

M(5) – 30 MAY 2023

# Ordinary Council Meeting

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Minutes

The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Council Chambers, Great Alpine Road, Bright on **30 May 2023** and commenced at **5:00pm**.

## **PRESENT**

### **COUNCILLORS**

Cr John Forsyth - Mayor

Cr Tony Keeble - Deputy Mayor

Cr Katarina Hughes

Cr Ron Janas

Cr Simon Kelley

Cr Sarah Nicholas (attendance via electronic means)

Cr Kelli Prime

### **OFFICERS**

Will Jeremy - Chief Executive Officer

Alan Rees - Director Assets

Helen Havercroft - Director Customer and Community

### **APOLOGIES**

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

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

## 3. Confirmation of minutes

### 3.1 ORDINARY COUNCIL MEETING – M(4) – 26 APRIL 2023

***Cr Kelley***

***Cr Keeble***

***That the minutes of Ordinary Council Meeting M(4) held on 26 April 2023 as circulated be confirmed.***

***Carried***

## 4. Apologies

## 5. Obituaries / congratulations

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

## **6. Declarations by Councillors of conflict of interest**

Cr Kelley declared a conflict of interest with respect to item 8.1.2 Residual Greenhouse Gas Offsets.

## **7. Public questions**

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

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

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

## 8. Presentation of reports by officers

### 8.1 DIRECTOR ASSETS – ALAN REES

#### 8.1.1 Site Office at Porepunkah Transfer Station

File Number: CQ22037

##### **INTRODUCTION**

The report relates to the award of Contract CQ22037 Demountable Site Office at Porepunkah Transfer Station.

*Cr Janas*

*Cr Prime*

***That Council awards Contract No. CQ22037 Demountable Site Office at Porepunkah Transfer Station to Rendine Construction Pty Ltd for the lump sum price of \$198,177 (GST Exclusive).***

*Carried*

##### **BACKGROUND**

The budget allocated for this project was initially planned for the installation of a demountable site office at the Myrtleford Transfer Station, however a decision was made to allocate the budget for the installation of a demountable office at the Porepunkah Transfer Station, where it is urgently required. The decision to reallocate the funds to the Porepunkah Transfer Station demountable office installation was based on two factors:

1. There is a separate section in the electronic goods shed at the Myrtleford Transfer Station that was purposely built to accommodate a site office. Although the fit out of this office space was previously tendered in 21/22 FY, the prices were deemed too expensive. Council is looking to re-tender the works as separable portions to provide better value for money. Additionally, a grant has been sought through Sustainability Victoria to part fund the office fit-out which is yet to be assessed.
2. There is an urgent requirement to install a new demountable at the Porepunkah Transfer Station as the existing office no longer meets the appropriate minimum OHS requirements and cannot achieve a building permit.

##### **EVALUATION**

The Tender was advertised in the Herald Sun and Border Mail on 18 April 2023, as well as on Tenders.net and the Alpine Shire Council website.

Nine prospective tenderers viewed the advert on Tenders.net, three tenderers downloaded the document and only one tender was received.

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

1. Price
2. Qualifications and previous performance

3. Delivery
4. Social
5. Environmental Sustainability

The tender submitted by Rendine Construction Pty Ltd was assessed per the selection criteria required in the tender document. The tender submitted by Rendine Construction Pty Ltd contained all the relevant documentation as requested. Clarifying discussions during the tender evaluation process resulted in a final tender cost of \$198,177 (GST Exclusive).

### **ISSUES**

This project was originally budgeted for delivery in FY20/21 for a total value of \$60K. Tender responses to install an office in the electronics shed at Myrtleford provided poor value for money and it was decided to review the scope and investigate alternative solutions and carry the funds forward to FY21/22. Further investigations into the overall requirements at Council's transfer stations resulted in Porepunkah transfer station being prioritised as the highest need location. The site constraints (no electricity or water supply) at Porepunkah transfer station require a modular, self-contained office with integrated amenities. The scope was market tested through engagement with modular building suppliers and a value of \$200K was identified for the FY22/23 budget. However, during the budgeting process this item was omitted from the capital works program that was adopted by Council.

Council will explore a better solution for the use of the existing purpose-built space in the electronic shed at the Myrtleford Transfer Station through seeking grant funding to contribute to the fit out of the space and seeking separate quotes across different trades to reduce the overall cost.

### **POLICY IMPLICATIONS**

The tender was advertised and evaluated according to Council's procurement policy. 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**

There is an opportunity to deliver this project as an unbudgeted project by the end of the 22/23 financial year based on the project plan submitted by the tenderer, instead of delaying works and budgeting this item for the 23/24FY. This would enable the office installation works to be programmed to be completed by the end of the 22/23 financial year, which will coincide with the completion of the capping works.

Council has adequate financial resources and project management capacity to deliver this project.

### **RISK MANAGEMENT**

Key risks of the project are as follows:

Risk	Likelihood	Impact	Mitigation Action / Control
Delayed installation	Unlikely	Minor	Project management plan
Installation not completed for weekend opening	Unlikely	Minor	Planning installation sequencing with contractor Divert customers to Myrtleford if opening not possible

### **CONSULTATION**

Relevant Council officers have been consulted.

### **CONCLUSION**

Following a tender evaluation assessment, site visits and reference checks, the tender from Rendine Construction Pty Ltd is considered the best option for the project and Council.

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

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

- Director Assets
- Manager Engineering and Assets
- Project Officer

### **ATTACHMENT(S)**

Nil

Cr Kelley declared a conflict of interest with respect it item 8.1.2 and vacated Council Chambers at 5.30pm.



## 8.1.2 Residual Greenhouse Gas Offsets

### INTRODUCTION

This report relates to the approach for offsetting residual Greenhouse Gas (GHG) to meet the net zero target by July 2023 set in Council's Climate Action Plan 2021-2024.

***Cr Janas moved an alternative motion. Cr Nicholas seconded the motion.***

***Cr Janas***

***Cr Nicholas***

***That Council:***

***Defers making a decision on the Offsets Policy and seek further information and clarification before making an informed decision at a later meeting date.***

***Carried***

### BACKGROUND

Council's Climate Action Plan 2021-2024 was adopted by Council on 7 September 2021. In the Climate Action Plan it is stated:

*We are committed to the ambitious target of achieving net zero greenhouse gas emissions from Council operations by July 2023.*

*Residual emissions will be offset through purchasing of carbon credits to achieve net zero from July 2023.*

Emissions abatement activities conducted to date have reduced Council's corporate emissions from the baseline year by approximately 60%, leaving in the order of 900 t CO<sub>2</sub>-e residual emissions to be offset in the FY 23/24.

Council's carbon accounting assesses emissions each financial year and the exact total emissions for the first year from 1 July 2023 to 30 June 2024 will be confirmed once the data is collated for FY 23/24, likely by September 2023.

The emissions reduction hierarchy in the Climate Action Plan prioritises emissions abatement activities over offsetting residual emissions. The biggest residual emitters from Council operations are the closed landfill sites and heavy fleet operation. Abatement in these areas is hamstrung by available technology and prohibitive pricing. Residual emissions must therefore be offset to achieve the net zero target.

Recent media scrutiny of carbon credits and offsets have identified flaws in the industry, questioning the integrity of purchasing offsets. The projects must be measurable, permanent (for a minimum of 25 years) and additional or otherwise unclaimed for offset investment to be valid.

The recommended hierarchy for offsetting residual emissions from highest to lowest is:

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

Investment in local planting projects generates numerous co-benefits including ecology enhancement, investment in the local economy, enjoyment for the community, reduced requirement for invasive weed removal.

Investment in local community power can benefit the community by enhancing local energy resilience and keeping money paid for electricity within the community, while also offering an ongoing return on investment for ratepayers money.

The planning and resources required to ensure these insets projects can be completed effectively, with maximised value for money, renders them unlikely for completion in FY 23/24. Planning has commenced to ensure these opportunities are thoroughly developed for offsetting residual GHG emissions for FY 24/25 and beyond.

Any insets achieved through partial completion of a plantings project in FY 23/24 can be accounted for to reduce the investment required in offsets.

Development of an offsets policy will ensure that an agreed hierarchy is followed, that offsets are measurable, permanent and additional and that adequate budget is attributed to inset projects each year.

## **ISSUES**

The commitment made by Council through adoption of the Climate Action Plan can be interpreted in two different ways:

1. That carbon credits are purchased in order to offset the residual carbon emissions which are generated through the 2022/23 financial year; or
2. That carbon credits are purchased in order to offset the residual carbon emissions which are generated through the 2023/24 financial year.

The recommendations in this report are based on the second interpretation. The implications of assuming the first interpretation are an additional recommendation 'that Council directly funds Australian ethical offset projects for FY22/23 residual emissions'. This would require unbudgeted expenditure of approximately \$25,000 in the current financial year.

## **POLICY IMPLICATIONS**

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

- 3.1.1 Achieve net-zero greenhouse gas emissions from Council activities by 2023

## FINANCIAL AND RESOURCE IMPLICATIONS

It is anticipated that the cost to purchase residual offsets through directly funding projects that create offsets for FY23/24 will be approximately \$25,000. An internal budget submission has been made for this cost.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Residual emissions for 23/24 are higher than expected	Unlikely	Moderate	Quarterly monitoring of emissions tracking to allow early identification of budget implications
Cost per tonne of GHG emissions offset through project funding increases	Possible	Moderate	Consultant has been engaged with rough price advised. Council will seek to choose a project and lock in an order of magnitude contribution as early as possible

## CONSULTATION

The Climate Action Plan net zero target is a corporate commitment and community consultation has not been conducted.

## CONCLUSION

It is recommended that Council directly funds projects within Australia to ensure tangible, ethical and transparent offsets for the FY23/24 residual GHG emissions. Work will continue on progressing insets planting and local community energy opportunities to prepare for FY 24/25. A policy will be drafted to ensure the ongoing validity and integrity of offset investment.

## 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
- Sustainability Coordinator

## ATTACHMENT(S)

Nil

Cr Kelley re-entered Council Chambers at 5.32pm

### 8.1.3 Dinner Plain Bus

#### **INTRODUCTION**

This report relates to the establishment of a Memorandum of Understanding (MOU) between Alpine Shire Council and Mount Hotham Alpine Resort (MHAR) for the delivery of the Dinner Plain Bus service for the 2023 winter season.

*Cr Keeble*

*Cr Kelley*

***That Council notes the arrangements which have been agreed with Mount Hotham Alpine Resort for the provision of the 2023 Dinner Plain Bus Service.***

***Carried***

#### **BACKGROUND**

The contract in place for a supplier to provide a seasonal shuttle bus service between Dinner Plain and Mount Hotham ended at the conclusion of the 2022 winter season.

Council undertook a public tender for this service for the 2023 and 2024 season in November 2022. One tender was received in this process however the tenderer later withdrew.

Figures collected in the 2022 season indicate that of a total of 8984 tickets were sold (comprising 7023 adult, 1371 child and 590 family tickets) for paying customers travelling from Dinner Plain to Hotham village. It is presumed that public customers of the Dinner Plain shuttle service are generally visitors staying in Dinner Plain who travel to and from Hotham village for snow sport. However, Council does not currently collect intention data from service customers so this cannot be verified. The other main users of the service are staff of Vail Resorts and Mount Hotham Alpine Resort (MHAR). In addition to 8984 tickets bought by paying customers, 4405 passenger trips were made by staff members of Vail Resorts.

The model for the delivery of the Dinner Plain bus service has been that Council contracts the service and pays a subsidy to the provider to enable the service to be financially viable. Council approves the fare structure and the timetable and measures the supplier against set Service Level Indicators. Council staff reconcile customer data throughout the season in order to pay a negotiated gate entry fee to MHAR based on patronage numbers. Vail Resorts offsets some of this cost by paying an amount towards the travel of their staff.

In reviewing this service, it is believed that having a single operator running the Hotham intra-village service as well as the Dinner Plain bus service managed under a single contract has the potential to deliver an improved customer experience at the same time as potentially realising operational efficiencies.

At a confidential Council meeting held on 28 February 2023, Council delegated the authority to the CEO to negotiate a subsidy payment and enter into a Contract with

Alpine Resorts Victoria (trading as Mount Hotham Alpine Resort) for the provision of the Dinner Plain bus Service. Through this delegation, Council stipulated a maximum annual subsidy amount to be paid and limited the contract to a maximum of 6 years.

Council also committed that should a subsidy be successfully negotiated in line with the delegated approval, a Council report would be tabled at a subsequent meeting to note that arrangements which have been agreed [this report].

Negotiations between Council and MHAR progressed to a conclusion on 9 May 2023 when both parties committed to a Memorandum of Understanding for the provision of the Dinner Plain Bus Service 2023.

## **ISSUES**

None to report.

## **POLICY IMPLICATIONS**

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

- 2.2 Innovative and sustainable business development that supports year-round benefit

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Council has committed to a subsidy payment of \$140,000 to MHAR for the delivery of the 2023 Dinner Plain Bus Service. MHAR may charge reasonable passenger fares and retain all ticketing revenue to contribute towards the operating costs of the service.

MHAR will establish the bus schedule in order to provide a regular, reliable and safe service to customers.

Council will provide MHAR with a licence to accommodate 3 passenger buses at the Alpine Shire Dinner Plain Depot in return for a licence fee of \$1. Council will provide MHAR with access to a functioning fuel bowser located within the Alpine Shire Dinner Plain Depot.

The costs associated with the delivery of the 2023 Dinner Plain Bus service will be funded from the Dinner Plain Reserve. The bus service is listed as a special rate service in the Proposed Dinner Plain Special Rate Declaration 2023/24.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
The service cannot be operated in a way which is cost-neutral for Mount Hotham Alpine Resort.	Possible	Moderate	<ul style="list-style-type: none"> <li>Review of the service following the 2023 winter season, and renegotiation of an amended or new agreement for subsequent seasons.</li> </ul>

## CONSULTATION

The Memorandum of Understanding was established through collaborative engagement between Mount Hotham Alpine Resort and Alpine Shire Council. It is considered to provide a fair outcome for both organisations, and importantly will result in an improved experience for customers using the service.

## CONCLUSION

Under delegation from Council, the CEO has entered into an agreement with Mount Hotham Alpine Resort for the provision of the 2023 Dinner Plain bus Service.

## 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

## ATTACHMENT(S)

Nil

## 8.1.4 Waste Services Policy

### INTRODUCTION

This report relates to the updated Alpine Shire Council Waste Services Policy.

***Cr Keeble***

***Cr Prime***

***That Council:***

- 1. Adopts the Waste Services Policy No. CLL-ID2, to come into effect on 1 July 2023;***
- 2. Provides public notice of the adopted Waste Services Policy;***
- 3. Notes that following public notice in accordance with Section 76 of the Local Government Act, the Waste Services Policy will become an Incorporated Document in the Community Local Law 2019.***
- 4. Revokes the previous Waste Services Policy (2019) on the commencement of the Waste Services Policy No. CLL-ID2; and***
- 5. Signs and seals the Waste Services Policy No. CLL-ID2 at the appropriate stage of the meeting.***

***Carried***

### BACKGROUND

The Policy details the waste management services that Council provides to all residents, businesses and other groups within the community including kerbside collection services, collection services at Dinner Plain, provision of Transfer Stations and public place bin services.

Council's Waste Services Policy is an incorporated document in Alpine Shire Council's Community Local Law, by clause 3.12.1, that outlines the provision of waste services by Council and the general responsibilities of occupiers and the public.

Council's previous Waste Services Policy came into operation on the 1 July 2019 and has been reviewed and updated to reflect service changes, align with relevant Acts of Government and details all of Council waste provisions to the community.

### ISSUES

The proposed Waste Services Policy No. CLL-ID2 has been drafted to include:

- Adjustment of Council's Waste and Recycling Service in line with the State Government's *Circular Economy (Waste Reduction and Recycling) Act 2021*, to include the kerbside Food Organics and Garden Organics (FOGO) collection service.
- Details on the particulars of each waste service that Council provides including differentiating between kerbside collection for residential properties, commercial properties as well as the Dinner Plain service, transfer stations, and public place bins.
- Relevant elements of the *Environmental Protection Act 2017*.

Under the *Local Government Act 2020* Council is required to provide a public notice informing residents of the change to the Waste Services Policy and the date of effect. The obligations for occupiers and residents are clear in the policy and will be outlined in a summary page accessible to residents and rate payers online and in print form on adoption of the policy and prior to the effective date.

## **POLICY IMPLICATIONS**

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

Updating the Waste Services Policy, including implementation of a kerbside FOGO collection service, ensures it aligns with requirements within the *Local Government Act 2020*.

### ***Circular Economy (Waste Reduction and Recycling) Act 2021***

Section 60 outlines the municipal residual waste and municipal recycling services, including FOGO and glass recycling, that Council is mandated to provide by 2030 and 2027 respectively. This revision of the Waste Services Policy includes the introduction of a kerbside FOGO collection service. The model used for the provision of a glass recycling service is yet to be determined and will be included in future revisions of the Waste Services Policy.

### ***Environment Protection Act 2019***

Council plays an important role under the *Environmental Protection Act 2017*; Council act as partners with the Environment Protection Authority Victoria (EPA) in regulating the *Environmental Protection Act 2017* as well as providing key services to the community that are essential in protecting the environment, such as waste collection and landfill management.

### ***Alpine Shire Council Plan 2021-2025***

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

- 3.3 Responsible management of waste

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The proposed Waste Services Policy incorporates detail on Council's entitlement to charge for the collection and disposal of waste under the *Local Government Act 1989* and apply relevant charges to all rateable properties.

The kerbside waste and recycling collection services charges and general waste charge are represented in the proposed Waste Policy as a cost recovery model, whereby ratepayers pay for the costs to Council of providing the services:

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



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

Council considers the associated charges for waste services during the budget process each financial year based on the service costs to Council and considering equity and affordability for residents.

This cost recovery model for waste services is a clear and transparent way of charging for waste collection, is in line with the majority of Victorian councils and is considered best practice.

### RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Policy not adopted by 1 July 2023	Unlikely	Major	<ul style="list-style-type: none"> <li>• Thorough internal review process.</li> <li>• Presentation of Council Report at May 2023 Council Meeting.</li> </ul>

### CONSULTATION

According to s 76(3)(a) of the *Local Government Act*, notice of an amendment must be published on Council’s website; this notice of amendment will be published on adoption of the revised Waste Services Policy by Council and prior to the date the amendments come into operation on 1 July 2023.

In addition to this required notice of amendment, Council has chosen to conduct an information campaign designed to inform the community of the proposed changes and how they impact them. Feedback received from the community is informing the ongoing education, particularly in relation to the introduction of the new Food Organics and Garden Organics (FOGO) kerbside collection service.

### CONCLUSION

The waste and recycling management service provided by Councils across Victoria is changing to align with the State Government's *Circular Economy (Waste Reduction and Recycling) Act 2021*. It is recommended that Council adopts the updated Waste Services Policy No. CLL-ID2.

## **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
- Sustainability Coordinator

## **ATTACHMENT(S)**

8.1.4 Alpine Shire Council Waste Services Policy No. CLL-ID2

## 8.2 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

### 8.2.1 Quarterly Performance Report – Council Plan

File Number: SU600.03

#### **INTRODUCTION**

The Alpine Shire Council Plan 2021-2025 was adopted by Council in October 2021, and sets out Council's direction for the next four years. Council has committed to providing quarterly updates to the community on the progress of this plan and presents this Quarterly Performance Report as the third update on commitments in 2022/23.

*Cr Hughes*

*Cr Keeble*

***That the Quarterly Performance Report ending 31 March 2023 be received and noted.***

***Carried***

#### **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.

While there is no legislative requirement to report on progress against the Council Plan, a commitment to report quarterly to the community was included as part of the document. The Governance and Management Checklist that forms part of the Local Government Performance Reporting Framework (LGPRF) also suggests that it is best practice to report on Council Plan progress at least on a six-monthly basis.

Where quarterly or half-yearly reporting of indicators does not generate meaningful results, these are reported at end of financial year as part of the annual report.

#### **HIGHLIGHTS**

The Council Plan 2021-2025 is split into five strategic directives that mirror the Community Vision 2040. Within each of these directives, there are strategic objectives, strategies, and annual actions that provide the means to report on Council's progress against the Council Plan. Council Plan indicators are also included in the report.

High level highlights are summarised on the following pages – refer the attachment for detailed information.

### ***Strategic Driver 1: For those who live and visit***

- Ongoing engagement with the community saw Council's Executive team present at four Community Pop-Ups at key local events over January and February 2023. These events were part of awareness of Council's Community Budget submissions process, which was introduced for the first time this year. The campaign yielded a very positive response from the community, with more than 40 submissions received.

### ***Strategic Driver 2: For a thriving economy***

- Council facilitated numerous events on Council land between January – March, including Alpine Valley Vibes, and Brighter Days. The Events team provided extra support to hold events in Mount Beauty following the Bogong High Plains Road landslip.
- Visitation statistics from Tourism Research Australia indicated that in the 2022 calendar year, the Alpine Shire saw a 9.3% increase in domestic visitation compared to 2021.

### ***Strategic Driver 3: For the bold protection of our future***

- Food Organics Garden Organics (FOGO) community engagement commenced, with Pop-Ups at community markets. The Waste Services contract was awarded at the February Council meeting, which will include commingled recycling, general waste, and FOGO across kerbside services, transfer station services, and bulk haulage of waste.

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

- The draft Land Development Strategy has been prepared by the consultant and provided to Council for finalisation. Further engagement with key government stakeholders will be required to confirm the pathway on a number of conflicting policy outcomes.

### ***Strategic Driver 5: For strong and informed leadership***

- The organisation has been operating under a new structure since 9 January 2023. Recruitment into vacant positions in the organisation remains ongoing and is a key focus for Executive / Management teams. There is a focus on delivering a positive customer experience, a positive employee experience, and a sustainable future for the Alpine Shire.

## **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.

Quarterly reporting aligns with the Alpine Shire Council Plan 2021-2025 Strategic Objective 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 long-term Financial Plan, and annual Budget.

## RISK MANAGEMENT

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

## 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 quarterly report shows that progress is being made on the delivery of key Council Plan actions.

## 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)

8.2.1 Quarterly Performance Report – ending 31 March 2023

## 8.2.2 Quarterly Review - Q3 Budget for period ending 31 March 2023

### INTRODUCTION

The purpose of the Budget Report - Quarterly Review (the 'Report') is to provide Council with an overview of the financial position of Council for the period ending 31 March 2023.

***Cr Keeble***

***Cr Prime***

***That Council receives and notes the Q3 Budget Report - Quarterly Review for the period ending 31 March 2023.***

***Carried***

### BACKGROUND

This report is prepared quarterly. The report provides Council with an overview of the quarter's results and an update on the forecast financial position against the full year budget. Explanations are provided for variances to budget greater than \$100,000.

### ISSUES

Council is forecasting a full year surplus of \$5.3m, which is \$0.2m lower than the budgeted surplus of \$5.5m. The forecasted variance to budget is the result of a mix of drivers. There is forecast additional income as well as increased expenditure in some areas and reduced expenditure elsewhere. Full details can be reviewed in the attachment.

