



**Murrindindi**  
Shire Council

# Scheduled Meeting of Council

## Agenda

Wednesday 26 October 2022  
Virtual Meeting via Zoom  
6:00 PM

## ORDER OF BUSINESS

<b>1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCILLORS' PLEDGE .....</b>	<b>2</b>
<b>2 PROCEDURAL MATTERS .....</b>	<b>2</b>
<b>3 PUBLIC PARTICIPATION .....</b>	<b>3</b>
<b>4 REPORTS - ASSETS AND DEVELOPMENT DIRECTORATE .....</b>	<b>4</b>
4.1 Capital Works Report Quarterly Report - September 2022 .....	4
4.2 Public Open Space Contributions Policy .....	7
<b>5 REPORTS - COMMUNITY ENGAGEMENT DIRECTORATE.....</b>	<b>11</b>
5.1 Municipal Public Health and Wellbeing Plan 2021-25 Year 1 update .....	11
5.2 Grants and Contributions Program - October Allocations.....	14
<b>6 REPORTS - CORPORATE &amp; SHARED SERVICES DIRECTORATE.....</b>	<b>18</b>
6.1 Quarterly Finance Report - September 2022.....	18
6.2 Annual Report 2021/22.....	24
6.3 Procurement Policy - Local Government Act 2020.....	28
<b>7 COUNCILLOR AND CEO REPORTS .....</b>	<b>31</b>
<b>8 RECORD OF COUNCIL BRIEFING SESSIONS.....</b>	<b>32</b>
<b>9 SEALING REGISTER.....</b>	<b>35</b>

## 1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCILLORS' PLEDGE

### 1.1 Acknowledgement of Country

The meeting will be opened with the Mayor reading the following on behalf of the Murrindindi Shire Council:

“Murrindindi Shire Council is proud to acknowledge the Taungurung and Wurundjeri people as the traditional custodians of the land we now call Murrindindi Shire.

We pay our respects to their Elders past, present and emerging, who are the keepers of history, traditions, knowledge and culture of this land.”

### 1.2 Councillors' Pledge

“The Councillors, democratically elected to represent our community as the Murrindindi Shire Council, are committed to working together in the best interests of the people who live in our municipality, those who conduct business here and those who visit.”

## 2 PROCEDURAL MATTERS

### 2.1 Privacy Note

This public meeting is being streamed live via our Facebook page and made available for public access on our website along with the official Minutes of this meeting.

### 2.2 Apologies and Request for Planned Leave

### 2.3 Disclosure of Interest or Conflict of Interest

In accordance with section 130 (1)(a) of the *Local Government Act 2020* Councillors are required to disclose any “conflict of interest” in respect of a matter to be considered at a Council Meeting.

Disclosure must occur immediately before the matter is considered or discussed.

### 2.4 Confirmation of Minutes

Minutes of the Scheduled Meeting of Council held on 28 September 2022.

## RECOMMENDATION

**That Council confirm the minutes of the 28 September 2022 Scheduled Meeting of Council.**

## **2.5 Petitions**

Petitions received will be tabled at the Scheduled Meeting of Council.

## **2.6 Community Recognition**

Council may suspend standing orders to thank and acknowledge particular community achievements.

## **2.7 Matters Deferred from Previous Meeting**

Council may resolve to defer a matter to a future meeting for consideration for various reasons. Where a matter has been previously deferred it will be tabled for consideration under this section.

## **2.8 Urgent Business**

# **3 PUBLIC PARTICIPATION**

## **3.1 Open Forum**

Section 8 of the *Governance Rules 2020* allows for Community Participation in Council Meetings. Open Forum is an opportunity for the general public to present to Council on a matter listed on the Agenda or any other matter.

## **3.2 Questions of Council**

Questions of Council are an opportunity for the general public to submit a question prior to the Scheduled Meeting and receive a response from Council in the Questions of Council time.

## 4 REPORTS - ASSETS AND DEVELOPMENT DIRECTORATE

### 4.1 Capital Works Report Quarterly Report - September 2022

Attachment(s)	Attachment 1 - Capital Works Program Review - September 2022 - Program Financials [4.1.1 - 6 pages] Attachment 2 - Capital Works Program Review - September 2022 - Program Comments [4.1.2 - 8 pages]
Presenter	V Albicini, Director Assets & Development
Approved by	Director Assets & Development
Purpose	For noting

#### Executive Summary

This report provides an update on the 2022/23 Capital Works Program (CWP) for the first quarter of the financial year, from 1 July to 30 September 2022.

#### RECOMMENDATION

**That Council note the quarterly report ending 30 September 2022 on the delivery of the Annual Capital Works Program.**

#### Background

This is the first quarter progress report of the CWP for this financial year. The period of reporting is from 1 July 2022 to 30 September 2022.

The CWP is comprised of those projects endorsed by Council as part of the 2022/23 budget, projects identified for carry forward from the 2021/22 program and any approved projects that have received grant funding during the financial year.

#### Discussion

A general overview of the Capital Work Program delivery status:

For the first quarter reporting of the financial year, most of the projects are currently on track (Green). The other traffic light indicators presented by the attached reports are on hold (Blue), possible carry forward (Yellow) and expected carry forwards (Red). The total number of projects programmed for delivery is 121. 21% of the overall program value has been delivered to date.

	Complete
	On Track
	On Hold
	Possible Carry Forward
	Expected Carry Forward

Key highlights for the Month (non-Level 1 Projects):

- Gravel Road and Sealed Shoulder Resheeting Programs are anticipated to be awarded in November.
- Leckie Park Cricket Nets construction is completed.

- Alexandra Cemetery and Bon Street drainage projects are nearing completion.

A general overview of the Capital Work Program financial position:

Original Budget:	\$18,754,000
Current revised budget:	\$26,739,955
Total Committed:	\$10,249,509
Actual Expenditure:	\$1,845,532

The year-to-date forecast expenditure is \$906,506 indicating that the program is behind schedule however construction for several level 1 has commenced which will increase expenditure by the second quarter.

The predicted Carry Forward is \$1,290,000 which will be monitored and adjusted at the midyear budget review

As of 30 September 2022, anticipated savings that may be returned to Infrastructure Reserves is \$10,206.

The largest expenditures for this quarter are detailed in table 1 below:

Table 1: Primary Quarterly Expenditures

Project	Total Current Expenditure	Status
Alexandra Rotary Park Visitor Activity Precinct	\$209,145	Ongoing
Skyline Road – Upgrade & Sealing - Design	\$193,253	Ongoing
GVRT Art Installation	\$140,500	Ongoing
Leckie Park Cricket Net Upgrades	\$111,169	Complete

### **Review of Level 1 Projects**

Snobs Creek Road Widening, Eildon

This project is being redesigned to a more appropriate road width that minimises impact on the native fauna. Design work to be undertaken to revise design and re tender project early 2023.

Yea Caravan Park Bridge Court Street, Yea

Construction will start in February 2023 to accommodate the Yea Caravan Park operations.

Break O’Day Road Bridge, Glenburn

Construction works impacted by recent floods but works anticipated to commence in November 2022.

Yarck Road Bridge, Gobur

Construction of road approach currently underway. Construction programmed to be completed by late November 2022.

Blue Gums Trail, Eildon

Works to commence before end of October and programmed to be completed by May 2023.

Eildon Reserve Redevelopment, Eildon

Tenders have been advertised for the construction of the splash park, playground, toilets, pathways and associated works. Tenders will close in November 2022.

GVRT (Great Victorian Rail Trail) Art Installation & Signage

Works progressing with some locations of artwork slightly revised to reflect better viewing points.

Alexandra Rotary Park & Visitor Activity Precinct, Alexandra

Works on play equipment are nearing completion. Pump track subgrade underway with surrounding pathways prepared for concrete pours once weather fines up. Works anticipated to be completed by February 2023.

Landfill Capping Design Cell 1A - Alexandra - Stage 1

Design is progressing with initial plans submitted for review by Council officers.

Skyline Road – Upgrade & Sealing, Eildon

Due diligence works completed. Tenders called for functional design works.

Kinglake Glenburn Road – Drainage Upgrade, Kinglake

Review of scope currently underway. Expect to have solution on scope in late October 2022 for redesign.

