Johnsons MME was appointed as the External Auditor for Alpine Shire Council by the Victorian Auditor General's Office in 2024.

Council's audit contact at Johnsons MME is Mr Stephen Clarke, Director Audit and Assurance Services.

Mr Clarke will attend the meeting via video conferencing to discuss the VAGO Audit, year ending 30 June 2025, including:

- Audit Strategy Memorandum, and
- Status of audit to date

The Committee was provided an overview of the VAGO Audit Strategy Memorandum, 2024/25 Financial Year including the key risks to be assessed - fair value of non-financial assets, including AASB 13 amendments; government grants; developer contributions; landfill provision; and changes in key information systems.

The Committee was advised that the Interim Audit in April went smoothly, Council was better prepared, and he does not anticipate significant issues with the content or timing of the final audit.

Council received the Draft Management Letter prior to the meeting, and this will be reviewed and management responses provided to Mr Clarke. The updated Interim Management Letter will be provided to the Committee in due course.

6. Standing items

6.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

INTRODUCTION

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

J Young

G Moore

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

ACTION/S

- ***Provide the Committee with scenarios in Financial Plan at August 2025 Committee meeting.***
- ***Provide a copy of the ICT actions being monitored in MS Project in PDF format at the August 2025 Committee meeting.***

6.2 PROGRESS / RESPONSE TO INTEGRITY ORGANISATION RECOMMENDATIONS / ACTIONS

INTRODUCTION

The Integrity Organisation Recommendations / Actions register is compiled by taking recommendations / actions from reports from various Integrity Organisations, such as the Victorian Auditor General's Office, and the Victorian Ombudsman.

This register contains recommendations / actions from these reports and whether they require action from Council or are for noting. Each meeting an update on the progress and status of the recommendations / actions will be presented to the Committee.

Cr Byrne

C Covich

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

The Committee suggested that Council review the Integrity Organisations recommendations carefully for relevance to Council, provide clarity around actions that Council will take rather than nebulous and vague actions and be realistic about timeframe within which the actions can be delivered.

6.3 AUDIT AND RISK COMMITTEE ANNUAL WORK PROGRAM

INTRODUCTION

Section 54(3) of the *Local Government Act 2020* requires the Audit and Risk Committee to adopt an annual work program. In accordance with section 6.7 of the Committee's Charter the program is established in collaboration with the Chief Executive Officer and includes the timing of reporting of relevant responsibilities of the Committee outlined in its Charter.

G Moore

J Young

That the Audit and Risk Committee note the compliance status of items scheduled for the May in its Annual Work Program.

ACTION/S

- ***Circulate reviewed and update 2025/26 Annual Work Program prior to the August 2025 Committee meeting.***

7. Reports by officers

7.1 PROVISION OF INTERNAL AUDIT SERVICES

INTRODUCTION

This report provides an overview and update on the contract to undertake internal auditing services.

G Moore

C Covich

That the Audit and Risk Committee:

- 1. Note the appointment of Crowe Albury as Council's internal auditors; and***
- 2. Provide input to the three-year strategic internal audit plan to be developed by Crowe Albury.***

*The Committee noted receipt of Crowe's audit proposal.
The Committee Chair suggested that item no.27 in the Committee's Annual Work Program to meet with the Internal Auditor without management on a quarterly basis was excessive and that the Work Program could be updated to provide that opportunity on an as needs basis.
It was noted that the internal audit service contract and budget is for three audits per year however it was suggested that Council should keep an open mind as to the number of audits required each year based on risk.*

ACTION/S

- Update Item 27 in the 2025/26 Annual Work Program for the Committee to meet with the Internal Auditor without management on an as needs basis rather than quarterly.***

BACKGROUND

Pre-2016

Prior to 2016, Council engaged an independent auditor to undertake the Council's Internal Audit Program

2016 - 2024

In 2016, the process changed to engaging an auditor/s on an audit-by-audit basis.

REPORT

Issues

In May 2024 Council reconsidered its approach to internal audit services given concern that there had been a lack of internal audits undertaken and a lack of a formal internal audit program delivering assurance to Council and the Audit and Risk Committee.

The Committee endorsed Council's proposal to engage an external entity to develop and undertake the Council's Internal Audit Program at its meeting in May 2024.

Tender process

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Between September and November 2024 Council developed its Request for Tender documents for the Provision of Internal Auditing Services, benchmarking against tender documents sourced from several councils to provide a detailed picture of the services that Council wanted from an internal audit services provider.

Council's requirements included:

- Three-year program with an option for a one-off two-year extension.
- Enterprise-wide risk assessment.
- Three year rolling internal audit work program.
- Internal audit plan.
- Three internal audits per year.
- Annual report on the Audit and Risk Committee operations.
- Attendance at Audit and Risk Committee meetings to present reports.

Request for Tender documents were issued through "tenders.net" on 11 December 2024 and due to the Christmas – New Year period, the closing date was extended to 20 January 2025.

Four entities submitted tender quotes, and these were assessed against the evaluation matrix, developed as part of the tender process, with two entities excluded from further consideration on price with the remaining two entities offering similar services, however with a cost difference. Clarification on one tender component was sought from one of the remaining two entities with a revised cost schedule provided on 8 March 2025.

Referee checks were undertaken, and the preferred entity was provided positive references.

Crowe Albury (part of Findex (Aust) Pty Ltd) was appointed on 23 April 2025 to provide internal auditing services to Council.

Next steps

The first deliverable of the contract is for Crowe Albury to undertake an Enterprise-Wide Risk Assessment.

The risk assessment will inform the development of the three-year Internal Audit Plan. The Committee will be involved in development of the plan. The Internal Audit Plan requires Council approval, as per section 6.5(b) of the Audit and Risk Committee Charter.

The Internal Audit Plan will identify the three audits to be undertaken in 2025/26.

FINANCIAL AND RESOURCE IMPLICATIONS

The contract is for three years at a cost of \$116,720 excl GST with the option for an additional two years at \$35,000 and \$36,000, respectively. Including the option for an additional two years, the total value of the service is under \$200,000 and has been approved by the Chief Executive Officer under delegation.

The draft 2025/26 Budget is sufficient to fund year 1 services with the following two plus years to be included in respective budgets.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|---|------------|----------|--------|--|
| Control weaknesses and governance breaches not identified and mitigated | Possible | Moderate | C3 | <ul style="list-style-type: none"> Implement internal audit program Implement internal audit recommendations |

POLICY IMPLICATION

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

- 5.2 A responsible, transparent and responsive organisation

CONCLUSION

Council has recognised the importance of a robust internal audit program and the value that internal audits have in driving process improvements. This gap is being addressed by the appointment of Crowe Albury as Council's internal auditors for at least the next three years to undertake an enterprise-wide risk assessment, develop a rolling three-year internal audit plan, undertake three internal audits each year and provide an annual report on the Audit and Risk Committee operations.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate

7.2 CAPITAL WORKS REPORT

INTRODUCTION

The purpose of this report is to provide an update to the Audit and Risk Committee on Council's Capital Works Program for the 2024/25 financial year highlighting projects that may be at risk of not being delivered and any risk associated with the delayed delivery.

Cr Byrne
J Young

That the Audit and Risk Committee note this report.

The Committee congratulated the Assets team on its efforts to keep these projects on track.

The Director Assets advised that the “plan design deliver” methodology being used by the team is assisting in better budgeting of projects and keeping them on track. He also noted that there are a couple of projects with some risk to delivery including: – Myrtleford Memorial Hall – funding has been extended to address delay with completion now in spring; and Nimmo Bridge – a number of stakeholders involved with recent issue identified requiring an extension to delivery.

BACKGROUND

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

As part of continual risk management, the Committee requested that a Capital Report be presented at regular timeframes to ensure any risks associated with project delays could be identified early and solutions for mitigation discussed.

REPORT

Issues

| Adopted Budget | Committed | Expended |
|----------------|--------------|--------------|
| \$16,760,000 | \$18,736,517 | \$10,862,983 |

Note: *The figures above exclude plant and fleet and sport and recreation masterplan budget which for the purposes of this report are not Capital Works Projects.

As at mid-April 2025 over 100% of Council's Capital Works Project budget was committed through purchase orders to contractors. The commitments of greater than 100% against the budget is a result of Council (post budget adoption) committing to a broader scope of landfill capping works at the residual Myrtleford Landfill to include Cells 1 and 2. This is a result of required compliance with the Environmental Protection Authority's requests under the Environmental Protection Act and the savings of \$89,000 to Council in contract efficiencies if both Landfill Cells are constructed at once.

A total of 64% of the adopted Capital Works Project budget has been expended which is lower than the predicted forecast of 85% that was profiled at the beginning of the 2024/25 FY. Council Project Managers are confident that 100% of the adopted budget

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(\$16,760,000) will be expended by end of June 2025 however it is unlikely all commitments (\$18,736,517) will be expended.

These figures are tracked monthly both at Manager and Executive level through monthly briefings and is currently of low concern as it is still reflective of an S-curve expenditure that is expected across capital works project delivery. Typically, the level of capital expenditure in a project's beginning stages is low, as mobilisation commences. Expenditure gradually increases over time and then tails off as the project nears completion.

The most recent monthly analysis presented to the Executive highlighted the lower-than-expected expenditure as well as presenting the status of project delivery highlighting any project behind schedule or at risk of not being delivered (Table 1).

Table 1:

| Buildings | | | | |
|---|-----------------------|------------------|--------------------|-----------------|
| Project Description | Adopted Annual Budget | Committed | Actual Expenditure | Delivery Status |
| Myrtleford Memorial Hall | 796,000 | 1,320,758 | 87,667 | |
| Tawonga Memorial Hall | 739,000 | 963,803 | 977,643 | |
| Ablett Pavilion Upgrade | 1,533,000 | 1,602,960 | 1,658,908 | |
| Harrierville Log Wagon | 72,000 | 79,637 | 77,298 | |
| Building Renewal 2024/25 | 350,000 | 259,300 | 99,839 | |
| Mount Beauty – Pebble Beach Public Toilet | 0 | 25,509 | 42,224 | |
| Mountain View Childrens Centre Concept Design | 0 | 4,815 | 4,894 | |
| Actual Buildings Total | 3,490,000 | 4,251,967 | 2,943,579 | |
| Roads | | | | |
| Project Description | Adopted Annual Budget | Committed | Actual Expenditure | Delivery Status |
| Dinner Plain Activation Phase 2 | 2,290,000 | 2,790,127 | 1,944,161 | |
| Road Stabilisation and Patching 2024/25 | 235,000 | 76,015 | 76,015 | |
| Resealing 2024/25 | 555,000 | 247,447 | 242,996 | |
| Asphalt Overlays 2024/25 | 260,000 | 523,105 | 74,412 | |
| Kerb and Channel Renewal 2024/25 | 90,000 | 190,890 | 190,890 | |
| Line Marking 2024/25 | 50,000 | 95,160 | 95,160 | |
| Gravel Road Reconstruction and Resheeting Program 2024/25 | 450,000 | 48,640 | 39,783 | |
| Development Engineering Roads Program 2024/25 | 50,000 | 408,398 | 7,519 | |
| State Road Grading 2024/25 | 195,000 | 0 | 0 | |
| Roads Upgrades 2023/24 (Tawonga Cres) | 0 | 185,300 | 181,927 | |
| Actual Roads Total | 4,175,000 | 4,565,082 | 2,852,863 | |

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| Bridges, Foothpaths and Drainage | | | | |
|--|-----------------------|-----------|--------------------|-----------------|
| Project Description | Adopted Annual Budget | Committed | Actual Expenditure | Delivery Status |
| M2M Roberts Creek Bridge | 200,000 | 0 | 0 | |
| Nimmo Pedestrian Bridge | 600,000 | 179,930 | 41,860 | |
| Bridge Renewal 2024/25 | 295,000 | 552,173 | 0 | |
| Actual Bridges Total | 1,095,000 | 732,103 | 41,860 | |
| M2M Porepukah Rail Trail and Eurobin | 1,200,000 | 0 | 0 | |
| Footpath Renewal Program 2024/25 | 139,000 | 1,120,373 | 980,118 | |
| Actual Footpath Total | 1,339,000 | 1,120,373 | 980,118 | |
| Drainage Renewal Program 2024/25 | 234,000 | 0 | 0 | |
| Actual Drainage Total | 234,000 | 0 | 0 | |
| Recreational, Leisure and Community Facilities | | | | |
| Project Description | Adopted Annual Budget | Committed | Actual Expenditure | Delivery Status |
| Dinner Plain Snow Making | 1,635,000 | 0 | 0 | |
| Myrtleford Splashpark | 1,974,000 | 1,953,458 | 949,016 | |
| Tronoh Dredgehole Precinct | 1,065,000 | 1,898,615 | 1,387,972 | |
| Playground Maintenance - capital | 100,000 | 882,561 | 611,427 | |
| Major Ground Maintenance - capital | 42,000 | 260,584 | 262,464 | |
| Actual Rec, Leisure & Comm Total | 4,816,000 | 4,995,218 | 3,210,879 | |
| Waste | | | | |
| Project Description | Adopted Annual Budget | Committed | Actual Expenditure | Delivery Status |
| Kerbside Bins Renewal And New 2024/25 | 50,000 | 0 | 0 | |
| Public Bins Renewal 2024/25 | 20,000 | 37,499 | 37,527 | |
| Myrtleford Landfill Rehabilitation Cell 1 | 1,100,000 | 690 | 2,110 | |
| Borehole Renewal Program | 60,000 | 2,475,071 | 328,537 | |
| Porepukah Landfill Rehabilitation Stage 2 | 125,000 | 11,461 | 11,461 | |
| Myrtleford Tip Shop Reuse | 256,000 | 191,305 | 204,480 | |
| Transfer Station Upgrade Fund | | 355,748 | 249,570 | |
| Actual Waste Total | 1,611,000 | 3,071,774 | 833,685 | |

- - Delivery by June 2025 at high risk
- - Delivery by June 2025 behind schedule
- - Delivery by June 2025 on schedule

AUDIT AND RISK COMMITTEE MEETING | NO.2024/25-5 – 16 MAY 2025

The briefing to the Executive includes a summary of each project that is behind schedule and the reasons for the status/risk rating (Table 2).

Table 2:

| Status | Number of Projects | Notes |
|-----------|--------------------|--|
| Ontrack | 38 | <ul style="list-style-type: none"> Large proportion of projects on track due to awarding of multiyear project contracts prior to the end of the 23/24 FY. |
| Behind | 2 | <ul style="list-style-type: none"> Pebble Beach Toilets – required change to scope to have toilet serviced by mains water and sewer instead of composting toilet due to difficulty/cost servicing a composting toilet. No external funding associated. Nimmo Bridge – delays due to difficulty getting approval for location. VicRoads has now provided in principle support for upstream location. Funding (\$478,675) from Emergency Recovery Victoria at risk as required expenditure by June 2025. Works are awarded and bridge scheduled for fabrication in May and construction in June. |
| High Risk | 1 | <ul style="list-style-type: none"> Myrtleford Memorial Hall – delays due to now requiring a planning permit. Construction due to start end of April. All funding bodies comfortable with extension. Construction will finish in approximately August. This will be a carry forward for expenditure to the 25/26FY. |

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

One multi-year grant funded project is at high risk for delayed delivery and is projected to be delivered in August 2025. The Myrtleford Memorial Hall funding bodies have informed Council they are comfortable to extend funding agreements past June 2025 and have indicated that if required this may be extended further.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|--|------------|--------|--------|--|
| Capital Works Program Delayed Delivery | Possible | Major | B3 | <ul style="list-style-type: none"> Council has an effective project governance process that is utilised by Engineering and Assets for the delivery of Capital works programs. This is utilised across the planning, designing, procurement, delivery phases of the project. Annual process exists to develop a detailed Capital Works Plan that aligns with the LTFP and existing resources. |
| Grant Funding Withheld Due to Delayed Delivery | Unlikely | Major | B4 | <ul style="list-style-type: none"> Grant variations requested to funding bodies and milestone reports providing clear information on project delays. |

POLICY IMPLICATION

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

- 4.5 Assets for our current and future needs

CONCLUSION

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

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

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

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Assets and Waste

UNCONFIRMED

7.3 ASSET MANAGEMENT STEERING GROUP REPORT

INTRODUCTION

This report provides an overview of the Asset Management Steering Group's current work in progress.

C Covich

J Young

That the Audit and Risk Committee note this report.

The Director Assets advised the Committee that:

- *The review of the Road Management Plan has provided opportunity for collaboration with other councils, and it is on track with report to May Council meeting for public exhibition and adoption by October 2025.*
- *Some long-standing issues with road maintenance have been resolved by identifying end of road segments that services residents with an additional 40km of roads added to Council's maintenance schedule. It is anticipated that the additional kilometres will impact positively the Financial Assistance Grants (roads to recovery component of grant) which uses a formula to calculate the grant, and the additional kilometres may result in a small increase in funding.*
- *Roads not servicing residents remain unclassified.*
- *Kerb and channel will need to be included as stand-alone asset class in the RMP – Council is taking a cautious approach by including high use assets first and monitoring before considering including balance of assets.*
- *Asset valuations are being finalised to meet end of year processes.*
- *The implementation of Univerus has been useful in the preparation of Asset Management Plans.*

BACKGROUND

The Asset Management Steering Group are currently administering the following major tasks associated with assets:

1. Road Management Plan (RMP) – Municipal Association Victoria (MAV) Insurance template, budget, and report.
2. Asset Plan, the Individual Asset Management Plans and Financial Sustainability Review.
3. Asset Management and Policy Document Tracker.
4. Valuation Report Review Draft.
5. Victorian Local Government Grants Commission (VLGGC) data changes to road data to match Vicmaps.

REPORT

1. Road Management Plan

Council's current Road Management Plan 2021 has been reviewed against the new MAV Insurance road management plan template which has been developed to address the following:

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- Ensuring all important content / information is included and wording of key content / information is in line with current best practise and legal advice.
- Allow Council to adopt a clear and measurable set of standards such that compliance can be clearly monitored and when necessary, demonstrated through records or activities.
- Council can determine our own standards respective of resources within a range that has been determined to be reasonable through benchmarking analysis and comprehensive legal advice.

Council's review of the current RMP against the MAV Insurance road management plan template will see the following changes:

- Road categories updated to align with MAV categories, ensuring consistency and clearer service levels.
- Inspections in some instances less frequent – less resource intensive for inspection officer.
- Kerb and channel now explicitly included with proactive defect inspections.
- Response times in some categories reduced to align with best practice (MAV template) however, extended to the maximum possible.
- Inclusion of unclassified unsealed roads and sealed roads (80 kms).
- Limited access roads moving across to minor access roads (11kms).
- Defect response times now split out across each defect type for roads.

Table 1: Road classifications, inspection periods and response times

| Road Classification | | Length | | Inspection Period | | Response Times | |
|---------------------|----------------------------------|-----------------------------|-------|-------------------|------------|----------------------|--------------------------------------|
| Current | New | Current | New | Current | New | Current | New |
| Collector | Collector – Category 3 | 159km | 159km | 3 months | 6 months | 8 weeks | 6 weeks except pit lids - 2 workdays |
| Access | Local Access – Category 2A | 410km | 411km | 6 months | 9 months | 16 weeks | 8 – 16 weeks |
| | Minor Local Access – Category 2B | 0km | 40km | | | | |
| Limited Access | Lane – urban only | 11km - not on road register | 2km | By request | 12 months | Council's discretion | 6 – 8 months |
| | Limited Access Track | | 48km | | By request | | Council Discretion |
| | Fire Access Track | | 0km | | | | |
| TOTAL | | 580km | 660km | | | | |

Table 2: Non-road asset classifications, inspection periods and response times

| Asset Classification | | Inspection Period | | Response Times | |
|---------------------------|------------------------------|---------------------------------------|---|-------------------------------------|-------------------------------------|
| Current | New | Current | New | Current | New |
| Night Inspection | Night Inspections | Annually | 3 years | ASAP | Dependent on category |
| Bridges High Normal | Bridges | High - 6 months Normal - 13 months | 12 months | 8 – 16 weeks | 6 – 12 weeks |
| Pathways | Shared and Bicycle Footpaths | High – 6 months Normal – 12 months | High – 6 months Low /Mod – 12 months | High – 4 weeks Normal – 26 weeks | High – 4 weeks Low/Mod – 8 weeks |
| N/A | Kerb and Channel | N/A | High – 6 months | N/A | High - 4 weeks |

2. Asset Plan, the Individual Asset Management Plans and Financial Sustainability Review

Council have engaged AEC Group to complete the following works:

- Undertake and Asset Plan and Individual Asset Plan review and update these Plan(s) to align with the development of the new Council Plan and the Financial Plan.
- Undertake a Financial Sustainability Review (the Review) to inform preparations and considerations for Alpine Shire Council's 10-year Financial Plan 2025- 2035. The Review is to be an independent assessment of Council ability to maintain financial capital and infrastructure capital over the long term, while delivering on service provision and asset maintenance provision requirements.

To date the following reviews have been presented to Council staff:

- Historical financial performance.
- Socio-economic profile.
- Asset condition and depreciation review.

Asset project control groups have been meeting with AEC Group to review current and future asset plans. Draft reports are due 30 May 2025.

3. Asset Management and Policy Document Tracker

The Asset Management and Policy Document Tracker is regularly reviewed by the Asset Management Coordinator, to ensure Council maintains currency of its critical asset documents. There are no anomalies to report to the Audit and Risk Committee.

4. Asset Valuation Report

Council officers had a preliminary meeting with the External Auditors on 4 March 2025, to discuss audit planning and the asset valuation report, and the auditors visited Council on site between 28-30 April 2025.

Council have engaged the following consultants to complete tasks outlined below:

- Tasman Associates to conduct Level 2 Bridge Inspections.
- Play-Safe Inspections to conduct Playground Audit and condition inspections.
- Endeavour Turf Professionals to conduct Sports Oval and Rectangle, Tennis Court, Netball Court, and Infrastructure Assessment Sports Infrastructure condition inspections.
- Solucio to conduct an Aquatics and Indoor Stadium Feasibility Study.
- Azura Keys to conduct Valuation reports for Playground and Sports Infrastructure.

| Date | Event |
|--------------------|---|
| January 2025 | Playground Inspections completed and reports submitted. |
| February 2025 | Sports Infrastructure inspections completed, and reports submitted. Aquatics and Indoor Stadium feasibility study report submitted. |
| March 2025 | Level 2 bridge inspections completed Finalise asset handover data into registers. |
| April 2025 | Level 2 bridge inspection reports due. Asset Valuation Report drafted by internal staff and external contractors. |
| 28 – 30 April 2025 | Auditors on site – draft Asset Valuation Report provided. |
| 2 -15 May 2025 | Review recommendations to Asset Valuation Report. |
| 16 May 2025 | Audit and Risk Committee review draft Asset Valuation Report. |
| 30 June 2025 | Valuation report finalised. |

5. VLGGC Data changes to Road data to match Vicmaps

The Asset Management Coordinator and Assets and GIS Officer meet with the Senior Manager, Sector Investment from Department of Government Services (DoGS) in April to discuss project timelines and process and procedures. The following are preliminary actions programmed for this project:

| Date | Event |
|--------------------|--|
| April 2025 | Senior Manager, Sector Investment from DoGS to coordinate a meeting with Council and Towong and Baw Baw Shire councils to discuss process and project. |
| 30 April or 28 May | Vicmap representative and DoGS Senior Manager to meet with North East GIS User Group (via teams) to discuss project and share information. |

| Date | Event |
|-------------------------|--|
| July 2025 | Council officers to commence reviewing datasets after completion of RMP migration. |
| August 2025 - June 2026 | Council officers to program one day a month to work on datasets and align with Vicmap data. Consideration to be given to capacity to complete this work in house or whether contractor assistance is required. |
| 2026 - 2027 | Council dataset to be aligned with Vicmap dataset and following developed process established by Vicmap. |
| 2028 - 2029 | Project completed. |

FINANCIAL AND RESOURCE IMPLICATIONS

1. Road Management Plan

Inspection cost changes

| Asset Class | Current Inspection Estimated Cost | New Inspection Estimated Cost |
|--|-----------------------------------|-------------------------------|
| Roads | \$16,615 | \$13,850 |
| Night inspections | \$10,000 per year | \$10,000 every 3 years |
| Bridges | \$12,000 | \$10,400 |
| Pathways | \$7,560 | \$8,400 |
| Kerb and channel (Unknown costs until first inspection completed) | \$0 | ~\$2,000 |

Unsealed Roads

| | |
|--------------------|------------|
| Total New Area | 148,236 m2 |
| Total length | 29.4 km |
| Total days grading | 20 days |

| Unsealed Road Costs | 2025 | 2026 | 2027 | 2028 |
|---------------------------------|-----------|-----------|-----------|-----------|
| Price - grading crew per day | \$5,520 | \$5,513 | \$5,788 | \$6,078 |
| Additional annual grading costs | \$110,400 | \$110,260 | \$115,760 | \$121,560 |

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Sealed Roads

| | |
|--------------------|----------|
| Total New Area | 4,500 m2 |
| Total length | 0.6 km |
| Total days sealing | 1 day |

| Sealed Road Costs | 2025 | 2026 | 2027 | 2028 |
|--|---------|---------|---------|---------|
| Cost per m2 for resealing | \$6.30 | \$6.62 | \$6.95 | \$7.29 |
| Additional annual sealing costs (Additional 4,500m2 over 4 years) | \$7,088 | \$7,448 | \$7,819 | \$8,202 |

| Kerb and Channel | Total |
|------------------|-------|
| High use | 16km |
| Normal | 129km |

| Kerb and Channel Estimated Repair Costs | 2025 | 2026 | 2027 | 2028 |
|---|----------|----------|----------|----------|
| High use 33m @ \$399 per/m | \$13,167 | | | |
| Potential repair / renewal costs | | \$23,940 | \$23,940 | \$23,940 |

Note: Unknown costs until first inspection completed data taken from kerb and channel inspections in 2021 for maintenance

RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|--|------------|----------|--------|--|
| Financial: RMP Implications to grant funding, road inspection program, maintenance work | Likely | Major | B2 | <ul style="list-style-type: none"> Follow MAV template guidelines and develop a schedule of works program that is achievable. |
| Procedural / Financial: Asset Plan, Individual Asset Plans and Financial Sustainability review may identify political sensitive information and financial challenges | Possible | Moderate | C3 | <ul style="list-style-type: none"> Reports to be limited to confirmed channels and documentation to be limited to key staff. Clear governance around addressing recommendations. |

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| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|---|------------|----------|--------|--|
| Procedural: Alpine Shire Council Asset Document Register is not reviewed or updated | Possible | Moderate | C3 | <ul style="list-style-type: none"> Set clear timelines for Asset Documents to be reviewed and refer to register at all Steering Committee meetings. |

POLICY IMPLICATION

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

- 4.5 Assets for our current and future needs

CONCLUSION

The Asset Management Steering Group have discussed and reviewed the above items and continue to improve the strategic management of all assets under the care of Alpine Shire Council. Council is continually refining documentation and reviewing data. Council will continue to mitigate risks and improve its maturity with the management, operations, and long-term financial planning of Council assets.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Chair of Asset Management Steering Group
- Asset Management Coordinator

7.4 ASSET CLASS VALUATIONS FOR THE 2024-25 ANNUAL FINANCIAL STATEMENTS

INTRODUCTION

This report addresses a recommendation of the Victorian Auditor General's report [Results of 2022-23 Audits: Local Government](#) relating to asset valuations and the requirement to report annually to the Audit and Risk Committee, prior to the end of the financial year.

This requirement is included in the Audit and Risk Committee Annual Work Plan.

RECOMMENDATION

That the Audit and Risk Committee note that:

1. *The valuation reports for the asset classes being formally revalued had not been finalised at the date of the preparation of this report; and*
2. *A supplementary out of session report will be provided to the Committee by the end of May 2025.*

Cr Byrne

G Moore

That the Audit and Risk Committee note that:

1. ***The preliminary valuation report has been reviewed by the Committee;***
2. ***The valuation reports for the asset classes being formally revalued had not been finalised at the date of the preparation of this report; and***
3. ***A supplementary out of session report will be provided to the Committee by the end of May 2025.***

The Committee noted that the threshold limit appears consistent at either 2,000 or 5,000 and questioned who sets it. The Committee was informed that the threshold limit is set by the Capitalisation Policy as well as being outlined in the Asset Management Plans. The Committee suggested that Council consider a review of these limits.

The Committee acknowledged the effort of the Assets and Finance teams in the level of information provided.

BACKGROUND

In February 2023, the Victorian Auditor General as part of the "Results of 2021-22 Audits: Local Government" report recommended that council's:

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

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

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This report aims to address this recommendation and is a recurring report in the Committee's Annual Work Plan to be presented at the Committee's May meeting each year.

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

| Class of Asset | Depreciation Period | Threshold Limit |
|--|--|-----------------|
| Land | - | - |
| Land Under Roads | - | 5,000 |
| Buildings | 25 to 80 years | 5,000 |
| Roads | 16 to 120 years Formation – 200 years | 5,000 |
| Bridges | 60 - 100 years | 5,000 |
| Drainage | 50 to 100 years | 5,000 |
| Footpaths and Cycleways | 28 to 80 years | 5,000 |
| Recreational, leisure and Community Facilities | 20 to 100 years | 5,000 |
| Parks, Open Spaces, and streetscape | 20 to 50 years | 5,000 |
| Playgrounds | 30 years | 5,000 |
| Waste Management | 12 to 20 years | |
| Plant, Machinery and Equipment | 3 to 20 years | 2,000 |
| Fixtures, Fittings and Furniture | 5 to 20 years | 2,000 |
| Computers and Telecommunications | 3 to 10 years | 2,000 |

Source – Asset Management Plans

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

| Asset Class | Valuation Method | Date of Last Valuation |
|-------------------|------------------|------------------------|
| Land | Independent | Jun-24 |
| Land Under Roads | Independent | Jun-24 |
| Buildings | Independent | Jun-24 |
| Plant & Equipment | Depreciation | Jun-23 |
| Roads | Independent | Jun-23 |

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| Asset Class | Valuation Method | Date of Last Valuation |
|--|------------------|------------------------|
| Bridges | Independent | Jun-22 |
| Drainage | Independent | Jun-22 |
| Footpaths and Cycleways | Independent | Jun-23 |
| Recreational, leisure and Community Facilities | Independent | Jun-23 |
| Parks, Open Spaces, and streetscape | Independent | Jun-22 |
| Waste Management | Independent | Jun-22 |
| Work In Progress | N/A | N/A |

For 2024/25 the following classes of asset's were identified for revaluation.

| Asset Class | Valuation Method | Date of Last Valuation |
|---|---|------------------------|
| Bridges | Independent | Jun-25 |
| Parks, Open Spaces and Streetscape – only Playgrounds being revalued this cycle | Independent | Jun-25 |
| Sports Infrastructure | Independent | Jun-25 |
| Drainage | Currently being audited – Valuation in 2025/26. | - |

For the 2024/25 financial year, Council has undertaken valuations on Bridges, Parks, Open Spaces and Streetscapes (only Playgrounds), Recreation (Sports infrastructure) and an audit on Drainage assets. This work was undertaken in the first half of 2025.

The Valuation reports received indicate the following movements in the three asset class valuations.

| | Annual Movement | | | | Annual Movement | | |
|-------------------|-----------------------|-----------------------|---------|-------|-----------------------|---------|---|
| | 30/06/2023 \$000's | 30/06/2024 \$000's | \$000's | % | 30/06/2025 \$000's | \$000's | % |
| Land | 43,589 | 67,418 | 23,829 | 54.67 | 67,418 | | |
| Land under roads | 27,552 | 32,435 | 4,883 | 17.72 | 32,435 | | |
| Buildings – WDV | 36,375 | 50,643 | 14,268 | 39.22 | 50,643 | | |
| Plant & Equipment | 4,252 | 4,144 | -108 | -2.54 | 4,144 | | |

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| | Annual Movement | | | | Annual Movement | |
|--------------------------|-----------------|---------|--------|---------|-----------------|--|
| Roads | 93,480 | 97,442 | 3,962 | 4.24 | 97,442 | |
| Bridges | 38,620 | 46,784 | 8,164 | 21.14 | 46,784 | |
| Footpaths | 9,298 | 9,266 | -32 | -034 | 9,266 | |
| Drainage | 22,848 | 23,074 | 226 | 0.99 | 23,074 | |
| Waste | 1,195 | 1,654 | 459 | 38.41 | 1,654 | |
| Recreation | 3,966 | 4,585 | 619 | 15.61 | 4,585 | |
| Parks, Open Spaces | 1,651 | 1,777 | 126 | 7.63% | 1,777 | |
| WIP | 11,00 | 6,250 | -4,750 | -43.18% | 6,250 | |
| | 293,826 | 345,472 | 51,646 | 17.58% | 345,472 | |

REPORT

Asset identification within Council has improved significantly in the past 12 months. A dedicated team is working on improving Council asset identification, with the data now being recorded in Univerus (Council's Asset Management System).

Valuations are based on "fair value."

Bridges

Tasman Associates were engaged to undertake Level 2 Bridge Inspections.

This report has yet to be finalised – data and commentary will be updated and an out of session supplementary report will be provided to the Committee.

Parks, Open Spaces and Streetscape

Only Playgrounds as a class within this category are being revalued this year.

This report has yet to be finalised – data and commentary will be updated and an out of session supplementary report will be provided to the Committee.

Sports Infrastructure

This category captures facilities used for sporting purposes.

This report has yet to be finalised – data and commentary will be updated and an out of session supplementary report will be provided to the Committee.

Drainage

Council is currently undergoing an audit of the drainage network to understand the length and condition of the network for valuation purposes. Valuation of the drainage network will be undertaken in 2025/26.

This report has yet to be finalised – data and commentary will be updated and an out of session supplementary report will be provided to the Committee.

Other Classes not formally Valued in 2024/25

All other classes will have a desk top fair value assessment undertaken prior to the end of the financial year.

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

The increase in valuations will increase depreciation requirements on those classes that are depreciated such as buildings.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|---|------------|--------|--------|---|
| Valuations of asset classes are not undertaken or are not undertaken according to an appropriate process. | Possible | Major | B3 | <ul style="list-style-type: none"> Engaging Valuation professionals to revalue council assets with the appropriate skills and knowledge. |

POLICY IMPLICATION

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

- 5.2 A responsible, transparent and responsive organisation

CONCLUSION

The Committee note the revaluations have not been finalised and a supplementary out of session report will be provided for comment by the end of May 2025.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Asset Management Coordinator

7.5 ANNUAL ASSESSMENT OF COMMITTEE PERFORMANCE

INTRODUCTION

This report presents the results of the annual survey on the performance and administration of the Audit and Risk Committee.

RECOMMENDATION

That the Audit and Risk Committee note the results of the 2024/25 survey on the performance and administration of the Committee.

C Covich

J Young

That the Audit and Risk Committee:

- 1. Note the results of the 2024/25 survey on the performance and administration of the Committee.***
- 2. Impress upon the Council the importance of updating the risk register and the enterprise risk framework and ensuring adequate allocation of resources to undertake these tasks.***

The Committee noted that on some questions there was significant variation between responses particularly around internal audit services and risk management.

The Committee was advised that the Internal Auditor will undertake the assessment of the Committee's performance from 2025/26 onwards. The Committee requested the opportunity to discuss the process with Internal Auditor prior to the next assessment.

Management confirmed that they are comfortable that the Committee has raised concerns through Committee meetings and that there were no unexpected outcomes or areas of improvement identified through the assessment results.

The Committee Chair noted that the annual assessment is required to be tabled by the CEO at the next available Council meeting in accordance with section 54(4)(b) of the Local Government Act 2020.

ACTION/S

- Set meeting between Internal Auditor and Committee prior to 2025/26 assessment of Committee performance.***
- Table the annual assessment of the Audit and Risk committee's performance at the next available Council meeting.***

BACKGROUND

Section 54(4) of the *Local Government Act 2020* stipulates that an Audit and Risk Committee must undertake an annual assessment of its performance against its charter and provide a copy of the assessment to the Chief Executive Officer to table at a Council meeting. This requirement is also reflected in the Committee's Charter at section 6.8.

An online survey was provided to Committee members and Council management involved in, reporting to, and attending Committee meetings during 2024/25. The survey comprised ten questions and utilised a rating scale and allowed participants to provide additional feedback on the questions.

REPORT

The survey was circulated in early April 2025 to:

- four independent members
- two councillor members
- Chief Executive officer
- two Directors, and
- Manager Corporate.

There was a 90% return rate of the survey.

The survey results are detailed in attachment 7.5.

The results indicate there is general satisfaction:

- that the Committee has reviewed and approved its Charter and annual work plan
- with attendance at and conduct of meetings
- that regulatory compliance is monitored
- with the Committees contribution to the annual external audit of financial and performance statements, and
- with the overall performance of the Committee.

The results identify areas for improvement including:

- Development and implementation of an internal audit plan to identify and address internal control deficiencies – this matter is being addressed with the recent appointment of Crow Albury as Council's internal auditors (refer Agenda Item 7.1) including development of an internal audit plan and budget allocation for three internal audits per year.
- Review and maintenance of risk management framework, policy and register – Council's Governance and Risk Framework and Risk Policy are current documents scheduled for review by July 2026 and form part of the Risk Management Officers 2025/26 work plan and engagement with the Audit and Risk Committee will form part of the review; it is acknowledged that the risk register is not currently reviewed on a regular basis and this is a high priority for Council post the enterprise wide risk assessment that will be undertaken by the internal auditors.

Future assessment of the Committee's operation and performance

The Internal Audit Services contract recently awarded to Crowe Albury includes a requirement to undertake an annual report on the operation of the Audit and Risk Committee. This will improve the independence of the evaluation of the operation and performance of the Committee and will commence for the 2025/26 financial year.

FINANCIAL AND RESOURCE IMPLICATIONS

Resources to fund the operation of the Audit and Risk Committee are allocated in Council's annual budget and the administration of the Committee is accounted for in the Risk Management Officers role.

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RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|---|------------|---------------|--------|--|
| Committee operates outside its role and extent of authority | Rare | Insignificant | E5 | <ul style="list-style-type: none"> Committee Charter endorsed by Committee and approved by Council Annual work program |

POLICY IMPLICATION

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

- 5.2 A responsible, transparent and responsive organisation

CONCLUSION

The annual survey of the performance and administration of the Audit and Risk Committee for 2024/25 is now complete. The conclusion is that the Committee is functioning well, is provided with the necessary documentation to provide assurances that appropriate processes and controls are in place and effective, and the relationship between members and management is positive. Areas for improvement – internal audit and currency of the risk register - are acknowledged and a plan is in place to address these items.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Risk Management Officer

7.6 INVESTMENT PORTFOLIO MONTH END REPORT – MARCH 2025

INTRODUCTION

The Committee notes the summary investment report and its alignment with the Council’s Policy No.073 Financial Investments.

Cr Byrne
C Covich

That the Audit and Risk Committee:

- 1. Note the Investment Report as at 31 March 2025;**
- 2. Note that investments are compliant with Council Policy No.073 Financial Investments as at 31 March 2025 for Credit Rating and Term of Maturity;**
- 3. Note that investments are non-compliant with Council Policy No.073 Financial Investments as at 31 March 2025 for Individual Institution Credit Framework; and**
- 4. Note that by the end of May 2025, Council will be fully compliant due to maturing of two AMP term deposits.**

The Committee was informed that as at the date of the Committee meeting, Council is compliant with Council Policy No.073 Financial Investments for individual institution credit framework. This most recent non-compliance has provided learnings on managing investments and cash flow moving forward.

BACKGROUND

A Financial Investment’s policy was developed to ensure that Council’s investments were in accordance with the Council risk profile.

REPORT

Council as at 31 March 2025 has an investment portfolio value of \$27.0m, with \$25.0m being Council’s investment.