To highlight some areas of change:

Additional Income from Grants (\$0.9m), and Rates & Charges (\$0.2m). Additional expenditure from Materials & Services expenditure (\$1.5m) largely resulting from expensing the Bogong High Plains Road project, and Depreciation (\$1.5m) following revaluations at the start of the financial year.

In the financial year 2022/23 the Council committed to an \$18.84m capital works program. At the 13 December 2022 Ordinary Council Meeting, Council noted that the following projects are moved to a future financial year: Mount Beauty Depot Concept Design, Tawonga Fisherman's Walk Public Toilet, Mount Beauty Airport Bowser Design, Myrtleford Landfill Rehabilitation, Mount Beauty Landfill Rehabilitation Design, Nimmo Pedestrian Bridge, Bright Office Renewal Stage 3 Design and Tawonga Scout Hall Demolition. There are other projects detailed in the attachment that have been delayed, again for various reasons but principally supplier constraints and resourcing. The reduced expenditure on these projects results in a commensurate reduction in Grant income relating to these projects.

Increased grant income includes:

- unbudgeted Bushfire Recovery income (\$1.0m)
- Council flood support funding (\$0.5m)

- an unbudgeted grant for YACVic Future Proof program (\$0.3m)
- funding for the Rural Councils Transformation project (\$0.3m)
- unbudgeted income for the Porepunkah Caravan Park (\$0.2m)
- extra funding for Supported Playgroups service delivery (\$0.1m)
- unbudgeted income for the Tawonga Holiday Park (\$0.1m)

### ***Revised budget***

The *Local Government Act 2020* (LGA 2020) requires that an assessment be made as to whether a revised budget is required after the quarterly finance report is completed.

A revised budget is required under the LGA 2020 before any of the following can occur:

- a variation to the declared rates or charges
- undertake any borrowings that have not been approved in the budget
- a change to the budget that the Council considers should be the subject of community engagement.

As none of these three items is forecast to occur Council is not required to complete a revised budget for 2022/23.

### **POLICY IMPLICATIONS**

The Report has been prepared in line with the requirements of the *Local Government Act 2020* (LGA 2020).

*Section 97(1) of the LGA 2020* (Quarterly budget report) commenced on 24 October 2020 and states that, "As soon as practicable after the end of each quarter of the financial year, the CEO must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public".

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**

Financial performance to date indicates a full year surplus of \$5.3m, which is \$0.2m lower than the budgeted surplus of \$5.5m.

## RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Financial Sustainability	Rare	Major	<ul style="list-style-type: none"> <li>Quarterly reporting provides a snap shot of performance for Council. Maintaining rigour in financial reporting supports Council to make financially sustainable decisions.</li> </ul>

## CONSULTATION

Appropriate consultation has been carried out with Council Officers across the organisation in order to compile this report.

## CONCLUSION

The Budget Report - Quarterly Review for the period ending 31 March 2023 is presented for noting.

## DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Financial Accountant

## ATTACHMENT(S)

8.2.2 Budget Report - Quarterly Review for the period ending 31 March 2023.



## 8.2.3 Alpine Resilience Groups

### INTRODUCTION

The purpose of this report is to update and provide recommendations to Council on the changes to Community Resilience groups in the Alpine Shire.

***Cr Keeble***

***Cr Janas***

***That Council:***

- 1. Revokes the Terms of Reference of the Alpine Resilience Committee adopted 6 July 2021;***
- 2. Notes the Terms of Reference adopted by the Alpine Resilience Partnership on 7 September 2022; and***
- 3. Continues to participate as a member of the Alpine Resilience Partnership whilst noting that this group will no longer be a formal Committee of Council.***

***Carried***

### BACKGROUND

The Alpine Resilience Committee (ARC) is a Committee of Council.

The Community Resilience Committee was formed in the mid 2000's and was put into recess following the 2019/20 Bushfires and subsequent establishment of the Alpine Community Recovery Committee as directed by Bushfire Recovery Victoria.

Since its reinstatement, the Community Resilience Committee changed its name to Alpine Resilience Committee (ARC) and reviewed its purpose and Terms of Reference, which were adopted by Council in July 2021.

To better reflect its goals and vision, in September 2022 the ARC opted to become a partnership rather than a committee therefore the ARC has become the Alpine Resilience Partnership (ARP).

At its meeting on 7 September 2022, the ARP undertook the following:

- adopted new Terms of Reference,
- adopted the Alpine Community Recovery Committee Recovery Plan as the Alpine Community Recovery Committee transitions to operate as the Community Communications Network, and
- elected a Chair and Deputy Chair from its membership for a term to 31 December 2023 at which time a new Chair and Deputy Chair will be elected.

The ARP is a partnership of emergency management agencies, health and social welfare agencies plus community representatives that is hosted by Alpine Shire Council with a focus on planning to increase community resilience and preparedness for response and recovery.

The ARP is the forum for government and non-government agencies and community representatives to develop strategies and frameworks to support coordinated resilience planning for Alpine Shire communities and the adjoining alpine resorts.

The ARP is the conduit between community, resilience groups and the Municipal Emergency Management Planning Committee (MEMPC). The ARP will help identify community issues and concerns, and where appropriate, advocate and lobby, in conjunction with the community, government departments, other agencies and council to implement programs and initiatives to address these concerns.

### ISSUES

The ARC is a Committee of Council with Terms of Reference that were adopted by Council. With the change from a Committee to a Partnership, it is recommended that the ARC Terms of Reference are revoked by resolution.

As the ARP will not be a Committee of Council, Council will not adopt the Terms of Reference but rather recognise the ongoing support from Council through the recommendations presented in this report.

### POLICY IMPLICATIONS

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

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

### FINANCIAL AND RESOURCE IMPLICATIONS

Council currently holds external grant funds which support the employment of a Community Resilience Officer who provides secretariat support to ARP and plans and delivers resilience and preparedness activities. This position is funded until 31 December 2024. From 1 January 2025, Council's Community Development Coordinator will provide ongoing secretariat support to ARP.

Two Councillors will sit on the Alpine Resilience Partnership.

### RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Action / Control
Group is not clear on the roles and responsibilities of the member partners	Unlikely	Insignificant	<ul style="list-style-type: none"> <li>• Council report notes the capacity under which Alpine Shire Council is getting involved in the ARP.</li> </ul>

## **CONSULTATION**

ARP Terms of Reference have been developed by a working group of ARP and adopted by ARP on 7 September 2022.

## **CONCLUSION**

To bring clarity to the different groups offering community resilience services it is recommended that Council revokes the Terms of Reference of the Alpine Resilience Committee, becomes a participatory member of ARP and as such, notes the Terms of Reference of the Alpine Resilience Partnership.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Customer and Community
- Manager Community Development

## **ATTACHMENT(S)**

8.2.3 Alpine Resilience Partnership Terms of Reference adopted 7 September 2022

## 8.2.4 Financial Investment Policy

### INTRODUCTION

Council's Financial Investment Policy governs the investment of surplus Council funds with the objective of maximising returns whilst respecting Council's risk appetite and liquidity requirements.

The Investment Policy was last reviewed in 2020. The purpose of this report is to propose minor amendments and to note it has been renamed the Financial Investment Policy as this policy does not cover asset investments such as property and seek Council's adoption of the revised Policy.

***Cr Kelley***  
***Cr Janas***

***That Council:***

- 1. Notes that the Financial Investment Policy has been reviewed by the Finance Committee and the Audit and Risk Committee;***
- 2. Revokes Alpine Shire Council Investment Policy No. 073, Version 3;***
- 3. Adopts Alpine Shire Council Financial Investment Policy No. 073, Version 4; and***
- 4. Signs and seals Alpine Shire Council Financial Investment Policy No. 073, Version 4 at the appropriate time in the meeting.***

***Carried***

### BACKGROUND

The *Local Government Act 2020* specifies that councils may invest any money in government securities, with Authorised Deposit Taking Institutions (ADIs), with any financial institution guaranteed by the Federal Government, on deposit with an eligible money market dealer within the meaning of the Corporations Act, and in any other manner approved by the Minister.

Within this legislative framework Council's Financial Investment Policy specifies the objectives, allowable investments, authorised officers and credit rating parameters of Council's financial investment portfolio. Credit rating parameters are defined with reference to Standard and Poor's (S&P) Global Ratings Definitions which describe the creditworthiness of various entities.

### ISSUES

Council is of the view that term deposits with Australia's four major banks remain some of the safest investments on offer given that the Australian government continues to support their balance sheets in challenging times.

Term deposits with other ADIs also remain conservative whilst offering diversification away from the four majors and providing a broader base from which to select the most attractive investment returns.

The policy will continue to require quarterly reporting on the investment portfolio. Reporting will be provided to the Finance Committee via the Quarterly Finance Report and subsequently provided to the Audit and Risk Committee and Council for noting.

It is noted that a range of minor amendments are proposed in this review to clarify wording, and to clarify roles and responsibilities. In addition, the treatment of unanticipated policy breaches beyond officer control is clarified; such breaches are to be reviewed between the Accountant and the Manager Corporate for remediation and are to be reported to the Finance Committee and Audit and Risk Committee.

**POLICY IMPLICATIONS**

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

- 5.2 A responsible, transparent, and responsive organisation

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Investment Policy is a key instrument in ensuring that Council obtains best value outcomes for ratepayers.

**RISK MANAGEMENT**

Detail the key risks of the matter being addressed by the report and mitigation action / control.

Risk	Likelihood	Impact	Mitigation Action / Control
Poor financial prudence	Unlikely	Moderate	Each investment is made in compliance with the underlying objectives of the Financial Investment Policy <ul style="list-style-type: none"> <li>• Council investments are placed with appropriate authorisation and reflect operational liquidity requirements</li> </ul>

**CONSULTATION**

The proposed Policy amendments have been discussed with both Council’s Finance Committee and Council’s Audit and Risk Committee.

## **CONCLUSION**

The Financial Investment Policy has been reviewed to ensure that best value is obtained for ratepayers, that the policy continues to respond to the current economic environment and that responsible investing considerations are considered. The amended Investment Policy is presented for Council's consideration and adoption.

## **DECLARATION OF CONFLICT OF INTEREST**

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

- Director Customer and Community
- Manager Corporate
- Financial Accountant

## **ATTACHMENT**

8.2.4 - Alpine Shire Council Financial Investment Policy No. 073\_V4.0

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

File Number: Delegations register

### **INTRODUCTION**

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

***Cr Keeble***

***Cr Prime***

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

- 1. The following members of Council staff referred to in attachments 8.2.5a, 8.2.5.b and 8.2.5c "S11A – Instrument of Appointment and Authorisation – Planning & Environment Act 1987" (the instruments) be appointed and authorised as set out in the instrument;***
  - a. Manager Statutory Planning, Compliance, and Local Laws***
  - b. Senior Statutory Planning Officer***
  - c. Compliance Coordinator (2)***
- 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. On the coming into force of the instruments, the previous "S11A – Instrument of Appointment and Authorisation – Planning and Environment Act 1987" for the following members of Council staff, as dated, be revoked;***
  - a. Senior Statutory Planning Officer, dated 28 March 2023***
  - b. Health Safety and Risk Officer, dated 13 December 2022***
  - c. Engineering Coordinator, 1 September 2020***
- 4. The instruments be signed and sealed at the appropriate stage of this meeting.***

***Carried***

### **BACKGROUND**

Council staff involved in planning roles require current and accurate authorisations to fulfil their duties. Council has appointed a new Manager Statutory Planning, Compliance, and Local Laws, requiring a new Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987*. The Instrument of Appointment and Authorisation relating to the Senior Statutory Planning Officer is being updated, due to a misspelling in the previous Instrument, and a second Compliance Coordinator requires authorisation.

Instruments for the Health Safety and Risk Officer, and the Engineering Coordinator are being revoked as the officers either no longer require authorisation, or no longer work for Council.

## **ISSUES**

### ***Authorised Officers***

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

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

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

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

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

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

## **POLICY IMPLICATIONS**

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

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

- 5.2 A responsible, transparent and responsive organisation



## FINANCIAL AND RESOURCE IMPLICATIONS

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

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

## RISK MANAGEMENT

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

## CONSULTATION

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

## CONCLUSION

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

## DECLARATION OF CONFLICT OF INTEREST

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

- Director Customer and Community
- Governance Officer

## ATTACHMENT(S)

- 8.2.5.a S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Manager Statutory Planning, Compliance, and Local Laws
- 8.2.5.b S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Senior Statutory Planning Officer
- 8.2.5.c S11A – Instrument of Appointment and Authorisation – *Planning & Environment Act 1987* – Compliance Coordinator (2)

## 9. Informal meetings of Councillors

### Introduction

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

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

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

***Cr Keeble***  
***Cr Hughes***

***That the summary of informal meetings of Councillors for April / May 2023 be received.***

***Carried***

### Background

The written records of the informal meetings of Councillors held during the previous month are summarised below. Detailed records can be found in Attachment 9.0 to this report.

Date	Meeting
26 April	Briefing Session
9 May	Briefing Session
10 May	Planning Forum
16 May	Briefing Session
23 May	Briefing Session

### Attachment(s)

- 9.0 Informal meetings of Councillors – April / May 2023.

## **10. Presentation of reports by delegates**

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

## **11. General business**

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

## **12. Motions for which notice has previously been given**

Nil

## **13. Reception and reading of petitions**

Nil

## 14. Documents for sealing

***Cr Kelley***

***Cr Janas***

***That the following documents:***

***1. That S11A - Instrument(s) of Appointment - Planning and Environment Act 1987 be signed:***

***a. Manager Statutory Planning, Compliance, and Local Laws***

***b. Senior Statutory Planning Officer***

***c. Compliance Coordinator***

***2. Alpine Shire Council Financial Investment Policy No. 073, Version 4***

***3. Alpine Shire Council Waste Service Policy CLL-1D2.***

***Carried***

There being no further business the Chairperson declared the meeting closed at 6.40p.m.

.....

Chairperson



## **ALPINE SHIRE COUNCIL**

# **Chief Executive Officer Performance Plan for the financial year 2024 June 2023**

The Chief Executive Officer (CEO) of the Alpine Shire Council is appointed for a maximum term of five years. During this time, performance is monitored by the Council with support from the CEO Employment and Remuneration Committee (CEO E&RC) established in accordance with s45 of the *Local Government Act, 2020*.

Other relevant documents:

- CEO Employment & Remuneration Policy
- CEO Contract (current)

Key Performance Indicators (KPIs) will be developed collaboratively with the CEO on an annual basis and form part of this Plan.

There will be four performance reviews for the financial year (FY) 2024 to enable alignment with Local Government reporting and planning cycles. These will be undertaken in August, November, February and May. The August and February reviews will be undertaken by Councillors and the November and May reviews with the support of the CEO E&RC.

To support the annual planning cycle, a KPI review will be part of the performance review in May 2024 and this review will generate the Annual Performance Review Report.

An annual review which will generate the Annual Performance Review Report and include the forward KPIs, will be undertaken in a timely manner to be presented at the June Ordinary Council Meeting.

The Annual Performance Review Report will be prepared, discussed with the CEO and submitted to Council in accordance with the CEO E&RC policy.

## **COUNCILLOR REVIEW:**

Not less than one week before a briefing session, the CEO will submit a self-assessment progress report to all Councillors. It is desirable to gain input from all Councillors into the review and appraisal process and this may be written or in person.

The briefing session agenda will include a performance appraisal session and feedback discussion and will be undertaken with the CEO in that briefing session.

For 2024 FY, a Councillor led performance appraisal will be held in August and February.

If further feedback is requested by either the Council or the CEO, the Mayor will provide an opportunity for response and discussion with the CEO as required.

## **CEO E&RC REVIEW:**

A CEO E&RC review will include CEO self-assessment and Councillor assessment, collated for a meeting of the CEO E&RC.

Not less than two weeks before the CEO E&RC meeting scheduled for development of the Annual Performance Review Report, the CEO will submit a self-assessment progress report to the CEO Employment and Remuneration Committee and all Councillors.

Not less than one week before the scheduled CEO E&RC meeting, Councillors will submit individual written scoring and comments on CEO Performance.

The CEO E&RC meeting for performance appraisal and development of the Annual Performance Review Report will be scheduled in early May, 2024.

This meeting will provide recommendations to Council, but the E&RC will discuss the review report with the CEO before submitting recommendations to Council, as required by clause 4.6 of the CEO Employment and Remuneration Policy.

The Mayor and Independent Chair, on behalf of the Council, will provide feedback to the CEO regarding the final ratings for performance against the KPIs and will also provide an opportunity for discussion and response, as required, by the CEO.

## **KEY PERFORMANCE INDICATOR DEVELOPMENT**

Key Performance Indicators (KPIs) will be developed collaboratively with the CEO.

Planning for the following year's KPIs will commence at the last review of each financial year. KPI's will be aligned with performance expectations and performance measures.

The meeting of the CEO E&RC in May 2024 will commence that planning, considering current progress against delivery of the Council Plan.

## **INTERIM CEO E&RC PERFORMANCE REVIEW**

In the event that Council has concerns about the performance of the CEO, the Mayor will, at the request of a majority of Council, ask the CEO E&RC to undertake an interim performance review.

The Mayor must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.

The Mayor must allow the CEO a minimum of one week's notice prior to the commencement of an interim performance review.

## KEY PERFORMANCE INDICATORS FOR 2023/24

### ALPINE SHIRE COUNCIL CEO – KEY PERFORMANCE AREAS, DESIRED OUTCOMES AND PERFORMANCE INDICATORS

The following table summarises the four Key Performance Areas (KPAs):

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

Assessment needs to be undertaken against factors that are within the CEO's reasonable control.

Ratings to be used by Councillors and by the CEO in his self-assessment against achievement of the desired outcomes are:

1. Achieved
2. Not Achieved (with mitigation)
3. Not Achieved
4. Unable to Rate

Ratings for the overall assessment in the role will be:

- Exceeds Performance Requirements
- Meets Performance Requirements
- Does Not Meet Performance Requirements
- Unable to Rate



**KPA 1: Leadership & Culture**

Desired Outcomes	Key Performance Indicators (2023/24)
1.1 Improvement in organisational efficiency and effectiveness.	1.1.1 Increased role clarity through improvements in business planning for teams and in annual setting and periodic monitoring of tasks and targets for individual staff. 1.1.2 Key workflows are optimised to increase productivity and are better documented to improve consistency in application across the organisation. 1.1.3 Digital systems are aligned to business needs and staff are appropriately trained in the use of these systems. 1.1.4 Remaining vacancies arising from the restructure process are filled. Staff induction processes and refresher training are improved.
1.2 Improved culture across a reinvigorated organisation.	1.2.1 Empowered leaders have increased decision-making autonomy across the organisation. 1.2.2 Investment made into building leadership capability in the coordinator cohort. 1.2.3 Improved staff satisfaction as measured through biannual staff survey (with results available in July and January) 1.2.4 Improved staff retention assessed on a rolling 12-month basis.
1.3 Zero harm to our staff.	1.3.1 Leadership focus on physical and psychological safety with appropriate systems and processes in place to minimise risk to our staff. 1.3.2 Increase in hazard reporting from across the organisation, reflecting an increased focus on health and safety. 1.3.3 Improved reporting of individual hazards and incidents and monitoring of key indicators.

1.4 A CEO with the skills, knowledge and networks to deliver effective leadership of the organisation.	1.4.1 Personal and professional development plan in place to maintain and enhance skills and experience and to build strong and effective networks.
--	---

**KPA 2: Engagement & Communication**

Desired Outcomes	Key Performance Indicators (2022/23)
<p>2.1 Improvement in the quality of Council’s deliberative engagement processes delivering improved alignment with community needs and aspirations.</p>	<p>2.1.1 Community feedback trending in a positive direction and an improving perception of Council within the community.</p> <p>2.1.2 Continuous improvement processes in place to build on engagement successes and learn from shortcomings.</p>
<p>2.2 Improvement in the quality of customer service provision.</p>	<p>2.2.1 Key customer service performance metrics established and reported.</p> <p>2.2.2 More consistent and positive customer experience achieved.</p>
<p>2.3 Beneficial community outcomes achieved through the advocacy efforts of Council and Council staff.</p>	<p>2.3.1 Establish an agreed advocacy approach with Council to inform development of the new Council Plan, including establishing a clear, shared understanding of what advocacy means for Council, what the current advocacy priorities are and the desired outcomes from this advocacy.</p> <p>2.3.2 New relationships established and opportunities explored for collaboration across the region in areas aligned with Council’s advocacy priorities.</p> <p>2.3.3 Leverage potential benefit of conferences and other opportunities for engagement across the State to increase breadth and depth of network.</p>
<p>2.4 A Council which is well informed and able to effectively deliver for the community.</p>	<p>2.4.1 An effective and professional working relationship is maintained between the CEO and Council, supporting the effective development and evolution of policy, strategy and administration.</p>

**KPA 3: Governance**

Desired Outcomes	Key Performance Indicators (2022/23)
3.1 Council's strong financial position is maintained.	3.1.1 Advice is provided to Council for the responsible management of Council's financial and physical assets and workforce. 3.1.2 Opportunities are explored to strengthen Council's financial position.
3.2 Risks are identified and appropriate managed.	3.2.1 An effective and professional working relationship is maintained with the Audit and Risk Committee, and feedback from the Committee is positive. 3.2.2 Risk Register is reviewed and revised with input from across the organisation, applying a consistent understanding and approach to use of key risk terminology and improving relevance of the register to the operational teams.
3.3 Council decisions are implemented in a timely, accurate and efficient way.	3.3.1 Implementation of Council resolutions and actions arising from adopted plans and strategies is tracked and reported effectively.
3.4 The organisation is responsive to strategic opportunities and challenges.	3.4.1 Emerging issues and opportunities are identified, communicated, and addressed in a way which maximises benefit for our community.

**KPA 4: Delivery Performance**

Desired Outcomes	Key Performance Indicators
4.1 The community is led and supported on a journey towards a low emission economy.	4.1.1 A plan is agreed and delivered to offset residual emissions in support of achieving and maintaining the net zero target.  4.1.2 A Community Climate Action Roadmap is developed with the community and a clear plan is agreed with Council to progress implementation of the agreed actions.
4.2 A contemporary Planning Scheme is established, with key gaps addressed.	4.1.3 Amendments resulting from review of the Alpine Planning Scheme are gazetted.
4.3 Our towns are well planned to accommodate the forecast growth in population, including infrastructure and community facilities.	4.2.1 The Land Development Strategy is adopted by Council and associated amendments to the Alpine Planning Scheme are progressed towards gazettal.  4.2.2 Key building blocks of the strategic planning workplan are clearly communicated, appropriately resourced, and progressed in accordance with the plan.
4.4 Value for the community is delivered through Council’s capital works program.	4.4.1 The capital works team is appropriately resourced to deliver the budgeted program and flexible to adapt to the changing external environment.  4.4.2 Council is kept well briefed on capital works delivery progress and challenges and engaged early in all decisions with potential to impact on the overall outcomes for the community.



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Coordinate System GDA94 MGA Zone 55

Created: 25/3/2022

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



**ALPINE**  
SHIRE COUNCIL

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# Budget

Financial Year 2023/24

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# 1 Mayor and CEO's Introduction

We are excited to introduce the Alpine Shire Council 2023/24 budget. This budget is in line with our Community Vision 2040 in the Alpine Shire Council Plan 2021-2025, which aims to meet the needs and aspirations of our community.