Street Tree Program - Nature Strip in-fill tree planting of trees to replace/removed

Projects currently being assessed for 2022/23 financial year.

Resource Recovery Centres Relocation / redevelopment, Yea - Pre-feasibility and due diligence investigations

Currently investigation zoning requirements and overall business plan.

Kinglake - Investigation and design for closed landfill rehabilitation

Design completed with Environment Protection Authority (EPA) notification due diligence to be undertaken on old leachate pond.

Kinglake West Pheasant Creek Town Entry Signage

Grant received for installation of town entry signage and landscaping signage surrounds. Consultation on the design to commence later this year

Alexandra Landfill - Cell development and design, Alexandra

Environment Protection Authority have reviewed the design and provided feedback. Feedback is being reviewed by design consultant.

Alexandra Commercial Area – Streetscape Development, Alexandra

Works to commence later this year.

Alexandra Rotary Park Lighting, Alexandra

Design near complete. Lights will be solar powered.

Alexandra Downey Street Carpark Upgrade, Alexandra

Scope will be finalised by late October and tenders will be called in November 2022.

### **Council Plan/Strategies/Policies**

This report supports the following strategies and objectives under the *Council Plan 2021-2025 Beautiful Towns and Rural Settings* pillar:

- “connect our communities through improved roads, footpaths and public transport.”
- “deliver efficient, sustainable land use planning outcomes to enhance liveability, protect our unique rural character and natural beauty, and to enable growth.”
- “to provide fit-for-purpose infrastructure that meets current and future service demands and needs for our community.”
- “provide spaces within our towns that are vibrant, attractive, safe and accessible.”

This report supports the following strategies and objectives under the *Council Plan 2021-2025 Transparency, Inclusion and Accountability* pillar to:

- “to ensure our services, people and systems deliver the best possible outcomes for our communities now and into the future.”
- “ensure Council remains financially sustainable through sound management, forward planning, innovative service delivery and asset consolidation as appropriate.”

### **Relevant Legislation**

*Local Government Act 2020.*

### **Financial Implications and Risk**

There are currently 2 projects at risk for carry forward at this stage which are the Alexandra Landfill Cell Construction (\$3,000,000) as well as the Kinglake Glenburn Road Drainage Upgrade (\$290,000).

The Alexandra Landfill has had the design completed for the cell construction but is awaiting final review from EPA to proceed to tender. It is expected that \$1,000,000 will be carried forward as construction is unlikely to be completed by 30 June 2023.

Kinglake Glenburn Road drainage has some scoping issues and is currently having the design re-evaluated by the project team. This work is likely to be awarded in early 2023 however due to a shortage in reinforced concrete pipe and inclement weather in Kinglake, it is likely the project will not commence until September 2023.

The Yea Caravan Park Bridge has been put on hold until February 2023 when the project will be resumed. It is expected that this bridge will be delivered before the end of the third quarter of this program.

### **Conflict of Interest**

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

### **Community and Stakeholder Consultation**

A community meeting will be held prior to beginning the works on the Break O’Day Road Bridge.

The Yea Caravan Park operators and owners will continue to be informed on the progress of the project and an outcome established prior to the next capital works briefing.

The Marysville Caravan Park operators will be consulted surrounding the construction period of the pool and will be advised that a completion date prior to Christmas will not be possible.



## 4.2 Public Open Space Contributions Policy

Attachment(s)	Attachment 1 - DRAFT - Public Open Space Contributions Policy [4.2.1 - 5 pages]
Presenter	V Albicini, Director Assets & Development
Approved by	Director Assets & Development
Purpose	For decision

### Executive Summary

This report seeks Council's endorsement of the Draft Public Open Space Contributions Policy for the purpose of public consultation prior to its formal adoption by Council at a subsequent Council Meeting.

The Policy provides guidance on the amount and allocation of any monetary funds collected from developers for public open space following the subdivision of land, or if the provision of land is appropriate as a contribution in place of monies.

Once the Policy is formally adopted by Council it is proposed to incorporate the Policy into the Murrindindi Planning Scheme.

### RECOMMENDATION

**That Council release the Draft Public Open Space Contributions Policy for public consultation for a period of one (1) month to seek feedback from the community prior to its formal adoption by Council.**

### Background

The development of this policy was identified as an action in the Council Plan, item 2.2.2 - *develop a Public Open Space Contributions Policy to support development of enhanced and new public open spaces that meets the needs of the community.*

Council's Planning Department performs a statutory function under the *Planning & Environment Act 1987* (P&EA 1987) to consider planning permit applications to subdivide land.

*The Subdivision Act 1988 (SA 1988)* specifies when Public Open Space Contributions (POS) are applied, and how these funds are managed in accordance with the Act.

Murrindindi Shire currently receives POS contributions, however, requires a formal policy to provide guidance for the allocation of any monetary funds collected or if the provision of land is appropriate in place of monies.

The policy seeks to set percentages of contribution of up to a maximum of 5% of the land value as stated within the Subdivision Act.

A Public Open Space Contributions Policy will provide clear guidance for both Council and the community.

The Policy, once formally adopted by Council, will be incorporated into a future Planning Scheme Amendment to form part of the Murrindindi Planning Scheme, providing clear direction for planning permit applicants.

## Discussion

The value of Public Open Space Contributions can be up to 5% of the land value, and Council is able to set percentages for relevant zones which are used for residential, industrial, or commercial purposes.

Currently, Council's Planning department applies the following rates to applications for subdivision of three or more lots:

- Rural Living Zone – 2% POS Contribution
- Low Density Residential Zone – 5% POS Contribution
- Township Zone – 5% POS Contribution
- General Residential Zone – 5% POS Contribution
- Industrial 1 and 2 Zones – 5% POS Contribution

These percentage rates have been included in the Draft Public Open Space Policy.

Council's Financial Reserve Policy includes appendix B which refers to the financial management of POS contributions, however further guidance is provided in the Draft Public Open Space Policy required concerning:

- Alignment with the Recreation and Open Space Strategy
- Provision of useable land for Public Open Space
- How funds can be spent having regard to the *Subdivision Act 1988*
- Responsibilities of individual departments of Council; and
- The sale of Public Open Space.

## Council Plan/Strategies/Policies

This report supports the following strategies and objectives under the *Council Plan 2021-2025 Beautiful Towns and Rural Settings* pillar:

- “to create a better place for our community and visitors to live in harmony with our rural character, natural beauty and heritage”.
- “deliver efficient, sustainable land use planning outcomes to enhance liveability, protect our unique rural character and natural beauty, and to enable growth”.
- “to provide fit-for-purpose infrastructure that meets current and future service demands and needs for our community”.
- “provide spaces within our towns that are vibrant, attractive, safe and accessible”.

## Relevant Legislation

- Murrindindi Planning Scheme.
- *Planning & Environment Act 1987*.
- *Subdivision Act 1988*.

## Financial Implications and Risk

A Public Open Space Policy will provide clear guidance to all readers of the policy, applying percentages to land or money for contribution to public open spaces, ensure compliance with relevant legislation and provide transparency in decision making.

The implementation of this policy addresses the risk associated with potential inadequate acquisition of open space, collection and spending of funds.

**Conflict of Interest**

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

**Community and Stakeholder Consultation**

The scope for community input is limited in relation to this policy due to Public Open Space Contributions being legislated under the Subdivision Act, however, Council can seek comment from the community regarding the percentages Council may apply to applications for subdivision. A consultation process provides an opportunity for the community to be informed of this policy.

External consultation will be as follows:

- Placing the DRAFT Public Open Space Contributions Policy on “The Loop” (Council’s digital engagement platform) for comment, for a period of 30 days.
- Council officers being available to speak to interested parties.
- Collection of submissions for consideration and reporting to Council.

## 5 REPORTS - COMMUNITY ENGAGEMENT DIRECTORATE

### 5.1 Municipal Public Health and Wellbeing Plan 2021-25 Year 1 update

Attachment(s)	Attachment 1 - MPHWP - Year 1 report [5.1.1 - 16 pages]
Presenter	K Siebert, Interim Director Community Engagement
Approved by	Interim Director Community Engagement
Purpose	For noting

#### Executive Summary

This report provides Council with an update on the implementation of the *Municipal Public Health and Wellbeing Plan 2021-25* and the year one progress report.