The Financial Investments Policy contains three measures of compliance:

Sec 3.5.1.- Portfolio Credit Framework - Credit Rating

| Long-Term S&P Credit Ratings | Short-Term S&P Credit Ratings | Maximum |
|------------------------------|-------------------------------|----------|
| A Category or Higher | A-2 | 100% max |
| BBB Category | A-3 | 60% max |

Sec 3.5.2. – Individual Institution Credit Framework

| Long-Term S&P Credit Ratings | Short-Term S&P Credit Ratings | Maximum |
|------------------------------|-------------------------------|---------|
| A Category or Higher | A-2 | 50% max |

| Long-Term S&P Credit Ratings | Short-Term S&P Credit Ratings | Maximum |
|------------------------------|-------------------------------|---------|
| BBB Category | A-3 | 20% max |

Sec 3.5.3. Term of Maturity

| Investment Term | Maximum |
|-----------------------|---------|
| 12 months or less | 100% |
| 10 months – 36 months | 20% |

The 31 March 2025 Investments report shows that Council is:

- Compliant with Portfolio Credit Framework - Credit Rating
Council has 33.33% of investments in BBB category investment, where a maximum of 60% is permitted.
- Non-Compliant Individual Institution Credit Framework
Investment with financial institutions is within allowable limits, except for one instance with AMP being at 25.93% (\$7million), where for a BBB rated investment firm, the maximum is 20%. This situation will resolve itself by mid-May with 2 x \$1 million investments with AMP maturing.
- Compliant with Term of Maturity
All investments mature is 365 days or less.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no costs associated with this report.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|--|------------|--------|--------|---|
| Council Investments fall outside the policy increasing Council risk for its investment | Unlikely | Minor | D4 | <ul style="list-style-type: none"> Accountant processes investment and the Manger Corporate oversights the investments to ensure compliance. |

POLICY IMPLICATION

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

- 5.2 A responsible, transparent and responsive organisation

CONCLUSION

Council is compliant with the investment policy as at 31 March 2025 for Credit Rating and Term of Maturity and non-compliant for Individual Institution Credit Framework however this will come into compliance when two AMP term deposits mature at the end of May 2025.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Accountant

UNCONFIRMED

7.7 INSURANCE CLAIMS UPDATE - **CONFIDENTIAL**

In accordance with Chapter 8, section A2 of Council's Governance Rules, the Chief Executive Officer has declared the following report to be confidential information defined by section 3 of the *Local Government Act 2020*, as:

- (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies
- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

UNCONFIRMED

7.8 PROCUREMENT POLICY REVIEW

INTRODUCTION

The Procurement Policy is a key instrument that outlines the principles and standards for the purchase of all goods, services and works by Council.

The purpose of this report is to present proposed amendments to Council's Procurement Policy in accordance with the *Local Government Act 2020 (LGA 2020)*.

G Moore

Cr Byrne

That the Audit and Risk Committee note that the Procurement Policy (No. 89) has been reviewed in accordance with the Local Government Act 2020, with the following minor amendments proposed:

- ***Broadened definition of social value parameters;***
- ***Reference to Fair Access Policy;***
- ***Clarification of the circumstances in which a Procedural Exemption may be sought;***
- ***Clarification on processes for approval of budgeted contract variations; and***
- ***Addition of definitions.***

The Committee and executive had a discussion regarding the difference between policy and procedure with acknowledgement that a number of Council policies also contain procedural elements. It was agreed that a gap analysis of policies and procedures would be undertaken and reported to a future Committee meeting.

ACTION/S

- ***Undertake a gap analysis on policies that require but do not have documented procedures and provide a report to the Committee at its November 2025 meeting.***

BACKGROUND

The Procurement Policy (the Policy) is a key instrument in supporting Council to achieve best value outcomes. The Policy supports Council's purchasing objectives and must comply with the requirements of the *LGA 2020*, while being clear and easy to understand and be fit-for-purpose, given the obligations it sets out for those undertaking procurement on behalf of Council.

Version 10 of the Policy was adopted in June 2023 and entailed significant changes to threshold and other requirements to meet the *LGA 2020*.

The Policy is required to be reviewed within each Council term and is generally reviewed every 4 years. However, an incorrect review date was put on the 2023 adopted Policy indicating that a review would be undertaken in December 2024. The Policy has therefore been reviewed early in the cycle.

REPORT

The Policy sets out the following procurement principles:

- value for money;
- open, fair, and unbiased;
- social value;
- probity, transparency, and accountability;
- risk management;
- environmental sustainability;
- continuous improvement; and
- collaboration.

Value for money is set as the primary evaluation driver allowing for cost and non-cost elements. Factors such as quality, quantity, risk, and experience are assessed alongside social impact, environmental sustainability, timeliness, and cost on a whole of contract and whole of asset life basis.

Policy updates include:

- Broadened definition of social value parameters;
- Reference to Fair Access Policy;
- Clarification of the circumstances in which a Procedural Exemption may be sought;
- Clarification on processes for approval of budgeted contract variations; and
- Addition of definitions.

The next review date of the Policy will be due by December 2029. An earlier review may be undertaken if a need is identified.

The Procurement Procedure provides additional clarification and guidance for the application of the Policy and is currently under review to ensure alignment with the drafted Policy. The Procedure is approved by the CEO and will be finalised following approval of the Policy. As a part of the Procedure review a number of supporting templates are also being developed.

A rollout and training plan is currently being considered to support the implementation of the revised Policy and Procedure. This training will include additional information on conflict-of-interest declarations, and probity requirements.

FINANCIAL AND RESOURCE IMPLICATIONS

The Procurement Policy is a key instrument in ensuring that Council obtains best value outcomes for ratepayers.

It is noted that the proposed amendments are minor in nature and support the delivery of efficiency and best value outcomes for Council.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Rating | Mitigation Action / Control |
|---|------------|--------|--------|---|
| Non-compliance with Procurement Policy Requirements | Possible | Minor | D3 | <ul style="list-style-type: none"> Current and relevant procurement Policy and procedures Staff training on procurement practices and expectations Auditing and monitoring of procurement activities and reporting to Audit and Risk Committee |

POLICY IMPLICATION

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

- 5.2 A responsible, transparent and responsive organisation

CONCLUSION

The Procurement Policy (Version 11) ensures compliance with legislative requirements and maximises efficiencies in Council's purchasing practises to ensure best value is obtained for ratepayers.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Corporate and Community
- Manager Corporate
- Commercial Officer

8. For Information Only

8.1 2024/25 QUARTERLY BUDGET REPORT– PERIOD ENDING 31 MARCH 2025

Section 97 of the *Local Government Act 2020* requires Council to receive a quarterly budget report. The quarterly budget report must include:

- a comparison of the actual and budgeted results to date
- an explanation of any material variations and
- any other matters prescribed by the regulations.

The second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

The timing of the preparation of the 2024/25 Quarterly Budget Report for the period ending 31 March 2025 has been impacted by the focus of Council on the preparation of the 2025/26 Budget to meet legislated timeframes. This has meant that it will not be completed by the date that the agenda is circulated to the Committee. The report will be circulated to the Committee for information once it is available.

The Committee questioned the impact of the Victorian Government's land tax and Emergency Services and Volunteers Fund on Council and the community. The Executive indicated that the impact on the community is significant with the ESVF having a potential impact of an additional \$2M on the community. Council has taken account of the ESVF in its draft Budget and Rating and Revenue Plan however the implementation of the ESVF is a challenge with limited resources and a 1 July 2025 deadline.

8.2 2024/25 QUARTERLY PERFORMANCE REPORT - PERIOD ENDING 31 MARCH 2025

The timing of the preparation of the 2024/25 Quarter 3 Performance Report has meant that it will not be completed by the date that the agenda is circulated to the Committee. The report will be circulated to the Committee for information once it is available.

8.3 2024/25 QUARTER 3 PURCHASING AUDIT

Quarterly purchasing audits are undertaken and reported to the Audit and Risk Committee in response to the findings of a 2014 internal audit review and to provide continuing assurance that Council's purchasing controls are effective and complied with.

The random sample testing is based on an even spread of purchases across all departments and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$3,000, mandated services, utility services, insurance, credit cards, Councillor expenses, levies payable to and money collected on behalf of other entities.

For the 2024/25 Q3 audit, 26 transactions were reviewed with the attachment containing the details of the audit.

8.4 2024/25 QUARTER 3 CEO CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommended that credit card expenditure be reviewed and reported to the Audit and Risk Committee for periodic review.

The CEO had no credit card transactions in 2024/25 Q3.

8.5 2024/25 YEAR TO DATE COUNCIL AND COMMITTEE EXPENSES

Section 40 of the *Local Government Act 2020* requires Council to reimburse Councillors for out-of-pocket expenses which the Council is satisfied:

- 1. are bona fide expenses; and
- 2. have been reasonably incurred in the performance of the role of Councillor; and
- 3. are reasonably necessary for the Councillor to perform their role.

Council is required to provide details of all reimbursements made under s40 of the Act to the Audit and Risk Committee.

Councillor Allowances are set by the Victorian Independent Remuneration Tribunal and were last updated on 18 December 2024:

| Category 1 * | 18 Dec 23 (\$) | 1 Jul 24 (\$) | 18 Dec 24 (\$) |
|--------------|-------------------|------------------|-------------------|
| Mayor | 81,641 | 84,498 | 86,722 |
| Deputy Mayor | 40,819 | 42,248 | 43,360 |
| Councillors | 26,368 | 27,291 | 27,291 |

NOTES:
Category 1 is small Rural Council's and includes Alpine Shire Council. Categories 2,3 and 4 are excluded from the above table.
** Remote Area Travel Allowance - > 50km from location of OCM, SPM, \$47.50 per day, up to a maximum of \$5,937.50 per annum
Note: no scheduled increase for Councillors on 18 December 2024 (pending any future determination by VIRT), but there will be a scheduled increase for Mayor and Deputy Mayor.

Quarter 3 report

There have been some minor adjustments to expenses for the previous Council (2020), due to a duplication of catering costs, which have now been rectified.

There are still some Councillor induction costs (catering and professional fees) to come in for the current Council (2024), which will be updated in end of financial year reporting.

Travel (car mileage) is not included in the report - clarification of odometer readings is being sought and reporting is complicated by vehicle swaps. Travel expenses will be updated in end of financial year reporting.

8.6 2024/25 YEAR TO QUARTER 3 HEALTH AND SAFETY REPORT

Quarterly health and safety reports are prepared in accordance with Council's Health and Safety Management System (HSMS) and reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring its health and safety obligations, and staff are complying with the requirements of the HSMS.

The 2024/25 Quarter 3 Health and Safety Report was presented at the meeting through Council's online health and safety portal and Power BI.

The Committee acknowledged the progress that had been made in the management of OHS risks and significant improvements in reporting.

8.7 POLICY AND CRITICAL DOCUMENTS REGISTER – REVIEW STATUS UPDATE

Policy Register

VAGO in its 2015 Interim Management Letter recommended that Council review the appropriateness and currency of all policies.

The Policy and Critical Documents Register is reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring and maintaining the currency of its policies and critical documents.

The Committee noted that the oversight of Council's policies and critical documents was as a result of a previous VAGO audit recommendation and there is concern that Council is going to be in a similar situation with the number of policies with either overdue review dates or review dates that within the next 3 to 6 months. The Executive acknowledged that there was a significant push a few years ago to get policies reviewed and a standard 4-year review period was generally applied resulting in a significant number of policies all due for review at the same time and this period also coinciding with the legislated documents due to be developed/reviewed after the general election. The Executive undertook to review strategically review due dates and develop a policy process.

ACTION/S

- ***Undertake a strategic review of the policy register and due dates and develop a policy process and provide a report to the Committee at its November 2025 meeting.***

Completed Policy and Document Reviews

The following reviews have been completed and either approved by the Chief Executive Officer or adopted by Council since the last report:

- Audit and Risk Committee Charter
- Policy No.66 Mobile Device Use
- Policy No.95 Corporate Credit Cards
- Policy No.96 Banking Authorisation

Current Policy Reviews

The following policies are currently under review. The attached draft reviews of these policies are provided for the information of the Committee however feedback would be welcomed. Can feedback be provided by 30 May 2025.

Policy No. 102 Debtor Management

Review of this Policy, while overdue, is now complete. The review makes the following changes:

- Clarified and strengthened the process for debt write-off.
- Cross referenced Policy No. 127 Financial Hardship for debtors requiring additional support in paying debts.
- Developed templates for payment arrangements and debt write-off requests to ensure a consistent approach to both processes.
- Completed Human Rights Charter and Gender Impact assessments.
- Updated Council officer roles and transfer limits.
- Updated related legislation.
- Updated definitions.
- Corrected general typographical and grammatical errors.

The reviewed Policy will be presented to Council at its July 2025 meeting for consideration and endorsement for public consultation.

Policy No.107 Employee Expense Reimbursement

Review of this Policy, while not due until 30 June 2025, has now commenced and proposed changes presented to the Staff Consultative Committee in late April 2025. Proposed changes include:

- Removal of reimbursement from Petty Cash – current policy has reimbursements up to \$30 available from Petty Cash – intent is to push all reimbursements through the accounts payable process.
- Inclusion of requirement to provide a statutory declaration for missing receipts.
- Removal of option for cash advances.
- Alignment of meal reimbursement limits to ATO rates.

The reviewed Policy will be submitted to the Chief Executive Officer for consideration and approval after 30 May 2025.

Policy No.121 Intangible Assets

Review of this Policy, while not due until 30 June 2025, is now complete. The review makes the following changes:

- Inclusion of an Appendix to make it easier to identify what should be expensed or capitalised.
- Completed a Human Rights Charter assessment.
- Updated Council officer roles and responsibilities.
- Updated related legislation.
- Updated definitions.
- Corrected general typographical and grammar errors.

The reviewed Policy will be submitted to the Chief Executive Officer for consideration and approval after 30 May 2025.

8.8 BENEFICIAL ENTERPRISES REPORT

Council is required by section 111 of the *Local Government Act 2020* to report on the operations and performance of beneficial enterprises in its annual report and the Committee, in accordance with Clause 6.3(i) of its Charter and its annual work program, is tasked with monitoring these beneficial enterprises.

For the purposes of section 110 of the *Local Government Act 2020*, during 2024/25 Council has not

- a. become a member of a corporation
- b. participated in the formation of a corporation, trust, or other body
- c. acquired shares in a corporation, trust, or other body
- d. entered into a partnership or joint venture with any other person or body.

For the purposes of monitoring and reporting on existing beneficial enterprises, MomentumOne, established by Alpine Shire Council and Towong Shire Council in 2015 to deliver the benefits of shared services to local government through its labour hire and technology solutions ceased operations in October 2021 and remains in dormancy.

8.9 EXECUTIVE TEAM RISK UPDATE

The CEO provided the Committee with an update on the Executive's recent consideration and review of its key risks for the organisation. The movement in risks was noted and discussion was had around what constitutes a strategic risk.

8.10 VAGO REPORTS

On 3 April 2025 the Victorian Auditor-General tabled in Parliament an audit titled [Results of 2023-24 Audits: Local Government](#).

The Victorian Auditor-General's Office (VAGO) has reported clear audit opinions on both the financial and performance statements for 78 Victorian councils and their controlled entities, library corporations and associated entities. As of 14 March 2025 three audits remained in progress, including one council.

The report found that the sector collectively generated a lower surplus as councils did not receive any financial assistance grants in advance. Council cash reserves declined but remain sufficient to meet short-term obligations and debt levels remain low.

The report includes seven recommendations with four directed to councils, one addressed to the Municipal Association of Victoria (MAV) and two addressed to Local Government Victoria (LGV). The recommendations address the following themes:

- Improvements to council planning to meet legislative reporting obligations
- Formation of a developer non-cash contribution working party
- Resolution of outstanding prior period issues
- Planning and preparation for the application of amendments to *AASB 13 Fair Value Measurement* and
- Development and delivery of a councillor development program.

The other recommendations directed to LGV relate to reminding councils of their annual reporting obligations and reassessing the appropriateness of performance indicators in both the performance statement and report of operations.

8.11 MINISTER FOR LOCAL GOVERNMENT – GOVERNANCE AND INTEGRITY MATTERS

8.11.1 Municipal Monitors

The Allan Labor Government passed reforms to the *Local Government Act 2020* to improve culture, governance and integrity standards in Victoria's councils in response to reports and recommendations from IBAC, the Chief Municipal Inspector and other interventions which highlighted the need for stronger processes and powers to resolve conduct issues, and better training so councillors can perform their roles effectively.

The reforms introduced mandatory training for elected representatives, a uniform councillor code of conduct, strengthened powers for the Minister to address councillor conduct including conduct that creates a serious risk to health and safety or prevents a council from performing its functions, stronger sanctions for councillor misconduct and improved processes to resolve conduct matters earlier.

Municipal monitors can be appointed by the Minister for Local Government to councils that have experienced governance issues. The role of a monitor is to:

- observe governance processes
- provide advice to councils on necessary governance improvements and
- make recommendations to the Minister for further action.

The monitor must report back to the Minister, under section 179 of the *Local Government Act 2020*.

Further information on municipal monitors can be found here: [Local Government - Council Governance - Independent Reports](#)

Whittlesea City Council – 16 April 2025

Following receipt of a report by the Municipal Monitor appointed to Whittlesea City Council, Minister for Local Government Nick Staikos suspended Councillor Aidan McLindon on 16 April 2025 from his duties at Whittlesea City Council under section 229A (1) of the *Local Government Act 2020* for six months. Councillor McLindon ceases to be a councillor and must not perform any of the functions and duties or exercise the power of a councillor during the suspension. This includes attending council meetings, delegated committees or attending council premises.

In addition, the Minister has launched a Commission of Inquiry into Whittlesea City Council following serious issues of governance and health and safety concerns at the council since the elections in October 2024.

Buloke Shire Council – December 2024

The Municipal Monitor appointed to Buloke Shire Council in May 2024 to monitor behaviour and governance standards at the council delivered his [Final Report](#) to the Minister for Local Government in December 2024.

The monitor was tasked with assisting the council to develop action plans to address a range of issues including understanding separation of roles between councillors and CEO, meeting procedures, relationships, conflict of interest, health and safety processes and practices, community engagement and financial and asset management. Seven

action plans were developed with approximately 200 individual actions, 80 of which have been completed.

From a governance perspective, the report notes:

- councillors understand the difference between the role of a Councillor and the role of the CEO, some do not accept that they have a limited role in operational matters
- concerns about whether the Council will sustain improved meeting and decision-making practices and performance when a monitor is no longer present
- poor Councillor behaviour has been the primary issue affecting good governance and performance at the Council and if the codes of conduct and values of the organisation were followed, particularly in relation to treating everyone with respect, there would not be many issues
- alleged instances of poor behaviour described in some instances as bullying and harassment creating a serious risk to health and safety
- lack of understanding of conflict of interest and good governance by the Councillors.

The report makes a further 16 recommendations for council addressing a range of actions including:

- embedding organisational values including in staff performance reviews and undertaking annual culture surveys
- developing a staff retention plan
- reviewing processes for recording and responding to operational requests
- adopting financial guidance from an external review and incorporating in annual budgets and long-term financial plan
- adopting a community grants policy
- completing internal audits
- finalising asset management system review.

Greater Geelong City Council – January 2025

The Municipal Monitors appointed to Greater Geelong City Council in April 2024 to monitor governance processes and practices at the council delivered their [Final Report](#) to the Minister for Local Government in January 2025.

The report makes recommendations on:

- council limiting the use of notices of motion
- reviewing the council's governance rules
- improving its long-term financial sustainability by:
 - setting an upper threshold on community infrastructure grants
 - setting the annual budget within the adopted financial plan (10-year plan)
 - developing the capital works program based on adopted asset plans
 - updating the financial plan annually and ensure existing services and asset maintenance/renewal can be funded
 - developing key financial strategies – revenue generation, expenditure savings, debt reduction, and fiscal restraint
- providing annual updates to the Minister on:
 - progress on recommendations
 - councillor conduct
 - long term financial sustainability outlook

- councillor to staff relations
- workplace culture.

Glenelg Shire Council – February 2025

The Municipal Monitors appointed to Glenelg Shire Council in October 2023 to monitor governance processes and practices at the council delivered their [Final Report](#) to the Minister for Local Government in February 2025. This followed two previous reports in February and October 2024.

The report noted that the appointment of an ongoing CEO and a change in the composition of the council at the 2024 elections appears to have resolved some of the previous internal conflicts. Previous recommendations completed include:

- adoption of:
 - confidentiality policy
 - councillor and staff interactions policy
 - CEO recruitment and remuneration policy
- amendment of governance rules to address councillors giving directions to staff
- improvements to declaring conflicts of interest.

The report notes that there is still an ongoing body of work from previous reports including relationships between councillors and executive and it also recommends additional councillor training on the role of a councillor to address the need for councillors to focus on strategic aspects of decision making and not operational matters.

Colac Otway Shire Council – April 2025

The Municipal Monitor appointed to Colac Otway Shire Council in July 2024 to oversee, advise and support the council to improve its governance processes and practices and assist in the lead up to, and following, the local government elections held in October 2024, has delivered her [Report](#) to the Minister for Local Government.

The appointment of a monitor followed the Chief Municipal Inspector's investigation of concerns raised with the Minister for Local Government relating to the conduct of councillors and a lack of adherence to governance rules.

The Monitor noted that she had "*very little to say about the behaviours of Councillors observed during the period from July to October 2024 that is positive*" and observed:

- A lack of understanding and/or acceptance by Councillors of their role.
- A failure by Councillors to fulfil their roles as leaders and stewards of the organisation.
- A culture of mistrust, blame and on occasion hostility, with very low to no trust existing between Councillors, some Councillors and the CEO, Councillors and Council staff, and Council and the community.
- A lack of accountability.
- Poor decision making and delegation practices contributing to poor outcomes and inadequate risk management.
- Breaches of Council's governance framework.
- A failure to exercise Council's obligations as an employer, including to meet Occupational Health and Safety obligations.

- A lack of understanding and/or concern in relation to the financial management of the organisation.

The report makes 20 recommendations including:

Focus on strategic rather than operational matters

- regularly evaluate compliance with the Local Government (Governance and Integrity) Regulations 2020
- all customer requests or complaints directed to the organisation
- reviews customer service standards, consider resource availability, complexity, and priorities
- implement the Customer Experience Strategy
- review policies and procedures to ensure roles and responsibilities of Councillors and officers reflect the Act
- seek assurance from the Audit and Risk Committee that the organisation's systems and processes ensure that appropriate legal and technical standards are met, and/or risks are effectively managed where this is not possible.
- guard against actual and perceived bias by transparently representing the interests of the entire municipality - use evidence based and broad community engagement

Change the reputation and culture

- engage external expertise to assist with establishing effective ways of working together focusing on constructive relationships and behaviours
- engage external expertise to assist with building a culture of respect, with a focus on conflict resolution, psychological safety, and working collaboratively.
- implement the protocol to support effective compliance with Council policies.
- engage external expertise to assess Councillor's governance, leadership, and integrity performance and develop its annual professional development content

Governance rules

- review delegations to enable more efficient operations
- adopt the Model Governance Rules to reflect commitment to best practice governance
- adopt a practice of regular reflections on effectiveness

Performance and safe relationships

- clarify CEO performance objectives and provide annual reviews and regular feedback
- provide opportunity for CEO feedback on Council's performance
- commit to creating a safe and respectful environment

Financial management and community engagement

- undertake financial literacy training as part of professional development.
- develop a clear strategy to achieve financial sustainability and seek the ARC's support to track implementation and efficacy of the strategy.
- develop a clear strategy to 'right size' the asset portfolio and include in Asset Plan and Financial Plan.

8.11.2 Administrators

No recent appointments

9. General business

9.1 EXECUTIVE CHANGES

The Chief Executive Officer informed the Committee that this would be Alan Rees, Director Assets, last Committee meeting as he had made the decision to pursue an opportunity in leadership coaching.

The Director Assets role is currently in recruitment with preferred candidates interviewed and it is anticipated that a new Director will have commenced by and will attend the next Committee meeting.

The Committee thanked Mr Rees for his contribution to Council and the Committee and improvements in the management of Assets.

10. Audit and Risk Committee - General Information

10.1 MEMBERSHIP TERMS

| Member | Date 1st Appointed | 1 st Term Expiry | Date Reappointed | 2 nd Term Expiry | Date Reappointed | 3 rd Term Expiry |
|---------------|--------------------|-----------------------------|------------------|-----------------------------|------------------|-----------------------------|
| MOORE, Gerard | 1-May-18 | 30-Apr-21 | 4-May-21 | 30-Apr-24 | 1-May-24 | 30-Apr-27 |
| COVICH, Craig | 2-Jul-19 | 30-Jun-22 | 6-Sep-22 | 6-Sep-25 | | |
| YOUNG, Jason | 4-May-21 | 30-Apr-24 | 1-May-24 | 30-Apr-27 | | |
| GUEST, Julie | 6-Jul-21 | 5-Jul-23 | 5-Jul-23 | 27-Jun-26 | | |

10.2 MEMBER REMUNERATION

Adjusted remuneration rates for 2024-25 for Independent Audit and Risk Committee members are:

Chair \$590.00 per meeting

Member \$480.00 per meeting

10.3 MEMBERSHIP ATTENDANCE

| Name | Member Type | Total meetings member eligible to attend in 2024/25 to date | Total meetings attended 2024/25 to date | Notes |
|-----------------|---------------------|---|---|---------------------------------------|
| Gerard Moore | Independent member | 5 | 5 | |
| Craig Covich | Independent member | 5 | 5 | |
| Jason Young | Independent member | 5 | 5 | |
| Julie Guest | Independent member | 5 | 4 | |
| Cr John Forsyth | Councillor - member | 3 | 3 | Did not stand for re-election in 2024 |
| Cr Ron Janas | Councillor - member | 3 | 2 | Did not stand for re-election in 2024 |
| Cr Peter Smith | Councillor - member | 2 | 2 | Elected October 2024 |
| Cr Dave Byrne | Councillor - member | 2 | 2 | Elected October 2024 |

10.4 COUNCIL RISK MATRIX

| | | LIKELIHOOD | | | | |
|--------|---------------|----------------|--------|----------|----------|------|
| | | 1 | 2 | 3 | 4 | 5 |
| IMPACT | | Almost certain | Likely | Possible | Unlikely | Rare |
| A | Severe | A1 | A2 | A3 | A4 | A5 |
| B | Major | B1 | B2 | B3 | B4 | B5 |
| C | Moderate | C1 | C2 | C3 | C4 | C5 |
| D | Minor | D1 | D2 | D3 | D4 | D5 |
| E | Insignificant | E1 | E2 | E3 | E4 | E5 |

11. Next Meeting

The next meeting of the Audit and Risk Committee will be held on Friday 15 August 2025.

There being no further business, the Chair declared the meeting closed at 11.37am.



INSTRUMENT OF DELEGATION

Council to Chief Executive Officer

June 2025

S5 – Instrument of Delegation to Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Alpine Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on **24 June 2025**;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 24th day of
June 2025 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

Schedule

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1. entering into a contract that exceeds the value of \$200,000 (excluding GST);
 - 1.2. making any expenditure that exceeds \$200,000 (excluding GST) unless it is:
 - 1.2.1. expenditure made under a contract already entered into; or
 - 1.2.2. for insurance premiums, in which case it must not exceed \$500,000 (excluding GST); or
 - 1.2.3. expenditure which Council is, by or under legislation, required to make including:
 - WorkCover premiums, in which case it must not exceed \$500,000 (excluding GST);
 - transferring the Fire Services Property Levy to the State Revenue Office; in which case it must not exceed \$1,500,000 (excluding GST); or
 - for any other amounts required under legislation, in which case it must not exceed \$500,000 (excluding GST); or
 - 1.3. appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4. electing a Mayor or Deputy Mayor;
 - 1.5. granting a reasonable request for leave under s35 of the Act;
 - 1.6. making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7. approving or amending the Council Plan;
 - 1.8. adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9. adopting or amending the Governance Rules;
 - 1.10. appointing the chair or the members to a delegated committee;
 - 1.11. making, amending or revoking a local law;
 - 1.12. approving the Budget or Revised Budget;

- 1.13. approving the borrowing of money;
- 1.14. subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
- 2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- 3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1. policy; or
 - 4.2. strategyadopted by Council;
- 5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
- 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



INSTRUMENT OF DELEGATION

Council to Members of Council Staff

June 2025

S6 – Instrument of Delegation to Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

- delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
- record that references in the Schedule are as follows:

| DELEGATE | TITLE |
|----------|--|
| ACC | Accountant |
| AMC | Asset Management Coordinator |
| AOBEH | Administration Officer (Building and Environmental Health) |
| AOP | Administration Officer (Planning) |
| AOSLL | Administration Officer (Subdivision and Local Laws) |
| BC | Building Coordinator |
| BI | Building Inspector |
| BSL | Building Surveyor Limited |
| BSM | Municipal Building Surveyor |
| BSU | Building Surveyor Unlimited |
| CEO | Chief Executive Officer |
| CPC | Compliance Coordinator |
| CWC | Civil Works Coordinator |
| CWTL | Team Leader Capital Works |
| DA | Director Assets |
| DCC | Director Corporate and Community |
| EACEO | Executive Assistant (CEO) |
| EC | Engineering Coordinator |
| ED | Civil Development Engineer |
| EO | Operations Engineer |
| EHC | Environmental Health Coordinator |
| EHO | Environmental Health Officer |
| EMC | Emergency Management Coordinator |
| FAO | Facilities Officer |
| FO | Finance Officer |
| FOS | Senior Finance Officer |
| GISAO | GIS and Assets Officer |
| GO | Governance Officer |
| LLO | Local Laws Officer |
| LLO2 | Local Laws Officer |

| DELEGATE | TITLE |
|----------|-------------------------------------|
| MAW | Manager Assets and Waste |
| MC | Manager Corporate |
| MCD | Manager Community Development |
| MCE | Manager Customer Experience |
| MEM | Manager Engineering and Maintenance |
| MGF | Manager Growth and Future |
| MRS | Manager Regulatory Services |
| PC | Statutory Planning Coordinator |
| PO | Statutory Planning Officer |
| POD | Project Officer (Delivery) |
| POS | Senior Statutory Planning Officer |
| PMD | Project Manager (Delivery) |
| PRCC | Property and Contracts Coordinator |
| PRO | Prosecutor |
| PRO2 | Prosecutor |
| RC | Rates Coordinator |
| SP | Strategic Planner |
| SPC | Strategic Planning Coordinator |
| SPG | Graduate Strategic Planner |
| SPS | Senior Strategic Planner |
| TOA | Technical Officer (Assets) |

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **24 June 2025** and
- 3.2 the delegation:
 - 3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 24th day of
June 2025 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

SCHEDULE

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| The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 8(1)(a)(ii) | Power to manage one or more public cemeteries | DA, MGF, PRCC | <i>Note: Alpine Shire Council is defined as a Class B cemetery trust - only those clauses that apply to this class is delegated in this document.</i> |
| s 12(1) | Function to properly and efficiently manage and maintain each public cemetery for | DA, MGF, PRCC | Where Council is a Class B cemetery trust |
| s 12(2) | Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its | DA, MGF, PRCC | Where Council is a Class B cemetery trust |
| s 12A(1) | Function to do the activities set out in paragraphs (a) – (n) | not delegated | Where Council is a Class A cemetery trust |
| s 12A(2) | Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions | not delegated | Where Council is a Class A cemetery trust |
| s 13 | Duty to do anything necessary or convenient to enable it to carry out its functions | DA, MGF, PRCC | |
| s 14 | Power to manage multiple public cemeteries as if they are one cemetery | not delegated | |
| s 15(4) | Duty to keep records of delegations | DA, MGF, PRCC | |
| s 17(1) | Power to employ any persons necessary | CEO | |
| s 17(2) | Power to engage any professional, technical or other assistance considered necessary | CEO, DA, MGF, PRCC | |
| s 17(3) | Power to determine the terms and conditions of employment or engagement | CEO | Subject to any guidelines or directions of the Secretary |
| s 18(3) | Duty to comply with a direction from the Secretary | DA, MGF, PRCC | |
| s 18B(1) & (2) | Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time | not delegated | Where Council is a Class A cemetery trust |
| s 18C | Power to determine the membership of the governance committee | not delegated | Where Council is a Class A cemetery trust |
| s 18D | Power to determine procedure of governance committee | not delegated | Where Council is a Class A cemetery trust |
| s 18D(1)(a) | Duty to appoint community advisory committee for the purpose of liaising with communities | not delegated | Where Council is a Class A cemetery trust |
| s 18D(1)(b) | Power to appoint any additional community advisory committees | not delegated | Where Council is a Class A cemetery trust |

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| The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 18D(2) | Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust. | not delegated | Where Council is a Class A cemetery trust |
| s 18D(3) | Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i> | not delegated | Where Council is a Class A cemetery trust |
| s 18F(2) | Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee | not delegated | Where Council is a Class A cemetery trust |
| s 18H(1) | Duty to hold an annual meeting before 30 December in each calendar year | not delegated | Where Council is a Class A cemetery trust |
| s 18I | Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting | not delegated | Where Council is a Class A cemetery trust |
| s 18J | Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2)) | not delegated | Where Council is a Class A cemetery trust |
| s 18L(1) | Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust | not delegated | Where Council is a Class A cemetery trust |
| s 18N(1) | Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d) | not delegated | Where Council is a Class A cemetery trust |
| s 18N(3) | Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval | not delegated | Where Council is a Class A cemetery trust |
| s 18N(5) | Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months | not delegated | Where Council is a Class A cemetery trust |
| s 18N(7) | Duty to ensure that an approved annual plan is available to members of the public on request | not delegated | Where Council is a Class A cemetery trust |
| s 18O(1) | Duty to prepare a strategic plan and submit the plan to the Secretary for approval | not delegated | Where Council is a Class A cemetery trust |
| s 18O(4) | Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan | not delegated | Where Council is a Class A cemetery trust |

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| The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 18O(5) | Duty to ensure that an approved strategic plan is available to members of the public on request | not delegated | Where Council is a Class A cemetery trust |
| s 18Q(1) | Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year | not delegated | Where Council is a Class A cemetery trust |
| s 19 | Power to carry out or permit the carrying out of works | CEO, DA, MGF, PRCC | |
| s 20(1) | Duty to set aside areas for the interment of human remains | DA, MGF, PRCC | |
| s 20(2) | Power to set aside areas for the purposes of managing a public cemetery | CEO, DA, MGF, PRCC | |
| s 20(3) | Power to set aside areas for those things in paragraphs (a) – (e) | CEO, DA, MGF, PRCC | |
| s 24(2) | Power to apply to the Secretary for approval to alter the existing distribution of land | CEO | |
| s 36 | Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36 | not delegated | Subject to the approval of the Minister |
| s 37 | Power to grant leases over land in a public cemetery in accordance with s 37 | not delegated | Subject to the Minister approving the purpose |
| s 40 | Duty to notify Secretary of fees and charges fixed under s 39 | DA, MGF, PRCC | |
| s 47 | Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery | not delegated | Provided the street was constructed pursuant to the <i>Local Government Act 2020</i> |
| s 52 | Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery | DA, MGF, PRCC | |
| s 57(1) | Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act | DA, MGF, PRCC | Report must contain the particulars listed in s 57(2) |

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| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 59 | Duty to keep records for each public cemetery | DA, MGF, PRCC | |
| s 60(1) | Duty to make information in records available to the public for historical or research purposes | DA, MGF, PRCC | |
| s 60(2) | Power to charge fees for providing information | CEO, DA, MGF, PRCC | |
| s 64(4) | Duty to comply with a direction from the Secretary under s 64(3) | DA, MGF, PRCC | |
| s 64B(d) | Power to permit interments at a reopened cemetery | CEO, DA, MGF, PRCC | |
| s 66(1) | Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park | not delegated | The application must include the requirements listed in s 66(2)(a)–(d) |
| s 69 | Duty to take reasonable steps to notify of conversion to historic cemetery park | DA, MGF, PRCC | |
| s 70(1) | Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed | DA, MGF, PRCC | |
| s 70(2) | Duty to make plans of existing place of interment available to the public | DA, MGF, PRCC | |
| s 71(1) | Power to remove any memorials or other structures in an area to which an approval to convert applies | CEO, DA, MGF, PRCC | |
| s 71(2) | Power to dispose of any memorial or other structure removed | CEO, DA, MGF, PRCC | |
| s 72(2) | Duty to comply with request received under s 72 | DA, MGF, PRCC | |
| s 73(1) | Power to grant a right of interment | CEO, DA, MGF, PRCC | |
| s 73(2) | Power to impose conditions on the right of interment | CEO, DA, MGF, PRCC | |
| s 74(3) | Duty to offer a perpetual right of interment | DA, MGF, PRCC | |
| s 75 | Power to grant the rights of interment set out in s 75(a) and (b) | CEO, DA, MGF, PRCC | |

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| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 76(3) | Duty to allocate a piece of interment if an unallocated right is granted | DA, MGF, PRCC | |
| s 77(4) | Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application | CEO, DA, MGF, PRCC | |
| s 80(1) | Function of receiving notification and payment of transfer of right of interment | DA, MGF, PRCC | |
| s 80(2) | Function of recording transfer of right of interment | DA, MGF, PRCC | |
| s 82(2) | Duty to pay refund on the surrender of an unexercised right of interment | DA, MGF, PRCC | |
| s 83(2) | Duty to pay refund on the surrender of an unexercised right of interment | DA, MGF, PRCC | |
| s 83(3) | Power to remove any memorial and grant another right of interment for a surrendered right of interment | CEO, DA, MGF, PRCC | |
| s 84(1) | Function of receiving notice of surrendering an entitlement to a right of interment | DA, MGF, PRCC | |
| s 84F(2)(d) | Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5) | DA, MGF, PRCC | |
| s 84H(4) | Power to exercise the rights of a holder of a right of interment | CEO, DA, MGF, PRCC | |
| s 84I(4) | Power to exercise the rights of a holder of a right of interment | CEO, DA, MGF, PRCC | |
| s 84I(5) | Duty to pay refund to the previous holder or holders of the right of interment | DA, MGF, PRCC | |
| 84I(6)(a) | Power to remove any memorial on the place of interment | CEO, DA, MGF, PRCC | |
| s 84I(6)(b) | Power to grant right of interment under s 73 | CEO, DA, MGF, PRCC | |
| s 85(1) | Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry | DA, MGF, PRCC | The notice must be in writing and contain the requirements listed in s 85(2) |

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| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 85(2)(b) | Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry | DA, MGF, PRCC | Does not apply where right of interment relates to remains of a deceased veteran. |
| 85(2)(c) | Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location | CEO, DA, MGF, PRCC | May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment |
| s 86 | Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified | CEO, DA, MGF, PRCC | |
| s 86(2) | Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment | CEO, DA, MGF, PRCC | |
| s 86(3)(a) | Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment | CEO, DA, MGF, PRCC | |
| s 86(3)(b) | Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b) | CEO, DA, MGF, PRCC | |
| s 86(4) | Power to take action under s 86(4) relating to removing and re-interring cremated human remains | CEO, DA, MGF, PRCC | |
| s 86(5) | Duty to provide notification before taking action under s 86(4) | DA, MGF, PRCC | |
| s 86A | Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3) | DA, MGF, PRCC | |
| s 87(3) | Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment | DA, MGF, PRCC | |
| s 88 | Function to receive applications to carry out a lift and re-position procedure at a place of interment | DA, MGF, PRCC | |
| s 91(1) | Power to cancel a right of interment in accordance with s 91 | CEO, DA, MGF, PRCC | |

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| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 91(3) | Duty to publish notice of intention to cancel right of interment | DA, MGF, PRCC | |
| s 92 | Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment | CEO, DA, MGF, PRCC | |
| s 98(1) | Function of receiving application to establish or alter a memorial or a place of interment | DA, MGF, PRCC | |
| s 99 | Power to approve or refuse an application made under s 98, or to cancel an approval | CEO, DA, MGF, PRCC | |
| s 99(4) | Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested | DA, MGF, PRCC | |
| s 100(1) | Power to require a person to remove memorials or places of interment | CEO, DA, MGF, PRCC | |
| s 100(2) | Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1) | CEO, DA, MGF, PRCC | |
| s 100(3) | Power to recover costs of taking action under s 100(2) | CEO, DA, MGF, PRCC | |
| s 101 | Function of receiving applications to establish or alter a building for ceremonies in the cemetery | DA, MGF, PRCC | |
| s 102(1) | Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c) | CEO, DA, MGF, PRCC | |
| s 102(2) & (3) | Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1) | CEO, DA, MGF, PRCC | |
| s 103(1) | Power to require a person to remove a building for ceremonies | CEO, DA, MGF, PRCC | |
| s 103(2) | Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1) | CEO, DA, MGF, PRCC | |

