



AGENDA
of the
SCHEDULED MEETING OF COUNCIL

Wednesday 28 April 2021

at

Murrindindi Shire Council
Council Chambers
Yea
The Semi Circle

6:00 PM

Audio recordings of all Council meetings are taken by Council's Governance Officers and published on Council's website (Resolution of Council 23 January 2019)

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1 PLEDGE AND RECONCILIATION STATEMENT**2 APOLOGIES AND REQUEST FOR LEAVE OF ABSENCE****3 COMMUNITY RECOGNITION****4 DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST****5 CONFIRMATION OF MINUTES**

5.1 Minutes of the Scheduled Meeting of Council held on 24 March 2021.

Officer Recommendation

That Council confirm the minutes of the 24 March 2021 Scheduled Meeting of Council.

5.2 Minutes of the Confidential Unscheduled Meeting of Council held on 14 April 2021.

Officer Recommendation

That Council confirm the minutes of the 14 April 2021 Confidential Unscheduled Meeting of Council.

6 PETITIONS**7 PUBLIC PARTICIPATION****7.1 Open Forum****7.2 Questions of Council****8 OUR PLACE****8.1 Toolangi Forest Discovery Centre****Attachment(s):**

1. Amendment C71 – Explanatory Report [8.1.1 - 8 page]
2. Amendment C71 – Incorporated Document [8.1.2 - 3 page]
3. Amendment C71 – Zoning Map 31 [8.1.3 - 1 page]

Purpose

This report outlines a proposed amendment to facilitate an expanded range of uses at the Toolangi Forest Discovery Centre (TFDC), 1683 Healesville-Kinglake Road, Toolangi by rezoning the land to Public Park and Recreation and revising zone provisions to allow for an expanded use of the existing facility. The report makes recommendations to seek authorisation to prepare the amendment and to exhibit the amendment.

Officer Recommendation

That Council:

1. Request under Section 8A (2) and (3) of the *Planning and Environment Act 1987* that the Minister for Planning authorise Murrindindi Shire Council to prepare Amendment C71 to the Murrindindi Planning Scheme
2. Notify the Minister for Planning that when it exhibits Amendment C71, Murrindindi Shire Council intends to give full notification of the amendment under Section 19 of the *Planning and Environment Act 1987* for the minimum statutory exhibition period of one month
3. When authorised by the Minister for Planning, exhibit Amendment C71 to the Murrindindi Planning Scheme under Section 19 of the *Planning and Environment Act 1987*.

Background

The TFDC is located on crown land of approximately 13 hectares in area to the south east of the Toolangi township. Developments on the land comprise the TFDC building, associated carpark, existing sculpture and walking trails and picnic facilities, all surrounded by mature eucalypt forest. The land is adjacent to the CFA fire station and the Department of Environment, Land, Water and Planning (DELWP) depot. The subject land is outlined in red in the plan below.



The TFDC was constructed in the early 1990's and opened in 1994. It was primarily used for educational purposes and includes a number of spaces that have been used for various uses such as theatre, meetings, workshops, education and café.

The land is under the control of DELWP with a Committee of Management made up of representatives of DELWP, Council and the community. The aims of the TFDC Committee of Management are to:

- Ensure the Toolangi Forest Discovery Centre is a financially stable, community based enterprise providing a wide range of community based activities
- Provide for an expansion of uses and developments on the land, including a wide range of recreational, educational, environmental, tourism, cultural and community uses and developments

- Provide opportunity for both public and private uses and developments of land in accordance with land manager directions.

The TFDC and surrounding land has previously been reserved under the *Crown Lands (Reserve) Act 1978* for Conservation of an Area of Natural Interest. In July 2020 the reservation was amended to include the additional purposes of Tourism and Education.

Amendment C71 proposes to:

- Rezone the land from Public Conservation and Resource to Public Park and Recreation (Planning scheme map 31zn)
- Introduce the *Toolangi Forest Discovery Centre* as an incorporated document to the Murrindindi Planning Scheme
- Amend the Schedule to Clause 36.02 (Public Park and Recreation Zone) to reference the incorporated document *Toolangi Forest Discovery Centre* being introduced under this amendment
- Amend the Schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme) to reference the incorporated document *Toolangi Forest Discovery Centre* being introduced under this amendment.

Discussion

Amendment C71 is required to:

- Best reflect the long term land use purposes for the *Toolangi Forest Discovery Centre* by rezoning the land from Public Conservation and Resource to Public Park and Recreation
- Widen the scope of potential land uses and developments for the centre, in particular allowing uses and developments on the land that are not associated with a public land use or conducted by or on behalf of a public land manager.

As the land is permanent Crown land in public ownership and community management, rezoning of the land to Public Park and Recreation best reflects the intended long term use of the centre and land. The following purposes of the Public Park and Recreation Zone directly reflect the current and proposed enhanced use of the land for public recreation and open space, conservation and limited commercial use compatible with the site.

- *To recognise areas for public recreation and open space*
- *To protect and conserve areas of significance where appropriate*
- *To provide for commercial uses where appropriate.*

Both the current zone (Public Conservation and Resource) and proposed zone (Public Park and Recreation Zone) provide a limited number of uses and developments, either without or requiring a planning permit, as all uses must be associated with a public land use or be conducted by or on behalf of a public land manager. This restriction that any proposal must be a public land use or be conducted by or on behalf of a public land manager may be varied through the use of an incorporated document.

The proposed incorporated document proposes to provide this expanded range of uses and developments on the land by allowing the following without the need for a planning permit:

- Any Section 1 or 2 use of land that is not associated with a public land use or conducted by or on behalf of a public land manager
- Any development (buildings and works) on the land, whether or not it is associated with a public land use or conducted by or on behalf of a public land manager.

The Committee would still be required to get the consent of the public land manager and the owner of the land for any proposed use or development on the land. Any use or development would also be required to comply with the intent of the public land reservation applying to the land under the *Crown Land (Reserves) Act 1978*.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Place* strategy to “through good land use planning enhance the liveability, prosperity and the rural character of our Shire”.

This report supports the *Council Plan 2017-2021 Our Place* strategy to “recognise and embrace the history, culture and identity of our towns and communities”.

Relevant Legislation

The proposed amendment has been assessed under the provisions of the Murrindindi Planning Scheme and the *Planning and Environment Act 1987*.

Financial Implications and Risk

Fees for amendments are generally charged for private amendments and these fees are set out in the *Planning and Environment Fees Regulations 2016*.

In this instance the land is crown land and not the responsibility of Council. Officers have received advice that a Ministerial amendment is unlikely to be undertaken. In order to facilitate the use of the land and support the Toolangi community, Council has proceeded with the preparation of amendment documentation on behalf of the community.

As a Council amendment, the only applicable fee payable by Council is \$481.30, being the fee payable to the Minister for Planning for adopting and approving the amendment.

The external costs to Council for preparation of the required documentation and reports will be in the vicinity of \$3,000.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

Preliminary discussions on the proposed amendment have taken place with the Department of Environment, Land, Water and Planning (DELWP), as owner of the land.

The amendment is consistent with the reservations applying to the land under the *Crown Lands (Reserves) Act 1978*, *Conservation of an area of natural interest* and *Tourism and education*.

Further consultation would be undertaken with the Toolangi community over a 28-day period as part of the amendment process.

Once authorised by the Minister for Planning, the amendment will go on exhibition for a minimum of 28 days, with advertising in relevant local papers, through community forums and notice to affected parties. Notice of the amendment will also be given to all relevant referral authorities and to prescribed ministers.

8.2 Draft Waste & Resource Recovery Strategy 2030

Attachment(s):

1. Draft Waste and Resource Recovery Strategy 2030 [8.2.1 - 25 page]

Purpose

The purpose of this report is to endorse the Draft Waste and Resource Recovery Strategy 2030 so that community engagement can commence on the Strategy to allow feedback to be received.

Officer Recommendation

That Council endorses the Draft Waste and Resource Recovery Strategy 2030 (WRRS 2030) for a period of community consultation, including releasing the document for public comment, a survey and workshops.

Background

The Draft Waste and Resource Recovery Strategy 2030 (WRRS 2030) presents the major issues in waste management faced by Council and community. The review of the previous strategy commenced in 2019 however the rapid pace of change in the recycling industry and the legislative and regulatory response has diverted resources and made forward planning difficult. With the release of the *Recycling Victoria Policy* (Mar 2020) and the new Environment Protection Regulations (Dec 2020) there is now some clarity around directions and actions at the state level, and what is required to be implemented at the local government level.

In March 2020 the Victorian Government released *Recycling Victoria*, a 10-year policy and action plan for waste and recycling. Our strategy reflects the concept of a circular economy described in *Recycling Victoria* that highlights the need for more resource efficient waste systems and services that avoid waste, conserve resources and maximise the value of all materials used.

The purpose of the Draft WRRS 2030 is to provide Council and community an opportunity to shape a vision that can help with the management of waste and resource recovery in our Municipality. The Draft WRRS 2030 provides a blueprint for a set of goals, actions and targets we need to help us get there but we need community involvement to refine and identify current community needs and attitudes.