#### RECOMMENDATION

**That Council note the year one report of the Municipal Public Health and Wellbeing Plan 2021-25.**

#### Background

The *Public Health and Wellbeing Act 2008* stipulates that all local governments in Victoria are required to take responsibility for public health and wellbeing planning on behalf of their community. Every four years, Victorian Councils must develop a Municipal Public Health and Wellbeing Plan (MPHWP), following the election of a new Council. Murrindindi Shire's MPHWP was adopted by Council on 22 September 2021.

The MPHWP is underpinned by a partnership approach, which aims to create effective processes across the community that support objectives focused on delivering long-term positive health outcomes. The following partners deliver upon actions within the MPHWP, collectively known as the Murrindindi Shire Health and Wellbeing Consortium.

- Alexandra District Health
- Yea and District Memorial Hospital
- Nexus Primary Health
- Lower Hume Primary Care Partnership
- Menzies Support Services
- Family Care
- Alexandra HUB
- Yea Community House
- Flowerdale Community House
- Kinglake Ranges Neighbourhood House
- Toolangi Castella District Community House
- Primary Care Connect
- Valley Sport
- Victoria Police
- Central Ranges LLEN
- AFL – Eastern Division
- Victorian Government Department of Health

The MPHWP brings together the key objectives of existing Council policies, plans, strategies and those of external partners to support the delivery of a vast array of health and wellbeing initiatives. Strategies within the MPHWP have been co-designed with partners and are intentionally broad to encompass the changing focus of our partner organisations over the life of the Plan. Council is required to report upon progress of the MPHWP annually with partners and, if appropriate, amend it to ensure the focus areas remain relevant to current health and wellbeing issues.

## **Discussion**

The MPHWP year one progress report (Attachment 1) documents the large volume of work that has been undertaken in the 2021/22 financial year to support the health and wellbeing of people that live, work, study and play in Murrindindi Shire. It captures work that has been completed by Council, by community partners and in collaboration between the two. The following provides some examples of the outcomes achieved over the past 12 months grouped under the four strategic themes of the plan.

### 1. Our Connected Communities

- Council celebrated 55 advocacy days on our social media platforms and ran activities for a further six projects including: International Women's Day, Clean up Australia Day, and International Day of People with a Disability.
- The Goulburn Family Violence Executive Committee met regularly to progress strategic goals including - perpetrator accountability, data, workforce, reform agenda at a local level, and children and young people.
- Family Care, the Kinglake Ranges Children Centre and Council collaborated to deliver PeeP (Parent Early Education Partnership).
- The Lower Hume Prevention Collaborative funded agencies worked with 16 organisations across both Mitchell and Murrindindi shires to deliver 25 initiatives with representatives of Aboriginal people, LGBTQIA+, people with disabilities and CALD communities engaged.
- Community Planning was completed in Eildon in 2022, with 215 participants across 23 events and the community determining six priorities for the future of Eildon.
- Central Ranges Local Learning and Employment Network (CRLLEN) partnered with Council to deliver the 'How Work Works' youth internship program.

### 2. Our Active Environments

- Flowerdale Community House delivered a weekly facilitated walking group from different local locations in Flowerdale and surrounds including Marysville Stevensons Falls and Flowerdale local tracks.
- Council provided free pool entry for the second season, leading to a record 27,011 patrons accessing aquatic facilities during the 2021/22 season.
- The Grow Well Dindi social pages shared 10 healthy eating and active living posts between May and June and reached 2,325 people. Lower Hume Prevention Collaborative partners posted 63 social media posts on healthy eating and active living topics with a total known reach of 60,090.
- Valley Sport provided club support to 8 local sport and recreation clubs assisting them with topics such as COVID recovery, grants, governance and participation.
- A Heat Health information session facilitated by Enliven provided practical tips on how to support community with future impacts of climate change, engaging 20 attendees from Council and community organisations.
- In partnership with the Friends of the Great Victorian Rail Trail and Goulburn Valley Water, Council installed a permanent water station at the Yea Railway Reserve.

### 3. Our Healthy People

- Jabba and Maxine the vaccination buses visited Murrindindi Shire to increase access to Covid-19 vaccination, supported by Alexandra District Health, Yea District Hospital, Goulburn Valley Health and Council.
- Yea Community House and Kinglake Ranges Neighbourhood House continue to support community with the delivery of community gardens, food share and community beehives.
- 1300 Food for Thought booklets providing information on healthy and low-cost food options were distributed across Murrindindi and Mitchell Shires.
- The Lower Hume Prevention Collaborative developed and shared six workshops with neighbourhood houses and libraries on healthy eating, active living and mental health.
- The Goulburn Mental Health and Wellbeing Collaborative hosted a Mental Health and Education forum with over 70 attendees identifying community priorities for mental health support.
- Council distributed 752 low-cost condoms through our vending machines in 4 public toilets across the Shire.

### 4. Our Strong Partnerships

- The Aged and Disability Network supported the Workforce Training Initiative with 27 people attending training opportunities in the sector.
- The Alexandra Community Hub has initiated an L2P reference group to promote the program in the Shire.
- Community Accessibility and Council continue to deliver the Moving Murrindindi transport program, supported by 12 volunteer drivers who delivered 273 individual trips to medical and social appointments and transport hubs.
- The Kinglake Ranges Neighbourhood House and Flowerdale Community House supported the delivery of the Kinglake Conversations project to support future planning for the Kinglake Ranges Community.

#### **Council Plan/Strategies/Policies**

This report supports the *Council Plan 2021-2025 Resilient Communities* strategy to “advocate for improved access to health and community services”.

#### **Relevant Legislation**

*Public Health and Wellbeing Act 2008.*  
*Local Government Act 2020.*

#### **Financial Implications and Risk**

The actions outlined in the MPHWP are delivered within the current level of staff and financial resources of Council and partner agencies. Actions in the 2021-2025 MPHWP that require further Council funding will be considered as part of annual budget preparation including external grant funding where applicable.

#### **Conflict of Interest**

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

#### **Community and Stakeholder Consultation**

Partners who have supported delivery of the MPHWP across 2021-22 have provided input into the Year 1 report. Data has been provided via email, through small group conversations and captured across the 12 months of delivery. Internal Council data has been captured through Year 1 Council Plan reporting.

Substantive community consultation took place throughout the development of the MPHWP in 2021, coordinating with development of the Council Plan 2021-25. Consultation included:

- 'Shaping our Future' community engagement in March/April 2021.
- Four workshops held with The Murrindindi Shire Health and Wellbeing Consortium.
- Seven MPHWP planning information sessions between Council and The Department of Families, Fairness and Housing.
- Four planning sessions with internal Council departments.
- 20 August to 5 September public consultation period.
- 2 September online community engagement session.

## 5.2 Grants and Contributions Program - October Allocations

Attachment(s)	Nil
Presenter	K Siebert, Interim Director Community Engagement
Approved by	Interim Director Community Engagement
Purpose	For decision

### Executive Summary

This purpose of this report is to present Council with the September 2022 Grants and Contributions Program applications and variations for noting and endorsement.

### RECOMMENDATION

That Council:

1. note the following allocations made by the Grants and Contributions Assessment Panel under delegation:

Application	Amount
CPE-22/23-011 – Flowerdale Community House – Community Christmas Lunch	\$700
FR-22/23-010 – Rotary Club of Yea – Race Night	\$595

2. endorse the following allocations recommended by the Grants and Contributions Assessment Panel:

Application	Amount
CPE-22/23-010 – Whittlesea and Kinglake Anglican Church	\$3,500
CS-22/23-003 – Beck Webber – Para Equestrian	\$1,000
ES-21/22-007- Blackburn Cycling Club – 2022 Bayside Skoda Eildon Junior Tour	\$5,000

### Background

The Grants and Contributions Program provides the opportunity for not-for-profit community groups and organisations, social enterprises and businesses to seek funding from Council to support events, activities and projects that align with the *Murrindindi Shire Council 2021-2025 Council Plan*.