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| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 103(3) | Power to recover costs of taking action under s 103(2) | CEO, DA, MGF, PRCC | |
| s 106(1) | Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs | CEO, DA, MGF, PRCC | |
| s 106(2) | Power to require the holder of the right of interment to provide for an examination | CEO, DA, MGF, PRCC | |
| s 106(3) | Power to open and examine the place of interment if s 106(2) not complied with | CEO, DA, MGF, PRCC | |
| s 106(4) | Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with | CEO, DA, MGF, PRCC | |
| s 107(1) | Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs | CEO, DA, MGF, PRCC | |
| s 107(2) | Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with | CEO, DA, MGF, PRCC | |
| s 108 | Power to recover costs and expenses | CEO, DA, MGF, PRCC | |
| s 109(1)(a) | Power to open, examine and repair a place of interment | CEO, DA, MGF, PRCC | Where the holder of right of interment or responsible person cannot be found |
| s 109(1)(b) | Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial | CEO, DA, MGF, PRCC | Where the holder of right of interment or responsible person cannot be found |
| s 109(2) | Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies | CEO, DA, MGF, PRCC | Where the holder of right of interment or responsible person cannot be found |
| s 110(1) | Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary | CEO, DA, MGF, PRCC | |
| s 110(1A) | Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent | CEO, DA, MGF, PRCC | |

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| The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 110(2) | Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary | CEO, DA, MGF, PRCC | |
| s 110A | Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran | CEO, DA, MGF, PRCC | |
| s 111 | Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment | CEO, DA, MGF, PRCC | |
| s 112 | Power to sell and supply memorials | CEO, DA, MGF, PRCC | |
| s 116(4) | Duty to notify the Secretary of an interment authorisation granted | DA, MGF, PRCC | |
| s 116(5) | Power to require an applicant to produce evidence of the right of interment holder's consent to application | CEO, DA, MGF, PRCC | |
| s 118 | Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met | CEO, DA, MGF, PRCC | |
| s 119 | Power to set terms and conditions for interment authorisations | CEO, DA, MGF, PRCC | |
| s 131 | Function of receiving an application for cremation authorisation | DA, MGF, PRCC | |
| s 133(1) | Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with | DA, MGF, PRCC | Subject to s 133(2) |
| s 145 | Duty to comply with an order made by the Magistrates' Court or a coroner | DA, MGF, PRCC | |
| s 146 | Power to dispose of bodily remains by a method other than interment or cremation | CEO, DA, MGF, PRCC | Subject to the approval of the Secretary |
| s 147 | Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation | CEO, DA, MGF, PRCC | |
| s 149 | Duty to cease using method of disposal if approval revoked by the Secretary | DA, MGF, PRCC | |

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| The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 150 & 152(1) | Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met | CEO, DA, MGF, PRCC | |
| s 151 | Function of receiving applications to inter or cremate body parts | DA, MGF, PRCC | |
| s 152(2) | Power to impose terms and conditions on authorisation granted under s 150 | CEO, DA, MGF, PRCC | |
| SCHEDULE 1 cl 8(3) | Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication | CEO, DA, MGF, PRCC | |
| SCHEDULE 1 cl 8(8) | Power to regulate own proceedings | CEO, DA, MGF, PRCC | Subject to cl 8 |
| SCHEDULE 1A cl 8(3) | Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication | not delegated | Where Council is a Class A cemetery trust |
| SCHEDULE 1A cl 8(8) | Power to regulate own proceedings | not delegated | Where Council is a Class A cemetery trust. Subject to cl 8. |

| <u>CEMETERIES AND CREMATORIA REGULATIONS 2015</u> | | | Return to Table of Contents |
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| These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 24 | Duty to ensure that cemetery complies with depth of burial requirements | DCC, MGF, PRCC | |
| r 25 | Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves | DCC, MGF, PRCC | |
| r 27 | Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b) | not delegated | |
| r 28(1) | Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator | not delegated | |
| r 28(2) | Duty to ensure any fittings removed of are disposed in an appropriate manner | not delegated | |
| r 29 | Power to dispose of any metal substance or non-human substance recovered from a cremator | not delegated | |
| r 30(2) | Power to release cremated human remains to certain persons | not delegated | Subject to any order of a court |
| r 31(1) | Duty to make cremated human remains available for collection within 2 working days after the cremation | not delegated | |
| r 31(2) | Duty to hold cremated human remains for at least 12 months from the date of cremation | not delegated | |
| r 31(3) | Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation | not delegated | |
| r 31(4) | Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period | not delegated | |
| r 32 | Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d) | DA, MGF, PRCC | |
| r 33(1) | Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c) | DA, MGF, PRCC | |
| r 33(2) | Duty to ensure that remains are interred in accordance with paragraphs (a)-(b) | DA, MGF, PRCC | |
| r 34 | Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b) | DA, MGF, PRCC | |
| r 36 | Duty to provide statement that alternative vendors or supplier of monuments exist | not delegated | |

| <u>CEMETERIES AND CREMATORIA REGULATIONS 2015</u> | | | Return to Table of Contents |
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| These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 40 | Power to approve a person to play sport within a public cemetery | CEO, DA, MGF, PRCC | |
| r 41(1) | Power to approve fishing and bathing within a public cemetery | CEO, DA, MGF, PRCC | |
| r 42(1) | Power to approve hunting within a public cemetery | CEO, DA, MGF, PRCC | |
| r 43 | Power to approve camping within a public cemetery | CEO, DA, MGF, PRCC | |
| r 45(1) | Power to approve the removal of plants within a public cemetery | CEO, DA, MGF, PRCC | |
| r 46 | Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c) | CEO, DA, MGF, PRCC | |
| r 47(3) | Power to approve the use of fire in a public cemetery | CEO, DA, MGF, PRCC | |
| r 48(2) | Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area | CEO, DA, MGF, PRCC | |
| Note: SCHEDULE 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules | | | |
| sch 2 cl 4 | Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2 | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 5(1) | Duty to display the hours during which pedestrian access is available to the cemetery | DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 5(2) | Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours | DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 6(1) | Power to give directions regarding the manner in which a funeral is to be conducted | CEO, DA, MGF, PRCC | See note above regarding model rules |

| <u>CEMETERIES AND CREMATORIA REGULATIONS 2015</u> | | | Return to Table of Contents |
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| These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53) | | | |
| Column 1 | Column 2 | DELEGATE | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 2 cl 7(1) | Power to give directions regarding the dressing of places of interment and memorials | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 8 | Power to approve certain mementos on a memorial | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 11(1) | Power to remove objects from a memorial or place of interment | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 11(2) | Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner | DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 12 | Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 14 | Power to approve an animal to enter into or remain in a cemetery | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 16(1) | Power to approve construction and building within a cemetery | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 17(1) | Power to approve action to disturb or demolish property of the cemetery trust | CEO, DA, MGF, PRCC | See note above regarding model rules |
| sch 2 cl 18(1) | Power to approve digging or planting within a cemetery | CEO, DA, MGF, PRCC | See note above regarding model rules |

| DOMESTIC ANIMALS ACT 1994 | | | Return to Table of Contents |
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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| s 41A(1) | Power to declare a dog to be a menacing dog | DCC, MRS, LLO, LLO2, CPC | Council may delegate this power to a Council authorised officer |

| <u>FOOD ACT 1984</u> | | | Return to Table of Contents |
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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19(2)(a) | Power to direct by written order that the food premises be put into a clean and sanitary condition | DCC, MRS, EHC, EHO | If s 19(1) applies |
| s 19(2)(b) | Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable | DCC, MRS, EHC, EHO | If s 19(1) applies |
| s 19(3) | Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process | DCC, MRS, EHC, EHO | If s 19(1) applies. Only in relation to temporary food premises or mobile food premises |
| s 19(4)(a) | Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's internet site and and (ii) inform the public by notice in a published newspaper, on the internet site, or otherwise | DCC, MRS, EHC, EHO | If s 19(1) applies |
| s 19(6)(a) | Duty to revoke any order under s 19 if satisfied that an order has been complied with | DCC, MRS, EHC, EHO | If s 19(1) applies |
| s 19(6)(b) | Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with | DCC, MRS, EHC, EHO | If s 19(1) applies |
| s 19AA(2) | Power to direct, by written order, that a person must take any of the actions described in (a)-(c). | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19AA(4)(c) | Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises | DCC, MRS, EHC, EHO | Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution. Only in relation to temporary food premises or mobile food premises. |
| s 19AA(7) | Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19CB(4)(b) | Power to request copy of records | DCC, MRS, EHC, EHO | Where Council is the registration authority |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19E(1)(d) | Power to request a copy of the food safety program | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19EA(3) | Function of receiving copy of revised food safety program | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19FA(1) | Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program | DCC, MRS, EHC, EHO | Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified |
| s 19FA(3)(a) | Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1) | DCC, MRS, EHC, EHO | Where Council is the registration authority Refusal to grant or renew the registration of a food premises <u>must</u> be ratified by Council or the CEO (see s 58A(2)) |
| s 19FA(3)(b) | Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1) | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19FA(3)(c) | Power to suspend the registration of food premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1) | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19GB | Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s19IA(1) | Power to form opinion that the food safety requirements or program are non-compliant. | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19IA(2) | Duty to give written notice to the proprietor of the premises | DCC, MRS, EHC, EHO | Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3)) |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19M(4)(a) & (5) | Power to conduct a food safety audit and take actions where deficiencies are identified | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19N(2) | Function of receiving notice from the auditor | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19NA(1) | Power to request food safety audit reports | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19U(3) | Power to waive and vary the costs of a food safety audit if there are special circumstances | DCC, MRS, EHC, EHO | |
| s 19UA | Power to charge fees for conducting a food safety assessment or inspection | DCC, MRS, EHC, EHO | Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39. |
| s 19W | Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19W(3)(a) | Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 19W(3)(b) | Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| --- | Power to register, or renew or transfer the registration of a food premises | DCC, MRS, EHC, EHO | Where Council is the registration authority Refusal to grant/ or renew/transfer the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)) |
| s 36A | Power to accept an application for registration or notification using online portal | DCC, MRS, EHC, EHO | Where Council is the registration authority. |
| s36B | Duty to pay the charge for use of online portal | DCC, MRS, EHC, EHO | Where Council is the registration authority. |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 38AA(5) | Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38AB(4) | Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1) | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38A(4) | Power to request a copy of a completed food safety program template | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38B(1)(a) | Duty to assess the application and determine which class of food premises under s 19C the food premises belongs | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38B(1)(b) | Duty to ensure proprietor has complied with requirements of s 38A | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38B(2) | Duty to be satisfied of the matters in s 38B(2)(a)-(b) | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38D(1) | Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39 | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38D(2) | Duty to be satisfied of the matters in s 38D(2)(a)-(d) | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38D(3) | Power to request copies of any audit reports | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38E(2) | Power to register the food premises on a conditional basis | DCC, MRS, EHC, EHO | Where Council is the registration authority. Not exceeding the prescribed time limit defined under s 38E(5) |
| s 38E(4) | Duty to register the food premises when conditions are satisfied | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38F(3)(b) | Power to require proprietor to comply with requirements of this Act | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38G(1) | Power to require notification of change of the food safety program type used for the food premises | DCC, MRS, EHC, EHO | Where Council is the registration authority. |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 38G(2) | Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 38G(4) | Power to require the proprietor of the food premises to comply with any requirement of the Act | DCC, MRS, EHC, EHO | Where Council is the registration authority. |
| 39(2) | Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 39A | Power to register, or renew the registration of a or transfer food premises despite minor defects | DCC, MRS, EHC, EHO | Where Council is the registration authority. Only if satisfied of matters in s 39A(2)(a)-(c) |
| s 39A (6) | Duty to comply with a direction of the Secretary | DCC, MRS, EHC, EHO | |
| s 40(1) | Duty to give the person in whose name the premises is to be registered a certificate of registration | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 40(2) | Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i> | DCC, MRS, EHC, EHO | |
| s 40C(2) | Power to grant or renew the registration of food premises for a period of less than 1 year | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 40D(1) | Power to suspend or revoke the registration of food premises | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 40E | Duty to comply with direction of the Secretary | DCC, MRS, EHC, EHO | |
| s 40F | Power to cancel registration of food premises | DCC, MRS, EHC, EHO | Where Council is the registration authority. |
| s 43 | Duty to maintain records of registration | DCC, MRS, EHC, EHO | Where Council is the registration authority |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 43F(6) | Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 43F(6) | Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business | DCC, MRS, EHC, EHO | Where Council is the registration authority |
| s 43F(7) | Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements | DCC, MRS, EHC, EHO | Where Council is the registration authority Refusal to grant or renew the registration of a food premises <u>must</u> be ratified by Council or the CEO (see s 58A(2)) |
| s 45AC | Power to bring proceedings | DCC, MRS, EHC | |
| s 46(5) | Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged | DCC, MRS, EHC, EHO, PRO | Where Council is the registration authority |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 116 | Power to sub-delegate Executive Director's functions, duties or powers | CEO | Must first obtain Executive Director's written consent. Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation |

| <u>LOCAL GOVERNMENT ACT 1989</u> | | | Return to Table of Contents |
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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 185L(4) | Power to declare and levy a cladding rectification charge | CEO^[1] | |

[\[1\] The only member of staff who can be a delegate in Column 3 is the CEO.](#)

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 4B | Power to prepare an amendment to the Victoria Planning Provisions | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | If authorised by the Minister |
| s 4G | Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 4H | Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 4I(2) | Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 8A(2) | Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 8A(3) | Power to apply to Minister to prepare an amendment to the planning scheme | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 8A(5) | Function of receiving notice of the Minister's decision | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 8A(7) | Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 8B(2) | Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 12(3) | Consult with other persons to ensure co-ordination of planning scheme with these persons | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 12B(1) | Duty to review planning scheme | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 12B(2) | Duty to review planning scheme at direction of Minister | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 12B(5) | Duty to report findings of review of planning scheme to Minister without delay | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 14 | Duties of a Responsible Authority as set out in s 14(a) to (d) | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 17(1) | Duty of giving copy amendment to the planning scheme | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 17(2) | Duty of giving copy s 173 agreement | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 17(3) | Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 18 | Duty to make amendment etc. available in accordance with public availability requirements | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | Until the proposed amendment is approved or lapsed |
| s 19 | Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19 | Function of receiving notice of preparation of an amendment to a planning scheme | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| s 20(1) | Power to apply to Minister for exemption from the requirements of s 19 | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | Where Council is a planning authority |
| s 21(2) | Duty to make submissions available in accordance with public availability requirements | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | Until the end of 2 months after the amendment comes into operation or lapses |
| s 21A(4) | Duty to publish notice | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 22(1) | Duty to consider all submissions received before the date specified in the notice | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | Except submissions which request a change to the items in s 22(5)(a) and (b) |
| s 22(2) | Power to consider a late submission. Duty to consider a late submission if directed to do so by the Minister | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 23(1)(b) | Duty to refer submissions which request a change to the amendment to a panel | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 23(2) | Power to refer to a panel submissions which do not require a change to the amendment | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 24 | Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D) | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 26(1) | Power to make report available for inspection in accordance with the requirements set out in s197B of the Act | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 26(2) | Duty to keep report of panel available in accordance with public availability requirements | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | During the inspection period |
| s 27(2) | Power to apply for exemption if panel's report not received | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 28(1) | Duty to notify the Minister if abandoning an amendment | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | Note: the power to make a decision to abandon an amendment cannot be delegated |

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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 28(2) | Duty to publish notice of the decision on Internet site | DA, DCC, MGF, MRS, PC | |
| s 28(4) | Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months | DA, DCC, MGF, MRS, PC | |
| s 30(4)(a) | Duty to say if amendment has lapsed | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 30(4)(b) | Duty to provide information in writing upon request | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 32(2) | Duty to give more notice if required | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 33(1) | Duty to give more notice of changes to an amendment | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 36(2) | Duty to give notice of approval of amendment | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 38(5) | Duty to give notice of revocation of an amendment | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| s 39 | Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 40(1) | Function of lodging copy of approved amendment | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 41(1) | Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 41(2) | Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 42(2) | Duty to make copy of planning scheme available in accordance with the public availability requirements | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 46AAA | Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity | not delegated | Where Council is a responsible public entity and is a planning authority. <i>Note: this provision does not affect Alpine Shire Council.</i> |
| s 46AW | Function of being consulted by the Minister | DA, DCC, MGF, MRS, SPC, PC | Where Council is a responsible public entity |

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| s 46AX | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy. Power to endorse the draft Statement of Planning Policy | DA, DCC, MGF, MRS, SPC, PC | Where Council is a responsible public entity |
| s 46AZC(2) | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity | DA, DCC, MGF, MRS, SPC, PC | Where Council is a responsible public entity |
| s 46AZK | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | DA, DCC, MGF, MRS, SPC, PC | Where Council is a responsible public entity |
| s 46GI(2)(b)(i) | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction | not delegated | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency. <i>There are no Development Contribution Plans incorporated in the Alpine Planning Scheme. Currently, Infrastructure Contribution Plans only apply to the Metropolitan Greenfield Growth Area surrounding Melbourne. Therefore, no delegations are made regarding these provisions for Alpine Shire Council.</i> |
| s 46GJ(1) | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans | not delegated | |
| s 46GK | Duty to comply with a Minister's direction that applies to Council as the planning authority | not delegated | |
| s 46GN(1) | Duty to arrange for estimates of values of inner public purpose land | not delegated | |

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| s 46GO(1) | Duty to give notice to owners of certain inner public purpose land | not delegated | |
| s 46GP | Function of receiving a notice under s 46GO | not delegated | Where Council is the collecting agency |
| s 46GQ | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land | not delegated | |
| s 46GR(1) | Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO | not delegated | |
| s 46GR(2) | Power to consider a late submission. Duty to consider a late submission if directed to do so by the Minister | not delegated | |
| s 46GS(1) | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ | not delegated | |
| s 46GS(2) | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general | not delegated | |
| s 46GT(2) | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference | not delegated | |
| s 46GT(4) | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land | not delegated | |
| s 46GT(6) | Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5) | not delegated | |
| s 46GU | Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met | not delegated | |

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| s 46GV(3) | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution. Power to specify the manner in which the payment is to be made | not delegated | Where Council is the collecting agency |
| s 46GV(3)(b) | Power to enter into an agreement with the applicant | not delegated | Where Council is the collecting agency |
| s 46GV(4)(a) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | not delegated | Where Council is the development agency |
| s 46GV(4)(b) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | not delegated | Where Council is the collecting agency |
| s 46GV(7) | Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area | not delegated | |
| s 46GV(9) | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction | not delegated | Where Council is the collecting agency |
| s 46GX(1) | Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable | not delegated | Where Council is the collecting agency |
| s 46GX(2) | Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | not delegated | Where Council is the collecting agency |
| s 46GY(1) | Duty to keep proper and separate accounts and records | not delegated | Where Council is the collecting agency |
| s 46GY(2) | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i> | not delegated | Where Council is the collecting agency |
| s 46GZ(2)(a) | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is that planning authority |

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| s 46GZ(2)(a) | Function of receiving the monetary component | not delegated | Where the Council is the planning authority. This duty does not apply where Council is also the collecting agency |
| s 46GZ(2)(b) | Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the relevant development agency |
| s 46GZ(2)(b) | Function of receiving the monetary component | not delegated | Where Council is the development agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency |
| s 46GZ(4) | Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5) | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZ(5) | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the relevant development agency |
| s 46GZ(5) | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land | not delegated | Where Council is the development agency specified in the approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency |
| s 46GZ(7) | Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan. |

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| s 46GZ(9) | Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land | not delegated | If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4). Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency |
| s 46GZ(9) | Function of receiving the fee simple in the land | not delegated | Where Council is the development agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the collecting agency |
| s 46GZA(1) | Duty to keep proper and separate accounts and records | not delegated | Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZA(2) | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i> | not delegated | Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZB(3) | Duty to follow the steps set out in s 46GZB(3)(a) – (c) | not delegated | Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZB(4) | Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | not delegated | If the VPA is the collecting agency under an approved infrastructure contributions plan. Where Council is a development agency under an approved infrastructure contributions plan |

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| s 46GZD(2) | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b) | not delegated | Where Council is the development agency under an approved infrastructure contributions plan. |
| s 46GZD(3) | Duty to follow the steps set out in s 46GZD(3)(a) and (b) | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan. |
| s 46GZD(5) | Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b) | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZE(2) | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | not delegated | Where Council is the development agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the collecting agency |
| s 46GZE(2) | Function of receiving the unexpended land equalisation amount | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the development agency |
| s 46GZE(3) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b) | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZF(2) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land | not delegated | Where Council is the development agency under an approved infrastructure contributions plan |
| s 46GZF(3) | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b) | not delegated | Where Council is the development agency under an approved infrastructure contributions plan |

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| s 46GZF(3) | Function of receiving proceeds of sale | not delegated | Where Council is the collection agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the development agency |
| s 46GZF(4) | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5) | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZF(6) | Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b) | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZH | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction | not delegated | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZI | Duty to prepare and give a report to the Minister at the times required by the Minister | not delegated | Where Council is a collecting agency or development agency |
| s 46GZK | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council | not delegated | Where Council is a collecting agency or development agency |
| s 46LB(3) | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2) | not delegated | |
| s 46N(1) | Duty to include condition in permit regarding payment of development infrastructure levy | not delegated | |
| s 46N(2)(c) | Function of determining time and manner for receipt of development contributions levy | not delegated | |
| s 46N(2)(d) | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy | not delegated | |

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| s 46O(1)(a) & (2)(a) | Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit | not delegated | |
| s 46O(1)(d) & (2)(d) | Power to enter into agreement with the applicant regarding payment of community infrastructure levy | not delegated | |
| s 46P(1) | Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured | not delegated | |
| s 46P(2) | Power to accept provision of land, works, services or facilities in part or full payment of levy payable | not delegated | |
| s 46Q(1) | Duty to keep proper accounts of levies paid | not delegated | |
| s 46Q(1A) | Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency | not delegated | |
| s 46Q(2) | Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc | not delegated | |
| s 46Q(3) | Power to refund any amount of levy paid if it is satisfied the development is not to proceed | not delegated | Only applies when levy is paid to Council as a 'development agency' |
| s 46Q(4)(c) | Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a) | not delegated | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister. |
| s 46Q(4)(d) | Duty to submit to the Minister an amendment to the approved development contributions plan | not delegated | Must be done in accordance with Part 3 |
| s 46Q(4)(e) | Duty to expend that amount on other works etc. | not delegated | With the consent of, and in the manner approved by, the Minister |
| s 46QC | Power to recover any amount of levy payable under Part 3B | not delegated | |

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| s 46QD | Duty to prepare report and give a report to the Minister | not delegated | Where Council is a collecting agency or development agency. |
| s 46V(3) | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period | not delegated | <i>Does not apply to Alpine Shire Council</i> |
| s 46V(4) | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribed fee, after the inspection period | not delegated | <i>Does not apply to Alpine Shire Council</i> |
| s 46V(5) | Duty to keep a copy of the approved strategy plan incorporating all amendments to it | not delegated | <i>Does not apply to Alpine Shire Council</i> |
| s 46V(6) | Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public availability requirements | not delegated | <i>Does not apply to Alpine Shire Council</i> |
| s 46Y | Duty to carry out works in conformity with the approved strategy plan | not delegated | <i>Does not apply to Alpine Shire Council</i> |
| s 47 | Power to decide that an application for a planning permit does not comply with that Act | CEO, DCC, MRS, PC, POS, PO | |
| s 49(1) | Duty to keep a register of all applications for permits and determinations relating to permits | DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |
| s 49(2) | Duty to make register available for inspection in accordance with the public availability requirements | DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |

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| s 50(4) | Duty to amend application | DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |
| s 50(5) | Power to refuse to amend application | CEO, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |
| s 50(6) | Duty to make note of amendment to application in register | DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |
| s 50A(1) | Power to make amendment to application | CEO, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |
| s 50A(3) | Power to require applicant to notify owner and make a declaration that notice has been given | CEO, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |
| s 50A(4) | Duty to note amendment to application in register | DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | MGF, SPC, SPS, SPG delegation limited to an application for permit under s96A when an amendment is also requested |

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| s 51 | Duty to make copy of application available for inspection in accordance with the public availability requirements | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 52(1)(a) | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | DCC, MRS, PC, POS, PO | |
| s 52(1)(b) | Duty to give notice of the application to other municipal Council where appropriate | DCC, MRS, PC, POS, PO | |
| s 52(1)(c) | Duty to give notice of the application to all persons required by the planning scheme | DCC, MRS, PC, POS, PO | |
| s 52(1)(ca) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant | DCC, MRS, PC, POS, PO | |
| s 52(1)(cb) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant | DCC, MRS, PC, POS, PO | |
| s 52(1)(d) | Duty to give notice of the application to other persons who may be detrimentally effected | DCC, MRS, PC, POS, PO | |
| s 52(1AA) | Duty to give notice of an application to remove or vary a registered restrictive covenant | DCC, MRS, PC, POS, PO | |
| s 52(3) | Power to give any further notice of an application where appropriate | CEO, DCC, MRS, PC, POS, PO | |
| s 53(1) | Power to require the applicant to give notice under s 52(1) to persons specified by it | CEO, DCC, MRS, PC, POS, PO | |

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| s 53(1A) | Power to require the applicant to give the notice under s 52(1AA) | CEO, DCC, MRS, PC, POS, PO | |
| s 54(1) | Power to require the applicant to provide more information | CEO, DCC, MRS, PC, POS, PO | |
| s 54(1A) | Duty to give notice in writing of information required under s 54(1) | DCC, MRS, PC, POS, PO | |
| s 54(1B) | Duty to specify the lapse date for an application | DCC, MRS, PC, POS, PO | |
| s 54A(3) | Power to decide to extend time or refuse to extend time to give required information | CEO, DCC, MRS, PC, POS, PO | |
| s 54A(4) | Duty to give written notice of decision to extend or refuse to extend time und s 54A(3) | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 55(1) | Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 57(2A) | Power to reject objections considered made primarily for commercial advantage for the objector | CEO, DCC, MRS | |
| s 57(3) | Function of receiving name and address of persons to whom notice of decision is to go | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 57(5) | Duty to make a copy of all objections available in accordance with the public availaibility requirements | DCC, MRS,PC, POS, PO, AOSLL, AOP | |

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| s 57A(4) | Duty to amend application in accordance with applicant's request, subject to s 57A(5) | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 57A(5) | Power to refuse to amend application | CEO, DCC, MRS, PC | |
| 64 | Duty to note amendments to application in register | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 57B(1) | Duty to determine whether and to whom notice should be given | DCC, MRS, PC, POS, PO | |
| s 57B(2) | Duty to consider certain matters in determining whether notice should be given | DCC, MRS, PC, POS, PO | |
| s 57C(1) | Duty to give copy of amended application to referral authority | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 58 | Duty to consider every application for a permit | DCC, MRS, PC, POS, PO | |
| s 58A | Power to request advice from the Planning Application Committee | CEO, DCC, MRS, PC | |
| s 60 | Duty to consider certain matters | DCC, MRS, PC, POS, PO | |
| s 60(1A) | Duty to consider certain matters | DCC, MRS, PC, POS, PO | |

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| s 60(1B) | Duty to consider number of objectors in considering whether use or development may have significant social effect | DCC, MRS, PC, POS, PO | |
| s 61(1) | Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application | CEO, DCC, MRS, PC | 1. The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> 2. Exercise of delegation must align with any approved operational guidelines in operation at time of decision |
| s 61(2) | Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit | DCC, MRS, PC, POS, PO | |
| s 61(2A) | Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit | CEO, DCC, MRS, PC | |
| s 61(3)(a) | Duty not to decide to grant a permit to use coastal Crown land without Minister's consent | not delegated | |
| s 61(3)(b) | Duty to refuse to grant the permit without the Minister's consent | not delegated | |
| s 61(4) | Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | DCC, MRS, PC, POS, PO | |
| s 62(1) | Duty to include certain conditions in deciding to grant a permit | DCC, MRS, PC, POS, PO | |
| s 62(2) | Power to include other conditions | CEO, DCC, MRS, PC, POS | |

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| s 62(4) | Duty to ensure conditions are consistent with paragraphs (a),(b) and (c) | DCC, MRS, PC, POS, PO | |
| s 62(5)(a) | Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan | CEO, DCC, MRS, PC | |
| s 62(5)(b) | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement | CEO, DCC, MRS, PC | |
| s 62(5)(c) | Power to include a permit condition that specified works be provided or paid for by the applicant | CEO, DCC, MRS, PC | |
| s 62(6)(a) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5) | DCC, MRS, PC, POS, PO | |
| s 62(6)(b) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a) | DCC, MRS, PC, POS, PO | |
| s 63 | Duty to issue the permit where made a decision in favour of the application (if no one has objected) | DCC, MRS, PC, POS, PO | |
| s 64(1) | Duty to give notice of decision to grant a permit to applicant and objectors | DCC, MRS, PC, POS, PO | This provision applies also to a decision to grant an amendment to a permit - see s 75 |
| s 64(3) | Duty not to issue a permit until after the specified period | DCC, MRS, PC, POS, PO | This provision applies also to a decision to grant an amendment to a permit - see s 75 |
| s 64(5) | Duty to give each objector a copy of an exempt decision | DCC, MRS, PC, POS, PO | This provision applies also to a decision to grant an amendment to a permit - see s 75 |

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| s 64A | Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | DCC, MRS, PC, POS, PO | This provision applies also to a decision to grant an amendment to a permit - see s 75A |
| s 65(1) | Duty to give notice of refusal to grant permit to applicant and person who objected under s 57 | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 66(1) | Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 66(2) | Duty to give a recommending referral authority notice of its decision to grant a permit | DCC, MRS, PC, POS, PO, AOSLL, AOP | If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority |
| s 66(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | DCC, MRS, PC, POS, PO, AOSLL, AOP | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |
| s 66(6) | Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65 | DCC, MRS, PC, POS, PO, AOSLL, AOP | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit |
| s 69(1) | Function of receiving application for extension of time of permit | DCC, MRS, PC, POS, PO, AOSLL, AOP | |

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| s 69(1A) | Function of receiving application for extension of time to complete development | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 69(2) | Power to extend time | CEO, DCC, MRS, PC, POS | |
| s 70 | Duty to make copy permit available in accordance with public availability requirements | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 71(1) | Power to correct certain mistakes | CEO, DCC, MRS, PC, POS | |
| s 71(2) | Duty to note corrections in register | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 73 | Power to decide to grant amendment subject to conditions | CEO, DCC, MRS, PC, POS | |
| s 74 | Duty to issue amended permit to applicant if no objectors | DCC, MRS, PC, POS, PO | |
| s 76 | Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 76A(1) | Duty to give relevant determining referral authorities copy of amended permit and copy of notice | DCC, MRS, PC, POS, PO, AOSLL, AOP | |

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| s 76A(2) | Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit | DCC, MRS, PC, POS, PO, AOSLL, AOP | If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority |
| s 76A(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | DCC, MRS, PC, POS, PO, AOSLL, AOP | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit |
| s 76A(6) | Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76 | DCC, MRS, PC, POS, PO, AOSLL, AOP | If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit |
| s 76D | Duty to comply with direction of Minister to issue amended permit | DCC, MRS, PC, POS, PO | |
| s 83 | Function of being respondent to an appeal | DCC, MRS, PC, POS, PO | |
| s 83B | Duty to give or publish notice of application for review | DCC, MRS, PC, POS, PO | |
| s 84(1) | Power to decide on an application at any time after an appeal is lodged against failure to grant a permit | CEO, DCC, MRS, PC | |

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| s 84(2) | Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit | DCC, MRS, PC, POS, PO | |
| s 84(3) | Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | DCC, MRS, PC, POS, PO | |
| s 84(6) | Duty to issue permit on receipt of advice within 3 business days | DCC, MRS, PC, POS, PO | |
| s 84AB | Power to agree to confining a review by the Tribunal | CEO, DCC, MRS, PC | |
| s 86 | Duty to issue a permit at order of Tribunal within 3 business days | DCC, MRS, PC, POS, PO | |
| s 87(3) | Power to apply to VCAT for the cancellation or amendment of a permit | CEO, DCC, MRS, PC | |
| s 90(1) | Function of being heard at hearing of request for cancellation or amendment of a permit | DCC, MRS, PC, POS, PO | |
| s 91(2) | Duty to comply with the directions of VCAT | DCC, MRS, PC, POS, PO | |
| s 91(2A) | Duty to issue amended permit to owner if Tribunal so directs | DCC, MRS, PC, POS, PO | |
| s 92 | Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90 | DCC, MRS, PC, POS, PO | |

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| s 93(2) | Duty to give notice of VCAT order to stop development | DCC, MRS, PC, POS, PO, CPC | |
| s 95(3) | Function of referring certain applications to the Minister | DCC, MRS, PC, POS, PO | |
| s 95(4) | Duty to comply with an order or direction | DCC, MRS, PC, POS, PO | |
| s 96(1) | Duty to obtain a permit from the Minister to use and develop its land | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO | |
| s 96(2) | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land | CEO, DA, DCC | |
| s 96A(2) | Power to agree to consider an application for permit concurrently with preparation of proposed amendment | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, | |
| s 96C | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO | |
| s 96F | Duty to consider the panel's report under s 96E | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| s 96G(1) | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>) | CEO, DA, DCC, MGF, MRS, SPC PC | |
| s 96H(3) | Power to give notice in compliance with Minister's direction | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 96J | Duty to issue permit as directed by the Minister | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 96K | Duty to comply with direction of the Minister to give notice of refusal | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 96Z | Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate | not delegated | |
| s 97C | Power to request Minister to decide the application | CEO, DCC, MRS | |
| s 97D(1) | Duty to comply with directions of Minister to supply any document or assistance relating to application | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 97G(3) | Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 97G(6) | Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements | DCC, MRS, PC, POS, PO, AOSLL, AOP | |

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| s 97L | Duty to include Ministerial decisions in a register kept under s 49 | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 97MH | Duty to provide information or assistance to the Planning Application Committee | DCC, MRS, PC, POS, PO | |
| s 97MI | Duty to contribute to the costs of the Planning Application Committee or subcommittee | CEO, DCC, MRS, PC | Within Financial Delegations |
| s 97O | Duty to consider application and issue or refuse to issue certificate of compliance | DCC, MRS, PC | |
| s 97P(3) | Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | DCC, MRS, PC, POS, PO | |
| s 97Q(2) | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate | DCC, MRS, PC, POS, PO | |
| s 97Q(4) | Duty to comply with directions of VCAT | DCC, MRS, PC, POS, PO | |
| s 97R | Duty to keep register of all applications for certificate of compliance and related decisions | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 98(1)&(2) | Function of receiving claim for compensation in certain circumstances | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |

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| s 98(4) | Duty to inform any person of the name of the person from whom compensation can be claimed | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 101 | Function of receiving claim for expenses in conjunction with claim | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 103 | Power to reject a claim for compensation in certain circumstances | CEO, DA, DCC, MGF, MRS | |
| s 107(1) | Function of receiving claim for compensation | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC | |
| s 107(3) | Power to agree to extend time for making claim | CEO, DA, DCC, MGF, MRS | |
| s 113(2) | Power to request a declaration for land to be proposed to be reserved for public purposes | CEO, DA, DCC, MGF, MRS | |
| s 114(1) | Power to apply to the VCAT for an enforcement order | CEO, DCC, MRS, PC, POS, PO, CPC | |
| s 117(1)(a) | Function of making a submission to the VCAT where objections are received | DCC, MRS, PC, POS, PO, CPC | |
| s 120(1) | Power to apply for an interim enforcement order where s 114 application has been made | CEO, DCC, MRS, PC, POS, PO, CPC | |

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| s 123(1) | Power to carry out work required by enforcement order and recover costs | CEO, DCC, MRS, PC, POS, PO, CPC | |
| s 123(2) | Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1) | CEO, DA, DCC, MGF, MRS | Except Crown Land |
| s 125(1) | Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order | CEO, DCC, MRS, PC, POS, PO, CPC | Section 123 of the <i>Victorian Civil and Administrative Tribunal Act 1998</i> applies on an application to the Tribunal. |
| s 129 | Function of recovering penalties | DCC, MRS, PC, POS, PO, CPC | |
| s 130(5) | Power to allow person served with an infringement notice further time | CEO, DCC, MRS, PC, CPC | |
| s 149A(1) | Power to refer a matter to the VCAT for determination | CEO, DCC, MRS, PC, POS, PO, CPC | |
| s 149A(1A) | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement | CEO, DCC, MRS, PC, POS, PO, CPC | |
| s 149B | Power to apply to the Tribunal for a declaration | CEO, DCC, MRS, PC, POS, PO, CPC | |
| s 156 | Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4) | DA, DCC, MGF, SPC, SPS, SP, SPG | Where Council is the relevant planning authority |

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| s 171(2)(f) | Power to carry out studies and commission reports | CEO, DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, CPC | |
| s 171(2)(g) | Power to grant and reserve easements | CEO, DA, DCC, MGF, MRS | |
| s 172C | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan | not delegated | Where Council is a development agency specified in an approved infrastructure contributions plan <i>As previously stated, ICPs do not apply to Alpine Shire Council.</i> |
| s 172D(1) | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4) | not delegated | Where Council is a collecting agency specified in an approved infrastructure contributions plan |
| s 172D(2) | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4) | not delegated | Where Council is the development agency specified in an approved infrastructure contributions plan |
| s 173(1) | Power to enter into agreement covering matters set out in s 174 | CEO, DCC | |
| s 173(1A) | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing | not delegated | Where Council is the relevant responsible authority |
| --- | Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | CEO, DA, DCC, MGF, MRS, SPC, SPS, PC, POS, CPC | |
| --- | Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority | CEO, DA, DCC, MGF, MRS, SPC PC | |

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| s 177(2) | Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | CEO, DCC, MRS, PC | |
| s 178 | Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | CEO, DCC, MRS, PC | |
| s 178A(1) | Function of receiving application to amend or end an agreement | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 178A(3) | Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1) | DCC, MRS, PC | |
| s 178A(4) | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal | DCC, MRS, PC | |
| s 178A(5) | Power to propose to amend or end an agreement | CEO, DCC, MRS, PC | |
| s 178B(1) | Duty to consider certain matters when considering proposal to amend an agreement | DCC, MRS, PC | |
| s 178B(2) | Duty to consider certain matters when considering proposal to end an agreement | DCC, MRS, PC | |
| s 178C(2) | Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end | DCC, MRS, POS, PO, AOSLL, AOP | |
| s 178C(4) | Function of determining how to give notice under s 178C(2) | DCC, MRS, POS, PO | |
| s 178E(1) | Duty not to make decision until after 14 days after notice has been given | DCC, MRS, POS, PO | |
| s 178E(2)(a) | Power to amend or end the agreement in accordance with the proposal | CEO, DCC, MRS, PC | If no objections are made under s 178D. Must consider matters in s 178B |
| s 178E(2)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | CEO, DCC, MRS, PC | If no objections are made under s 178D. Must consider matters in s 178B |

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| s 178E(2)(c) | Power to refuse to amend or end the agreement | CEO, DCC, MRS, PC | If no objections are made under s 178D. Must consider matters in s 178B |
| s 178E(3)(a) | Power to amend or end the agreement in accordance with the proposal | CEO, DCC, MRS, PC | After considering objections, submissions and matters in s 178B. |
| s 178E(3)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | CEO, DCC, MRS, PC | After considering objections, submissions and matters in s 178B |
| s 178E(3)(c) | Power to amend or end the agreement in a manner that is substantively different from the proposal | CEO, DCC, MRS, PC | After considering objections, submissions and matters in s 178B |
| s 178E(3)(d) | Power to refuse to amend or end the agreement | CEO, DCC, MRS, PC | After considering objections, submissions and matters in s 178B |
| s 178F(1) | Duty to give notice of its decision under s 178E(3)(a) or (b) | DCC, MRS, POS, PO, AOSLL, AOP | |
| s 178F(2) | Duty to give notice of its decision under s 178E(2)(c) or (3)(d) | DCC, MRS, POS, PO, AOSLL, AOP | |
| s 178F(4) | Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | DCC, MRS, PC | |
| s 178G | Duty to sign amended agreement and give copy to each other party to the agreement | DCC, MRS, PC | |
| s 178H | Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement | CEO, DCC, MRS, PC, POS, PO | |
| s 178I(3) | Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land | DCC, MRS, POS, PO, AOSLL, AOP | |

