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Fair Access Policy



Council Policy

1. Purpose

The purpose of this policy is to address known barriers experienced by women, girls, transgender and gender diverse people in accessing and using community sports infrastructure.

2. Scope

This policy applies to employees (including full time, part time, casual employees, agency staff and students). The policy is also applied in the management of contractors, volunteer groups, and consultants of Campaspe Shire Council.

The scope of the Policy is to support Council to take positive action towards achieving gender equity in the access and use of community sports infrastructure. This complies with the Gender Equality Act 2020, Local Government Act 2020 and the Public Health and Wellbeing Act 2008.

The Policy applies to:

- Any policies, programs, communications, and services as they relate to community sports infrastructure.
- All community sports infrastructure managed by Council.
- All community sports infrastructure managed by a Committee of Management on behalf of Council.

3. Policy Statement

Council is committed to progressively build the capacity and capabilities in the identification, and elimination of systematic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

Council will undertake the necessary and proportionate steps towards achieving gender equality in the access and usage of community sports infrastructure. This policy establishes Council's expectation that gender equality is considered and prioritised in all current and future Council recreation planning, policy, service delivery and practice as they relate to community sports infrastructure.

4. Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy is based on the six (6) principles of inclusivity, including full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

The principles supporting this policy are:

1. Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
2. Women and girls fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
3. Women and girls will have equitable access to and use of community sport infrastructure:
 - Of the highest quality available and most convenient
 - At the best and most popular competition and training times and locations
 - To support existing and new participation opportunities, and a variety of sports.
4. Women and girls should be equitably in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

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5. Definitions

Terms and definitions used in this policy include:

Term	Details
Committee of Management (COM)	For the purposes of this document, the Committees of Management are appointed under the Crown Land (Reserves) Act 1978 and responsible for the management of recreation reserves where community sport training and games are held.
Community Sports Infrastructure	Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities and pavilions.
Gender	How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.
Gender Diverse	An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.
Gender Equality	The equal rights, responsibilities and opportunities of women, men, trans and gender diverse people. Equality does not mean that everyone will become the same, but that their rights, responsibilities, and opportunities will not depend on their gender.
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addresses in a manner that rectifies gender related imbalances.
Gender Impact Assessments (GIA)	GIA's are a requirement under the Gender Equality Act 2020 to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.
Regional Sports Assembly (RSA)	Regional Sports Assemblies provide volunteer support, information and training and development opportunities to local clubs in rural and regional Victoria.
Transgender, or trans	Someone whose gender does not only align with the one assigned at birth. Not all trans people will use this term to describe themselves.

6. Acknowledgements

6.1. Traditional Owners

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

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Currency: Documents are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the Campaspe Shire Council website to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.

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Fair Access Policy Action Plan

Action	Principle Addressed	Indicator of success	Partnership
Sporting Infrastructure and Environment			
Audit council owned and managed facilities to ensure safer and more inclusive infrastructure to improve the training and playing experience for women and girls (including change rooms, bathrooms and amenities, sports lighting, car parks, pathways, sensory rooms, prayer rooms etc.)	1,3	Minimum 5 facilities audited within 12 months from policy adoption.	Council Clubs COM
Council to incorporate Fair Access Principles into all future community sport and recreation facility design projects.	1,2,3	Implementation of Fair Access principles in future design projects.	Council
Seek relevant funding and grants to support with upgraded community sport and recreation infrastructure projects.	1	Successful funding applications through applying Fair Access principles.	Council Clubs
Priority is given to Community Grants and Community Equipment Grant applications that promote women's, girls and gender diverse participation.	6	Increased number of applications from clubs applying a gender lens.	Council Clubs
Governance			
Ensure completion of a Gender Impact Assessments for all new or upcoming renewals of any master plans, policies, strategies etc.	1,2,3,4	Reviewed internally by Gender Equity Action Group and externally by relevant associations and clubs.	Council Clubs COM
Continue to build capacity of Active Communities Department to apply a gender lens to business as usual and conduct best practice Gender Impact Assessments.	1,2,3,4	Officers to attend minimum two training sessions per year, facilitated internally or by partners (eg. MAV) to build capability.	Council
Council will support clubs to progress Gender Equity within their clubs through the provision of relevant resources and templates.	5	Increased club capacity through resource sharing and implementation.	Council Clubs
Usage and Allocation			
Review and update Lease and License, User Agreements and Service Level Agreements and incorporate Fair Access Principles where applicable.	5	Agreements reviewed annually to ensure Fair Access principles are being addressed.	Council
Council will encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement equitable access and use practices.	5	Increased acceptance of user groups the Fair Access Principles through resource sharing.	Council Clubs
Active Participation			
Council to assist with associations and clubs in providing training and	2,4	Increased number of women and girls holding	Council Clubs

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mentorship for women and girls to learn about leadership.		leadership positions in associations and clubs.	RSA
Support, promote and or host 'Come and Try' days or sporting activations targeting women, girls and gender diverse groups.	1,2,5	Increased participation through Council communication to broader community.	Councils Clubs
Council will encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement equitable access and use practices by hosting education/information sessions with clubs.	5	Clubs attend minimum of one training session per year, facilitated by Council or partners (eg Regional Sports Assembly, Office for Women in Sport and Recreation).	Council RSA Clubs
Share upskilling opportunities through networks as they arise. Including council social media networks and newsletters.	2,6	Increased participation and acceptance of the Fair Access Principles.	Council Clubs COM RSA
Associations and clubs develop welcoming policies and practices.	2,3,4,5,6	Associations and clubs to develop welcoming policies and practices within 12 months of the Fair Access Policy being adopted.	Clubs

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Draft Election Period Policy 2024



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1. Purpose

This policy has been prepared in accordance with section 69 of the Local Government Act 2020 (Vic) (Act) which requires Council to include an Election Period Policy in its Governance Rules. It sets out the procedures to be applied by Council during the election period and has been developed to ensure that general elections and by-elections are conducted in a manner that is ethical, fair, and equitable, and are publicly perceived as such.

It specifies the procedures intended to prevent Council from making inappropriate decisions, taking inappropriate actions, or using resources inappropriately during the election period. It places limits on public consultation and the scheduling of Council events and puts in place procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

The policy facilitates the continuation of the ordinary business of Council throughout the election period and ensures the authority of an incoming Council is not restricted by decisions to which it may find itself unreasonably bound.

2. Scope

This policy applies to all Council staff, Councillors, and election candidates during the election period (also known as the caretaker period). The election period starts at the time that nominations for the election of Council close (known as nomination day). The election period for the 2024 elections will apply from 24 September 2024 until 6pm on election day, Saturday 26 October 2024, inclusive.

3. Policy Statement

Council is committed to ensuring that general elections and by-elections are conducted in a manner that is ethical, fair, and equitable, and are publicly perceived as such.

4. Principles

4.1 Accountability

This policy facilitates the continuation of Council's ordinary business throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established 'caretaker' conventions.

4.2 Council decision making

In accordance with section 69(2) of the Act, Council is prohibited from making any decision during the election period that:

- (a) Relates to the appointment or remuneration of the CEO, but not to the appointment or remuneration of an Acting CEO.
- (b) Commits the Council to expenditure exceeding one percent (1%) of Council's income from general rates, municipal charges, and service rates and charges in the preceding financial year.
- (c) Council considers could be reasonably deferred until the next Council is in place.
- (d) Council considers should not be made during an election period.

In accordance with section 69(3) of the Act, Council is prohibited from making any decision during the election period for a general election or a by-election that would enable the use of Council resources in a way that is intended to influence, or is likely to influence, voting at the election.

During the election period a Councillor, a Committee of Council, the CEO, or a Council employee acting under delegation will not:

- (a) Approve, amend, or repeal any policy, plan, or strategy, including those contained in or related to The Council Plan which has been adopted by Council; or
- (b) Use their position to influence Council employees, or access Council resources of information, in support of any election campaign or candidacy.

A Council decision made in contravention of the above is invalid under the Act.

Under the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid by virtue of this clause is entitled to compensation for that loss or damage.

4.3 Decisions made under officer delegation

Significant decision-making power is formally delegated to Council staff and the decision of a delegate is 'deemed to be a decision by Council'. Because a delegate's decision is the same as a Council decision, the same constraints apply. Before making any decisions under delegated authority during the election period, Council officers should carefully consider:

- The urgency of the decision – can it be deferred until after the election period?
- The possibility of financial repercussions if the decision is deferred.
- Whether the decision is likely to be controversial.
- Whether the decision is in the best interests of Council and the community.

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from their respective Director in the first instance.

4.4 Election period statement

During the election period, the CEO will ensure that an 'election period statement' is included in every report submitted to Council for a decision. The election period statement will appear at the start of each item listed on the agenda and will take the following form:

This report is being considered during an election period. The recommended decision is not a prohibited decision in accordance with section 69(2) and (3) of the Local Government Act 2020, nor a significant decision within the meaning of Council's Election Period Policy.

OR

This report is being considered during an election period. The recommended decision is not a prohibited decision in accordance with section 69(2) and (3) of the Local Government Act 2020 but has been determined by the CEO to be a significant decision within the meaning of Council's Election Period Policy. An exemption is required for the following reasons (insert reasons for exemption).

In accordance with section 177 of the Act Council may resolve to apply to the Minister for Local Government for a compliance exemption if it is required to make a prohibited decision within the meaning of section 69(2) or 69(3) of the Act.

4.5 Public consultation, meetings, and Council events

4.5.1 Limited public consultation

Council will limit public consultation primarily to any consultation required under the Planning and Environment Act 1987 and matters subject to section 223 of the Local Government Act 2020. Public consultation may also be required in other circumstances to ensure that Council's normal activities are proactively managed. All public consultation will avoid any express or implied links to the election and will only be undertaken with the CEO's prior approval.

4.5.2 Public meetings and Council events

Public meetings and events coordinated by Council will not be held during the election period, unless the meeting or event cannot be rescheduled, and it would negatively impact Council or the community.

Where it is deemed necessary to hold meetings or events during this period, prior approval is required by the CEO (as well as approval for running sheets and speeches). Where Council meetings or events are held during the election period, Councillors and candidates are not permitted to use events and meetings as forums for electioneering purposes and must not distribute election material.

In instances where a Councillor is invited to attend an external event or function in their capacity as a Councillor, roles are restricted to official duties only (where a Councillor would ordinarily perform such duties). These duties must be performed in line with organisational protocols and Councillors must not use these events for the purposes of electioneering. Invitations are 'in the capacity as Councillor' where it is coordinated/received via the Mayor and Councillor Support and when the invitee would not usually be invited in a private capacity.

4.5.3 Council meetings

Council meetings will continue to be open to the public and livestreamed during the election period, however the following adjustments will be made:

- Public question time will be suspended.
- Any questions that may be received will not be read out at the Council meeting and written responses will be provided.

Councillors will limit their discussion during debate to the topic under consideration and will avoid raising electoral matter.

4.6 Use of Council resources for election campaign purposes is prohibited

The use of Council resources including, but not limited to, vehicles, staff, services, property, equipment, stationery, websites, social media, and hospitality for any Federal, State or Council election campaign purposes is prohibited.

A Councillor or Council employee must not use Council resources to print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

Photographs or images paid for by Council or taken by Council staff must not be used in election material by any candidate or incumbent Councillor. This extends to images of Councillors, events, and any Council infrastructure. Equally, candidates are not authorised to use any Council images in connection with their campaign.

Council's logo, letterhead or any other Council branding may not be used for or associated in any way with a candidate's election campaign.

In circumstances where it is unclear if the use of Council resources is related, or may be perceived as being related, to a candidate's election campaign, the use should be referred to the CEO for a determination.

In accordance with section 304 of the Act, a Councillor or Council employee must not use Council resources in a way that is intended to or is likely to affect the result of an election under this Act.

4.7 Use of Council equipment to facilitate normal Councillor duties

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Councillor duties, subject to existing protocols and terms of use.

Councillors must not use Council equipment as a resource to assist with election campaigns. Specifically, Council resources (including but not limited to fleet vehicles, computers, tablets, mobile telephones, offices, IT, meeting rooms, support staff, hospitality services, equipment and stationery) will be used exclusively for normal Council business during the election period and will not be used in connection with any election campaign.

4.8 Councillor Allowance and Reimbursement

Payment of Councillor allowances continues during the election period.

Reimbursement of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Councillor business and not for expenses that support or relate to a candidate's election campaign.

4.9 Access to Council Information and assistance to candidates

Council acknowledges that candidates expect Council to respond to their requests for information that relates to the election. Any such requests will be responded to equitably and as though all candidates have made the same request.

Consequently, all candidates will receive the same information. Incumbent Councillors will continue to receive information that is necessary to fulfil their Council roles. Where information relates to what could be considered an 'election issue' or is not required to fulfil duties as a Councillor, requests will be denied. The CEO's determination in the event of a dispute is final.

All candidates will be treated equally which means that any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. Neither Councillors nor Candidates will receive information or advice from Council employees that may improperly advantage candidates in the elections.