The funding streams provided under the program are:

- Fee Reductions (and waivers by exception)
- Quick Response
- Governance, Skills and Capacity Building
- Sponsorships (including eligible individuals)
- Community Projects and Events
- Small and New Tourism Events
- Events of State Significance
- Business Plan Support.

Each stream has its own objectives, eligibility and assessment criteria and can be found in the Program Guidelines on Council's website.

Assessment occurs monthly for Fee Reductions, Quick Response and Governance, Skills and Capacity Building grant streams and in March, July and October for all other streams.

### **Discussion**

Council officers have assessed the following grant applications which include panel-approved grants for noting by Council and grant applications with panel recommendations for decision by Council:

#### Community Projects and Events

##### 1. CPE-22/23-010 – Whittlesea and Kinglake Anglican Church – 100-Year Celebration

The 100-year Celebration of St Peter's Church Kinglake will deliver an open day for all members of community to attend including a lunch, historical presentation, afternoon tea, live entertainment and presentation of current and future assistance for youth programs.

The 100-year celebration event supports current and past community members to reflect on local history and continue the legacy of supporting social wellbeing. The church has a regular attendance of 10-20 people each service and organisers expect over 100 attendees for the event

Recommended for a grant of \$4,535.

##### 2. CPE-22/23-011 – Flowerdale Community House – Community Christmas Lunch

The project will deliver a community Christmas lunch for the communities of Flowerdale, Strath Creek, Junction Hill, Kinglake West, Glenburn and surrounding areas. People have expressed delight in the past of having this opportunity as many are living alone with no family to enjoy a Christmas Lunch. Community lunch with friends and neighbours allows people the opportunity to connect, share and reminisce. This project encourages social reconnection, breaks isolation and allows soft referral into programs and services.

The community Christmas lunch initiative enables connection and belonging for 50+ people within the Flowerdale, Strath Creek, Kinglake West and Glenburn communities. Many participants have identified as living alone with limited social means, and the luncheon provides a healthy meal and human company.

Grant of \$700 approved by Panel.



## Community Sponsorship

### 1. CS-22/23-003 – Beck Webber – Para Equestrian

The sponsorship seeks to support the applicant to continue to represent their community, state and nation as a para equestrian athlete. The applicant holds three Highpoint Championships along with Equestrians with Disabilities 2022 and Victorian AQHA Highpoint Awards. The applicant also trains with Equine Pathways Australia in Para Dressage and is aiming for the 2028 Paralympic Games. They also intend on travelling to the World Championships in the U.S.A. in the later part of 2023.

The applicant demonstrates an inspiring story of motivation and courage from a local Kinglake resident living with a Ultra Rare Disease. Using a passion for para equestrian competition as a vehicle for inspiring sporting pathways for disabled persons and awareness of rare diseases. The applicant profiles a commitment to volunteerism within the Kinglake community and more broadly as a Rare Voices Australia Ambassador.

Recommended for a grant of \$1,000.

## Fee Reductions

### 1. FR-22/23-010 – Rotary Club of Yea – Race Night

The Rotary Club of Yea are seeking a fee waiver for the hire of Yea Shire Hall in order to host a fundraising evening on October 6th to showcase the 2022 Melbourne Cup. Funds generated from the event will be donated towards local community projects.

The applicant has demonstrated that the event will be in the spirit of promoting community connectedness, the event will be well managed by an experienced and well-trusted community organization, the event is well placed to achieve its revenue generating aspirations through ticket sales, the revenue generated will be reinvested into community projects, including the upgrading of the Yea Wetlands

Grant of \$595 approved by Panel.

## Tourism Event Support

### 1. ES-21/22-007 – Blackburn Cycle Club – 2022 Bayside Skoda Eildon Junior Tour

Blackburn Cycling Club are seeking event support funding for an AusCycling sanctioned event of the Victorian Junior Road series, incorporating the AusCycling Victoria Individual Time Trial Series and the Damian MacDonald Memorial Road Race. The event is a cycling Road race event including an individual Time Trial component that caters for all ages and genders. Funding is sought to support the growth of the event over 2 years.

The event aligns strongly with Murrindindi Shire's strength of nature-based assets and encourages visitation to the area. It supports community through the economic benefit the event provides and encourages participation in active recreation for a range of ages and genders. The recommended funding is to provide support to the event for 1 year to assist it to grow and attract further participants.

Recommended for a grant of \$5,000.

### Council Plan/Strategies/Policies

This report supports the following strategies and objectives under the *Council Plan 2021-2025 Growth and Opportunity* pillar:

- to prioritise and promote a culture in which the economy, businesses and community can grow and thrive.
- boost local investment and employment opportunities through activities that encourage businesses, social enterprise, and industry sectors to thrive and grow.
- support and promote our tourism and events sector to boost the economy through increased visitation.

### Relevant Legislation

There are no legislative considerations to this report.

### Financial Implications and Risk

The below financial table shows grant funds allocated to date in this Financial Year:

Grant Stream	October allocations	Previous allocations	Total 22/23
Fee Reductions	\$595	\$1,827.80	\$2,422.80
Governance, Skills and Capacity Building	\$0	\$0	\$0
Quick Response	\$0	\$0	\$0
Community Sponsorship, Projects and Events	\$5,200	\$24,528	\$29,728
Tourism Events	\$5,000	\$0	\$5,000
Business Plan Support	\$0	\$0	\$0
Funds returned to Council	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$10,795</b>	<b>\$26,355.80</b>	<b>\$37,150.80</b>

The indicative total budget of the Grants and Contributions Program for the 22/23 financial year is \$180,000.

### Conflict of Interest

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

### Community and Stakeholder Consultation

No external community or stakeholder consultation was required for this matter.

## 6 REPORTS - CORPORATE & SHARED SERVICES DIRECTORATE

### 6.1 Quarterly Finance Report - September 2022

Attachment(s)	Attachment 1 - Management Statements - September 2022 [6.1.1 - 4 pages]
Presenter	M Chesworth, Director Corporate & Shared Services
Approved by	Director Corporate & Shared Services
Purpose	For decision

#### Executive Summary

This report provides the quarterly financial report for the period ending 30 September 2022. It includes a reconciliation of the carry forward and other quarterly adjustments to the 2022/23 Annual Budget. The Annual Revised Budget forecasts an operating surplus for the year of \$7.64 million, which is an increase of \$3.17 million on the Original Adopted Budget and primarily reflects a significant increase in capital grants.

#### RECOMMENDATION

##### That Council

1. endorse the revised 2022/23 Annual Budget incorporating the carry forward budgets from the 2021/22 financial year and other adjustments for the period ending 30 September 2022, and
2. receive the Quarterly Financial Report to 30 September 2022.

#### Background

The Quarterly Financial Report for the period ended 30 September 2022, is presented for consideration by Council, in accordance with the *Local Government Act 2020* ("the Act").

The report includes the following statements:

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement
- Statement of Capital Works.

#### Discussion

The statements for the first quarter to 30 September 2022 are included in Attachment 6.1.1.

#### Carry Forward Adjustments to 30 September 2022

A priority for preparing the statements for the first quarter of each financial year is to appropriately recognise and adjust for the financial impact of all funds required to be carried forward from the 2021/22 financial year following the finalisation of the annual accounts. This includes items that were budgeted to occur in the 2021/22 financial year that were incomplete or not achieved prior to 30 June 2022, as well as the impact of items that were budgeted to occur from 1 July 2022 onwards, that were in fact recognised in last year's financial statements. These are listed in Table 1 below.

### Other Budget Adjustments to 30 September 2022

In addition to the carry forwards, a number of other budget adjustments since 1 July 2022 are listed in Table 1 below. These adjustments relate to new grant funded projects.

Table 1 provides a reconciliation between Council's adopted budget 2022/23, carry forward amounts from 2021/22 and other budget adjustments.