It also reaffirms our commitment to delivering high-quality services, initiatives, events, and projects across the Alpine Shire, as we collectively look towards a bright and positive future.

By maintaining effective cost management practices, the budget establishes a sound financial footing that empowers Council to sustainably provide essential services and carry out vital projects.

Highlights in this year's budget include our Capital Works Program, which continues to be strong with over \$14m allocated for asset renewal and upgrade supported by successful grant applications totalling over \$6m.

Major projects included in this budget include:

- \$2m for our annual road renewal program
- completing the Dinner Plain Activation project
- Dinner Plain Snowmaking
- Nimmo Pedestrian Bridge
- Ablett Pavilion Upgrade
- Myrtleford Splashpark
- Myrtleford Savoy Soccer Club Upgrade
- Tronoh Dredge Hole Precinct
- Tawonga Memorial Hall Upgrade
- \$700k Food Organics, Garden Organics Kerbside collection service

Further supporting Council's commitment to climate change mitigation and reduction of greenhouse gas emissions, key projects will be delivered to improve the efficiency and reduce the environmental impacts of Council infrastructure.

These vital projects include energy efficiency projects, vehicle renewal including ongoing EV upgrades, Mount Beauty Landfill Rehabilitation Design, and the commencement of the kerbside collection service for Food Organics, Garden Organics (FOGO).

For the first time, we also encouraged our community to help shape the budget in its development stage, with community members, clubs, sporting groups and organisations invited to submit proposals for consideration and possible inclusion.

We received over 40 submissions, each having the opportunity to present to Council. Eighteen of the submissions will receive further attention during the coming financial year, with four of these having funds allocated in the budget for delivery – the Pebble Beach public toilet in Mount Beauty, Bright Skate Park upgrade concept designs, Cobden Street upgrade in Bright, and Big Hill Trail Head Power Upgrade in Mount Beauty.

As we move forward, we have made recruitment a priority, with a specific emphasis on rebuilding the capacity of our statutory and strategic planning team. These efforts will be complemented by our commitment to improve our existing processes and procedures, with the aim of delivering an enhanced customer service experience for our community.

In addition, we have updated our pipeline of initiatives to align with the strategic objectives outlined in our Council Plan 2021-2025, ensuring that our budgeted activities are in line with our long-term vision for the community.

The upcoming financial year will see the continuation of a number of key initiatives to provide long term solutions to the current housing challenges, including adoption of the Land Development Strategy and develop a Short Stay Rental Accommodation Local Law.

Our 2023/24 budget demonstrates responsible financial management, balancing the ongoing challenges of rising living costs with the strategic delivery of exciting new projects and service improvements that reflect the needs of our growing community.

We are proud to serve our vibrant community in a place known for its natural beauty and its many opportunities for both residents and visitors.

Our 2023/24 budget demonstrates responsible financial management, balancing the ongoing challenges of rising living costs with the strategic delivery of exciting new projects and service improvements that reflect the needs of our growing community

Cr John Forsyth  
Mayor

Will Jeremy  
Chief Executive Officer

## Financial Snapshot

Key Statistics	2022/23 Forecast \$'000	2023/24 Budget \$'000
Total Operating Expenditure (\$000)	34,008	35,775
Underlying Operating Surplus (\$000)	5,306	2,673
Capital Works Expenditure (\$000)	17,683	14,550
Staff Numbers (EFT)	138	139

Budgeted Expenditure by Strategic Driver	2023/24 Budget \$'000	Budget %
1. For those who live and visit	1,833	4%
2. For a thriving economy	1,434	3%
3. For the bold protection of our future	4,105	8%
4. For the enjoyment and the opportunities of our lifestyle <sup>*1</sup>	20,578	40%
5. For strong and informed leadership <sup>*2</sup>	23,260	45%

<sup>\*1</sup> Capital expenditure is largely contained in Strategic Driver 4

<sup>\*2</sup> Operational wages are all included in Strategic Driver 5

## **2 Link to the Integrated Planning and Reporting Framework**

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

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

### **2.1 Legislative planning and accountability framework**

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

Source: Department of Jobs, Precincts and Regions

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

### **2.1.1 Key Planning Considerations**

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

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

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

## **2.2 Our Purpose**

### **Our Community Vision**

“Our people, places and environment enrich our area’s resilience, prosperity, and sustainability”.

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

### **Our Values**

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

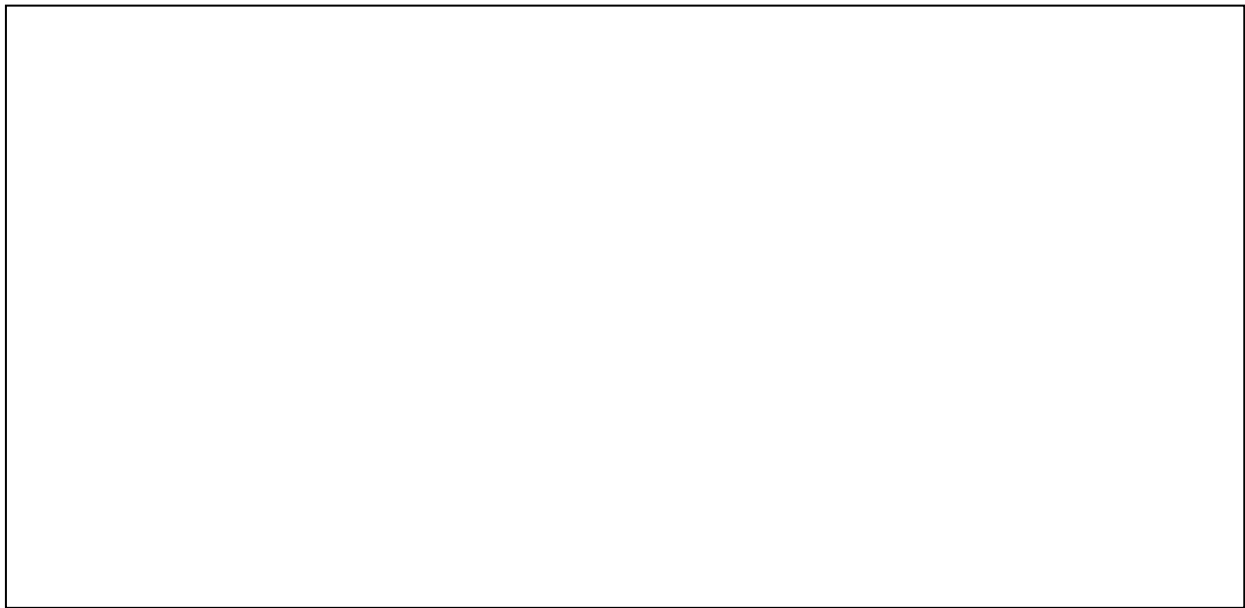
## 2.3 Strategic Objectives

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

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

### 3 Services, and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2023/24 year and how these will contribute to achieving the strategic drivers outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. In line with legislation, Council has identified major initiatives, and service performance outcome indicators in the Budget and will report against them in the Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below:



Source: Department of Jobs, Precincts and Regions

### 3.1 Strategic Driver 1: For those who live and visit

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

#### 3.1.1 Services

Service area	Description of services		2022/23 Forecast \$'000	2023/24 Budget \$'000
Libraries	Libraries consist of the Alpine Shire library branches in Myrtleford, Bright and Mount Beauty and delivery of programs such as rhyme time, story time, school holiday programs and visiting authors. The Council also operates the High Country Library Network.	Expense	682	766
		Revenue	993	980
		NET Exp (Rev)	(311)	(214)
Swimming Pools	This service is managed under contract to Belgravia Leisure Services. It covers Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepunkah river pools.	Expense	480	500
		Revenue	0	0
		NET Exp (Rev)	480	500
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford.	Expense	188	173
		Revenue	223	183
		NET Exp (Rev)	(35)	(10)
Youth	Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program.	Expense	143	189
		Revenue	406	297
		NET Exp (Rev)	(263)	(108)
Community Development	This service is concerned with building community capacity. Key areas include community resilience, the community grant program and implementing the Municipal Health and Wellbeing Plan.	Expense	324	203
		Revenue	578	421
		NET Exp (Rev)	(254)	(218)
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Expense	2	2
		Revenue	44	45
		NET Exp (Rev)	(42)	(43)

#### 3.1.2 Major Initiatives

- Implement the Alpine Shire Council Access and Inclusion Plan.
- Sport and Recreation Masterplan



### 3.1.3 Strategic Indicators

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

### 3.1.4 Prescribed Service performance outcome indicators

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

## 3.2 Strategic Driver 2: For a thriving economy

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

### 3.2.1 Services

Service area	Description of services provided		2022/23 Forecast \$'000	2023/24 Budget \$'000
Tourism	This service provides destination marketing. It develops and distributes tourism collateral including Official Visitors Guide, trail brochures, maps and retail and dining guide.	Expense	299	327
		Revenue	0	0
		NET	299	327
		Exp (Rev)		
Dinner Plain Services	Specific services to Dinner Plain such as marketing and events of this alpine village, and Dinner Plain to Mount Hotham winter bus service.	Expense	390	697
		Revenue	68	156
		NET	322	541
		Exp (Rev)		
Festivals and Events	Events are a major contributor to the economy. Council has a role in facilitating the events agenda.	Expense	383	362
		Revenue	64	10
		NET	319	352
		Exp (Rev)		
Economic Development	This service facilitates local and new business to develop and grow.	Expense	148	48
		Revenue	0	0
		NET	148	48
		Exp (Rev)		

### 3.2.2 Major Initiatives

- Implement the Alpine Shire Council Economic Development Strategy
- Implement the Alpine Shire Council Events Strategy

### 3.2.3 Strategic Indicators

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

### 3.2.4 Service performance outcome indicators

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

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

Vision: Our natural environment is protected and preserved.

#### 3.3.1 Services

Service area	Description of services provided		2022/23 Forecast \$'000	2023/24 Budget \$'000
Waste and Recycling	Provision of waste management services. This includes kerbside collection services as well as the operation of the Myrtleford, Mount Beauty and Porepunkah transfer stations and closed landfills.	Expense	2,995	3,742
		Revenue	3,887	4,422
		NET Exp (Rev)	(892)	(680)
Emergency Management	Administrative costs of Council's Emergency Management Planning role, maintenance of various flood warning infrastructure, and additional coordination activities which are fully grant funded.	Expense	98	363
		Revenue	73	98
		NET Exp (Rev)	25	265

#### 3.3.2 Major Initiatives

- Commence Community Climate Action Plan
- Introduce Food Organics, Garden Organics kerbside collection service
- Mount Beauty Landfill Rehabilitation Design

#### 3.3.3 Strategic Indicators

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

#### 3.3.4 Service performance outcome indicators

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

\* See section 5.6 Targeted Performance Indicators, which sets out targets set for Waste in 2023/24 and future years.

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

The connection between people and place is strengthened

#### 3.4.1 Services

Service area	Description of services provided		2022/23 Forecast \$'000	2023/24 Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepunkah.	Expense	49	49
		Revenue	32	41
		NET Exp (Rev)	17	8
Local Roads, Bridges and Drainage	Maintenance of all Council's roads, and bridges. Council has 685km of roads, 190 bridges and over 40 major culverts. Spending in this area also covers roadside vegetation and drainage.	Expense	1,207	1,341
		Revenue	18	17
		NET Exp (Rev)	1,189	1,324
Footpaths	Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain.	Expense	116	118
		Revenue	0	0
		NET Exp (Rev)	116	118
Open Spaces	Maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves	Expense	684	835
		Revenue	22	0
		NET Exp (Rev)	662	835
Building Maintenance	Maintenance of all of Council's buildings. This includes operational buildings such as depots and libraries as well as community buildings such as halls and childcare centres.	Expense	537	487
		Revenue	0	0
		NET Exp (Rev)	537	487
Property Management	Management of public amenity facilities and property leases.	Expense	695	500
		Revenue	995	669
		NET Exp (Rev)	(300)	(169)
Operations	Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses.	Expense	949	996
		Revenue	65	43
		NET Exp (Rev)	884	953
Recreation	Council supports the development and maintenance of recreation reserves across the Shire and also supports recreation clubs and committees.	Expense	91	89
		Revenue	0	0
		NET Exp (Rev)	91	89
Building Services	Statutory building services includes processing of building applications, emergency response	Expense	35	45
		Revenue	226	222

Service area	Description of services provided		2022/23 Forecast \$'000	2023/24 Budget \$'000
	responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works.	NET Exp (Rev)	(191)	(177)
Environmental Health	Registration and inspection of all food premises, wastewater applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues.	Expense	16	195
		Revenue	176	181
		NET Exp (Rev)	(160)	14
Local Laws	This area provides animal registrations, animal management, and local law enforcement.	Expense	32	64
		Revenue	40	35
		NET Exp (Rev)	(8)	29
Statutory Planning	Assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal.	Expense	202	361
		Revenue	348	328
		NET Exp (Rev)	(146)	33
Strategic Planning	Prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines.	Expense	924	1,075
		Revenue	0	0
		NET Exp (Rev)	924	1,075
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.	Refer to Capital Works Budget		

### 3.4.2 Major Initiatives

- Planning Scheme Review
- Dinner Plain Activation project
- Nimmo Pedestrian Bridge
- Ablett Pavilion Upgrade

### 3.4.3 Strategic Indicators

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

### 3.4.4 Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Food Safety	Health and Safety	Critical and major non-compliance notifications	[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100
Roads	Condition	Sealed local roads maintained to condition standards*	[Number of kilometres of sealed local roads below the renewal intervention level set by Council] / [Kilometres of sealed local roads] x 100
Statutory Planning	Service standard	Planning applications decided within required time frames*	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits] / [Number of planning application decisions made] x 100
Animal Management	Health and safety	Animal management prosecutions	[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100

\* See section 5.6 Targeted Performance Indicators, which sets out targets set for Roads and Statutory Planning in 2023/24 and future years.

### 3.5 Strategic Driver 5: For strong and informed leadership

Vision: Collaborative, bold and evidence-based decision making

#### 3.5.1 Services

Service area	Description of services provided		2022/23 Forecast \$'000	2023/24 Budget \$'000
Corporate	Support function to enable Council to deliver services in an efficient, effective and safe manner. This includes financial control, revenue collection, information technology, governance, and risk management.	Expense	9,242	9,978
		Revenue	21,181	23,086
		NET Exp (Rev)	(11,939)	(13,108)
Councillors and Executive	This area includes all remuneration for the Council including the Mayor, and Councillors.	Expense	11,574	13,282
		Revenue	26	0
		NET Exp (Rev)	11,548	13,282

#### 3.5.2 Major Initiatives

- Develop Advocacy Plan

#### 3.5.3 Strategic Indicators

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

#### 3.5.4 Service performance outcome indicators

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

\* See section 5.6 Targeted Performance Indicators, which sets out targets set for Roads and Statutory Planning in 2023/24 and future years.

## 4 Financial Statements

This section presents information regarding the Financial Statements and Statement of Human Resources. The budget information for the year 2023/24 has been supplemented with projections to 2026/27.

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 2027

	Budget Future Years				
	Forecast	Budget	Projections		
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	20,543	22,001	22,866	23,531	24,336
Statutory fees and fines	557	527	585	601	617
User fees	1,057	995	1,012	1,038	1,063
Contributions - cash	769	690	750	768	787
Contributions - non-monetary assets	438	1,300	465	479	493
Grants - Operating (recurrent)	3,835	5,236	5,365	5,499	5,637
Grants - Operating (non-recurrent)	2,498	371	335	344	352
Grants - Capital (recurrent)	698	710	742	759	776
Grants - Capital (non-recurrent)	6,741	4,956	2,920	2,903	2,886
Other income	2,078	1,662	1,438	1,368	1,200
<b>Total income</b>	<b>39,314</b>	<b>38,448</b>	<b>36,478</b>	<b>37,290</b>	<b>38,147</b>
<b>Expenses</b>					
Employee costs	11,013	12,004	11,811	11,684	11,999
Materials and services	15,140	15,580	14,462	14,896	15,343
Depreciation and amortisation	7,030	7,250	7,323	7,396	7,470
Amortisation	28	41	41	41	41
Landfill rehabilitation	78	85	200	200	200
Other expenses	719	840	855	877	899
Net gain/(loss) on disposal of property, infrastructure, plant, and equipment	-	(25)	(25)	(25)	(25)
<b>Total expenses</b>	<b>34,008</b>	<b>35,775</b>	<b>34,667</b>	<b>35,069</b>	<b>35,927</b>
<b>Surplus (deficit) for the year</b>	<b>5,306</b>	<b>2,673</b>	<b>1,812</b>	<b>2,221</b>	<b>2,220</b>
<b>Other comprehensive income</b>					
Net asset revaluation increment /(decrement)	7,341	8,060	5,207	5,601	4,660
<b>Comprehensive result</b>	<b>12,647</b>	<b>10,733</b>	<b>7,019</b>	<b>7,822</b>	<b>6,880</b>

## 4.2 Balance Sheet

For the four years ending 30 June 2027

			Budget Future Years		
	Forecast	Budget	Projections		
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	3,439	5,598	3,607	4,307	8,896
Trade and other receivables	1,785	2,935	1,911	1,959	2,008
Financial assets	36,000	26,000	24,000	19,000	16,000
Inventories	72	112	110	110	110
Other assets	158	326	313	313	313
<b>Total current assets</b>	<b>41,454</b>	<b>34,971</b>	<b>29,941</b>	<b>25,689</b>	<b>27,327</b>
<b>Non-current assets</b>					
Investment properties	4,153	4,153	4,278	4,406	4,494
Investments in shared services					
Property, infrastructure, plant & equipment	263,308	281,187	287,881	300,562	306,051
Intangibles	134	216	237	258	279
<b>Total non-current assets</b>	<b>267,595</b>	<b>285,556</b>	<b>292,396</b>	<b>305,326</b>	<b>310,824</b>
<b>Total assets</b>	<b>309,049</b>	<b>320,527</b>	<b>322,337</b>	<b>330,915</b>	<b>338,151</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	2,711	2,306	3,124	3,218	3,314
Trust funds and deposits	225	318	358	378	398
Provisions	4,255	3,193	2,633	2,441	2,490
Income received in advance	7,172	4,173	2,032	2,699	2,753
<b>Total current liabilities</b>	<b>14,363</b>	<b>9,990</b>	<b>8,147</b>	<b>8,736</b>	<b>8,955</b>
<b>Non-current liabilities</b>					
Provisions	2,726	3,144	3,841	3,937	4,016
Income received in advance	4,201	6,901	2,838	2,909	2,967
<b>Total non-current liabilities</b>	<b>6,927</b>	<b>10,045</b>	<b>6,679</b>	<b>6,846</b>	<b>6,983</b>
<b>Total liabilities</b>	<b>21,290</b>	<b>20,035</b>	<b>14,826</b>	<b>15,582</b>	<b>15,938</b>
<b>Net assets</b>	<b>289,759</b>	<b>300,492</b>	<b>307,511</b>	<b>315,333</b>	<b>322,213</b>
<b>Equity</b>					
Accumulated surplus	129,055	131,728	133,540	135,761	137,981
Reserves	160,704	168,764	173,971	179,572	184,232
<b>Total equity</b>	<b>289,759</b>	<b>300,492</b>	<b>307,511</b>	<b>315,333</b>	<b>322,213</b>

### 4.3 Statement of Changes in Equity

For the four years ending 30 June 2027

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2023 - Forecast</b>				
Balance at beginning of the financial year	281,336	127,973	147,291	6,072
Comprehensive result	5,306	5,306	-	-
Transfer to reserves	7,341	-	7,341	-
Transfer from reserves	(4,224)	(4,224)	-	-
<b>Balance at end of the financial year</b>	<b>289,759</b>	<b>129,055</b>	<b>154,632</b>	<b>6,072</b>
<b>2024 - Budget</b>				
Balance at beginning of the financial year	289,759	129,055	154,632	6,072
Comprehensive result	2,673	2,673	-	-
Transfer to reserves	8,060	-	8,060	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>300,492</b>	<b>131,728</b>	<b>162,692</b>	<b>6,072</b>
<b>2025 - Budget</b>				
Balance at beginning of the financial year	300,732	131,728	162,692	6,072
Comprehensive result	1,812	1,812	-	-
Transfer to reserves	5,207	-	5,207	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>307,511</b>	<b>133,540</b>	<b>167,899</b>	<b>6,072</b>
<b>2026 - Budget</b>				
Balance at beginning of the financial year	307,511	133,540	167,899	6,072
Comprehensive result	2,221	2,221	-	-
Transfer to reserves	5,601	-	5,601	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>315,333</b>	<b>135,761</b>	<b>173,500</b>	<b>6,072</b>
<b>2027 - Budget</b>				
Balance at beginning of the financial year	315,333	135,761	173,500	6,072
Comprehensive result	2,220	2,220	-	-
Transfer to reserves	4,660	-	4,660	-
Transfer from reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>322,213</b>	<b>137,981</b>	<b>178,160</b>	<b>6,072</b>

## 4.4 Statement of Cash Flows

For the four years ending 30 June 2027

	Forecast 2022/23 \$'000	Budget 2023/24 \$'000	Future Years Projections		
			2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
<b>Cash flows from operating activities</b>					
Rates and charges	20,594	22,703	22,836	23,293	23,759
Statutory fees and fines	552	527	585	601	617
User fees	971	995	1,012	1,038	1,063
Contributions - cash	766	690	750	768	787
Grants - operating	6,376	7,648	5,861	6,008	6,158
Grants - capital	9,685	8,589	1,102	1,130	1,158
Interest	600	673	411	287	184
Other receipts	1,040	965	277	316	226
Trust funds deposits taken	2,420	2,420	2,420	2,420	2,420
Trust funds deposits repaid	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)
Employee costs	(11,013)	(12,004)	(12,067)	(10,917)	(10,302)
Materials and consumables	(14,551)	(16,219)	(12,173)	(12,014)	(12,255)
Other payments	(835)	(855)	(876)	(898)	(921)
<b>Net cash provided by operating activities</b>	<b>14,205</b>	<b>13,732</b>	<b>7,738</b>	<b>9,632</b>	<b>10,494</b>
<b>Cash flows from investing activities</b>					
Payments for property, plant, and equipment	(18,799)	(17,698)	(11,755)	(10,958)	(8,932)
Proceeds from sale of property, plant, and equipment	25	25	26	26	27
<b>Net cash used in investing activities</b>	<b>(18,774)</b>	<b>(17,673)</b>	<b>(11,729)</b>	<b>(10,932)</b>	<b>(8,905)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(0)	6,000	2,000	2,000	3,000
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-
<b>Net cash provided by (used in) financing activities</b>	<b>(0)</b>	<b>6,000</b>	<b>2,000</b>	<b>2,000</b>	<b>3,000</b>
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	<b>(4,569)</b>	<b>2,159</b>	<b>(1,991)</b>	<b>700</b>	<b>4,589</b>
Cash and cash equivalents at beginning of the financial year	8,008	3,439	5,598	3,607	4,307
<b>Cash and cash equivalents at end of the financial year</b>	<b>3,439</b>	<b>5,598</b>	<b>3,607</b>	<b>4,307</b>	<b>8,896</b>