Council will provide candidates with a copy of a Councillor Candidate Information Kit produced by the Victorian Electoral Commission to assist them in running and nominating for Council. Candidates will also be provided with a copy of this policy. It will also be publicly available online.

4.10 Information Request Register

An Information Request Register will be maintained during the election period. Requests for information which require the use of significant Council resources in order to provide a response, or which might be perceived to support an election campaign, will be referred to the CEO for a determination.

4.11 Electoral Material

Electoral material is defined in the Act as an advertisement, handbill, pamphlet or notice that contains electoral matter.

Electoral matter means matter which is intended or likely to affect voting in an election but does not include any electoral material produced for the purposes of conducting an election. The definition is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:

- The election.
- A candidate in the election.
- An issue submitted to, or otherwise before, the voters in connection with the election.

Council employees are prohibited from printing, publishing, or distributing any advertisement, handbill, pamphlet or notice during an election period unless it has been approved by the CEO, their respective Director or the Manager Communications.

The publication of any material containing electoral matter is prohibited unless that material is only about the election process.

Publications which require approval include:

- Brochures, pamphlets, handbills, flyers, magazines, and books.
- Reports (other than agenda papers and minutes).
- Advertisements, newsletters, and notices except newspaper notices of meetings.
- New website material. Councillor contact information will remain available on the website during the election period, but Councillors' profiles will be removed.
- Social media publications including Facebook, Instagram, and Twitter posts.
- Emails with multiple addresses, used for broad communication with the community.
- Mass mail outs or identical letters sent to many people by or on behalf of Council.
- Media releases.
- Material to publicise a function or event.
- Any publication or distribution of speeches.

A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:

- The election.
- A candidate in the election.
- An issue submitted to, or otherwise before, the voters in connection with the election.

Any Council publications printed, published, or distributed during an election period must not include text that promotes Councillors re-standing for election. The Annual Report is not considered to be an advertisement, handbill or pamphlet, however it must not include matter that may be considered electioneering, or publicising attributes or achievement of individual councillors.

4.12 Council branding

No Council logos, letterheads, or other corporate branding will be used for, or linked in any way to, a candidate's election campaign.

4.13 Photographs and images

Photographs and images paid for by Council or taken by Council employees are not to be used in electoral material for any candidate. This includes images of Councillors, Council events and Council owned or maintained infrastructure.

4.14 Council spokesperson

It is recognised that during the election period it may be necessary to release information regarding Council's day-to-day business and events. During the election period the primary spokesperson for Council will be the CEO. Only the CEO or their delegate will speak on behalf of Council on matters relating to the election process. Media releases and speeches issued/delivered by the CEO will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.

During the election period no Council employee may make any public statement that relates to an electoral matter unless prior approval has been obtained by the CEO or their delegate.

4.15 Councillor issued communication

No media advice or assistance may be provided by staff in relation to election campaign matters, or regarding publicity that involves specific Councillors.

Councillors are not permitted to use their position as elected representatives or their access to Council staff and other Council resources to gain media attention in support of their election campaign.

Councillors and other candidates are permitted to issue their own media releases provided they do not use Council resources - including email, logo or any branding, letterhead, or any Council-owned device. Councillors and candidates must make it clear that the views expressed are personal views only, and not the views of Council.

Councillors are not permitted to comment in an official capacity on any issues raised by the media during the election period. Any comments made to the media must be expressed as personal views only and not the views of Council.

Only Councillors in office may use the title of 'Councillor' in electoral material.

Councillors are not permitted to comment in an official capacity in respect of an electoral matter raised on social media during the election period. Nor are they permitted to use social media to respond, as Councillors, to election issues.

Councillors standing for re-election must carefully manage the use of their existing online profiles when utilising social media during the election period. Councillors are encouraged to set up separate accounts, pages, profiles, or presences in their capacity as election candidates.

Council resources (internet access, mobile telephones, Council logos) must not be used in connection with setting up or maintaining any social medial or online presence as candidates.

4.16 Council staff member standing for election

If a Council staff member stands for election as a Councillor for Campaspe Shire Council, they must:

- Take leave to stand for election to the office of Councillor (with leave commencing, at the latest, from the time of nominating as a candidate).
- If elected, resign as a Council staff member immediately upon being declared elected.

If a member of Council staff stands for election as a candidate in a state or federal election, they must:

- Advise the CEO of their candidacy in writing.
- Consider taking a leave of absence from the formal nomination date until election day.
- Seek advice from the Manager Governance and Risk to manage any possible real or perceived conflicts of interest.

4.17 Councillor standing as a candidate in a state or federal election

As soon as practicable after becoming a candidate in a state or federal election, a Councillor must advise the CEO in writing. The CEO will then notify all Councillors in writing as soon as practicable.

A Councillor standing as a candidate in a state or federal election is encouraged to take a leave of absence from the nomination date until Election Day.

If elected in a state or federal election, the Councillor must resign from their position as a Councillor of the Campaspe Shire Council immediately upon being declared elected.

4.18 Election signage

This part of the policy provides guidance in relation to the rules which apply to signage that promotes candidates in an election or relates to election issues.

The content of election signage must meet the requirements for election material under the Act.

4.18.1 Election signage on private land

Election signs are permitted on private land with permission from the owner of the land, without need for a planning permit, provided that:

- It is not located on road reserves - such as road pavement, median strips, traffic signals, electricity poles.
- It is stable and securely fixed to fences or poles on private land, and not attached to trees.
- The advertisement area does not exceed 5 square metres.
- Only one sign is displayed on the land.
- It is not animated or internally illuminated.
- It is not displayed longer than 14 days after the event is held, or three months, whichever is sooner.

4.18.2 Where signs cannot be placed (Council land)

Electoral signs are not permitted on roads, municipal buildings, reserves, or Council land, including any structures such as bus shelters and light poles within road reserves. An electoral sign is a sign which contains information relating to a political candidate or political party, which is being displayed as part of a state, federal or local election campaign.

Definitions are listed below, however in general terms, no electoral advertising is permitted on roads, parkland, or Council property.

No signage can be placed or erected on any Council road or reserve (including parks). This also includes any VicRoads road or reserve.

Mobile billboards (trailer types and signs that are placed in or on a vehicle) are not to be left standing/stationery. This type of signage must be mobile at all times. Vehicles (other than trailers) that are permanently sign written may display signage, provided that they meet parking legislation requirements including time limits.

The *Environment Protection Act 1970* (litter section) prohibits the placing of any form of advertising on the windscreens of vehicles anywhere (including public and private land). Banners and flags are also prohibited and are not to be attached to any fixtures located on any of the roads or reserves.

Council may remove non-compliant signs, where located on Council land, and retain them for collection by the candidate.

4.19 Misuse of position

Councillors are reminded that pursuant to section 123 of the Act, they must not misuse their position to:

- Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person.
- Cause, or attempt to cause, detriment to the Council or another person.

Circumstances that constitute a misuse of position include:

- Making improper use of information acquired as a result of a position held.
- Disclosing information that is confidential.
- Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff.
- Exercising, or purporting to exercise, a power, duty, or function with no authority to do so.
- Using public funds or resources in an improper or unauthorised manner.
- Participating in a decision on a matter in which the person has a conflict of interest.

5. Definitions

Terms and definitions used in this policy include:

Term	Details
Act	Local Government Act 2020
Candidate	A person who has nominated as a candidate for an election under section 256 of the Act.
CEO	Chief Executive Officer
Community consultation	The process in which Council and the municipal community connect with each other to exchange views, ideas and information to inform decisions, build capacity, and strengthen relationships.
Election day	The day of the election determined under section 257 or 260 of the Act.
Election period	The period that starts at the time that nominations close on nomination day and ends at 6pm on election day.
Electoral material	Is defined in the Act as an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.
Electoral matter	Matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election
Nomination day	The last day on which nominations to be a candidate at a Council election may be received.
Significant decisions	Any Council decision, including decisions by members of Council staff acting under delegation, given by Council during an election period for a general election that: May irrevocably commit the incoming Council to substantial expenditure or to other significant actions. May have irrevocable or significant impact on the municipality or a significant section of the community.

6. Acknowledgements**6.1. Traditional Owners**

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples. We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this country. We acknowledge their living culture and their unique role in the life of this region.

Policy Information

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Related Strategic Documents, Policies, or Procedures	Council Plan 2021-2025		
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Approval History: Date:	Reason for review
Click or tap to enter a date.	

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Q2 2023/24 Community Satisfaction Survey Action Update Report

Flourishing local economy				
Flourishing local economy				
#	Major Initiative	Measure	Q2 2023-24 Status	Comment for Council
1	Review the Communications Strategy for relevance, with emphasis on educating the community on what Local Government do, and services provided.	Communications Strategy Review completed and presented to Council for endorsement.	In Progress	New communications strategy under way, inclusive of 4 high level main strategic objectives' recognised and valued brand, review of communications tools for efficient and effective use in educating, engaging and informing community, internal communications are valued and prioritised, and community awareness of local upgrades/projects.
2	Deliver a centralised and consistent branding project to increase visibility of Campaspe's people, services, facilities and activities in collaboration with communication strategy review.	* Campaspe vehicles rebranded inline with communications strategy review recommendations. * Signage audit completed identifying former branding requiring removal. * Project construction site fence screening designed.	In Progress	Design and quotes for branding of Council vehicles has been supplied to Fleet for roll out. Signage Audit is a big piece of work and has been included in work plans for 2024. Additionally, work on a positioning statement for Council and the overall vision will underpin branding and marketing of Council, to be developed in line with a refreshed council plan and updated comms plan.
3	Develop pre-paid postcards for letterbox dropping at the completion of local projects (e.g. local street resheeting) that offer a few tick boxes and free text area for residents to return about how the project was communicated and delivered.	Post cards developed, incorporated in the project management process and rolled out for 5 projects.	In Progress	Refining the end to end process for this to ensure an authentic process for community members engaging in the feedback mechanism. Printed postcards may not be the most effective tool for garnering f/back - exploring a varied approach utilising QR codes and social media, as well as traditional methods of post.
4	Partner with local community champions to celebrate achievements and the benefits to our community from the delivery of projects, services, programs, grants etc.	1 media campaign delivered per month incorporating community champions.	In Progress	We have started running a video reel, one per month of grant recipients, talking about their grant, how it has been used, promoting the grant application process etc. The first was the Plaza Theatre in Kyabram and we have 3 more in the pipeline, the next will be Echuca College, aware of spreading across the shire. We have developed social media graphics taken from the Notes of Appreciation in the council agenda to further promote positive feedback to council. We have also posted many updates via social media and through media releases on projects, programs and initiatives, far exceeding the one per month quota.
5	Commence the delivery of an upgraded Request Management system.	Request Management System upgrade commenced.	In Progress	Vendor agreement has been completed and engagement has commenced for detailed planning and resourcing model.

#	Major Initiative	Measure	Q2 2023-24 Status	Comment for Council
6	Continue to update key technology systems to improve customer interactions, for both external and internal customers.	Transition to CiAnywhere for accounts payable and purchasing.	In Progress	Additional testing and issue resolution for the upgraded Purchasing and Accounts Payable modules are underway for deployment of the application in March 2024.
7	Deliver staff training on the use of the request management system.	* Refresher training on the use of Request Management provided to departments and staff who are identified as requiring this. * New staff who are expected to use Request Management to receive Request Management training within 2 months of commencement.	Completed	Refresher training conducted in Nov/Dec 2023. Training will form part of the induction process for new starters.
8	Deliver customer service training to council staff with technical roles to improve communication and customer interactions, including outlining council's Customer Service Charter delivery promise.	Training delivered.	In Progress	Mechanisms to facilitate this are being reviewed
9	Deliver staff training on IAP2 model with specific focus on the different engagement approaches.	Training delivered.	In Progress	Mechanisms to facilitate this are being reviewed
10	Develop and implement a post service request closure survey to understand the customers journey and opportunities for improvement in the process.	Survey developed, survey rollout plan prepared. Survey implementation completed in accordance with rollout plan.	In Progress	Mechanisms to facilitate this are being reviewed
11	Deliver livestream community information (Q&A) sessions	6 sessions delivered	In Progress	We ran 2 live stream sessions on behalf of Vic SES during the flood event in the week commencing Jan 8, 2024. Both were well subscribed, with council monitoring. Will only utilise live stream for specific events with high community interest to ensure genuine audience participation. We have broadened our EMFM radio spots to include officers and managers as well as Councillors to spread the knowledge of council/ roles/ projects. We also continue to build our own video and social media streams, such as the recent video on correct storm and flood waste disposal as a more convenient alternative to a specific live stream event/time.
12	Review the customer experience journey across key community facing service areas, identifying touch points of weakness and improvement opportunities.	Review completed and reported to ELT.	Not Started	Recruitment of staff and staff being seconded to different departments has hindered this to date. A business case for a Customer Experience Officer has been submitted to address this work.
13	Review community grant funding agreement to incorporate increased recognition and acknowledgment of Council's contribution to supporting the event.	Review completed and reported to ELT.	In Progress	Work to review the grant process has commenced.
14	Investigate options for the establishment of community panels/reference groups and how they may be used to support improved community satisfaction with Council's services and facilities.	Investigation completed, options identified.	Completed	The Municipal Recovery Committee is a blend of agencies and community representation to drive the recovery for Campaspe Shire following the 2022 flood event. The Committee was formed by releasing an EOI which resulted in 4 community members being accepted onto the Committee.