**Table 1**

#### Reconciliation of 2022/23 revised budget adjustments September Quarter

Description	Type	2022/23 Operating Account \$	2022/23 Capital Account \$
Adopted Operating Budget Surplus 2021/22		4,461,607	
Adopted Capital Expenditure Budget 2021/22			18,754,000
Carry forward Capital amounts presented to Council's August 2022 Scheduled Council Meeting			7,806,419
<b>Additional Capital Related Carry Forwards</b>			
GVRT Art Installation and Signage	Expenditure		(49,798)
Skyline-Maintongoon-Sonnberg Roads Sealing	Expenditure		(159,874)
Marysville Caravan Park - Capital Renewal	Expenditure		49,940
<b>Grant Funded Operational Carry Forwards</b>			
RV Feasibility Study Yea RRC	Income	10,000	
Transfer Station Upgrade Fund	Income	123,222	
Yea Cemetery Project	Income	99,300	
Local Road an Community Infrastructure Program	Income	108,327	
Local Road and Community Infra Prog. Phase 2	Income	721,868	
DITRDC Heavy Vehicle	Income	75,650	
DITRDC Bridge Renewal (BRP5)	Income	2,015,800	
Alexandra Youth Precinct Development Stage 1	Income	224,718	
Blue Gums to Eildon Rail Trail	Income	439,022	
Alexandra Pathway Connections	Income	5,000	
VGO CCGr3 Marysville Caravan Park	Income	49,940	
Yea Caravan Park Bridge - Cont G V Water	Income	150,000	
Rural Councils ICT Program	Income	14,708	
Women Building Surveyors Program	Income	(4,122)	
Roads to Recovery Program	Income	(48,403)	
GVRT Art Installation and Signage	Income	(49,798)	
Grant 982 RV Feasibility Study Yea RRC	Expenditure	(2,425)	
Eildon Boat Ramp - Fee Abolishment	Expenditure	(23,982)	
COVID Relief Program	Expenditure	(15,000)	
LG Business Concierge & Hospitality Prog	Expenditure	(28,288)	
Women Building Surveyors Program	Expenditure	4,122	
Streamlining for Growth	Expenditure	(23,792)	

Description	Type	2022/23 Operating Account \$	2022/23 Capital Account \$
Yea Cemetery Project	Expenditure	(99,300)	
COVIDSafe Outdoor Activation Fund 2021	Expenditure	(118,088)	
Covid-19 CASI	Expenditure	(9,932)	
Maternal & Child Health	Expenditure	(17,500)	
Kindergarten Central Enrolment Project	Expenditure	(1,717)	
FDC Educator Incentive	Expenditure	(17,056)	
MAV 16 Days Activism Against Gender Violence	Expenditure	(2,050)	
3 Year Old Kinder Capacity Ass	Expenditure	(6,576)	
Engage - Youth Participation & Resilience Project	Expenditure	(28,406)	
Engage - Youth Resilience Activities	Expenditure	(15,508)	
Free from Violence Local Gov Program	Expenditure	(81,000)	
Rural Councils ICT Program	Expenditure	(14,708)	
<b>Council Funded Operational Carry Forwards</b>			
Recreation Strategy Implementation	Expenditure	(20,924)	
Reconciliation Action Plan	Expenditure	(8,000)	
Communications Strategy	Expenditure	(4,090)	
Business Recovery Plan	Expenditure	(5,277)	
IM Archiving	Expenditure	(7,726)	
Initiation - Council Plan Environmental Activities	Expenditure	(7,749)	
North East Region IWM Contribution	Expenditure	(10,000)	
Mobile CCTV Cameras	Expenditure	(10,000)	
Emergency Services - Relief Centre Equipment	Expenditure	(5,729)	
KELC - Security Cameras & Panic Button System	Expenditure	(7,000)	
YWDC - Heating & Cooling Unit Installation	Expenditure	(5,600)	
Thornton Recreation Reserve Master Plan	Expenditure	(17,158)	
Community Recovery Plan	Expenditure	(5,000)	
Business & Community Grants Program	Expenditure	(23,624)	
Digital Futures	Expenditure	(70,754)	
Computer System Operating	Expenditure	(51,873)	
<b>Asset Disposal Related Items</b>			
Sale of Major Plant & Machinery	Income	350,627	
Sale of Passenger Vehicles	Income	332,137	
Plant & Equipment sold - carrying amount	Expenditure	(682,764)	
<b>New Grants and Related Expenditures</b>			
Murrindindi Forestry Transition Plan	Expenditure	(400,000)	
Kerbside Transition Planning	Expenditure	(45,074)	
Leaping into Resilience PACLS000412	Expenditure	(452,400)	
GRVT - Taungurung Signage	Expenditure	(12,710)	
DELWP - SSF Shared ESD Advisor	Expenditure	(105,986)	

	<b>Description</b>	<b>Type</b>	<b>2022/23 Operating Account \$</b>	<b>2022/23 Capital Account \$</b>
	Rubicon Village Waste Water	Expenditure	(121,880)	
	Regional Marketing & Promotions - Gravel Cycling Photography	Expenditure	(5,000)	
	Regional Marketing & Promotions - GVRT - Art Process Documentation	Expenditure	(35,000)	
	Murrindindi Forestry Transition Plan	Income	400,000	
	Kerbside Transition Planning	Income	45,074	
	Leaping into Resilience PACLS000412	Income	452,400	
	GRVT - Taungurung Signage	Income	12,710	
	DELWP - SSF Shared ESD Advisor	Income	105,986	
	Rubicon Village Waste Water	Income	121,880	
	Regional Marketing & Promotions - Recoup of fees	Income	40,000	
	<b>Revised Budget as at 30th September 2022</b>		<b>7,635,129</b>	<b>26,400,687</b>

Budget Comparison September Year to Date.

The adjustments identified in Table 1 have been incorporated into the revised 2022/23 annual budget, including a revised set of financial statements as attached in Attachment 6.1.1.

### Income Statement (Statement A)

The Income Statement for the period 1 July 2022 to 30 September 2022 is presented below (and in Attachment 6.1.1):

Murrindindi Shire Council							
Income Statement							
For the period ended 30th September 2022							
	NOTE	Original Budget	Annual Revised Budget	YTD Budgets	Actual	YTD Budget V Actual Variance	
		2022/23	2022/23	30/09/2022	2022/23	2022/23	2022/23
		\$	\$	\$	\$	\$	%
<b>Revenue</b>							
Rates & Charges		22,676,485	22,676,485	22,563,034	22,568,244	5,210	0%
Statutory fees and fines	1	1,453,404	1,453,404	308,994	279,199	(29,795)	-10%
User fees		1,374,272	1,414,272	288,130	310,317	22,187	8%
Grants - Operating	2	6,648,080	7,749,357	1,641,827	1,575,960	(65,867)	-4%
Grants -Capital		7,730,014	11,395,360	5,808,595	5,801,672	(6,923)	0%
Contributions - Cash		451,929	659,288	57,359	61,231	3,872	7%
Contributions - Non Cash		600,000	600,000	-	-	-	0%
Reimbursements		288,814	388,114	64,062	54,903	(9,159)	-14%
Other revenue	3	891,040	891,040	124,176	169,481	45,305	36%
<b>Total Revenue</b>		<b>42,114,038</b>	<b>47,227,320</b>	<b>30,856,177</b>	<b>30,821,007</b>	<b>(35,170)</b>	<b>0%</b>
<b>Expenses</b>							
Employee Benefits	4	16,537,797	17,479,678	3,871,386	3,257,573	613,813	16%
Materials and Services	5	11,607,409	12,605,287	3,608,416	3,152,975	455,441	13%
Depreciation and amortisation		8,406,625	8,406,625	-	-	-	0%
Bad and Doubtful Debts		-	-	-	-	-	0%
Other Expense	6	500,600	500,600	44,431	61,371	(16,940)	-38%
<b>Total Expenses</b>		<b>37,052,431</b>	<b>38,992,190</b>	<b>7,524,233</b>	<b>6,471,919</b>	<b>1,052,314</b>	<b>14%</b>
Net gain/(loss) on disposal of property, infrastructure, plant and equipment.	7	(600,000)	(600,000)	113,654	291,318	177,664	156%
<b>Surplus (deficit) for the period</b>		<b>4,461,607</b>	<b>7,635,130</b>	<b>23,445,598</b>	<b>24,640,406</b>	<b>1,194,808</b>	<b>5%</b>

The Annual Revised Budget shows an operating surplus for the year of \$7.64 million, which is an increase of \$3.17 million on the Original Adopted Budget and primarily reflects a significant increase in capital grants, either received late in last financial year and carried forward or received this quarter. The Operating Surplus funds the current year's Capital Works program.