## 4.5 Statement of Capital Works

or the four years ending 30 June 2027

	Forecast	Budget	Future Year Projections		
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	-	-	-	-	-
Buildings	3,109	2,910	2,205	2,260	2,316
<b>Total property</b>	<b>3,109</b>	<b>2,910</b>	<b>2,205</b>	<b>2,260</b>	<b>2,316</b>
<b>Plant and equipment</b>					
Plant, machinery, and equipment	686	595	459	459	459
Computers and telecommunications	517	810	246	246	246
Intangibles	47	-	-	-	-
Library books	69	86	79	81	83
<b>Total plant and equipment</b>	<b>1,319</b>	<b>1,491</b>	<b>825</b>	<b>827</b>	<b>829</b>
<b>Infrastructure</b>					
Roads	8,506	4,510	2,068	2,125	2,106
Bridges	16	1,125	295	302	309
Footpaths and cycleways	323	150	289	297	305
Drainage	580	370	234	237	244
Recreational, leisure and community facilities	1,314	2,485	528	514	554
Parks, open space and streetscapes	-	-	104	107	110
Waste	2,516	1,509	363	372	381
<b>Total infrastructure</b>	<b>13,255</b>	<b>10,149</b>	<b>3,881</b>	<b>3,954</b>	<b>4,009</b>
<b>Unallocated</b>	<b>-</b>	<b>-</b>	<b>1,854</b>	<b>1,909</b>	<b>1,966</b>
<b>Total capital works expenditure</b>	<b>17,683</b>	<b>14,550</b>	<b>8,724</b>	<b>8,909</b>	<b>9,079</b>
<b>Represented by:</b>					
New asset expenditure	4,141	4,178	1,854	1,909	1,966
Asset renewal expenditure	6,127	5,716	3,327	3,432	3,518
Asset upgrade expenditure	7,415	4,656	3,543	3,568	3,595
Asset expansion	-	-	-	-	-
<b>Total capital works expenditure</b>	<b>17,683</b>	<b>14,550</b>	<b>8,724</b>	<b>8,909</b>	<b>9,079</b>

## 4.6 Statement of Human Resources

For the four years ending 30 June 2027

	Forecast	Budget	Future Year Projections		
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	11,013	12,004	11,811	11,684	11,999
Employee costs - capital	900	900	900	900	900
<b>Total staff expenditure</b>	<b>11,913</b>	<b>12,904</b>	<b>12,711</b>	<b>12,584</b>	<b>12,899</b>
<b>Staff numbers</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Employees	138	139	136	131	131
<b>Total staff numbers</b>	<b>138</b>	<b>139</b>	<b>136</b>	<b>131</b>	<b>131</b>

A summary of human resources expenditure in 2023/24 categorised according to the organisational structure of the Council

Department	2023/24	Permanent			
		Full Time	Part Time	Casual	Temporary
	\$'000	\$'000	\$'000	\$'000	\$'000
Community					
Development	1,262	315	329	79	539
Corporate	1,507	748	354	6	399
Customer Experience	1,566	705	571	221	69
Engineering and Assets	856	248	147	101	360
Executive	900	-	-	-	900
Operations	3,212	2,129	668	281	134
Growth and Future	772	405	307	14	46
Statutory Planning and Amenity	1,929	1,142	236	-	551
<b>Total Staff Expenditure</b>	<b>12,004</b>	<b>5,692</b>	<b>2,612</b>	<b>702</b>	<b>2,998</b>
Capitalised Labour Costs	900				
<b>Total Expenditure</b>	<b>12,904</b>				

A summary of the number of full time equivalent (FTE) Council staff in 2023/24 in relation to the above expenditure is included below:

Department	2023/24	Permanent Full Time	Part Time	Casual	Temporary
Community Development	11	3	3	-	5
Corporate	16	8	4	-	5
Customer Experience	20	7	8	3	2
Engineering and Assets	18	10	2	-	5
Executive	6	3	-	-	3
Growth and Future	7	4	3	-	1
Operations	43	32	6	3	2
Statutory Planning & Amenity	18	12	2	-	3
<b>Total staff full time equivalent</b>	<b>139</b>	<b>79</b>	<b>28</b>	<b>6</b>	<b>26</b>

A summary of the human resource expenditure by gender in 2023/24

Gender	Total \$'000	Permanent Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'000
Female	4,831	2,579	1,513	574	1,165
Male	4,882	3,136	515	185	1,046
Self- described gender					
Vacant	3,191	1,779	625		787
<b>Total Staff Expenditure</b>	<b>12,904</b>	<b>6,494</b>	<b>2,653</b>	<b>759</b>	<b>2,998</b>

Gender	Total	Permanent Full Time	Part Time	Casual	Temporary
Female	57	23	17	4	13
Male	53	37	5	2	9
Self- described gender					
Vacant	29	19	5		5
<b>Total Staff Expenditure</b>	<b>139</b>	<b>79</b>	<b>28</b>	<b>6</b>	<b>26</b>

#### 4.6.1 Summary Human Resources Expenditure

For the four years ending 30 June 2027

	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000
<b>Executive</b>				
Permanent full time	900	930	960	990
Permanent part time				
<b>Total executive</b>	<b>900</b>	<b>930</b>	<b>960</b>	<b>990</b>
<b>Customer and Community</b>				
Permanent full time	2,150	2,100	2,100	2,200
Permanent part time	1,853	1,900	1,400	1,400
<b>Total Customer and Community</b>	<b>4,003</b>	<b>4,000</b>	<b>3,500</b>	<b>3,600</b>
<b>Assets</b>				
Permanent full time	5,302	5,481	5,542	5,409
Permanent part time	1,746	1,500	1,682	2,000
<b>Total assets</b>	<b>7,048</b>	<b>6,981</b>	<b>7,224</b>	<b>7,409</b>
Casual and other	953	800	900	900
<b>Total Casuals and other</b>	<b>953</b>	<b>800</b>	<b>900</b>	<b>900</b>
<b>Total staff expenditure</b>	<b>12,904</b>	<b>12,711</b>	<b>12,584</b>	<b>12,899</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b>Executive</b>				
Permanent full time	3	3	3	3
Permanent part time	-	-	-	-
<b>Total executive</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Customer and Community</b>				
Permanent full time	28	28	28	28
Permanent part time	13	13	13	13
<b>Total Customer and Community</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>
<b>Assets</b>				
Permanent full time	48	49	50	51
Permanent part time	14	14	14	14
<b>Total assets</b>	<b>62</b>	<b>63</b>	<b>64</b>	<b>65</b>
Casual and other	33	29	23	22
<b>Total staff full time equivalent</b>	<b>139</b>	<b>136</b>	<b>131</b>	<b>131</b>



## 5 Notes to the Financial Statements

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

### 5.1 Rates and Charges

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

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

#### 5.1.1 Rates and Charges Overview

In combination with grants, rates and charges are an important source of funding which support our ongoing ability to provide community facilities, services and capital works. They account for an estimated 57.2% of total revenue to be received by the Council in 2023/24. 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 2023/24, we are proposing a 3.5% increase in average rates, compared to a 1.75% increase in 2022/23. This is in line with the State Government cap under the Fair Go Rates System, which allows local governments to raise rates in line with inflation.

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

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

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

Waste charges will 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.

A new Food Organics, Garden Organics (FOGO) Kerbside service is being introduced in 2023/24. The charges related to this service are highlighted in this document.

### **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.

#### ***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.

#### ***Application of Rates to Properties***

When levying rates, Council adheres to three overriding principles:

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

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

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

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

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

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

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

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

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

### **5.1.3 Policy**

The Revenue and Rating Plan was adopted by Council on 15 June 2021. Limited sections are copied here to aid the understanding of the budget documentation.

### ***The Farm Rate Policy***

#### **Objective**

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.

### ***The Commercial / Industrial Rate Policy***

#### **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 or the Dinner Plain Village.

### **Policy Details**

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

Commercial or Industrial Land means land which:

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

Any variations outside this policy require Council approval.

### ***The Dinner Plain Special Rate***

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

In 2023/24 this includes the Dinner Plain to Hotham winter bus service, marketing and event support undertaken specifically for Dinner Plain. The Dinner Plain Special Rate is applied to defray the expenses associated with these special services. The Special Rate is applied to Commercial and Industrial ratepayers in the Dinner Plain village in addition to the General Rate giving the effect that it aligns with the rate applied to Commercial and Industrial land across the rest of the Alpine Shire.

### ***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.

### ***Rates in Lieu***

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

#### **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, Garden Organics (FOGO) Collection.

## ***Waste Services Policy***

### ***Purpose***

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

### **Policy details**

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

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

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

### **Kerbside Collection Service**

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

### **Exceptions and Exemptions**

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

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

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

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

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

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

### Dinner Plain Collection Service

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

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

#### 5.1.5 Rebates and Concessions

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

#### 5.1.6 Detailed Rates and Charges Outcomes

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

	Forecast 2022/23	Budget 2023/24	Change	
General rates*	15,735	17,020	1,285	8.17%
Waste management charges	3,653	4,205	552	15.11%
Special rates and charges	168	156	(12)	(7.14)%
Supplementary rates and rate adjustments	450	180	(270)	(60.00)%
Interest on rates and charges	90	40	(50)	(55.56)%
Revenue in lieu of rates	447	400	(47)	(10.51)%
<b>Total rates and charges</b>	<b>20,543</b>	<b>22,001</b>	<b>1,458</b>	<b>7.10%</b>

\*Includes the flow-through impact of 2022/23 supplementary development in the Shire.



***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	2022/23 cents/\$CIV	2023/24 cents/\$CIV	Change %
General rate for rateable residential properties	0.2750	0.2246	(18.3%)
General rate for rateable Dinner Plain properties	0.2750	0.2246	(18.3%)
Differential rate for rateable commercial/industrial properties	0.3933	0.3213	(18.3%)
Differential rate for rateable farm properties	0.2008	0.1640	(18.3%)

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

***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	2022/23 \$'000	2023/24 \$'000	Change \$'000	%
Residential	3,733,638	3,755,256	21,618	0.6%
Dinner Plain	270,151	271,682	1,531	0.6%
Commercial/Industrial	658,036	732,965	74,929	11.4%
Farm	1,237,566	1,241,562	3,996	0.3%
<b>Total value of land</b>	<b>5,899,391</b>	<b>6,001,456</b>	<b>102,065</b>	<b>1.7%</b>

***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	2022/23 Number	2023/24 Number	Change Number	%
Residential	6,383	6,394	11	0.0%
Dinner Plain	543	542	(1)	0.0%
Commercial/Industrial	1,028	1,047	19	1.8%
Farm	1,047	1,051	4	0.0%
<b>Total number of assessments</b>	<b>9,001</b>	<b>9,034</b>	<b>33</b>	<b>0.04%</b>

***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	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
Residential	9,919	10,581	662	6.67%
Dinner Plain	743	726	-17	(2.29)%
Commercial/Industrial	2,588	2,793	205	7.92%
Farm	2,485	2,920	435	17.51%
<b>Total amount to be raised by general rates</b>	<b>15,735</b>	<b>17,020</b>	<b>1,284</b>	<b>8.17%</b>

***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	2022/23	2023/24	Change	
	cents/\$CIV	cents/\$CIV*		%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	0.1183	0.0996		(15.81)%

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

***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	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	168	156	(12)	(7.69) %
<b>Total amount to be raised</b>	<b>168</b>	<b>171</b>	<b>(12)</b>	<b>(7.14) %</b>

***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	Per Rateable	Change	
	Property 2022/23 \$	Property 2023/24 \$	\$	%
Waste – 80 litre bin – weekly (fortnightly)	231.30	83.09	(148.21)	(178.4%)
Waste – 240 litre bin - weekly	515.24	-	(515.24)	(100.0%)
Waste – 240 litre bin - fortnightly	231.30	146.30	(85.00)	(58.10%)
FOGO – 240 litre bin – fortnightly* <sup>1</sup>	-	100.71	100.71	100%
Recycling – 140 litre - fortnightly	101.49	60.08	(41.41)	(68.92%)
Recycling – 240 litre - fortnightly	107.00	69.75	(37.25)	(53.41%)
Recycling – 360 litre - fortnightly	113.07	81.35	(31.72)	(38.99%)
Recycling – 240 litre - weekly	214.13	139.50	(74.63)	(53.50%)
Recycling – 360 litre - weekly	226.27	162.70	(63.57)	(28.09%)
Dinner Plain standard service	709.80	603.00	(106.80)	(17.71%)
Dinner Plain commercial service	1,613.12	1,400.00	(213.12)	(15.22%)
Waste management charge* <sup>2</sup>	95.00	274.00	179.00	65.33%

\*<sup>1</sup> New Food Organics Garden Organics Service

\*<sup>2</sup> The Waste Management Charge recovers costs associated with public place bins, kerbside bin infrastructure, transfer station operating costs, landfill capping works and waste education. The waste management charge is not associated with the cost of Kerbside Services. It is charged to all properties in the Alpine Shire.

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

Type of Charge	Bins	Bins	Change
	2022/23 #	2023/24 #	#
Waste - 80 litre bin – weekly(fortnightly)	5,948	5,976	28
Waste - 240 litre bin - weekly	772	-	(772)
Waste - 240 litre bin - fortnightly	217	1,043	826
FOGO 240 litre bin – fortnightly	-	6,099	6,099
Recycling - 140 litre - fortnightly	394	391	(3)
Recycling - 240 litre - fortnightly	5,929	5,997	68
Recycling - 360 litre - fortnightly	623	639	16
Recycling - 240 litre - weekly	85	83	(2)
Recycling - 360 litre - weekly	79	81	2
Dinner Plain standard service	387	393	6
Dinner Plain commercial service	13	13	-
<b>Total number of bins</b>	<b>14,447</b>	<b>20,715</b>	<b>6,268</b>

Type of Charge	Assessments 2022/23	Assessments 2023/24	Change
Waste management charge	7,852	7,915	63

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

Type of Charge	2022/23 \$	2023/24 \$	Change %
Waste - 80 litre bin – weekly (fortnightly)	1,375,772	529,609	(177.25%)
Waste - 240 litre bin - weekly	395,449	-	100.00%
Waste - 240 litre bin - fortnightly	50,192	119,527	58.01%
FOGO 240 litre bin – fortnightly	-	614,230	100.00%
Recycling - 140 litre - fortnightly	39,987	23,491	(70.22%)
Recycling - 240 litre - fortnightly	634,403	418,291	(51.67%)
Recycling - 360 litre - fortnightly	70,443	51,983	(35.51%)
Recycling - 240 litre - weekly	18,201	11,579	(57.19%)
Recycling - 360 litre - weekly	17,875	13,179	(35.63%)
Dinner Plain standard service	277,532	236,979	(17.11%)
Dinner Plain commercial service	20,971	18,200	(15.23%)
Waste management charge	745,940	2,168,710	65.60%
<b>Total</b>	<b>3,646,765</b>	<b>4,205,775</b>	<b>12.60%</b>

***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.

	2022/23	2023/24
Total Rates	\$16,084,000	\$17,019,501
Number of rateable properties	9,001	9034
Base Average Rate	\$1,786.91	\$1,820.03
Maximum Rate Increase (set by the State Government)	<b>1.75%</b>	<b>3.5%</b>
Capped Average Rate	<b>\$1,818.18</b>	<b>\$1,883.94</b>
Maximum General Rates and Municipal Charges Revenue	\$16,365,470	\$17,615,184
Budgeted General Rates and Municipal Charges Revenue	\$16,084,000	\$17,019,501
Budgeted Supplementary Rates	\$125,000	\$180,000
Budgeted Total Rates and Municipal Charges Revenue	\$16,209,000	\$17,199,501

***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 (2023/24: estimated \$180,000)
- 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.
- Introduction of new services, i.e. FOGO

## 5.2 Grants

### 5.2.1 Grants - Operating

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	2022/23	2023/24	
	\$'000	\$'000	\$'000
<b>Recurrent - Commonwealth Government</b>			
Victorian Grants Commission	3,138	4,491	1,353
<b>Recurrent - State Government</b>			
Youth services	42	47	5
School crossing supervisors	44	45	1
Maternal and child health	325	325	-
Fire Services Levy	55	55	-
Libraries	162	168	6
Other	152	105	(47)
<b>Total recurrent grants</b>	<b>3,918</b>	<b>5,236</b>	<b>1,318</b>

Business Function	VGC Allocations 2023/24
	\$'000
Airports	8
Building Maintenance	225
Community Development	332
Councillors and Executive	1,562
Economic Development	503
Festivals & Events	225
Footpaths	24
Libraries	56
Local Laws	56
Open Space	385
Operations	385
Property Management	134
Recreation	70
Strategic Planning	111
Swimming Pools	139
Tourism	278
<b>Total</b>	<b>4,491</b>

### ***Non-recurrent Operating Grants***

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	2022/23	2023/24	
	\$'000	\$'000	\$'000
<b>Non-recurrent - Commonwealth Government</b>			
Nil	-	-	-
<b>Non-recurrent - State Government</b>			
Bushfire recovery	947	0	(947)
Economic development and tourism	70	10	(60)
Community development	323	281	(42)
ICT Infrastructure Support	250	-	(250)
Emergency Management	60	60	-
Flood restoration	500	0	(500)
Kerbside Transition Plan	62	0	62)
Other	246	20	(226)
<b>Total non-recurrent grants</b>	<b>2,458</b>	<b>371</b>	<b>(2,087)</b>

#### **5.2.2 Grants – Capital Grants – Capital**

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall, the level of capital grants will decrease by \$2,087m compared to the forecast for 2022/23.

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

### ***Recurrent Capital Grants***

Capital Grant Funding Type and Source	Forecast	Budget	Variance
	2022/23	2023/24	
	\$'000	\$'000	\$'000
<b>Recurrent - Commonwealth Government</b>			
Roads to recovery	698	710	12
<b>Recurrent - State Government</b>			
Nil	-	-	-
<b>Total recurrent grants</b>	<b>698</b>	<b>710</b>	<b>12</b>

### ***Non-Recurrent Capital Grants***

Capital Grant Funding Type and Source	Forecast	Budget	Variance
	2022/23	2023/24	Variance
	\$'000	\$'000	\$'000
<b>Non-recurrent - Commonwealth Government</b>			
Nil	-	-	-
<b>Non-recurrent - State Government</b>			
Buildings	1,990	1,836	(154)
Roads	2,726	700	(2,026)
Recreation	2,728	2,157	(571)
Bridges	479	263	(216)
Pathways	1,064	-	(1064)
<b>Total non-recurrent grants</b>	<b>8,987</b>	<b>4,956</b>	<b>(4,031)</b>

## **5.3 Borrowings**

The Council continues to operate free from borrowings.



## 5.4 Capital Works Program

This section presents an overview of capital works expenditure and funding sources, as well as a listing of the capital works projects that will be undertaken for the 2023/24 financial year. Works are also disclosed as current budget or carried forward from last year.

### 5.4.1 Summary of Works

	Forecast	Actual	Budget	Change	%
	2022/23		2023/24		
	\$'000		\$'000	\$'000	
Property	3,109		2,910	(199)	(1)%
Plant and equipment	1,319		1,491	172	16%
Infrastructure	13,255		10,149	(3,106)	(23)%
<b>Total</b>	<b>17,683</b>		<b>14,550</b>	<b>(3,133)</b>	<b>(18)%</b>

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	2,910		1,170	1,740	-	1,936	-	974	-
Plant and equipment	1,491	105	1,386	-	-	-	-	1,491	-
Infrastructure	10,149	4,473	2,965	2,711	-	5,869	-	4,280	-
<b>Total capital works</b>	<b>14,550</b>	<b>4,578</b>	<b>5,521</b>	<b>4,451</b>	<b>-</b>	<b>7,805</b>	<b>-</b>	<b>6,745</b>	<b>-</b>

### 5.4.2 Capital Works Budget New Works 2023/24

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
<b>Property</b>									
<b>Buildings</b>									
Myrtleford Memorial Hall	510	-	510	-	-	256	-	254	-
Myrtleford Savoy Soccer Club Upgrade	600	-	-	600	-	600	-	-	-
Ablett Pavilion Upgrade	610	-	-	610	-	610	-	-	-
Energy Efficient Projects	100	-	-	100	-	-	-	100	-
Building Renewal	200	-	200	-	-	-	-	200	-
Mountain View Childrens Centre	145	-	145	-	-	-	-	145	-
Harrietville Log Wagon	50	-	50	-	-	-	-	50	-
Building Maintenance Minor Capital Works	65	-	65	-	-	-	-	65	-
Mount Beauty – Pebble Beach Public Toilet Upgrade	80	-	-	80	-	-	-	80	-
Porepunkah Bridge Holiday Park	80	-	-	80	-	-	-	80	-
<b>Total property</b>	<b>2,440</b>	<b>-</b>	<b>970</b>	<b>1,470</b>	<b>-</b>	<b>1,466</b>	<b>-</b>	<b>974</b>	<b>-</b>
<b>Plant and equipment</b>									
<b>Plant, machinery, and equipment</b>									
Large Plant Renewal	200	-	200	-	-	-	-	200	-
Large Plant New	50	50	-	-	-	-	-	50	-
Small Plant and Equipment Renewal	30	-	30	-	-	-	-	30	-
Vehicle Renewal	260	-	260	-	-	-	-	260	-
Vehicle New	55	55	-	-	-	-	-	55	-
<b>Office furniture and equipment</b>									
Disaster Recovery System Renewal	40	-	40	-	-	-	-	40	-

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
Intranet Renewal	20	-	20	-	-	-	-	20	-
Cyber Security	215	-	215	-	-	-	-	215	-
Unified Communications	22	-	22	-	-	-	-	22	-
Corporate Technology Infrastructure	270	-	270	-	-	-	-	270	-
End Use Computers	163	-	163	-	-	-	-	163	-
Business Reporting Systems	80	-	80	-	-	-	-	80	-
Library Books	84	-	84	-	-	-	-	84	-
<b>Total plant and equipment</b>	<b>1,489</b>	<b>105</b>	<b>1,384</b>	-	-	-	-	<b>1,489</b>	-
<b>Infrastructure</b>									
<b>Roads</b>									
Dinner Plain Activation	600	600	-	-	-	600	-	-	-
Development Engineering Roads Design	100	-	100	-	-	-	-	100	-
Roads Upgrades	250	-	-	250	-	-	-	250	-
Road Stabilisation and Patching 2023/2024	220	-	220	-	-	220	-	-	-
Resealing and Asphalt Overlays 2023/2024	850	-	850	-	-	500	-	350	-
Kerb And Channel Renewal 2023/2024	145	-	145	-	-	-	-	145	-
Line Marking 2023/2024	50	-	50	-	-	-	-	50	-
Gravel Road Reconstruction and Resheeting Program	500	-	500	-	-	-	-	500	-
Cobden Street Upgrade	25	-	-	25	-	-	-	25	-
State Road Grading Program	290	-	-	290	-	-	-	290	-
<b>Bridges</b>									
Nimmo Pedestrian Bridge	263	263	-	-	-	263	-	-	-
East Ovens Pedestrian Bridge	185	185	-	-	-	113	-	72	-
Bridge Renewal	190	-	190	-	-	-	-	190	-