#	Major Initiative	Measure	Q2 2023-24 Status	Comment for Council
15	Increase the public face of the Council through Councillor /Executive community conversations/ listening posts.	20 Sessions held (at least one per ward on a quarterly basis).	In Progress	CEO has offered to be available to any Councillor wishing to host a listening post. CEO & Directors have participated in many meetings with the community, businesses, LG groups and government agencies to lift Campaspe's profile and strengthen relationships. These include but are not limited to: Loddon Campaspe, Murray River and neighboring councils. Vic Pol, RDV, DEECA, DTP, EMV, ERV and NEMA. Hosted a number of forums, seminars and workshops for government departments, authorities, LG support organisations and Ministers. Met with numerous community groups and/or representatives from across the municipality. Met with, advocated for and sought feedback on relevant issues from businesses such as Fonterra, Greenhams, SITEC, Kagome, regional health organisations and more. Hosted meet & greet with businesses and local leaders and executive teams from Echuca & Kyabram with further sessions to be scheduled this year.
16	Complete the Toolleen Axedale Road widening project.	Road widening completed and project closed.	In Progress	Toolleen Axedale Road Widening and Safety Enhancement project been awarded by Council and site works are scheduled to commence in January 2024 per program. Works are expected to be completed late May.
17	Continue stage two of the Rushworth Streetscape renewal project.	Stage 2 works completed and project closed.	In Progress	Rushworth Streetscape Renewal Stage 2 is progressing well and is on schedule. A five-stage approach is being utilised to enable these works to be delivered efficiently and with the least disruption as possible to the community and property owners / traders etc. Stages 1 & 2 are complete, Stage 3 (post office corner) is well advanced and Stage 4 is due to commence mid January.

#	Major Initiative	Measure	Q2 2023-24 Status	Comment for Council
18	Deliver our road resheeting and resealing programs.	Road resheeting and resealing program for 2023/24 completed and project closed.	In Progress	<p>Sealed Roads Resealing Program _PR-100655 This Project is for the renewal of sealed road surfaces and the application of final seals to rehabilitated sealed road pavements across the municipality. This is a scope to budget project. Project carried over with asphalts to be completed. Construction completed - project reconciliation underway.</p> <p>Shire Sealed Road Resurfacing Program _PR-100822: This Project is for the renewal of sealed road surfaces and the application of final seals to rehabilitated sealed road pavements across the municipality. This is a scope to budget project. Construction completed - project reconciliation underway.</p> <p>Gravel road resheeting _PR-100735: Local Roads and Community Infrastructure (Stage 3) funded. Construction completed - project reconciliation underway.</p> <p>Gravel road resheeting _PR-100795: This project is for the renewal of gravel roads within the Campaspe Shire network that have reached intervention condition. Gravel Resheeting 23/24 is underway and progressing to program. PR-100799: Shoulder Resheeting. Works underway and progressing per program.</p>
19	Purchase new plant and equipment, made up of the following, to maintenance of roads and public open spaces: - One grader - Five Utes - Two truck and dog trailers - Tractor and roller - Prime mover and water cart - Fuel cart - Excavator and trailer - Four	New plant and equipment purchased.	In Progress	One ute, the tractor and prime mover have been delivered. All other items have been ordered and are pending delivery between February and May 2024 with the exception of the roller which is being built to order and is anticipated for delivery in November 2024.
20	Review the gravel roads maintenance program to incorporate a "zoned grading" approach and newly purchased plant and equipment for increased efficiency.	Review completed and Council briefed.	Not Started	Commencement of zoned grading was postponed during the Road Management Plan suspension in 2023. An internal review will occur in early 2024 by the Operations Team, with implementation expected to occur by June 2024.
21	Commence review of the Road Management Plan.	Review commenced.	Not Started	<p>Draft Road Management Plan for public exhibition:</p> <p>The Draft will complete to the Executive Leadership Team Review by June 2024 Briefing to Council by June / July 2024 Report to Council in July 2024</p>

#	Major Initiative	Measure	Q2 2023-24 Status	Comment for Council
22	Complete storm water pump well renewal at Colbinabbin and Echuca.	Renewal projects completed at Gamble Court and Mt Terrick.	In Progress	Colbinabbin stormwater pump well project is complete. Echuca (Mt Terrick) pump well has been referred back to engineering as there may be an alternative solution.
23	Complete the Integrated Water Management project at the Echuca Aquatic Reserve drainage basin.	Works at the Echuca Aquatic Reserve completed and project closed.	Completed	The Integrated Water Management project at Aquatic reserve was completed in December 2023. The final acquittal has been submitted to the funding body.
24	Investigate and renew high priority rural drainage culverts in accordance with adopted budget.	Renewal works completed.	In Progress	Staff are completing last years program and plan to have the current year underway in the last quarter.
25	Complete a review of the drainage inspection procedure.	Procedure reviewed and signed by required parties, staff trained and WIS implemented.	Not Started	Review scheduled for commencement by February 2024 and action expected to be completed by 30 June 2024.
26	Complete the construction of Breen Ave Shared User Path (Kyabram).	Construction completed and project closed.	In Progress	Construction works on Breen Ave SUP have commenced though to date these have been limited to land owned and managed by Campaspe Shire Council. The balance of the path work, to be undertaken on land owned by Vic Track and leased to VLine, has been frustrated by the application and approval process which has been imposed on the project and the appointed contractors. Council Officers and the contractor continue to work towards meeting VLine's requirements and are hopeful of being able to start site works again in the 3rd quarter of 23/24.
27	Complete the Rushworth (Waranga) Rail Trail.	Construction completed and project closed.	In Progress	The Waranga (Rushworth Railtrail) has commenced construction with Stage 1, Vegetation Clearance, being completed late 2023. Stage 2 being the asphalt section of the path has been tendered and is under evaluation. The commencement of site work on Stage 2 has been delayed with additional and unforeseen heritage constraints potentially impacting. The outcome of this additional heritage review should be known by Feb'24. Stage 3/4 is the gravel path and bridge remediation works and this is due to be tendered in Feb'24.
28	Undertake a review of the shared path network across the shire.	Review completed and Council briefed.	In Progress	A project plan and scope has been developed. This will include a review of current infrastructure and identification of shared path networks and any key projects. It is expected to commence in February 2024 and be completed by June 2024.
29	Continue to review and update wayfinding signs across the shire.	Review completed and Council briefed on updates required.	In Progress	The Wayfinding strategy was reviewed in 2023 where a total of nine signs were identified from the Wayfinding Strategy for design, supply and installation. A project brief has been drafted to be included as a project in the 10 year capital works program.
30	Commence preliminary investigation and detail design for the Riverboat Dock to Victoria Park shared path.	Project scope and charter submitted.	In Progress	The detailed design of this project has commenced.
31	Complete the construction of the Echuca East Recreation Reserve pump bike track.	Construction completed and project closed.	In Progress	The contract has been awarded with works anticipated to commence in February 2023.

#	Major Initiative	Measure	Q2 2023-24 Status	Comment for Council
32	Renew four existing public toilet facilities.	Construction completed and project closed.	In Progress	Toilets at Rochester, Echuca and Rushworth have been replaced under Local Roads and Community Infrastructure Program Phase 3. Apex Park Echuca will also be completed under LRCI Phase 4 along with a new facility at Colbinabbin.
33	Conduct a review on Council's response during the flood, including community consultation and engagement exercise, with a view to release an open report, with actions attached.	Review completed and reported to Council.	Completed	An internal After Action Review was conducted by ResilientCo and a report was released to Council staff. The report has 62 recommendations for improvements to systems and processes. Immediately following the review sessions, there was an apparent need for mental health support and a session with Dr David Younger, a clinical psychologist was booked for all of staff to attend. A working group has now been formed internally to work through the recommendations of the report and begin implementation. Consultation will be undertaken once the implementation strategy has been formed. Engagement will be critical to ensure community buy in to the strategies, processes and systems needed.
34	Establish a Recovery Hub, for a period of 2 years to ensure Community has access to services and support post floods.	Recovery Hub established and operational.	Completed	Recovery Hub has been established in Rochester, and is operating, servicing residents throughout the municipality. The Hub has seen around 2500 residents attend the Hub through its life span, and has a range of services available, including case work and mental health support. The Recovery Hub houses Council's flood recovery team and plays a pivotal role in supporting community following the 2022 flood event. Council is grateful to the State Government for providing the funds to allow the Council to establish the Hub.
35	Improve Council's internal preparedness to an Emergency, including its Emergency Management Structure, Policies and Procedures.	Preparedness review completed and recommendations reported to Council.	In Progress	Following the After Action Review conducted by ResilientCo, Council has 62 recommendations to work through to improve and strengthen our Emergency Management capabilities. Work has already commenced, with improvements made to the MEMO/MRM roles, and back end systems put in place to ensure we are responsive when required. Council now has a full time Emergency Management practitioner, and is strengthening relationships with service agencies like VicPol, CFA and SES. A working group has been established internally to drive this work forward.
36	Establishment of a Municipal Recovery Committee to guide Recovery, made up of community members and agency staff	Municipal Recovery Committee established.	Completed	Municipal Recovery Committee (MRC) has been established, comprising of agencies, community and Council Officers. An expression of interest was put out, attracting a number of engaged community members who otherwise would have not had an opportunity to contribute to the recovery efforts. The MRCs role is to adopt a recovery plan, which is now being drafted to replace the previous recovery plan, and to steer and guide recovery efforts, as well as raise issues and emerging trends. The recovery committee meets monthly

	Completed
	In Progress
	Not Started
	Needs Attention

Council Plan Action Update Report - Q2 2023-24

Strategic Priority Area:		Flourishing local economy		
Desired Outcome:		Flourishing local economy		
Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
Flourishing local economy	1	Commence the renewal and upgrade project at the Echuca Aerodrome.	In Progress	The Echuca Aerodrome Renewal and Upgrade project was awarded by Council in November 2023 and is on target to commence site works in January 2024 per program. The helipad is phase one of the works the runway upgrades to follow in March / April.
	2	We will undertake construction works at the Victoria Park Boat Ramp, including new retaining wall and accessible ramp.	In Progress	Works to the dry section of the boat ramp commenced in the November with a December completion. Remaining works to the boat ramp should commence in May 2024.
	3	Continue to implement upgrades to the Echuca Holiday Park identified through the master plan	In Progress	Upgrades to the Echuca Holiday Park identified in the master plan have continued. Completed projects include: the Playground and Waterplay (Splash Park) both of which are proving very popular. Three projects are under construction; stage 3 of the Synthetic Sites replacement program, ensuites for the Quad buildings, the Amenities block and 2 Accessible cabins. The cabin refurbishment specification has been completed and will go to tender in February 2024.
	4	Deliver an Echuca and District Livestock Exchange Strategy that will define the priorities and strategic objectives of the service for the future.	In Progress	Work has begun on developing a RFQ for a consultant to undertake the review and strategy. Information on Strategies for Livestock Exchanges from other Councils is being researched to inform scope of the RFQ and potential consultant(s) with the skills and capacity to undertake a review and deliver a strategy.
	5	Implement the Echuca West Precinct Structure Plan to encourage development of additional residential housing in Echuca.	In Progress	The planning department have issued the first permit for subdivision in the Echuca West PSP area. The permit was for 400 lots and will see the first on the ground development within the estate of Yallahah. The application includes a display home centre, open space network and waterway systems all connected through active transport links. A further two applications, to deliver over 2,000 lots are currently under assessment within the planning department. The Echuca PSP area was rezoned for residential development in late 2022 and with the issuing of the first planning permit will provide much needed residential land for the area. A review of the DCP and community infrastructure is also underway with the direction from the Minister as part of the PSP/DCP approval.
	6	Develop and implement the actions from the Economic Development and Tourism Strategy.	In Progress	Council was briefed on 28 November 2023 on the engagement report and provided with an update on the Strategy's progress. At its meeting on 12 December 2023, Council agreed to make the engagement report available to the public and to extend the time for completion of the Strategy to June 2024. Urban Enterprise has been appointed to develop the Strategy and has commenced work.