The \$24.64 million operating result for the September 2022 quarter is \$1.19 million favourable compared to the Year to Date Budget. Revenue is on budget. The variance is due to lower than anticipated expenditure on employee benefits and materials and services as shown below in Table 2.

**Table 2**

Major year to date variances for the quarter:

Note	Line item	Result	Variance	Explanation Year to Date Budget V Actual
1	Statutory fees and fines	Unfavourable	(\$29,795)	Building permits income \$17k, plan checking fees \$7K and Stock control income \$7k all tracking behind budget expectations.
2	Grants - Operating	Unfavourable	(\$65,867)	Family Day Care \$84k is offset by under budget expenditure of \$65k

Note	Line item	Result	Variance	Explanation Year to Date Budget V Actual
3	Other Revenue	Favourable	\$45,305	Interest on rates & charges \$13k, Caravan Park leases \$18k & sale of scrap metal \$10k
4	Employee Benefits	Favourable	\$613,813	Under budget due to vacant positions or delayed starts to several new positions. Enterprise Bargaining Agreement negotiations and wage increases delayed. Reduced Workcover premium costs are also noted.
5	Materials and Services	Favourable	\$455,441	The following items are tracking below budget expectation, Yea cemetery project \$99k, environmental programs new initiatives \$126k, Family Day Care educator engagements \$65k.
6	Other Expense	Favourable	\$16,940	Expenditure related to Councillors prepaid allowances \$9k. Balance being small variances across several areas.
7	Net gain/(loss) on disposal of property, infrastructure, plant, and equipment.	Favourable	\$177,664	Motor vehicle trades receiving above budget expectation.

#### Balance Sheet (Statement B)

The Balance Sheet as at 30 September 2022 shows a cash and cash equivalents favourable variance of \$4.5 million being due to the delayed capital works projects (carried forward to 2022/23).

Trade receivables is \$875k lower than budgeted, while trade payables are \$838k lower than budgeted. This appears to be a timing issue only.

Property, plant, and Equipment balance is \$1.2 million less than expected, again due to the delay in completing capital works projects.

The current liability provision for staff leave entitlements is \$56.6k less than expected due to staff departures (leave paid out) and staff taking leave, now that the COVID-19 restrictions have been lifted. Leave balances will continue to be monitored over the coming months.

There are no other material variances to report for this quarter.

#### Cash Flow Statement (Statement C)

The Cash Flow Statement shows a net decrease in cash and cash equivalents of \$1.8 million, which is a favourable year to date variance of \$5.1 million. The cash balance at the end of the quarter is \$37.1 million.

#### Capital Works Statement (Statement D)

The Statement of Capital Works shows an ahead of budget expenditure variance of \$1.3 million.

As per Table 1, the revised budget has increased by \$7.6 million due to projects carried forward from 2021/22 (\$7.2 million) and new projects (\$0.4 million) where Council was successful in obtaining new grant funding.



Progress on the Capital Works Program is discussed further in the Quarterly Capital Works Report as part of this agenda.

#### Councillor Expenses (GST Exclusive)

As required in the adopted Councillor Expenses and Support Policy (July 2020), Council reports quarterly on the Councillor related expenses. The following table lists Councillor expenses for the first quarter period ending 30 September 2022.

Councillor allowances are paid one month in advance as per the Councillor Expenses and Support Policy; hence the table provides figures for four months: July, August, September, and October.

Table 3  
 Councillor Expenses for 3 months to 30 September 2022:

	Allowances	Travel Expenses	Childcare Expenses	Information & Communications Expenses	Conference & Training Expenses	Other Expenses
<b>Cr Carpenter</b>	\$24,902	\$2,469	-	\$100	-	\$603
<b>Cr Gallagher</b>	\$12,451	\$1,053	-	\$100	\$68	\$501
<b>Cr Gerencser</b>	\$8,027	\$661	-	\$100	-	\$603
<b>Cr Haslam</b>	\$8,027	\$492	-	\$100	-	\$603
<b>Cr Lording</b>	\$8,027	\$276	-	\$100	-	\$501
<b>Cr McAulay</b>	\$8,027	\$660	-	\$100	-	\$603
<b>Cr Walsh</b>	\$8,027	\$277	-	\$100	-	\$501

#### **Council Plan/Strategies/Policies**

This report supports the *Council Plan 2021-2025 Transparency, Inclusion and Accountability* strategy to “ensure Council remains financially-sustainable through sound management, forward planning, innovative service delivery and asset consolidation as appropriate”.

#### **Relevant Legislation**

Section 97 of the *Local Government Act 2020* requires that at the end of each quarter of the financial year, a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

#### **Financial Implications and Risk**

The financial governance of a Council is an important role for Councillors. The risk of poor financial management can have a significant impact upon the governance of the Council. The financial implications flowing from this quarterly financial review are outlined in this report.

#### **Conflict of Interest**

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

#### **Community and Stakeholder Consultation**

No external community or stakeholder consultation was required for this matter.

## 6.2 Annual Report 2021/22

Attachment(s)	Attachment 1 - Annual Report 2021/22 [6.2.1 - 118 pages]
Presenter	Cr S Carpenter, Mayor
Approved by	Director Corporate & Shared Services
Purpose	For decision

### Executive Summary

This report presents the Murrindindi Shire Council Annual Report for the period 1 July 2021 to 30 June 2022 for Council's endorsement.

The presentation of the Annual Report is an important milestone in recognising the significant achievements of Council in 2021/22, including the objectives and activities of the Council Plan 2021-2025 and the 2021/22 Annual Budget.

### RECOMMENDATION

**That Council endorse the Murrindindi Shire Council Annual Report 2021/22 as contained in Attachment 6.2.1.**

### Background

The Annual Report 2021/22 details Council's performance over the past 12 months in achieving the objectives and activities of the *Council Plan 2021-2025*, the 2021/22 Annual Budget and the Annual Capital Works program, along with other highlights.

A copy of the Annual Report 2021/22 is contained in Attachment 6.2.1. Council has previously endorsed the financial statements included in the Annual Report at its 28 September 2022 Scheduled Meeting.

The Mayor will present this report in accordance with section 100 of the *Local Government Act 2020*.

### Discussion

The introduction of the *Local Government Act 2020* has meant that the Annual Report 2021/22 has changed from previous years in its structure and the information presented to the community. The Annual Report covers the achievements against the first year of the *Council Plan 2021-2025*, and the many highlights of the year for Council and the Murrindindi community.

The report includes an overview of the Murrindindi Shire, our Organisation, and the elected Council and highlights the achievements in the 21/22 year including Capital Works completed, events and programs supported, and awards given by Council. Key highlights include:

- We were awarded:
  - \$1.2 million funding through the Victorian Government's Regional Tourism Investment Fund for Murrindindi, Mitchell and Mansfield Shire Councils to create large-scale art installations along the Great Victorian Rail Trail.
  - \$1.77 million funding through the Victorian Government's Regional Tourism Investment Fund for the construction of the 2.6-kilometre Blue Gums to Eildon Recreational Trail.
  - \$1.05 million funding from the Victorian Government to add to Council's \$500,000 to redevelop the Alexandra Rotary Park and Visitor Activity Precinct.
  - \$400,000 funding from the Victorian Government as part of the Victorian Forestry Transition Plan, to prepare a Local Development Strategy to help our communities transition to new and sustainable industries.
  
- We delivered:
  - the 1.92 million redevelopment of the Kinglake Streetscape, with funding support from the Australian Government's Building Better Regions Fund and from Regional Development Victoria.
  - the Yea Recreation Reserve Lighting Upgrades. Officially opened by Parliamentary Secretary for Sport and Regional Victoria, MP Danielle Green.
  - Australia Day events across the Shire, awarding the Murrindindi Shire:
    - Citizen of the Year to Sam Hicks,
    - Senior Citizen of the Year to Margaret Hale, and
    - Young Citizen of the Year to Riley Thomas.
  - the annual Murrindindi Children's Network Early Years Conference in Eildon.
  - a joint tender process for waste and recycling services with councils across North-East Victoria, in preparation of Council implementing the Victorian Government's circular economy policy.
  - the new online events calendar for both community and tourism events.
  - a 'Thank You Volunteers' campaign to celebrate National Volunteer Week.
  