Discussion

It is essential that our community have an opportunity to shape a vision for the management of waste and resource recovery in our Shire. The Draft WRRS 2030 community consultation phase will allow for informed feedback to further enhance the strategy and to provide an evidence base for the development of key actions that support. The community engagement phase will also provide an opportunity for Council officers to educate our community of the legislative and policy context that is both mandated and advised at Federal and State levels. Additionally, for our strategy to be effective and compliant, consideration must be given to the broader regulatory and policy framework. Waste and Resource Recovery in Murrindindi Shire is shaped by both Federal and State government as well as local and international issues and opportunities. This context informs our decision making and compliance obligations and is addressed in the Draft WRRS 2030.

The waste management sector both in our region and throughout Australia is rapidly changing, bringing both challenges and opportunities. Council and community must strive to reduce resource consumption through maximising reuse and recycling wherever possible, as well as minimising the impact of waste services on the environment. These objectives are codified in the two recent policy and legislative changes at the state level discussed below:

Recycling Victoria Policy

Victoria's circular economy policy and action plan aims to set clear policy direction and presents a long-term plan to improve the recycling system. The plan aims to satisfy the community needs for a circular economy that prioritises more sustainable and innovative use of materials, minimises the impacts of climate change and creates less waste and pollution. This strategy provides a range of actions that are in direct response to the *Recycling Victoria* policy.

Key outcomes from *Recycling Victoria* include:

- Mandated reform of the kerbside recycling system to include four waste streams (general waste, recycling, glass separation and food/garden organics) as well as standardising the services. Most significant of these is the implementation of new services for the collection of food organics and garden organics (FOGO) and glass for all households. These newly

mandated services are being broadly interpreted across the state as new kerbside services

- An annual increase in landfill levy to promote resource recovery as an alternative to landfill
- A Container Deposit Scheme by 2022–23 will be introduced so you can swap empty cans and bottles for cash
- \$100 million will be invested to strengthen Victoria's waste and recycling industry to grow the local industry, create local jobs and drive innovation and new technologies
- The waste and recycling sector will be regulated by establishing a new Waste Authority and Waste Act – helping put an end to illegal and unsafe storage and stockpiling of waste.

Environment Protection Regulations

With the updated *Environment Protection Act 2017* coming into force on 1 July 2021, there are increasing requirements on the operators of waste facilities to comply with the new regulations. Resource Recovery Centres in particular will come under increasing scrutiny and will be covered under a new permit system. Substantial additional work and resources will be required to be able to comply with the new regulations.

The Draft WRRS 2030 community engagement phase will also allow for community feedback and suggestions on a number of pertinent waste management issues and ways we could address them. These issues are expanded with the draft strategy and include;

- Diversion of waste out of landfill
- Regulatory and Industry changes
- The cost of managing our waste
- Business, industrial and commercial waste management
- Illegal dumping
- Management of the Alexandra landfill
- The environmental impact of waste
- Encroachment on landfill sites and resource recovery infrastructure.

An emphasis on waste and resource recovery being a shared responsibility has also been addressed based on Council feedback and is now highlighted through the Draft strategy and will form the narrative when community consultation takes place. Each action in the Strategic Action Plan has been assigned a determination of responsibility and are categorised as 'Council' only or 'Shared' between Council and community.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Place* strategic objective to "we will maintain and enhance places to be attractive and liveable, in balance with our natural environment".

This report supports the *Council Plan 2017-2021 Our Place* strategy to "strengthen the environmental sustainability of our communities, protect our natural environment and reduce resource consumption."

Relevant Legislation

The Draft Strategy aligns with *Council's 2030 Vision* and other relevant corporate policies and strategies. It has also been influenced by waste sector issues and opportunities, and our understanding of community expectations and the waste industry.

Council's functions in relation to waste are defined under the *Public Health and Wellbeing Act 2008 (VIC)* which requires Council to maintain municipal districts in a 'clean and sanitary condition' (Section 24).

The *Environment Protection Act 2017* revises and updates the *Environment Protection Act 1979*. It requires the operators of waste facilities and services, of which Council is the major supplier in

our municipality, to comply with strict environmental codes to protect the environment and human health.

Recycling Victoria is the State Government's policy and action plan to alter the way waste is created handled and recycled so that resources are re-used within a circular economy. The policy is ambitious and mandates some significant changes, including but not limited to the introduction of separate glass and food and garden organics services commonly referred to as 'kerbside transition'.

Financial Implications and Risk

Council is committed to keeping our waste services economically viable and low cost. However, our systems are under pressure from external influences such as industry changes, increases in the State Landfill Levy, and more stringent legislative requirements. There is also a need to allocate funds to address potential long-term liabilities due to the large scale of the operations such as responding to state policy to introduce food, organics and glass recycling services. Waste services are self-supported through income from the Garbage and Recycling Charges levied on those eligible for a kerbside service as well as income received at operating sites.

The strategy has significant budgetary implications, with many actions committing Council to additional expenditure and resources if they are to be realised. As shown in the Draft WRRS 2030 budgetary implications are varied. Timeframes and broad monetary commitments are outlined within the Strategic Action Plan which provides an overview where resources are needed.

Initial estimates indicate approximately \$2.5mil in excess of the currently constituted operational budget is required over the 10-year course of the Strategy to deliver new initiatives and adopted actions. It is envisaged that officers will confirm costs as part of the annual budget process when developing the business case for each action that requires funding. Funding for new initiatives will be determined by Council as part of the budget preparation process. Government grants will be sought to assist funding the delivery of the Strategy.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

Community consultation on the Draft WRRS 2030 will seek to determine the community's satisfaction with the current level of waste services provided and test attitudes to initiatives that will increase recovery of waste resource and integrate with the broader circular economy envisioned for Victoria.

Community Engagement and Strategy Adoption

A Community Engagement and Communications Plan has been prepared to aid in the delivery of the Draft WRRS 2030 community engagement and its adoption.

The plan includes the following specific activities:

Date	Type	Subject
26 April – 21 May 2021	Promotion	Promotion of Draft WRRS 2030 consultation via newspapers, social media, radio and website
28 April 2021	Meeting	Draft WRRS 2030 approved for release to community for feedback
3 May – 4 June 2021	Public display	The Draft WRRS 2030 document will be on display on The Hive, and in hard copy at Council service centres, for the public to review and provide feedback.
3 May – 4 June 2021	Survey	An online survey will be available for the consultation period week period on The Hive. Hard copy surveys will also be made available at Council's service centres and transfer stations.

3 May – 4 June 2021	Workshops	Online opportunity for direct public engagement in a workshop format – workshops on Zoom or similar to seek specific feedback on key issues and actions.
21 June 2021	Direct	Direct responses to submitters advising of how their feedback was considered in development of WRRS 2030.
29 July 2021	Meeting	Final strategy proposed for adoption by Council
30 August 2021	Promotion	Promotion of adoption of WRRS 2030

8.3 Emergency Management Policy

Attachment(s):

1. Draft Emergency Management Policy 2021 [8.3.1 - 11 page]

Purpose

The purpose of this report is to summarise Council's efforts in complying with the recently implemented *Emergency Management Act 2013* (EM Act), the *Emergency Management Legislation Amendment Act 2018* (EMLA Act) and role statements contained within the State Emergency Management Plan (SEMP).

As a result of these acts coming into force at the municipal level on 1 December 2020 and with the release of the SEM, Council has a number of specific roles and obligations that need to be undertaken. Council officers suggest that in order to fulfil requirements contained therein, Council adopt an all of Council Emergency Management Policy that details how this legislative change will be implemented at the municipal level.

Officer Recommendation

That Council adopt the presented Emergency Management Policy as contained in Attachment 8.3.1.

Background

On 1 December 2020, the *Emergency Management Legislation Amendment Act 2018* (the EMLA Act) introduced changes to functional roles previously established under the *Emergency Management Act 1986*, *Emergency Management Manual Victoria* (EMMV), *Country Fire Authority Act 1958* and *Fire Rescue Victoria Act 1958*. This was done to establish all roles under the one Act.

From 1 December 2020, the Municipal Emergency Resource Officer (MERO) will no longer have legislative backing. Instead, there will be a new role of Municipal Emergency Management Officer (MEMO) and the role of Municipal Recovery Manager (MRM) will be formalised.

The role of the Municipal Fire Prevention Officer (MFPO) will continue under the planning reform but will no longer include a legislated planning function. Instead, fire planning will fall under the new integrated planning arrangements.

The MEMPC

Under the EMLA Act, responsibility for municipal level planning is transferred from councils to new multi-agency Municipal Emergency Management Planning Committees (MEMPCs).

Importantly, it is the responsibility of the committee as a whole to deliver the emergency management plan, not just Council. Councils will convene and chair the committees which recognises their expertise, networks, and ability to coordinate across agencies at this level. However, planning is a shared responsibility of the MEMPC.