Strategic Priority Area:		Resilient protected and healthy natural environment		
Desired Outcome:		Resilient protected and healthy natural environment		
Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
Resilient protected and healthy natural environment	7	Complete upgrades to skip bin loading bays at the Colbinabbin, Lockington and Toolleen Resource Recovery Centres.	In Progress	Tender open to construct in accordance with provided detailed design. 12/01/24 - Tender review panel has selected preferred supplier, works to commence shortly and scheduled to be completed by end of April 2024.
	8	Incorporate sustainable water and energy use initiatives into the Victoria Park Multi-purpose building design.	Completed	The design includes a number of water and energy initiatives including but not limited to, solar panels, batteries, rain gardens and water harvesting.
	9	Complete the Integrated Water Management project at the Echuca Aquatic Reserve drainage basin.	Completed	The IWM component of the project was completed in late December 2023.
	10	Develop an action plan for the implementation of the Urban Forest Strategy.	In Progress	Action plan to be developed as part of the Urban Forest Plan (UFP). UFP has been drafted and pending internal reviews will be presented at the March Council Meeting.
	11	Carry out sampling and testing on closed landfills to understand the environmental risks and identify remediation actions if required.	In Progress	2 out of 5 sites have been sampled and are awaiting results. The remaining 3 sites are delayed until insurance issues with DEECA are resolved. 12/01/24 - Insurance issues have been and DEECA have given approval to commence sampling.
	12	Develop an Environmental Sustainability Design framework for Council projects.	Not Started	Integrated planning department to review and determine what is required that would have beneficial outcomes for Council and that aligns with Councils environmental strategy.
	13	Implement actions in accordance with the Domestic Wastewater Management Plan to minimise the impacts of domestic wastewater on human health, the natural environment and local amenity.	In Progress	
	14	Develop an emissions reduction plan to assist in the delivery of Council's Environmental strategy	Not Started	

Strategic Priority Area:		Well planned places		
Desired Outcome:		Well planned places		
Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
Well planned places	15	Complete the Toolleen Axedale Road widening project.	In Progress	Toolleen Axedale Road Widening and Safety Enhancement project been awarded by Council and site works are scheduled to commence in January 2024 per program. Works are expected to be completed late May.
	16	Continue stage two of the Rushworth Streetscape renewal project	In Progress	Rushworth Streetscape Renewal Stage 2 is progressing well and is on schedule. A five-stage approach is being utilised to enable these works to be delivered efficiently and with the least disruption as possible to the community and property owners / traders etc. Stages 1& 2 are complete, Stage 3 (post office corner) is well advanced and Stage 4 is due to commence mid January.
	17	Complete storm water pump renewals at sites in Kyabram and Rochester	In Progress	PR-100810 Shire, Stormwater Pump Renewal Program. The scope of the project has been amended to be an evaluation of all pump sites within the Shire and the production of standardised drawings, specifications and maintenance schedules. The RFQ brief is being finalised and will be put to market late January. Please note the action above will be addressed as part of the broader project.
	18	Complete irrigation renewal projects in parks and gardens within Kyabram, Rochester and Echuca	In Progress	Requests for Quotation sought for all locations, including * Kyabram Service Centre * Mangan St, Tongala * Victoria Park, NRMA Holiday Park & Hopewood Gardens, Echuca Purchase Orders are being raised and works progressing. Renewal projects are on track for completion by the due date.
	19	Complete the Rushworth (Waranga) Rail Trail.	In Progress	The Waranga (Rushworth Railtrail) has commenced construction with Stage 1, Vegetation Clearance, being completed late 2023. Stage 2 being the asphalt section of the path has been tendered and is under evaluation. The commencement of site work on Stage 2 has been delayed with additional and unforeseen heritage constraints potentially impacting. The outcome of this additional heritage review should be known by Feb'24. Stage 3/4 is the gravel path and bridge remediation works and this is due to be tendered in Feb'24.
	20	Finalise the Echuca Aquatic reserve designs and pursue funding opportunities.	In Progress	It is anticipated the design and costings will be completed by the end of January in preparation for seeking grant opportunities.
	21	Finalise the Victoria Park Multi-purpose building design and pursue funding opportunities.	In Progress	The design is in the final stages with a completion date of end of January 2024. Council was successful with the EOJ under the Growing Regions fund and has progressed to a full application to be submitted by the 15 January 2024.
	22	Work with recreation reserve committees of management to identify sustainable infrastructure plans	In Progress	Officers have developed a schedule and commenced communication with the recreation reserve committee.

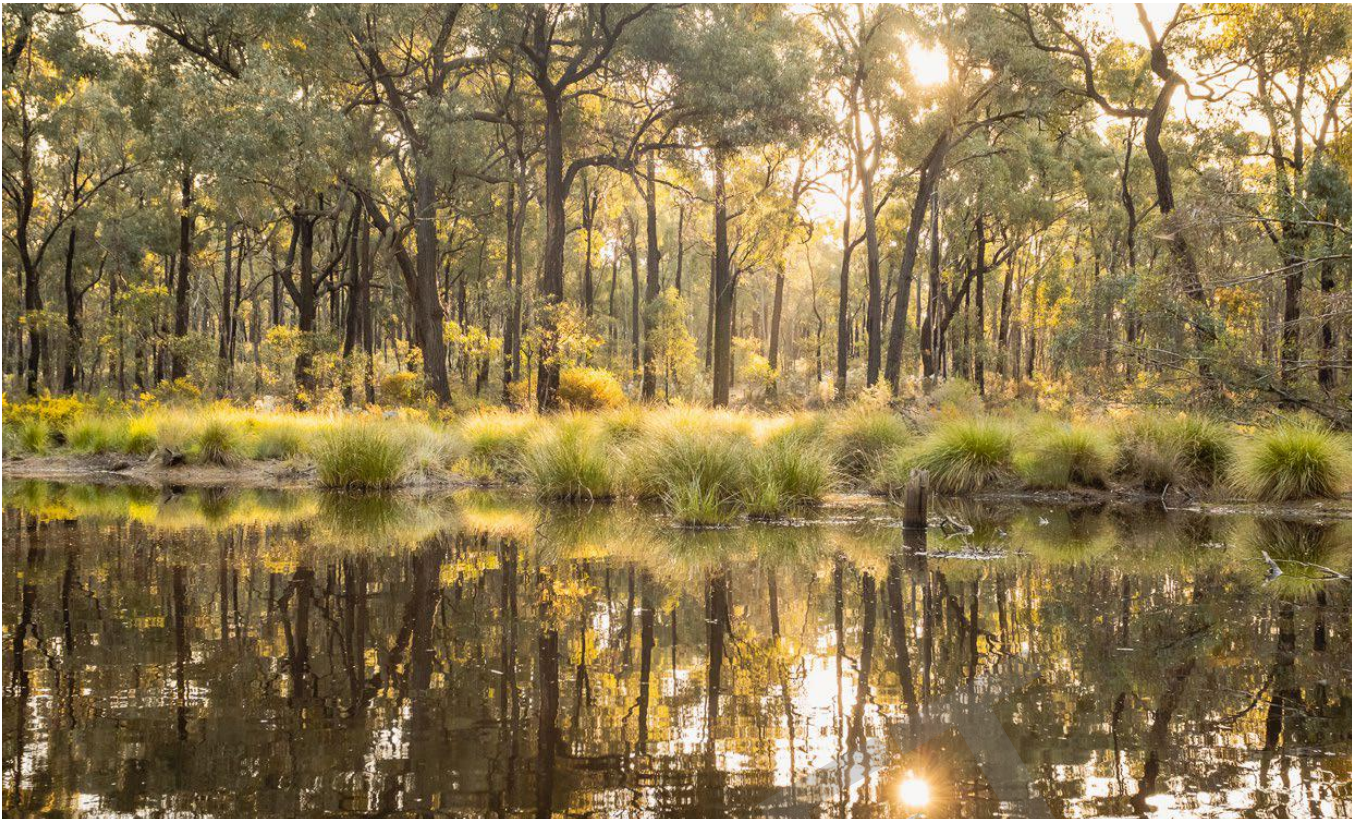
Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
	23	Complete the construction of Breen Ave Shared User Path (Kyabram).	In Progress	Construction works on Breen Ave SUP have commenced though to date these have been limited to land owned and managed by Campaspe Shire Council. The balance of the path work, to be undertaken on land owned by Vic Track and leased to VLine, has been frustrated by the application and approval process which has been imposed on the project and the appointed contractors. Council Officers and the contractor continue to work towards meeting VLine's requirements and are hopeful of being able to start site works again in the 3rd quarter of 23/24.
	24	Undertake a review of the shared path network across the shire.	In Progress	A project plan and scope has been developed. This will include a review of current infrastructure and identification of shared path networks and any key projects. It is expected to commence in February 2024 and be completed by June 2024.
	25	Deliver our road resheeting and resealing programs.	In Progress	<p>Sealed Roads Resealing Program _PR-100655 This Project is for the renewal of sealed road surfaces and the application of final seals to rehabilitated sealed road pavements across the municipality. This is a scope to budget project. Project carried over with asphalts to be completed. Construction completed - project reconciliation underway.</p> <p>Shire Sealed Road Resurfacing Program_PR-100822: This Project is for the renewal of sealed road surfaces and the application of final seals to rehabilitated sealed road pavements across the municipality. This is a scope to budget project. Construction completed - project reconciliation underway.</p> <p>Gravel road resheeting_PR-100735: Local Roads and Community Infrastructure (Stage 3) funded. Construction completed - project reconciliation underway.</p> <p>Gravel road resheeting_PR-100795: This project is for the renewal of gravel roads within the Campaspe Shire network that have reached intervention condition. Gravel Resheeting 23/24 is underway and progressing to program.</p> <p>PR-100799: Shoulder Resheeting. Works underway and progressing per program.</p>
	26	Continue to provide free access to outdoor pools in 2023-24.	Completed	The outdoor pools opened on the 25 November 2023 and are free to the public.
	27	Commence the delivery of an upgraded Request Management system.	In Progress	Vendor agreement has been completed and engagement has commenced for detailed planning and resourcing model.
	28	Purchase new plant and equipment, made up of the following, to maintain roads and public open spaces: - One grader - Five utes - Two truck and dog trailers - Tractor and roller - Prime mover and water cart - Fuel cart - Excavator and trailer - Four trucks	In Progress	One ute, the tractor and prime mover have been delivered. All other items have been ordered and are pending delivery between February and May 2024 with the exception of the roller which is being built to order and is anticipated for delivery in November 2024.
	29	Implement communications media monitoring - to allow electronic monitoring of all media, including social media.	Completed	Subscription to Meltwater commenced July 1, have finalised training and set up of monitoring framework and categories. Have finalised monthly reporting for ELT which is also be placed in the Council portal for Councilor viewing.

Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
Well planned places	30	Continued updating of Information Communications Technology security solutions.	In Progress	Vendor review and solution selection is underway.
	31	Continue to update key technology systems to improve customer interactions, for both external and internal customers.	In Progress	Meetings with internal business areas have commenced and will continue on a regular quarterly basis during the year. From these meetings, opportunities to continue or improve technology are being identified and will be further explored as they develop. Regular visits by IT representatives to council locations (eg. Depots, offices and care facilities) are underway to gather input from front line staff. This input will be captured into a log to be prioritised and further developed.

Strategic Priority Area:		Growing quality of life		
Desired Outcome:		Growing quality of life		
Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
Growing quality of life	32	Deliver a Library Services Strategy that will define the priorities and strategic objectives of the service.	In Progress	Request For Quote for 5 year Strategy drafted ready to be put out by 2nd Feb, with successful consultant to commence 25/3/2024 and completed by 31/8/24.
	33	Deliver stage 2 of the Rochester Early Learning centre redevelopment to meet childcare demand in the Rochester district.	In Progress	Stage 2 commencement has been delayed due to approvals processes. Completion this Financial Year is still anticipated.
	34	Develop a multi-year action plan for the Municipal Early Years Plan 2023-25.	In Progress	2023-24 implementation plan developed in conjunction with the Campaspe Early Years Network. Work will commence Q4 to consider any actions requiring carry over, and to develop the 2024-25 plan.
	35	Work in partnership with the Department of Education to review the Kindergarten Infrastructure and Services Plan, which will define kindergarten infrastructure demand across the municipality.	In Progress	Campaspe Shire Council officers and the Department of Education met in December 2023 to discuss revised demand data supplied by the Department of Education. Localised information about the municipality will be prepared by officers for inclusion in the draft revised KISP document. This process remains live.
	36	Implement actions arising from audits on the cultural safety of Council's Maternal and Child Health and Centre Based Care services.	In Progress	There is significant demand for Cultural Safety audits and Campaspe Shire Council's early years and library services remain on a waiting list at the local level for formal audits to be conducted. In the meantime, services and staff continue to prioritise inclusion principles to work to improve the Cultural Safety of our services and facilities.
	37	Establish an Outdoor pool calendar of events in collaboration with local community groups.	In Progress	Officers are working in collaboration with community groups to deliver a range of activities at the outdoor pools for the season. This includes rotation of the inflatables where possible.
	38	Work with community groups to increase activities at stadiums, including provision of Council run programs for community participation.	In Progress	Officers are working in collaboration with Healthy Lodden Campaspe to activate the three stadiums. It is anticipated that a pilot program will commence in February 2024.