- We supported:
  - NAIDOC Week events at the Yea Wetlands Discovery Centre.
  - Council's 'Connecting the Pieces' COVID-19 community initiative was completed with around 650 puzzle pieces.
  - the 16 Days of Activism against Gender-Based Violence campaign.
  - the Plastic Free July challenge, encouraging residents to look at ways to reduce single-use plastics in their everyday lives.
  - the state-wide 'Return Yourself to the Library' campaign aimed at getting the community back to our libraries, following COVID-19 lockdowns.
  - Birdlife Australia's annual Aussie Backyard Bird Count with 15,549 birds and 146 different species recorded by Murrindindi Shire residents during the one-week period.
  - Australia's largest sustainability and community festival, the 'Garage Sale Trail'.
  - our youth through the Murrindindi Shire Youth Leadership Program. Participants went on camp to Anglesea to learn new skills and spend some time together as part of their program.

- pop-up cinemas in Kinglake and Eildon with funding from the Victorian Government's Outdoor Activation Fund.
- Clean Up Australia Day events across the Shire.
- our local businesses through a range of COVID-19 business recovery initiatives, including the 'Dindi Business Hub'.
- We engaged with our community on:
  - the development of the draft Council Plan 2021-2025.
  - the final round of community feedback on the Eildon Splash and Skate Park design.
  - the Community Planning Project in Eildon with a community BBQ at Walter Moore Reserve.
  - initial consultations to inform the development of Council's Climate Action Plan.
  - the development of Council's Murrindindi Library Service Strategy and Action Plan 2022-2026.
  - our Community Communication Preferences Survey to gain a better understanding of how the community wants to receive Council news and information, with 241 surveys completed.
- We adopted:
  - the Murrindindi Shire 10-Year Community Vision.
  - the Council Plan 2021-2025 and Municipal Public Health and Wellbeing Plan 2021-2025.
  - the 10-Year Asset Management Plan.
  - the Waste and Resource Recovery Strategy – Rethink, Reduce, Reuse, Recycle.
  - a revamped Grants and Contributions Program.
- We also:
  - elected Cr Sue Carpenter as Mayor of Murrindindi Shire Council and Cr Damien Gallagher as Deputy Mayor, both for a 12-month term.
  - became a Refugee Welcome Zone at a formal signing ceremony.
  - recorded the highest visitor numbers in 14 years at Council's swimming pools, with almost 28,000 visits to the pools for the season.
  - appointed artists and selected locations for The Great ARTdoors Project, which will see art installations created along the Great Victorian Rail Trail.

Furthermore, the Annual Report 2021/22 contains an overall summary of the organisation's performance and achievements, including Council's Local Government Reporting Framework results, Annual Financial results and Council's strategic indicator results.

### **Council Plan/Strategies/Policies**

This report supports the Council Plan 2021-2025 Transparency, Inclusion and Accountability strategy to "maintain transparent, inclusive and accountable governance practices".

### **Relevant Legislation**

Section 98 of the *Local Government Act 2020* requires Council to prepare an Annual Report in respect to each financial year. Section 100 of the Act states that the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public. The report must be presented within 4 months from the end of the financial year.

### Financial Implications and Risk

The Annual Report 2021/22 includes the audited Financial Report and Standard Statements for the 2021/22 financial year which were approved by Council at its 28 September 2022 Scheduled Meeting.

### Conflict of Interest

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

### Community and Stakeholder Consultation

No external community or stakeholder consultation was required for this matter.

## 6.3 Procurement Policy - Local Government Act 2020

Attachment(s)	Attachment 1 - Policy - Procurement - 2022-2026 [6.3.1 - 22 pages]
Presenter	T Carter, Manager Governance & Risk
Approved by	Director Corporate & Shared Services
Purpose	For decision

### Executive Summary

Council adopted the Procurement Policy in accordance with the *Local Government Act 2020 (the Act)* in September 2021 and committed to review the Policy again by 31 October 2022 to consider its implementation and make any necessary adjustments to maximise its effectiveness. Minor adjustments are proposed, either to incorporate legislative changes or changes to other Council policies since the Procurement policy was adopted, or changes to improve the efficiency and effectiveness of procurement processes.

### RECOMMENDATION

**That Council adopt the revised Procurement Policy 2022-2026 as contained in Attachment 6.3.1.**

### Background

Council's current Procurement Policy was reviewed annually in accordance with the *Local Government Act 1989*. The *Local Government Act 2020* sections 108 and 109 came into effect on 1 July 2021, requiring councils to develop and adopt a Procurement Policy by 1 January 2022.

Under the new legislation, Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works. The Procurement Policy must seek to promote open and fair competition and provide value for money.

The Procurement Policy must, as a minimum, include the following:

1. The contract value above which the Council must invite a tender or seek an expression of interest.
2. A description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money.
3. A description of how the Council will seek collaboration with other councils and public bodies in the procurement of goods or services.
4. The conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest.
5. A description of the process to be undertaken in inviting a public tender or expression of interest.

Council adopted the Procurement Policy at its Scheduled Meeting in September 2021, with it taking effect from 1 November 2022.

### **Discussion**

Throughout the last year Council officers have noted any areas where improvements to the policy may be required.

The proposed changes in the attached revised policy include:

#### General wording updates

- Changes to the section on Child Safe Standards (item 4.1.5) to align with changes in the legislative requirements and Council's recently updated Child Safe Policy.
- Recognition of the need to "identify recycled material content and use of circular economy products" in the section on Supporting Environmental Outcomes (section 4.2.3)
- Changes to public tender advertising (section 4.5) to allow more flexibility in use of print media to overcome problems meeting print media deadlines, particularly where local participation in the procurement is unlikely.
- Inclusion of more appropriate wording for sections 9 & 10 – Human Rights Charter and Gender Impact Assessment.

#### Practical changes to enhance effectiveness

- Simplifying the section on Supporting Local Economic Outcomes (Section 4.2.2) with local suppliers being defined as those based within Murrindindi Shire or in neighbouring municipalities, with preference being given to local suppliers where the difference between pricing is 5% or less.
- Inclusion of Schedule of Rates contract provisions (section 4.3.6). Where a procurement is related to an adopted schedule of rates contract, an additional threshold has been added to ensure that the process can be as efficient as possible given that the rates are already set.

This Policy will be adopted for a four-year period, which means the scheduled Policy review will fall in the middle of the next Council term, providing new Councillors will sufficient exposure to procurement decision making processes to be able to contribute meaningfully to the policy review, rather than having to review the policy very early in the new council term. This does not preclude a review of the policy at an earlier time if deemed necessary.

### **Council Plan/Strategies/Policies**

This report supports the *Council Plan 2021-2025 Resilient Communities* strategy to "advocate for improved access to health and community services".

**Relevant Legislation**

The *Local Government Act 2020* sections 108 and 109 came into effect on 1 July 2021, requiring councils to develop and adopt a Procurement Policy by 1 January 2022. This was achieved with the adoption of the Policy effective 1 November 2021. Council is choosing to undertake an additional review now to ensure that the Policy is effectively meeting its legislative requirements and best practice. In accordance with the Act, this Policy will be adopted for a four-year period.

**Financial Implications and Risk**

Council's Procurement Policy is a critical policy in mitigating financial risk and ensuring that Council's purchasing process is open, transparent, equitable and socially responsible.

**Conflict of Interest**

There were no conflicts of interest declared by Council officers in relation to the matters contained in this report.

**Community and Stakeholder Consultation**

No external community or stakeholder consultation was required for this matter.

- 7 COUNCILLOR AND CEO REPORTS**
- 7.1 Notices of Motions**
- 7.2 Cr Karine Haslam**
- 7.3 Cr Ilona Gerencser**
- 7.4 Cr Eric Lording**
- 7.5 Cr John Walsh**
- 7.6 Cr Sandice McAulay**
- 7.7 Cr Damien Gallagher**
- 7.8 Cr Sue Carpenter - Mayoral Report**
- 7.9 Chief Executive Officer Report**



## 8 RECORD OF COUNCIL BRIEFING SESSIONS

### Purpose

For noting.