Core membership for MEMPCs includes the council, Victoria Police, Country Fire Authority and/or Fire Rescue Victoria (to be established by the 1 July 2020), Ambulance Victoria, Victoria State

Emergency Service, Australian Red Cross and the Department of Health and Human Services (now the Department of Families, Fairness and Housing).

The MEMPCs also require at least one additional recovery representative, one community representative, and one other representative (for example, industry).

The new committees will be responsible for integrated EM planning for their municipal district or alpine resort, including mitigation for fires and other emergencies.

EMV requested that MEMPCs were required to meet as soon as practicable to 1 December 2020 and begin enacting the new requirements.

The new Murrindindi Shire Council MEMPC met for the first time on 18 December 2020 and is due to meet again on 12 March 2021. The new MEMPC is compliant with the membership requirements of the Act as required, prior to 30 April 2021 set up deadline.

The MEMP

The MEMPCs role is to produce a Plan – the Municipal Emergency Management Plan (MEMP). It is necessary that the MEMPCs be consistent with and contextualise the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan (REMP).

MEMPCs are required to cover mitigation, response and recovery, and address the roles and responsibilities of agencies in relation to emergency management. Plans are also intended to be integrated and comprehensive.

Previously, the Victorian State Emergency Service (VICSES) undertook audits of the Municipal Emergency Management Plans (MEMPCs) produced by the MEMPCs. Under the EMLA Act, these audits will be replaced with a new self-assurance framework that applies to all planning levels.

Murrindindi's MEMP was audited successfully in November 2020 and is not required to be fully compliant with the EM Act until 2023. However, aligning the MEMP to the new requirements will be completed in stages over the next 3 years to ensure a smooth transition.

The roll out of the EMLA Act began first at the state level, then the regional level and now, as of 1 December 2021, has now been completed at the municipal level.

The arrangements promote a combined top-down and bottom-up approach so that information from the municipal level informs planning at the regional and state level, and vice versa.

The REMPC

Under the EMLA Act, Regional emergency management planning committees (REMPCs) have been established. It is their role to produce a Regional Emergency Management Plan (REMP) that is approved by the Emergency Management Commissioner. The REMPC focuses on the consequences of emergencies within their geographical footprint. The REMPC includes content that is specific to the Hume region, without duplicating the State Emergency Management Plan (SEMP).

The Hume REMPC has been established and produced the Hume REMPC. The role of the REMPC is also to provide assurance and approve MEMPCs from their respective regions.

The SEMPC

The Victorian State Emergency Management Plan (SEMP) has the following objectives:

- a) to foster a sustainable and efficient emergency management system that minimises the likelihood, effect and consequences of emergencies; and
- b) to establish efficient governance arrangements that
 - clarify the roles and responsibilities of agencies; and
 - facilitate cooperation between agencies; and

- ensure the coordination of emergency management reform within the emergency management sector; and
- implement an 'all communities, all emergencies' approach to emergency management; and
- establish integrated arrangements for emergency management planning in Victoria at the state level.

In accordance with the legislation, the SEMP is prepared by the Victorian Emergency Management Commissioner and endorsed by the State Crisis and Resilience Council. The SEMP outlines the emergency management arrangements for Victoria to inform all levels of planning – state, regional and municipal. The SEMP provides a coordinated and comprehensive approach to emergency management at the state level, containing provisions for the mitigation of, response to and recovery from emergencies and specifies the roles and responsibilities of agencies in relation to emergency management.

Importantly the SEMP contains statements regarding agency roles and responsibilities. For Local Government, this includes roles statements on the MEMO, MRM and MFPO.

Discussion

The draft Emergency Management Policy (attached) defines how Council will undertake the requirements listed in the EMLA Act, the EM Act and those contained within the role statements of the SEMP. The policy is important because it gives clarity and accountability at the municipal level for these State level requirements.

The Policy ensures that Council maintains appropriate delegations and authority to undertake its emergency management responsibilities and that emergency management documents are maintained as required. The policy also supports Council to maintain safe working practices during emergencies and to maintain effective protection for Council staff, assets and liabilities associated with emergency management activities.

The Policy describes how Council will:

- support and train officers in the roles of the MRM, MEMO and MFPO;
- support the development of the MEMP;
- coordinate the local delivery of relief and recovery through the MRM;
- respond to requests from emergency agencies and how these will be escalated;
- be a signatory to the Protocol for Inter Council Emergency Management Resource Sharing, so that we may both support and be supported by other municipalities in an emergency
- manage Emergency Relief Centres and provide relief services to the community during an emergency;
- coordinate Recovery Centres as required post emergency;
- form Community Recovery Committees as required post emergency;
- coordinate Secondary Impact Assessment and Post Emergency Need Assessments as required;
- undertake replacement, restoration\ and cleaning of damaged municipal assets where required;
- track expenditure appropriately; and
- access reimbursement to expenses through the State or Federal governments where possible.

The policy combines the responsibilities placed upon Council in a centralised document so that the Council, Council Executive and the community can understand and easily distinguish responsibilities of Council in Emergency Management and how we will acknowledge them.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Place* strategy to “enhance community safety, resilience and liveability through improved planning, community engagement, and a fair and transparent approach to compliance”.

Relevant Legislation

- *Emergency Management Legislation Amendment Act 2018*
- *Emergency Management Act 2013*
- *Country Fire Authority Act 1958*
- *Local Government Act 2020.*

Financial Implications and Risk

Council has a requirement and an expectation to undertake emergency planning and preparation. This comes with inherent high financial risk – because emergencies are difficult to predict it makes it extremely difficult to budget appropriately for them.

However, once emergencies reach a minimum size (all costs greater than \$240,000), Council is able to reclaim expenditure from Emergency Management Victoria through the National Disaster Funding Arrangements. The policy ensures that expenditure is captured appropriately by emergency management staff to ensure that claims meet NDFA requirements.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

9 OUR PEOPLE

10 OUR PROSPERITY

10.1 Grants and Contributions Program - Monthly Allocations

Attachment(s): Nil

Purpose

The purpose of this report is to present to Council the funding allocations from the 2020/21 Grants and Contributions Program for applications received since the March Scheduled Meeting of Council.

Officer Recommendation

That Council note the following allocations made from the Grants and Contributions Program:

Application	Funding Sought	Allocation
Business Growth and Establishment		
The Outdoor Education Group Eildon Wanggai Development Project – STAGE 1 - Business Case	\$20,000	\$15,000
Community Projects and Events		
Yea Agricultural, Pastoral & Horticultural Association Inc.	\$3,925	\$2,500

Upgrade the website to make it compatible with phones and tablet devices		
Community Sponsorship		
Bev Aisbett Meeting Little IT – How to Make Friends with Anxiety – Children’s’ book on anxiety for self-publishing	\$5,000	\$2,000
Koori Kids NAIDOC Week School Initiatives	\$500	\$500
Events Support		
Lions Club of Marysville and District Inc Marysville Music Weekend	\$15,000	\$7,500

Background

The Grants and Contributions Program provides the opportunity for community groups, not for profit organisations, and businesses to seek funding from Council to support a range of activities and initiatives happening in Murrindindi Shire. There are a range of funding streams under the program including:

- fee reductions (and waivers by exception)
- quick response grants
- sponsorships (including eligible individuals)
- governance and capacity building
- community projects and events
- small and new tourism events
- events of state significance
- business growth or establishment
- industry or economy growth.

Each stream has its own objectives and eligibility criteria.

Assessment occurs monthly to meet or exceed the timeframes described in the Grants and Contributions Policy.

Discussion

Council officers have assessed the grant applications received for the March assessment period and make the following allocations.

Business Growth and Establishment

The Outdoor Education Group - Eildon Wanggai Development Project – STAGE 1 - Business Case

Complete a business plan for:

- Camp Eildon - ensuite semi-permanent accommodation for 100 students and refurbish site;
- Camp Wanggai - Develop new campsites to double capacity and develop new activities;
- Work with Murrindindi Shire to gain access to the pondage and build storage for bikes and boats for programs and holiday/ weekend hire and develop cycle track from Eildon to Thornton.
- This plan would provide destination activities at Eildon and grow tourist accommodation at peak times.
- Quantify costs, measure financial and social return, and
- Produce a business case suitable for application to Building Better

Decision

The outcomes outlined for delivery of the project are clearly strong however it is noted that any plan developed may identify that the project proposal is not viable or that funding support may not be available to support delivery of the end project. Application supported to a lower contribution of \$15,000.

Community Projects and Events

Yea Agricultural, Pastoral & Horticultural Association Inc. - Upgrade the website to make it compatible with phones and iPads

Project overview

As the current website cannot be accessed from mobile phones or iPads, a website builder will be engaged to upgrade the current website making it compatible with all electronic devices. This will enable a much wider contact for the advertising of the event. As the schedule, which informs the general public of all aspects of the event, is displayed on the website, it is important to have this information accessible in the best format possible.

Decision

The panel are supportive of the project however believe the request for \$3,925 is too high for a website of this type and recommend an allocation of \$2,500.