Strategy	#	Major Initiative	Q2 2023-24 Status	Progress Summary
Growing quality of life	39	Complete the renewal and upgrade of the Rushworth Service Centre and Library.	In Progress	We are working towards the Certificate of Occupancy being issued in February 2024, enabling the Centre to be open and fully operational by March 2024.
	40	Implement the Arbovirus program throughout the active season (typically November to March).	In Progress	Council's mosquito program commenced in October 2023 and to date the following has been completed: <ul style="list-style-type: none"> •Minimum of four traps set weekly at 8 locations across the municipality. •Larval treatment and surveillance of mosquito breeding sites across the municipality, particularly in those impacted by floods and high rain fall. •Residual spraying in Gunbower, Echuca and Rochester at public locations and areas where people gather. •Adult spraying at high-risk locations, based on trap numbers. •Plan for spraying prior to community events held on council land.
	41	Develop a Cultural Diversity Plan	Not Started	
	42	Continue to develop Place Based Plans for communities.	In Progress	Rochester: Validation process is in progress. Expecting to have the plan finalized by 30 January 2024. Expecting to seek Council endorsement early 2024. Colbinabbin: Commencing delivery in late 2023, early 2024. Stanhope: delivery is in progress. Rushworth: Plan will be validated in early 2024 prior to Council endorsement. Kyabram: delivery is in progress. Lockington & Echuca will be progressed early 2024.
	43	Develop township facilities plans for Kyabram, Tongala and Colbinabbin	In Progress	Review of methodology and approach being undertaken as part of Integrated planning approach for the municipality.
	44	Increase the contribution made to Department of Energy, Environment and Climate Action (DEECA) halls to \$2,000 per hall.	In Progress	Contributions will be distributed to the halls in the 3rd quarter of the year.
	45	Increase in the Grant Program for Community Houses	Not Started	Officers are currently reviewing the intent of this initiative.
	46	Additional library resources, both books and digital resources	Completed	Additional funding was allocated in the 2023-24 budget. Expenditure is on track for both with all standing order plans for physical and digital items in place, as well as commitment spend on major book suppliers.
47	We will review and update the 10-year Finance Plan	In Progress	The 10 year Finance Plan will be reviewed and updated to reflect the current economic outlook as part of the 2024/25 budget process.	

	Completed
	In Progress
	Not Started
	Needs Attention



Fees and Charges

2024-2025



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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Campaspe Shire Council

Non Statutory

Aerodrome

Aerodrome Fees

Landing fees – per use, per tonne	Y	\$11.20	\$11.20	0.00%
Access fee general – annual fee	Y	\$269.30	\$269.30	0.00%
Access fee commercial – annual	Y	\$403.90	\$403.90	0.00%
Parking fee annual	Y	\$396.00	\$396.00	0.00%

Aerodrome Meeting Room Fees

Room Hire (Inc. kitchenette) 7am – 6pm only	Y	\$15 per hour, to a maximum of \$165 per day Min. Fee excl. GST: \$15.00		
Bond	N	\$190.00	\$190.00	0.00%
Meeting Room hire insurance (public liability if customer does not have current public liability certificate)	Y	\$25.00	\$30.00	20.00%

Animals

Animal Registration Fees

Whole animal	N	\$154.00	\$162.00	5.19%
Sterilised animal	N	\$51.00	\$54.00	5.88%
Concession whole animal	N	\$77.00	\$81.00	5.19%
Concession sterilised animal	N	\$26.00	\$27.00	3.85%
Registration of domestic animal business	N	\$256.00	\$270.00	5.47%
Registration Fee for Foster Carer as per S68H(1) DAA	N	\$60.00	\$60.00	0.00%
Fee to register Foster Carer – Dog – first 12 months S15.4.e.i DAA – no more than 5 dogs or combination of 5 dogs/cats	N	\$8.00	\$8.00	0.00%
Fee to register Foster Carer – Cat – first 12 months S15.4.f.i DAA – no more than 5 cats or combination of 5 cats/dogs	N	\$8.00	\$8.00	0.00%

Animal Shelter

Adoption Fees

Adult dog	N	\$380.00	\$400.00	5.26%
Senior dog 7 years +	N	\$200.00	\$210.00	5.00%
Puppy	N	\$485.00	\$490.00	1.03%
Adult cat	N	\$110.00	\$115.00	4.55%
Senior cat 7 years +	N	\$55.00	\$58.00	5.45%
Kitten	N	\$175.00	\$185.00	5.71%

Reclaim Fees

1st day impound	N	\$59.00	\$62.50	5.93%
Additional days	N	\$37.00	\$39.00	5.41%

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Surrender Fees

Surrender Fees – Canine (within Shire)	N	\$48.50	\$51.50	6.19%
Surrender Fees – Feline (within Shire)	N	\$27.50	\$29.00	5.45%
Microchip Fee – Impounded animal	N	\$50.50	\$53.50	5.94%
Microchip Fee – Private animal	N	\$34.00	\$36.00	5.88%

Aquatic Services

Echuca War Memorial Aquatic Centre

Casual Fees

Pool Adult	Y	\$7.20	\$7.50	4.17%
Pool Adult (concession)	Y	\$5.20	\$5.40	3.85%
Pool Child (Child 5 years and under 18 years of age)	Y	\$5.20	\$5.40	3.85%
Pool Family	Y	\$20.00	\$21.00	5.00%
Swim/Steam	Y	\$10.30	\$10.80	4.85%
Steam Room Only	Y	\$5.00	\$5.20	4.00%
Steam Casual Upgrade	Y	\$3.10	\$3.30	6.45%
10 visit Adult Pool	Y	\$57.60	\$60.00	4.17%
10 Visit Concession Pool	Y	\$41.60	\$43.20	3.85%
10 Visit Child Pool (Child 5 years and under 18 years of age)	Y	\$41.60	\$43.20	3.85%
Carnival Half day (up to 3 hours) *3 lifeguards, nil entry fee, extra lifeguards will be charged if required	Y	\$540.00	\$560.00	3.70%
Carnival Full Day (from 4 to 6 hours)	Y	\$890.00	\$910.00	2.25%
Exclusive use Inflatable hire – per hour	Y	\$174.00	\$180.00	3.45%

Membership Fees (Fortnightly Direct Debit)

Gold Adult	Y	\$45.50	\$46.50	2.20%
Gold Adult Concession	Y	\$38.70	\$39.50	2.07%
Corporate Gold Adult	Y	\$38.70	\$39.50	2.07%
Family Gold	Y	\$88.00	\$92.50	5.11%
Family Gold Concession	Y	\$74.80	\$78.50	4.95%
Pool Adult	Y	\$26.50	\$27.50	3.77%
Pool Adult Concession	Y	\$22.50	\$23.40	4.00%
Corporate Pool Adult	Y	\$22.50	\$23.40	4.00%
Family Pool	Y	\$50.00	\$51.00	2.00%
Family Pool Concession	Y	\$42.50	\$43.40	2.12%
Swim Fit	Y	\$33.00	\$33.00	0.00%

Other Pool Hire Fees

Group Swim Individual Entry (+ Lane Hire if requiring exclusive use of space)	Y	\$4.00	\$4.10	2.50%
Lane Hire per hr General (+ Group Swim Entry for non-members – Max 15 per lane)	Y	\$41.00	\$42.00	2.44%
School Learn To Swim 30 Minute session per school child	N	\$7.70	\$8.00	3.90%
School Learn To Swim 45 Minute session per school child	N	\$11.50	\$12.00	4.35%
School Learn To Swim 60 Minute session per school child	N	\$15.40	\$16.00	3.90%
LTS Group lesson – per 30 min lesson	N	\$16.70	\$17.00	1.80%

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Other Pool Hire Fees [continued]

LTS Private One Lesson (per 30 min lesson)	N	\$46.50	\$47.50	2.15%
LTS Junior Development Squad (per 45 min lesson, previously 30 min lesson)	N	\$25.00	\$25.50	2.00%
School Holiday LTS program	N	\$83.50	\$85.00	1.80%

EWMAC Gym and Group Fitness**Gym and Group Fitness Fees**

Gym – Casual	Y	\$18.50	\$18.50	0.00%
Gym – Casual Concession	Y	\$15.50	\$15.50	0.00%
Group Fitness Class	Y	\$15.50	\$15.50	0.00%
Group Fitness Class – Casual Concession (Water, Fit and Chair Based)	Y	\$13.20	\$13.20	0.00%
Personal Training 1 hr Member	Y	\$74.00	\$75.00	1.35%
Personal Training 1/2 hr Member	Y	\$45.00	\$45.00	0.00%
10 visit Group Fitness	Y	\$124.00	\$124.00	0.00%
5 visit Personal Trainer 1 hour	Y	\$296.00	\$300.00	1.35%
5 visit Personal Trainer 1/2 hour	Y	\$180.00	\$180.00	0.00%
Fitness Session Group Booking (Maximum of 25 participants)	Y	\$138.00	\$140.00	1.45%

Memberships Fees (Fortnightly Direct Debit)

Gym	Y	\$39.50	\$40.50	2.53%
Gym Concession	Y	\$33.50	\$34.50	2.99%
Group Fitness	Y	\$39.50	\$40.50	2.53%
Group Fitness Concession	Y	\$33.50	\$34.50	2.99%
Youth Gym	Y	\$25.50	\$26.00	1.96%
Over 55's	Y	\$31.00	\$33.00	6.45%

Outdoor Pools – Seasonal

Family Day Pass	Y	\$18.50	\$19.50	5.41%
Family Season Pass	Y	\$185.00	\$195.00	5.41%
Casual Adult Pass	Y	\$5.60	\$5.90	5.36%
Adult Season Pass	Y	\$84.00	\$88.50	5.36%
Concession Day pass	Y	\$4.60	\$4.90	6.52%
Child Day Pass (Child 5 years and under 18 years of age)	Y	\$4.60	\$4.90	6.52%
Concession Season Pass	Y	\$69.00	\$73.50	6.52%
Child Season Pass	Y	\$69.00	\$73.50	6.52%

Outdoor Pools Hire Fees

Outside operational hours – per hour hire	Y	\$175.00	\$180.00	2.86%
Carnival Half day (up to 4 hours)	Y	\$540.00	\$560.00	3.70%
Carnival Full Day (from 4 to 6 hours)	Y	\$890.00	\$910.00	2.25%
Inflatable hire – per hour	Y	\$179.00	\$180.00	0.56%

Other Hire Fees

Shower Only	Y	\$5.00	\$5.00	0.00%
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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Other Hire Fees [continued]

Additional staff member per hour	Y	\$58.00	\$60.00	3.45%
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Building and Planning

Building Approval Fees

Domestic Works	Y			By quotation
Commercial Works	Y			By quotation

Other Service Fees

Non-mandatory inspection and addition re-inspection fees	Y	\$255.00	\$269.00	5.49%
Amendment of a domestic building permit	Y	\$300.00	\$317.00	5.67%
Amendment of commercial/industrial building permit	Y	\$700.00	\$738.00	5.43%
Extension of a current domestic building permit	Y	\$345.00	\$364.00	5.51%
Extension of a current commercial/industrial building permit	Y	\$345.00	\$364.00	5.51%
Domestic demolition permit Class 1, 2 and 10 buildings	Y	\$760.00	\$802.00	5.53%
Commercial/industrial demolition permit (minor)	Y	\$1,150.00	\$1,213.00	5.48%
Commercial/industrial demolition permit (major)	Y	\$1,700.00	\$1,792.00	5.41%
Swimming Pool Report/Audit	Y	\$335.00	\$354.00	5.67%
Property information requests Reg 326	Y	\$51.00	\$54.00	5.88%
Property information requests Reg 327	Y	\$51.00	\$54.00	5.88%
Private/public building surveyors lodgement fee	Y	\$131.00	\$139.00	6.11%
Council lodgement fee	Y	\$131.00	\$139.00	6.11%
Request for Report and Consent to proposed Demolition Under Section 29A of the Building Act	Y	\$91.00	\$96.00	5.49%
Council consent and report	Y	\$312.00	\$329.00	5.45%

Building Control

Municipal Building Surveyor (MBS) Approval Fees

Occupancy Permits (POPES) free entry events	Y	\$380.00	\$401.00	5.53%
Temporary Occupancy Permits (TOP) free entry events (marquees, stages, single structure, multiple by quotation)	Y	\$79.00	\$83.50	5.70%
Occupancy Permits (POPES) pay for entry one-off events	Y	\$890.00	\$939.00	5.51%
Occupancy Permits (POPES) pay for entry events (3 year permit)	Y	\$2,000.00	\$2,108.00	5.40%
Temporary Occupancy Permits (TOP) pay for entry events	Y	\$160.00	\$169.00	5.63%
Modification Class 2 – 9	Y	\$400.00	\$422.00	5.50%
Owner Builders Defect Report (Sheds & Pools Only)	Y	\$545.00	\$575.00	5.50%
Retrieval of Council permit file from archives	Y	\$131.00	\$139.00	6.11%
Red Line Plan & Report – liquor licence	Y	\$520.00	\$549.00	5.58%
Building over easements	Y	\$375.00	\$396.00	5.60%

Hourly Rates

Referrals for reporting authority consents (CFA, heritage, water authority, preparation of protection notices or any other building Notice of Orders – MBS)	Y	\$325.00	\$343.00	5.54%
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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Hourly Rates [continued]

Municipal Building Surveyor – For private or municipal building surveyor duties where there is not any other applicable charge	Y	\$325.00	\$343.00	5.54%
Note this is not for general advice which remains free of charge				