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
<b>Footpaths and cycleways</b>									
Footpath Renewal	150	-	150	-	-	-	-	150	-
<b>Drainage</b>									
Drainage Renewal	270	-	270	-	-	-	-	270	-
Development Engineering Drainage Program	20	-	20	-	-	-	-	20	-
<b>Recreational, leisure and community facilities</b>									
Dinner Plain Snowmaking	850	850	-	-	-	850	-	-	-
Bright Skate Park	40	40	-	-	-	30	-	10	-
Stockman Vegetation Offset Management	15	-	15	-	-	-	-	15	-
Myrtleford Splash Park	660	660	-	-	-	660	-	-	-
Big Hill Trailhead Power Upgrade	10	-	-	10	-	-	-	10	-
Mount Beauty Pump Track	30	-	-	30	-	-	-	30	-
Pioneer Park Basketball Courts Upgrade	65	-	-	65	-	-	-	65	-
Engineering Solutions	100	100	-	-	-	-	-	100	-
<b>Waste</b>									
Kerbside Bins Renewal and New	100	-	100	-	-	-	-	100	-
Public Bins Renewal	35	-	35	-	-	-	-	35	-
Food Organics Garden Organics (FOGO) Bins	60	60	-	-	-	-	-	60	-
<b>Total infrastructure</b>	<b>6,073</b>	<b>2,758</b>	<b>2,645</b>	<b>670</b>	-	<b>3,236</b>	-	<b>2,837</b>	-
<b>Capitalised wages</b>	<b>900</b>	<b>300</b>	<b>300</b>	<b>300</b>	-	-	-	<b>900</b>	-
<b>Total new capital works expenditure</b>	<b>10,904</b>	<b>3,163</b>	<b>5,299</b>	<b>2,442</b>	-	<b>4,702</b>	-	<b>6,202</b>	-

### 5.4.3 Works Carried Forward from 2022/23

Capital Works Area	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
<b>Property</b>									
<b>Buildings</b>									
Tawonga Memorial Hall	200	-	200	-	-	200	-	-	-
Myrtleford Savoy Soccer Club Upgrade	160	-	-	160	-	160	-	-	-
Ablett Pavilion Upgrade	110	-	-	110	-	110	-	-	-
<b>Total property</b>	<b>470</b>	-	<b>200</b>	<b>270</b>	-	<b>470</b>	-	-	-
<b>Infrastructure</b>									
<b>Roads</b>									
Dinner Plain Activation	500	500	-	-	-	500	-	-	-
Montgomery Lane Scoping and Design	30	-	30	-	-	30	-	-	-
Carparking Study – Bright Carparking Stage 3	50	-	50	-	-	-	-	50	-
<b>Bridges</b>									
Nimmo Pedestrian Bridge	487	487	-	-	-	487	-	-	-
<b>Drainage</b>									
Development Engineering Design Program	80	-	80	-	-	-	-	80	-
<b>Recreation, Leisure Community</b>									
Dinner Plain Snowmaking	150	150	-	-	-	150	-	-	-
Myrtleford Sport and Activation Recreation Plan	80	-	-	80	-	80	-	-	-
Bright Pioneer Park Masterplan	50	-	-	50	-	50	-	-	-
Mount Beauty Education and Sports Precinct	60	-	-	60	-	60	-	-	-
Myrtleford Splashpark	200	200	-	-	-	200	-	-	-
Tronoh Dredgehole Precinct Design	175	-	-	175	-	175	-	-	-

<b>Waste</b>									
Transfer Station & Office Renewal	25	-	25	-	-	-	-	25	-
Landfill Rehabilitation Planning & Scoping	100	-	-	100	-	-	-	100	-
Porepunkah Landfill Rehabilitation Stage 2	1,189	-	-	1,189	-	-	1,189	-	-
<b>Total infrastructure</b>	<b>3,176</b>	<b>1,337</b>	<b>185</b>	<b>1,654</b>	<b>-</b>	<b>-</b>	<b>2,921</b>	<b>-</b>	<b>255</b>
<b>Total capital works carried forward</b>	<b>3,646</b>	<b>1,337</b>	<b>385</b>	<b>1,924</b>	<b>-</b>	<b>-</b>	<b>3,391</b>	<b>-</b>	<b>255</b>

#### 5.4.4 Summary of Planned Capital Works Expenditure For the four years ended 30 June 2027

Capital Works Area 2025	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
<b>Property</b>									
Buildings	2,205	-	2,205	-	-	-	-	2,205	-
<b>Total property</b>	<b>2,205</b>	<b>-</b>	<b>2,205</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,205</b>	<b>-</b>
<b>Plant and equipment</b>									
Plant, machinery and equipment	459	-	459	-	-	-	-	459	-
Computers and telecommunications	246	-	246	-	-	-	-	246	-
Intangibles	-	-	-	-	-	-	-	-	-
Library books	79	-	79	-	-	-	-	79	-
<b>Total plant and equipment</b>	<b>784</b>	<b>-</b>	<b>784</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>784</b>	<b>-</b>
<b>Infrastructure</b>									
Roads	2,068	-	1,082	986	-	726	-	1,342	-
Bridges	295	-	295	-	-	-	-	295	-
Footpaths and cycleways	289	-	289	-	-	-	-	289	-
Drainage	234	-	234	-	-	-	-	234	-
Recreational, leisure and community facilities	528	-	528	-	-	528	-	-	-
Parks, open space and streetscapes	104	-	104	-	-	-	-	104	-
Waste	363	-	363	-	-	-	-	363	-
<b>Total infrastructure</b>	<b>3,881</b>	<b>-</b>	<b>2,895</b>	<b>986</b>	<b>-</b>	<b>1,254</b>	<b>-</b>	<b>2,627</b>	<b>-</b>
<b>Unallocated</b>	<b>1,854</b>	<b>-</b>	<b>-</b>	<b>1,854</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,854</b>	<b>-</b>
<b>Total capital works expenditure</b>	<b>8,724</b>	<b>-</b>	<b>5,884</b>	<b>2,840</b>	<b>-</b>	<b>1,254</b>	<b>-</b>	<b>7,470</b>	<b>-</b>

Capital Works Area 2026	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributi ons \$'000	Council cash \$'000	Borrowing s \$'000
<b>Property</b>									
Buildings	2,260	-	2,260	-	-	-	-	2,260	-
<b>Total property</b>	<b>2,260</b>	<b>-</b>	<b>2,260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,260</b>	<b>-</b>
<b>Plant and equipment</b>									
Plant, machinery and equipment	459	-	459	-	-	-	-	459	-
Computers and telecommunications	246	-	246	-	-	-	-	246	-
Intangibles	-	-	-	-	-	-	-	-	-
Library books	81	-	81	-	-	-	-	81	-
<b>Total plant and equipment</b>	<b>786</b>	<b>-</b>	<b>786</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>786</b>	<b>-</b>
<b>Infrastructure</b>									
Roads	2,125	-	1,134	991	-	742	-	1,383	-
Bridges	302	-	302	-	-	-	-	302	-
Footpaths and cycleways	297	-	297	-	-	-	-	297	-
Drainage	237	-	237	-	-	-	-	237	-
Recreational, leisure and community facilities	514	-	514	-	-	-	-	514	-
Parks, open space and streetscapes	107	-	107	-	-	-	-	107	-
Waste	372	-	372	-	-	-	-	372	-
<b>Total infrastructure</b>	<b>3,954</b>	<b>-</b>	<b>2,963</b>	<b>991</b>	<b>-</b>	<b>742</b>	<b>-</b>	<b>3,212</b>	<b>-</b>
<b>Unallocated</b>	<b>1,909</b>	<b>-</b>	<b>-</b>	<b>1,909</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,909</b>	<b>-</b>
<b>Total capital works expenditure</b>	<b>8,909</b>	<b>-</b>	<b>6,009</b>	<b>2,900</b>	<b>-</b>	<b>742</b>	<b>-</b>	<b>8,167</b>	<b>-</b>



Capital Works Area 2027	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributi ons \$'000	Council cash \$'000	Borrowing s \$'000
<b>Property</b>									
Buildings	2,316	-	2,316	-	-	-	-	2,316	-
<b>Total property</b>	<b>2,316</b>	-	<b>2,316</b>	-	-	-	-	<b>2,316</b>	-
<b>Plant and equipment</b>									
Plant, machinery and equipment	459	-	459	-	-	-	-	459	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-
Computers & telecommunications	246	-	246	-	-	-	-	246	-
Intangibles	-	-	-	-	-	-	-	-	-
Library books	83	-	83	-	-	-	-	83	-
<b>Total plant and equipment</b>	<b>788</b>	-	<b>788</b>	-	-	-	-	<b>788</b>	-
<b>Infrastructure</b>									
Roads	2,106	-	1,117	989	-	759	-	1,347	-
Bridges	309	-	309	-	-	-	-	309	-
Footpaths and cycleways	305	-	305	-	-	-	-	305	-
Drainage	244	-	244	-	-	-	-	244	-
Recreational, leisure and community facilities	554	-	554	-	-	-	-	554	-
Parks, open space and streetscapes	110	-	110	-	-	-	-	110	-
Waste	381	-	381	-	-	-	-	381	-
<b>Total infrastructure</b>	<b>4,009</b>	-	<b>3,020</b>	<b>989</b>	-	<b>759</b>	-	<b>3,250</b>	-
<b>Unallocated</b>	1,966	-	-	1,966	-	-	-	1,966	-
<b>Total capital works expenditure</b>	<b>9,079</b>	-	<b>6,124</b>	<b>2,955</b>	-	<b>759</b>	-	<b>8,320</b>	-

## 5.5 Financial Performance Indicators

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

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

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

Indicator	Measure	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	+ / o / -
<b>Operating position</b>							
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	-6.9%	-5.9%	-4.2%	-6.9%	-6.5%	O
<b>Liquidity</b>							
Working Capital	Current assets / current liabilities	392.6%	349.1%	363.4%	270.8%	243.0%	-
Unrestricted cash	Unrestricted cash / current liabilities	28.3%	51.9%	35.7%	21.7%	32.8%	O
<b>Obligations</b>							
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	0.0%	0.0%	0.0%	0.0%	0.0%	O
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	0.0%	0.0%	0.0%	0.0%	0.0%	O
Indebtedness	Non-current liabilities / own source revenue	40.5%	38.2%	24.7%	24.8%	24.6%	-
Asset renewal	Asset renewal expenditure / depreciation	191.8%	111.4%	150.0%	101.5%	101.4%	-

Indicator	Measure	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	+ / o / -
<b>Stability</b>							
Rates concentration	Rate revenue/adjusted underlying revenue	63.1%	67.7%	68.4%	68.6%	69.8%	O
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.5%	0.5%	0.5%	0.5%	0.5%	O
<b>Efficiency</b>							
Expenditure level	Total expenditure/no. of property assessments	\$3,748	\$3,836	\$3,880	\$4,060	\$4,163	O
Revenue level	Residential rate revenue / No. of residential property assessments	\$1,608	\$1,715	\$1,786	\$1,802	\$1,850	+
Workforce turnover	No. of permanent staff resignations & terminations/average no. of permanent staff for the financial year	20%	10%	10%	10%	10%	O

Key to Forecast Trend:

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

## Notes to indicators

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

## 5.6 Targeted Performance Indicators – Service and Financial

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

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

Indicator Service	Measure	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	+ / o / -
<b>Governance<sup>1</sup></b>							
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100	51	55	55.3	55.6	55.8	+
<b>Roads<sup>2</sup></b>							
Sealed Local Roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council per kms of sealed local roads	95%	95%	95.5%	96%	96.4%	+
<b>Statutory Planning<sup>3</sup></b>							
Planning Applications decided within the required relevant time	Number of planning application decisions made within the relevant required time by the number of decisions made	40%	67%	67.3%	67.7%	68%	+
<b>Waste Management<sup>4</sup></b>							
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins by weight of garbage, recyclables and green organics collected from kerbside bins	40%	47%	47.2%	47.5%	47.7%	+

Indicator Financial	Measure	Forecast	Budget	Future Budget Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	+ / o / -
<b>Liquidity<sup>5</sup></b>							
Working Capital	Current assets / current liabilities	392.6%	349.1%	320.4%	280.8%	280%	-
<b>Obligations<sup>6</sup></b>							
Asset renewal	Asset renewal and upgrade expense / asset depreciation	191.8%	111.4%	150.5%	101.5%	104.4%	-
<b>Stability<sup>7</sup></b>							
Rates concentration	Rate revenue / adjusted underlying revenue	63.1%	67.7%	68.5%	68.5%	68.5%	O
<b>Efficiency<sup>8</sup></b>							
Expenditure Level	Total expenses / no. of property assessments	\$3,748	\$3,836	\$3,880	\$3,900	\$4,000	+

Key to Target Trend:

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

## Notes to indicators

1. Satisfaction with community consultation and engagement is 51. Performance in future years has not been adjusted.
2. Council has undertaken a condition assessment of sealed local roads in 2022/23, with results expected by June 2023. Coupled with the impact of wet weather causing damage to the sealed local road network, it is anticipated that Council's % of sealed local roads below the intervention level may fall compared to previous years, with gradual improvement over future years as a targeted maintenance program improves condition.

3. Council has elected to use the current Statewide Council average of 67% as a target to improve Statutory Planning services in 2023/24. This target may be amended once end-of-year results are obtained for 2022/23.
4. Council will be introducing Food Organics Garden Organics (FOGO) in July 2023 - which should increase the proportion of waste being diverted from landfill. Council has elected to use the current Statewide Council average of 47% as a target in 2023/24 and will review after 12 months of FOGO being delivered.
5. Working Capital is at high levels currently due to unspent Capital grants, the target is to return the indicated range.
6. Council is targeting an Asset Renewal metric in the 100% - 125% range which is considered appropriate in context of asset base.
7. Council is targeting a consistence result for this indicator which emphasises Council's reliance on rates revenue to provide the important services to the community.
8. Council is targeting expenditure growth to be consistent over future periods.

## **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 2023/24 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.

Please see overleaf.

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
<b>Finance and Governance</b>								
Finance	Records retrieval	5 years old or less	Yes	\$ 13.00	\$ 25.00	\$ 12.01	per item	No
Finance	Records retrieval	over 5 years old	Yes	\$ 43.50	\$ 45.00	\$ 1.50	per item	No
Finance	Disabled parking permit			free	free			No
Governance	Freedom of information		Yes	as per legislation	as per legislation		as per legislation	Yes
<b>Rates</b>								
Rates	Rates debt recovery costs		Yes	Cost recovery	Cost recovery			Partial
Rates	Copy of rates notice	Post 1999	Yes	\$ 12.50	\$ 12.50	\$ -	per notice per year	No
<b>Customer Service</b>								
Customer Service	Land information certificate	Within 7 days	Yes	as per legislation	as per legislation		as per legislation	Yes
Customer Service	Land information certificate	Within 24 hrs	Yes	\$ 51.50	\$ 52.00	\$ 0.50	per certificate	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
<b>Events</b>								
Events	Waste Charges		Yes	\$ -	Cost recovery +10% admin fee		per event	No
<b>Libraries</b>								
Libraries	Overdue fine > than 2 days	Inter library	Yes	\$ -	\$ 0.60	\$ 0.60	per day	No
Libraries	Overdue fine > than 2 days	Book Club	Yes	\$ -	\$ 1.00	\$ 1.00	per day	No
Libraries	Non-Collection of reserved item				\$ 2.00	\$ 2.00	per item	No
Libraries	Printing/photocopying	Black & White A4	Yes	\$ 0.20	\$ 0.20	\$ -	per page	No
Libraries	Printing/photocopying	Colour A4 and Black & White A3	Yes	\$ 0.50	\$ 0.50	\$ -	per page	No
Libraries	Printing/photocopying	Colour A3	Yes	\$ 1.00	\$ 1.00	\$ -	per page	No
Libraries	Laminating	A4	Yes	\$ -	\$ 1.00	\$ 1.00	per page	No
Libraries	Laminating	A3	Yes	\$ -	\$ 2.00	\$ 2.00	per page	No



Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Libraries	Minor damage to an item or barcode		Yes	\$ 2.50	\$ 3.00	\$ 0.50	per item	No
Libraries	DVD or CD ROM replacement cover		Yes	\$ 2.50	\$ 3.00	\$ 0.50	per item	No
Libraries	CDB covers		Yes	\$ 10.50	\$ 10.20	-\$ 0.30	per item	No
Libraries	Lost or damaged items, where price is known		Yes	Price of item	Price of item		per item	No
Libraries	Lost or damaged items, where price is unknown	Adult book	Yes	\$ 27.00	\$ 27.00	\$ -	per item	No
Libraries	Lost or damaged items, where price is unknown	Junior book	Yes	\$ 14.50	\$ 14.50	\$ -	per item	No
Libraries	Lost or damaged items, where price is unknown	Light romance	Yes	\$ 2.50	\$ 2.00	-\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Periodical	Yes	\$ 9.50	\$ 9.40	-\$ 0.10	per item	No
Libraries	Lost or damaged items, where price is unknown	Book on disk	Yes	\$ 103.50	\$ 104.00	\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	Single disk	Yes	\$ 3.50	\$ 19.80	\$ 16.30	per item	No
Libraries	Lost or damaged items, where price is unknown	DVD	Yes	\$ 28.00	\$ 28.50	\$ 0.50	per item	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Libraries	Lost or damaged items, where price is unknown	Playaway	Yes	\$ 103.50	\$ 104.00	\$ 0.50	per item	No
Libraries	Lost or damaged items, where price is unknown	MP3	Yes	\$ 108.50	\$ 109.10	\$ 0.60	per item	No
Libraries	Replacement of lost or damaged cards		Yes	\$ 3.00	\$ 3.00	\$ -	per card	No
Libraries	Interlibrary loans (for loans outside of Victoria or from non-library institutions)		Yes	\$ 28.50	\$ 28.50		per item	No
Libraries	Inter library loan strap/barcode		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per item	No
Libraries	Requests for photocopies not in stock and obtained on inter library loan		Yes	As charged by supplier	As charged by supplier		per item	No
Libraries	Research fee		Yes	\$ 16.50	\$ 16.50	\$ -	per half hour	No
Libraries	Programs and activities		Yes	Free to minimal charge	Set for each event.		per attendee	No
Libraries	Disc Cleaning		Yes	\$ 4.50	\$ 4.50	\$ -	per item	No
Libraries	Room Hire	Max \$170/day	Yes	\$ 5.00	\$ 17.00	\$ 12.00	per hour	No
Libraries	USB		Yes	Recover Costs	Recover Costs	Recover costs	per item	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
<b>Visitor Information Centres</b>								
Tours and Talks	Mount Beauty tour and talk (adult)		Yes	\$ 5.00	\$ 5.00	\$ -	per person	No
Tours and Talks	Mount Beauty tour and talk (junior)		Yes		\$ 3.00	\$ 3.00	per person	No
<b>Works on Council Land</b>								
Asset Management	Application for Occupation/Works on Council Managed Land Permit		Yes	free	free	\$ -	per permit	No
<b>Bright Sports Centre</b>								
Bright Sports Centre	Additional Lifeguard		Yes	\$ 37.50	\$ 39.00	\$ 1.50	per hour	No
Bright Sports Centre	Centre Membership - all areas	Adult - 1 month	Yes	\$ 92.00	\$ 95.50	\$ 3.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Concession - 1 month	Yes	\$ 67.50	\$ 70.00	\$ 2.50	per person	No
Bright Sports Centre	Centre Membership - all areas	Family - 1 month	Yes	\$ 164.00	\$ 170.00	\$ 6.00	per family	No
Bright Sports Centre	Centre Membership - all areas	Adult - 3 month	Yes	\$ 268.00	\$ 277.50	\$ 9.50	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Centre Membership - all areas	Concession - 3 month	Yes	\$ 195.00	\$ 202.00	\$ 7.00	per person	No
Bright Sports Centre	Centre Membership - all areas	Family - 3 month	Yes	\$ 475.00	\$ 492.00	\$ 17.01	per family	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Adult	Yes	\$ 76.50	\$ 79.50	\$ 3.00	per person	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Concession	Yes	\$ 53.50	\$ 55.50	\$ 2.00	per person	No
Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Family	Yes	\$ 158.00	\$ 164.00	\$ 6.00	per family	No
Bright Sports Centre	After Hours Access	Fob Charge	Yes	\$ 21.00	\$ 22.00	\$ 1.00	per fob	No
Bright Sports Centre	Swimming pool only	Adult - 3 month	Yes	\$ 128.00	\$ 132.50	\$ 4.50	per person	No
Bright Sports Centre	Swimming pool only	Concession - 3 Month	Yes	\$ 80.00	\$ 83.00	\$ 3.00	per person	No
Bright Sports Centre	Swimming pool only	Family - 3 month	Yes	\$ 322.00	\$ 333.50	\$ 11.50	per family	No
Bright Sports Centre	Swimming pool only	Adult casual visit	Yes	\$ 8.50	\$ 9.00	\$ 0.50	per person	No
Bright Sports Centre	Swimming pool only	Child/concession - casual visit	Yes	\$ 5.00	\$ 5.50	\$ 0.20	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Swimming pool only	Family - Casual Visit	Yes	\$ 18.50	\$ 19.50	\$ 1.00	per family	No
Bright Sports Centre	Swimming pool only	Adult 10 visit card	Yes	\$ 76.50	\$ 79.50	\$ 3.00	per card	No
Bright Sports Centre	Swimming pool only	Concession/child 10 visit card	Yes	\$ 45.00	\$ 47.00	\$ 2.00	per card	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult Casual	Yes	\$ 15.50	\$ 16.50	\$ 1.00	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession - Casual	Yes	\$ 11.00	\$ 11.50	\$ 0.50	per person	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult 10 visit card	Yes	\$ 139.50	\$ 144.50	\$ 5.00	per card	No
Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession 10 visit card	Yes	\$ 96.50	\$ 100.00	\$ 3.50	per card	No
Bright Sports Centre	Learn to swim program		Yes	\$ 18.50	\$ 19.50	\$ 1.00	per person per session	No
Bright Sports Centre	Learn to swim private lesson		Yes	\$ 58.00	\$ 60.00	\$ 2.00	per lesson	No
Bright Sports Centre	Casual group exercise class entry	Regular Class - Non Member	Yes	\$ 12.50	\$ 13.00	\$ 0.50	per person	No
Bright Sports Centre	Casual group exercise class entry	Active Seniors Class - Non Member	Yes	\$ 7.50	\$ 8.00	\$ 0.50	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Casual group exercise class entry	Intro Seniors Class	Yes	\$ 6.50	\$ 7.00	\$ 0.50	per person	No
Bright Sports Centre	Squash court	Adult	Yes	\$ 7.50	\$ 8.00	\$ 0.50	per person	No
Bright Sports Centre	Squash court	Child/concession	Yes	\$ 5.00	\$ 5.50	\$ 0.20	per person	No
Bright Sports Centre	Multi-purpose room hire		Yes	\$ 27.00	\$ 28.00	\$ 0.95	per hour	No
Bright Sports Centre	Pool hire with lifeguard		Yes	\$ 109.00	\$ 113.00	\$ 4.00	per hour	No
Bright Sports Centre	Shower Only		Yes	\$ 4.50	\$ 5.00	\$ 0.50	per person	No
Bright Sports Centre	Squash Membership - 1 week	adult	Yes	\$ -	\$ 12.00	\$ 12.00	per person	No
Bright Sports Centre	Squash Membership - 1 week	Concession	Yes	\$ -	\$ 8.00	\$ 8.00	per person	No
Bright Sports Centre	Corporate Membership 5 to 9 Members - 1 month (new members only)	Adult	Yes	\$ -	\$ 83.00	\$ 83.00	per person	No
Bright Sports Centre	Corporate Membership 5 to 9 Members - 1 month (new members only)	Concession	Yes	\$ -	\$ 61.00	\$ 61.00	per person	No
Bright Sports Centre	Corporate Membership 10 to 19 Members - 1 month (new members only)	Adult	Yes	\$ -	\$ 80.00	\$ 80.00	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Bright Sports Centre	Corporate Membership 10 to 19 Members - 1 month (new members only)	Concession	Yes	\$ -	\$ 55.00	\$ 55.00	per person	No
Bright Sports Centre	Corporate Membership 20+ Members - 1 month (new members only)	Adult	Yes	\$ -	\$ 75.00	\$ 75.00	per person	No
Bright Sports Centre	Corporate Membership 20+ Members - 1 month (new members only)	Concession	Yes	\$ -	\$ 50.00	\$ 50.00	per person	No
<b>Cemetery</b>								
Cemetery	Interment Fee – Administration		Yes	\$ -	\$ 35.00	\$ 35.00	per person	No
Cemetery	Search of cemetery records		Yes	\$ -	\$ 15.00	\$ 15.00	per person	No
Cemetery	Exhumation		Yes	\$ -	\$ 425.00	\$ 425.00	per person	No
Cemetery	Rights of and Interment of bodily remains - Adult - First Interment		Yes	\$ -	\$ 85.00	\$ 85.00	per person	No
Cemetery	Re-Opening Grave - With Cover		Yes	\$ -	\$ 185.00	\$ 185.00	per person	No
Cemetery	Re-Opening Grave - Without Cover		Yes	\$ -	\$ 175.00	\$ 175.00	per person	No
Cemetery	New Headstone and base without existing foundation – Single Grave - Or Monument		Yes	\$ -	\$ 200.00	\$ 200.00	per person	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
<b>Community Centres</b>								
Community Centres	Hall or kitchen only hire	Max \$180/day	Yes	\$ 17.00	\$ 18.00	\$ 1.00	per hour	No
Community Centres	Hall and kitchen hire	Max \$295/day	Yes	\$ 28.50	\$ 29.50	\$ 1.00	per hour	No
Community Centres	Bond		Yes	\$ 269.00	\$ 275.00	\$ 6.00	per hire	No
Community Centres	Hall hire insurance (any hall)		Yes	\$ 37.50	\$ 39.00	\$ 1.50	per hire	No
<b>Swimming Pools</b>								
Swimming Pools	Adult daily		Yes	\$ 5.50	\$ 6.00	\$ 0.50	per person	No
Swimming Pools	Child/concession daily		Yes	\$ 3.00	\$ 3.50	\$ 0.10	per person	No
Swimming Pools	Supervising parent		Yes	\$ 4.00	\$ 4.50	\$ 0.50	per person	No
Swimming Pools	Family season - early bird		Yes	\$ 89.00	\$ 92.50	\$ 3.50	per season	No
Swimming Pools	Family season - after early bird closes		Yes	\$ -	\$ 220.00	\$ 220.00	per season	No



Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Swimming Pools	Adult season		Yes	\$ 82.00	\$ 85.00	\$ 3.00	per season	No
Swimming Pools	Child/concession season		Yes	\$ 43.50	\$ 45.00	\$ 1.50	per season	No
Swimming Pools	Adult 10 visit pass		Yes	\$ 48.00	\$ 50.00	\$ 2.00	per 10 visits	No
Swimming Pools	Child/concession 10 visit pass		Yes	\$ 27.00	\$ 28.00	\$ 0.95	per 10 visits	No
Swimming Pools	Mount Beauty stadium hire		Yes	\$ 27.50	\$ 28.50	\$ 1.00	per hour	No
Swimming Pools	Aqua fit/concession		Yes	\$ 8.00	\$ 8.50	\$ 0.50	per session	No
Swimming Pools	Aqua fit/adult		Yes	\$ 11.00	\$ 11.40	\$ 0.40	per session	No
Swimming Pools	Arthritis group		Yes	\$ 3.00	\$ 3.50	\$ 0.10	per hour	No
Swimming Pools	Lane hire		Yes	\$ 30.50	\$ 32.00	\$ 1.50	and swi	No
Swimming Pools	Learn to swim		Yes	\$ 18.00	\$ 19.00	\$ 1.00	one lesson	No
Swimming Pools	Learn to swim		Yes	\$ 56.00	\$ 58.00	\$ 2.00	private lesson	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Swimming Pools	Pool hire with lifeguard		Yes	\$ 107.00	\$ 111.00	\$ 4.00	per hour	No
Swimming Pools	Seniors Hour		Yes	\$ 3.00	\$ 3.50	\$ 0.50	per hour	No
<b>The Pavillion, Pioneer Park</b>								
The Pavilion	Meeting room	Max \$170/day	Yes	\$ 16.00	\$ 17.00	\$ 1.00	per hour	No
The Pavilion	Function Centre or Kitchen	Max \$275/day	Yes	\$ 26.50	\$ 27.50	\$ 1.00	per hour	No
The Pavilion	Function Centre incl. Kitchen	Max \$485/day	Yes	\$ 46.50	\$ 48.50	\$ 2.00	per hour	No
The Pavilion	First Aid Room & Downstairs Toilets (2) Hire	Full day hire	Yes	\$ 152.00	\$ 157.50	\$ 5.50	per day	No
The Pavilion	Entire Downstairs Area (Changerooms, First Aid Room, Toilets)	Full day hire	Yes	\$ 355.00	\$ 367.50	\$ 12.50	per day	No
<b>Waste Services</b>								
Waste	Domestic putrescible and hard waste		Yes	\$ 48.00	\$ 50.00	\$ 2.00	per cubic metre	No
Waste	Domestic putrescible and hard waste	minimum charge	Yes	\$ 8.00	\$ 8.50	\$ 0.50	per large bag	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Waste	Concrete and bricks		Yes	\$ 40.50	\$ 42.00	\$ 1.50	per cubic metre	No
Waste	Cement sheeting, plaster board		Yes	\$ 57.00	\$ 59.00	\$ 2.00	per cubic metre	No
Waste	Green waste		Yes	\$ 18.50	\$ 19.50	\$ 1.00	per cubic metre	No
Waste	Raw organic timber		Yes	\$ 18.50	\$ 19.50	\$ 1.00	per cubic metre	No
Waste	Processed/treated timber		Yes	\$ 48.00	\$ 50.00	\$ 2.00	per cubic metre	No
Waste	Whitegoods (all)		Yes	\$ 11.50	\$ 12.00	\$ 0.50	each	No
Waste	Steel		Yes	\$ 12.00	\$ 12.50	\$ 0.50	per cubic metre	No
Waste	Oil		Yes	free	free	-	per litre	No
Waste	Plastic and metal oil containers			\$ 0.80	\$ 1.00	\$ 0.20	per item	No
Waste	Car bodies		Yes	\$ 26.00	\$ 27.00	\$ 1.00	per item	No
Waste	Aluminium, cardboard, steel cans, plastic bottles and containers		Yes	\$ 15.50	\$ 16.50	\$ 1.00	per cubic metre	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Waste	Paint cans 10 litres and over of any size containing paint		Yes	\$ 5.00	\$ 5.50	\$ 0.20	per litre	No
Waste	Car batteries		Yes	free	free	-	each	No
Waste	LPG cylinders		Yes	\$ 6.00	\$ 6.50	\$ 0.50	each	No
Waste	Tyres small/4WD		Yes	\$ 11.00	\$ 11.50	\$ 0.50	each	No
Waste	Tyres medium - truck		Yes	\$ 16.00	\$ 17.00	\$ 1.00	each	No
Waste	Tyres large - tractor or truck		Yes	\$ 95.00	\$ 98.50	\$ 3.35	each	No
Waste	E-waste - all		Yes	free	free	-	each	No
Waste	Asbestos - Porepunkah only	Minimum charge \$5	Yes	\$ 101.50	\$ 105.50	\$ 4.00	per cubic metre	No
Waste	Green organic mulch sales		Yes	free	free		per cubic metre	No
Waste	Crushed concrete sales		Yes	\$ 39.50	\$ 41.00	\$ 1.50	per cubic metre	No
Waste	Mattress - any size except cot		Yes	\$ 29.50	\$ 31.00	\$ 1.50	each	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Waste	Mattress - cot		Yes	\$ 10.50	\$ 11.00	\$ 0.50	each	No
Waste	Single seater couch		Yes	\$ 21.50	\$ 22.50	\$ 1.00	each	No
Waste	Two-seater sofa or larger couch		Yes	\$ 30.50	\$ 32.00	\$ 1.50	each	No
Waste	Skis or snowboards		Yes	\$ 6.50	\$ 7.00	\$ 0.50	per pair or board	No
Waste	Silage wrap		Yes	\$ 3.50	\$ 4.00	\$ 0.50	per cubic metre	No
Waste	Drum muster		Yes	free	free			No
<b>Building Services</b>								
Building	Lodgement Fee			as per legislation	as per legislation			
Building	Commercial works \$0 - \$39,999	+ lodgement fee	Yes	quote	quote		minimum fee	No
Building	Commercial works \$40,000 or over	+ lodgement fee	Yes	quote	quote		minimum fee	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Building	Carport, garage, verandahs, patios, pergolas and other small extensions - up to 4 inspections \$16,001 or greater alterations / additions to a Class 1 or 10		Yes	quote	quote		minimum fee	No
Building	Swimming pool / spa registration		No	as per legislation	as per legislation		Per property	Yes
Building	Swimming pool / spa document search fee		No	as per legislation	as per legislation		Per property	Yes
Building	Swimming pool / spa inspection (up to 2 site visits)		Yes	\$ 415.00	\$ 500.00	\$ 85.00	Minimum fee	No
Building	Certificate of compliance lodgement		Yes	as per legislation	as per legislation			Yes
Building	Certificate of non-compliance lodgement		Yes	as per legislation	as per legislation			Yes
Building	Swimming pool (in-ground)		Yes	quote	quote		minimum fee	No
Building	Swimming pool (above ground)		Yes	quote	quote		minimum fee	No
Building	Restumping or demolition		Yes	quote	quote		minimum fee	No
Building	Dwelling extensions and alterations		Yes	quote	quote		minimum fee plus applicable levies	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Building	New dwelling		Yes	quote	quote		minimum fee plus applicable levies	No
Building	Multi-unit development		Yes	quote	quote		minimum fee	No
Building	Extension of time for building permit		Yes	\$ 268.00	\$ 270.00	\$ 2.00	per extension	No
Building	Temporary Siting approvals x3 Structures		Yes	\$ 447.00	\$ 450.00	\$ 3.00		
Building	Temporary Siting approvals more than 3 Structures		Yes	\$ 570.00	\$ 590.00	\$ 20.00		
Building	POPE attendance up to 1000 persons & 1 prescribed structure		Yes	\$ 1,146.50	\$ 1,300.00	\$ 153.50		No
Building	POPE attendance up to 5000 persons & 5 prescribed structure		Yes	\$ 1,561.00	\$ 1,800.00	\$ 239.01		No
Building	POPE attendance of greater than 5,000 persons and more than 5 prescribed structures		Yes	\$ 1,770.00	\$ 2,000.00	\$ 230.00		No
Building	Minor amendment to building permit		Yes	\$ 137.00	\$ 140.00	\$ 3.01	per amendment	No
Building	Major amendment to building permit		Yes	\$ 274.00	\$ 300.00	\$ 26.00	per amendment	No
Building	Variation to ResCode (report and consent)		Yes	as per legislation	as per legislation		as per legislation	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Building	Notification of adjoining landowners for siting variation		Yes	as per legislation	as per legislation		per item	
Building	Flooding (Reg 153)		Yes	as per legislation	as per legislation		per item	
Building	Projections beyond street alignment (Part 6)		Yes	as per legislation	as per legislation		per item	
Building	Protection of the public (Reg 116)		Yes	as per legislation	as per legislation		per item	
Building	Additional inspection or re-inspection (urban area)		Yes	\$ 241.00	\$ 250.00	\$ 9.00	per inspection	No
Building	Additional inspection or re-inspection (remote area)		Yes	\$ 328.00	\$ 350.00	\$ 22.00	per inspection	No
Building	Copy of building permit, endorsed plans or occupancy permit		Yes	\$ 35.00	as per legislation		as per legislation	Yes
Building	Legal point of discharge information		No	as per legislation	as per legislation		as per legislation	Yes
Building	Build over easement		No	as per legislation	as per legislation		as per legislation	Yes
Building	Building information certificate		No	as per legislation	as per legislation		as per legislation	Yes
Building	Essential service inspection and report	minimum amount	Yes	\$ 450.00	\$ 500.00	\$ 50.00	per inspection	No



Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Building	Non-mandatory inspection		Yes	\$ 240.00	\$ 300.00	\$ 60.00	per inspection	No
Building	Council Comments (to vary a regulation, where report and consent not an option)		Yes	\$ 440.00	\$ 450.00	\$ 10.00	as per regulations	No
Building	BAL Assessment – desktop assessment:		Yes	\$ 650.00	\$ 650.00	\$ -	minimum fee	No
Building	BAL Assessment – on site assessment:		Yes	\$ 1,300.00	\$ 1,300.00	\$ -	minimum fee	No
Building	BAL Assessment – remote on site assessment:		Yes	\$ 1,650.00	\$ 1,650.00	\$ -	minimum fee	No
Building	Performance solutions - amenity matter		Yes	\$ 350.00	\$ 350.00	\$ -	per item	No
Building	Performance solutions - access matter (per item)		Yes	\$ 500.00	\$ 500.00	\$ -	per item	No
Building	Performance solutions - fire safety matter (per item)		Yes	\$ 650.00	\$ 650.00	\$ -	per item	No
Building	Partial compliance exemption - amenity matter (per item)		Yes	\$ 280.00	\$ 300.00	\$ 20.00	per item	No
Building	Partial compliance exemption - access matter (per item)		Yes	\$ 430.00	\$ 450.00	\$ 20.00	per item	No
Building	Partial compliance exemption - fire safety matter (per item)		Yes	\$ 550.00	\$ 550.00	\$ -	per item	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1 & 10		Yes	\$ 561.00	\$ 575.00	\$ 14.00	per document	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 1b		Yes	\$ 1,010.00	\$ 1,100.00	\$ 90.00	per document	No
Building	Occupancy Permit/Final Certificate not assoc. with Building Permit Class 2-9		Yes	\$ 1,224.00	\$ 1,300.00	\$ 76.00	per document	No
<b>Development</b>								
Development	Application for permit to work in a road reserve		No	as per legislation	as per legislation		as per legislation	Yes
<b>Health</b>								
Health	Class 1 food premises		No	\$ 557.00	\$ 650.00	\$ 93.00	per annum	No
Health	Class 1 food premises - Charity and Community Groups		No	\$ 278.00	\$ 300.00	\$ 22.00	per annum	No
Health	Class 2 food premises		No	\$ 484.00	\$ 550.00	\$ 66.00	per annum (pro rata)	No
Health	Class 2 food premises - Charity and Community Groups		No	\$ 242.00	\$ 275.00	\$ 33.00	per annum (pro rata)	No
Health	Class 3 food premises		No	\$ 276.00	\$ 325.00	\$ 49.00	per annum (pro rata)	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Health	Class 3 food premises - Charity and Community Groups		No	\$ 138.00	\$ 225.00	\$ 87.00	per annum (pro rata)	No
Health	Class 4 food premises		No	-	-		per annum	No
Health	Class 2 temporary food premises & mobile food vendors (Streatrader)		No	\$ 216.00	\$ 275.00	\$ 59.00	per annum	No
Health	Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$ 56.00	\$ 100.00	\$ 44.00	per annum	No
Health	Class 3 temporary food premises & mobile food vendors (Streatrader)		No	\$ 129.00	\$ 200.00	\$ 71.00	per annum	No
Health	Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$ 31.50	\$ 75.00	\$ 43.50	per annum	No
Health	New premises fee		No	50% of annual registration fee plus applicable registration fee	50% of annual registration fee plus applicable registration fee		pro rata	
Health	Inspection and report fee		No	\$ 159.00	\$ 250.00	\$ 91.01	per registration	No
Health	Major non-compliance inspection fee		No	\$ 186.00	\$ 250.00	\$ 64.00	per inspection	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Health	Major non-compliance inspection fee (where a notice has been issued)		No	\$ 250.00	\$ 250.00	\$ -	per inspection	No
Health	Hairdresser premise registration		No	\$ 213.00	\$ 225.00	\$ 12.01	per premise	No
Health	Beauty or skin penetration registration		No	\$ 170.00	\$ 215.00	\$ 45.00	per annum	No
Health	Prescribed accommodation premise registration		No	\$ 223.00	\$ 275.00	\$ 52.01	per annum	No
Health	Permit to install wastewater system		No	Per legislation	as per legislation		per application	Yes
Health	Change to an existing wastewater permit		No	Per legislation	as per legislation		per application	Yes
Health	Permit to alter wastewater system		No	Per legislation	as per legislation		per application	Yes
Health	Health search		No	\$ 41.50	\$ 55.00	\$ 13.50	per hour or part thereof	No
Health	Caravan park registration		No	as per legislation	as per legislation		as per legislation	Yes
Health	Caravan park rigid annex approval fee		No	\$ 166.00	\$ 170.00	\$ 4.00	per approval	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Health	Transfer registration fee		No	50% of applicable annual registration fee	50% of applicable annual registration fee		of applicable annual registration fee	No
Health	Registration late penalty fee		No	Annual registration fee +30%	Annual registration fee +30%		of original registration fee	No
<b>Local Laws</b>								
Local Laws	Dog registration	Full and Declared Dog	No	\$ 93.50	\$ 95.00	\$ 1.50	per animal	Partially
Local Laws	Dog registration (not desexed)	Pensioner	No	\$ 46.50	\$ 48.00	\$ 1.50	per animal	Yes
Local Laws	Dog registration	Desexed/working dog	No	\$ 31.00	\$ 33.00	\$ 2.00	per animal	Yes
Local Laws	Dog Registration (desexed)	Pensioner	No	\$ 15.00	\$ 16.00	\$ 1.01	per animal	Yes
Local Laws	Cat registration	Full	No	\$ 93.50	\$ 95.00	\$ 1.50	per animal	Yes
Local Laws	Cat registration	Pensioner	No	\$ 46.50	\$ 48.00	\$ 1.50	per animal	Yes
Local Laws	Cat registration	Reduced	No	\$ 31.00	\$ 33.00	\$ 2.00	per animal	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Local Laws	Domestic Animal Act infringements (e.g. Failure to Register Dog or Cat)		No	as per legislation	as per legislation		as per legislation	Yes
Local Laws	Animal registration tag replacement		Yes	\$ 6.00	\$ 6.50	\$ 0.50	per tag	No
Local Laws	Pound release fee – animals	Registered	No	\$ 85.00	\$ 85.00	\$ -	per release	Partially
Local Laws	Pound release fee – animals	Unregistered	No	\$ 170.00	\$ 180.00	\$ 10.00	per release	Partially
Local Laws	Impounded item release fee – all other items		Yes	\$ 62.50	\$ 62.50	\$ -	per release	No
Local Laws	Livestock impound fee – small stock		Yes	\$ 23.00	\$ 50.00	\$ 27.00	per animal	No
Local Laws	Livestock impound fee – large stock		Yes	\$ 104.00	\$ 100.00	-\$ 4.00	per animal	No
Local Laws	Sustenance fee – animal and small stock		Yes	\$ 11.00	\$ 17.00	\$ 6.00	per animal per day	No
Local Laws	Sustenance fee – large stock		Yes	\$ 21.00	\$ 30.00	\$ 9.00	per animal per day	No
Local Laws	Veterinary fees		Yes	Reasonable costs	Cost recovery + 10% admin fee		per animal	No
Local Laws	Cat trap hire fee (inc deposit)		Yes	free	free		per hire	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Local Laws	Domestic animal business fee		No	\$ 135.00	\$ 135.00	\$ -	per year	Yes
Local Laws	Dinner Plain snowmobile permit		No	\$ 73.50	\$ 75.00	\$ 1.50	per snowmobile	No
Local Laws	Parking infringement	Category 1 (e.g. Time Limit)	No	0.5 Penalty Unit	0.5 Penalty Unit		As per legislation	Partially
Local Laws	Parking infringement	Category 2 (e.g. Bus Zone)	No	0.6 Penalty Unit	0.6 Penalty Unit		as per legislation	Yes
Local Laws	Parking infringement	Category 3 (e.g. No Stopping Area)	No	1.0 Penalty Unit	1.0 Penalty Unit		as per legislation	Yes
Local Laws	Vehicle impound fee		No	\$ 116.00	\$ 120.00	\$ 4.00	per vehicle	No
Local Laws	Vehicle storage fee		Yes	\$ 16.00	\$ 20.00	\$ 4.00	per vehicle per day	No
Local Laws	Vehicle & livestock transport fee		Yes	Reasonable costs	Cost recovery + 10% admin fee		Per movement	No
<b>Memorials</b>								
Memorials	Memorial plaque fee		Yes	\$ 61.00	\$ 65.00	\$ 4.00	per annum	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
<b>Statutory Planning</b>								
Planning	Public notification	Notice to neighbours	Yes	\$ 69.00	\$ 75.00	\$ 6.00	per general notification	No
Planning	Public notification	Additional notices	Yes	\$ 9.00	\$ 10.00	\$ 1.00	per notice	No
Planning	Public notification	Notice on land	Yes	\$ 87.00	\$ 150.00	\$ 63.00	up to two signs	No
Planning	Public notification	Additional notices on land	Yes	\$ 15.00	\$ 15.00	\$ -	each additional sign	No
Planning	Public notification	Notice in paper	Yes	\$ 213.00	Cost + 10% admin fee		per notice	No
Planning	Planning advice in writing		Yes	\$ 128.00	\$ 250.00	\$ 122.00	per advice	No
Planning	Sect 173 agreements		Yes	\$ 425.00	\$ 425.00	\$ -	per agreement	No
Planning	Copy of Certificate of title and instruments		Yes	\$ 64.00	\$65 + cost of Land Registry search		per certificate	No
Planning	Copy of planning permit or endorsed plans		Yes	\$ -	\$ 150.00	\$ 150.00	per application	No
Planning	Secondary Consent		Yes	\$ 190.00	\$ 240.00	\$ 50.00	per application	No



Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Development Plans - Assessment or amendment		Yes	\$ -	\$ 340.00	\$ 340.00	per application	No
Planning	Demolition of Building s29A Consent - Consideration of request		Yes	\$ -	\$ 65.00	\$ 65.00	per application	No
Planning	Timber Harvesting Plans - Assessment and inspection		Yes	\$ -	\$ 110.00	\$ 110.00	per application	No
Planning	Planning panel - proponent request amendment		Yes	cost of panel	cost of panel			Yes
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	First Request	No	\$ 128.00	\$ 260.00	\$ 132.00	per application	No
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	Second Request	No	\$ -	\$ 410.00	\$ 410.00	per application	No
Planning	Request for Extension of Time - Development less than \$1M, Subdivisions of 2-20 lots & Change of Use	Third and Subsequent Requests	No	\$ -	\$ 620.00	\$ 620.00	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	First Request	No	\$ -	\$ 510.00	\$ 510.00	per application	No
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	Second Request	No	\$ -	\$ 980.00	\$ 980.00	per application	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Request for Extension of Time - Development \$1M+ & Subdivisions of 21+ lots	Third and Subsequent Requests	No	\$ -	\$ 1,450.00	\$ 1,450.00	per application	No
Planning	<b>Regulation 6 Planning and Environment (Fees) Regulations 2016 - Amendments to planning schemes under the Planning and Environment Act 1987</b>							
Planning	Consideration of: - request to amend - submissions that don't seek a change to the amendment - if applicable, abandonment of amendment	Stage 1 Amendment	No	as per legislation	as per legislation		206 fee units	Yes
Planning	Consideration of: - submissions seeking a change to the amendment - referral of amendment to a panel where necessary - consideration of panel report - if applicable, abandonment of amendment	Stage 2 Amendment	No	as per legislation	as per legislation		1021 to 2727 fee units	Yes
Planning	Consideration of: - adoption of the amendment - submission of amendment to the Minister (s31) - giving notice of approval of amendment	Stage 3 Amendment	No	as per legislation	as per legislation		32.5 fee units	Yes
Planning	Consideration of: - request to approve amendment by Minister	Stage 4 Amendment	No	as per legislation	as per legislation		32.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
	- giving notice of approval of amendment							
Planning	<b>Regulation 7 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme exempted from certain requirements</b>							
Planning	Request for Minister to prepare amendment to planning scheme exempted from certain requirements		No	as per legislation	as per legislation		270 fee units	Yes
Planning	<b>Regulation 8 Planning and Environment (Fees) Regulations 2016 - Amendment to planning scheme under section 20A of the Planning and Environment Act 1987</b>							
Planning	Request for Minister to prepare amendment to planning scheme of a Class prescribed		No	as per legislation	as per legislation		65 fee units	Yes
Planning	<b>Regulation 9 Planning and Environment (Fees) Regulations 2016 - Applications for permits under section 47 of the Planning and Environment Act 1987</b>							
Planning	Class 1 – Use of land only		No	as per legislation	as per legislation		89 fee units	Yes
Planning	<b>To develop land for a single dwelling per lot, or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of land for a single dwelling per lot:</b>							
Planning	Class 2 - Single dwelling per lot - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 3 - Single dwelling per lot - \$10,001 to \$100,000		No	as per legislation	as per legislation		42.5 fee units	Yes
Planning	Class 4 - Single dwelling per lot - \$100,001 to \$500,000		No	as per legislation	as per legislation		87 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 5 - Single dwelling per lot - \$500,001 to \$1,000,000		No	as per legislation	as per legislation		94 fee units	Yes
Planning	Class 6 - Single dwelling per lot - \$1,000,001 to \$2,000,000		No	as per legislation	as per legislation		101 fee units	Yes
Planning	<b>VicSmart applications</b>							
Planning	Class 7 - VicSmart - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 8 - VicSmart - more than \$10,000		No	as per legislation	as per legislation		29 fee units	Yes
Planning	Class 9 - VicSmart - subdivision or consolidation of land		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 10 - VicSmart - other than Classes 7, 8 or 9		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	<b>Other development</b>							
Planning	Class 11 - \$100,000 or less		No	as per legislation	as per legislation		77.5 fee units	Yes
Planning	Class 12 - \$100,001 to \$1,000,000		No	as per legislation	as per legislation		104.5 fee units	Yes
Planning	Class 13 - \$1,000,001 to \$5,000,000		No	as per legislation	as per legislation		203.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 14 - \$5,000,001 to \$15,000,000		No	as per legislation	as per legislation		587.5 fee units	Yes
Planning	Class 15- \$15,000,001 to \$50,000,000		No	as per legislation	as per legislation		1732.5 fee units	Yes
Planning	Class 16 - more than \$50,000,001		No	as per legislation	as per legislation		3894 fee units	Yes
Planning	<b>Subdivision, realignment of boundaries, consolidation, or creation, variation or removal of restrictions, easements and right of ways</b>							
Planning	Class 17 - Subdivision - existing building - other than Class 9		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 18 - Subdivision - two lots - other than Classes 9 or 17		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 19 - Realignment of a common boundary between lots or consolidation of two or more lots - other than Class 9		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 20 - Subdivision - other than Classes 9, 17, 18 or 19		No	as per legislation	as per legislation		89 fee units per 100 lots	Yes
Planning	Class 21 - Create, vary or remove a restriction (within the meaning of the <i>Subdivision Act 1988</i> ) / 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		No	as per legislation	as per legislation		89 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
	nature of an easement (other than a right of way) in a Crown grant							
Planning	<b>Other</b>							
Planning	Class 22 - A permit not otherwise provided for in Classes 1 to 21		No	as per legislation	as per legislation		89 fee units	Yes
Planning	<b>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</b>							
Planning	Combined application for more than one Class of permit under Regulation 9.		No	as per legislation	as per legislation		Highest fee applicable + 50% of each other applicable fees	Yes
Planning	<b>Regulation 11 Planning and Environment (Fees) Regulations 2016 - Applications to amend permits under section 72 of the Planning and Environment Act 1987</b>							
Planning	Class 1 – Change use of land allowed by permit or allow new use		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 2 - Amendment to a permit (other than in relation to single dwellings per lot) to change: - statement of what the permit allows - any or all of the permit conditions		No	as per legislation	as per legislation		89 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 3 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 4 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$10,001 to \$100,000		No	as per legislation	as per legislation		42.5 fee units	Yes
Planning	Class 5 - Amendment to Class 2, 3, 4, 5 or 6 permit - \$100,001 to \$500,000		No	as per legislation	as per legislation		87 fee units	Yes
Planning	Class 6 - Amendment to Class 2, 3, 4, 5 or 6 permit - more than \$500,000		No	as per legislation	as per legislation		94 fee units	Yes
Planning	Class 7 - Amendment to a VicSmart permit - \$10,000 or less		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 8 - Amendment to a VicSmart permit - more than \$10,000		No	as per legislation	as per legislation		29 fee units	Yes
Planning	Class 9 - Amendment to Class 9 permit		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 10 - Amendment to Class 10 permit		No	as per legislation	as per legislation		13.5 fee units	Yes
Planning	Class 11 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - \$100,000 or less		No	as per legislation	as per legislation		77.5 fee units	Yes
Planning	Class 12 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - \$100,001 to \$1,000,000		No	as per legislation	as per legislation		104.5 fee units	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Class 13 - Amendment to Class 11, 12, 13, 14, 15 or 16 permit - more than \$1,000,000		No	as per legislation	as per legislation		230.5 fee units	Yes
Planning	Class 14 - Amendment to Class 17 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 15 - Amendment to Class 18 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 16 - Amendment to Class 19 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 17 - Amendment to Class 20 permit		No	as per legislation	as per legislation		89 fee units per every additional 100 lots	Yes
Planning	Class 18 - Amendment to Class 21 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	Class 19 - Amendment to Class 22 permit		No	as per legislation	as per legislation		89 fee units	Yes
Planning	<b>Regulation 12 Planning and Environment (Fees) Regulations 2016 - Request to amend applications under section 57A of the Planning and Environment Act 1987</b>							
Planning	Amend an application for a permit (all Classes) after s52 notice of the application has been given - no change to Class of permit		No	as per legislation	as per legislation		40% of the applicable fee under Reg.9	Yes



Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Amend an application for a permit (all Classes) after s52 notice of the application has been given - change to Class of permit with a higher application fee		No	as per legislation	as per legislation		40% of the applicable fee under Reg.9 for the original Class of permit + difference between original fee and fee for new Class of permit	Yes
Planning	Amend an application to amend a permit (all Classes) after s52 notice of the application has been given - no change to Class of permit		No	as per legislation	as per legislation		40% of the applicable fee under Reg.11	Yes
Planning	Amend an application to amend a permit (all Classes) after s52 notice of the application has been given - change to Class of permit with a higher application fee		No	as per legislation	as per legislation		40% of the applicable fee under Reg.11 for the original Class of permit + difference between original fee and fee for new Class of permit	Yes

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	<b>Regulation 13 <i>Planning and Environment (Fees) Regulations 2016</i> - Request to amend applications under section 57A of the <i>Planning and Environment Act 1987</i></b>							
Planning	Application for any combination of matters in one or more Classes of application under Regulation 11.		No	as per legislation	as per legislation		Sum of the highest fee applicable plus 50% of each of the other applicable fees	Yes
Planning	<b>Regulation 14 <i>Planning and Environment (Fees) Regulations 2016</i> - Combined permit and amendment process</b>							
Planning	Application for permit when amendment to planning scheme requested - one Class of permit only		No	as per legislation	as per legislation		50% of the applicable fee under Reg.9	Yes
Planning	Application for permit when amendment to planning scheme requested - more than one Class of permit		No	as per legislation	as per legislation		50% of the highest applicable fee under Reg.9	Yes
Planning	<b>Regulation 15 <i>Planning and Environment (Fees) Regulations 2016</i> - Certificate of Compliance</b>							
Planning	Certificate of compliance		No	as per legislation	as per legislation		22 fee units	Yes
Planning	<b>Regulation 16 <i>Planning and Environment (Fees) Regulations 2016</i> - Applications to amend or end an agreement under section 173 of the <i>Planning and Environment Act 1987</i></b>							

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Planning	Amend or end an agreement		No	as per legislation	as per legislation		44.5 fee units	Yes
Planning	<b>Regulation 17 Planning and Environment (Fees) Regulations 2016 - Planning Certificate</b>							
Planning	Planning Certificate - non-electronically lodged application		No	as per legislation	as per legislation		1.5 fee units	Yes
Planning	Planning Certificate - electronically lodged application		No	as per legislation	\$ 7.39	\$ -	per certificate	Yes
Planning	<b>Regulation 18 Planning and Environment (Fees) Regulations 2016 - Determination matters to the satisfaction of a person or body</b>							
Planning	Determination that matter specified by a planning scheme has been done satisfactorily		No	as per legislation	as per legislation		22 fee units	Yes
Roadside Trading	Commercial participant – events		No	\$ 68.50	\$ 70.00	\$ 1.50	per event	No
Roadside Trading	Business premises – footpath trading		No	\$ 159.00	\$ 165.00	\$ 6.00	per annum	No
Roadside Trading	Approved site location – annual		No	\$ 245.00	\$ 250.00	\$ 5.00	Per annum	No
Roadside Trading	Horse drawn vehicle / motorcycle tour operator		No	\$ 159.00	\$ 160.00	\$ 1.00	per year	No
Roadside Trading	Advertising sign		No	\$ 74.50	\$ 80.00	\$ 5.50	per sign	No

Business Area	Fee name	Fee - sub group	GST	Adopted 2022/23 Fee	Proposed 2023/24 Fees	\$ Change	Unit of measure	Regulated?
Roadside Trading	Busking (adult)	Commercial	No	\$ 33.00	\$ 33.00	\$ -	per year	No
Streets & Roads	Outdoor eating facility – footpath dining		No	\$ 159.00	\$ 165.00	\$ 6.00	per annum	No
Subdivision	Certification of a plan of subdivision	Fixed	No	as per legislation	as per legislation		per subdivision	Yes
Subdivision	Supervision of works		No	as per legislation	as per legislation		as per legislation	Yes
Subdivision	Checking engineering plans		No	as per legislation	as per legislation		as per legislation	Yes
Subdivision	Public open space contributions		No	<= 5.0%	<= 5.0%		subdivision value	Yes

NO.2022/23-5 – 26 MAY 2023

# Audit and Risk Committee Meeting

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Minutes

## In Attendance

### COMMITTEE MEMBERS

Julie Guest, Chair

Craig Covich

Jason Young

Cr Simon Kelley

### OFFICERS

Will Jeremy, Chief Executive Officer

Helen Havercroft, Director Customer and Community

Alan Rees, Director Assets

Kirsten McDonald, Health, Safety and Risk Officer

Brian Bose, Financial Accountant

### COUNCILLORS

Cr John Forsyth, Mayor

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

## 2. Apologies

Gerard Moore, Chair

Cr Dr Tony Keeble, Councillor Member

Mahesh Silva, Partner, and Blessing Muncan, Senior Manager Chartered Accountant, of RSD Audit, External Auditors

## 3. Declarations by Committee members of conflict of interest

Cr Simon Kelley declared a conflict of interest during discussion of agenda item 8.1, 2022/23 Q3 Budget Report Review, in relation to rates and specifically his employer AGL.

## 4. Confirmation of minutes

### 4.1 AUDIT AND RISK COMMITTEE MEETING NO. 2022/23-4, 24 FEBRUARY 2023

#### **RECOMMENDATION**

***That the Audit and Risk Committee confirm the minutes of its Meeting No.2022/23-4 held on 24 February 2023.***

***C Covich***

***J Young***

***Carried***

### 4.2 BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

## 5. Report by External Auditor

External Auditors, Mahesh Silva, Partner, and Blessing Muncan, Senior Manager Chartered Accountant, of RSD Audit, were an apology for this meeting.

The Committee sought clarification on the audit timetable and requested circulation of the Interim Audit Management Letter once available and the option to meet with the auditors if required prior to the scheduled July 2023 Committee meeting.

#### **ACTIONS**

- ***Provide the VAGO Interim Management Letter year ending 30 June 2023 to the Committee when received by Council***



## 6. Standing items

### 6.1 PROGRESS OF AUDIT AND RISK COMMITTEE ACTIONS

#### **Introduction**

The Audit and Risk Committee action sheet is a register of the 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.

#### **RECOMMENDATION**

***That the Audit and Risk Committee note the progress of outstanding actions.***

***Noted***

DRAFT

## 7. Reports by officers

### 7.1 PROCUREMENT POLICY

#### 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 outline the review and proposed amendments to Council's Procurement Policy prior to its consideration and adoption by Council in accordance with the *Local Government Act 2020*.

#### RECOMMENDATION

***That the Audit and Risk Committee note that the Procurement Policy (No.089) has been reviewed in accordance with the Local Government Act 2020 (LGA 2020), with the following amendments proposed:***

- ***inclusion of reference to the Modern Slavery Act 2018 [Cth], Gender Equality Act 2020 [Vic] and Council's commitment to maintaining a child safe organisation***
- ***inclusion of other supporting documents and guidelines referenced to be read in conjunction with this policy***
- ***amendments to all thresholds to improve best value outcomes based on spend and resources.***

***J Young***

***C Covich***

***Carried***

#### ACTIONS

- ***Implement regular conflict of interest training***

#### 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 people undertaking procurement on behalf of Council.

The legislation governing Council procurement transitioned to sections 108 and 109 of the *LGA 2020* on 1 July 2021. Council continues to review its policy regularly to ensure it meets legislative requirements.

In accordance with s108 of the *LGA 2020*, Council's Procurement Policy must include:

- a. the contract value above which the Council must invite a tender or seek an expression of interest
- b. a description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money

- c. a description of how the Council will seek collaboration with other Councils and public bodies in the procurement of goods or services
- d. the conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest
- e. a description of the process to be undertaken in inviting a public tender or expression of interest
- f. any other matters prescribed by the regulations.

## Report

### **Assessment criteria**

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
- 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 will be assessed alongside social impact, environmental sustainability, timeliness, and cost on a whole of contract and whole of asset life basis.

### **Procurement thresholds and contract values**

The *LGA 2020* requires Councils to set their own threshold limits, which are reflective of the needs of each Council. As Alpine Shire Council is a small rural council, it is proposed to set the threshold for formal Invitations to Tender (ITTs) for public tendering of goods, services, and works at \$200,000 (GST exclusive).

Procurement of goods, services, and works valued less than \$200,000 (GST exclusive) are not required to be procured through public tenders but have requirements for procurement processes such as written quotations, and formal Requests for Quotation (RFQs). The current and proposed thresholds are outlined in the table below:

CURRENT Procurement Threshold (GST exclusive)	PROPOSED Procurement Threshold (GST exclusive)	Purchasing Conditions
Up to \$1,000	Up to \$3K	Seek and receive at least one quote OR purchase using approved collaborative procurement. No purchase order required.

CURRENT Procurement Threshold (GST exclusive)	PROPOSED Procurement Threshold (GST exclusive)	Purchasing Conditions
>\$1,000 - \$10,000	>\$3K-\$20K	Seek and receive at least one quote OR purchase using approved collaborative procurement. Purchase order required.
>\$10,000 - \$30,000	>\$20K- \$50K	Seek and receive at least two quotes OR purchase using approved collaborative procurement. Purchase order required.
>\$30,000-\$75,000	>50K - \$80K	Seek and receive at least three quotes OR request for Quotation (RFQ) published on Council's tender website and open to response from any supplier OR purchase using approved collaborative procurement. Purchase order required.
>\$75,000-\$150,000	>\$80K - \$200K	RFQ published on Council's tender website and open to response from any supplier OR purchase using approved collaborative procurement. Written contract required.
>\$150,000	>\$200K	Invitation to Tender (ITT) published on Council's tender website and open to response from any supplier OR purchase using approved collaborative procurement. ITT published in newspaper. Written contract required.

**Financial delegations**

Financial delegations for Managers, Directors, and the Chief Executive Officer to align with the new thresholds are also proposed and will require an updated instrument of delegation from Council to the CEO (refer Agenda Item 7.2).

## Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Non-compliance with Procurement Policy requirements	Possible	Minor	D3	<ul style="list-style-type: none"> <li>• Current and relevant procurement policy and procedures</li> <li>• Staff training on procurement practices and expectations</li> <li>• Auditing and monitoring of procurement activities and reporting to Audit and Risk Committee</li> </ul>

## Policy implication

The Policy has been reviewed in accordance with Sections 108 and Section 109 of the *LGA 2020* to reflect these amended provisions which came into effective on 1 July 2021, with the Procurement Policy due for adoption by 31 December 2021.

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 No. 089 Version 10 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 Customer and Community
- Commercial Officer

## 7.2 INSTRUMENTS OF DELEGATION

### **Introduction**

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

### **RECOMMENDATION**

***That the Audit and Risk Committee note the proposal to update the Instrument of Delegation from Council to the Chief Executive Officer to mirror thresholds in the proposed Procurement Policy (No.089), and to separate out approval thresholds for awarding of contracts and approving operational expenditure.***

***C Covich***

***Cr S Kelley***

***Carried***

### **Background**

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

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

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

The S5 Instrument of Delegation to the CEO was most recently updated in April 2022

### **Report**

#### ***Changes to CEO financial delegation***

In line with changes to the template for the S5 Instrument of Delegation to the CEO, it is proposed that the financial delegation to the CEO will be split into the power to award contracts, and the power to approve expenditure.

Proposed changes to Council's Procurement Policy increase the value above which officers must issue an Invitation to Tender from \$150,000 (excluding GST) to \$200,000 (excluding GST). To mirror this change, it is proposed that the CEO's power to award contracts has also been increased from \$150,000 (excluding GST) to \$200,000 (excluding GST).

The proposed S5 Instrument of Delegation will stipulate the ability for the CEO to approve expenditure associated with contracts already entered into (approved by Council). It will also include the ability to make larger expenditure payments / transactions for items required under legislation (which are non-discretionary) such as Insurance, WorkCover, and transferring the Fire Property Services Levy to the State Revenue Office. This formalises processes associated with larger expenditure payments, reducing the need for these non-discretionary items to be presented to Council.

No other changes have been made to the CEO delegation. A summary of proposed changes to financial delegations is found below:

CURRENT Threshold	PROPOSED Threshold
Delegate must not enter into <b>a contract or make any expenditure</b> exceeding the value of \$150,000 (excl GST)	Delegate must not: <ol style="list-style-type: none"> <li>1. <b>Enter into a contract</b> that exceeds the value of \$200,000 (excluding GST)</li> <li>2. <b>Make any expenditure</b> that exceeds \$200,000 (excluding GST) unless it is expenditure:                             <ol style="list-style-type: none"> <li>a. made under a contract already entered into; or</li> <li>b. for insurance premiums, in which case it must not exceed \$500,000 (excluding GST); or</li> <li>c. which Council is, by or under legislation, required to make including:                                     <ul style="list-style-type: none"> <li>• WorkCover premiums, in which case it must not exceed \$500,000 (excluding GST)</li> <li>• transferring the Fire Services Property Levy to the State Revenue Office; in which case it must not exceed \$1,500,000 (no GST applicable) or for any other amounts required under legislation, in which case it must not exceed \$500,000 (excluding GST).</li> </ul> </li> </ol> </li> </ol>

## Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Delegations are not in place or are out of date	Possible	Moderate	C3	<ul style="list-style-type: none"> <li>Ensure that all Council approved delegations are up to date to ensure that staff can undertake their statutory duties.</li> </ul>
Financial delegations do not reflect Procurement Policy	Possible	Moderate	C3	<ul style="list-style-type: none"> <li>Ensure that CEO financial delegations reflect the current Procurement Policy, and ensure necessary administrative steps are in place to support these.</li> </ul>

## 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

A review and update of the S5 Instrument of Delegation to the CEO, will ensure that the CEO can undertake the powers, duties and functions relating to their role, and the CEO's financial delegations are matched to the updated Procurement Policy.

## 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 Customer and Community
- Governance Officer



## 7.3 INVESTMENT POLICY

### **Introduction**

Council's Investment Policy governs the investment of surplus Council funds with the objective of maximising returns whilst respecting Council's risk appetite and liquidity requirements. The Investment Policy was last reviewed in 2020.

The purpose of this report is to outline the review and proposed minor amendments to the Council's Investment Policy prior to its consideration and adoption by Council.

### **RECOMMENDATION**

***That the Audit and Risk Committee note that Investment Policy No.073 has been reviewed and updated.***

***C Covich***

***J Young***

***Carried***

### **ACTIONS**

- ***Circulate monthly investment reports on a quarterly basis to the Committee as a standing item***

### **Background**

The *Local Government Act 2020* specifies that Councils may invest any money in government securities, with Authorised Deposit Taking Institutions (ADIs), with any financial institution guaranteed by the Australian Government, on deposit with an eligible money market dealer within the meaning of the Corporations Act, and in any other manner approved by the Minister.

Within this legislative framework Council's Investment Policy specifies the objectives, allowable investments, authorised officers, and credit rating parameters of Council's investment portfolio. Credit rating parameters are defined with reference to Standard and Poor's (S&P) Global Ratings Definitions which describe the creditworthiness of various entities.

### **Report**

Council is of the view that term deposits with Australia's four major banks remain some of the safest investments on offer given that the Australian government continues to support their balance sheets in challenging times.

Term deposits with other ADIs also remain conservative whilst offering diversification away from the four majors and providing a broader base from which to select the most attractive investment returns.

### **Reporting**

The policy will continue to require quarterly reporting on the investment portfolio. Reporting will be provided to the Finance Committee via the Quarterly Finance Report and subsequently provided to the Audit Committee and Council for noting.

**Proposed amendments**

It is noted that a range of minor amendments are proposed in this review to clarify:

- wording
- roles and responsibilities
- the treatment of unanticipated policy breaches beyond officer control with such breaches to be reviewed between the Accountant and the Manager Corporate for remediation and are to be reported to the Finance Committee and Audit Committee.