Community Sponsorship

Bev Aisbett - Meeting Little IT – How to Make Friends with Anxiety – Children's' book on anxiety for self-publishing

Project overview

'Meeting Little IT' is designed to assist children experiencing anxiety. This title is a follow-on to the author's 16 previous titles for adults on anxiety, depression and related issues, which have been highly effective in helping sufferers towards management and recovery from these conditions. This children's version is based on the same strategic approach to understanding and embracing anxiety with notes to assist parents' comprehension. This book is currently in draft form. This project is to deliver final editing and illustrations.

Decision

Recommend allocation of \$2,000 conditional on:

1. Evidence of the author's counselling accreditation
2. Author's agreement to attend a minimum of three engagements across Murrindindi Shire showcasing the book.

Koori Kids - NAIDOC Week School Initiatives

Project overview

The NAIDOC School Initiatives are designed to complement NAIDOC Week and promote cultural diversity, reconciliation and friendship.

Decision

Recommended in full for allocation of \$500.

Events Support

Lions Club of Marysville and District Inc. - Marysville Music Weekend

Project overview

The Marysville Music Weekend (formerly Marysville Jazz and Blues Weekend) is a contemporary music festival that is now in its 6th year (2020 didn't occur due to Covid 19). The Weekend will again be presenting some of the best Australian touring acts as well as local musicians and emerging performers. The event has been recognised for its significance under the Shire's Tourism and Events Strategy 2019-2025. The Marysville Music Weekend supports, and is supported by local businesses, adds substantially to the local economy and builds community spirit – all of which are qualities vitally important to the resilient township of Marysville.

Decision

Partial support \$7,500 conditional upon:

1. The provision of an updated budget reflecting Council's approved grant amount
2. The provision of a statement recognising the Sustainability Report and the ways it is being used to enhance the sustainability of the event for post COVID-19 times.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Prosperity* strategic objective to "in partnership with the community we will promote an environment in which business and community can thrive".

Relevant Legislation

There are no legislative considerations to this report.

Financial Implications and Risk

Grant Stream	April allocations	Previous allocations	Total 20/21
Fee Reductions	\$0	\$11,233.52	\$11,233.52
Governance, skills and capacity building	\$0	\$6,150.00	\$6,150.00
Quick response	\$0	\$0	\$0
Community sponsorship, projects and events	\$5,500	\$59,049	\$64,549
Small and new tourism events	\$7,500	\$12,000	\$19,500
Business growth or establishment	\$15,000	\$94,930	\$109,930
Industry or economic growth	\$0	\$0	\$0
TOTAL	\$28,000.00	\$183,362.52	\$211,362.52

The indicative total budget of the Grants and Contributions Program for the 20/21 financial year is \$251,000, however it should be noted that the Grants and Contributions Program is currently under review and is closed to applications.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

10.2 Grants and Contributions Policy Review

Attachment(s):

1. Policy – Grants and Contributions Revision – April 2021 [10.2.1 - 12 page]

Purpose

This report presents Council with the reviewed Murrindindi Shire Council Grants and Contributions Policy (Policy) (attached) for adoption.

Officer Recommendation

That Council

1. **adopts the revised Grants and Contributions Policy**
2. **notes the revised Policy will apply to all future rounds of the Grants and Contributions Program.**

Background

In 2017, Council developed a new look, one-stop-shop Grants and Contributions Program. The objectives of the program were to:

- improve opportunities for people to participate in the community
- grow the skills and capacity of businesses, not for profit community groups and organisations
- support businesses, not for profit community groups and organisations to deliver activities which benefit a diverse community
- start and grow businesses
- support the development and growth of sustainable events for our community and visitors.

The Policy allowed for funding via the following Grant Streams:

- community projects
- sponsorships (including eligible individuals)
- community events
- small or new tourism events
- events of state significance
- business growth or establishment
- industry and economy growth
- governance, skills and capacity building
- fee reductions (and waivers by exception)
- quick response grants and loans.

Specific eligibility criteria for grants and contributions apply to each funding stream and these ensure that the projects and activities funded meet the objectives of the program.

Discussion

The Grants and Contributions Policy stipulates that it be reviewed within 12 months of a Council election. In addition to this requirement, Council requested officers review the Policy in light of both the financial implications from COVID-19 and feedback received from the community about the appropriateness of the program given the current economic climate.

Some initiatives delivered by council in response to COVID-19 had economic recovery and stimulation objectives:

- increased local content purchasing policy requirements
- refunded food premises permit fees
- zero percent rate rise
- removed the 25% premium commercial zone rate
- Set up business support team to ensure businesses could access grants and other government support and also navigate Council's regulatory environment more easily

- information about the COVID-19 pandemic on the website and used our site as a one stop shop
- Dindi Directory and the Dindi Store
- accessed the Working for Victoria fund to ensure that local employment impacts were lessened as much as possible
- extended our financial hardship policy.

While the individual grants made possible through the Business Growth and Establishment and the Industry and Economic Growth streams were appropriate at the time, COVID-19 has led to a less certain operating environment for many in the community – in particular, those in business.

This has led Council to consider its role in economic development more broadly and, while still underway, the outcomes of those discussions will be seen through the development of the Council Plan, in consultation with the community.

The following changes to the Policy are recommended to Council:

1. Add Business Plan Support stream
2. Remove Business growth and Establishment and Industry and Economy Growth streams
3. Include Social Enterprises as eligible applicants where appropriate
4. Include business applications to the Community Grants streams where a community benefit can be established that sits separate to the business objectives and benefit
5. Simplified approach to assessment rounds with streams either open all year round or assessed quarterly.

These recommended changes are incorporated in the attached Policy.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our People* strategic objective to “encourage activities and events that celebrate our vibrant, diverse and creative people and communities”.

This report supports the *Council Plan 2017-2021 Our People* strategy to “promote opportunities for people of all ages to connect with and be involved in their community”.

This report supports the *Council Plan 2017-2021 Our Prosperity* strategic objective to “in partnership with the community we will promote an environment in which business and community can thrive”.

This report supports the *Council Plan 2017-2021 Our Prosperity* strategy to “support and encourage local businesses to work together, thrive and grow, through networking, start-up assistance, mentoring and access to skills”.

Relevant Legislation

There are no legislative considerations to this report.

Financial Implications and Risk

Changes to the Policy will impact on the budget. Officers recommend the following changes to the indicative budget for grants streams.

Grant Stream	Current Policy grants mix \$	Recommended \$ in line with revised Policy
Fee Reductions	10,000	10,000
Governance, skills and capacity building	20,000	10,000
Quick response	10,000	10,000

Community sponsorship, projects and events	60,000	60,000
Small and new tourism events	20,000	20,000
Events of State significance	40,000	40,000
Business growth or establishment	40,000	0
Industry or economic growth	50,000	0
Business Plan Support	0	30,000
TOTAL	250,000	180,000

The above amounts per stream are indicative only, and may shift slightly from year to year. The amounts exist to ensure the right grants mix for our community.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

11 OUR PROMISE

11.1 2021/22 Draft Annual Budget

Attachment(s):

1. Murrindindi Shire Council – Draft Budget 2021-22 [11.1.1 -57 page]

Purpose

This report is to seek the Council's endorsement of the draft 2020/21 Annual Budget (draft Budget) for the purpose of a public exhibition and submission process in accordance with Section 223 of the *Local Government Act 1989* (permissible under section 96 (2) of the *Local Government Act 2020* (the Act) for the first budget only).

Officer Recommendation

That Council:

1. Note that the draft 2021/22 Annual Budget (draft Budget) attached to this resolution is the draft Budget prepared by Council for the purposes of Section 94 (1) of the *Local Government Act 2020* (the Act)
2. Authorise the Acting Chief Executive Officer to give public notice of the draft Budget
3. Advise that a copy of the draft 2021/22 Budget will be available for inspection on Council's website – www.murrindindi.vic.gov.au
4. Call an **Unscheduled Meeting of Council** for the purpose of hearing submissions on the proposals contained in the draft Budget made in accordance with Section 223 of the Act on Wednesday 9 June 2021 commencing at 6 pm and held at the Council Chambers in Alexandra or subject to COVID-19 restrictions conducted online as a virtual meeting
5. Note that following the consideration of all written and verbal submissions, the draft 2021/22 Budget be presented at the Council Meeting to be held on Wednesday 23 June 2021 commencing at 6 pm and held at the Council Chambers in Alexandra or subject to COVID-19 restrictions conducted online as a virtual meeting.

Background

The development of the annual budget is part of an integrated process ensures appropriate resource allocations are made to service Council's long-term activities and initiatives.

The Council Plan and the Financial Plan and its underpinning strategies inform the budget development process. The annual budget needs to consider Council Plan initiatives, external influences and any new initiatives.

The draft 2021/22 Budget attached to this report outlines the financial implications of the strategic objectives and initiatives planned by Council, focusing on the coming financial year.

The draft Budget balances the need to deliver infrastructure and services while also providing the best possible value for residents, and ensuring careful ongoing financial management.