Illegal Building Works Fees

Commercial/Industrial illegal building work or work without a building permit (2 times commercial building approval fee as a minimum)	Y		Based on value of works	
Domestic illegal building work or work without a building permit (2 times building approval fee as a minimum)	Y		Based on value of works	

Planning Fees

Extension of time to a permit	Y	\$225.00	\$238.00	5.78%
Second extension of time to a permit	Y	\$500.00	\$528.00	5.60%
Secondary consent under a permit	Y	\$260.00	\$275.00	5.77%
Provision of advice and copies of permit and plans	Y	\$170.00	\$170.00	0.00%

Public Notice Fees

Standard administration fee	Y	\$57.00	\$60.50	6.14%
Advertising Signage	Y	\$57.00	\$60.50	6.14%
Cost per letter sent	Y	\$9.80	\$10.40	6.12%
Newspaper advertisement	Y			At cost

Children's Services

Child Care Fees

Rochester Child Care – daily rate	N	\$107.00	\$116.00	8.41%
Campaspe Child Care – daily rate	N	\$125.00	\$132.00	5.60%

Preschools Fees

Enrolment Fee	N	\$28.00	\$29.00	3.57%
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Community Lease of Council Properties

Minimum Rental (Peppercorn) Charge per annum from	Y	\$0.00	\$110.00	∞
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Casual Hire Fees - Artisans

Facility Hire 1 to 3 days (per period)	Y	\$0.00	\$5.50	∞
Facility Hire 4 to 7 days	Y	\$0.00	\$11.00	∞
Facility Hire 8 to 14 days	Y	\$0.00	\$16.50	∞
Facility Hire 15 to 21 days	Y	\$0.00	\$22.00	∞
Facility Hire up to 3 months	Y	\$0.00	\$27.50	∞
Facility hire 3 months and over - licence agreement to be negotiated with Council	Y		to be negotiated with Council	

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Community Transport

Community Transport Fees

Melbourne from all locations (maximum)	N	\$120.00	\$130.00	8.33%
Bendigo from all locations (maximum)	N	\$60.00	\$60.00	0.00%
Shepparton from all locations (maximum)	N	\$50.00	\$50.00	0.00%

Echuca and District Livestock Exchange

Truck Wash Fees

Truck Wash Per Minute	Y	\$1.50	\$1.55	3.33%
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Yard Due Fees (Per Head)

Cattle	Y	\$14.40	\$15.00	4.17%
Cattle < \$150 including no sale stock	Y	\$6.20	\$10.00	61.29%
Dairy cattle	Y	\$14.40	\$15.00	4.17%
Bulls	Y	\$20.00	\$22.00	10.00%
Cow and calf (Sold as one unit)	Y	\$16.50	\$17.00	3.03%
Cattle sales per agent per sale	Y	\$330.00	\$350.00	6.06%
Cattle transient fee per head (per day) plus feeding (notified)	Y	\$4.60	\$4.60	0.00%
Cattle transient fee per head (per day) plus feeding (unnotified)	Y	\$6.70	\$6.70	0.00%
RFID tags issued post sale (per tag)	Y	\$50.00	\$55.00	10.00%
RFID tags (per head)	Y	\$21.00	\$22.00	4.76%
Office rental (per annum)	Y	\$1,660.00	\$1,700.00	2.41%
Signage – 2,900mm x 1,200mm	Y	\$1,550.00	\$1,550.00	0.00%
Disposal of Stock	Y	\$102.00	\$105.00	2.94%
Agent fee per head	Y	\$1.30	\$1.40	7.69%
Scanning Fee	Y	\$3.00	\$3.00	0.00%

Environmental Health Services

Registered Food Premises Fees - Food Premises

Class 1 – Premises serving high risk foods to high risk customers including hospitals, childcare centres and aged care facilities	Y	\$525.00	\$554.00	5.52%
Class 2A – Premises that are preparing high risk foods and require a third party audit such as manufacturers	Y	\$525.00	\$554.00	5.52%
Class 2B – Premises preparing and serving high risk foods including cafes, restaurants	Y	\$600.00	\$633.00	5.50%
Class 2C – Premises preparing and serving high risk foods on a reduced scale such motels with cooked breakfasts	Y	\$410.00	\$433.00	5.61%
Class 2D – Community groups serving high risk foods	Y	\$74.00	\$78.00	5.41%
Class 2E – Businesses preparing and serving high risk foods from a temporary food premises and that already have a fixed registration	Y	\$74.00	\$78.00	5.41%
Class 3A – Accommodation getaways serving ready to eat foods, including cooked breakfast. Home based businesses that make chutney type products using a hot fill process.	Y	\$364.00	\$384.00	5.49%
Class 3B – Premises that are preparing and serving medium risk foods, high risk pre-packaged foods or low risk unpackaged foods including wineries, water carters and service stations	Y	\$364.00	\$384.00	5.49%

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Registered Food Premises Fees - Food Premises [continued]

Class 3C – Premises that are serving high risk pre-packaged foods or low risk unpackaged foods on a reduced scale such as motels serving continental breakfasts	Y	\$257.00	\$271.00	5.45%
Class 3D – Community groups serving high risk pre-packaged foods and low risk unpackaged foods	Y	\$74.00	\$78.00	5.41%
Class 3D – Businesses preparing and serving high risk pre-packaged foods or low risk unpackaged foods from a temporary food premises and that already have a fixed registration	Y	\$74.00	\$78.00	5.41%
1st additional inspection of non compliant class 1 & 2 premises	Y	\$158.00	\$167.00	5.70%
2nd additional inspection of non compliant class 1 & 2 premises	Y	\$198.00	\$209.00	5.56%
3rd additional inspection of non compliant class 1 & 2 premises	Y	\$237.00	\$250.00	5.49%
4th additional inspection of non compliant class 1 & 2 premises	Y	\$276.00	\$291.00	5.43%
1st additional inspection of non compliant class 3 premises	Y	\$119.00	\$126.00	5.88%
2nd additional inspection of non compliant class 3 premises	Y	\$147.00	\$155.00	5.44%
3rd additional inspection of non compliant class 3 premises	Y	\$177.00	\$187.00	5.65%
4th additional inspection of non compliant class 3 premises	Y	\$206.00	\$218.00	5.83%
Late registration renewal administration charge – charged to premises that have not renewed their registration by the due date and have received at least 1 reminder for application	Y	\$127.00	\$134.00	5.51%
Additional Food Samples – charged to premises following 2 failed food samples when further samples are required	Y	\$140.00	\$148.00	5.71%

New Food Business Fee – Annual Registration Fee Plus 50%

Inspection report request (outside registered premises)	Y	\$177.00	\$187.00	5.65%
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Other Health Act Registration Fees

Accommodation premises – large – fee for accommodation premises that have more than 5 bedrooms such as hotels, motels	Y	\$290.00	\$306.00	5.52%
Accommodation premises – small – fee for accommodation premises that have less than 5 bedrooms such as bed & breakfast	Y	\$188.00	\$199.00	5.85%
Health Act premises (tattooist, hairdressers, skin penetration, swimming pools)	Y	\$161.00	\$170.00	5.59%
Health Act premises Transfer – change of ownership of a registered premises under the Public Health and Wellbeing Act	Y	\$78.00	\$82.50	5.77%
Accommodation Transfer – change of ownership of an accommodation premises under the Public Health and Wellbeing Act	Y	\$181.00	\$191.00	5.52%
Building referral report	Y	\$72.00	\$76.00	5.56%
Building referral inspection	Y	\$146.00	\$154.00	5.48%

Immunisation Services

Immunisation Services Fees

FluQuadri, Afluria (Influenza)	Y	\$30.00	\$30.00	0.00%
IPV Ipol (Polio)	Y	\$78.00	\$78.00	0.00%
Varilrix (Chicken Pox)	Y	\$78.00	\$82.50	5.77%
Havrix (Hepatitis A)	Y	\$88.00	\$91.50	3.98%
Engerix (Hepatitis B)	Y	\$40.00	\$41.50	3.75%
Twinrix (Hepatitis A/B)	Y	\$98.00	\$98.00	0.00%
Boostrix (Diphtheria, tetanus, pertussis)	Y	\$51.00	\$51.00	0.00%

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Immunisation Services Fees [continued]

Priorix (Measles, Mumps, Rubella)	Y	\$52.00	\$52.00	0.00%
Nimenrix (Adult Meningococcal)	Y	\$107.00	\$107.00	0.00%
Gardasil 9 (Human Papilloma Virus – HPV)	Y	\$218.00	\$240.00	10.09%
Bexsero (Meningococcal B childhood)	Y	\$138.00	\$138.00	0.00%
Administration charge for vaccines	Y	\$26.00	\$26.00	0.00%

Library Services

Library Fees

Library bags	Y	\$1.50	\$1.60	6.67%
Replacement card	Y	\$4.80	\$5.00	4.17%
Item replacement processing charge	Y	\$18.00	\$18.00	0.00%
Temporary membership (refundable)	Y	\$60.00	\$60.00	0.00%
Bud Earphones	Y	\$3.50	\$3.50	0.00%

Photocopying & Printing Fees

A4 black & white per page	Y	\$0.20	\$0.20	0.00%
A3 black & white per page	Y	\$0.30	\$0.30	0.00%
A4 colour per page	Y	\$0.65	\$0.65	0.00%
A3 colour per page	Y	\$1.00	\$1.00	0.00%

Library Loan Request Fees

Inter library loans from public libraries	Y	\$5.00	\$5.00	0.00%
Inter library loans from tertiary libraries	Y	\$22.00	\$25.00	13.64%

Hire of Library Meeting Room Fees

Commercial operator, per hour	Y	\$43.00	\$44.00	2.33%
Not for profit organisation (Government funded), per hour	Y	\$19.50	\$20.00	2.56%
Community organisation (non Government funding), per booking	Y	\$13.50	\$14.00	3.70%
After hours bookings access card (refundable)	Y	\$30.00	\$30.00	0.00%

Local Laws

Country Fire Authority Act Fees

Administration fee for failure to comply with a Schedule 15 Fire Prevention Notice	Y	\$246.00	\$246.00	0.00%
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Parking Fees

3 month parking permits	Y	\$417.00	\$440.00	5.52%
12 month Nish & High street car parking permit option	Y	\$1,667.00	\$1,757.00	5.40%
Off street parking per hour	Y	\$1.60	\$1.70	6.25%
On street meter parking per hour	Y	\$1.80	\$1.90	5.56%
Parking infringements – Road Safety Act Section 87(4)	Y	\$87.00	\$92.00	5.75%
Residential Parking Permits – per annum	Y	\$100.00	\$105.00	5.00%
Trade Parking Permits (per bay / per day)	Y	\$10.00	\$10.50	5.00%

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Local Laws Fees

Grazing permit – 3 months	N	\$82.00	\$86.50	5.49%
Goods for sale permit	N	\$164.00	\$173.00	5.49%
Release of Impounded goods – sign	N	\$72.00	\$76.00	5.56%
Release of Impounded goods – general goods	N	\$133.00	\$141.00	6.02%
Inspection of Animal register not more than two animals	N	\$8.50	\$9.00	5.88%
Issue a certificate from domestic animal register, not more than two animals	N	\$15.50	\$16.40	5.81%
Street trading delineation marker – each	N	\$2.00	\$2.20	10.00%
Street trading delineation marker – installation per premise	N	\$50.00	\$53.00	6.00%

Livestock Impoundment Fees

Impoundment fees (max per head)	Y	\$62.00	\$65.50	5.65%
Ranger fee (per hour)	Y	\$77.00	\$81.50	5.84%
Feed costs	Y			At cost
Transport costs	Y			At cost
RFID tags (per head)	Y	\$26.00	\$27.50	5.77%
Use of Council Stock crate (per transport)	Y	\$77.00	\$81.50	5.84%
Small cattle up to yearling (per head)	Y	\$15.50	\$16.40	5.81%
Grown cattle (per head)	Y	\$22.50	\$24.00	6.67%

Miscellaneous

Echuca CBD Flagpole Hire	Y	\$340.00	\$340.00	0.00%
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Freedom of Information (FOI) Fees

Photocopying (other than Black and White) per A4 sheet – FOI requests only	Y	\$0.20	\$0.20	0.00%
Additional access charge may apply in accordance with Section 22 of the Freedom of Information Act and the Freedom of Information (Access Charges) Regulations 2014	Y			On quote

Longitudinal Assets in Road Reserves Fees

Establishment Fees	Y	\$2,000.00	\$2,000.00	0.00%
Annual Fees – per kilometre for stock & domestic and irrigation	Y	\$200.00	\$200.00	0.00%

Public Liability Insurance Fees

Facility Hirers insurance per booking	Y	\$25.00	\$30.00	20.00%
Council performers per booking	Y	\$25.00	\$30.00	20.00%
Council tutors and instructors per booking	Y	\$110.00	\$132.00	20.00%
Artists in council studios per booking	Y	\$110.00	\$132.00	20.00%