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| s 179(2) | Duty to make a copy of each agreement available in accordance with the public availability requirements | DCC, MRS, POS, PO, AOSLL, AOP | |
| s 181 | Duty to apply to the Registrar of Titles to record the agreement | DCC, MRS, POS, PO | |
| s 181(1A)(a) | Power to apply to the Registrar of Titles to record the agreement | CEO, DCC, MRS, POS, PO | |
| s 181(1A)(b) | Duty to apply to the Registrar of Titles, without delay, to record the agreement | DCC, MRS, POS, PO | |
| s 182 | Power to enforce an agreement | CEO, DCC, MRS, PC, POS, PO, CPC | |
| s 183 | Duty to tell Registrar of Titles of ending/amendment of agreement | DCC, MRS, POS, PO | |
| s 184F(1) | Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision | CEO, DCC, MRS, PC | |
| s 184F(2) | Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement | DCC, MRS, PC | |
| s 184F(3) | Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement | DCC, MRS, POS, PO | |
| s 184F(5) | Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision | DCC, MRS, POS, PO, AOSLL, AOP | |
| s 184G(2) | Duty to comply with a direction of the Tribunal | DCC, MRS, POS, PO, AOSLL, AOP | |

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| s 184G(3) | Duty to give notice as directed by the Tribunal | DCC, MRS, POS, PO, AOSLL, AOP | |
| s 185B(1) | Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, CPC, AOSLL, AOP | |
| s 198(1) | Function to receive application for planning certificate | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 199(1) | Duty to give planning certificate to applicant | DCC, MRS, PC, POS, PO, AOSLL, AOP | |
| s 201(1) | Function of receiving application for declaration of underlying zoning | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | |
| s 201(3) | Duty to make declaration | DA, DCC, MGF, MRS, SPC, SPS, PC, POS | |
| - | Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council | CEO, DCC, MRS, PC, POS, CPC | |

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| | Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council | CEO, DCC, MRS, PC, POS | |
| | Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit | CEO, DCC, MRS, PC, POS | |
| - | Power to give written authorisation in accordance with a provision of a planning scheme | CEO, DCC, MRS, PC, POS | |
| s 201UAB(1) | Function of providing the Victoria Planning Authority with information relating to any land within municipal district | not delegated | GAIC does not apply to Alpine Shire Council. |
| s 201UAB(2) | Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible | not delegated | GAIC does not apply to Alpine Shire Council. |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| r 6 | Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| r 21 | Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act | CEO, DCC, MRS, PC, POS, PO | |
| r 25(a) | Duty to make copy of matter considered under s 60(1A)(g) available in accordance with the public availability requirements | DCC, MRS, PC, POS, PO, AOSLL, AOP | Where Council is the responsible authority |
| r 25(b) | Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements | DCC, MRS, PC, POS, PO, AOSLL, AOP | Where Council is not the responsible authority but the relevant land is within Council's municipal district |
| r 42 | Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application | DA, DCC, MGF, MRS, SPC, SPS, SP, SPG, PC, POS, PO, AOSLL, AOP | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |

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| PROVISION | THING DELEGATED | | CONDITIONS AND LIMITATIONS |
| r 19 | Power to waive or rebate a fee relating to an amendment of a planning scheme | CEO, DA, DCC, MGF, MRS | |
| r20 | Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme | CEO, DA, DCC, MGF, MRS | |
| r 21 | Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20 | CEO, DA, DCC, MGF, MRS | |

| <u>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</u> | | | Return to Table of Contents |
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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 7 | Power to enter into a written agreement with a caravan park owner | CEO, DCC, MRS, CPC, EHC, EHO | |
| r 10 | Function of receiving application for registration | MRS, EHC, EHO, AOBEH | |
| r 11 | Function of receiving application for renewal of registration | MRS, EHC, EHO, AOBEH | |
| r 12(1) | Duty to grant the registration if satisfied that the caravan park complies with these regulations | CEO, DCC, MRS, EHC, EHO | |
| r 12(1) | Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations | CEO, DCC, MRS, EHC, EHO | |
| r 12(2) | Duty to renew the registration if satisfied that the caravan park complies with these regulations | CEO, DCC, MRS, EHC, EHO | |
| r 12(2) | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations | CEO, DCC, MRS, EHC, EHO | |
| r 12(3) | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | CEO, DCC, MRS, EHC, EHO | |
| r 12(4) & (5) | Duty to issue certificate of registration | CEO, DCC, MRS, EHC, EHO | |
| r 14(1) | Function of receiving notice of transfer of ownership | MRS, BSM, BSMD, BSL, BSU, EHC, EHO, AOBEL | |
| r 14(3) | Power to determine where notice of transfer is displayed | MRS, EHC, EHO | |

| <u>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</u> | | | Return to Table of Contents |
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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 15(1) | Duty to transfer registration to new caravan park owner | MRS, EHC, EHO | |
| r 15(2) | Duty to issue a certificate of transfer of registration | MRS, EHC, EHO | |
| r 15(3) | Power to determine where certificate of transfer of registration is displayed | MRS, EHC, EHO | |
| r 16(1) | Power to determine the fee to accompany applications for registration or applications for renewal of registration | MRS, EHC, EHO | |
| r 17 | Duty to keep register of caravan parks | MRS, BSM, BSMD. BSL, BSU, EHC, EHO, AOBEL | |
| r 21(1) | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner | MRS, EHC, EHO, AOBEL | |
| r 21(2) | Duty to consult with relevant emergency services agencies | DCC, MRS, CPC, EHC, EHO | |
| r 22 | Power to determine places in which caravan park owner must display a copy of emergency procedures | MRS, EHC, EHO | |
| r 23 | Power to determine places in which caravan park owner must display copy of public emergency warnings | MRS, EHC, EHO, BSM, BSMD, BSL, BSU | |
| r 24(2) | Power to consult with relevant floodplain management authority | MRS, EHC, EHO, BSM, BSMD, BSL, BSU | |

| <u>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</u> | | | Return to Table of Contents |
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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 26(b)(i) | Power to approve system for the discharge of sewage and wastewater from a movable dwelling | MRS, EHC, EHO | |
| r 38 | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe | MRS, BSM, BSMD, BSL, BSU, EHC, EHO, AOBEL | |
| r 38(b) | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe | DCC, MRS, CPC, EHC, EHO | |
| r 39(3) | Function of receiving installation certificate | MRS, BSM, BSMD, BSL, BSU, EHC, EHO, AOBEL | |
| r 45(3) | Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person | MRS, BSM, BSMD, BSL, BSU, EHC, EHO | |
| r 45(5) | Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules | MRS, BSM, BSMD, BSL, BSU, EHC, EHO | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 11(1) | Power to declare a road by publishing a notice in the Government Gazette | CEO | Obtain consent in circumstances specified in s 11(2) |
| s 11(8) | Power to name a road or change the name of a road by publishing notice in Government Gazette | CEO | |
| s 11(9)(b) | Duty to advise Registrar | DA, DCC, MAW, MEM, MRS | |
| s 11(10) | Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc. | DA, DCC, MAW, MEM, MRS | Subject to s 11(10A) |
| s 11(10A) | Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person | DA, DCC, MAW, MEM, MRS | Where Council is the coordinating road authority |
| s 12(2)(b) | Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road | DA, DCC, MAW, MEM, MRS | |
| s 12(10) | Duty to notify of decision made | DA, MAW | Duty of coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified by the regulations or given by the Minister |
| s 13(1) | Power to fix a boundary of a road by publishing notice in Government Gazette | CEO, DA, MAW | Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate |
| s 14(4) | Function of receiving notice from the Head, Transport for Victoria | CEO, DA | |
| s 14(7) | Power to appeal against decision of the Head, Transport for Victoria | CEO, DA | |

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| s 15(1) | Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport | CEO, DA | |
| s 15(1A) | Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority | CEO, DA | |
| s 15(2) | Duty to include details of arrangement in public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | |
| s 16(7) | Power to enter into an arrangement under s 15 | CEO, DA, DCC | |
| s 16(8) | Duty to enter details of determination in public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | |
| s 17(2) | Duty to register public road in public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | Where Council is the coordinating road authority |
| s 17(3) | Power to decide that a road is reasonably required for general public use | CEO, DA | Where Council is the coordinating road authority |
| s 17(3) | Duty to register a road reasonably required for general public use in public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | Where Council is the coordinating road authority |
| s 17(4) | Power to decide that a road is no longer reasonably required for general public use | CEO, DA, DCC | Where Council is the coordinating road authority |
| s 17(4) | Duty to remove road no longer reasonably required for general public use from public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | Where Council is the coordinating road authority |

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| s 18(1) | Power to designate ancillary area | CEO, DA | Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) |
| s 18(3) | Duty to record designation in public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | Where Council is the coordinating road authority |
| s 19(1) | Duty to keep register of public roads in respect of which it is the coordinating road authority | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | |
| s 19(4) | Duty to specify details of discontinuance in public roads register | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | |
| s 19(5) | Duty to ensure public roads register is available for public inspection | DA, MAW, MEM, GISAO, EC, ED, EO, AMC | |
| s 21 | Function of replying to request for information or advice | CEO, DA, MAW, MEM | Obtain consent in circumstances specified in s 11(2) |
| s 22(2) | Function of commenting on proposed direction | CEO, DA, MAW, MEM | |
| s 22(4) | Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report | CEO, DA, MAW, MEM, GO | |
| s 22(5) | Duty to give effect to a direction under s 22 | CEO, DA MAW, MEM | |
| s 40(1) | Duty to inspect, maintain and repair a public road | DA, MEM, MAW, MEM, CWC, EC, DE, TOA | |

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| s 40(5) | Power to inspect, maintain and repair a road which is not a public road | DA, MEM, MAW, MEM, CWC, EC, DE, TOA | |
| s 41(1) | Power to determine the standard of construction, inspection, maintenance and repair | DA, MAW, MEM, EC, ED, EO, AMC | |
| s 42(1) | Power to declare a public road as a controlled access road | CEO, DA | Power of coordinating road authority and sch 2 also applies |
| s 42(2) | Power to amend or revoke declaration by notice published in Government Gazette | CEO, DA | Power of coordinating road authority and sch 2 also applies |
| s 42A(3) | Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified | DA, MO | Where Council is the coordinating road authority. If road is a municipal road or part thereof |
| s 42A(4) | Power to approve Minister's decision to specify a road as a specified freight road | CEO, DA | Where Council is the coordinating road authority. If road is a municipal road or part thereof and where road is to be specified a freight road |
| s 48EA | Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | DA, MAW, MEM | Where Council is the responsible road authority, infrastructure manager or works manager |
| s 48M(3) | Function of consulting with the relevant authority for purposes of developing guidelines under s 48M | DA, DCC, MAW, MEM, MRS, MGF | |
| s 49 | Power to develop and publish a road management plan | CEO, DA, MAW, MEM, AMC | |
| s 51 | Power to determine standards by incorporating the standards in a road management plan | CEO, DA, MAW, MEM, AMC | |
| s 53(2) | Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan | CEO, DA | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 54(2) | Duty to give notice of proposal to make a road management plan | CEO, DA, MAW, MEM, AMC | |
| s 54(5) | Duty to conduct a review of road management plan at prescribed intervals | CEO, DA, MAW, MEM, AMC | |
| s 54(6) | Power to amend road management plan | CEO, DA, MAW, MEM, AMC | |
| s 54(7) | Duty to incorporate the amendments into the road management plan | CEO, DA, MAW, MEM, AMC | |
| s 55(1) | Duty to cause notice of road management plan to be published in Government Gazette and newspaper | CEO, DA, MAW, MEM, AMC | |
| s 63(1) | Power to consent to conduct of works on road | CEO, DA, MAW, MEM, AMC, EC, TOA | Where Council is the coordinating road authority |
| s 63(2)(e) | Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency | CEO, DA, MAW, MEM, CWC, EC, ED, EO, TOA | Where Council is the infrastructure manager |
| s 64(1) | Duty to comply with cl 13 of sch 7 | DA, MAW, MEM | Where Council is the infrastructure manager or works manager |
| s 66(1) | Power to consent to structure etc | DA, DCC, MAW, MEM, MRS, LLO, CPC | Where Council is the coordinating road authority |
| s 67(2) | Function of receiving the name & address of the person responsible for distributing the sign or bill | DA, DCC, MAW, MEM, MRS, LLO, CPC | Where Council is the coordinating road authority |
| s 67(3) | Power to request information | DA, DCC, MAW, MEM, MRS, LLO, CPC | Where Council is the coordinating road authority |

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| s 68(2) | Power to request information | DA, DCC, MAW, MEM, MRS, LLO, CPC | Where Council is the coordinating road authority |
| s 71(3) | Power to appoint an authorised officer | CEO | |
| s 72 | Duty to issue an identity card to each authorised officer | MC, GO | |
| s 85 | Function of receiving report from authorised officer | DA, DCC, MAW, MEM, MRS, GO | |
| s 86 | Duty to keep register re s 85 matters | DA, DCC, MAW, MEM, MRS, GO | |
| s 87(1) | Function of receiving complaints | CEO, DA, MAW, MEM | |
| s 87(2) | Duty to investigate complaint and provide report | CEO, DA, DCC, MEM, MAW | |
| s 96 | Power to authorise a person for the purpose of instituting legal proceedings | CEO | |
| s 112(2) | Power to recover damages in court | CEO, DA | |
| s 116 | Power to cause or carry out inspection | DA, MAW, MEM | |
| s 119(2) | Function of consulting with the Head, Transport for Victoria | DA, MAW, MEM | |
| s 120(1) | Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria) | DA, MAW, MEM | |
| s 120(2) | Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1) | DA, MAW, MEM | |

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| s 121(1) | Power to enter into an agreement in respect of works | DA, MAW, MEM | |
| s 122(1) | Power to charge and recover fees | DA, DCC, MAW, MEM, MRS, MC | |
| s 123(1) | Power to charge for any service | DA, DCC, MAW, MEM, MRS, MC | |
| SCHEDULE 2 cl 2(1) | Power to make a decision in respect of controlled access roads | CEO, DA | |
| SCHEDULE 2 cl 3(1) | Duty to make policy about controlled access roads | CEO, DA | |
| SCHEDULE 2 cl 3(2) | Power to amend, revoke or substitute policy about controlled access roads | CEO, DA | |
| SCHEDULE 2 cl 4 | Function of receiving details of proposal from the Head, Transport for Victoria | CEO, DA | |
| SCHEDULE 2 cl 5 | Duty to publish notice of declaration | CEO, DA | |
| SCHEDULE 7 cl 7(1) | Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve | DA, MAW, MEM | Where Council is the infrastructure manager or works manager |
| SCHEDULE 7 cl 8(1) | Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road | DA, MAW, MEM | Where Council is the infrastructure manager or works manager |
| SCHEDULE 7 cl 9(1) | Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works | DA, MAW, MEM, EC, ED, EO | Where Council is the infrastructure manager or works manager responsible for non-road infrastructure |

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| SCHEDULE 7 cl 9(2) | Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO, GISAO, AMC | Where Council is the infrastructure manager or works manager |
| SCHEDULE 7 cl 10(2) | Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO, GISAO, AMC | Where Council is the infrastructure manager or works manager |
| SCHEDULE 7 cl 12(2) | Power to direct infrastructure manager or works manager to conduct reinstatement works | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 12(3) | Power to take measures to ensure reinstatement works are completed | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 12(4) | Duty to ensure that works are conducted by an appropriately qualified person | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 12(5) | Power to recover costs | DA, DCC, MAW, MEM, MC, ACC | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 13(1) | Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2) | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the works manager |
| SCHEDULE 7 cl 13(2) | Power to vary notice period | CEO, DA | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 13(3) | Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1) | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the infrastructure manager |

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| SCHEDULE 7 cl 16(1) | Power to consent to proposed works | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 16(4) | Duty to consult | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority, responsible authority or infrastructure manager |
| SCHEDULE 7 cl 16(5) | Power to consent to proposed works | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 16(6) | Power to set reasonable conditions on consent | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 16(8) | Power to include consents and conditions | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 17(2) | Power to refuse to give consent and duty to give reasons for refusal | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 18(1) | Power to enter into an agreement | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 19(1) | Power to give notice requiring rectification of works | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7 cl 19(2) & (3) | Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |

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| SCHEDULE 7 cl 20(1) | Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| SCHEDULE 7A cl 2 | Power to cause street lights to be installed on roads | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road |
| SCHEDULE 7A cl 3(1)(d) | Duty to pay installation and operation costs of street lighting - where road is not an arterial road | DA, MAW, MEM, MC, ACC | Where Council is the responsible road authority |
| SCHEDULE 7A cl 3(1)(e) | Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas | DA, MAW, MEM, MC, ACC | Where Council is the responsible road authority |
| SCHEDULE 7A cl (3)(1)(f) | Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4 | DA, MAW, MEM, MC, ACC | Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs) |

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| r 8(1) | Duty to conduct reviews of road management plan | CEO, DA, MAW, MEM, AMC | |
| r 9(2) | Duty to produce written report of review of road management plan and make report available | DA, MAW | |
| r 9(3) | Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required) | DA, MAW | Where Council is the coordinating road authority |
| r 10 | Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act | DA, MAW | |
| r 13(1) | Duty to publish notice of amendments to road management plan | DA, MAW | Where Council is the coordinating road authority |
| r 13(3) | Duty to record on road management plan the substance and date of effect of amendment | DA, MAW | |
| r 16(3) | Power to issue permit | DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO, TOA | Where Council is the coordinating road authority |
| r 18(1) | Power to give written consent re damage to road | CEO, DA, MAW, MEM, CWTL, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority |
| r 23(2) | Power to make submission to Tribunal | CEO, DA, DCC, MAW, MEM, MRS | Where Council is the coordinating road authority |
| r 23(4) | Power to charge a fee for application under s 66(1) <i>Road Management Act</i> | CEO, DA, DCC, MC | Where Council is the coordinating road authority |

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| r 25(1) | Power to remove objects, refuse, rubbish or other material deposited or left on road | CEO, DA, MAW, MEM, MRS, TOA, CWC, BC, LLO, LLO2, CPC, EC, ED, EO, CWTL, PMD, POD | Where Council is the responsible road authority |
| r 25(2) | Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)) | CEO, DA, DCC, MAW, MEM, MC, MRS | Where Council is the responsible road authority |
| r 25(5) | Power to recover in the Magistrates' Court, expenses from person responsible | CEO, DA, DCC, MAW, MEM, MC, MRS | |

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| r 15 | Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works | CEO, DA, MAW, MEM, CWT, PMD, POD, EC, ED, EO | Where Council is the coordinating road authority and where consent given under s 63(1) of the Act |
| r 22(2) | Power to waive whole or part of fee in certain circumstances | CEO, DA, DCC, MAW, MEM, MC | Where Council is the coordinating road authority |



INSTRUMENT OF SUB-DELEGATION

Council to

Members of Council Staff

(Environment Protection Act 2017)

June 2025

S18 – Instrument of Sub-Delegation to Members of Council Staff (EPA 2017)

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

| DELEGATE | TITLE |
|----------|----------------------------------|
| CPC | Compliance Coordinator |
| DCC | Director Corporate and Community |
| EHC | Environmental Health Coordinator |
| EHO | Environmental Health Officer |
| LLO | Local Laws Officer |
| LLO2 | Local Laws Officer |
| MRS | Manager Regulatory Services |

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on **24 June 2025** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;

6. the delegate must not determine the issue, take the action or do the act or thing:
- 6.1.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.1.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 6.1.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 6.1.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 24th day of
June 2025 in the presence of:

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
COUNCILLOR NAME

.....
SIGNATURE

.....
CHIEF EXECUTIVE OFFICER NAME

.....
SIGNATURE

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017..... 1

| ENVIRONMENT PROTECTION ACT 2017 | | | |
|--|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 271 | Power to issue improvement notice | DCC, MRS, CPC, EHC, EHO, LLO, LLO2 | |
| s 272 | Power to issue prohibition notice | DCC, MRS, CPC, EHC, EHO, LLO, LLO2 | |
| s 279 | Power to amend a notice | DCC, MRS, CPC, EHC, EHO, LLO, LLO2 | |
| s 358 | Functions of the Environment Protection Authority | DCC, MRS, CPC, EHC, EHO, LLO, LLO2 | |
| s 359(1)(b) | Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective. | DCC, MRS, CPC, EHC, EHO, LLO, LLO2 | |
| s 359(2) | Power to give advice to persons with duties or obligations | DCC, MRS, CPC, EHC, EHO, LLO, LLO2 | |



The Public Land Consultancy

20 March 2025

Wandi Walk Realignment

Thank you for your emailed request of 14 March 2025 in which you ask for our assessment of a report by SMEC on issues relating to the Wandi Walk trail just north of Wandiligong.

In response, we can reassure you that overall, the SMEC report is accurate and clearly expressed. It will serve as a good basis for Council to commence dealing with community concerns.

Below, we make some relatively minor observations on the relevance of some of SMEC's analysis and options, we add two further options, but repeat that overall, their report is sound.

We must point out that we have not made a site visit. Our understanding of the issues is based entirely on the SMEC report and information available on-line.

Changed Course of Morses Creek

SMEC correctly observes that Morses Creek has changed alignment over the past century, causing disparities between parcel boundaries and topographic features. However, we do not see any great relevance in SMEC's comments about past dredging activity and provisions of the Water Act 1905.

We note in particular that all the nearby cadastral boundaries are geometrically defined, and are not related to topography. Consequently, the realignment of the creek, whether from natural or artificial causes, is of little or no cadastral relevance.

If it becomes necessary to accurately re-establish property boundaries Council should engage a licenced cadastral surveyor.

Independent professional advice and support for managers and users of public land

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WANDI WALK REALIGNMENT

SMEC's Options

SMEC offers a total of six options. Two (numbered 3.1 and 3.2) are proposals for alternative alignments:

- 3.1 Reroute along White Star Road
- 3.2 Reroute along the east Side of Morses Creek

Four (numbered 4.1 to 4.4) are options to modify the status of the sections of Wandí Walk that are currently in private ownership:

- 4.1 Acquiring the land
- 4.2 Acquiring an easement over the land
- 4.3 Investigating if a prescriptive easement is applicable
- 4.4 Leasing the land.

In relation to Option 4.3 'Prescriptive Easement,' we do not believe this possible. Usage over the years has been by the public at large, not by the owner/occupier of some identifiable nearby property. In other words, there is no 'dominant tenement' to be the beneficiary of such an easement.

Variation on Option 4.1

At least one of the properties (70 White Star Road) is mainly freehold, but includes some licensed Crown land through which the trail runs (namely parcel 15 in SMEC's Title Locality Plan). This portion is the subject of a licence from DEECA which may, on Council's advice, be revoked or have its conditions varied.

Further Options

Three further options have been suggested:

- 4.5 Realign the Waterway

The root cause of the current problem is that the alignment of Morses Creek has changed over the past century. Parts of the waterway now lie outside the Crown land which it originally occupied. It has been suggested that maybe the waterway should be realigned back to its original alignment.

The merits of this option would depend on the area's ecology – the flora and fauna now occupying the new and the old courses of the waterway. It is highly likely that over the decades a stable environment has re-emerged, and that restoration of the original course would result in unacceptable disruption.

Further studies to confirm this analysis might perhaps be warranted.

A series of external approvals would be required, including a works on waterways consent from North East CMA, and a cultural heritage management plan (CHMP) from the Taungurung Registered Aboriginal Party (RAP).

WANDI WALK REALIGNMENT

4.6 Road Deviation

Councils have certain powers to initiate Crown land / freehold land exchanges, but only where the parcels involved are road reserves. This is the effect of Section 207B and Clause 2 of Schedule 10 of the *Local Government Act 1989*.

The power could perhaps be used to discontinue the east-west government road reserve between parcels 2, 5, and 12 (using SMEC's numbering), and create a new north-south road reserve accommodating the trail.

Issues here include:

- Use of the deviation provision requires the consent of DEECA, which consent has often been given but cannot be taken for granted.
- The land in the discontinued road becomes freehold land owned by Council, and decisions must be made about its disposal.
- There are differences of opinion as to whether the deviation provision of itself causes the new road reserve to come into existence (potentially without the consent of the landowner), or whether the new road must be created by some other process such as subdivision (which does require owner's consent).

4.7 Await future subdivisions or redevelopments.

We note that development is occurring up and down the river valleys in Alpine Shire, and predict that sooner or later the three properties concerned will be the subject of redevelopment or reconfiguration.

If and when the relevant properties are subdivided, opportunity will arise to require public open space (POS) and/or new road reserves, which could serve to accommodate the trail.

Developments other than subdivisions may also open up the possibility of entering into 173 agreements relating to the trail.

Planning Requirements

Under the Alpine Planning Scheme, the area is partly zoned FZ and partly zoned PCRZ.

Relevant overlays are Heritage Overlay HO83 and Significant Landscape Overlay SLO3.

For each of the options discussed here, Council should investigate whether a planning permit will be required.

Evaluation of Options

In your brief, you asked for:

- *A list of the options presented and possibilities of each*
- *For example, reasons for ruling each option "in or out"*

WANDI WALK REALIGNMENT

- *Risks of each option*
- *Steps required in the process to progress each option*
- *Rough estimates, if possible, for any foreseeable costs such as conveyancing, lawyers, surveyors etc.*
- *Given your knowledge and experience are there any options that are not mentioned in the report and have not yet been considered?*

Some of these items would require further specialist investigation. Nevertheless, our initial responses to your requests are tabulated below.

| | | |
|---|--|---|
| 3.1 Reroute along White Star Road | <p>Legally very simple. As a road reserve Council already has the necessary authority to redevelop and manage it.</p> <p>Possible conflicts with vehicular traffic</p> <p>No land acquisition costs, but works would incur a moderate cost.</p> <p>May be unattractive to users due to its distance from the waterway.</p> <p>Minimal external consultancy costs.</p> | Our recommendation: this is worth considering |
| 3.2 Reroute along east side of the waterway | <p>Avoids landholder dissent.</p> <p>Makes use of existing Bennet's Track, so reducing construction costs</p> <p>May need waterway crossings at one or both ends.</p> <p>User disappointment at being denied access to the west side of the waterway.</p> | Our recommendation: this is worth considering |
| 4.1 Acquire full ownership | <p>Compulsory acquisition is slow and costly. It requires a planning scheme amendment to impose a Public Acquisition Overlay (PAO).</p> <p>We doubt that it would be supported by any benefit-cost study.</p> <p>Landholder opposition could be vehement and litigious.</p> <p>Ratepayer concern at expenditure.</p> <p>Considerable external consultancy costs (lawyers, planning specialists, surveyors)</p> | Not recommended. |

WANDI WALK REALIGNMENT

| | | |
|---------------------------|---|--|
| 4.2 Acquire an easement | <p>We do not see why opposing landowners would find this any more attractive than option 4.1. It would also need a PAO.</p> <p>Acquisition costs would be marginally less.</p> <p>External consultancy costs (lawyers, surveyors) would be the same as for 4.1 full acquisition.</p> | Not recommended |
| 4.3 Prescriptive Easement | We do not believe this is an option. | Not recommended |
| 4.4 Lease the land | <p>We do not see why opposing landowners would find this any more attractive than option 4.1.</p> <p>If they did, amortised rental would be lower than full acquisition costs.</p> <p>In theory, a leasehold interest may be acquired by compulsion, but if compulsion is to be used it might as well be for full ownership (option 4.1)</p> | Not recommended, but could be tested with the relevant landowners |
| 4.5 Realign the Waterway | <p>No land acquisition costs, but costly engineering works and vegetation re-establishment.</p> <p>Preliminary ecological and engineering investigations will be necessary.</p> <p>A works on waterways approval will be needed from the North-East CMA</p> <p>A planning permit will certainly be required under the overlays HO83 and SL03, and may well be the subject of objections.</p> <p>A CHMP will probably be required from the Taungurung, as Registered Aboriginal Party.</p> | <p>Our recommendation:</p> <p>Not worth exploring unless all other options are eliminated.</p> |
| 4.6 Road Deviation | <p>Zero cost of land acquisition.</p> <p>Legal opinion(s) required on whether the new road can be created without the landowner's consent.</p> <p>Decisions required about disposal of the land in the discontinued Government road.</p> | <p>Our recommendation:</p> <p>worth exploring, but not without landowners' consent.</p> |

WANDI WALK REALIGNMENT

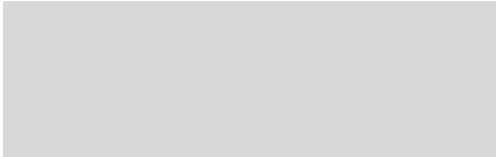
| | | |
|---|---|---|
| | Decision required on location of new road reserve – may or may not be on the present alignment of the track. Needs DEECA approval. | |
| 4.7 Await Future Subdivision or redevelopment | Uncertainty about timing, but sure to happen sooner or later. This would be initiated by the landowners themselves. Approvals will then be subject to well-accepted planning processes. Maybe disappointment from community hoping for earlier resolution. . | Our recommendation: an attractive option, worth exploring |

Conclusion

From our somewhat limited perspective, the most attractive proposal would seem to be the temporary re-routing of Wandin Walk to the east side of the Creek (Option 3.2), while awaiting future subdivision or redevelopment of the properties on the west side (option 4.7).

Trusting that this report is of value in addressing the issues,

Regards -



David Gabriel-Jones
Principal

The Public Land Consultancy acknowledges that our core work relates to the lands of Victoria's Traditional Owners. We promote recognition of Indigenous rights through study, policy and the law.

Wandi Walk Public Land Investigation

Prepared for: Alpine Shire Council
17 June 2025
Client Reference No. 26045

Imagery sourced from Metromap



SMEC INTERNAL REF. 30043466S

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an  company

SMEC simplifies the complex. We unlock the potential of our people to look at infrastructure differently, creating better outcomes for the future.



Important Notice

This report is confidential and is provided solely for the purposes of providing Alpine Shire Council officers with initial findings relating to the Wandj Walk Public Land Investigation. This report is provided pursuant to a Consultancy Agreement between SMEC Australia Pty Limited ("SMEC") and Alpine Shire Council, under which SMEC undertook to perform a specific and limited task for Alpine Shire Council. This report is strictly limited to the matters stated in it and subject to the various assumptions, qualifications and limitations in it and does not apply by implication to other matters. SMEC makes no representation that the scope, assumptions, qualifications and exclusions set out in this report will be suitable or sufficient for other purposes nor that the content of the report covers all matters which you may regard as material for your purposes.

This report must be read as a whole. The executive summary is not a substitute for this. Any subsequent report must be read in conjunction with this report.

The report supersedes all previous draft or interim reports, whether written or presented orally, before the date of this report. This report has not and will not be updated for events or transactions occurring after the date of the report or any other matters which might have a material effect on its contents, or which come to light after the date of the report. SMEC is not obliged to inform you of any such event, transaction or matter nor to update the report for anything that occurs, or of which SMEC becomes aware, after the date of this report.

Unless expressly agreed otherwise in writing, SMEC does not accept a duty of care or any other legal responsibility whatsoever in relation to this report, or any related enquiries, advice or other work, nor does SMEC make any representation in connection with this report, to any person other than Alpine Shire Council. Any other person who receives a draft or a copy of this report (or any part of it) or discusses it (or any part of it) or any related matter with SMEC, does so on the basis that he or she acknowledges and accepts that he or she may not rely on this report nor on any related information or advice given by SMEC for any purpose whatsoever.

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Executive Summary

Wandi Walk is a walking link between Bright and Wandiligong. It broadly follows Morses Creek and has sections on both sides of the creek.

A section of the walk, on the western side of Morses Creek, north of Alpine Park Reserve, between White Star Road and Morses Creek is not wholly contained within public land. It has been identified that, within the Study Area, Wandi Walk currently passes over three free hold parcels. Two land holders in this area have recently blocked or restricted access to the path where it appears to traverse their land resulting in significant concerns to the local community.

Council have engaged SMEC Pty Ltd to investigate the situation and identify solutions endeavouring to ensure the track continues to be available for public usage.

This Report documents the Project Team's findings to date. It does not contain recommendations but rather potential solutions to allow for council discussion to lead to which alternatives should be further developed.

Council has three broad alternatives:

1. Reroute sections of the path to ensure they are entirely within public land,
2. Modify the status of the land that contains the track to legally allow ongoing permanent public access, or,
3. Abandon this section of the Wandi Walk.

Rerouting the path to ensure it is within public land will be difficult as there is insufficient public land adjacent to western bank of Morses Creek.

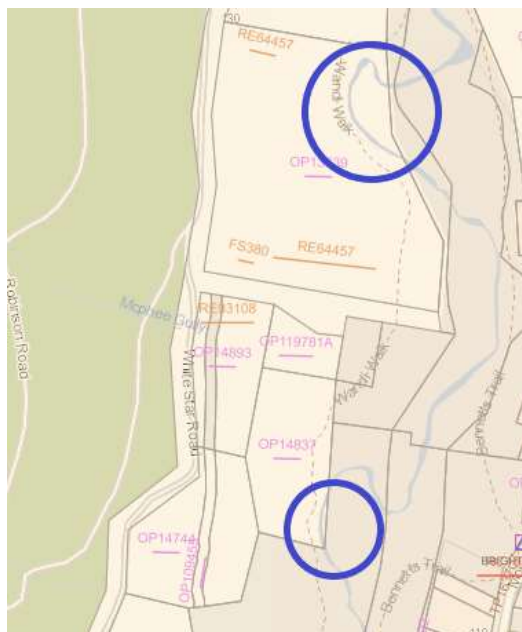


Figure 1 Insufficient Public Land Between Morses Creek

Executive Summary

Rerouting alternatives include moving the section of the Wandi Walk to run from Alpine Reserve, northwards along White Star Road, then eastwards through the Temporary Reserved Forest (Parcel 20 on the Title Locality Plan) rejoining the current Wandi Walk in the Permanent Public Purposes Reserve (Parcel 23 on the Title Locality Plan).

Alternatively, creek crossings could be installed to partially shift the Wandi Walk to the eastern side of Morses Creek before relinking it to the current Wandi Walk in the Permanent Public Purposes Reserve (Parcel 23 on the Title Locality Plan).

While there are probably numerous other alternatives rerouting the track, any solution, including the two postulated, while require significant Council efforts and resources given the necessary stakeholder management, agency approvals and engineering requirements.

Options to modify access status of the sections of land the Wandi Walk currently traverses that are in private ownership include:

- Acquiring the land
- Acquiring an easement over the land
- Investigating if a Prescriptive easement is applicable
- Leasing the land

Either of these legalistic approaches will require investment from Council and largely require cooperation from the impacted owners. Council need to consider ongoing costs such as those associated with maintenance and possible upgrading of the track to meet accessibility requirements, possible fencing, and costs relating to public and private liability.

Any legal solution will need to be implemented in manner that is linked to the property, not the owner to ensure future land transactions will not negate the arrangement.

Council have advised the project team that, at this stage, site attendance may be potentially inflammatory to some stakeholders. As a result, the project team has confined project activities to offsite research.

The rationale and the trigger provoking the owners to block access to the track is unknown. This needs to be substantiated before any recommendations can be sensibly proposed. If for example, it relates to issues regarding off-leash dogs, council may be able to negotiate that they will enforce the use of leashes in the area and this may convince the owner to reinstate public access to the track. Alternatively, if the issue relates to public liability risk being borne by the land owner, Council may be able to legally arrange that Council absorb the risk. Advisedly, the situation is unlikely to be as 'cut and dried' as that but any proposed solution would benefit from some understanding of the issues from the perspective of the apparently aggrieved.

Further, members of the public that have been denied access to the track, need to be consulted to ensure any proposed solution will actually address their requirements.

All parties will never be in total agreement with any proposed solution, Council has already recognised that stakeholder communication and engagement need to be carefully and sensitively managed. The adopted solution will need to carefully balance community expectations including individual's rights and public funds.

It is anticipated this Report will allow the Project Team, including council, to better understand the required decisions and implications of the alternatives identified to date. As more information comes to hand, the Project Team may review and refine the findings to date.

Executive Summary

We recommend that Council, as appropriate, seek specialist legal advice to support proposed actions should they involve legal processes to deliver the required outcome to Council.

1. Background

'Wandi Walk' is a long established and well-known walking trail within the Alpine Shire.

Wandi Walk follows Morses Creek from its confluence with the Ovens River in Howitt Park, Bright through to Alpine Park in Wandiligong. Wandi Walk includes tracks on both sides of Morses Creek and numerous crossing points over the creek.

Wandi Walk is not wholly contained within public land, and in some cases the existing walking trail traverses private property.

Council has recently become aware that two landowners in Wandiligong have blocked or otherwise restricted public access to the Wandi Walk. This has raised significant concerns amongst the local community.

Given this context, Council engaged SMEC Australia Pty Ltd to:

1. Understand the extent to which the current alignment of the Wandi Walk traverses private property within that part of Wandiligong identified in Figure 2 Study Area below, and;
2. To use the findings of task 1 to identify potential solutions to either reinstate public access and/or divert the alignment of Wandi Walk onto public land to ensure it remains open along its entire length.



Figure 2 Study Area

Executive Summary

SMEC proposed to undertake the following scope of works for Task One of the project through:

- Desktop review of potential intrusion of the Wandí Walk into private property.
- Identification of potential cultural and heritage considerations.
- Confirm the current spatial location of Wandí Walk within the Study Area.
- Locate fencing and other structures defining property boundaries in the vicinity of the current location of Wandí Walk, noting that this is not a title re-establishment survey. This will assist in correctly overlaying the path location on to the cadastre with confidence.
- Identify potential issues impacting re-alignment of the Wandí Walk in the location of the potential intrusion of the Wandí Walk into private property from the desktop review.
- Digital photography of sections of Wandí Walk and environs to assist strategic decision making.
- Overlay the current location of Wandí Walk and the located fencing and other features over the Victorian Digital Cadastre to:
 - Identify properties that may have the current location of the Wandí Walk passing through them, and,
 - Eliminate properties from the Study Area that do not have any sections of the Wandí Walk passing through them
 - Identify the sections of the Wandí Walk that need to be addressed in Task Two.
- Prepare a Site Inspection Report detailing the extents of the Wandí Walk intrusion into private properties.

Further, SMEC proposed to undertake the following scope of works for Stage Two of the project through:

- For each section of the Wandí Walk identified as intruding on to private land:
 - Identify alternative routes for the path that is exclusively within public land.
 - Identify strategies that would allow the Wandí Walk to remain in its current location but not be subject to owners blocking or impacting on public thoroughfare over the track.
 - Identify potential risks and potential costs associated with each strategy.
 - Impact to cultural and heritage values.
 - Site visit to physically assess site viability of potential strategic options.
 - Liaise with appropriate council officers to ensure strategic options are in accordance with council's broader policies and strategies
- Prepare a report detailing strategic options to ensure ongoing public access to Wandí Walk.

2. Land Ownership

Refer to the Title Locality Plan.

The Study Area comprises a mix of freehold and Crown Land.

Based on data available to the project team (Vicmap Digital Mapbases, aerial photography) it appears the existing track on the west side of Morses Creek passes through three freehold parcels - Parcels 2, 4 and 9 on the Title Locality Plan. It worth noting that each of the impacted freehold parcels are in separate ownerships.

There is mention on old Forests Commission of Victoria survey documents 'old Gold dredge workings' (see Figure 3 Extract of Field Notes (30-11-1933)). The parcel shown is Parcel 9 on the Title Locality Plan.