Discussion

The draft Budget details the resource requirements and project priorities that are in accordance with the key strategic objectives that have been set in the *Council Plan 2017-2021*.

The draft Budget has been prepared on the principles of responsible financial management to achieve an operating result that ensures and maintains long term financial sustainability.

Whilst always difficult to raise revenue, especially in times of uncertainty, the proposed rate increase of 1.5% for 2021/22 is in line with the rate cap set by the State Government and provides for a continued mix of responsible operating and capital budget expenditures. This is in contrast to 2020/21, where Council responded swiftly and strongly in the face of the pandemic, with no increase applied to rates income and the removal of the 25% premium paid by commercial and industrial properties. To further support businesses and the community, a range of fees and charges were reduced or waived, and the provision of community and business grants and contributions was expanded. Council also extended its Hardship Policy to all ratepayers to assist those significantly impacted by the effects of the pandemic. Council will continue to support those ratepayers needing assistance throughout the next rating period.

The draft Budget has been developed based on the following principles:

- to increase average rates by 1.5%. This is in line with the average rate increase allowable under the State Government's Fair Go Rates System for 2021/22
- to take on no new debt; representing the lowest level of total debt Council has held in more than a decade
- to limit increases to fees and charges (where possible and under Council's control), to no more than 1.5%
- to reinstate the 25% rate premium on commercial/industrial properties which Council temporarily suspended last year during the pandemic in line with Council's Revenue and Rates Plan.

The draft Budget identifies that Council will spend \$50.60 million to deliver services and improve infrastructure. This includes a \$14.7 million Capital Works Program.

Highlights of the Capital Works Program include:

- \$4.3 million on roads and paths
- \$123,000 to improve safety at our swimming pools
- \$4.9 million to replace Break O'Day Road bridge in Glenburn, the Yea Caravan Park Bridge and the Yarck Road Bridge and widening of Snobs Creek Road
- \$668,000 for works on the Alexandra Youth Precinct project
- \$100,000 to undertake structural stabilisation works and create a meeting room at the Yea Shire Hall
- \$200,000 to undertake major renewal works at the Alexandra Maternal and Child Health Centre
- \$65,000 for investigation and design for Kinglake closed landfill.

Other initiatives proposed in the draft Budget include:

- \$25,000 for the development of a Reconciliation Plan to recognise and celebrate the traditional owners of our land
- \$80,000 for the development of programs which relate to the environment and mitigating the effects of climate change.
- \$50,000 to review and address the ongoing maintenance challenges of Council's built and environmental assets, including ageing infrastructure, roads, recreation and open spaces.
- Over \$100,000 in funding for a range of tourism and business development initiatives, which include:
 - Business assistance to access both government funding and information about the regulatory side of doing business
 - Hosting and promoting a range of professional development opportunities
 - Development of printed material and online content to attract visitors to cycling, walking and other nature-based tourism opportunities, while promoting the Great Victorian Rail Trail and associated towns in collaboration with neighbouring Shires.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to “maintain Council’s financial sustainability through sound financial and asset management”.

Relevant Legislation

Council is required under the *Act*, to prepare and adopt an annual budget.

Financial Implications and Risk

The proposed 2021/22 Budget is fiscally responsible in its scope of discretionary spending. The draft Budget details how Council can manage its requirement to keep average rate increases within the rate cap of 1.5% legislated by the State Government for 2021/22, whilst providing a responsible and viable financial plan for the ensuing year.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

The draft Budget will be made available for inspection on its website for a period of at least 28 days, and submissions invited from members of the public. The draft Budget will be formally advertised in a range of publications from 30 April 2021, with written submissions called for by 12pm, 28 May 2021 following which Council will consider the submissions received at its meeting on 9 June 2021, before finally resolving to adopt the draft Budget at its meeting on 23 June 2021.

11.2 Revenue and Rates Plan 2021-24

Attachment(s):

1. Revenue and Rates Plan 2021-24 [11.2.1 - 24 page]

Purpose

This report is to seek the Council’s endorsement of the Revenue and Rates Plan in accordance with section 93 of the *Local Government Act 2020*.

Officer Recommendation

That Council adopt the Revenue and Rating Plan attached to this report.

Background

The Revenue and Rating Plan (the Plan) is a new requirement under the *Local Government Act 2020 (the Act)*. It is for a 4-year ‘block’ period starting on 30 June in the year after each general election.

The Plan is a medium-term plan that describes the basis on which Council will generate income to deliver on the Council Plan, program and services and capital works commitments over a 4-year period. It defines the revenue and rating 'envelope' within which Council propose to operate, including Council's differential rating structure.

The Plan has been prepared on the basis of Council's existing rating and revenue practices developed in reference to the Local Government Revenue and Rating Plan – Better Practice Guide issued by Department of Jobs, Precincts and Regions.

The Victorian Government appointed a Local Government Rating System Review Panel to review the rating and revenue systems of local Government Panel presented its final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently (in February 2021) published a response to the recommendations of the Panel's report. However, the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

Further the Victorian Ombudsman also commissioned a review of local government Hardship Policies as they relate to the collection of rates and charges. This review has recently been completed however the results of that Review have not yet been released. The Victorian Government made mention of the Review being underway in its response to the Rating System Review Panel report and recommendations and indicated the outcome of that Review may also influence the Government's response and implementation timeframes for the Rating Systems Review.

Council will have the ability to review the Plan at any time in the next four years following the release and confirmation of the requirements and timelines from the Government's Rating System Review. Officers will brief Council on the process to consider any recommended changes to this Plan and the community consultation requirements in line with the review process.

Discussion

The key components of the Plan are based on Council's existing Rating and Revenue Strategy adopted in 2015 and reflective of Council's current rating practices. This includes confirming Capital Improved Value (CIV) as Council's valuation bases and setting differential rates at the following levels:

- Residential - 100%
- Commercial / Industrial - 125% (reinstated for 2021/22 following the one-off decision reduce to 100% in 2020/21 as a COVID-19 relief measure)
- Rural 1 - 70%
- Rural 2 - 99%
- Vacant - 150%.

The Plan also confirms the levying of a Municipal Charge for the purpose of covering some of the administrative costs of Council, ensuring each rateable property in the municipality makes a contribution, and the application of a service charge for the collection and disposal of refuse on properties that fall within the designated kerbside waste collection areas.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to "maintain Council's financial sustainability through sound financial and asset management".

Relevant Legislation

Local Government Act 2020 Section 93: A Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years.

Financial Implications and Risk

Rates are the most significant revenue source for Council and make up approximately 57% of its annual operating income. As such, the strategies outlined in the Plan will align with the objectives contained in the Council Plan (under development) and will feed into Council's future budgeting and long-term financial planning documents, as well as other strategic planning documents included in Council's strategic planning framework.

It is noted that the Plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

11.3 Quarterly Finance Report - March 2021

Attachment(s):

1. Quarterly Financial Statements – March 2021 [**11.3.1** - 4 page]

Purpose

This report provides the quarterly financial report for the period ending 31 March 2021 and proposes that Council extinguish its existing loan borrowings debt.

Officer Recommendation

That Council:

1. **receives the Quarterly Financial Report to 31 March 2021**
2. **approves paying out Council's existing loans, with a principal balance forecast at 30 June 2021 of \$300,480, using Council's unallocated cash balance, recognising that this will decrease the forecast 30 June 2021 operating result by an estimated \$14,785.**

Background

The Quarterly Financial Report for the period ended 31 March 2021, 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
- Statement of Cash Flow
- Reconciliation of Non-Discretionary Cash & Reserves.

Discussion

The statements for the third quarter to 31 March 2021 are included in Attachment 11.3.1.

Income Statement (Statement A)

The Income Statement for the period 1 July 2020 to 31 March 2021 (also within the attached report) is presented below:

Murrindindi Shire Council Income Statement For the period ended 31st March 2021								
		(1)					(2)	%
NOTE	December Revised Budget 2020/21	Annual Revised Budget 2020/21	Forecast Adjustment 2020/21	YTD Budgets 31/03/2021	Actual 31/03/2021	YTD Budget V Actual Variance 31/03/2021	YTD Budget V Actual Variance 2020/21	%
	\$	\$	\$	\$	\$	\$	\$	%
Revenue								
Rates & Charges	1	21,562,446	21,562,446	-	21,521,418	21,512,400	(9,018)	-0.04%
Special Charge	2	27,000	27,000	-	-	-	-	-
Statutory fees and fines	3	1,187,957	1,178,457	(9,500)	861,009	880,912	19,903	2.31%
User fees	4	909,964	908,914	(1,050)	680,750	788,705	107,955	15.86%
Grants - Operating	5	8,613,237	8,703,237	90,000	4,706,999	4,560,094	(146,905)	-3.12%
Grants -Capital	6	4,259,098	4,246,183	(12,915)	2,415,162	2,414,004	(1,158)	-0.05%
Contributions - Cash	7	288,970	297,970	9,000	254,772	263,980	9,208	3.61%
Contributions - Non Cash	8	600,000	600,000	-	-	-	-	-
Reimbursements	9	330,083	337,983	7,900	154,759	146,505	(8,254)	-5.33%
Other revenue	10	754,980	788,749	33,769	488,782	498,837	10,055	2.06%
Total Revenue		38,533,735	38,650,939	117,204	31,083,651	31,065,437	(18,214)	-0.06%
Expenses								
Employee Benefits	10	15,610,143	15,503,568	(106,575)	11,783,504	11,605,427	(178,077)	-1.51%
Materials and Services	11	13,975,873	14,003,477	27,604	9,202,066	8,544,657	(657,409)	-7.14%
Depreciation and amortisation	12	8,859,048	8,759,048	(100,000)	90,000	88,139	(1,861)	-2.07%
Bad and Doubtful Debts	13	160,000	160,000	-	160,000	160,085	85	0.05%
Other Expense	14	356,886	356,886	-	205,966	192,704	(13,262)	-6.44%
Finance Costs (Interest)	15	24,909	24,909	-	9,637	9,642	5	0.05%
Total Expenses		38,986,859	38,807,888	(178,971)	21,451,173	20,600,654	(850,519)	-3.96%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	16	(622,047)	(622,047)	-	-	103,227	103,227	-
Increase/(Decrease) Landfill Provision		-	-	-	-	-	-	-
Surplus (deficit) for the period		(1,075,171)	(778,996)	296,175	9,632,478	10,568,010	935,532	

This statement provides information on two budgetary components:

1. **Forecast adjustments:** adjustments to the December revised budget figures to reflect the predicted result at the end of the 2020/21 financial year (refer to the column titled "(1) Forecast Adjustment").

The forecast position for the financial year has improved by \$296,175 moving from a predicted deficit of \$1,075,171 to a forecast deficit of \$778,996 in this quarter. Savings in expenditure in this quarter have contributed to offsetting the over expenditure in the first half of the year largely generated by Covid19.

2. **Year-to-date budget variances:** variances between March's revised year-to-date budget and the year-to-date result (refer to column titled "(2) Budget Actual Variance").

The \$10.56 million operating result for the period ending March 2021 quarter is \$935,532 or 9.7% favourable to the year-to-date budget.

Detail explanations of the forecast adjustments (1) and year-to-date variances (2) are included in the table below:

Note	Line item	(1) Explanation Forecast Adjustment	(2) Explanation YTD Budget V Actual Variance
1	Rates & Charges	No Change	Year-to-date variance is within budget expectations (variance is less than 10%)
2	Special Charge	No Change	Year-to-date variance is within budget expectations (variance is less than 10%)
3	Statutory fees and fines	\$9,500 unfavourable.	Year-to-date variance is within budget expectations (variance is less than 10%)

		<ul style="list-style-type: none"> Shipping containers permits fees reduced \$20,000. Septic tank permit fees Increased \$15,500. 	
4	User fees	\$1,050 unfavourable.	<p>\$107,955 favourable.</p> <ul style="list-style-type: none"> Saleyards fees \$51,995 Waste charges \$60,975 <p>Both these income streams have a degree of seasonality and unpredictability, but at this stage indications are for a positive budget variation.</p>
5	Grants - Operating	<p>\$90,000 favourable. Two new operating grants:</p> <ul style="list-style-type: none"> Women Building Surveyors Program \$75,000 Kerb Collection Transition Plan \$15,000 	Year-to-date variance is within budget expectations (variance is less than 10%)
6	Grants - Capital	<p>\$12,915 unfavourable.</p> <ul style="list-style-type: none"> Adjustment to E waste grant; correction to amount collectable. 	Year-to-date variance is within budget expectations (variance is less than 10%).
7	Contributions - Cash	<p>\$9,000 favourable.</p> <ul style="list-style-type: none"> Additional public open space developer contributions. 	Year-to-date variance is within budget expectations (variance is less than 10%).
8	Contributions - Non-Cash	No Change	On budget
9	Reimbursements	<p>\$7,900 favourable:</p> <ul style="list-style-type: none"> Increased reimbursements for fire protection works. 	Year-to-date variance is within budget expectations (variance is less than 10%).
10	Other revenue	<p>\$33,769 favourable. Adjustments due to:</p> <ul style="list-style-type: none"> Extra income from the sale of scrap steel \$37,019 Rental income decreases \$3,250 	Year-to-date variance is within budget expectations (variance is less than 10%).
11	Employee Benefits	<p>\$106,575 favourable. Adjustments include:</p> <ul style="list-style-type: none"> Working for Victoria (WFV) budget reduced by \$69,300. All employees have terminated and final pays and oncost have been calculated. Savings in wages for the swimming pool \$26,866 Reduction in Information Management \$30,000. To ensure the archiving project remains on schedule, budgets have been reallocated to fund external contractor support. 	Year-to-date variance is within budget expectations (variance is less than 10%).
12	Materials and Services	<p>\$27,604 unfavourable. Adjustments include:</p> <ul style="list-style-type: none"> Grant funded Develop Kerbside collection plan increase \$15,000 Information Management as result of a temporary change to the delivery model from wages to contractor (\$0 net cost as it is a \$30,000 movement between contractors and wages.) Environmental Health service returns to an employee model after a period of delivery by a contractor \$0 nett cost however, \$22,000 	<p>\$657,409 favourable or 7% due to lower than anticipated year to date expenditure in the following areas:</p> <ul style="list-style-type: none"> Corporate and Shared Services \$290,234 being \$140,000 expected account yet to arrive from VEC for the cost of the Council Election Assets and Development \$142,510 including \$66,206 Waste Management and \$32,466 Environmental Service, \$57,208 Project Delivery non-capital items. Community Engagement \$163,779 being Community Development \$24,389 and Children Services

		<p>movement from contractors to wages.</p> <ul style="list-style-type: none"> Savings anticipated in Covid related expenditure. These costs now budgeted at \$425,000 down from \$450,000 saving \$25,000. 	<p>\$69,317 Business and Community Grants \$34,320, Customer Experience \$17,191.</p> <p>Some of these variations are delayed expenditure; others are delayed receipt of invoices. Indications are that some of these year-to-date savings will materialise as savings at year end, adding to a further improved operating result.</p>
13	Depreciation and amortisation	<p>\$100,000 favourable.</p> <ul style="list-style-type: none"> A landfill survey of the available air space at the Alexandra Landfill was conducted on the 4th January. This indicated reduced consumption of airspace over the preceding 6 months. Budgeted consumption for financial year has been reduced. 	Year-to-date variance is within budget expectations (variance is less than 10%)
14	Bad and Doubtful Debts	No Change	Year-to-date variance is within budget expectations (variance is less than 10%)
15	Other Expense	No Change	Year-to-date variance is within budget expectations (variance is less than 10%)
16	Finance Costs (Interest)	No Change	Year-to-date variance is within budget expectations (variance is less than 10%)
17	Net gain/(loss) on disposal of property,	No Change	<p>\$103,227 favourable,</p> <ul style="list-style-type: none"> Three items of plant have been sold, however the carrying value of these assets is yet to be expensed. The delay in processing the asset disposal transaction was due to the changeover of the asset accounting software. The variance will correct when processing commences in April.

Balance Sheet (Statement B)

The Balance Sheet is included Attachment 11.3.1.

The Commentary below refers to Column (1) forecast adjustment, being the movement in the Balance Sheet from the previously reported December Budget review to the current budget revision as at 31st March 2021.

Assets

The statement shows cash has decreased by \$18,825. It is expected that a further \$196,175 will be generated from operations, with \$215,000 being directed towards capital works (see the Cashflow Statement (Statement C) for a detailed analysis of cash movements).

Liabilities

There has been no adjustment made to expected liabilities.

Equity

As at 31 March 2021 the statements show a favourable reduction in the predicted deficit to \$778,996. These variances are explained in more detail by the commentary outlined in Statement A – Income Statement.

Cash Flow Statement (Statement C)

This statement combines the cash related movements from the Income Statement and the Balance Sheet into one statement. This Statement shows how funds are generated and consumed. The revised budget projects that cash will decrease by \$18,825.

Cash from Operating Activities

The statement shows an improvement of \$196,175 in cash generated by operations.

Cash Flow from Investing Activities

An increase of \$215,000 due to increased capital works.

Cash flow from financing activities

No budget changes.

Non-Discretionary Cash and Council Reserves (Statement D)

Included as part of this report is a statement of Council's Non-Discretionary Cash Flow requirements. This reconciliation lists all Council reserves together with funds held as Deposits or Trust, these are required to be refunded, and an allowance for the provision of employee entitlements. This latter provision being a nominal amount of 25% of Council's Annual Leave Liability and 25% of the current Long Service Leave Liability.

The December revised budget figure for total unallocated cash was \$10.82 million, the March revised budget figure is now \$10.97 million.

Councillor Expenses (GST Exclusive):

As required in the adopted Councillor Reimbursement Policy (February 2017), Council reports quarterly on the Councillor related expenses. The following table details Councillor expenses for the third quarter period ending 31 March 2021.