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Murray River Moorings

Murray River Moorings Fees

Private mooring annual rental fee – set in accordance with NSW Dept. of Planning, Industry and Environment	Y	\$556.00	\$587.00	5.58%
Terms and conditions of sub-licence apply				
Commercial mooring annual rental fee – determined on minimum market rent set by a licensed valuer	Y		Market rent	
Terms and conditions of a sub-licence apply				
Application for new mooring sub-licence	Y	\$576.00	\$618.00	7.29%
Application for Short term temporary sub licence	Y	\$0.00	\$53.00	∞
Application to revoke/ transfer an existing mooring sub-licence	Y	\$576.00	\$618.00	7.29%
Alteration of particulars of a mooring sub-licence	Y	\$250.00	\$268.00	7.20%
Replacement of mooring sub-licence	Y	\$27.50	\$27.50	0.00%

Quarries

Crushed Concrete Resale (Price Per Tonne) Fees

40mm Crushed Concrete	Y	\$25.30	\$27.00	6.72%
20mm Crushed Concrete	Y	\$25.30	\$27.00	6.72%
Weighing fee	Y	\$15.70	\$16.50	5.10%

Gravel Pits (Price Per Tonne) Fees

65mm crushed rock	Y	\$18.40	\$19.40	5.43%
40mm crushed rock	Y	\$19.10	\$20.50	7.33%
20mm crushed rock	Y	\$19.70	\$21.00	6.60%
Cartage – Cost recovery, based on a per kilometre rate charged by external contractors	Y		***20mm single sized aggregate crushed concrete ***10/14mm single sized aggregate crushed concrete ***product available by prior arrangement and order only	

Mt Scobie Quarry (Price Per Tonne) Fees

75mm road base	Y	\$16.80	\$17.80	5.95%
40mm road base Coarse	Y	\$19.70	\$21.00	6.60%
40mm road base Fine	Y	\$18.40	\$19.40	5.43%
20mm road base	Y	\$20.20	\$21.50	6.44%
200mm road base	Y	\$14.40	\$15.20	5.56%
Spalls	Y	\$19.60	\$21.00	7.14%
40mm crushed rock	Y	\$17.90	\$18.90	5.59%
20mm crushed rock	Y	\$17.90	\$18.90	5.59%
Filling	Y	\$12.30	\$13.00	5.69%
20mm scalping's	Y	\$12.80	\$13.50	5.47%
Receipt of clean waste concrete	Y	\$45.00	\$50.00	11.11%

Nanneella Quarry (Price Per Tonne) Fees

40mm class 4 road base	Y	\$20.20	\$21.50	6.44%
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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Nanneella Quarry (Price Per Tonne) Fees [continued]

20mm class 4 road base	Y	\$20.80	\$22.00	5.77%
75mm road base	Y	\$17.90	\$18.80	5.03%
40mm road base	Y	\$19.70	\$21.00	6.60%
20mm road base	Y	\$20.20	\$21.50	6.44%
40mm crushed rock	Y	\$19.10	\$19.10	0.00%
20mm crushed rock	Y	\$13.30	\$13.30	0.00%
Uncrushed	Y	\$13.90	\$14.60	5.04%
20mm scalping's	Y	\$9.00	\$9.00	0.00%
Weighing fee	Y	\$15.70	\$16.50	5.10%
Fill	Y	\$8.80	\$9.10	3.41%

Shire Halls and Community Facilities

Casual Hire Seniors Hall Hire Not for profit organisation (Government funded), per hour	Y	\$16.00	\$16.00	0.00%
Casual Hire Seniors Hall Hire Community organisation (non Government funding), per hour	Y	\$11.50	\$11.50	0.00%
Regular Hirers (6 bookings of more per financial year) Must be NFP Community Based group	Y	\$8.00	\$8.00	0.00%
All bookings must be confirmed at the one time				

Echuca East Community Facility Fees

Functions (with alcohol)	Y	\$275.00	\$290.00	5.45%
Bond (events with alcohol)	N	\$500.00	\$500.00	0.00%
Training, Conferences – for profit organisations inclusive of kitchen – per day	Y	\$350.00	\$369.00	5.43%
Training, Conferences – not for profit groups inclusive of kitchen – per day	Y	\$100.00	\$106.00	6.00%
General Community Activity inclusive of kitchen – per day	Y	\$100.00	\$106.00	6.00%
Casual hire - per day	Y	\$275.00	\$290.00	5.45%
Casual hire - per hour	Y	\$22.50	\$24.00	6.67%
Hire of kitchen per use – additional charge	Y	\$55.00	\$58.00	5.45%
Hall hire insurance (public liability if customer does not have current public liability certificate)	Y	\$50.00	\$30.00	-40.00%

Shire Halls and Community Facilities Fees

Casual hire - per day	Y	\$200.00	\$200.00	0.00%
Casual hall hire - per hour	N	\$440.00	\$17.00	-96.14%
Bond (for bookings without alcohol)	N	\$210.00	\$210.00	0.00%
Social events (without alcohol) e.g. Concerts, plays, luncheons, bazaars, elections	N	Social events (without alcohol) e.g. Concerts, plays, luncheons, bazaars, elections		
Bond (for bookings involving alcohol)	N	\$430.00	\$440.00	2.33%
Casual Charge per hour (one of Bookings)	Y	\$15.50 per hour, to a maximum of \$190 per 24 hour period Min. Fee excl. GST: \$15.50		
Regular hirers (6 bookings or more per financial year) Must be Not For Profit Community Based group	Y	\$8.00	\$8.50	6.25%
All bookings must be confirmed at the one time				

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Shire Halls and Community Facilities Fees [continued]

Hire of kitchen per use – additional charge	Y	\$35.00	\$37.00	5.71%
Hall hire insurance (public liability if customer does not have current public liability certificate)	Y	\$25.00	\$30.00	20.00%

Sporting and Recreation Reserves

Sporting Reserves Fees

Note - Fees for individual clubs who utilise Victoria Park, Kyabram Recreation Reserve and Echuca South Recreation reserve are based Policy 133 Fees & Charges and the service agreements in place. Fees are subject to the usage data provided by users.

Echuca South Netball Complex Fees

Court Hire – per hour – per court	Y	\$26.50	\$28.00	5.66%
Clubroom – hire per hour	Y	\$25.00	\$26.50	6.00%
Key deposit	N	\$25.00	\$25.00	0.00%

Echuca South Recreation Reserve Fees

Reserve – hire per day	Y	\$510.00	\$510.00	0.00%
Reserve – hire per hour	Y	\$47.00	\$50.00	6.38%
Clubroom & Kitchen – hire per hour	Y	\$25.00	\$26.50	6.00%
Court Hire – per hour – per court	Y	\$26.50	\$28.00	5.66%
Key deposit	N	\$25.00	\$25.00	0.00%

Kyabram Recreation Reserve Fees

Reserve – hire per day	Y	\$510.00	\$510.00	0.00%
Reserve – hire per hour	Y	\$47.00	\$50.00	6.38%
Per Court – hire per hour	Y	\$26.50	\$28.00	5.66%
Key deposit	N	\$25.00	\$25.00	0.00%
Wilf Cox Pavilion Clubroom & Kitchen Hire per Hour	Y	\$25.00	\$26.50	6.00%

Victoria Park Recreation Reserve Fees

Reserve – hire per day	Y	\$510.00	\$510.00	0.00%
Reserve – hire per hour	Y	\$47.00	\$50.00	6.38%
Court Hire – per hour – per court	Y	\$26.50	\$28.00	5.66%
Key deposit	N	\$25.00	\$25.00	0.00%

Stadiums

Echuca Stadium Fees

Multi Purpose Room per hour	Y	\$21.50	\$23.00	6.98%
Court Hire – per hour – per court	Y	\$30.50	\$32.50	6.56%
Casual Sessions – per session – per person (Stadium Facilitated Activation)	Y	\$5.00	\$5.00	0.00%
Casual Sessions – per family – 2 adults and 2 children – per session (Stadium Facilitated Activation)	Y	\$11.00	\$11.50	4.55%
Exhibitions and Special Events (per day)	Y	\$1,155.00	\$1,155.00	0.00%
Bond	N	\$160.00	\$168.00	5.00%

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Kyabram Sports and Entertainment Centre Fees

Multi Purpose Room per hour	Y	\$21.50	\$23.00	6.98%
Court Hire – per hour – per court	Y	\$30.50	\$32.50	6.56%
Casual Sessions – per session (Facility Facilitated Activation)	Y	\$5.00	\$5.00	0.00%
Casual Sessions – per family – 2 adults and 2 children – per session (Stadium Facilitated Activation)	Y	\$11.00	\$11.50	4.55%
Exhibitions and Special Events (per day)	Y	\$715.00	\$715.00	0.00%
Bond	N	\$160.00	\$169.00	5.63%

Tongala Stadium Fees

Court hire per hour	Y	\$30.50	\$32.50	6.56%
Squash court hire per hour	Y	\$15.00	\$16.00	6.67%
Casual Sessions – per person (Stadium Facilitated Activation)	Y	\$5.00	\$5.00	0.00%
Casual Sessions – per family – 2 adults and 2 children (Stadium Facilitated Activation)	Y	\$11.00	\$11.50	4.55%
Exhibitions and Special Events (per day)	Y	\$357.50	\$357.50	0.00%
Bond	N	\$160.00	\$169.00	5.63%
Key deposit	N	\$25.00	\$25.00	0.00%

Waste Services

Clean Tyres Fees – Disposal

Car	Y	\$8.00	\$8.50	6.25%
Light Truck	Y	\$15.50	\$16.00	3.23%
Truck	Y	\$30.50	\$32.00	4.92%
Super Single	Y	\$69.00	\$73.00	5.80%
Tractor small (up to 1.0 metre diameter)	Y	\$143.00	\$151.00	5.59%
Tractor large (1.0 – 2.0 metres diameter)	Y	\$434.50	\$458.00	5.41%
Motorcycle	Y	\$8.00	\$8.50	6.25%
Earthmover small (up to 1.0 metre diameter)	Y	\$229.50	\$242.00	5.45%
Earthmover medium (up to 1.0 – 1.5 metres diameter)	Y	\$573.50	\$604.00	5.32%
Earthmover large (up to 1.5 – 2 metres diameter)	Y	\$1,146.50	\$1,208.00	5.36%

Contaminated Tyres Fees (Dirt and/or Rock Inside Tyre) disposal

Car	Y	\$18.50	\$19.50	5.41%
Light Truck	Y	\$37.00	\$39.00	5.41%
Truck	Y	\$68.50	\$72.00	5.11%
Super Single	Y	\$147.50	\$156.00	5.76%
Tractor small (up to 1.0 metre diameter)	Y	\$343.50	\$362.00	5.39%
Tractor large (1.0 – 2.0 metres diameter)	Y	\$520.00	\$548.00	5.38%
Motorcycle	Y	\$17.00	\$18.00	5.88%
Earthmover small (up to 1.0 metre diameter)	Y	\$551.00	\$581.00	5.44%
Earthmover medium (up to 1.0 – 1.5 metres diameter)	Y	\$1,376.50	\$1,451.00	5.41%
Earthmover large (up to 1.5 – 2 metres diameter)	Y	\$2,752.00	\$2,900.00	5.38%

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Food and Garden Waste Service Fees

Food and Garden Waste Residential – 240 litre	N	\$57.00	\$60.00	5.26%
Food and Garden Waste Commercial – 240 litre	Y	\$62.70	\$66.00	5.26%

Kerbside Waste, Recycling, Food and Garden Services Waste Services Fees

Residential – per year – 80 litre 1 bin – without food and garden bin	N	\$243.00	\$255.00	4.94%
Residential – per year – 80 litre 1 bin – with food and garden bin	N	\$170.00	\$175.00	2.94%
Rural – per year – 80 litre 1 bin – food and garden bin not available	N	\$206.00	\$210.00	1.94%
Residential – per year – 140 litre 1 bin – without food and garden bin	N	\$318.00	\$345.00	8.49%
Residential – per year – 140 litre 1 bin – with food and garden bin	N	\$240.00	\$260.00	8.33%
Rural – per year – 140 litre 1 bin – food and garden bin not available	N	\$269.00	\$285.00	5.95%
Residential – per year – 240 litre 1 bin (6 or more in the family) – without food and garden bin	N	\$539.00	\$585.00	8.53%
Residential – per year – 240 litre 1 bin (6 or more in the family) – with food and garden bin	N	\$435.00	\$472.00	8.51%
Rural – per year – 240 litre 1 bin – food and garden bin not available	N	\$454.00	\$500.00	10.13%
Residential – per year – 240 litre 1 bin (medical condition) – without food and garden bin	N	\$318.00	\$345.00	8.49%
Residential – per year – 240 litre 1 bin (medical condition) – with food and garden bin	N	\$240.00	\$260.00	8.33%
Commercial/Industrial – per year – 80 litre	Y	\$267.30	\$281.00	5.13%
Commercial/Industrial – per year – 140 litre	Y	\$349.80	\$380.00	8.63%
Commercial/Industrial – per year – 240 litre	Y	\$592.90	\$644.00	8.62%