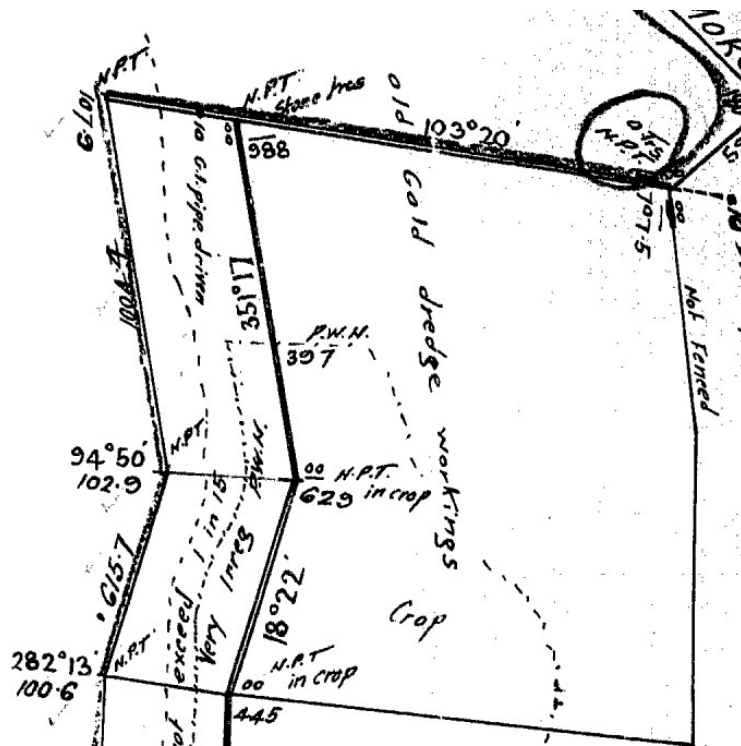


Figure 3 Extract of Field Notes (30-11-1933)

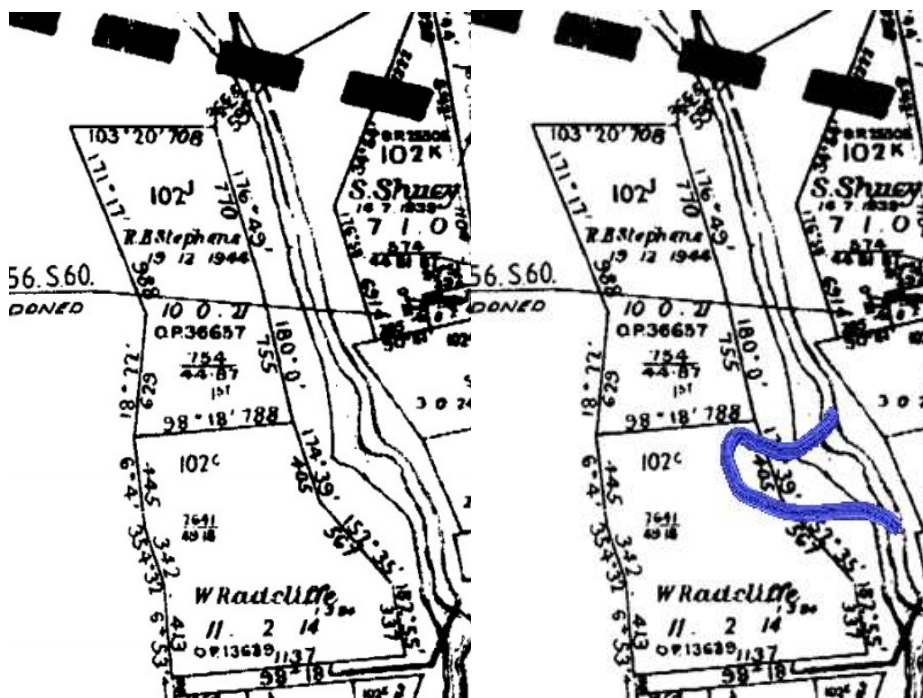


Figure 4 Morses Creek Parish Chart and Approx Current Location

The relevance of the dredging location is that the course of Morses Creek appears to have shifted since it was shown on the original Parish Chart (see Figure 4 Morses Creek Parish Chart and Approx Current Location) and this may have been a direct result of the dredging.

The Water Act 1905, states the bed and banks of the water course remain the property of the Crown regardless if the waterway moves. Further, if the water course has shifted as a result of 'sudden or man-made influence' the allotment boundaries remain in the same location. The impact of gold dredging in the locations shown could be considered 'man-made influence' on the course of Morses Creek, noting that more research would be required to support this hypothesis.

The Land Act 1958 defines the bed and banks to include the land over which the water in the watercourse normally flows and the land normally covered by water. Typically, this is interpreted as top of bank on each side of the waterway.

If the water course alters course, the reserve that was created at the time alienation does not move with it and remains in the location at the time of reservation. The freehold/reserve boundary does not move.

Morses Creek has moved to the west in a manner that its course now appears to be within Parcels 2, 4 and possibly Parcel 9 on the Title Locality Plan.

Congruent with the notion that the reserve boundary does not move, it appears a section of Parcel 2 now lies on the eastern side of Morses Creek. In other words, it can only be reached from the eastern side of Morses Creek, accessed through the original creek reserve. This area, based on aerial photography, is in the order of 1500 m².

Similarly, a section of Parcel 4 may now be the eastern side of Morses Creek albeit to much lesser extent than Parcel 2.

The current location of Morses Creek prevents access to the continuous public land corridor that was originally marked out to contain the originally located creek. In short, any track to along the between White Star Road and western side of Morses Creek must go through private land.

3. Rerouting Wandí Walk

As identified in the Land Ownership section of this report, there is no public land available to reroute Wandí Walk adjacent to western side of Morses Creek. The reserve originally set aside to contain Morses Creek has been breached by the creek and gaining access to the reserve from the west, in effect, has been blocked by the creek.

There are two identified alternative available:

1. Shifting the walk to White Star Road from Alpine Reserve to the northern end of White Star Road before creating a new track to rejoin the existing Wandí Walk within the Permanent Public Purposes Reserve (Parcel 23 of the Title Locality Plan).
2. Installing a crossing across Morses Creek before the track enters into Parcel 4 on the Title Locality Plan and either creating a new track on the eastern side of Morses Creek or linking to Bennetts Track. Installing a second crossing across Morses Creek to relink the track to the existing Wandí Walk in Parcels 23, 24 or 26 on the Title Locality Plan, noting all these parcels are currently public land.

3.1 Alternative 1 – Rerouting along White Star Road

Within the Study Area, White Star Road provides access to properties and public land north of Alpine Reserve. The government road section of White Star Road terminates on the projection of the northern boundary of Parcel 9 on the Title Locality Plan. However, the formed road appears to continue north of the end of the government road section providing access into the Crown Land to the north.

The nature and volume of the vehicle traffic is not known and may be subject to temporal activities such as logging.

It is worth noting that the current formed road appears to wander in and out of the government road reserve along its western boundary (into adjacent public land). This may result in public walking outside the road reserve. Preliminary examination of survey documents indicate fencing along the eastern side of the road is irregular and probably not an accurate indication of documented title.

There was an old 10.06m wide water race reserve extending from Parcel 22 through Parcels 3 and 5. However, in 1989 a section of the water race, Parcel 11, was converted to freehold and appears to have been sold to the owner of the adjoining Parcel 3, blocking any chance of an alternative public land corridor. Parcel 13, the extension of the water race through Parcel 5, remains Crown Land.

Benefits of this alternative are:

- Land ownership along the rerouted track is in public ownership.
- Vehicle track along White Horse Road is probably light

Negatives of this alternative are:

- Pedestrian and vehicles sharing the same corridor
- Costs associated with construction and associated ongoing maintenance of the new track through Parcel 20, and along the extent of White Star Road if it is considered that it cannot be shared use road. Associated consultants' fees.
- Land use zoning considerations. It is currently covered by Significant Landscape and Bushfire Management Overlays
- Community backlash

3.2 Alternative 2 – Rerouting along the east side of Morses Creek

This would involve abandoning a section Wandi Walk along the western side of Morses Creek and transferring it to the eastern side of Morses Creek

The existing section of Bennetts Track could be used, including the existing pedestrian bridge linking Bennetts Track to Alpine Park.

Alternatively, a new pedestrian creek crossing and track along the eastern side of Morses Creek could be installed to become exclusively a new section of Wandi Walk. This may be problematic due to the boggy nature of the topography and be considered an excessive cost to be borne by the community, considering there is already an existing track that essentially would run in parallel with the new track.

A new pedestrian creek crossing will be required regardless if either eastern track option is selected to reconnect to the existing Wandi Walk in either Parcels 23 or 26 on the Title Locality Plan.

Benefits of this alternative are:

- Land ownership along the rerouted track is in public ownership.
- Potential re-use of an existing asset (Bennetts Track and pedestrian bridge)

Negatives of this alternative are:

- Increased maintenance costs associated with increased pedestrian traffic along Bennetts Track
- Costs associated, including ongoing maintenance costs, with construction of the new creek crossing and track. Associated consultants' fees.
- Land use zoning considerations. It is currently covered by Significant Landscape and Bushfire Management Overlays
- Community backlash

Either alternative will require consultation with various government agencies and Committees of Management with varying interests in the land under their control.

Heritage and environmental interests will need to be considered with works likely to require disturbance to existing vegetation and landscape. Consideration needs to be given to the fact the area has been extensively mined, including the use of a gold dredge, which has possibly compromised indigenous artefacts. A heritage and environmental impact evaluation will be required before works commence.

4. Modifying land access entitlements along Wandi Walk

Options to modify access status of the sections of land the Wandi Walk currently traverses that are in private ownership include:

- Acquiring the land
- Acquiring an easement over the land
- Investigating if a Prescriptive easement is applicable
- Leasing the land

4.1 Acquiring the land

Council could purchase, from the owners of Parcels 2, 4 and 9, the land on which the track currently occupies. This could be all the land from the western side of the existing Wandi Walk through to Morses Creek, just the corridor over which the track occupies or a mixture of both depending on the parcel impacted.

Council should also consider taking the opportunity to relocate Wandi Walk closer to the western side of Morses Creek to minimise the land area being acquired.

Another consideration relating to the location of the proposed boundary is the potential of creating a two-parcel lot, impacting the ability of the owner to access the part of the lot on the creek side of the corridor. Gates may have to be installed and stock may cross over the track, damaging the track surface.

The acquisition could be through a 'normal' subdivision (Section 22, Subdivision Act 1988) process or through compulsory acquisition (Section 35, Subdivision Act 1988). Note that compulsory acquisition can be by agreement between the two parties. If following this option, we recommend Council negotiate with the impacted landowners to minimise a potentially litigious process. These negotiations should recognise that sections of Parcels 2 and 4 are no longer directly accessible from the western side of Morses Creek.

After deciding the location of the future Wandi Walk corridor. A formal subdivision will need to proceed, converting the land from private to public ownership. Council officers are conversant with the process of council acquiring land through subdivision including through compulsory acquisition including valuation, planning, surveying, land preparation and the formal approval process. We recommend the land being acquired by Council is created as Reserve in Council's name.

Benefits of this alternative are:

- Land ownership along Wandi Walk will be in public ownership.

Negatives of this alternative are:

- Costs associated with the subdivision including legal fees particularly if the process becomes litigious.
- Compensation to the landowner for their loss of land.
- Fencing costs including establishment and maintenance.
- More land on Council's asset register.
- If Wandi Walk closes at any time, the land remains in Council ownership despite its proposed usage function ceasing.

Executive Summary

- The process could become very drawn out, particularly if the process becomes litigious.
- Land use zoning considerations. It is currently covered by Significant Landscape and Bushfire Management Overlays.
- Costs to Council (Community).

4.2 Acquiring an easement over the land

As an alternative to acquiring the land, Council could seek to have an easement of way placed over the land required for the Wandí Walk.

Council could acquire the easement through agreement or through compulsory acquisition.

Location of the easement should be considered with the same rationale as described in the previous section.

Benefits of this alternative are:

- Public access ownership along Wandí Walk will be in legally enforceable and as it is tied to the parcel it remains in place until it is formally removed.
- Acquisition cost will be cheaper than buying the land outright.
- If Wandí Walk closes at any time, it is a simple process to remove the easement.

Negatives of this alternative are:

- Costs associated with the easement acquisition including legal fees particularly if the process becomes litigious.
- Fencing costs including establishment and maintenance.
- The process could become very drawn out, particularly if the process becomes litigious.
- Land use zoning considerations. It is currently covered by Significant Landscape and Bushfire Management Overlays.
- Costs to Council (Community).

4.3 Prescriptive Easement

A prescriptive easement (also called a Common Law easement) is one that recognises historic usage in much the same manner as an adverse possession of land. There is an evidential requirement to demonstrate historic and ongoing usage over time, usually at least 20 years. Further, there needs to be evidence that the owner of the land had knowledge the land was being used, that they could have prevented the use but failed to do so.

A Common Law easement can be introduced to title without the need for compensation.

Benefits of this alternative are:

- No compensation requirements.

Negatives of this alternative are:

- Difficulties in providing the evidence required to support creation of the easement.
- The process could become very drawn out, particularly if the process becomes litigious.
- Potentially very high legal costs
- Costs to Council (Community).

4.4 Leasing the land

Council could approach the owners to seek the establishment of a lease allow public access over the section of Wandi Walk within their land. Negotiations would need to be undertaken to establish the lease terms and conditions.

Section 66 of the Transfer of Land Act 1958 provides the registering of leases on title, provided the lease is for a term of three year or over. Alternatively, the lease could be part of a Section 173 Agreement tying lease conditions to title. It is important to tie the lease to title to ensure the lease continuity is independent of future land transfers.

Benefits of this alternative are:

- The owner has input into the lease terms and conditions that may address their current objections to public access.
- Might be a relatively quick process.

Negatives of this alternative are:

- Requires the landowners' cooperation and a potential power imbalance in negotiations.
- Costs associated with complying to lease conditions such as fencing costs and maintenance.
- Lease could be terminated.
- At end of lease the terms and conditions would need to be renegotiated.
- Costs to Council (Community).

Appendix

Appendix

Title Locality Plan

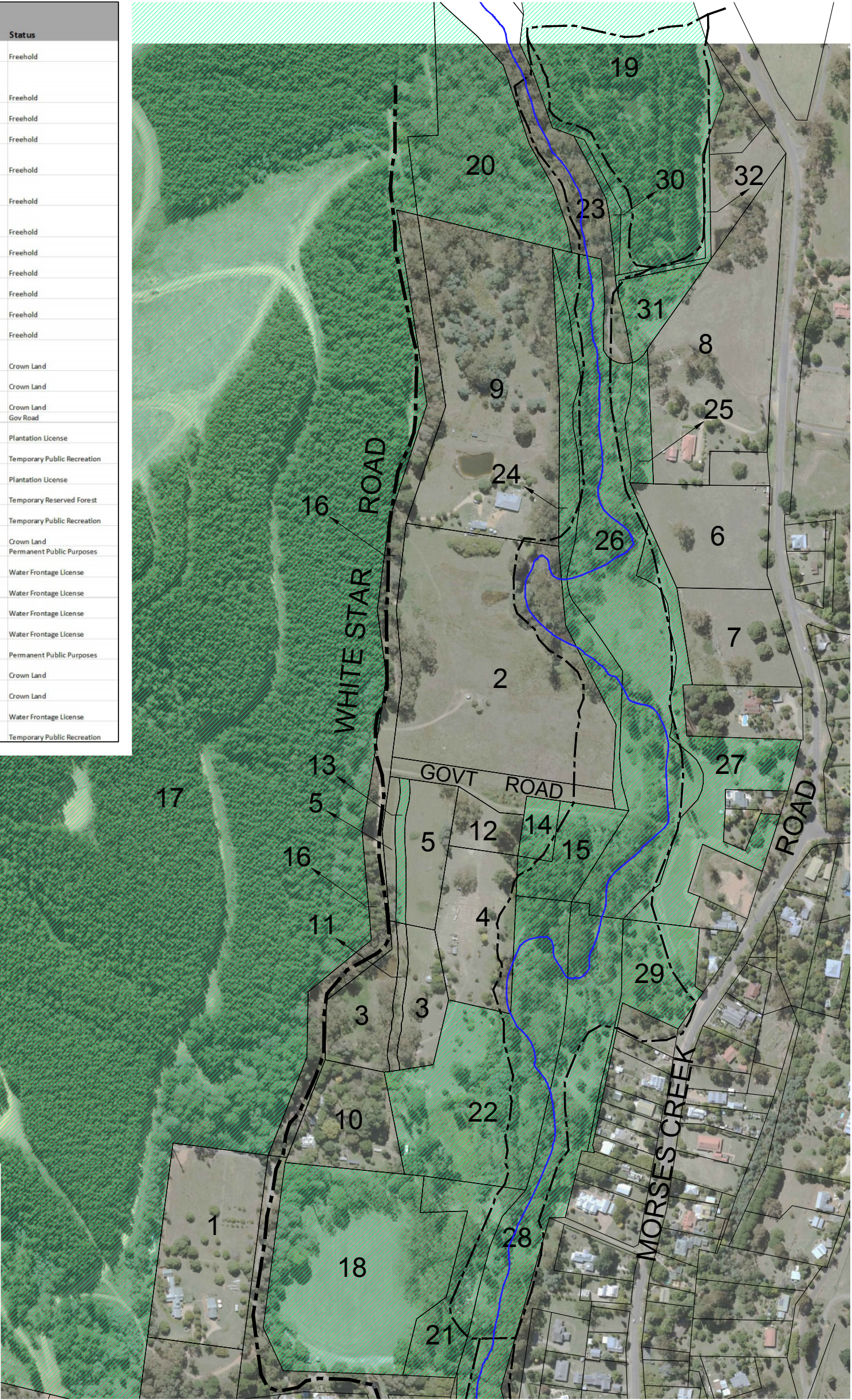
| Key | Vol/Fol | Legal Desc | Reg Proprietor/ Admin | Address | Status |
|-----|-----------|------------------|-----------------------|-----------------------|-----------------------------|
| 1 | 1321/124 | S23 | | 42 White Star Road | Freehold |
| 2 | 2532/387 | CA 102C | | 105 White Star Road | Freehold |
| 3 | 3061/097 | CA 102G | | 70 White Star Road | Freehold |
| 4 | 3288/532 | CA 102F | | 70 White Star Road | Freehold |
| 5 | 3572/344 | CA 102D | | White Star Road | Freehold |
| 6 | 5653/401 | CA 102A | | 358 Morses Creek Road | Freehold |
| 7 | 5653/402 | CA 102B | | 358 Morses Creek Road | Freehold |
| 8 | 6323/406 | Lot 1 TP 360901L | | 342 Morses Creek Road | Freehold |
| 9 | 6756/183 | CA 102J | | 130 White Star Road | Freehold |
| 10 | 8847/180 | CA 102H | | 60 White Star Road | Freehold |
| 11 | 10315/162 | CA 102G1 | | 70 White Star Road | Freehold |
| 12 | 10511/710 | CA 102P | | 70 White Star Road | Freehold |
| 13 | 11719/969 | CA 102M | Crown Land Admin | White Star Road | Crown Land |
| 14 | 11719/971 | CA 102Q | Crown Land Admin | White Star Road | Crown Land |
| 15 | 11719/971 | CA 102E | Crown Land Admin | 70 White Star Road | Crown Land |
| 16 | 11719/988 | CA 2013 | Alpine Shire | | Gov Road |
| 17 | 11720/009 | CA S23F | Crown Land Admin | | Plantation License |
| 18 | 11720/022 | CA 23A | Crown Land Admin | 26 White Star Road | Temporary Public Recreation |
| 19 | 11720/034 | CA 7A Sec K | Crown Land Admin | | Plantation License |
| 20 | 11720/138 | CA 2012 | Crown Land Admin | White Star Road | Temporary Reserved Forest |
| 21 | 11808/269 | CA 92C | Crown Land Admin | 26 White Star Road | Temporary Public Recreation |
| 22 | 11808/272 | CA 92H | Crown Land Admin | White Star Road | Crown Land |
| 23 | 11922/879 | CA 2066 | Alpine Shire | Morses Creek Road | Permanent Public Purposes |
| 24 | 11922/940 | CA 2072 | Crown Land Admin | Morses Creek Road | Water Frontage License |
| 25 | 11922/941 | CA 2073 | Crown Land Admin | Morses Creek Road | Water Frontage License |
| 26 | 11922/942 | CA 2074 | Crown Land Admin | Morses Creek Road | Water Frontage License |
| 27 | 11922/943 | CA 2075 | Crown Land Admin | Morses Creek Road | Water Frontage License |
| 28 | 11923/107 | CA 2006 | Crown Land Admin | Lardis Lane | Permanent Public Purposes |
| 29 | 11923/109 | CA 2007 | Crown Land Admin | Morses Creek Road | Crown Land |
| 30 | 12156/584 | CA 2095 | Crown Land Admin | Morses Creek Road | Crown Land |
| 31 | 12156/585 | CA 2094 | Crown Land Admin | Morses Creek Road | Water Frontage License |
| 32 | 12156/586 | CA 2096 | Crown Land Admin | Morses Creek Road | Temporary Public Recreation |



LEGEND

- 21

CROWN LAND
PROPERTY KEY
- ROAD CENTRELINE
- TRACK CENTRELINE
- HYRDO CENTRELINE



Title Locality Plan

Wandi Walk, Wandiligong

SMEC Project Reference: 3466s
Version: B
Date Issued: 19-11-2024
Drawn by: [redacted]

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9.2.4 Discontinuance of Government Road - Mount Beauty Airport

File Number: 1500.02

INTRODUCTION

This report relates to the discontinuance of a government road which coincides in location with the proposed extension of the Mount Beauty Airport runway.

Cr Forsyth

Cr Prime

That Council:

1. *Notes that no submissions were received on the proposal to discontinue the road;*
2. *Discontinues 7,451m² of road (shown as crosshatched in Figure 1) in accordance with Clause 3(a) of Schedule 10 of the Local Government Act 1989;*
3. *Authorises the Chief Executive Officer to take all actions required to discontinue the road (including publishing the notice in the Government Gazette); and*
4. *Disbands the committee formed to hear submissions under s223(1)(b) of the Local Government Act 1989.*

Carried

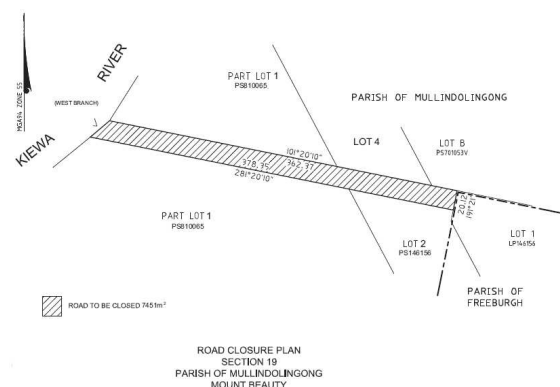


Figure 1: Area of road to be discontinued (shown as crosshatched)

BACKGROUND

A detailed background of this project is set out in the Minutes for the Council meeting held on 7 September 2021.

Before the discontinuance of the unused government road could occur, section 207A of the *Local Government Act (LGA) 1989* required that Council undertakes a public submissions process (pursuant to section 223 of the LGA 1989) to allow for the public to comment on the proposal.

At the Ordinary Council meeting on 7 September 2021, Council resolved to publish a public notice requesting any submissions in accordance with section 223 of the LGA 1989 in relation to Council's proposal to discontinue the unused government road.

The public notice was published in the Alpine Observer on 22 September 2021. The notice stated that 20 October 2021 was the date by which submissions were required to be submitted (being at least 28 days after the date on which the public notice was published). No submissions have been received.

Council may undertake the discontinuance of the unused government road in accordance with clause 3(a) of Schedule 10 of the LGA 1989 which provides as follows:

Power to discontinue roads

A Council may, in addition to any power given to it by sections 43 and 44 of the Planning and Environment Act 1987—

- a. discontinue a road, or part of a road, by a notice published in the Government Gazette; and*
- b. sell the land from that road (if it is not Crown land), transfer the land to the Crown or itself or retain the land.*

ISSUES

DELWP approval

The unused government road is administered by the Department of Environment, Land, Water and Planning (DELWP) which has granted "Approval in Principle" for the sale of the Crown land to Council subject to final Ministerial approval.

In the first instance, DELWP has requested that Council arranges the discontinuance of the road in accordance with clause 3 of Schedule 10 of the LGA 1989.

POLICY IMPLICATIONS

Prior to Council undertaking the process of discontinuance in accordance with clause 3 of Schedule 10 of the LGA 1989, Council was required to publish the public notice and allow for submissions under section 223 of the LGA 1989 to be made. This requirement has been satisfied and no submissions were received.

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Following the discontinuance of the road and subject to approval of the Minister of Finance, DELWP has indicated that the total value of the land inclusive of all Departmental costs is in the vicinity of \$45,000 (to allow Council to obtain title to the closed road). However, the Department reserves the right to review its decision at any time before delivery of the Crown Grant to Council.

Upon completion of road discontinuance and receipt of deposit, DELWP will proceed to seek final approval of the Minister for Finance. Once the necessary approvals have been obtained the balance of funds to obtain a Crown Grant will be requested.

There is sufficient budget allocation to cover the costs associated with the proposed discontinuance and the ultimate transfer to Council by way of purchase. The anticipated amount payable to DELWP is in the vicinity of \$45,000, subject to final confirmation.

Following the acquisition by Council and subject to:

- a resolution of Council;
- valuations being obtained; and
- compliance with all other requirements under the *Local Government Act 1989* and *Local Government Act 2020*,

the intention is to then sell the remaining parts of the discontinued road to the respective adjoining owners.

CONSULTATION

The respective adjoining owners of the land upon which this government road encroaches have been consulted on the proposed intentions and have no objection to the proposed road discontinuance.

The public notice was published in the Alpine Observer on 22 September 2021 and allowed for submissions until 20 October 2021. No submissions were received.

CONCLUSION

It is recommended that Council proceeds to undertake a discontinuance of 7,451m² of road (shown as crosshatched in Figure 1) in accordance with Clause 3(a) of Schedule 10 of the LGA 1989, and authorises the Chief Executive Officer to take all actions required to discontinue the road (including publishing the notice in the Government Gazette).

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

9.2.2 Mount Beauty Airport Update

INTRODUCTION

The purpose of this report is to update Council on the Mount Beauty Airport.

Cr Prime

Cr Hughes

That Council:

- 1. Notes the life-cycle analysis and improved value for the community of an asphalt surface treatment;***
- 2. Approves the project to proceed with an asphalt surface; and***
- 3. Notes the review of the airport's operating model and the management association and its partnership with Council.***

Carried

BACKGROUND

Construction

The unsealed runway surface is performing well despite the wet winter. A 25mm asphalt surface treatment can be delivered within the approved project budget.

An asphalt surface treatment is recommended as it results in a lower renewal cost to Council and provides a better user experience for airport users. Asphalt also has a 20% lower CO2 impact over the 25 year lifecycle, which aligns with the objectives of Council's Climate Action Plan.

Airport Association Review

On 25 June 2022 the Mount Beauty Airport Management Association (MBAMA) was granted permission to use and occupy the airport subject to restricted conditions. As such a Memorandum of Understanding (MOU) was put in place stipulating the roles and responsibilities of the Association and Council during this period. Additionally, Council has proposed that a service agreement and licence be developed to replace the existing MOU once the Airport is completed and fully functional.

During the airport upgrade, Council in collaboration with the MBAMA has identified the opportunity to complete a full review of the Association, the airport operating model and the partnership between the Association and Council.

Engagement with members of the association, user groups and the broader community will occur to determine the most effective model for the operation of the airport.

ISSUES

Council is not aware of any issues associated with this report.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

The asphalt surface treatment can be delivered within the budget approved by Council and will result in a lower overall lifecycle cost for Council and the best value for the community.

CONSULTATION

The Committee of the airport management association has been consulted and is supportive of the asphalt surface treatment and the review of its operating model.

CONCLUSION

Following the lifecycle analysis and the strategic alignment with Council's Climate Action Plan, it is recommended that Council approves the project to proceed with an asphalt surface treatment.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Director Corporate Performance
- Manager Facilities
- Manager Asset Development

ATTACHMENT(S)

Nil

9.2.10 Mount Beauty Airport Upgrade - Variations

File Number: 2107501

INTRODUCTION

This report relates to variations to the Mount Beauty Upgrade project.

Cr Keeble

Cr Janas

That Council:

- 1. Approves a variation to Contract No. 2107501 for the "Mount Beauty Airport Upgrade Construction" to Winslow Constructors for the upper limiting value of of \$458,169 (GST exclusive) for treatment of the runway extension subgrade to meet design specifications; and*
- 2. Approves a further variation to Contract No. 2107501 for the "Mount Beauty Airport Upgrade Construction" to Winslow Constructors for the lump sum reduction of \$301,607 (GST exclusive) to revert to a spray seal runway surface as per the original design specification.*

Carried

BACKGROUND

Council adopted a revised masterplan for the Mount Beauty Airport in March 2011, which recommended extending the runway from 930m to 1,540m and widening from 10m to 18m.

Funding was sought from the Australian Government's Regional Airports Program (RAP) in December 2019, based on an expanded scope to have the upgrade meet the standards of a registered airport. On 13 June 2020, Council was advised that the funding application was successful.

Specialised airport design consultants were engaged in July 2020 to re-assess the funding application scope against new Civil Aviation Safety Authority (CASA) regulations. On the basis of the feedback received, the scope of the project was revised, with the key change being the decision to retain the airport with the classification 'Aeroplane Landing Area' rather than aiming for an upgrade to a registered airport. The Regional Airports Program approved the change in scope and Council entered into a funding agreement on this basis.

Detailed design was progressed between January and May 2021, and this included flood modelling which was mandated by the North East Catchment Management Authority (NECMA), as the proposed extension would encroach onto the Kiewa River floodplain.

The design and geotechnical investigations were completed in accordance with CASA guidelines.

At the October 2021 Council Meeting, Winslow Constructors was awarded a contract for the 'Mount Beauty Airport Upgrade Construction' for the amount of \$1,865,794.

Stripping of topsoil and excavation of material commenced in November 2021. These works revealed that the subgrade of the proposed runway extension did not meet the specification requirements. Potential technical solutions were investigated, and the most suitable option was identified to stabilise the subgrade in order to meet the specification.

At the February 2022 Council Meeting, Winslow was awarded a contract variation for \$440,227 for treatment of the runway subgrade to meet design specifications. At the same meeting, Council awarded a further variation to Winslow Constructors for \$169,691 for additional works to enlarge the apron and widen the runway at the southern end to further improve the serviceability and safety of the airport operations.

ISSUES

Subgrade Condition

The selected option to stabilise the subgrade and meet the specification requirements has been successfully applied across most areas of the runway. However, as the civil construction works have progressed since February 2022, the full extent of the poor subgrade conditions has become apparent and has exceeded what was previously understood. A further engineering redesign has been necessary to address a number of particularly challenging areas where excavation has resulted in standing water. Completion of these subgrade stabilisation works is required to finish the project.

Runway Surface: Asphalt versus Spray Seal

The original tender specification was for a spray seal runway surface. Competitive pricing in the construction tender responses enabled Council to explore upgrading the runway surface from spray seal to asphalt and deliver the project within the project budget. An asphalt surface provides a higher quality finish, and the useful life before renewal is required is longer than with a spray seal finish. The construction contract was subsequently awarded on the basis of an asphalt runway surface.

Given the works which have subsequently become necessary to stabilise the subgrade, it is no longer possible to deliver the project within the approved budget if an asphalt seal is retained. It is recommended that the runway surface is changed back to spray seal as per the original design specification.

Airport Runway Renewal

The cost to change from a spray seal surface to an asphalt surface has been priced by the construction contractor as \$301,607 (GST Exclusive). A spray seal surface will require renewing approximately twice as frequently as an asphalt surface. The cost for renewal of an asphalt surface is approximately 60% more than that for a spray seal surface.

Flood Resilience

The flood resilience of the runway surface is dependent on the bond integrity between the surface of the pavement and the top layer of the runway. If the bond is of high quality, then there is little difference between the performance of a spray seal and asphalt surface. The design specification requires the area most susceptible to flood

inundation to be cement stabilised prior to the final runway surface being applied. This treatment makes the pavement more resilient to flood damage.

Timeline

The project timeline has been updated to incorporate the additional time required to complete the subgrade stabilisation works. The project is expected to be completed by end-May 2022, subject to favourable conditions.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

This project is funded through the Australian Government's Regional Airports Program (RAP) for a total of \$3,111,820 (GST exclusive). The funding ratio is \$1 RAP: \$1 Council. Council's financial commitment to the project is its 50% share under the RAP funding agreement being \$1,555,910 (GST exclusive).

The two variations for which Council approval is sought include:

- Subgrade stabilisation treatment required to ensure the extended runway pavement meets design specifications: \$458,169 (GST exclusive) addition; and
- Revert to a spray seal runway surface as per the original design specification: \$301,607 (GST exclusive) reduction

The approval of these two variations will result in a total of \$3,038,324 (GST exclusive) being spent under the RAP. Unspent RAP grant funding will be returned to the Australian Government.

The grant cannot be used for project planning, design, permits, or feasibility costs. These costs must be funded 100% by Council.

If the two proposed variations are approved by Council, Council's total contribution to the project would remain as \$1,784,318 (GST exclusive), as was estimated to be the total commitment in the report to the February Council Meeting. This amount is \$228,408 (GST exclusive) above Council's total original commitment of \$1,555,910 (GST exclusive) and includes the approved addition of a variation to the original scope to increase the apron and widen the runway at the southern end.

CONSULTATION

The design of the Mount Beauty Airport Upgrade project has been undertaken in consultation with the Mount Beauty Airport Management Association (MBAMA), representatives of the airport user groups, adjacent landowners, and relevant State Government authorities including NECMA and the Department of Environment, Land, Water and Planning.

Changing the runway surface from asphalt to spray seal has been discussed with the MBAMA and they are supportive of this approach.

CONCLUSION

Due to larger area and more severe subgrade conditions encountered since February, additional stabilising treatment is required to ensure the extended runway pavement meets the design specifications.

There is an opportunity to reduce the cost by reverting back to a spray seal runway surface, which will deliver the project as per the original design specifications.

Approving these variations would have no net increase in Council's approved contribution to the total cost of the project. It is recommended that Council approves these variations.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

8.2.3 Contract 2107501 - Mount Beauty Airport Upgrade - Variation

File Number: 2107501

INTRODUCTION

This report relates to variations on the Mount Beauty Airport Upgrade project that require additional expenditure and optimising available grant funding.

Cr Keeble

Cr Forsyth

That Council approves:

- 1. A variation to Contract No. 2107501 for the "Mount Beauty Airport Upgrade Construction" to Winslow Constructors for the lump sum price of \$440,227 (GST exclusive) for treatment of the runway extension subgrade to meet design specifications; and*
- 2. A further variation to Contract No. 2107501 for the "Mount Beauty Airport Upgrade Construction" to Winslow Constructors for the lump sum price of \$169,961 (GST exclusive) for the enlarged apron and widening an additional section of the runway.*

Carried

BACKGROUND

The Mount Beauty Airport Upgrade involves an extension and widening to the existing runway.

Council adopted a revised masterplan for the Mount Beauty Airport in March 2011, which recommended extending the runway from 930m to 1,540m and widening from 10m to 18m.

Funding was sought from the Australian Government's Regional Airport Program (RAP) in December 2019, based on an expanded scope to have the upgrade meet the standards of a registered airport. On 13 June 2020, Council was advised that the funding application was successful.

Specialised airport design consultants were engaged in July 2020 to re-assess the funding application scope against new Civil Aviation Safety Authority (CASA) regulations. On the basis of the feedback received, the scope of the project was revised, with the key change being the decision to retain the airport with the classification 'Aeroplane Landing Area' rather than aiming for an upgrade to a registered airport. The Regional Airports Program approved the change in scope and Council entered into a funding agreement on this basis.

Detailed design was progressed between January and May 2021, and this included flood modelling which was mandated by the North East Catchment Management Authority (NECMA), as the proposed extension was considered likely to encroach onto the Kiewa River floodplain.

The design and geotechnical investigations were completed in accordance with CASA guidelines.

Winslow Constructors were awarded the contract for the construction of the Mount Beauty Airport Upgrade construction for the amount of \$1,865,794.80 (GST exclusive). The budget for this project is \$3,111,820 (GST exclusive) which is 50% funded by the Australian Government's RAP on eligible expenditure (not including design, approvals etc.).

Subgrade Treatment

Physical work commenced on the runway extension on 22 November 2021 with the stripping of topsoil and excavation. These works revealed that the subgrade of the proposed runway extension did not meet the specification requirements. This is a latent ground condition, and the subgrade requires stabilising treatment for the extended runway to be constructed in accordance with design specifications.

Apron Enlargement and Additional Runway Widening

The Mount Beauty Airport Management Association (MBAMA) requested Council consider additional works involving the enlargement of the apron and widening of the runway at the southern end to further improve the serviceability and safety of the airport operations if funding permitted. Council requested a quote from the contractor for the apron enlargement and extra widening works.

ISSUES

Subgrade Treatment

It is imperative that the subgrade of the extended runway pavement is stabilised to ensure the project is delivered in accordance with design specifications and meets performance standards.

A number of potential technical solutions were investigated to stabilise the subgrade:

1. Bridging mattress with crushed rock
2. Bridging mattress with river gravel (available next to site)
3. Polycom stabilising agent.

Both bridging mattress options produced results that comply with the design specifications, however the Polycom stabilising agent option didn't.

Option 2 (bridging mattress with river gravel) presents the best value for money solution to meet the design specifications.

The contractor has quoted \$410,227 plus an allowance of \$30,000 for land restoration after the river gravel is extracted which will total \$440,227 (GST exclusive) for this variation.

Apron Enlargement and Additional Runway Widening

The contractor provided a quote for the apron enlargement and additional runway widening for \$169,961 (GST exclusive) for this additional scope.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

This project is funded through the Australian Government's RAP for a total of \$3,111,820 (GST exclusive). The funding ratio is \$1 RAP: \$1 Council. Council's financial commitment to the project is its 50% share under the RAP funding agreement being \$1,555,910 (GST exclusive). There is sufficient funding under the RAP grant to award these two variations. The award of these two variations will result in a total of \$3,038,342 (GST exclusive) being spent under the RAP. The grant cannot be used for project planning, design or permit costs. These costs for the project total \$265,147 (GST exclusive) and are entirely Council's responsibility.

The two variations Council approval is sought for include:

1. Subgrade stabilisation treatment required to ensure the extended runway pavement meets design specifications - \$440,227 (GST exclusive).
2. Apron enlargement and additional runway widening to enhance the serviceability and safety of the airport operations. - \$169,961 (GST exclusive)

If the two proposed variations are approved by Council, Council's total contribution to the project would be \$1,784,318 (GST exclusive), which is \$228,408 (GST exclusive) above its total original commitment of \$1,555,910 (GST exclusive). At this stage Council does not anticipate any further unexpected expenditure on this project.

Any unspent RAP grant funding will be returned to the Australian Government.

CONSULTATION

The design of the Mount Beauty Airport Upgrade project has been undertaken in consultation with the MBAMA, representatives of the airport user groups, adjacent landowners, and relevant State Government authorities including the NECMA and Department of Environment, Land, Water and Planning.

Council will continue to engage with key stakeholders through the delivery of the construction phase of the project. Current restrictions on airport operations resulting from the construction works are being managed in close consultation with the MBAMA, with safety remaining the highest priority.

CONCLUSION

Due to latent conditions encountered onsite with the subgrade of the proposed runway extension, stabilising treatment is required to ensure the extended runway pavement meets the design specifications and for the contractor to complete the approved scope of works for the Mount Beauty Airport Upgrade project.

There is also an opportunity to use unallocated RAP grant funding to cover half (50%) of the cost to enlarge the apron and widen an additional length of the runway, which will enhance the serviceability and safety of the airport operations. Any unspent RAP grant funding will be returned to the Australian Government.

Half (50%) of the cost of these works can be covered by the RAP funding and would be a variation to the contract. Approving these variations would increase Council's contribution by \$228,408 (GST exclusive) above its total original commitment of \$1,555,910 (GST exclusive). It is recommended that Council approve these variations.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

9.2.4 Discontinuance of Government Road - Mount Beauty Airport

File Number: 1500.02

INTRODUCTION

This report relates to the discontinuance of a government road which coincides in location with the proposed extension of the Mount Beauty Airport runway.

Cr Forsyth

Cr Prime

That Council:

1. *Notes that no submissions were received on the proposal to discontinue the road;*
2. *Discontinues 7,451m² of road (shown as crosshatched in Figure 1) in accordance with Clause 3(a) of Schedule 10 of the Local Government Act 1989;*
3. *Authorises the Chief Executive Officer to take all actions required to discontinue the road (including publishing the notice in the Government Gazette); and*
4. *Disbands the committee formed to hear submissions under s223(1)(b) of the Local Government Act 1989.*

Carried

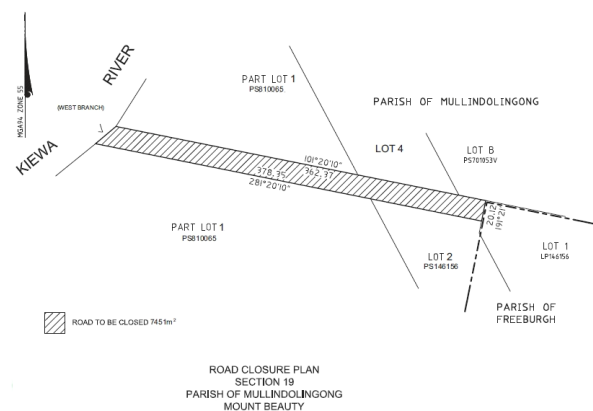


Figure 1: Area of road to be discontinued (shown as crosshatched)

BACKGROUND

A detailed background of this project is set out in the Minutes for the Council meeting held on 7 September 2021.