Councillor Expenses for 3 months ended 31 March 2021:

	Allowances	Travel Expenses	Childcare Expenses	Information & Communications Expenses	Conference & Training Expenses	Other Expenses
Cr Carpenter	\$5,762.16	\$-	\$-	\$184.21	\$1,780.78	\$267.79
Cr Gallagher	\$5,762.16	\$1,898.08	\$-	\$189.54	\$1,780.78	\$170.51
Cr Gerencser	\$5,762.16	\$1,712.32	\$-	\$299.27	\$1,780.78	\$170.51
Cr Haslam	\$5,762.16	\$418.08	\$-	\$197.83	\$1,780.78	\$170.51
Cr Lording	\$5,762.16	\$594.72	\$-	\$390.88	\$1,780.78	\$170.51
Cr McAulay	\$17,214.51	\$2,463.00	\$-	\$390.88	\$1,780.78	\$267.79
Cr Walsh	\$5,762.16	\$586.80	\$-	\$195.44	\$1,780.78	\$170.51

It should be noted that accommodation and travel costs include the reimbursement of the claims, which a Councillor may choose to submit for travelling to Council meetings, briefings and other functions, which they attend in their capacity as a Councillor. Where a Councillor's residence is greater than 50 kilometres from the location of a Council meeting, they may also claim the statutory remote area allowance.

It should also be noted that Councillors can elect for part of their allowance to be deducted for superannuation purposes.

Loan borrowings – pay off proposal

An item for consideration is the option for Council to pay off the balance of its existing loan borrowings, which is forecast to be \$300,480 at 30 June 2021.

There are currently three loans which are due to end in October 2021, April 2023 and October 2023. With cash investment interest rates low (earning less than 1%) and the fixed interest rate loans ranging from 5.6% to 6.24%, officers have investigated if it would be financially prudent to extinguish the debt.

Following a discussion with the financial institutions, the total break cost to pay off the loan

balances is quoted to be approximately \$14,785. This is significantly less than the total interest owing (\$38,620).

The following table shows the total savings that will be realised if the debt is paid off:

	\$
Total interest saved	38,620
Less break fees	(14,785)
Total net savings	23,835

The break fees would reduce Council's forecast 2020/21 operating result by \$14,785. The \$300,480 principal balance would be paid out of Council's unallocated cash balance.

Therefore, as Council has sufficient cash holdings to comfortably extinguish the debt, it is recommended that Council approves this proposal.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to "maintain Council's financial sustainability through sound financial and asset management".

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 are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

11.4 Quarterly Council Plan 2017-2021 Report - 31 December 2020

Attachment(s):

1. Council Plan Quarterly Report – 1 January to 31 March 2021 [11.4.1 - 32 page]

Purpose

This report provides the third quarter summary of progress to date in delivering the actions in the Council's *Priority Action Plan 2020/21* (Action Plan).

Officer Recommendation

That Council receive and note the quarterly report ending 31 March 2021 on the status of actions from the Priority Action Plan 2020/21.

Background

Council adopted its *Council Plan 2017-2021* (Council Plan) at the Special Meeting of 21 June 2017. The Council Plan sets out the overall strategic direction of Council over its four-year term based on an extensive community consultation program conducted across the shire.

At the August 2020 Ordinary Meeting Council adopted the Priority Action Plan 2020/21 which outlines the actions that Council will pursue during the 2020/21 year to continue to implement the

four-year strategies in the Council Plan. Both the Council Plan and the Priority Action Plan are published on Council's website. A report on progress in implementing the annual priority actions is provided to Council at the end of each quarter.

Discussion

The Attached Council Plan Quarterly Report provides a summary of activity undertaken in the second quarter of the Priority Action Plan for each of the four strategic objectives relating to Our People, Our Place, Our Prosperity and Our Promise.

Highlights from the quarter (January to March 2021) include the following:

Our People

- We had 14,317 visits to our swimming pool facilities during January, February and March, with over 21,500 visits for the whole season
- Our Libraries resumed nearly all programs, including Storytime and Baby Rhyme Time, On The Couch/Pageturners, Youth and Children's Sessions and introduced a new 'Welcome Group' for newcomers to the Shire
- We began the community engagement process for the "Shaping our Future" project associated with developing our Council Plan, Community Vision, Financial Plan and Municipal Public Health & Wellbeing Plan
- We supported the VicHealth "This Girl Can" week initiative celebrating women getting active, regardless of background, ability, gender identity, age or body shape
- We delivered three youth-led pool parties with over 500 people in attendance, featuring local youth musicians.

Our Place

- We worked with Tourism North East to add new touring routes and activities to the High Country website
- We submitted a funding application to Regional Development Victoria to support the stage two delivery of the Alexandra Youth Precinct
- We completed the development of a 10 year capital works program and the 2021/2022 capital works program
- We continued to deliver the Discover Your Backyard initiative to encourage residents to engage with outdoor experiences across the Shire
- We received grant funding to subsidise Outdoor Dining and A frame permit fees to reduce the burden on small business during the COVID-19 Pandemic
- Our Municipal Emergency Management Plan was reviewed and adopted.

Our Prosperity

- We ran a mental health and JobKeeper support session for businesses and undertook a business survey to check on business recovery
- We were successful in securing funding for a multi-use trail in Eildon and art structures for the Great Victorian Rail Trail
- We increased our Instagram following by 647 with a post reach of 1.3 million people.

Our Promise

- We implemented a new Cloud-base Contact Centre phone system to enhance the phone performance and management to improve customer experience
- Our Community Engagement Policy was adopted by Council at its March meeting following a period of community consultation
- We completed the incorporation of a number of our buildings into our asset management program and completed the first stage of testing
- We commenced the review of our Road Management Plan
- We began transitioning staff back to our offices in a limited capacity in accordance with the COVID-19 Restrictions

- We appointed a new OHS committee and all Health and Safety Representatives undertook appropriate training.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategic objective to “we will all work in collaboration with our communities to deliver the best possible outcomes in all that we do”.

Relevant Legislation

Council has an obligation under the *Local Government Act 2020* Section 90 to prepare and adopt a 4 year Council Plan. The quarterly report supports the intent of the Act to engage and be transparent with the community.

Financial Implications and Risk

The delivery of the Council Plan is supported by the four-year Strategic Resource Plan and the Annual Budget.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

The actions in the Action Plan have been developed with reference to the priorities identified from the community following the ‘Have Your Say’ community consultation undertaken in February – April 2017.

11.5 Quarterly Capital Works Report - 31 March 2021

Attachment(s):

1. Financial Report – March 2021 [**11.5.1** - 3 page]

Purpose

This report provides an update on the 2020/21 Capital Works Program (CWP) for the third quarter of the year ending 31 March 2021.

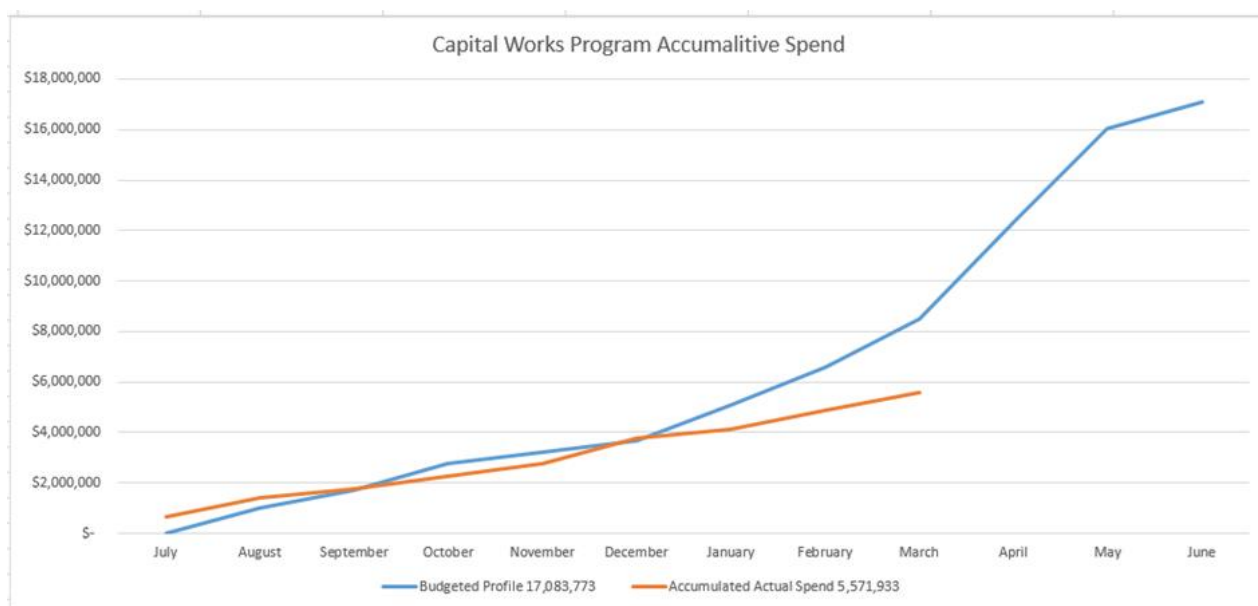
Officer Recommendation

That Council:

1. **receives the quarterly report ending 31 March 2021 on the status of delivering the Capital Works Program; and**
2. **endorse the proposed funding adjustments as presented by Attachment 11.5.1 and table 2 below.**

Background

This report is the third quarter report for the 2020/21 CWP. The period of reporting is from 1 January 2021 to 31 March 2021. The CWP is comprised of those projects endorsed by Council as part of the 2020/21 Capital Works budget, projects identified for carry forward from the 2019/20 program and approved projects that have received grant funding during the financial year.