Recycling Services Fees

Residential – per year – 140 litre (elderly residents & units/flats)	N	\$64.00	\$67.00	4.69%
Residential – per year – 240 litre	N	\$64.00	\$67.00	4.69%
Residential – per year – 360 litre	N	\$64.00	\$67.00	4.69%
Commercial/Industrial – per year – 240 litre	Y	\$70.40	\$74.00	5.11%
Commercial/Industrial – per year – 360 litre	Y	\$70.40	\$74.00	5.11%

Transfer Station Fees

Transfer station charges – per cubic metre (general waste)	Y	\$45.00	\$50.00	11.11%
Transfer station charges – per cubic metre (garden organic waste)	Y	\$21.00	\$22.00	4.76%
Refrigerators / Air Conditioners – degassing charge	Y	\$15.00	\$17.00	13.33%
Mattresses – single	Y	\$15.00	\$20.00	33.33%
Mattresses – double, queen, king	Y	\$21.00	\$25.00	19.05%
Clean fill soil – per cubic metre (Echuca and Mt Scobie only)	Y	\$22.00	\$23.00	4.55%
Concrete/brick tipping per cubic metre (Echuca and Mt Scobie only)	Y	\$30.00	\$35.00	16.67%
Gas bottles (household up to 9kgs) and fire extinguishers	Y	\$6.00	\$7.00	16.67%

Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Statutory

Animal Fines (2023/2024 Government Penalty Unit Gazetted)

Registered animal not wearing council ID marker (0.5 of a penalty unit)	N	\$96.00	\$96.00	0.00%
Unregistered animal wearing council ID marker (2 penalty units)	N	\$385.00	\$385.00	0.00%
Person other than owner removing, altering or defacing ID marker (0.5 of a penalty unit)	N	\$96.00	\$96.00	0.00%
Dog or cat on private property after notice served (0.5 of a penalty unit)	N	\$96.00	\$96.00	0.00%
Dog at large or not securely confined to owners premises during daytime (1.5 of a penalty unit)	N	\$288.00	\$288.00	0.00%
Cat at large or not securely confined to owners premises in restricted municipal district (0.5 of a penalty unit)	N	\$96.00	\$96.00	0.00%
Dog or cat creating nuisance (0.5 of a penalty unit)	N	\$96.00	\$96.00	0.00%
Contravening Council order relating to presence of dogs and cats in public places (1 penalty unit)	N	\$192.00	\$192.00	0.00%
Dog at large or not securely confined to owners premises during night time (2 penalty units)	N	\$385.00	\$385.00	0.00%
Greyhound not adequately muzzled or not controlled by chain, cord or leash (1.5 of a penalty unit)	N	\$288.00	\$288.00	0.00%
Not complying with order to abate nuisance (1.5 of a penalty unit)	N	\$288.00	\$288.00	0.00%
Failure to apply to register a dog or cat (2 penalty units)	N	\$385.00	\$385.00	0.00%

Building Records/Information Services

Land information certificates (1.82 fee units)	N	\$28.90	\$28.90	0.00%
Stormwater legal point of discharge fee (9.77 fee units)	N	\$155.34	\$155.34	0.00%
Application for Pool Registration (2.15 fee units)	N	\$34.19	\$34.19	0.00%
Pool information search (3.19 fee units)	N	\$50.72	\$50.72	0.00%
Lodgement of compliance pool certificate (1.38 fee units)	N	\$21.94	\$21.94	0.00%
Lodgement of non-compliance pool certificate (26 fee units)	N	\$413.40	\$413.40	0.00%

Municipal Fire Prevention

Fire Prevention Infringement Notice (CFA Act Section 41D) (10 penalty units)	N	\$1,923.00	\$1,923.00	0.00%
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Parking

Road Safety (General Regulations) Offences Schedule 3 (4)	N	\$85.00	\$85.00	0.00%
Road Safety (General Regulations) Offences Schedule 3 (6) (1 penalty unit)	N	\$192.00	\$192.00	0.00%

Planning Approvals

Amendments to Planning Scheme Fees

Considering a request to amend a planning scheme (206 fee units)	N	\$3,275.40	\$3,275.40	0.00%
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel – Up to 10 submissions (1,021 fee units)	N	\$16,233.90	\$16,233.90	0.00%
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel – 11-20 submissions (2,040 fee units)	N	\$32,436.00	\$32,436.00	0.00%

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Amendments to Planning Scheme Fees [continued]

Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel – More than 20 submissions (2,727 fee units)	N	\$43,359.30	\$43,359.30	0.00%
Adopting an amendment or a part of an amendment in accordance with section 20(4) (270 fee units)	N	\$4,293.00	\$4,293.00	0.00%
Adopting an amendment or a part of an amendment in accordance with section 20A (65 fee units)	N	\$1,034.00	\$1,034.00	0.00%

Caravan Park Fees (3 year registrations, new regulations)

Caravan Park A (17 fee units)	Y	\$270.00	\$270.00	0.00%
Caravan Park B (34 fee units)	Y	\$541.00	\$541.00	0.00%
Caravan Park C (68 fee units)	Y	\$1,081.00	\$1,081.00	0.00%
Caravan Park D (103 fee units)	Y	\$1,638.00	\$1,638.00	0.00%
Caravan Park E (137 fee units)	Y	\$2,178.00	\$2,178.00	0.00%
Caravan Park F (171 fee units)	Y	\$2,719.00	\$2,719.00	0.00%

Freedom of Information (FOI) Fees

Application Fee (2 fee units)	Y	\$32.00	\$31.80	-0.63%
Search Time Charge (1.5 fee units) per hour	Y	\$23.85 per hour or part of an hour Min. Fee excl. GST: \$21.68 Last year fee \$23.00 per hour or part of an hour		
Inspection Supervision Charge (1.5 fee units) per hour	Y	\$23.85 per hour (to be calculated per quarter hour or part of a quarter hour) Min. Fee excl. GST: \$21.68 Last year fee \$23.00 per hour (to be calculated per quarter hour or part of a quarter hour)		
Photocopying (Black and White) per A4 sheet – FOI requests only	Y	\$0.20	\$0.20	0.00%

Onsite Wastewater Permit Fees

Installation, construction or alteration of an onsite wastewater system (48.88 fee units)	Y	\$777.00	\$777.00	0.00%
Minor alteration of an onsite wastewater system (37.25 fee units)	Y	\$592.00	\$592.00	0.00%
Additional time spent over 8.2 hours 6.12 fee units per hour	Y	\$97.00	\$97.00	0.00%
Transfer of an Onsite Wastewater System permit (9.93 fee units)	Y	\$158.00	\$158.00	0.00%
Application to amend an Onsite Wastewater System Permit (10.38 fee units)	Y	\$165.00	\$165.00	0.00%
Application to renew an Onsite Wastewater System Permit (8.31 fee units)	Y	\$132.00	\$132.00	0.00%

Planning Permit Fees – Amendment (classified)

Class 1 – Amendment to change the use of the permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 2 – Amendment to a permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 3 – Amendment to class 2, 3, 4, 5 or 6 permit if < \$10K (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 4 – Amendment to class 2, 3, 4, 5 or 6 permit if > \$10K – < \$100K (42.5 fee units)	N	\$675.75	\$675.75	0.00%

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Planning Permit Fees – Amendment (classified) [continued]

Class 5 – Amendment to class 2, 3, 4, 5 or 6 permit if > \$100K – < \$500K (87 fee units)	N	\$1,383.30	\$1,383.30	0.00%
Class 6 – Amendment to class 2, 3, 4, 5 or 6 permit if > \$500K (94 fee units)	N	\$1,494.60	\$1,494.60	0.00%
Class 7 – Amendment to VicSmart permit if < \$10K (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 8 – Amendment to VicSmart permit if > \$10K (29 fee units)	N	\$461.10	\$461.10	0.00%
Class 9 – Amendment to class 9 permit (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 10 – Amendment to class 10 permit (13.5 fee units)	N	\$1,235.25	\$1,235.25	0.00%
Class 11 – Amendment to class 11 if < \$100K (77.5 fee units)	N	\$1,661.55	\$1,661.55	0.00%
Class 12 – Amendment to class 12, 13, 14, 15 & 16 permit if > \$100K – < \$1M (104.5 fee units)	N	\$3,664.95	\$3,664.95	0.00%
Class 13 – Amendment to class 16 (89 fee units)	N	\$3,664.95	\$3,664.95	0.00%
Class 14 – Amendment to class 17 permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 15 – Amendment to class 18 permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 16 – Amendment to class 19 permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 17 – Amendment to class 20 permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 18 – Amendment to class 21 permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 19 – Amendment to class 22 permit (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%

Planning Permit/Planning Permit Amendment Fees

Combined permit applications	N			Calculation required
The fee for an application for any combination of the classes of application outlined below is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made	N			Calculation required

Planning Permit Fees – Development

Class 1 – Use (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 2 – Single < \$10K (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 3 – Single > \$10K < \$100K (42.5 fee units)	N	\$675.75	\$675.75	0.00%
Class 4 – Single > \$100K < \$500K (87 fee units)	N	\$1,383.30	\$1,383.30	0.00%
Class 5 – Single > \$500K < \$1M (94 fee units)	N	\$1,494.60	\$1,494.60	0.00%
Class 6 – Single > \$1M < \$2M (101 fee units)	N	\$1,605.90	\$1,605.90	0.00%
Class 7 – VicSmart < \$10K (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 8 – VicSmart > \$10K (29 fee units)	N	\$461.10	\$461.10	0.00%
Class 9 – VicSmart Sub (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 10 – VicSmart App'n (other than class 7, 8 or 9) (13.5 fee units)	N	\$214.65	\$214.65	0.00%
Class 11 – Dev < \$100K (77.5 fee units)	N	\$1,232.25	\$1,232.25	0.00%
Class 12 – Dev > \$100K < \$1M (104.5 fee units)	N	\$1,661.55	\$1,661.55	0.00%
Class 13 – Dev > \$1M < \$5M (203.5 fee units)	N	\$3,664.95	\$3,664.95	0.00%
Class 14 – Dev > \$5M < \$15M (587.5 fee units)	N	\$9,341.25	\$9,341.25	0.00%
Class 15 – Dev > \$15M < \$50M (1732.5 fee units)	N	\$27,546.75	\$27,546.75	0.00%
Class 16 – Dev > \$50M (3,894 fee units)	N	\$61,914.60	\$61,914.60	0.00%
Class 17 – Sub Existing (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 18 – Sub 2 lots (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 19 – Realign (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%

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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Planning Permit Fees – Development [continued]

Class 20 – Sub (other than class 17, 18 or 19) (89 fee units)	N		\$1,361.00 per 100 lots created	
Class 21 – Vary Restriction (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
Class 22 – Non defined (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%

Type of Planning Application Fees

To Subdivide an existing building (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
To Subdivide land into two lots (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
To effect a realignment of a common boundary between lots or to consolidate two or more lots (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
To subdivide land other than above types of subdivision (89 fee units)	N		\$1,361.00 per 100 lots created	
To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
To create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or remove a right of way (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
To create, vary or remove an easement other than a right of way; or to vary or remove a condition in the nature of an easement other than a right of way in a Crown grant (89 fee units)	N	\$1,415.10	\$1,415.10	0.00%
To amend an application for a permit after notice has been given	N			40% of fee

Whole Farm Plans Fees

Application for certification of whole farm plans (22 fee units)	N	\$349.80	\$349.80	0.00%
To amend to end an agreement under section 173 of the Act (44.5 fee units)	N	\$707.55	\$707.55	0.00%

Works within a Road Reserve Permit

Municipal Road with Speed Limit Less Than 50kmh Fees

Works conducted on any part of the roadway, shoulder or pathway (23.5 fee units)	N	\$374.00	\$374.00	0.00%
Works not conducted on any part of the roadway, shoulder or pathway (6 fee units)	N	\$95.00	\$95.00	0.00%

Municipal Road with Speed Limit Greater Than 50kmh Fees

Works conducted on any part of the roadway, shoulder or pathway (43.1 fee units)	N	\$685.00	\$685.00	0.00%
Works not conducted on any part of the roadway, shoulder or pathway (23.5 fee units)	N	\$374.00	\$374.00	0.00%

Planning Infringements

Planning Infringement Notice (Private 5 penalty units) per offence under the Planning and Environment Act	N	\$961.55	\$961.55	0.00%
Planning Infringement Notice (Company 10 penalty units) per offence under Planning and Environment Act	N	\$1,923.10	\$1,923.10	0.00%

Planning Subdivisions

Processing an application to certify a plan of subdivision under the Subdivision Act 1988 (11.8 fee units)	N	\$187.62	\$187.62	0.00%
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Name	GST	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (incl. GST)	Increase %
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Planning Subdivisions [continued]

Processing any other application for certification under the Subdivision Act 1988 (11.8 fee units)	N	\$187.62	\$187.62	0.00%
Check Engineering plans	N	0.75% x cost of engineering work		
Engineering Plan prepared by Council	N	3.50% x cost of engineering work		
Supervision of Works	N	2.50% x cost of engineering work		
Certificates of Compliance under section 97N (22 fee units)	N	\$349.80	\$349.80	0.00%
The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or a referral authority (22 fee units)	N	\$349.80	\$349.80	0.00%

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