**Risk management**

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Poor financial prudence	Unlikely	Major	B4	<ul style="list-style-type: none"> <li>• Each investment is made in compliance with the underlying objectives of the Investment Policy</li> <li>• Council investments are placed with appropriate authorisation and reflect operational liquidity requirements</li> </ul>

**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 Investment Policy No.073 has been reviewed to ensure that best value is obtained for ratepayers, that the policy continues to respond to the current economic environment and that responsible investing considerations are considered.

**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 Customer and Community
- Financial Accountant

## 7.4 CAPITAL WORKS PROGRAM – KEY RISKS

### Introduction

The purpose of the report is to present the key risks associated with the effective delivery of Council's Capital Works Program and detail the current and future risk mitigation actions.

### **RECOMMENDATION**

*That the Audit and Risk Committee:*

1. *Note this report.*
2. *Acknowledge the risks associated with the delivery of Council's Capital Works Program and Councils mitigation actions*

### **COMMITTEE MOTION**

*That the Audit and Risk Committee:*

1. ***Note this report.***
2. ***Acknowledge the risks associated with the delivery of Council's Capital Works Program and Councils mitigation actions as identified in the report.***
3. ***Acknowledge additional risks associated with the delivery of capital works including liquidity of contractors, project lead times, and projects on Department of Energy, Environment and Climate Action (DEECA) land and reserves where Council is not the DEECA appointed Committee of Management.***

***C Covich***

***Cr S Kelley***

***Carried***

### Background

The Local Government Victoria's report *Analysis of the 2022-23 Adopted Budgets of Victorian Councils* identified that the carrying-over of capital works remains common across Victorian councils, reflecting construction delays unforeseen at budget time.

At the previous Alpine Shire Council Audit and Risk Committee Meeting on 24 February 2023 the Committee requested a report that highlighted and acknowledged the risks associated with the effective delivery of the Alpine Shire Council's Capital Works Program.

### Report

#### ***Issue***

Council has recognised the need to detail the delivery constraints of its annual Capital Works Program. It is acknowledged that delivery constraints and any limitation or risk must be accounted for over the duration of the project life cycle. At present Council is faced with numerous constraints that have in recent years seen capital projects extend beyond committed completion dates and as a result span multiple financial years.

Council's Capital Works Quarter 3 end of financial year (22/23) forecasting indicated an overall underspend of over \$4 million. Over 85% of the Capital Works Program

underspend is associated with major upgrade projects that have been funded by external grant funding programs. The project delays have been comprehensively investigated and communicated to Councillors, the community, and the grant bodies to ensure full visibility on project delivery across multiple financial years. Council has taken steps to ensure funds remain accounted for in the expected 23/24 FY budget carry forward. These projects and associated funds are detailed below in Table 1.

**Table 1:** Multiyear Capital Projects for Delivery

Current projects 2023/2024							
Project	Original Grant Delivery Date	Varied Grant Delivery Date	Current Grant Extension Status	Grant Income	Council cash contribution	Total Project Cost	Expenditure to Date 16/05/2023
<b>BUILDINGS</b>							
Tawonga Memorial Hall upgrade	31/08/2022	30/09/2023	In negotiation	\$850,000	\$0	\$850,000	\$79,382
Myrtleford Memorial Hall upgrade	30/06/2023	30/06/2024	In negotiation	\$795,000	\$253,000	\$1,048,000	\$167,112
Myrtleford Savoy Soccer Club upgrade	31/10/2023	20/05/2024	In negotiation	\$1,992,000	\$0	\$1,992,000	\$38,888
Ablett Pavilion upgrade	31/03/2024	20/05/2024	In negotiation	\$1,986,340	\$0	\$1,986,340	\$54,860
<b>INFRASTRUCTURE - ROADS, TRAILS, SHELTERS</b>							
Dinner Plain Activation		15/06/2024	In negotiation	\$2,500,000	\$1,270,000	\$3,770,000	\$898,669
<b>BRIDGES</b>							
Nimmo Pedestrian Bridge	30/01/2023	30/06/2025	No extension	\$478,675	\$278,000	\$750,000	\$12,389
East Ovens Pedestrian Bridge	30/04/2022	31/12/2023	In negotiation	\$113,000	\$72,000	\$185,000	\$7,952
<b>COMMUNITY FACILITIES, PARKS OPEN SPACES</b>							
Dinner Plain snowmaking	10/06/2024	10/06/2024	In negotiation	\$3,000,000	\$0	\$3,000,000	\$193,109
Sports and Recreation Master Planning	28/02/2023	31/08/2024	No extension	\$310,000	\$70,000	\$380,000	\$74,751
Myrtleford Splashpark	31/03/2024	31/03/2024	No extension	\$2,249,033	\$0	\$2,249,033	\$50,347
Tronoh Dredgehole Precinct Design	31/03/2024	31/03/2024	In negotiation	\$1,090,712	\$0	\$1,090,712	\$0

**Risks**

Council has captured and identified the major risks to the effective delivery of its current and future Capital Works Program. These have been provided in summary below in Table 2.

**Table 2:** Major Risks Associated with Effective Delivery of Capital Works Program

Risk	Risk Detail
Resource Constraints	<p>ASC continues to experience a high turnover of staff which has included members of the Engineering and Assets team (22% in 21/22 FY). This presents project continuity and delivery issues.</p> <p>The issue of high turnover is not unique to Alpine Shire Council. <i>Local Government Victoria's Analysis of the 2022-23</i> adopted budgets of Victorian Councils identified that staff turnover is occurring at heightened levels across the sector compared to historical trends</p>
Cost Escalation	<p>In 2022 national construction costs increased at a record rate largely due to increased material costs and increased demand on labour.</p> <p>Council has experienced escalated construction costs after quantity survey (QS) and tendering phases on its major building upgrade projects. This has seen (on average) tender costs of 95% higher than budget.</p>

Risk	Risk Detail
Cost Shifting	<p>Council experiences regular requests from committees of management that operate DEECA owned facilities to complete building improvements.</p> <p>Whilst Council has historically completed some improvements on these buildings it creates pressure on Councils resources to deliver projects across non-Council assets.</p>
Community Expectations	<p>Community groups often apply for Grants that include the upgrade to assets. This often then requires Council to deliver a project on behalf of the community without the appropriate involvement in the planning phase of the project.</p> <p>This adds to extending Councils staff resources and presents challenges during delivery if the project has not been appropriately planned by the Community.</p>
Funding Model	<p>In the past 3 years 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.</p> <p>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.</p>

***Risk Mitigation***

To appropriately address the risks highlighted above Council has delivered risk mitigation actions and identified actions for future development (see Table 3 below). These actions will continue to improve Council’s ability to produce accurate and reliable budgets, forecasts, and project timeframes.

**Table 3:** Risk Mitigation for Delivery Constraints of Capital Works Program

Risk Mitigation	Existing and Future Actions
Capital Works Program Forward Planning	<p>Existing</p> <ul style="list-style-type: none"> <li>Annual process exists to develop a detailed Capital Works Plan that aligns with the LTFP and existing resources.</li> </ul> <p>Future Development</p> <ul style="list-style-type: none"> <li>Develop a forward Capital Works Program that identifies specific projects 2 years in advance.</li> <li>Refine the Capital Works Program within each asset class into Plan, Design and Deliver phases across each annual budget cycle. This will assist with the ability to predict costs of projects if the design phase and QS is completed prior to funding allocation.</li> </ul>
Project Pipeline Prioritisation	<p>Existing</p> <ul style="list-style-type: none"> <li>Council has a project pipeline (SPARK) that records the delivery status of existing projects and lists future projects that may be considered for future Capital Work Programs.</li> <li>Council has developed a Community Budget submissions program that requires community members to submit all requests for funding new projects through a centralised portal that is assessed by Council for potential inclusion in the forward Capital Works Program.</li> </ul> <p>Future Development</p> <ul style="list-style-type: none"> <li>Refine Council's existing Project Pipeline and prioritise projects based on appropriate evaluation criteria.</li> <li>Develop ranked projects across asset classes for predicted delivery timeframes.</li> </ul>
Restructure Improvements	<p>Existing</p> <ul style="list-style-type: none"> <li>Council's restructure has created Departments that will align with the effective planning, designing and delivery of projects.</li> </ul>
Asset Management Framework	<p>Existing</p> <ul style="list-style-type: none"> <li>The continued delivery of Council's existing asset management framework is assisting Council to adequately inform future investment decisions. This will produce a Capital works program that is considered and planed against the assets that require improvements.</li> </ul>
Project Governance Processes	<p>Existing</p> <ul style="list-style-type: none"> <li>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.</li> </ul>

## Risk management

Risk	Likelihood	Impact	Level / Rating	Mitigation Action / Control
Capital Works Program Delayed Delivery	Almost Certain	Moderate	C1	<ul style="list-style-type: none"> <li>As per mitigation actions outlined in this report</li> </ul>

## 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 councils 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 councils, Alpine Shire Council has experienced project delays across its Capital Works Program in recent years. The reasons for these delays have been identified and continue to be risks for the effective delivery of Council's future Capital Works Program. Council continues to mitigate these risks through investment in planning, effective processes, 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 Engineering and Assets

## 8. For information only

### 8.1 2022/23 QUARTER 3 BUDGET REPORT

Section 54(2)(b) of the *Local Government Act 2020* requires the Audit and Risk Committee to monitor Council's financial reporting. This includes the quarterly budget report presented by the CEO to Council under section 97 of the Act. The quarterly budget report must include:

1. a comparison of the actual and budgeted results to date; and
2. an explanation of any material variations; and
3. any other matters prescribed by the regulations

#### **ACTIONS**

- ***Circulate updated 2022/23 Q3 Budget Report***
- ***Update Committee on modelling of scenarios in Financial Plan***

### 8.2 2022/23 QUARTER 3 PERFORMANCE REPORT

Section 54(2)(b) of the *Local Government Act 2020* requires the Audit and Risk Committee to monitor Council's performance reporting.

### 8.3 2022/23 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 (16 in total) and spend thresholds as documented in the Procurement Policy. The sample excludes purchases under \$1,000, mandated services, utility services, credit cards, councillor expenses, levies payable to and money collected on behalf of other entities.

### 8.4 2022/23 QUARTER 3 CEO CREDIT CARD REPORT

VAGO, in its fraud and corruption control review (June 2019) and 2019 Interim Management Letter, recommends that credit card expenditure be reviewed and reported to the Audit and Risk Committee for periodic review.



## 8.5 2022/23 QUARTER 3 COUNCILLOR ALLOWANCES AND 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.

## 8.6 2022/23 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 2022/23 Quarter 3 Health and Safety Report was not finalised before circulation of the agenda. The report will be circulated to the Committee prior to the meeting

### **ACTIONS**

- ***Circulate 2022/23 Q3 Health and Safety Report***

## 8.7 APPROVED POLICY REGISTER – REVIEW STATUS UPDATE

VAGO in its 2015 Interim Management Letter recommended that Council review the appropriateness and currency of all policies.

The Approved Policy Register is reported to the Audit and Risk Committee to provide continuing assurance that Council is monitoring and maintaining the currency of its policies.

## 8.8 ASSET MANAGEMENT DOCUMENT TRACKER REPORT

The Asset Management Document Tracker is reported to the Audit and Risk Committee to provide continuing assurance that Council is progressing the review of key asset management actions.

## 8.9 2023/24 BUDGET PROCESS - UPDATE

The 2023/24 Budget is being prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Budget will cover a four-year period, including the budget year 2023/24, and the subsequent three financial years.

Council prepares its budgets with the objective of balancing long-term financial sustainability and prioritised delivery against community needs.

An overview of the 2023/24 Budget timelines, actions and milestones is outlined below:

Day	Date	Action
Wednesday	31/05/2023	Closing of public submissions on Budget / DPSR
Tuesday	6/06/2023	Deadline for officers to submit final OCM reports to Manager
Thursday	8/06/2023	Deadline for Manager to submit final OCM reports to Director
Tuesday	13/06/2023	Hearing of public submissions on Budget / DPSR (prior to Briefing Session)
Wednesday	14/06/2023	Deadline for Director to submit final OCM reports to EA to CEO
Friday	16/06/2023	Deadline for Briefing Session documents to be uploaded for CEO / Councillors (incl draft OCM agenda)
Tuesday	20/06/2023	June OCM agenda run-through at Briefing Session
Friday	23/06/2023	June OCM agenda is live on the website
Tuesday	27/06/2023	June Ordinary Council Meeting (OCM)

## 8.10 ENTERPRISE AGREEMENT UPDATE

The Director Customer and Community provided the Committee with a verbal update on status of EA negotiations.

## 8.11 VAGO REPORTS – LOCAL GOVERNMENT UPDATE

### 8.11.1 2021/22 Audits Local Government Report

VAGO released its report on the results of the 2021/22 audits of local government on 23 February 2023. The report is available at: <https://www.audit.vic.gov.au/report/results-2021-22-audits-local-government>

### 8.11.2 Status Report – Local Government Update April 2023

VAGO provided its latest update on matters affecting Local Government.

## 8.12 MINISTER FOR LOCAL GOVERNMENT – GOVERNANCE AND INTEGRITY MATTERS

### 8.12.1 Moira Shire Council

On 28 October 2022, a Commission of Inquiry into Moira Shire Council was appointed under section 200 of the *Local Government Act 2020* to conduct an inquiry into the affairs of the Council.

The Commission of Inquiry provided its report to the Minister for Local Government, on 26 February 2023 and the report was tabled in Parliament on 7 March 2023. A copy of the Commission of Inquiry Report is available at:

[www.parliament.vic.gov.au/publications/tailed-documents-neutral/search-tailed-documents/details/3/12008](http://www.parliament.vic.gov.au/publications/tailed-documents-neutral/search-tailed-documents/details/3/12008).

The Minister for Local Government dismissed the Council on 7 March 2023 and appointed an interim administrator for 3 months with an ongoing panel of administrators to be appointed in June with the aim of elections being held in 2028.

### 8.12.2 Darebin City Council

On 22 April 2022 the Minister for Local Government, under the *Local Government Act 2020*, appointed a municipal monitor for 9 months to the Darebin City Council to advise on the governance process and practices of the council.

The Monitor's report was provided to the Minister for Local Government in February 2023 and made specific recommendations for action by Darebin council but also recommendations to the Minister about:

- Expanding sanctions on councillors after a finding of misconduct
- Improving transparency around arbiter's (eg. municipal monitors) determinations
- Councillor codes of conduct, including a consistent code for all councils
- Providing advice to councils about the purpose and governance of councillor briefing meetings including maintain confidentiality.

A copy of the report is available at:

[https://www.localgovernment.vic.gov.au/\\_data/assets/pdf\\_file/0031/196681/Attachment-A1-Darebin-Municipal-Monitor-Report-and-attachments.pdf](https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0031/196681/Attachment-A1-Darebin-Municipal-Monitor-Report-and-attachments.pdf)

### 8.12.3 Wodonga City Council

On 22 April 2022 the Minister for Local Government, under the *Local Government Act 2020*, appointed a municipal monitor for 9 months to the Wodonga City Council to advise on the governance process and practices of the council.

The Monitor's report was provided to the Minister for Local Government in February 2023 and made recommendations about general improvements in governance, culture and conduct that could be applied across the local government sector:

- Stronger authority within the Council Chamber for Mayors and CEOs through clear powers over behavioural and code of conduct issues

- Support for councils to understand and realise the benefits of the role of Monitor, including the ability for the Mayor and CEO to request comment from the Monitor within the Council Chamber on governance matters
- Ways to reinforce the role of a councillor to participate in decisions in the interests of the whole municipal community notwithstanding ward-based electoral structures
- Arrangements to support the health and safety of council CEOs, including the responsibility of councils to address any risks to the health and safety of a CEO.

Local Government Victoria is reviewing the recommendations.

A copy of the report is available at:

[https://www.localgovernment.vic.gov.au/\\_data/assets/pdf\\_file/0027/197451/Wodonga-Municipal-Monitor-final-report.pdf](https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0027/197451/Wodonga-Municipal-Monitor-final-report.pdf)

#### 8.12.4 Horsham Rural City Council

On 22 July 2022 the Minister for Local Government, under the *Local Government Act 2020*, appointed a municipal monitor for 6 months to the Horsham Rural City Council to advise on the governance process and practices of the council.

The Monitor's report was provided to the Minister for Local Government in March 2023 and made specific recommendations for action by Horsham council but also a recommendation to the Minister to consider developing best practice guidelines to support councils in providing consistent reporting and in providing full line of sight to the cost of governing councils especially to the Audit and Risk Committee throughout the financial year.

A copy of the report is available at:

[https://www.localgovernment.vic.gov.au/\\_data/assets/pdf\\_file/0025/194218/Municipal-Monitor-Final-Report-Horsham-Rural-City-Council.pdf](https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0025/194218/Municipal-Monitor-Final-Report-Horsham-Rural-City-Council.pdf)

#### 8.12.5 Strathbogie Shire Council

On 16 May 2023 the Minister for Local Government, under the *Local Government Act 2020*, appointed a municipal monitor for 3 months to the Strathbogie Shire Council to ensure good governance is maintained by the council. The appointment was made in response to concerns around governance and health and safety of councillors and staff.

## 9. General business

### 9.1 EXECUTIVE RISK UPDATE

The CEO provide the Committee with an update on the executive's consideration and review of key risks. The Committee provided feedback to Council and executive on the consideration of risks still considered high after mitigation and Council's appetite to accept these risks as well as the importance of Council considering its key risks and whether they were aligned with the executive risks.

## 10. Nomination and Recommendation of Committee Chair 2023/2024

The Alpine Shire Council Audit and Risk Committee Charter, V4.0 August 2020, sets out the requirements for the appointment of the Chair of the Audit and Risk Committee.

Section 3.8 of the Charter stipulates that:

*"The chair of the Committee must be an independent member (section 53(4)).*

*The Committee will nominate and recommend a Chair to Council each year.*

*Council will formally appoint the Committee Chair".*

The Chief Executive Officer called for nominations of an independent member to Chair the Audit and Risk Committee for the 2023/2024 financial year.

Member J Young nominated member J Guest who accepted the nomination.

No further nominations were received.

The nominated member will be recommended to Council for appointment.

## 11. Next meeting

The next meeting of the Audit and Risk Committee will be held on Friday 21 July 2023 at 9.00am.

There being no further business, the Chair declared the meeting closed at 11.32am

COUNCIL POLICY

# Procurement

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## DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 089	Status Draft	Approved by Council
Date approved	Next review date December 2024	
Directorate Customer 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	Draft for adoption by Council 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.



## 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 or quote. Impartiality will be maintained in selecting suppliers.

### 3.3 SOCIAL VALUE

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

### 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 or will be available;
- 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.

Commitments which exceed the Chief Executive Officer's financial delegation must be approved by Council.

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.

### 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
>\$80,000-\$200,000	Request for Quotation (RFQ)	RFQ published on Council’s tender website and open to response from any

Procurement Threshold	Purchasing Method	Purchasing Conditions
		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
- Proven monopoly market
- Professional services or supply unsuitable for tendering
- Adverse effect on value for money or public interest
- Novated contracts

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.

## 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

Responsibility	Role / Position
Put in place controls to monitor and enforce adherence to the Procurement Policy and conduct a review at least every two years	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. Officers must ensure that funding is or will be authorised expenditure for staff with procurement responsibilities. Officers must ensure that funding is or will be available prior to raising a purchase order. Procurement of goods or services in excess of an individual officer's limits must be approved by a more senior officer with adequate approval limits. 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. Equity Impact

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

### Related Procedures

- P.89 Procurement Procedure

## 11. Definitions and abbreviations

Term	Meaning
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.
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: <ul style="list-style-type: none"> <li>• Firstly within the municipal boundary</li> <li>• Secondly within municipalities adjacent or near to the municipality</li> <li>• Thirdly within Australia</li> </ul>
Panel	A panel arrangement is a tool for the procurement of goods or services regularly acquired by entities. In a panel arrangement, a number of suppliers are selected, each of which are able to supply identified goods or services to an entity.
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.



Term	Meaning
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.
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 27th day of June  
2023 in the presence of:

---

COUNCILLOR

---

SIGNATURE

---

COUNCILLOR

---

SIGNATURE

---

CHIEF EXECUTIVE OFFICER

---

SIGNATURE

INSTRUMENT OF DELEGATION

**Council to  
Chief Executive Officer**

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June 2023

## 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 **27 June 2023**;
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 27th day of  
June 2023 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. expenditure which Council is, by or under legislation, required to make including:
      - insurance premiums, in which case it must not exceed \$500,000 (excluding GST);
      - 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).
  - 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.



## Informal Meeting of Councillors

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

**Meeting Title:** Briefing Session  
**Date:** Tuesday 30 May 2023  
**Location:** Briefing Session – Bright Committee Room  
**Start Time:** 2.15pm  
**Finish Time:** 5.00pm  
**Chairperson:** Will Jeremy, Chief Executive Officer

### Councillor and staff attendees:

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

### Councillor and staff apologies:

Name	Position

### 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
Acknowledgement of Traditional Owners
Land Development Strategy
Mystic Park Update
Ordinary Council Meeting Agenda Review
Prepare for Ordinary Council Meeting





## Informal Meeting of Councillors

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

**Meeting Title:** Briefing Session  
**Date:** Tuesday 13 June 2023  
**Location:** Briefing Session – Bright Committee Room  
**Start Time:** 2.00pm  
**Finish Time:** 5.00pm  
**Chairperson:** Will Jeremy, Chief Executive Officer

### Councillor and staff attendees:

Name	Position	Name	Position
Cr Simon Kelley	Councillor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Councillor	Helen Havercroft	Director Customer & Community
Cr Sarah Nicholas	Councillor	Alan Rees	Director Assets
Cr Ron Janas	Councillor		

### Councillor and staff apologies:

Name	Position
Cr John Forsyth	Mayor
Cr Tony Keeble	Deputy Mayor
Cr Kelli Prime	Councillor

### **1. Conflict of interest disclosures**

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

N/A

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

N/A

### **3. Items**

<b>Item</b>
Acknowledgement of Traditional Owners
External Draft Budget Hearing Submissions
Budget Submissions
Employee Value Proposition
Residual Greenhouse Gas Offsets discussion



## Informal Meeting of Councillors

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

**Meeting Title:** Briefing Session  
**Date:** Tuesday 20 June 2023  
**Location:** Briefing Session – Bright Committee Room  
**Start Time:** 2.00pm  
**Finish Time:** 3.15pm  
**Chairperson:** Will Jeremy, Chief Executive Officer

### Councillor and staff attendees:

Name	Position	Name	Position
Cr John Forsyth	Mayor	Will Jeremy	Chief Executive Officer
Cr Katarina Hughes	Councillor	Helen Havercroft	Director Customer & Community
Cr Ron Janas	Councillor	Alan Rees	Director Assets

### Councillor and staff apologies:

Name	Position
Cr Tony Keeble	Deputy Mayor
Cr Simon Kelley	Councillor
Cr Sarah Nicholas	Councillor
Cr Kelli Prime	Councillor

### 1. Conflict of interest disclosures

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

N/A

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

N/A

### 3. Items

Item
Acknowledgement of Traditional Owners
2023/24 Budget
Bright Valley Development – Strategic Advisory Services Contract
General business