### Executive Summary

This report presents the records of Council Briefing Sessions for 21 September 2022 to 19 October 2022, for Council to note.

### RECOMMENDATION

**That Council receive and note the records of Council Briefing Sessions for 19 September 2022 to 21 October 2022.**

### Background

The Governance Rules adopted by Council at its 24 August 2022 meeting sets the order of business for scheduled meetings. As part of section 7.2.1 “Record of Council Briefing Sessions” is listed as to be included in the order of business.

### Discussion

The purpose of keeping a record of Council Briefing Sessions is so that the content of the Briefing Session, the attendance and any declared conflicts of interest are recorded in a formal document. Council is making every effort to ensure that it is transparent in the content of Briefing Sessions and any conflicts of interest, therefore the formal record is presented for noting as part of the Scheduled Meeting Agenda.

The following summary details are for 21 September 2022 to 19 October 2022:

Meeting Name/Type	Briefing Session			
Meeting Date:	21 September 2022			
Matters Discussed:	1. AGL Agreement - in lieu of Rates 2. Grants and Contributions Program - September Allocations 3. Road Asset Plan Review Update - Project Management Plan 4. Kerbside reform Community Engagement Workshop 5. Capital Works Program Review - August 2022			
Councillor Attendees:	Cr S Carpenter (V), Cr D Gallagher (V), Cr K Haslam (V), Cr J Walsh (V)			
Council Officer Attendees:	L Bonazzi (V), V Albicini (V), K Siebert (V), T Carter (V), C Nickels-Beattie (V), M Thomas (V), P Bain (V), L Kelly (V), J Russell (V), J Carns (V)			
Conflict of Interest Disclosures: Yes				
Matter No.	Councillor making disclosure	Was a vote taken?	Did the Councillor leave the room?	When? Before or after discussion?
2	Cr D Gallagher	No	Yes	Before
2	Cr J Walsh	No	Yes	Before

<b>Meeting Name/Type</b>		Council Pre-Meet		
<b>Meeting Date:</b>		28 September 2022		
<b>Matters Discussed:</b>		<ol style="list-style-type: none"> <li>1. Planning Application – 1565 Whanregarwen Road, Molesworth – Creation of Section Access</li> <li>2. Planning Application – 43 Snodgrass Street, Yea – Two (2) Lot Subdivision</li> <li>3. Contract 21/38 – Mt Kitchener Ave Falls Road Marysville Drainage and Footpath</li> <li>4. Climate Change Policy</li> <li>5. Grants and Contributions Program – September Allocations</li> <li>6. Proposed Road Discontinuance – Part of Hull Road, Marysville</li> <li>7. Rural Councils Transformation Project – MOU</li> <li>8. Approval of Annual Financial Statements 2021/22</li> <li>9. AGL Agreement – in lieu of Rates</li> <li>10. Delegations of Authorisations (Planning and Environment Act 1987)</li> <li>11. Endorsement of the Audit and Risk Committee Chair</li> <li>12. Audit and Risk Committee Biannual Report</li> <li>13. Audit and Risk Committee Confirmation of Minutes</li> </ol>		
<b>Councillor Attendees:</b>		Cr S Carpenter (V), Cr D Gallagher (V), Cr S McAulay (V), Cr K Haslam (V), Cr J Walsh (V), I Gerencser (V)		
<b>Council Officer Attendees:</b>		L Bonazzi (V), M Chesworth (V), V Albicini (V), K Siebert (V), T Carter (V), C Nickels-Beattie (V), N Stewart (V), C Fraser (V), N Maguire (V)		
<b>Conflict of Interest Disclosures: Yes</b>				
<b>Matter No.</b>	<b>Councillor making disclosure</b>	<b>Was a vote taken?</b>	<b>Did the Councillor leave the room?</b>	<b>When? Before or after discussion?</b>
5	Cr D Gallagher	No	Yes	Before
5	Cr J Walsh	No	Yes	Before

<b>Meeting Name/Type</b>		Briefing Session		
<b>Meeting Date:</b>		5 October 2022		
<b>Matters Discussed:</b>		<ol style="list-style-type: none"> <li>1. External flood briefing from Goulburn Murray Water &amp; SES</li> <li>2. Emergency Planning &amp; flood asset impacts</li> <li>3. Tanglewood Music Festival update</li> </ol>		
<b>Councillor Attendees:</b>		Cr S Carpenter, Cr D Gallagher, Cr S McAulay, Cr K Haslam, Cr J Walsh, Cr I Gerencser		
<b>Council Officer Attendees:</b>		L Bonazzi, M Chesworth, V Albicini, K Siebert, C Price, S Russell, M Thomas, P Bain, N Stewart		
<b>Conflict of Interest Disclosures: Nil</b>				

<b>Meeting Name/Type</b>		Briefing Session		
<b>Meeting Date:</b>		12 October 2022		
<b>Matters Discussed:</b>		<ol style="list-style-type: none"> <li>1. MAV State Council Meeting Resolution</li> <li>2. Procurement Policy - Local Government Act 2020</li> <li>3. Strategic Council Planning for 2023/24 - Introduction</li> <li>4. Highlands Hall Section of Ghin Ghin and Highlands Road Speed Review</li> <li>5. Development Services – Planning Report September 2022</li> <li>6. Municipal Public Health and Wellbeing Plan 21/22 review</li> </ol>		
<b>Councillor Attendees:</b>		Cr S Carpenter, Cr D Gallagher, Cr S McAulay, Cr K Haslam, Cr J Walsh		
<b>Council Officer Attendees:</b>		L Bonazzi, M Chesworth, V Albicini, K Siebert, T Carter, P Bain (V), S Coller, N Carter (V), L Kelly, N Stewart		
<b>Conflict of Interest Disclosures: Nil</b>				

Meeting Name/Type		Briefing Session		
Meeting Date:		19 October 2022		
Matters Discussed:		1. Annual Report feedback 2. Forestry Transition – Local Government Strategy Project update 3. Grants and Contributions Policy Review 4. Grants and Contributions Program – October Allocations 5. Tourism and Events Department – Options paper 6. Emission Mitigation Study Proposal – Flat Lead Road, Yea 7. Capital Works Program Review - September 2022		
Councillor Attendees:		Cr S Carpenter (V), Cr D Gallagher (V), Cr S McAulay (V), Cr K Haslam (V), Cr J Walsh (V), Cr I Gerencser (V)		
Council Officer Attendees:		L Bonazzi (V), M Chesworth (V), V Albicini (V), K Siebert (V), D Echeverry (V), M Thomas (V), P Bain (V), L Harrison (V), J Carns (V)		
Conflict of Interest Disclosures: Yes				
Matter No.	Councillor making disclosure	Was a vote taken?	Did the Councillor leave the room?	When? Before or after discussion?
4	Cr S Carpenter	No	Yes	Before

### Council Plan/Strategies/Policies

This matter is consistent with the *Council Plan 2021-2025 Transparency, Inclusion and Accountability* strategy to “maintain transparent, inclusive and accountable governance practices”.

### Relevant Legislation

This report supports the *Local Government Act 2020* overarching governance principles, in particular “the transparency of Council decisions, actions and information is to be ensured”.

### Financial Implications and Risk

There are no financial or risk implications.

### Conflict of Interest

Any conflicts of interest are noted in the assembly of Councillors tables listed above.

## 9 SEALING REGISTER

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/4210	26 September 2022	Formal Instrument of Agreement between Murrindindi Shire Council and AWS Services Pty Ltd for Panel Contract Builders	Livia Bonazzi Cr S Carpenter
SF/233	7 October 2022	An Agreement between Murrindindi Shire Council and AGL HP1 Pty Ltd, AGL HP2 Pty Ltd and AGL HP3 Pty Ltd as partners in the AGL Hydro Partnership	Livia Bonazzi Cr S Carpenter
SF/123	7 October 2022	S6 - Instrument of Delegation - Council to Members of Council Staff (August 2022)	Livia Bonazzi Cr S Carpenter
SF/123	12 October 2022	S11A - Instrument of Appointment & Authorisation (Planning and Environment Act 1987) (August 2022)	Livia Bonazzi Cr S Carpenter

### RECOMMENDATION

**That the list of items to which the Council seal has been affixed be noted.**