Before the discontinuance of the unused government road could occur, section 207A of the *Local Government Act (LGA) 1989* required that Council undertakes a public submissions process (pursuant to section 223 of the LGA 1989) to allow for the public to comment on the proposal.

At the Ordinary Council meeting on 7 September 2021, Council resolved to publish a public notice requesting any submissions in accordance with section 223 of the LGA 1989 in relation to Council's proposal to discontinue the unused government road.

The public notice was published in the Alpine Observer on 22 September 2021. The notice stated that 20 October 2021 was the date by which submissions were required to be submitted (being at least 28 days after the date on which the public notice was published). No submissions have been received.

Council may undertake the discontinuance of the unused government road in accordance with clause 3(a) of Schedule 10 of the LGA 1989 which provides as follows:

Power to discontinue roads

A Council may, in addition to any power given to it by sections 43 and 44 of the Planning and Environment Act 1987—

- a. discontinue a road, or part of a road, by a notice published in the Government Gazette; and*
- b. sell the land from that road (if it is not Crown land), transfer the land to the Crown or itself or retain the land.*

ISSUES

DELWP approval

The unused government road is administered by the Department of Environment, Land, Water and Planning (DELWP) which has granted "Approval in Principle" for the sale of the Crown land to Council subject to final Ministerial approval.

In the first instance, DELWP has requested that Council arranges the discontinuance of the road in accordance with clause 3 of Schedule 10 of the LGA 1989.

POLICY IMPLICATIONS

Prior to Council undertaking the process of discontinuance in accordance with clause 3 of Schedule 10 of the LGA 1989, Council was required to publish the public notice and allow for submissions under section 223 of the LGA 1989 to be made. This requirement has been satisfied and no submissions were received.

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Following the discontinuance of the road and subject to approval of the Minister of Finance, DELWP has indicated that the total value of the land inclusive of all Departmental costs is in the vicinity of \$45,000 (to allow Council to obtain title to the closed road). However, the Department reserves the right to review its decision at any time before delivery of the Crown Grant to Council.

Upon completion of road discontinuance and receipt of deposit, DELWP will proceed to seek final approval of the Minister for Finance. Once the necessary approvals have been obtained the balance of funds to obtain a Crown Grant will be requested.

There is sufficient budget allocation to cover the costs associated with the proposed discontinuance and the ultimate transfer to Council by way of purchase. The anticipated amount payable to DELWP is in the vicinity of \$45,000, subject to final confirmation.

Following the acquisition by Council and subject to:

- a resolution of Council;
- valuations being obtained; and
- compliance with all other requirements under the *Local Government Act 1989* and *Local Government Act 2020*,

the intention is to then sell the remaining parts of the discontinued road to the respective adjoining owners.

CONSULTATION

The respective adjoining owners of the land upon which this government road encroaches have been consulted on the proposed intentions and have no objection to the proposed road discontinuance.

The public notice was published in the Alpine Observer on 22 September 2021 and allowed for submissions until 20 October 2021. No submissions were received.

CONCLUSION

It is recommended that Council proceeds to undertake a discontinuance of 7,451m² of road (shown as crosshatched in Figure 1) in accordance with Clause 3(a) of Schedule 10 of the LGA 1989, and authorises the Chief Executive Officer to take all actions required to discontinue the road (including publishing the notice in the Government Gazette).

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

8.2.3 Mount Beauty Airport Upgrade Construction

File Number: CT21075

INTRODUCTION

This report relates to the award of a construction contract for the upgrade of the Mount Beauty Airport.

Cr Keeble

Cr Prime

That Council awards Contract No. 2107501 for the 'Mount Beauty Airport Upgrade Construction' with the asphalt option to Winslow Constructors Pty Ltd for the lump sum price of \$1,865,794.80 + GST.

Carried

BACKGROUND

Council adopted a revised masterplan for the Mount Beauty Airport in March 2011, which recommended extending the runway from 930m to 1,540m and widening from 10m to 18m.

Funding was sought from the Australian Government's Regional Airport Program (RAP) in December 2019, based on an expanded scope to have the upgrade meet the standards of a registered airport. On 13 June 2020, Council was advised that the funding application was successful.

Specialised airport design consultants were engaged in July 2020 to re-assess the funding application scope against new Civil Aviation Safety Authority (CASA) regulations. On the basis of the feedback received, the scope of the project was revised, with the key change being the decision to retain the airport with the classification 'Aeroplane Landing Area' rather than aiming for an upgrade to a registered airport. The Regional Airports Program approved the change in scope and Council entered into a funding agreement on this basis.

Detailed design was progressed between January and May 2021, and this included flood modelling which was mandated by the North East Catchment Management Authority (NECMA), as the proposed extension was considered likely to encroach onto the Kiewa River floodplain.

The Tender for the construction works was advertised in the Border Mail on 26 June, Herald Sun on 30 June and was posted on Tenders.net and the Alpine Shire Council website. The Tender documents were downloaded by 63 prospective tenderers with 10 tenders being submitted by the closing date.

EVALUATION

The evaluation panel consisted of the Acting Director Corporate Performance, Manager Asset Development, and Project Officer.

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

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

From an initial assessment of the tenders, it was established that the tender pricing was very competitive. This provided the opportunity to explore the option of providing a superior asphalt surface in lieu of the sprayed seal surface initially tendered. All tenderers were asked to submit an alternate price for the asphalt option. Submissions for the alternate price closed on 18 August 2021 and nine of the original tenderers responded.

Based on a detailed assessment of the tenders submitted for the alternate pricing for the asphalt surfacing, including comprehensive reference checking, it was determined that the tender from Winslow Constructors Pty Ltd with the asphalt option best met the overall requirements of the selection criteria.

ISSUES

The site has a Telstra fibre cable traversing under the proposed runway extension which needs to be relocated around the property before the runway construction works can be progressed. The work is now in progress following a decision taken at a Special Council Meeting on 21 September 2021.

The property is encumbered by an unused Government Road traversing the site, which was the subject of a separate report to the September Ordinary Council Meeting. The process of discontinuance is now in progress. The unused road is administered by the Department of Environment, Land, Water and Planning (DELWP) which has given approval for construction works to commence prior to the discontinuation of the road being finalised.

The extension of the runway will mean that the obstacle-free take-off surface of the runway will be impacted by nine large trees at the northern end of the runway. Approval to remove these trees requires a planning permit, which needs the support of DELWP and will require appropriate vegetation offsets to be established. These approval processes are underway.

POLICY IMPLICATIONS

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

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

The project budget is \$3,111,820 + GST, which is 50% funded by the Australian Government through the Regional Airports Program and 50% by Council funds.

There is sufficient budget to cover the award of this contract.

CONSULTATION

The design of the Mount Beauty Airport Upgrade project has been undertaken in consultation with the Mount Beauty Airport Management Association, representatives of the airport user groups, adjacent landowners, and relevant State Government authorities including NECMA and DELWP.

Council will continue to engage with each of these groups throughout the delivery of the construction phase of the project. Restrictions on airport operations resulting from the construction works will be managed in close consultation with the Mount Beauty Airport Management Association, with safety remaining the highest priority.

CONCLUSION

Following a comprehensive assessment, the Tender from Winslow Constructors Pty Ltd incorporating the asphalt surfacing is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil



SPM(11) – 21 SEPTEMBER 2021

Special Council Meeting

Minutes

Notice is hereby given that the **Special Meeting** of the **Alpine Shire Council** will be held on **21 September** commencing at **5:00pm**.

PRESENT

COUNCILLORS

Cr John Forsyth - Mayor

Cr Sarah Nicholas – Deputy Mayor

Cr Katarina Hughes

Cr Ron Janas

Cr Tony Keeble

Cr Kelli Prime

Cr Charlie Vincent

OFFICERS

William Jeremy - Acting Chief Executive Officer

Brett Jordan – Acting Director Corporate Performance

Elaine Burrridge - Acting Directors Assets

APOLOGIES

Charlie Bird - Chief Executive Officer

Agenda

- 1. Recording and livestreaming of Council meetings 3
- 2. Acknowledgement of traditional custodians, and recognition of all people 3
- 3. Apologies and Leave of Absence 3
- 4. Declarations by Councillors and Staff of conflict of interest 3
- 5. Presentation of reports by officers 4
 - 5.1 ACTING CHIEF EXECUTIVE OFFICER – WILLIAM JEREMY4
 - 5.1.1 Mount Beauty Airport Upgrade – Telstra Cable Relocation4

1. Recording and livestreaming of Council meetings

The Acting CEO read the following statement:

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

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

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

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

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

The Mayor read the following statement:

The Alpine Shire Council acknowledges the Traditional Owners of the land we are now on, we pay our respect to Elders, past and present.

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

3. Apologies and Leave of Absence

Charlie Bird, Chief Executive Officer

4. Declarations by Councillors and Staff of conflict of interest

Nil

5. Presentation of reports by officers

5.1 ACTING CHIEF EXECUTIVE OFFICER – WILLIAM JEREMY

5.1.1 Mount Beauty Airport Upgrade – Telstra Cable Relocation

INTRODUCTION

This report relates to a variation in the Contract which has been awarded to relocate an underground cable traversing the site of the Mount Beauty Airport runway extension.

Cr Janas

Cr Keeble

That Council endorses a variation to the existing Contract awarded to Telstra for the relocation of an underground cable from beneath the Mount Beauty Airport runway extension. The variation is for an amount of \$92,210.21 inclusive of GST, increasing the total value of the Contract to \$166,900.40 inclusive of GST.

Carried

BACKGROUND

The Mount Beauty Airport Upgrade involves an extension to the existing runway. An underground Telstra fibre cable traverses beneath the proposed runway extension. This cable is approximately 1.0m deep and is vulnerable to damage during construction of the runway and associated drainage according to the approved design. The risk of damaging the cable has been assessed as being high, and the financial consequences of damage to the cable would be significant.

Telstra provided a quote for \$74,690.19 incl. GST to relocate the cable to a greater depth using boring equipment, which was accepted by Council on 6 July 2021 under the CEO's delegated authority. These works are non-contestable and there is no option to seek alternative quotes. The quote included qualifications that the fee may be increased if latent conditions or rock are encountered in excess of what was anticipated.

Telstra's contractors arrived on site on 1 September 2021 to commence the works but were eventually thwarted in their attempt to undertake the boring due to rock boulders and the high water table, which was inundating the boring operations. The work was abandoned.

Council received a Variation Notice from Telstra on 3 September 2021 advising that the works could only be done by laying a new fibre cable around the airport property in a relatively shallow trench of around 600mm deep. The length of this cable is approximately 900m and will cost an extra \$92,210.21 incl. GST.

An alternative methodology proposed by Council officers has been rejected by Telstra.

ISSUES

Council has already entered into a contract with Telstra for an amount of \$74,690.19 inclusive of GST under the CEO's delegated authority. This variation increases the total contract amount to \$166,900.40 incl. GST, which is above the CEO's delegated financial authority of \$150,000 incl. GST.

POLICY IMPLICATIONS

Telstra and its authorised contractors are the only companies that are permitted to conduct works on Telstra's network and assets. This means that the work is non-contestable and there is no option for seeking alternative quotations to undertake this work.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

Council is funding the Mount Beauty Airport Upgrade project from a budget of \$3,111,820 excl. GST, which is 50% funded under the Commonwealth Regional Airport Program (RAP) and 50% by Council. Expenditure on the relocation of the Telstra cable is an eligible cost which can be acquitted under this funding agreement. There are sufficient funds available in the project budget to approve this variation.

CONSULTATION

The design of the Mount Beauty Airport Upgrade project has been undertaken in consultation with the Project Control Group representing the Mount Beauty Airport Management Association. Additional and further consultation on specific matters has involved engaging with adjacent landowners, user groups, emergency services providers and relevant Government authorities.

CONCLUSION

The Telstra fibre cable needs to be relocated to allow the Mount Beauty Airport Upgrade project to proceed. This relocation will minimise the cable's vulnerability to damage and allow construction works to proceed unhindered. This asset is owned by Telstra and all works performed on it can only be undertaken by Telstra. The work is non-contestable, and the initial contract was entered into under the CEO's delegated authority. However, with the issue of a variation from Telstra which was initiated by latent conditions, the contract value now exceeds the CEO's delegated authority and Council's endorsement is required to proceed.

DECLARATION OF CONFLICT OF INTEREST

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

- Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

Nil

There being no further business the Chairperson declared the meeting closed at 5:08p.m.

.....
Chairperson

8.2.3 Mount Beauty Airport Upgrade

INTRODUCTION

The purpose of this report is to brief Council on the status of the Mount Beauty Airport Upgrade project and to highlight changes in the scope of the upgrade since submission of the funding application.

Cr Nicholas

Cr Keeble

That Council notes the revised scope of the Mount Beauty Airport Upgrade project and authorises the negotiation of a grant agreement on the basis of the revised scope with a Council commitment of no more than \$1,555,910 + GST.

Carried

BACKGROUND

Alpine Planning Scheme Amendment C038 was gazetted on 2 March 2017. The amendment was the culmination of more than ten years of planning, facilitating an upgrade of the Mount Beauty Airport and allowing for the development of Air Park facilities with direct access to the runway.

An opportunity became available in 2019 to apply for significant Australian Government funding to progress the upgrade which had been foreshadowed through the planning scheme amendment. The window of opportunity to prepare and submit an application the Regional Airports Program Round 1 was short, and an external consultant was engaged to compile the documentation required to support the funding application.

At the Special Council Meeting on 3 December 2019, Council authorised the submission of a grant application to upgrade the Mount Beauty Airport, with a Council commitment of no more than \$1.6 million. The application was submitted on 13 December 2019.

On 13 June 2020, Council learned that its application had been successful, and it had been allocated \$1,555,910 of funding for the upgrade.

ISSUES

Following the funding announcement and before the grant funding agreement was finalised, a number of discrepancies were identified between the content of the funding application and earlier masterplan reports. The nature of these discrepancies raised concern that elements of the upgrade scope as proposed in the funding application were not technically achievable given the physical constraints of the airport and surrounding terrain.

The Australian Government Civil Aviation Safety Authority (CASA), the regulatory body responsible for aviation safety, has enacted new legislation which relates to the design and operation of aerodromes. The 'Part 139 (Aerodromes) Manual of Standards 2019' became effective on 13 August 2020 and applies to the upgrade of the Mount Beauty

Airport. The technical information on which the funding application was based preceded the new legislation.

Council engaged specialist airport consultant to carry out a peer review of the funding application, and to establish a revised concept design which is technically achievable and compliant with the current legislation and standards, whilst achieving the desired objective to future proof emergency services access to the airport.

Work on the revised concept design is well progressed and the key changes between the scope of the funding application and the revised concept design are summarised in table 1 below.

Table 1 - Comparison of funding application and revised concept

| | Funding Application | Revised Concept |
|---------------------------|--|--|
| Runway extension | Usable runway length to be increased to 1100m. | Usable runway length to be increased. Usable length to be confirmed. |
| Runway widening | Runway width to be increased to 18m | Runway width to be increased. Width to be confirmed. |
| Drainage | Drainage upgrade necessary to facilitate runway extension. | No change |
| Runway lighting | Installation of permanent Pilot Activated Airfield Lighting Control (runway lighting). | No permanent runway lighting to be installed. |
| Terrain obstacle lighting | Installation of obstacle lighting on towers/hills. | No obstacle lighting to be installed. |
| Apron area | Pavement of the apron area for helicopters and visiting aircraft. | Upgrade of the apron area to be confirmed. |
| Navigation System | Installation of an R-NAV system. | No navigation system to be installed. |
| Airport classification | Change to a Certified Airport. | Remain an Aircraft Landing Area (ALA) |
| Fencing | Not included. | Airport fencing upgrade to be confirmed. |

POLICY IMPLICATIONS

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

The Australian Government Department of Infrastructure has allocated \$1,555,910 of funding towards the Mount Beauty Airport Upgrade, based on a matching Council co-contribution and resulting in a total project budget of \$3,111,820.

A grant agreement has not been signed and the funding has not been confirmed. Council has committed to providing the funding agency with a revised concept design and updated cost estimate by 25 September 2020. The grant agreement will be negotiated on the basis of this revised submission.

CONSULTATION

Significant community engagement preceded the 2017 gazettal of the planning scheme amendment which facilitated the upgrade to the airport and development of the adjacent Airpark.

The timeframe available to prepare and submit an application to the Regional Airports Program was limited and did not support broad community engagement. Targeted engagement was carried out during the preparation of the funding application to ensure that the key stakeholder requirements and constraints were understood.

The Australian Government Department of Industry, Science, Energy and Resources is administering the Regional Airports Program Round 1. When discrepancies were identified in the funding application, Council Officers advised the Department and sought approval to defer the signing of the grant agreement whilst the upgrade scope was confirmed. Regular engagement is taking place between Council Officers and the Department.

A Stakeholder Reference Group has been established to ensure that input from the key organisations and groups using the airport can be considered as the revised concept design is developed, and subsequently as the project is delivered. This group includes representatives from the Mount Beauty Airport Management Committee, Air Ambulance Victoria, Forest Fire Management Victoria, Mount Beauty Gliding Club, Kiewa Valley Modellers and the North East Victorian Hang Gliding Club.

A landowner group has been established to which each of the landowners whose land abuts the airport has been invited. This group is being kept updated as the revised concept design is developed, and also has the opportunity to provide input into the concept design process for consideration.

The broader community was engaged at the time of the funding announcement and will be engaged further as the revised concept design nears completion and then throughout the delivery of the project.

CONCLUSION

Council has been allocated funding to upgrade the Mount Beauty Airport, however the funding agreement has not been signed and a revision to the airport upgrade scope has become necessary. The revised upgrade scope will fulfil the original project objective of future proofing emergency services access to the airport.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets

ATTACHMENT(S)

- Nil



Alpine Shire

SPECIAL COUNCIL MEETING MINUTES

SPM12 – 3 December 2019

Bright Council Chambers

5:00pm



The **Special Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **3 December 2019** and commenced at **5:00pm**.

PRESENT

COUNCILLORS

Cr Peter Roper - Mayor
Cr Sarah Nicholas - Deputy Mayor
Cr Ron Janas - Councillor
Cr Kitty Knappstein - Councillor
Cr Daryl Pearce - Councillor
Cr John Forsyth – Councillor
Cr Tony Keeble – Councillor

OFFICERS

Mr Charlie Bird - Chief Executive Officer
Mr Michael Buckley – Acting Director Assets

APOLOGIES

Ms Nathalie Cooke - Director Corporate
Mr William Jeremy - Director Assets



AGENDA

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1 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

The CEO read the following statement:

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

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

By speaking during question time, or at any time during the meeting, you consent to your voice and any comments you make being recorded.

In common with all narrative during council meetings verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes.

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

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

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The CEO read the following statement:

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

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

3 APOLOGIES

Will Jeremy – Director Assets

Nathalie Cooke – Director Corporate

4 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil



5 PRESENTATION OF REPORTS BY OFFICERS

5.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

5.1.1 Regional Airports Program - Mount Beauty Airport

File Number: 1500.02

INTRODUCTION

There is an opportunity for Council to seek considerable funding to upgrade the Mount Beauty Airport. The upgrade will ensure that Air Ambulance Victoria aircraft can access the airport into the future and open access opportunities for fire service aircraft to address emergency situations. The upgrade will effectively future-proof emergency service access to the airport for decades to come. This report outlines the project and details of the proposed funding application and seeks Council's financial commitment to the project.

Cr Pearce

Cr Keeble

That Council:

- 1. Authorises the submission of a grant application to upgrade the Mount Beauty Airport with a Council commitment of no more than \$1,600,000 (GST exclusive);*
- 2. Accepts responsibility to complete the project; and*
- 3. Meets the costs of the project not covered by funding.*

Carried.

BACKGROUND

The Australian Government recently opened round one of the Regional Airports Program, which provides grants to enhance the safety and accessibility of aerodromes in regional areas of Australia. It will support critical air infrastructure that will:

- improve the safety of aircraft, operators and passengers using regional airports or aerodromes
- facilitate improved delivery of essential goods and services such as food supplies, health care and passenger air services
- improve the connectivity of Australia's regions to domestic and global market opportunities
- meet the operational requirements of aeromedical and other emergency services in the region.

There is a total of \$45 million available for this grant round. Grants will be from \$20,000 to \$5 million, and up to 50% of eligible project costs. The closing date for applications is 12 December 2019.



Council adopted the Mount Beauty Aerodrome Master Plan in March 2011. This included extending the sealed runway length by approximately 700m to a total length of 1,540m, and increasing sealed runway width to 18m. There have been several revisions to the Master Plan since and the current Master Plan is associated with the Planning Scheme Amendment C38 - Mount Beauty Airpark Aerodrome. Council adopted Planning Scheme Amendment C38 on 6 December 2016 and it was gazetted 2 March 2017. This amendment resulted in the rezoning of the Mount Beauty aerodrome and surrounding land to facilitate an airpark development and included a runway extension of 400m.

This funding application seeks to future-proof emergency service access to the Mount Beauty Airport for decades to come and more specifically achieve the following upgrades to the airport:

- Extending the usable runway length from 648m to 1,100m (N.B. the physical runway length is greater than the usable runway length and would be increased by 740m, from 847m to 1,587m).
- Increasing the width of sealed runway to 18m
- Installation of PAALC lights on runway
- Installation of obstacles lights on towers/hills
- Installation of drainage
- Pavement of Apron area for helicopter and aircraft visiting.

ISSUES

Emergency services access

The current airport can be accessed by Air Ambulance Victoria aircraft during the daytime only. There is an expectation that when the Air Ambulance Victoria aircraft fleet is upgraded the current runway would be inadequate and the Air Ambulance Victoria aircraft would not be able to access the Mount Beauty Airport. The proposed airport upgrade would effectively future proof Air Ambulance Victoria aircraft access for many decades to come.

Forest Fire Management has indicated that current airport infrastructure is inadequate for their current fixed wing aircraft needs and they would use other nearby airstrips such as Corryong, Mansfield and Benambra. An upgrade to the Mount Beauty Airport would provide greater flexibility for fire management services to manage local fires.

Land tenure

Council is landowner of the current Mount Beauty Airport (PS705744U) and owns the parcel of land that the runway would be extended onto (PS810065E). There is an unused road reserve that is 20m wide that intersects these two parcels of land. Council is part way through the process of acquiring this land and has received a letter of support from the Department Environment, Land, Water and Planning (DELWP) to extend the runway on this land.



Special Council Meeting
SPM12 – 3 December 2019

*Airport management and operation*

The Mount Beauty Airport is managed by the Mount Beauty Airport Management Association Inc. (the Association). The Association is responsible for the operation and day to day maintenance of the Airport. Council is responsible for asset renewal. Other works are assessed on a case by case basis.

Aerodrome certification rating

The proposed upgrade would shift the Mount Beauty Airport into the Registered Aerodrome certification rating (like Wangaratta Aerodrome), which would increase the obligations of the Airport manager (the Association). Examples of additional obligations include:

- Monitoring obstacles
- Maintaining windsocks
- Periodic geotechnical assessment of runway strength
- Periodic inspection of pilot activated lighting
- Making non-precision instrument approach procedures available

The cost of these additional obligations is expected to be minor.

Airpark development

Council adopted Planning Scheme Amendment C38 - Mount Beauty Aerodrome on 6 December 2016 and it was gazetted 2 March 2017. This amendment resulted in the rezoning of the Mount Beauty aerodrome and surrounding land to facilitate an airpark development. The proposed airport upgrade would enable larger aircraft to access the Mount Beauty Airport, which would complement the adjacent airpark development.

Obstacle lights on towers/hills

The Mount Beauty Airport upgrade includes the installation of obstacle lights on the towers and hills around the Mount Beauty township. The obstacle lights improve the safety for aircraft and is a requirement under the funding guidelines because Pilot Actuated Airport Lighting Control (PAALC) lights must be provided and terrain lights are a mandatory part of this to allow Air Ambulance Victoria to use both runways and have 24 hour Instrument Flight Rules (IFR) capacity. It is expected that lights will impact the amenity and it is anticipated that there will be some community dissatisfaction associated with the new obstacle lights. It is important that the community is effectively engaged to communicate the need for the obstacle lights and benefits of upgrading the runway.

Native vegetation removal

It is understood that several native trees will need to be removed and a number of trees heavily pruned to maintain an obstacle free approach. It is understood that these trees are in crown land at the end of the proposed runway extension, adjacent to the Kiewa River West Branch. Council will need to negotiate with DELWP to remove and prune native vegetation and pay for associated native vegetation



offsets. This has been allowed for in the project budget. There are no exemptions for this type of vegetation removal therefore a planning permit will be required for their removal.

Cultural Heritage

A previous Cultural Heritage Management Plan (CHMP) was completed by Jo Bell Heritage Services in 2012 (CHMP No. 11447) and subsequently approved. Its activity area covers the entire area subject land area proposed to be disturbed for this development. No artefacts were identified in the activity as part of this assessment. The procedure outlined in the report will need to be followed during construction. Given this already completed work no additional Cultural Heritage Management Plan will be required.

Flood zone

The proposed runway extension is in the floodplain and the 1% Average Exceedance Probability (AEP) flood extent, commonly referred to as the 1 in 100-year flood extent. During the Planning Scheme Amendment C38 process, the North East Catchment Management Authority (NECMA) provided consent for a 400m runway extension but objected to a 700m extension due to the impact on flooding and the Kiewa River.

More recent engagement with NECMA indicates that the:

- Impact on the riparian zone is not a major concern if vegetation removal is limited to the removal of two trees and the heavy pruning of four other trees.
- Impacts on flooding on the Kiewa West Branch may be manageable if the runway grades down with natural surface level, however impact on levels in the Kiewa River East Branch is likely.

NECMA will be commencing a flood study for the Kiewa River in early 2020 and this presents an opportunity to undertake a detailed hydraulic assessment of the impact of runway extension. This has been allowed for in the project budget. This would provide greater confidence about the flooding impacts and associated risks.

Planning Permit

The Mount Beauty runway area (current and proposed) is zoned Special Use Zone 5 (SUZ5). Airport land use is permitted under this zone; however, a planning permit is required for proposed works (i.e. runway extension).

The runway area is also covered by the Significant Landscape Overlay Schedule 1 (SLO1) and proposed works under this overlay will trigger a planning permit and therefore an application will need to consider these requirements.

There is a proposed Land Subject to Inundation Overlay (LSIO) covering a small portion of the northern end. The application would need to consider this constraint and NECMA engaged.

In terms of Council lodging the permit for the works on land that it owns the application pursuant to Section 96 of the *Planning and Environment Act 1987* must be lodged with the minister.



A planning permit would be required for native vegetation removal.

Open drain

There is an open drain that runs parallel to the north eastern side of the runway. The proposed upgrade works would not include piping this open drain.

POLICY IMPLICATIONS

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors.

The proposed works associated with the Mount Beauty Airport upgrade funding application are generally consistent with the Mount Beauty Aerodrome Master Plan adopted by Council in March 2011 and updated in 2016 as part of the Planning Scheme Amendment C38 development and adoption process.

FINANCIAL AND RESOURCE IMPLICATIONS

The capital cost to upgrade the Mount Beauty Airport is estimated to be \$3.2 million, with \$1.6 million to be sought from grant funding and Council responsible to meet the remaining project costs. The impact of delivering this project with external funding has been modelled in Council's Long-Term Financial Plan (LTFP) and shown not to have a material impact on Council's forecast working capital ratio and it will remain above 3. The LTFP considers the asset renewal cost, which Council will be responsible for.

Committing to this project would reduce Council's ability to commit to further discretionary spend on new and upgrade capital projects during the period of this project's delivery (up to 2021). In effect, the delivery of priority projects identified in Council's capital works Project Pipeline will be deferred by up to two years.

It is estimated that the proposed upgrade would increase the annual operating cost by \$5,000 p.a. due to:

- Aerodrome certification costs
- Increased electricity costs from lighting
- Increased insurance costs.

It is anticipated that Council would be responsible for covering these costs and could explore cost recovery avenues.

AGL Energy and Falls Creek Resort Management Board have indicated an interest in making in-kind contributions to this project.

CONSULTATION

There was significant consultation undertaken with affected stakeholders through the development of the Mount Beauty Aerodrome Master Plan and Planning Scheme Amendment C38 development and adoption process. To provide some context, the proposed Amendment C38 was exhibited to landowners and occupiers, referral



authorities and prescribed ministers between 11 September and 13 October 2014. Ten submissions were received by Council.

Following the recent announcement of the Regional Airports Program Council has re-engaged directly with the representatives from following directly affected stakeholders and agencies:

- Mount Beauty Airport Management Association Inc.
- Mount Beauty Hang Gliding Club
- Mount Beauty Airpark development (neighbouring the runway)
- NECMA
- DELWP
- Air Ambulance Victoria
- Forest Fire Management
- Civil and Aviation Authority (CASA).

CONCLUSION

Upgrading the Mount Beauty Airport will ensure that Air Ambulance Victoria aircraft can access the airport into the future and open access opportunities for fire service aircraft to address emergency situations. The upgrade will effectively future-proof emergency service access to the airport for decades to come.

The Regional Airports Program presents a significant opportunity to secure grant funding for a project identified in the Mount Beauty Aerodrome Masterplan. The proposed Mount Beauty Airport upgrade aligns with the funding requirements, and if a grant funding application was successful, Council has the financial capacity to commit the balance of funds needed to deliver the project.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Chief Executive Officer

ATTACHMENT(S)

- Nil



5.2 ACTING DIRECTOR ASSETS – MICHAEL BUCKLEY

5.2.1 Guardrail Upgrades

File Number: CT19070

INTRODUCTION

This report relates to the award of a contract for guardrail upgrades at various locations throughout the Alpine Shire.

Cr Janas

Cr Knappstein

That Council awards Contract No. 1907001 for "Guardrail Upgrades" to Waratah Bridge Constructions for the lump sum price of \$263,292.20 + GST.

Carried.

BACKGROUND

In May 2019, Council was successful in obtaining State Government funding under the Fixing Country Roads Program for the upgrading of aging non-compliant guardrail installations. These works will improve the safety and reduce the long term maintenance requirements of the bridge guardrail barriers and end terminals.

The Tender was advertised in the Herald Sun on 11 September 2019, as well as on tenders.net and Alpine Shire Council websites.

The Tender documents were downloaded 24 times and 12 responses were received by the closing date.

EVALUATION

The evaluation panel consisted of the Project Manager, Manager Asset Development Director Assets.

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

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

During the evaluation period, changes were made to several bridges to ensure compliance with the standards. Due to the resulting change in quantities across the scope, all tenderers were invited to provide a revised pricing schedule. Through this evaluation process it was determined that the tender from Waratah Bridge Constructions best met the selection criteria.

**POLICY IMPLICATIONS**

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

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A well planned and safe community

FINANCIAL AND RESOURCE IMPLICATIONS

Council has received \$200,000 funding from the State Government's Fixed Fixing Country Roads program for this project, Council will meet the remaining project costs.

There is sufficient budget allocation to deliver the guardrail upgrade works through award of this Contract.

CONCLUSION

Following a comprehensive assessment, the Tender from Waratah Bridge Constructions is considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Development
- Project Manager

ATTACHMENT(S)

- Nil



5.2.2 Mount Beauty Skate Park Upgrade

File Number: CT19072

INTRODUCTION

The report relates to the award of the contract for the upgrade of the Mount Beauty Skate Park.

Cr Nicholas

Cr Keeble

That Council awards Contract Number 1907201 - 'Mount Beauty Skate Park Upgrade' to Haley Constructions for the lump sum tender price of \$250,000+GST.

Carried.

BACKGROUND

The Mount Beauty Skate Park Upgrade project involves the detailed design and construction of an upgrade to the skate park facilities at the Mount Beauty Recreation Reserve.

A concept design for the upgrade was prepared by Enlocus in 2017 after extensive consultation with the Mount Beauty community. The concept design is based on two stages:

Stage 1 – Upgrade to the skate park; and

Stage 2 – Upgrade to the skate park precinct including car parking and landscaping.

This contract is for the Stage 1 works only and will deliver the detailed design and construction of the upgraded skate park. The new skate park elements include an enclosed skate bowl, a plaza style street course and flat ground connection through the existing skate park.

The Invitation to Tender was advertised on Tenders.net and The Alpine Shire Council website from the 18 October until 8 November 2019 and was also advertised in the Herald Sun on the 23 October 2019.

Tenders closed on 8 November 2019. The tender documents were downloaded 20 times and five tender submissions were received.

EVALUATION

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

- Price
- Qualifications and previous performance
- Delivery
- Design
- Social
- Environmental Sustainability



The evaluation panel consisted of the Acting Director Assets, Manager Asset Development and the Project Officer.

Through the evaluation process it was determined that the tender from Haley Constructions best met the selection criteria.

POLICY IMPLICATIONS

The tender was advertised and evaluated according to Council's Procurement Policy.

This recommendation is in accordance with the following Strategic Objective of the Council Plan:

- Incredible places for our community and visitors.

The Mount Beauty Skate Park Upgrade is a major initiative of the Council Plan 2017-21 (Review 2019).

FINANCIAL AND RESOURCE IMPLICATIONS

The Mount Beauty Skate Park Upgrade project is jointly funded by the Community Sports Infrastructure Fund (\$150,000), The Friends of the Mount Beauty Skate Park (\$15,000) and Alpine Shire Council.

There is sufficient budget allocation to award this contract and deliver this project.

CONSULTATION

Enlocus landscape architects were engaged in 2017, and in consultation with the Mount Beauty community, prepared concept designs for the Mount Beauty Skate Park upgrade.

Consultation with the local community and the Friends of the Mount Beauty Skate Park will continue throughout the detailed design and construction phases of the project.

CONCLUSION

Following a comprehensive tender evaluation assessment and reference checks the tender received from Haley Constructions was considered to present the best value option for Council.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Acting Director Assets
- Manager Asset Development
- Project Officer

ATTACHMENT(S)

- Nil



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There being no further business the chairperson declared the meeting closed at 5.18 p.m

.....
Chairperson



8.1.7 Planning Scheme Amendment - C38 Mount Beauty Aerodrome

File Number: 1468.38

INTRODUCTION

The purpose of this report is to update Council on Amendment C38 and seek endorsement to progress to the Approval stage.

Amendment C38 to the Alpine Planning Scheme seeks to rezone the Mount Beauty aerodrome and surrounding land to facilitate an airpark development. The amendment is a collaborative project involving the Alpine Shire Council and six private landowners.

The amendment will enable Council to implement the Mount Beauty Aerodrome Master Plan (adopted by Council on 1 March 2011) and the Master Plan for the airpark prepared by EDM Group. The key difference between the two documents is that the Aerodrome Master Plan applies to Council land and the extension of the runway. The Airpark Master Plan applies to the private land that is proposed to be developed into a fly-in fly-out community with residential, commercial, industrial and mixed uses all related to aircraft. The amendment has changed since exhibition as a result of the submissions received. Further changes have also been made following the Panel hearing.

Therefore Amendment C38 now proposes to:

- Amend local planning policy at Clause 21.07-3 (Local areas) to include reference to the 'Mount Beauty Aerodrome and Air Park'.
- Insert a new Schedule 5 to the Special Use Zone titled 'Mount Beauty Aerodrome and Air Park'
- Rezone [part] Lot S3 PS549580R, Lots 1, 2, 3 and 4; PS549580R, Lot 6; LP146156S, Lot C; PS420780C; and Lot 1, PS420780C from Industrial 1 Zone (INZ1) to Special Use Zone – Schedule 5 (SUZ5)
- Rezone Lot 1, LP146156S; Lot C, PS705737; and [part] Lot S3, 549580R from Farming Zone (FZ) to Special Use Zone – Schedule 5 (SUZ5)
- Rezone Lots 1 and 2, PS705744U from Public Use Zone (PUZ7) to Special Use Zone – Schedule 5 (SUZ5).
- Rezone [part] Reserve 1, PS549580; [part] Lot C 1/PS701053V; and Reserve 1, PS701053V from Farming Zone (FZ) to Public Conservation and Resource Zone (PCRZ)

Amendment C38 was exhibited to nearby landowners and occupiers, referral authorities and prescribed Ministers. Ten submissions were received by Council. Six of these submissions were from referral authorities. Five of these submissions were resolved with the submission from North East Water requiring a panel hearing. Four other submissions from members of the public were also received. Two of these could not be resolved and so they too went to the panel hearing which took place on 21, 22, 23 June 2016.



Council officers are now seeking Council's consideration of the Panel Report and its associated recommendations. In accordance with Section 25 of the Planning and Environment Act 1987, the Panel appointed to consider Amendment C38 has reported its findings to Council. Council must now consider the Panel's report under Section 27 of the Act and decide whether to adopt Amendment C38, or any part of it, with or without changes under Section 29 of the Act.

Cr Roper

Cr Pearce

That Council:

- 1. Alpine Planning Scheme Amendment C38 Panel Report, July 2016 be accepted under Section 27(1) of the Planning and Environment Act 1987.*
- 2. All the Panel recommendations be accepted in full.*
- 3. Amendment C38 to the Alpine Planning Scheme be adopted with changes under Section 29(1) of the Planning and Environment Act 1987 in response to the Panel's recommendations.*
- 4. Amendment C38 to the Alpine Planning Scheme be submitted to the Minister for Planning for approval under Section 31(1) of the Planning and Environment Act 1987.*

Carried

BACKGROUND

The development of the Mount Beauty Aerodrome has been in the planning for 10 years. In order to facilitate this, Council needed to secure privately held land to the north of the current runway to allow for the extension. Council has worked proactively with the owners of the land needed for the runway extension as well as adjacent private landowners. Through this brokerage a scheme has been developed which allows for the extension to the current runway and an associated airpark to allow for aerodrome related development to occur in the vicinity of the Aerodrome.

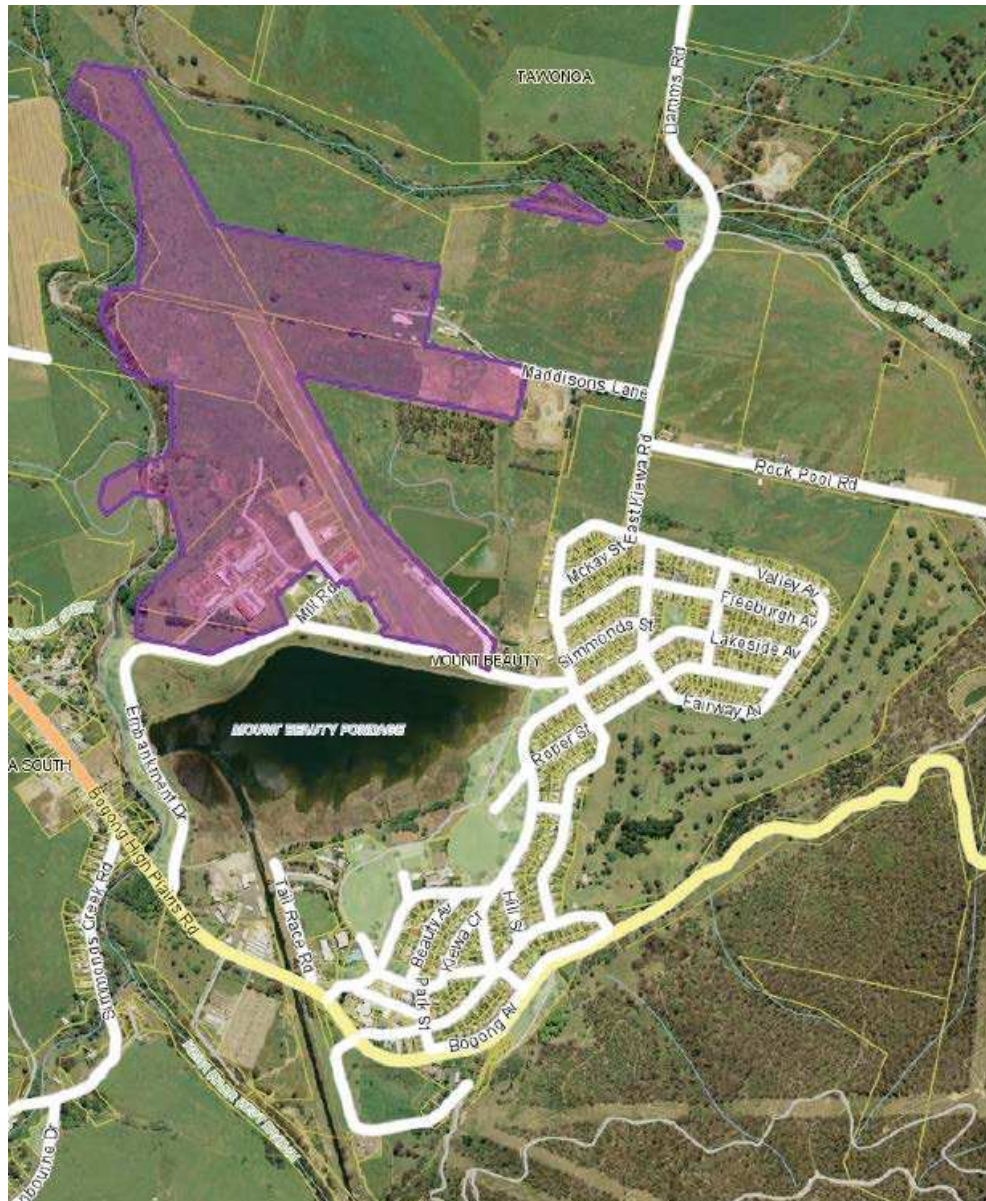
The proposal expands the capacity of the Mt Beauty Aerodrome to provide for safer conditions for aircraft. Strategic planning for this started with the Mount Beauty Aerodrome Master Plan in 2005.

The proposal is an innovative idea and has the potential to be an asset to Mt Beauty.

The proposed Airpark is approximately 67 hectares which is mostly farmland used for grazing. It is bound by the Kiewa River East branch to the north and the Kiewa River West branch to the west, farmland, an ex-landfill site now operating as a transfer station site and sewerage treatment plant to the east and industrial lots and retention pond to the south.



Figure 1: Site location plan as exhibited in September/October 2014



The aerodrome is used extensively by the Mt Beauty Gliding Club for training, joy flights and visiting glider flights. The club promotes visits by other gliding clubs who stay locally. The club has up to 40 members and operates on most weekends. Gliders are launched by a winch truck parked on private land approximately 370 meters to the north of the runway. However during special events in January, Easter and November, tow aircraft are used.

The facility is also used occasionally for charter operations by flying organisations or Ambulance Victoria, both of which are air transport operations. It is also used during bushfires to fill fire-fighting aircraft.



Mount Beauty Aerodrome is owned and operated by Council. A Committee of Management is appointed under the Local Government Act to oversee the day to day operations and consists of aerodrome users and interested community representatives. It is estimated that approximately 8,000 movements per annum occur at the Aerodrome involving all aircraft types.

Three documents form the basis of this amendment.

1. The Mount Beauty Aerodrome Master Plan 2011

This plan looked at what was required to extend and widen the runway. This document went on public exhibition for 28 days and submissions closed on 6 July 2010. 45 submissions were received: 40 supported the Masterplan and 5 did not or raised issues requiring further investigations.

2. Mount Beauty Aerodrome Master Plan 2014

Based on 2011 Master Plan private landowners in the immediate vicinity proposed a planning scheme amendment to facilitate the development of an Airpark and enable a runway extension. Heads of Agreement were drawn up to enable the transfer of land to Council for the runway extension and facilitate Airpark development.

3. 2015 works to repair the runway

During the 2013 bushfires the Mount Beauty Aerodrome was extensively used by the fire services to gain access to the area as a take-off and landing point for fire bombing. The runway was damaged as a result. In 2015 resealing works were undertaken to repair the damage. The runway was not extended during the repairs works.

The Amendment seeks to rezone the Mount Beauty Aerodrome to a Special Use Zone to allow for aircraft related development.

ISSUES AND CONSULTATION

The predominant issues raised during the exhibition process were focused on two areas: (1) flooding and (2) the requirement for buffers around the transfer station and the waste water treatment facilities.

North East Water (NEW) argued that odour modelling was required to ensure that odour from their waste treatment facilities would not impact any development in particular development that facilitates sensitive uses such as housing. NEW undertook odour modelling. The odour modeller presented at the panel hearing as an expert witness. The Panel decided that it was appropriate to apply buffers to the development area that took into account odour that could come from the wastewater treatment facilities. The Panel therefore concluded that development to the east of site should be deleted from the amendment.

Council was also asked to investigate with the EPA the ex-landfill site now operating as a transfer station in Maddisons Lane. The investigations considered what buffer distances should apply around the site given that the landfill may be leaching toxic gases. An audit, compliant with Section 53V of the Environmental Protection Act, was



undertaken. There was found to be a low risk of carbon dioxide leaching from the site. The EPA therefore applied the 250m to the site based on its current use as a transfer station. The Panel accepted this application.

Flooding was also considered an issue. Council called expert witness evidence to show that flooding was not an issue in particular since the proposed lots 62 to 74 and 75 to 81 of the exhibited master plan (July 2014) were deleted from the amendment due to the sale of the land. NECMA did not have any objections to the amendment following this deletion. Two submitters provided photographic evidence of flooding as part of their submission to the panel hearing. The Panel found that matters related to flooding had been satisfied and flooding was not an issue in the remaining areas to be developed as shown on the revised master and precinct plan (Nov 2015).

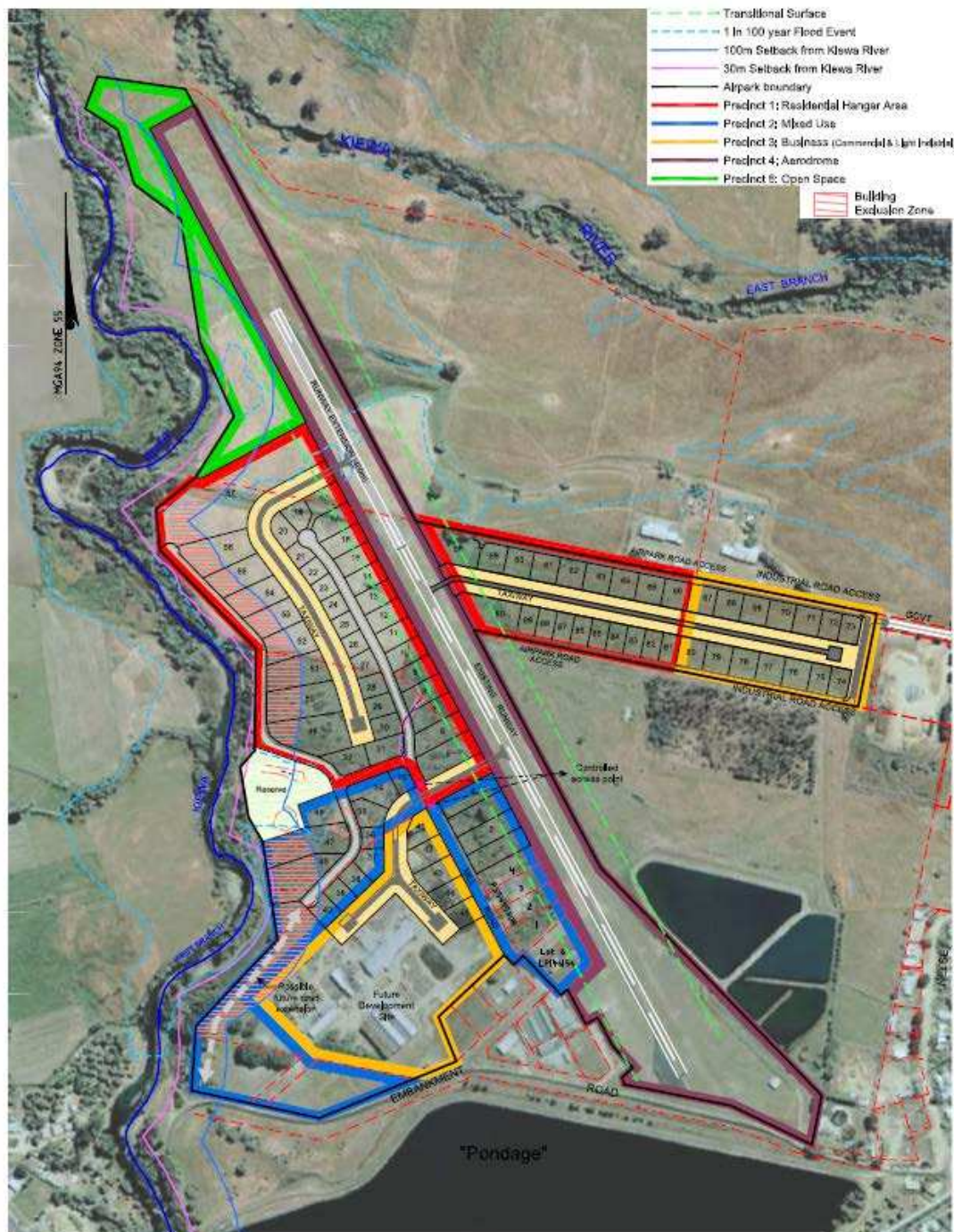
Figure 2: Master Plan as exhibited July 2014





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Figure 3: Revised Master Plan Nov 2015



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MOUNT BEAUTY AIRPARK MASTER PLAN 2015

Drawing No. 070162_MP14_11Nov15
Scale 1:5000
SHEET 1 OF 1
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Expert evidence was also presented on the issue of contaminated land at the old sawmill site near the Mill Road end of the development site. The Panel decided that an Environmental Audit Overlay was not necessary on this part of the site. The Panel advised that when development occurred an environmental audit could be undertaken but it was not necessary to put a mandatory overlay on the site to stipulate this.

Recommendations from the Panel Report

Alpine Planning Scheme Amendment C38 be adopted as changed in response to the submissions received (submissions are attached in Appendix A) and subject to the following:

1. Revise the Mount Beauty Airport Master Plan presented as part of the Special Use Zone to:
 - a) delete development from the east of the runway
 - b) change the 'Mixed use' to 'Business' in the area outlined in blue (see page 2 of 41 in the Panel report)
 - c) change the 'Decisions Guidelines' to include the following considerations for the area outline in blue:
 - the sensitivity of the proposed use to odour that may be generated from the Mount Beauty Wastewater Treatment Plant
 - the availability of ameliorative measures on the site to reduce the impact of odour
 - the number of people likely to use the proposed development
 - the potential for the proposed development to expand and attract additional people
 - the degree of choice a person has to remain on the site associated with the development
 - the length and frequency of stay of any person on the site associated with the development
 - built form of the development, including:
 - building design to isolate the internal air environments for occupied rooms during an odour event
 - the layout of buildings to maximise the separation distances to the Mount Beauty Wastewater Treatment Plant
 - building design to ensure apertures (including roller doors) are orientated away from the Mount Beauty Wastewater Treatment Plant
 - vegetation to improve air flow turbulence
2. Abandon the application of Environmental Audit Overlay
3. Include in Clause 2 under 'Application requirement' of the Special Use Zone Schedule the following:



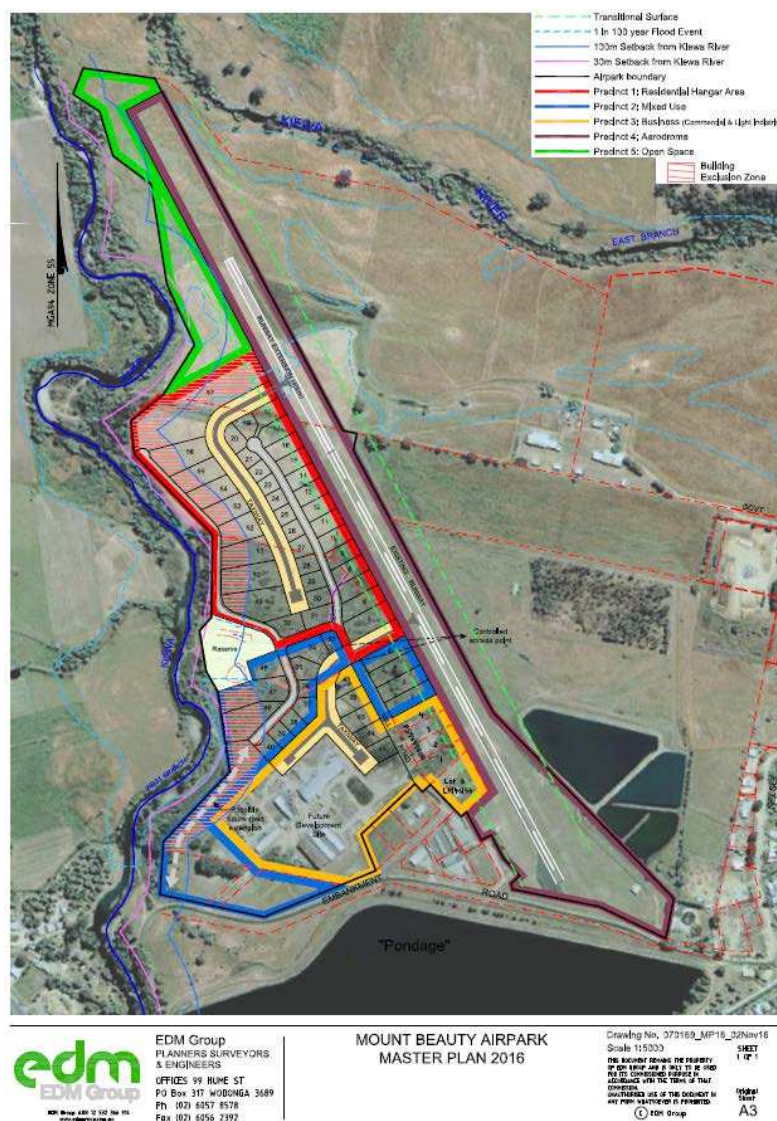
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- An application to use land for a sensitive use within Precinct 3 must be accompanied by an environmental site assessment by a suitably qualified environmental professional which provides advice on whether the environmental condition of the land is suitable for the proposed use and whether an environmental audit of all, or part, of the land is recommended. A report is not required if a previous report has determined that a site does not have contamination issues.

Comments from the proponents on the Panel recommendations

The proponents in this amendment have accepted the Panel's recommendations.

The revised Master Plan (Nov 2016) following the Planning Panel report is detailed below.



**POLICY IMPLICATIONS**

The amendment will amend strategic directions for general land use in Alpine Shire.

This complements Council's own policies and strategies namely the Alpine Shire Council Plan 2013-2017 (review 2015).

The amendment links to and implements the Council Plan, in particular the themes:

- Enhance the environment and liveability; and,
- Prosperous economy, employment and investment.

The amendment links to and implements the whole of the Alpine Shire 2030 Community Vision (2010 review), that is the vision and all seven key directions of:

4. Unspoilt natural environment;
5. Sympathetic and balanced development;
6. Economic prosperity;
7. Identity and character of our towns, villages and rural communities;
8. Services and facilities (health, wellbeing and lifestyle);
9. Linkages between communities; and,
10. Strong and safe communities.

FINANCIAL AND RESOURCE IMPLICATIONS

The Panel costs for Amendment C38 were \$30,000. The cost of the Council officers' time in preparing for this panel has not been included in this amount. These costs included expert witness attendance to give evidence at the hearing. Expenditure came out of the 2015/2016 financial year. There is a cost of \$798.00 to send the amendment to the Minister for Planning for approval and this can be met through existing budgets defined for 2016/2017.

CONCLUSION

The Amendment seeks to rezone the Mount Beauty Aerodrome to a Special Use Zone to allow for aircraft related development.

The Amendment C38 was authorised on 19 August 2014 and exhibited to landowners and occupiers, referral authorities and prescribed Ministers. Exhibition was between 11 September and 13 October 2014. Ten submissions were received by Council. Six of these submissions were from referral authorities. Five of these submissions were resolved with the submission from North East Water requiring a panel hearing. Four other submissions from members of the public were also received. Two of these could not be resolved and so they too went to the panel hearing which took place on 21, 22, 23 June 2016.

The predominant issues raised during the exhibition process were focused on two areas: (1) flooding and (2) the requirement for buffers around the transfer station and the waste water treatment facilities. The Panel recommended:



1. Revise the Mount Beauty Airport Master Plan presented as part of the Special Use Zone to:
 - a) delete development from the east of the runway
 - b) change the 'Mixed use' to 'Business' in the area outlined in blue (see page 2 of 41 of the Panel report)
 - c) change the 'Decisions Guidelines'
2. Abandon the application of Environmental Audit Overlay
3. Include in Clause 2 under 'Application requirement' of the Special Use Zone Schedule the following: an application to use land for a sensitive use within Precinct 3 must be accompanied by an environmental site assessment

Council is now requested to consider the recommendations in the Panel's report and authorise progression to the next stage of the amendment process: Approval.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report.

- Manager Planning and Amenity
- Statutory Planner
- Strategic Planner

ATTACHMENT(S)

- Amendment C38 – Copy of Submissions
- Amendment C38 – Copy of Panel report July 2016



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7.4.2 Alpine Planning Scheme - Proposed Amendment C38 - Mount Beauty Aerodrome and Air Park

File Number: 1468.38

INTRODUCTION

The Mount Beauty Aerodrome is owned and operated by the Alpine Shire Council.

An Amendment request has been received that seeks to facilitate the development of an "Air Park" at the Mount Beauty Aerodrome and to enable an associated runway extension.

The term "Air Park" is not defined by the Victoria Planning Provisions, however the Amendment is intended to facilitate:

- the ongoing use of the aerodrome;
- a broadening in the range of aircraft that can utilise the aerodrome by widening, lengthening and upgrading the existing runway, and;
- a range of residential, commercial, light industrial and tourism land uses that are complimentary to the sites' primary use as an aerodrome.

At its meeting on 7 December 2010 Council resolved to adopt the Alpine Planning Scheme Review 2010 report and use the recommendations of the review report to inform future strategic planning project priorities.

In relation specifically to the Mount Beauty Aerodrome, the Review Report indicated that consideration should be given to rezoning the Mount Beauty Airfield from PUZ7 to a Special Use Zone to recognise the use of the land and facilitate airfield related development including possible runway extension.

In 2012 Council entered into a Section 173 Agreement with Border Plant Hire (the owner of the majority of land to which the Amendment request applies). Amongst other matters, that Section 173 Agreement imposes a requirement that the use and development of the subject site as an "Air Park" must be in carried out accordance with a Site Masterplan that has been prepared in consultation with Council.

The above-mentioned Section 173 Agreement more clearly defines the intended (and agreed) land use and development outcomes for the subject site:

"a special purpose estate which features lots adjacent to a taxiway that provides access to the main runway or lots adjacent to the main runway at the Mount Beauty aerodrome. The Air Park will include lots designed for fly in / fly out residential purposes as well as light industrial and commercial land to be used in conjunction with aerodrome operations. The Air Park will accommodate buildings specifically designed where the Owner (or another



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person) may park an aeroplane in a hanger attached to or integrated into the building".

The Amendment request proposes a suite of planning controls to give effect to the operative conditions of, and the land use and development outcomes sought by, the above-mentioned Section 173 Agreement.

The Amendment request seeks to facilitate land use and development outcomes that are broadly supported by Council.

Cr Tony Keeble

Cr Daryl Pearce

That:

1. authorisation from the Minister for Planning, under Section 8A(2) and (3) of the Planning and Environment Act 1987, be sought to prepare amendment C38 to the Alpine Planning Scheme to:

- a) introduce a new Local Planning Policy at Clause 22.01-2 (Mount Beauty Aerodrome and Airpark);***
- b) apply a new Special Use Zone Schedule 5 (SUZ5) to the proposed Mount Beauty Aerodrome and Airpark site;***
- c) apply an Environmental Audit Overlay (EAO) to that part of the subject site that was formerly used for timber milling purposes.***

Carried

BACKGROUND

The Land

The subject site:

Mt Beauty Aerodrome:

The land comprising the Mount Beauty Aerodrome is zoned Public Use Zone (PUZ7) and is described as:

- Lots 1 & 2 PS705744 (Vol.11042 Fols.499 & 500) Embankment Drive, Mount Beauty;
- located approximately 1km north west of the Mount Beauty Post Office;
- irregularly shaped allotments approximately 11.91ha in area;
- Lot 2 publicly owned land developed for aerodrome purposes with 900m long runway and associated facilities;



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- Lot 1 vacant land being a small 6,243m² publicly owned parcel proposed to be swapped with adjoining landowner in exchange for river front land. This land has been identified as surplus land that is not required as part of the functioning of the aerodrome.

Aerodrome Environs:

The land comprising the environs of the Mount Beauty Aerodrome comprises land zoned Farming Zone (FZ) and Industrial 1 Zone (IN1Z) in various ownerships as follows:

- *Border Plant Hire P/L land*
 - Lot 1 PS146156 (Vol.9599 Fols.773);
 - Lot 2 PS146156 (Vol.9599 Fol.774) [Part of proposed Lot C PS701053];
 - Part Crown Allotment 7 Sec.19 Parish Mullindolingong (Vol.2089 Fol.786) – [Part of proposed Lots B & C PS701053];
 - irregularly shaped holding over 34ha in area;
 - vacant farm land immediately to the north and east of the aerodrome runway;
 - contains land identified for northern runaway extension;
 - approved subdivision (PS701053) include riverfront land to be transferred to Council.
- *Mount Beauty Timber Industries P/L land:*
 - Lot 1 PS 420780 (Vol.10952 Fol.005);
 - Lots 1, 3 & 4 PS549580 (Vol. 11242 Fols. 104, 106 & 107);
 - Part Lot S2 PS549580 (Vol. 11242 Fol. 108) [Proposed LotS3 PS549580];
 - Lots 1,3,4 & S2 PS549580 being 12.61ha in area and including three small lots and a balance vacant parcel adjacent to the west of the aerodrome runway;
 - approved subdivision (PS 549580) provides for 4 more smaller lots adjacent to the runway;
 - Lot 1 PS 420780 being 2.086ha in area held in two parts and located to the west of the timber mill site.
- *MBT Super Nominees P/L land*
 - Lot C PS420780 (Vol. 10952 Fol.007);
 - Irregular shaped parcel 10.07ha in area;
 - site occupied by various buildings and infrastructure which were used as part of the former Mount Beauty timber mill operations.



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- *Other land*

- Lot 2 PS549580 (Vol. 11242 Fol. 105);
- 2,586m² in area and containing a new hangar/caretaker residence;
- Lot 6 LP146156 (Vol 9599 Fol 778 and Vol 10516 Fol 890);
- 6631m² in area and containing a large shed used for hangar purposes. This land can be accessed by aircraft taxiing to and from the aerodrome runway.

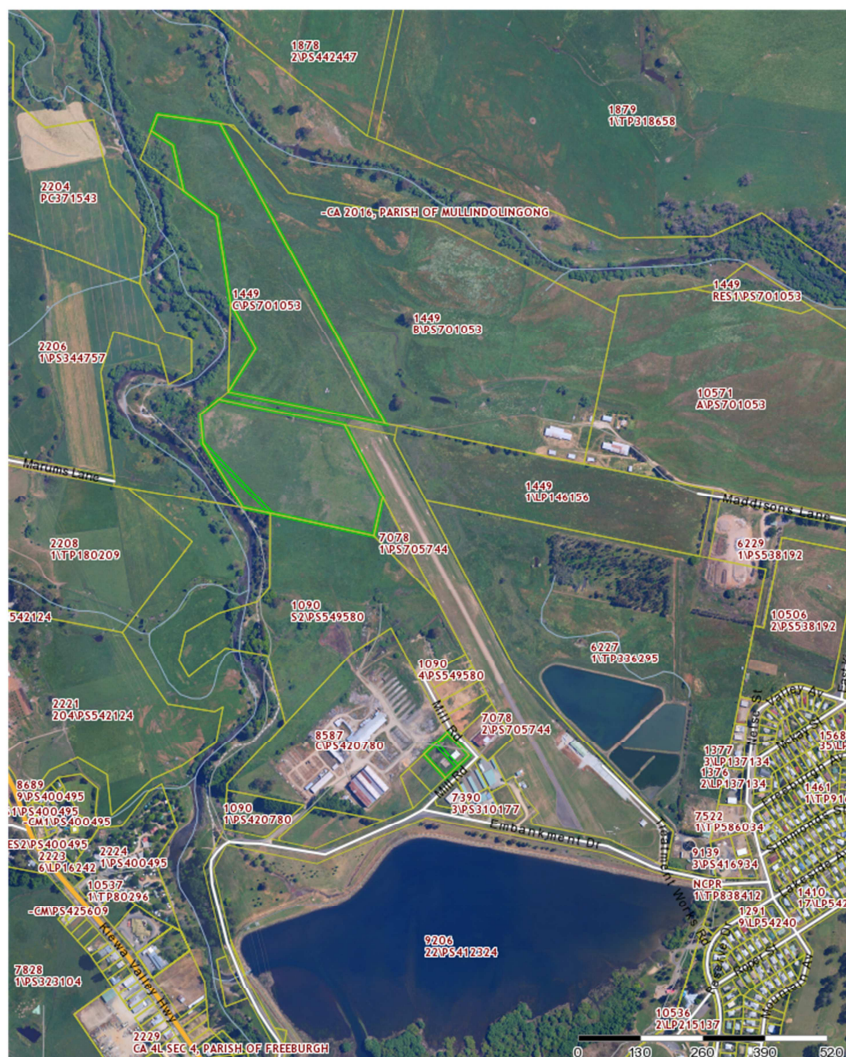


Figure 1: Subject Site



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Zoning

Subject Site

The subject site is currently zoned:

- Part Farming Zone (FZ)
- Part Public Use Zone Schedule 7 (PUZ7)
- Part Industrial 1 Zone (IN1Z)

The land is affected by Significant Landscape Overlay Schedule 1 (SLO1).

Surrounding land

North: Public Conservation and Resource Zone (PCRZ), Significant Landscape Overlay Schedule 1 (SLO1)

East: Farming Zone (FZ), Public Use Zone Schedule 1 (PUZ1), Significant Landscape Overlay Schedule 1 (SLO1)

South: Public Use Zone Schedule 1 (PUZ1)

West: FZ, Public Conservation and Resource Zone (PCRZ), Significant Landscape Overlay Schedule 1 (SLO1)

ISSUES

Alpine Planning Scheme Review

At its meeting on 7 December 2010 Council resolved to adopt the Alpine Planning Scheme Review 2010 report and use the recommendations of the review report to inform future strategic planning project priorities.

The Alpine Planning Scheme Review 2010 considered, among other things, the various aerodrome facilities within the Shire noting that they should be appropriately zoned to recognise the use of the land and facilitate aerodrome related development.

In relation specifically to the Mount Beauty Aerodrome the review report also indicated that consideration should be given to rezoning the Mount Beauty Airfield from PUZ7 to a Special Use Zone to recognise the use of the land and facilitate airfield related development including possible runway extension.

The review report and a subsequent report to Council in respect of the re-write of the Alpine Planning Scheme Municipal Strategic Statement also noted that this rezoning should be the subject of a separate report.



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Biodiversity

No ecological assessment has been submitted as part of the Amendment request, however the proponent has confirmed that no native vegetation is present upon the subject site and therefore affected by the proposal.

Significant Landscapes

No visual impact assessment has been submitted as part of the Amendment request. However, the Amendment does not propose to remove the Significant Landscape Overlay from that part of the site that is currently included in this Overlay. This means any future development on that part of the subject site will be assessed to determine its impact upon the landscape of the Upper Kiewa Valley.

In addition, for those parts of the subject site not affected by the Significant Landscape Overlay, the draft Special Use Zone Schedule 5 (SUZ5) triggers a planning permit for buildings and works, and the applicable decision guidelines require consideration of (amongst other matters) built form and landscape treatment.

Flooding

A flood study was submitted as part of the Amendment request. That study raises questions in relation to how the proposal deals with flood hazard, and whether the proposal will affect the natural flood carrying capacity or flood storage function of the Kiewa River.

These are matters which will be addressed via referral of the Amendment to the relevant floodplain manager.

Noise Abatement

It is considered likely that the proposed Amendment would result in an increase in aircraft movements at the subject site. It is not clear whether the proposed Amendment would result in an increase in the size of aircraft utilising the subject site.

Any increase in the number of aircraft movements, or an increase in the size of planes able to utilise the subject site, has the potential to increase noise levels at nearby dwellings with corresponding amenity impacts.

These are matters which will be addressed via referral of the Amendment to the EPA.



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Bushfire Risk

While the subject site is not currently affected by a Bushfire Management Overlay, the State Government is currently updating bushfire planning mapping and corresponding provisions.

These are matters which will be addressed via a request for Ministerial Authorisation and referral of the Amendment to the CFA.

POLICY IMPLICATIONS

| Alpine Shire 2030 Community Vision – 2010 Review | |
|--|--|
| <i>Key Directions</i> | <i>Goals</i> |
| 2. Sympathetic and balanced development | The Amendment will facilitate housing in a location which efficiently makes use of available urban infrastructure and (in part) intensification of an existing urban area. |
| 3.Economic Prosperity | The Amendment will facilitate a runway extension which will enable the aerodrome to better service the aviation needs of the community. The Amendment will also provide opportunities for a range of new commercial facilities associated with aviation use. |
| Municipal Strategic Statement* | |
| <i>Clause 21.03-2-2 Planning Scheme Implementation</i> | |
| <i>Strategic Direction</i> | <i>Implementation</i> |
| <ul style="list-style-type: none"> Encourage new industrial development, including major industries, to locate in the area around the timber mill in Embankment Drive, Mount Beauty | <ul style="list-style-type: none"> Encourage consolidation and infill industrial development and use |



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*It should be noted that, because of the very specific / unique nature of the proposal, the current Municipal Strategic Statement does not include specific objectives and strategies in relation to the proposed use and development.

FINANCIAL AND RESOURCE IMPLICATIONS

This amendment is not expected to place any requirement for additional resources over and above that already budgeted for within Council's operational budget.

CONSULTATION

The Amendment will be subject to public exhibition and referral pursuant to Section 17, 18 and 19 of the *Planning and Environment Act 1987*.

CONCLUSION

The Amendment request seeks to facilitate land use and development outcomes that are broadly supported by Council.

As a consequence it is considered appropriate that Council should now seek authorisation from the Minister for Planning to prepare Amendment C38 to the Alpine Planning Scheme to:

- Introduce a new Local Planning Policy at Clause 22.01-2 (Mount Beauty Aerodrome and Airpark);
- Apply a new Special Use Zone Schedule 5 (SUZ5) to the proposed Mount Beauty Aerodrome and Airpark site;;
- Apply an Environmental Audit Overlay (EAO) to that part of the site that was formerly used for timber milling purposes.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, the following officers declare that they have no interests to disclose in providing this report:

- Director Sustainable Development
- Manager Development Services and Amenity

ATTACHMENT(S)

- 7.4.2 Alpine Planning Scheme – Proposed Amendment C38 – Mount Beauty Aerodrome and Air Park.



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M2 – 6 March 2012

7.4.4 Heads of Agreement - Mount Beauty Aerodrome and airpark development – Council, Border Plant Hire Pty Ltd, Mount Beauty Timber Industries Pty Ltd and MBT Super Nominees Pty Ltd

File Number: 1500.02

INTRODUCTION

A Heads of Agreement between Council and the adjoining owners of the Mount Beauty Aerodrome is required to allow the progression of, Councils river walk, the extension of the runway and the private development of an airpark. This Agreement will not bind Council to a planning permit or a rezoning both of which will still be subject to Councils normal planning process

***Cr Tony Keeble
Cr Daryl Pearce***

That Council sign and seal the Heads of Agreement between Alpine Shire Council, Border Plant Hire Pty Ltd, Mount Beauty Timber Industries Pty Ltd and MBT Super Nominees Pty Ltd dated February 2012.

Carried

BACKGROUND

Council has proposed and progressed two projects in recent years

- The construction of walking tracks along the East and West Kiewa Rivers in the vicinity of the aerodrome.
- The extension of the airstrip to better able to serve the community for aviation recreation, commerce, tourism and emergency response.

Attachment A – is a plan of the area showing the proposed walking track, runway extension and airpark development.

In addition Council has been in discussions with the adjoining property owners about their proposal for an airpark. Their proposal is a special purpose estate featuring – commercial lots adjacent to a taxiway providing direct access to the main runway, commercial and light industrial lots to be used in connection with the operation of the aerodrome and residential lots designed for “fly-in, fly-out” residential purposes.

To enable all of these projects to progress a number of actions are required – including – land swaps between Council and the owners, a rezoning and various subdivisions, and acquisition of a Government Road.

To date, all parties have acted in good faith with regards to responsibilities and in what order each action must take place. It is now appropriate however to document and agree to certain actions. This protects both Council and the private land owners.



Ordinary Council Meeting
M2 – 6 March 2012

In order for Council to be transparent in its actions and to ensure all parties agree on process and responsibilities a Heads of Agreement has been drawn up and must be agreed to.

ISSUES

River Walks

Council has committed to the construction of these walks (and in fact has received government funding) and requires small amounts of land from the adjoining owners to allow the walks to be finalised. In return for this land it is proposed that a small isolated piece of land near the runway owned by Council be transferred to the adjoining owner to allow the proposed air park to progress. This land is of no use to Council and is not required as part of the functioning of the aerodrome.

Runway extension

The master plan for the Mount Beauty Aerodrome identifies the need to extend the runway for a variety of purposes. Council adopted the Masterplan at its Meeting in March 2011. Officers have been working with the adjoining land owner since that time to negotiate either the purchase of the land or the transfer of the land to Council as part of their proposed air park development. Until this can be resolved Council has not been in a position to seek government funding for the extension. This proposed Heads of Agreement will provide all parties with some surety.

Council will also have to address a number of other issues including cultural heritage – a Cultural Heritage Management Plan is currently underway, vegetation removal, and flooding.

Air Park Proposal

The adjoining owners have developed an exciting proposal that should provide an additional economic “industry” for Mount Beauty. The proposal hinges on allowing development around the runway in the form of individual lots for both industrial (airplane related) and residential when combined with a hangar for either a glider or private plane. Successful airparks exist in a number of locations around Australia and the world. Mount Beauty of course has the added bonus of spectacular scenery and other attractions.

The development of an airpark, in whatever form it might take, will require a rezoning of the affected land. Officers have been working with the adjoining owner’s consultant in this regard and are advised that an application is nearly finalised and will be submitted once the Heads of Agreement is finalised. The owners have carried out various flood, cultural heritage and vegetation studies that have taken about two years to finalise. The owners understand that Council must follow the required process for carrying out a planning scheme amendment and understand that the Heads of Agreement in no way will bind Council to approving the rezoning when it is submitted.



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POLICY IMPLICATIONS

| Council Plan 2009 -2013 – Theme 3 Place | |
|---|---|
| <i>Key Strategies</i> | <i>Initiative</i> |
| Deliver and promote sustainable development | <ul style="list-style-type: none"> Implement the Mount Beauty Aerodrome Master plan. <p>The Master Plan proposes a 1600 metre runway strip with a 1540 metre total runway constructed within the runway strip.</p> |

FINANCIAL AND RESOURCE IMPLICATIONS

Council has funding to construct the river walks as outlined in this report. In relation to the extension of the runway – the Masterplan anticipates a cost of 1.5 million dollars will be required. It is expected that Council will only extend the runway with the support of other levels of Government. This agreement will commit Council to providing some resources to carry out land transfers and subdivisions. At this stage the \$ amounts are relatively minor and will be either managed in this year's budget or be separately budgeted for in the 2012/13 budget.

CONSULTATION

To date consultation has been limited to various government departments and agencies and the parties to this proposed agreement. The rezoning process will require public notification. Engagement with the Mount Beauty and Kiewa valley community about these proposals is required.

CONCLUSION

The three projects that are contingent on this Heads of Agreement proceeding will result in exciting new infrastructure and perhaps (subject to a rezoning and planning permits) a new "industry" for Mount Beauty and the Kiewa Valley. The Heads of Agreement will provide a key step in allowing negotiations and proposals to progress.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. The Director Sustainable Development declares that she has no disclosable interests in providing this report.



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ATTACHMENT(S)

7.4.4 Attachment A plan of the area showing the proposed walking track, runway extension and airpark development.

DISCUSSION / COMMENT

Cr Tony Keeble spoke in favour of the application and its strategic importance for the North East.

Applicant granted opportunity to speak to application.

Cr Tony Keeble stated that industries growing with glider movements “taking off”.

Cr Daryl Pearce stated it was the start of something great.



7.4.2 Mount Beauty Aerodrome Master Plan

File Number: 1500.02.01

INTRODUCTION

The Mount Beauty Aerodrome Draft Master Plan was placed on public exhibition in June 2010 and Council noted the comments received at its meeting held in August 2010. The Draft Master Plan has been reviewed following the receipt of the submissions and minor amendments made to the Plan.

Cr Daryl Pearce

Cr Jan Vonarx

That the Mount Beauty Aerodrome Master Plan be adopted.

Carried

BACKGROUND

In 2005, a draft Master Plan for the Mount Beauty Aerodrome was prepared, however it was not adopted by the Council at the time. During the February 2009 bushfires, it became clearly evident that the Mount Beauty Aerodrome runway was inadequate in both its length and surface condition to allow firefighting aircraft to take off with full supplies of fire retardant. This hampered operations. It is also evident that the runway is inadequate for air ambulance operations.

The Mount Beauty community raised the inadequacy of the aerodrome via a number of newspaper articles and through the collection of 245 signatures of people supporting an upgrade to the aerodrome.

Consequently, Alpine Shire Council engaged Airports Plus Pty Ltd to prepare a new Master Plan to cover contemporary issues. The consultant sought input from the Mount Beauty Aerodrome Management Committee in relation to the detailed operations of the aerodrome.

The draft Master Plan was received by Council at its June 2010 meeting and placed on public exhibition for 28 days.

At the close of the public consultation period, forty three (43) submissions had been received plus two (2) submissions from an earlier period have been added. Of the forty five (45) submissions, forty (40) supported the Master Plan and five (5) did not support or raised issues needing to be further investigated. The comments were summarised in the August 2010 Council Report.

ISSUES

The revised Master Plan attached to this report (attachment 7.4.2). In order to enhance Mount Beauty aerodrome operations, the Master Plan has proposed several changes to the site and specifically the existing runway. In summary these changes are:



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- The Alpine Shire Council negotiate with the landowner at the north end of the aerodrome to have a parcel of land transferred to the Council to enable a runway extension and widening of the aerodrome site.
- The Alpine Shire Council negotiate with North East Water to have a small parcel of land either transferred to the Council or leased to the Council to enable the aerodrome site to be widened.
- The Alpine Shire Council negotiate with Department of Sustainability and Environment (DSE) to remove vegetation along a section of East Kiewa River to enable the runway to be extended and to maintain an obstacle free approach gradient of 5%.
- The runway strip to be constructed on the existing centreline to achieve a total length of 1600 metres. The runway strip should be graded to enable the minimum standards to be met for aircraft and gliding operations.
- The runway to be constructed within the runway strip based on the existing centreline and extended for approximately 700 m to provide a total runway length of 1540 m. The runway should be constructed 18 m wide.
- Once the runway is extended, the threshold of runway 32 should be displaced 599 m from the south end to provide a landing length of 941 m with a Code 1 approach surface with an obstacle free gradient of 5%.
- Provide the runway surface with a bitumen sprayed two coat seal using a 14 mm / 7 mm aggregate.
- Provide runway markings on the runway surface to ensure that aircraft operate in a safer manner.
- Relocate the open unlined drain on the northeast side of the runway to a minimum of 45 m from the centreline of the runway and the first 200 m of the open unlined drain be piped to further assist gliding operations.
- The runway strip on the northeast side of the runway be widened to approximately 40 m to cater for gliding operations so that they can be undertaken in a safer manner.
- To further assist the gliding operations the first 200 m of the open unlined drain should be piped.
- The post and wire fence marking the boundary of the aerodrome be relocated outside of the open unlined drain to be outside of the transitional surface of the runway strip.
- Maintain a 60 m building line from the centreline of the runway which would enable a 6 m high building to be constructed adjacent to the runway. Buildings that are lower in height may be constructed closer to the runway but only after careful analysis that aircraft operations are not affected and that the Obstacle Limitation Surfaces (OLS) is not penetrated.



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The Master Plan proposes a 1600 metre runway strip with a 1540 metre total runway constructed within the runway strip. This will allow for aircraft to land on runway 32 (north west direction) and into the often prevailing wind.

Before any works can commence on the development of the aerodrome, rezoning of the extended area will be required, engineering designs prepared for the runway and strip and planning approval will need to be sought.

POLICY IMPLICATIONS

The 2009-2013 Council Plan proposes that in relation to Place Strategies and Priorities, Council “Improve accessibility to our Shire” by in 2009-2010 Mount Beauty Airport Master Plan be developed.

FINANCIAL AND RESOURCE IMPLICATIONS

Following the adoption of the Master Plan, work can commence on negotiations for the acquisition or lease of the required additional for North East Water and provide landowner rezoning of the additional land to facilitate the runway extension. Cost estimates for the construction of the runway strip.

Preliminary indications are that the cost of the proposed works for the Master Plan could be in the order of \$1.5 million. Funding of the development would be sought from the Victorian Government.

CONSULTATION

As previously noted, the draft Master Plan was placed on public exhibition for 25 days in June 2010 and submissions sought. During this period the draft Master Plan was on public display at Council’s offices and libraries in Mount Beauty, Bright and Myrtleford; the Council website. Submissions were noted by Council at its meeting held in August 2010.

CONCLUSION

The Mount Beauty Aerodrome Master Plan has been prepared in accordance with Council’s 2010-2013 Plan and is ready for adoption by Council. Adoption of the Master Plan will be a significant step in providing the Alpine Shire with an aerodrome better able to serve the community for aviation recreation, commerce, tourism and emergency response.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the *Local Government Act 1989*, officers providing advice to Council must disclose any interests, including the type of interest. Both the Manager Engineering and Asset Services and Development Engineer declare that they have no disclosable interests in providing this report.

ATTACHMENT(S)

7.4.2 Mount Beauty Aerodrome Master Plan



7.3.2 Mount Beauty Aerodrome Maintenance Plan

File Number: 1500.02.01

INTRODUCTION

The Mount Beauty Aerodrome Draft Master Plan was placed on public exhibition for 28 days and the period for submissions closed on 6 July 2010. The purpose of this report is to place before Council a summary of comments received.

RECOMMENDATION

Cr Peter Roper
Cr Narda Cain

It is recommended that:

- 1. Public submissions received about the Mount Beauty Aerodrome Draft Master Plan be noted.***
- 2. Further work be undertaken on the Mount Beauty Aerodrome Draft Master Plan to consider the suggestions and comments received.***

Carried

BACKGROUND

Council at its meeting held 1 June 2010 resolved that *“The Mount Beauty Aerodrome Draft Master Plan be released for public consultation for a period of 28 days”*.

CONSULTATION

The Draft Master Plan was put on public display at Council's offices and libraries in Mount Beauty, Bright and Myrtleford; the Council website and copies of the Plan were sent to various individuals and organisations as listed below. The 6 July 2010 was set as the closure date for receipt of submissions.

- ✧ Mount Beauty Library
- ✧ Myrtleford Library
- ✧ Bright Shire Offices
- ✧ Alpine Shire website
- ✧ Mount Beauty Aerodrome Management Committee
- ✧ Mount Beauty Gliding Club
- ✧ Mount Beauty Chamber of Commerce
- ✧ Mount Beauty Town Framework Committee
- ✧ Local Newspapers
- ✧ Mount Beauty CFA



- * Region 24 CFA
- * Tawonga CFA
- * North East Water
- * North East Catchment Management Authority
- * Department of Sustainability and Environment
- * Adjacent landowners

At the close of the public consultation period, forty three (43) submissions had been received plus two (2) submissions from an earlier period have been added. Of the forty five (45) submissions, forty (40) supported the Master Plan and five (5) did not support or raised issues needing to be further investigated.

The next step in the process is to consider the comments, meet with various organisations and individuals to identify and consider potential options or amendments, then rework the Draft Master Plan where necessary.

A report will then be submitted to Council with the updated Draft Master Plan for adoption. Once adopted by Council, detailed work can then commence on bringing the Master Plan to fruition.

The table below lists the comments received during the consultation period. Each comment has been given an identifying reference number.

| Agency | Submission |
|--|--|
| Mount Beauty Airport Management Committee | <ul style="list-style-type: none"> * MBAMC1 The Committee voted unanimously in support of the concepts contained in the Draft Airport Master Plan 2010. * MBAMC2 The proposed plan would improve the safety of operations at the airfield particularly in respect to the fire bomber aircraft and Air Ambulance service. * MBAMC3 The Plan could encourage more tourists to visit the area by providing a safer and more accommodating airstrip in terms of length and width for larger private aircraft. * MBAMC4 The upgraded aerodrome would encourage further investment in private hangers at the airfield. * MBAMC5 Financially, the upgraded facility will encourage more airborne tourism and hanger investments and significantly increase fees and leases to operate the aerodrome. |
| Petition to Alpine Shire to extend the Mount Beauty Airfield Runway signed by 255 people | <ul style="list-style-type: none"> * P1 Expedite the lengthening of the Mount Beauty Airfield for the following urgent reasons. * P2 1 To ensure that the aircraft carrying fire retardant during bushfires can carry full payloads * P3 2 To allow the Air Ambulance to safely take off with a full patient load on board. * P4 The petitioners also believe that extending the airstrip will provide further community tourism benefits such as increased tourist aircraft traffic, light aircraft flying training and for growing |



| | |
|---|--|
| | glider activity in the Kiewa Valley. |
| Border Plant Hire Pty Ltd | <ul style="list-style-type: none"> * BPH1 The plan has no major flaws. * BPH2 The Plan provides increased safety for both powered and non powered aircraft by increasing the runway length. * BPH3 The increased runway reduces the need for aircraft to fly over the town. * BPH4 The Plan increases safety for residents living in the town. * BPH5 The Plan will result in safer, more efficient and more flexible operations for both Air Ambulance and Fire Fighting aircraft. * BPH6 The report needs to elaborate on the 60 metre building offset to clarify future building design and development. |
| Ray Addinsall | <ul style="list-style-type: none"> * RA1 Congratulates the Council on the action it has taken regarding the extension to the Airport. * RA2 This is a unique opportunity to further develop the Airport in a way that will bring many advantages to the community such as:- * RA3 A very fast Air Ambulance Service, with increased capacity and able to deliver patients over long distances when required, and at the same time have additional life saving equipment on board. * RA4 The Fire Bomber Aircraft will be able to operate fully loaded; this will mean the control of fires that could otherwise destroy many thousands of hectares of forest. * RA5 Private Aircraft flying into the area will substantially increase because it will be much easier to operate from the extended and wider runway. * RA6 The Gliding Club will continue to grow into one of the best gliding operations in Australia because of its location and the dedication and skill of the members. * RA7 The displacement of the threshold will help to reduce noise levels and increase safety in many ways. * RA8 Falls Creek will benefit from the increased people that will be flying in during the snow season. Mount Beauty Airport is one of the most fog free airports in Victoria. |
| North East Catchment Management Authority | <ul style="list-style-type: none"> * NECMA1 Objects to the 1540 metre total runway length proposal due to the possible significant environmental, riparian and floodplain impact. * NECMA2 Supports a 1300 metre total runway on the basis of (1) it not requiring clearing along the Kiewa and East Kiewa Rivers. (2) All drainage works allowing for natural flood runners to continue as close as possible to natural courses. (3) The runway not being elevated more than 300mm above the natural surrounding surface levels. * NECMA3 Removal of vegetation from a designated waterway will require a permit. |
| Bill Hilliger CASA | <ul style="list-style-type: none"> * BH 1 Confirms the statement in the draft master Plan that due to existing buildings and other physical constraints it is unlikely that Mount Beauty Aerodrome can meet the standards that CASA requires to become a registered aerodrome for the purpose attracting a published GPS NPA |



| | |
|--|--|
| Department of Sustainability and Environment | <ul style="list-style-type: none"> * DSE1 DSE request that you consider the issues and comments in the DSE letter of 29 April 2010 letter when preparing the final Master Plan. This letter covers. * DSE2 Ecological assessment involving potential removal of up to 30 trees. * DSE3 Site Management. A construction environmental management plan will be required prior to any commencement of construction. * DSE4 Land owners consent required from DSE for work on Crown land water frontage prior to a planning permit being issued. * DSE5 Assessment needed on whether a Cultural Heritage Management Plan is required. * DSE6 The Shire will need to schedule the road in the road reserve as unused pursuant to Section 400 of the Lands Act for the purposes of a runway. * DSE7 All works on Crown land needs to be assessed in accordance with the Native Title Act 1993 (NTA). * DSE8 A planning permit will be required for removal of native vegetation |
| CFA Region 24 | <ul style="list-style-type: none"> * CFAR24.1 CFA supports this and any other infrastructure which will assist with fire fighting operations in the North East. * CFAR24.2 DSE, in conjunction with the CFA, uses the aerodrome as a strategic base for filling aircraft with fire retardant for aerial control of fires during summer. A longer runway will enable fully loaded aircraft to take off from Mount Beauty. * CFAR24.3 It will also be advantageous in providing greater logistical support, whether that is in picking up and setting down of personnel, or delivery of supplies and equipment. |
| Steven Rigoni | <ul style="list-style-type: none"> * SR1 Objection to removal of native vegetation. * SR2 Suggests threshold displacement be 300 metres and not 600 metres. * SR3 Concerned some stakeholders consulted may have a pecuniary interest in the development and modification to the existing airfield. * SR4 Concerned about absence of native vegetation specialist representation. * SR5 Considers the limit to the length of the runway should be determined by not removing native vegetation. * SR6 Questions basis of annual aircraft movements. * SR7 Suggests a noise study be undertaken of potential impact of increased aircraft movement. * SR8 Questions statement regarding no standards for determining runway length. * SR9 Concern about safety of potential aircraft take offs to the south over Mount Beauty township. * SR10 Suggests aerodrome should be relocated. * SR11 Suggests weather data be considered to identify the number of days the runway couldn't operate due to poor weather conditions. |



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| Joanne Rigoni | <ul style="list-style-type: none"> * JR1 Concerned that private development adjacent the airport appears to result in the first two thirds of the existing runway being scrapped. * JR2 Objects to potential requirement for removal of native vegetation on Crown Land and her land. * JR3 Questions whether the extension will allow aircraft to take off towards Mount Beauty. If so are residents aware of this proposal? * JR4 Seeks clarification on the potential number of aircraft movements and the potential impact of an increase in number of aircraft movements. * JR5 Requests assurances that the extended runway will not adversely affect her property in the event of a flood. * JR6 Raises issue of Cultural Heritage consideration. |
| Tawonga Rural Fire Brigade | <ul style="list-style-type: none"> * TRFB1 Completely supports any requirements from DSE and CFA State Air Desk and Air Ambulance Victoria regarding any of their operations within Victoria. * TRFB2 Brigade understands that DSE and CFA State Air Desk requires 1000 metres of usable runway and Air Ambulance Victoria requires 1300 metres and a GPS NPA. * TRFB3 Suggests an alternative location be considered for the aerodrome to allow for all weather access for Air Ambulance Victoria. * TRFB4 Concern about potential aircraft take off to the south over Mount Beauty township and therefore take offs should be restricted to a northerly direction. |
| Mount Beauty Gliding Club | <ul style="list-style-type: none"> * MOUNTBGC1 Supports the proposal to extend the runway and make operations safer. * MOUNTBGC2 Requests the south east corner of the airfield remain clear of obstacles, flat and available as an over-run area. * MOUNTBGC3 Requests runway or gable markers be flat. * MOUNTBGC4 Requests that allowance be made in the northern most end of the runway for the Gliding Club's winch. * MOUNTBGC5 Requests gates be positioned in any future security fencing to allow retrieval of the winch cable if it falls outside of the airfield. * MOUNTBGC6 Seeks clarification of the proposed runway strip width on the diagram contained in the report. |
| Sue Ryder | <ul style="list-style-type: none"> * SuR1 Difficult to comprehend proposed 8,000 to 10,000 aircraft movements pa. The figure needs substantiation. Have residents of Mount Beauty and Tawonga South been made aware of the potential number of aircraft movements? * SuR2 No statistics provided as to the number of helicopter or fixed wing emergency transfers. The report makes the assumption that by extending the runway, more emergencies can be handled. * SuR3 Questions the need for lighting of the runway for Air Ambulance operations as the aerodrome would not meet CASA |



| | |
|----------------|--|
| | <p>standards.</p> <ul style="list-style-type: none"> * SuR4 The report does not provide detail of the size of fixed wing aircraft which could be used for fire fighting operations. * SuR5 Ratio of emergency use verses private operations is not detailed in the report. * SuR6 The report does not comment on the social aspects of the proposed development. * SuR7 Tourism is unlikely to be affected either way by the proposed development of the aerodrome as only small fixed wing aircraft could use the aerodrome. * SuR8 Concern about the loss of native vegetation, landowner rights over water frontages and remnant vegetation. * SuR9 Suggests a full environmental impact study should be undertaken before further consideration of the draft master plan. * SuR10 Identifies the need for earthworks in the old watercourse meandering through the land under consideration. * SuR11 Suggests consent from Aboriginal Affairs Victoria be sought. * SuR12 Notes that no capital neither costing nor ongoing maintenance costs have been provided in the report. * SuR13 Suggests the proposed development is only going to have minimal long term benefit to the area. * SuR14 Consideration could be given to a new aerodrome in another area. |
| Ian Cohn | <ul style="list-style-type: none"> * IC1 Fully supports the implementation of the Master Plan. * IC2 When completed the plan will provide great benefit to the residents and ratepayers of Alpine Shire. * IC3 It will improve medical evacuation capabilities of Air Ambulance Service and vastly improve fire fighting in the upper Kiewa Valley area by allowing increased fire retardant loads to be carried by water bombing aircraft. |
| Mart Bosman | <ul style="list-style-type: none"> * MB1 Good Plan and hopes it goes ahead soon. * MB2 Existing runway is too short for fully loaded fire fighting aircraft and fully loaded flying doctors aircraft. |
| Philip O'Bryan | <ul style="list-style-type: none"> * Po'B1 Mount Beauty area is an isolated community; In the event of emergencies, access by air is essential in mitigating the threat. * Po'B2 Extending the runway will allow fire fighting aircraft to use their full payload and higher capacity air ambulance to use the airport. * Po'B3 The airport master plan has my full support. |
| Mark Bland | <ul style="list-style-type: none"> * MBI1 Offers support for the draft Master Plan. * MBI2 It will provide safer operation for the Air Ambulance and summer fire bombing. * MBI3 It provides an overall safety for the recreational aircraft and |



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| | gliders that use the airfield. |
| Andrew Edwards Grollo Aviation | <ul style="list-style-type: none"> * AE1 The current airport is limited in its ability to provide landing and takeoff for aircraft needing to carry groups of people such as reinforcement firefighters, injured people from a bus crash in the mountains etc. * AE2 The proposed improvements would add capacity and safety. * AE3 The new airport could also add a speedy access to the Falls Creek snow fields to rival that of Mount Hotham and its airfield. |
| Ken Bell | <ul style="list-style-type: none"> * KB1 I fully support implementation of the Mount Beauty Airport Master Plan currently before the Council. * KB2 When completed, this plan will be of great benefit to the residents and ratepayers of Alpine Shire * KB3 It will facilitate improved medical evacuation capabilities for the Air Ambulance Service and vastly improve fire-fighting services and infra-structure in the Upper Kiewa Valley area by allowing increased loads to be carried by water bombing aircraft fighting bushfires which threaten the surrounding districts and their communities |
| Hugh Skey | <ul style="list-style-type: none"> * HS1 Supports the proposal to extend the runway at Mount Beauty airport. * HS2 In my view, the benefit of a longer runway to the Mount Beauty, Falls Creek and Bright communities far outweighs any transient disturbance to vegetation – and indeed may add to the preservation of the local environment by enabling more effective and efficient fighting of wild fires. |
| Dr Mark Zagorski Mount Beauty Medical Clinic | <ul style="list-style-type: none"> * MZ1 We support the extension of the Mount Beauty air strip. The current strip is not adequate for safe air ambulance use and the community is reliant predominantly on helicopter evacuation. * MZ2 The extension will permit the newer fixed air wing ambulance to land at Mount Beauty providing a better and more reliable service for the residents and visitors of the area. |
| Kitty Vigo and David Vigo | <ul style="list-style-type: none"> * KV1 Fully support implementation of the Mount Beauty Airport Master Plan. * KV2 The plan will be of great benefit to residents and ratepayers of Alpine Shire. * KV3 Potential airport developments should create further business and employment opportunities for the Shire, particularly for Mount Beauty, Tawonga South and Tawonga. * KV4 Main reason for support is that it will ensure improved medical evacuation capabilities for Air Ambulance Victoria |
| Falls Creek Resort Management | <ul style="list-style-type: none"> * FCRM1 Supports the planned extension of the Mount beauty Air Field. * FCRM2 Safety and emergency services primary concern to Falls Creek, and Kiewa Valley communities and extending runway to allow Air Ambulance to have normal operations instead of limited carrying capacity plus fire fighting aircraft to take off with a full retardant load is in the interests of community safety. |



| | |
|---|---|
| | <ul style="list-style-type: none"> * FCRM3 Potential tourism and regional development benefits to be gained from the initiative. * FCRM4 The Victorian Government has published a regional and rural development blueprint titled "Ready for Tomorrow" and the planned extension in the view of the Resort is a small but significant step towards this objective. |
| <p>The following list of people submitted letters with the same listed comments.</p> <p>1 Jill Martin, 2 Diana Bukovac, 3 Gillian Harrowfield, 4 John Lyons, 5 Jocelyn Saneit, 6 June Hoffman, 7 Nola Skey, 8 Maggie Lyons, 9 J Morris, 10 SHG Thomas, 11 Diana Robertson, 12 Gebhund Audencu, 13 PG Morris, 14 Ben Talbot, 15 George Vasiliadis, 16 L Dunell,, 17 Judith Reid 18 GM Badior</p> | <ul style="list-style-type: none"> * JM1 Supports proposal for extension of the Mount Beauty Aerodrome run way. * JM2 Concerned that during the recent bushfires that two fire fighting aircraft had difficulty taking off with full fire retardant loads because of the short length of runway. * JM3 Concerned that Air Ambulance operations are presently limited to carrying out only one patient at a time because of the present length of the runway. If the Air Ambulance Service contractors increase the size of their aircraft they will not land at Mount Beauty at all. * JM4 Respectfully request Alpine Shire Council support the extension of the Mount Beauty run way. * JM5 Considers public safety and emergency procedures should be given greater priority over tree removal at the end of the proposed extension. |
| Ian and Helen Howley | <ul style="list-style-type: none"> * I&HH1 Supports proposal for extension of the Mount Beauty Aerodrome run way. * I&HH2 Concerned that during the recent bushfires that two fire fighting aircraft had difficulty taking off with full fire retardant loads because of the short length of runway. * I&HH3 Concerned that Air Ambulance operations are presently limited to carrying out only one patient at a time because of the present length of the runway. If the Air Ambulance Service contractors increase the size of their aircraft they will not land at Mount Beauty at all. * I&HH4 Respectfully request Alpine Shire Council support the extension of the Mount Beauty run way. * I&HH5 Considers public safety and emergency procedures should be given greater priority over tree removal at the end of the proposed extension. * I&HH6 The Shire appointed Framework Committee strongly recommend that the mount Beauty airstrip be upgraded. * I&HH7 While we prefer to see native trees retained the upgrading of the airstrip is essential for the safety of district communities and the usual practice of planting replacement trees elsewhere should apply to this development. |
| Tawonga and District Community Committee Received 27 February 2009 | <ul style="list-style-type: none"> * TDCC1 Supports Mount Beauty Airport Committee submission. * TDCC2 The various communities in the Upper Kiewa are disadvantaged by their distance from a major regional centre. Illness and accident often require rapid transfer to access specialised medical care in all seasons by aircraft. Runway |



| | |
|---|--|
| | <p>needs to be extended.</p> <ul style="list-style-type: none"> ✳ TDCC3 Recent fires also highlighted the need for a longer runway for fire fighting aircraft to take off with the optimum water load. |
| Royal Flying Doctor Service Received 7 July 2009 | <ul style="list-style-type: none"> ✳ RFDS1 Operates into Mount Beauty approximately 20 times a year but with improvements would be able to use the airport even more. ✳ RFDS2 During summer months higher ambient temperatures limit the weight that the aircraft can carry due to the short runway. Runway needs to be extended to at least 1300 metres to allow maximum loads to be carried and with a southerly wind the length of runway needs to be longer. ✳ RFDS3 Sealing of the runway supported. ✳ RFDS4 Any improvement to the aerodrome would increase the margin for safety. ✳ RFDS5 Capability to undertake an instrument approach would be desirable. |
| Captain David Jacobson | <ul style="list-style-type: none"> ✳ CDS1 Totally endorses the Plan and implementation at the earliest possible opportunity |

POLICY IMPLICATIONS

The 2009-2013 Council Plan proposes that in relation to Infrastructure Strategies and Priorities, Council “Improve accessibility to our Shire” in 2009-2010 by developing the Mount Beauty Airport Master Plan.

| Infrastructure Strategies and Priorities | 2009-2010 Targets |
|--|--|
| Improve accessibility to our Shire | Mount Beauty Airport Master Plan developed |

FINANCIAL AND RESOURCE IMPLICATIONS

It is proposed that further work is needed to consider the comments provided by the public about the Draft Master Plan and a further report will be prepared identifying any changes made to the Plan. Financial implications, including potential funding sources, may be considered at that stage.

CONCLUSION

The Mount Beauty Aerodrome Draft Master Plan has been prepared in accordance with Council's 2009-2013 Plan. Comments have been received and it is proposed that Officers work through the comments and identify and adjust if warranted the Mount Beauty Aerodrome Master Plan if required.



7.4.2 Mount Beauty Aerodrome Draft Master Plan – Public Consultation

File Number: 1500.02.01

INTRODUCTION

The Mount Beauty Aerodrome Draft Master Plan has been prepared and it is ready for release to the community for public consultation. This report provides a summary of the draft Master Plan.

RECOMMENDATION

**Cr Daryl Pearce
Cr Tony Keeble**

That the Mount Beauty Aerodrome Draft Master Plan be released for public consultation for a period of 28 days.

Carried

BACKGROUND

In 2005, a draft Master Plan for the Mount Beauty Aerodrome was prepared, however it was not adopted by the Council at the time. During the February 2009 bushfires, it became clearly evident that the Mount Beauty Aerodrome runway was inadequate in both its length and surface condition to allow fire fighting aircraft to take off with full supplies of fire retardant. This hampered operations. It is also evident that the runway is inadequate for air ambulance operations.

The Mount Beauty Community raised the inadequacy of the aerodrome via a number of newspaper articles and through the collection of 245 signatures of people supporting an upgrade to the aerodrome.

Consequently, Alpine Shire Council engaged Airports Plus Pty Ltd to prepare a new Master Plan to cover contemporary issues. The consultant sought input from the Mount Beauty Aerodrome Management Committee in relation to the detailed operations of the aerodrome. The Plan has been prepared and it is appropriate that public consultation be sought on the proposed Plan before Council formally considers the Plan.

ISSUES

The draft Master Plan is an attachment to this report. In order to enhance Mount Beauty aerodrome operations, the Master Plan has proposed several changes to the existing runway and to the existing site. In summary these changes are:

- * The Alpine Shire Council negotiate with the landowner at the north end of the aerodrome to have a parcel of land transferred to the Council to enable a runway extension and widening of the aerodrome site to take place.
- * The Alpine Shire Council negotiate with North East Water to have a small parcel of land either transferred to the Council or leased to the Council to enable the aerodrome site to be widened.



- ✧ The Alpine Shire Council negotiate with DSE to remove vegetation along a section of East Kiewa River to enable the runway to be extended and to maintain an obstacle free approach gradient of 5%.
- ✧ The runway strip to be constructed on the existing centreline to achieve a total length of 1600 metres. The runway strip should be graded to enable the minimum standards to be met for aircraft and gliding operations.
- ✧ The runway to be constructed within the runway strip based on the existing centreline and extended for approximately 700 m to provide a total runway length of 1540 m. The runway should be constructed 18 m wide.
- ✧ Once the runway is extended, the threshold of runway 32 should be displaced 599 m from the south end to provide a landing length of 941 m with a Code 1 approach surface with an obstacle free gradient of 5%.
- ✧ Provide the runway surface with a bitumen sprayed two coat seal using a 14 mm / 7 mm aggregate.
- ✧ Provide runway markings on the runway surface to ensure that aircraft operate in a safer manner.
- ✧ The open unlined drain on the northeast side of the runway needs to be relocated to a minimum of 45 m from the centreline of the runway. The runway strip on the northeast side of the runway needs to be widened to approximately 40 m to cater for gliding operations so that they can be undertaken in a safer manner.
- ✧ To further assist the gliding operations the first 200 m of the open unlined drain should be piped.
- ✧ The post and wire fence marking the boundary of the aerodrome also needs to be relocated outside of the open unlined drain to be outside of the transitional surface of the runway strip.
- ✧ Maintain a 60 m building line from the centreline of the runway which would enable a 6 m high building to be constructed adjacent to the runway. Buildings that are lower in height may be constructed closer to the runway but only after careful analysis that aircraft operations are not affected and that the OLS is not penetrated.

POLICY IMPLICATIONS

The 2009-2013 Council Plan proposes that in relation to Infrastructure Strategies and Priorities, Council “Improve accessibility to our Shire” by in 2009-2010 Mount Beauty Airport Master Plan be developed.

FINANCIAL AND RESOURCE IMPLICATIONS

Following the public consultation about the draft Master Plan, a report will be submitted to Council in order that it may consider the draft Master Plan. Financial implications, including potential funding sources, will be considered at that stage.

CONSULTATION

It is proposed that the draft Master Plan be put on public display at Council’s offices and libraries in Mount Beauty, Bright and Myrtleford; the Council website and comments be sought for a period of 28 days.

**CONCLUSION**

The Mount Beauty Aerodrome draft Master Plan has been prepared in accordance with Council's 2009-2013 Plan and is ready for public comment prior to consideration by Council.

DISCUSSION

Cr Tony Keeble asked if a public meeting would be held.

Andrew Taylor advised that a public meeting had not been scheduled as yet. The draft document is to be circulated to relevant clubs and committees in the Mount Beauty area.

Cr Daryl Pearce commented that a decision could be made to hold a public meeting once public comment had been received.

Andrew Taylor responded to Cr Pearce by adding that the public comment would determine if a public meeting is required. If required one will be scheduled.

9.1.2 Bright River Pool

INTRODUCTION

This report relates to the aquatic risk assessment and safety management at the Bright River Pool.

Cr Janas

Cr Kelley

That Council:

- 1. Notes the implementation of all recommendations from the 2021 Lifesaving Victoria, at the Bright River Pool;*
- 2. Notes the safety incident statistics from the 2022/23 summer season;*
- 3. Acknowledges the risk created by the dredging of the river pool to ensure a compliant water depth at the jumping board;*
- 4. Eliminates this risk by removing the jumping board and ceases dredging;*
- 5. Notes the outcomes of the investigations for an alternative river slide;*
- 6. Acknowledges the risk of replacing the slide;*
- 7. Nominates a Master Planning project to be added to the Project Pipeline for Howitt and Centenary Parks that would create a contemporary, high-value community precinct; and*
- 8. Informs the community through appropriate communication channels. Gathers, monitors and assesses safety and incident statistics in the area around the jumping board and dredged riverbed over the 2023/2024 summer to inform a Council decision after the conclusion of the summer season;*

Motion Lost

A Division was called for by Cr Janas

For: Crs Janas and Keeble

Against: Crs Forsyth, Hughes, Nicholas, Prime, Kelley

The Officers recommendation motion was lost.

The Mayor called for an alternative recommendation motion.

Cr Hughes put forward an alternative motion.

Cr Hughes

Cr Kelley

That Council:

- 1. Notes the implementation of all risk management recommendations from the 2021 Lifesaving Victoria, at the Bright River Pool,*
- 2. Notes the safety incident statistics from the 2022/23 summer season,*
- 3. Gathers, monitors and assesses safety and incident statistics in the area around the jumping board and dredged riverbed over the 2023/2024 summer to inform a Council decision after the conclusion of the summer season,*
- 4. Nominates a master planning project to be added to the Project Pipeline for Howitt & Centenary Parks that would create a contemporary, high-value community precinct, and*
- 5. Considers replacement of the slide as an option through the masterplanning process.*

Cr Nicholas put forward an amendment to the alternative motion proposed by Cr Hughes.

Cr Nicholas

Cr Hughes

- 6. Council continues to seek ways to mitigate the risk from the diving platform and dredging over the 2023/24 summer season.*

Motion Lost

Cr Kelley put forward a reworded iteration of the amendment to the alternative motion proposed by Cr Hughes.

Cr Kelley

Cr Keeble

- 6. Council continues to seek ways to mitigate the risk of drowning in the river pool this 2023/24 summer season.*

Carried

A Division was called for by Cr Nicholas

For: Crs Forsyth, Keeble, Hughes, Nicholas, Prime and Kelley

Against: Cr Janas

The final resolution passed by Council was:

Cr Hughes

Cr Kelley

That Council:

- 1. Notes the implementation of all risk management recommendations from the 2021 Lifesaving Victoria, at the Bright River Pool,*
- 2. Notes the safety incident statistics from the 2022/23 summer season,*
- 3. Gathers, monitors and assesses safety and incident statistics in the area around the jumping board and dredged riverbed over the 2023/2024 summer to inform a Council decision after the conclusion of the summer season,*
- 4. Nominates a master planning project to be added to the Project Pipeline for Howitt & Centenary Parks that would create a contemporary, high-value community precinct, and*
- 5. Considers replacement of the slide as an option through the masterplanning process.*
- 6. Council continues to seek ways to mitigate the risk of drowning in the river pool this 2023/24 summer season.*

Carried

A Division was called for by Cr Janas

For: Crs Kelley, Nicholas, Prime, Forsyth, Keeble & Hughes

Against: Cr Janas

BACKGROUND

The Bright River Pool (BRP) is strategically situated on the Ovens River, directly behind the main thoroughfare of the Bright township. Adjacent to the Bright Splash Park and downstream from the Rotary Waterslide, the site encompasses a spacious riverbank that opens into the river itself. Additional amenities include a children's playground and public toilet facilities nearby.

The BRP aquatic area can be accessed from multiple points along the foreshore, featuring wooden jetty platforms and a jumping board. Water depth in the area varies, reaching depths in excess of four (4) metres at its deepest. Routine dredging is conducted at the base of the jumping board to maintain an appropriate and safe water depth, thereby mitigating the risk of impact injuries for users.

Life Saving Victoria (LSV) has been contracted on various occasions to undertake safety and consultancy reviews for both the Bright River Pool and the neighbouring Porepunkah River Pool.

Previous engagements include:

- Bright River Pool Safety Consultancy (July/August 2021)
- Porepunkah River Pool Safety Consultancy (September 2021)
- Bright and Porepunkah River Pool Signage Assessment (October 2021)
- Bright River Pool Slide Design Assessment (October 2021)

- Ovens River Proposed Fishway Safety Consultancy (January 2022)

Subsequent to the Slide Design Assessment in 2021, the slide was removed and has yet to be replaced.

In September 2023, LSV was re-engaged by Alpine Shire Council in response to reports that more than 50 rescues were carried out during the 2022/23 season.

According to documents provided by Belgravia Leisure, the Bright River Pool received 12,262 visits over a span of 37 days between December 2022 and January 2023. Despite staffing hours being limited to 1pm–6pm, a total of 32 rescue incidents involving 50 individuals were reported. The single-day record for rescues stood at ten. A significant 46% of the rescues were conducted at the jumping board area, while another 42% took place in deep water, particularly towards the river's right-hand side.

Belgravia responded to an increase in visitation and rescue prevalence, and according to their risk assessment immediately implemented the use of a river rescue board for quick intervention and educational interactions with patrons.

Despite Belgravia Leisure having implemented this additional safety measure in response to swimmer behaviour, safety incidents continued to occur.

Removal of the slide in 2021 has resulted in a reduced number of Lifeguard rescues on the Northern side of the river with only 2% of rescues occurring there in the 2022/23 Season.

ISSUES

Council has identified the jumping board at the Bright River Pool as a notable point of concern for aquatic safety. Data from recent seasons indicates that 46% of all rescues originated from activities associated with the jumping board. The removal of the jumping board will result in a meaningful reduction in the number of high-impact injuries and aquatic emergencies.

The absence of the jumping board will lower the risk profile of the river pool and mitigate the burden on lifeguard staff, allowing for more effective surveillance and response across other areas of the pool.

Removing the jumping board will offer a multi-faceted improvement in aquatic safety:

- Firstly, its absence is expected to reduce the potential of high-impact injuries and rescues, which may occur due to misjudgements in jumping.
- Secondly, by eliminating this high-risk area, the lifeguard team could redistribute their focus across the entire pool more efficiently.

This would likely result in quicker response times and improved surveillance, enhancing the overall safety of patrons.

However, removal of the jumping board is a significant change that may not be universally welcomed by the community. The aim is to strike a balance between preserving the recreational appeal of the Bright River Pool and ensuring an acceptable level safety for all users.

Removal of the jumping board will change the overall amenity at the Bright River Pool precinct, which has strong historical and cultural significance to community and visitors.

Council has identified the depth of the water, particularly in areas exceeding 4m, as a significant safety concern at the Bright River Pool. Safety reports from the 2022/23 period show that 42% of rescues were related to deep water, and a further 46% were associated with the jumping board located in these deeper sections. This issue particularly affects less experienced swimmers.

Deep water complicates rescue efforts and increases the risk of swimmer fatigue, both of which elevate the likelihood of water-related incidents.

These changes aim to minimise high-risk behaviours like diving and make it easier for lifeguards to perform rescues.

POLICY IMPLICATIONS

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

- 4.5 Assets for our current and future needs

FINANCIAL AND RESOURCE IMPLICATIONS

Associated costs that result from the removal of the jumping board will be funded from existing operational budgets.

A masterplan for Howitt and Centenary Park Precinct be considered, planned, and budgeted through the annual budget process.

RISK MANAGEMENT

| Risk | Likelihood | Impact | Mitigation Action / Control |
|---|----------------|---------|--|
| Injury | Almost certain | Major | Remove jumping board and cease dredging the river. Do not replace the slide. |
| Drowning fatality due to lack of swimmer ability | Very Likely | Extreme | Remove jumping board and cease dredging the river pool. Do not replace the slide. |
| Environmental impact due to machinery in water (Diesel spill) | Possible | Major | Long reach excavator to perform works to eliminate machinery in waterway. |
| Community and visitor expectations not met | Unlikely | Minor | Future implementation of masterplan to create a contemporary, high-value community precinct. |

LSV recommends the following actions based on the data and risk assessments presented:

1. Recommend removal of the jumping board based on current risk likelihood and consequence.
2. Update existing signs to reflect any changes in pool features or safety guidelines.
3. Implement new signs that address previously unhighlighted risks, such as swift water conditions, if the pool's depth is altered.
4. Use clear and universally understood symbols and languages to ensure that the message is accessible to a broad audience, including international visitors and those who may have literacy challenges.
5. Continually review and update signage as part of a broader, ongoing risk management strategy.

CONSULTATION

Industry experts, LSV and experienced operator Belgravia Leisure were engaged to assess the river pool, along with officers from across Council's operations. Due to the risk associated with the jumping board, dredging of the river and replacement of the slide, it is recommended that Council removes the jumping board at Bright River Pool prior to the 2023/24 summer season, ceases dredging and does not replace the slide.



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 27 May 2025
Location: Bright Committee Room
Start Time: 1:00pm
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

| Name | Position | Name | Position |
|----------------------|------------|----------------|--------------------------------|
| Cr Sarah Nicholas | Mayor | Will Jeremy | Chief Executive Officer |
| Cr John Anderson | Councillor | Nathalie Cooke | Director Corporate & Community |
| Cr Dave Byrne | Councillor | Alan Rees | Director Assets |
| Cr Gareth Graham | Councillor | | |
| Cr Jean-Pierre Ronco | Councillor | | |
| Cr Noah Tanzen | Councillor | | |

Councillor and staff apologies:

| Name | Position |
|----------------|--------------|
| Cr Peter Smith | Deputy Mayor |

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

| Item |
|---|
| Myrtleford and Upper Ovens Flood Studies |
| Dederang Switch Station – Heath Martin - Ausnet |
| Bright Carparking Plan - Update |
| Alpine Shire Council Pound |
| MomentumOne background and current status |



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 3 June 2025
Location: Bright Committee Room
Start Time: 1:00pm
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

| Name | Position | Name | Position |
|----------------------|------------|----------------|--------------------------------|
| Cr Sarah Nicholas | Mayor | Will Jeremy | Chief Executive Officer |
| Cr John Anderson | Councillor | Nathalie Cooke | Director Corporate & Community |
| Cr Dave Byrne | Councillor | Alan Rees | Director Assets |
| Cr Gareth Graham | Councillor | | |
| Cr Jean-Pierre Ronco | Councillor | | |
| Cr Noah Tanzen | Councillor | | |

Councillor and staff apologies:

| Name | Position |
|----------------|--------------|
| Cr Peter Smith | Deputy Mayor |

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

| Item |
|---|
| Community Feedback to Draft 2025/26 Budget Marcus Goonan and Gerard Gray |
| Council Plan – External submissions and next steps |
| Bright Valley Development Permit Conditions and Stage 3 |
| Community Battery Proposal |
| Myrtleford and Upper Ovens Flood Studies |



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 10 June 2025
Location: Bright Committee Room
Start Time: 1:00pm
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

| Name | Position | Name | Position |
|----------------------|------------|----------------|--------------------------------|
| Cr Sarah Nicholas | Mayor | Will Jeremy | Chief Executive Officer |
| Cr John Anderson | Councillor | Nathalie Cooke | Director Corporate & Community |
| Cr Dave Byrne | Councillor | Alan Rees | Director Assets |
| Cr Gareth Graham | Councillor | | |
| Cr Jean-Pierre Ronco | Councillor | | |
| Cr Noah Tanzen | Councillor | | |

Councillor and staff apologies:

| Name | Position |
|----------------|--------------|
| Cr Peter Smith | Deputy Mayor |

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

| Item |
|--|
| Bright Valley Development – Will Deague & Paul Costa – Deague Group |
| Tim McCurdy MP, Nationals Member for Ovens Valley |
| 2025 valuations Outcomes – Simon Carracher & Chris Bradshaw – LG Valuations Services |
| DEECA Kerbside Reform |
| Bright and Porepunkah River Pools 2025/2025 Season |
| Operating Model for Snow Season at Dinner Plain |



Informal Meeting of Councillors

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

Meeting Title: Briefing Session
Date: Tuesday 17 June 2025
Location: Bright Committee Room
Start Time: 11:00am
Finish Time: 5:30pm
Chairperson: Will Jeremy, Chief Executive Officer

Councillor and staff attendees:

| Name | Position | Name | Position |
|----------------------|------------|----------------|--------------------------------|
| Cr Sarah Nicholas | Mayor | Will Jeremy | Chief Executive Officer |
| Cr John Anderson | Councillor | Nathalie Cooke | Director Corporate & Community |
| Cr Dave Byrne | Councillor | Alan Rees | Director Assets |
| Cr Gareth Graham | Councillor | | |
| Cr Jean-Pierre Ronco | Councillor | | |
| *Cr Noah Tanzen | Councillor | | |

Councillor and staff apologies:

| Name | Position |
|----------------|--------------|
| Cr Peter Smith | Deputy Mayor |

**Arrived late*

1. Conflict of interest disclosures

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

N/A

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

N/A

3. Items

| Item |
|---|
| Draft meeting agenda review for the June 2025 OCM |
| Neighbourhood Character Study |
| North-East Water meet and greet |
| P.2023.083 – 1001 Great Alpine Road Freeburgh |
| P.2024.010 – 22 Mill Road Mount Beauty |
| Dederang BESS Proposals – Community Benefits Fund |
| Pioneer Park Adventure Hub |