Discussion

In the third quarter, despite a realignment of the profiled spend in the second quarter, the actual expenditure was still significantly behind the forecast expenditure. With invoices currently being processed, this will narrow the variance to better align with the anticipated spend. This delay in payment is largely due to some larger project invoices arriving late in March. These late invoices include approximately \$750K for reseal, \$200K for Floating cities, \$200K for Eildon Landfill.

The design of some projects has been delayed by design consultants who currently have an increased workload from a number of new projects that have been generated by recent stimulus grants. This has resulted in timelines for some projects not being met. This is being monitored.

During this period commitments rose from approximately \$7.89M in works to \$13.74M, which is 73% of the current revised budget, with an actual spend of \$6.12M (this includes Non-Capital projects i.e., Rubicon Village & Floating Cities). The expenditure to the end of the March was \$6,123,728 (Capital Projects, Special Non-Capital & Plant). Council's Capital works program for the 2020/21 financial year has expanded slightly over the last quarter from a total of 122 to 128 individual projects. Of these 128 projects, all with the exception of 7 have commenced and a number of projects have been completed. Major expenditure for the quarter is shown in table 1 below.

Table 1 – Summary of Major Expenditure

Project	\$ Last Qtr	\$ Current Qtr	Complete	Ongoing
Sealed Road Renewal & Major Patching	\$250,797	\$389,525		X
Reseals	\$0	\$123,297		X
Major maintenance	\$0	\$287,201		X
Mt Pleasant Road, Alexandra - Entry Realignment	\$0	\$67,389		X
Kinglake West Bushfire Memorial Carpark	\$0	\$65,289	X	
Dropmore Bridge, Molesworth	\$0	\$168,362	X	
Yea Caravan Park Bridge	\$0	\$37,650		X
Break O'day Road (Pincombes) Bridge, Glenburn	\$0	\$38,650		X
Williams Street/Station Street, Alexandra - pathway	\$0	\$31,500		X
Closed landfill Rehabilitation Eildon	\$20,000	\$135,574		X
IT Systems Development	\$0	\$102,450		X
IT Software Allocation	\$33,000	\$95,900		X
Fleet - Passenger vehicles renewal	\$315,948	\$651,642		X
Major Plant & Machinery - Renewal	\$429,150	\$604,650		X

Eildon Floating Cities	\$0	\$32,095		X
High Street, Yea – Safety Upgrades	\$767,922	\$835,243	X	
King Parrot Creek Road, Strath Creek – Safety Upgrade	\$95,000	\$152,212	X	
Alexandra Shire Office refurbishment	\$0	\$69,648	X	

This report also includes Attachment 11.5.1 which indicates the current position of all capital projects for the current financial year using a traffic light system. The colours shown highlight the following:

- Green – Council officers are confident that the project will be delivered within the current financial year
- Yellow – there is a medium risk that there may be a delay in delivery due to issues outside of Council officer's control
- Red – there is a high risk that delivery will not occur within the current financial year for reasons as outlined
- Blue – the project has been assessed and has been placed on hold
- Black – the project has been completed.

REVIEW OF LEVEL 1 PROJECTS

Kinglake Streetscape

The construction contract has now been awarded with works due to commence in early May. Regular Project Reference Group meetings are now being arranged which will include representatives from Kinglake businesses.

Eildon Reserve - Stage 1 Schematic Design

The tenders have closed and the evaluation is currently underway.

Alexandra Youth Precinct, detailed design (Rotary Park)

Final detailed plans have now been received. The cost estimate for the works at 100% design has also been completed. All design elements have been incorporated into the design including lighting of the site. With this inclusion, the cost will exceed \$1.5 million, however the lighting was not part of the original scope.

The program is currently on track with an additional grant for \$850,000 being sought. It is expected that the results of this application will be announced in late May. This will allow for an earlier construction program.

The construction tender is being put on hold until the additional grant announcement has been made.

Kinglake West/Pheasant Creek Streetscape - Stage 1 design

The feature survey of the site has been completed with the preliminary design now underway. This project is currently on track in line with the revised program.

Closed Landfills Rehabilitation Works - Eildon

All waste has been removed and the bulk earthworks are nearing completion.

The program of works is proceeding well and is on target to achieve completion end of April.

The works are currently under budget. Any savings will be returned to the waste reserve.

Resource Recovery Centre - Yea - Design and Project Development Stage

All investigation reports have been completed. Works are currently on track. The program for the delivery of this project is multi-year, with the conceptual design and due diligence works currently on track and progressing well.

Works are currently under budget.

Floating cities Eildon (Boat Ramp & Washdown Bay)

Large earthworks are nearing completion. The program or works are currently on track for completion towards the end of April/early May. Some large rocks have been encountered which required excavation. This may slightly impact timelines.

Rubicon village effluent project

Installation for all signed up residents is now nearing completion with final invoices pending. There is one remaining site without grid power. The current proposal is to switch this unit to a sand filter option with a solar pump. This is currently being explored. The revised program has again slipped largely due to further negotiations with a resident who had withdrawn an agreement for the new system. This is now back on track. There are still two residents that are not participating in the program.

Thornton Drainage Upgrade – Design Stage

Clashes with GV water mains have now been resolved. The design program has slipped due to negotiations with GV Water, however this is unlikely to impact the delivery timeframe.

Various Bridge Projects

Bridge component renewal has now been completed at Dropmore Bridge, Molesworth.

The designs for the bridges at Yea Caravan Park and Break O’Day Road, Glenburn are well underway. Road Safety Audits are being organised to inform the final design. The Yarck Road Bridge design and construct specification has commenced.

These works are currently on track for the multi-year delivery.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to “maintain Council’s financial sustainability through sound financial and asset management”.

Relevant Legislation

Nil.

Financial Implications and Risk

Timely reporting of financial issues assists in early identification of the need for corrective action or reallocation of budget where required. Reporting of project progress also provides Council and the community with an understanding of when projects will commence and communicates delays if they occur.

A number of projects require funding adjustments due to scope changes or insufficient funds to complete the project. It is recommended that the additional funding is sourced from achieved savings from other capital works projects.

A detailed financial summary and status report of the Capital Works Program as of the end of March 2021 is shown in Attachment 11.5.1.

Project Requiring funds	Reason for the required funding	Current Budget	Funds required (\$)	Projects with funding that can be transferred	Funding available (\$)	Transfer amount to Project (\$)
Mountain Home Road, Kinglake - Design	Revisions requested in consultation with RRV	\$25,000	\$1,740	Dyes Lane, Buxton - Bridge – Component Renewal	\$2,000	\$1,740

	created minor variation to achieve the final design.					
Murchison Street, Marysville Carpark (Aftercare landscaping)	The planting was undertaken late spring as a result some aftercare such as watering was required to ensure their survival	\$17,747	\$8,799	Fannings Bridge, Glenburn – Load Upgrade	\$9,000	\$8,799
Alexandra Scout Hall	Final fencing works were slightly more than the \$20K available	\$20,000	\$2,633	Kinglake Ranges Neighbourhood House – Playground roof	\$6,000	\$2,633
Alexandra Shire Office – refurbishment due to compliance for COVID for return to office arrangements	New Project	\$0	\$69,000	Kinglake Ranges Neighbourhood House - Playground roof	\$3,367	\$3,367
				Mt Pleasant Rd, Alexandra - Realignment	\$10,000	\$10,000
				Yea Recreation Reserve Bi-fold doors	\$15,000	\$15,000
				Yea Pool Shade sale	\$15,000	\$15,000
				Buxton Recreation Reserve - Pathway/Access track	\$8,000	\$8,000
				Moveable pound yards and ramp	\$2,091	\$2,091
				Kinglake Memorial Reserve - Public Toilet (Design & Construction)	\$10,000	\$10,000
				Fannings Bridge, Glenburn - Load Upgrade	\$9,000	\$5,542

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

11.6 CONT21/5 - Marysville Swimming Pool Vinyl Liner Installation - Tender Evaluation

Attachment(s):

1. CONF Tender – CONT21/5 - Marysville Swimming Pool Vinyl Liner Installation - Tender Evaluation (distributed to Councillors separately) [11.6.1 - 5 page]

Purpose

The purpose of this report is for Council to appoint a contractor for the provision of the supply and installation of a reinforced vinyl liner at the Marysville Swimming Pool.

Officer Recommendation

That Council:

1. **Accept the tender from Tenderer 1 and award CONT21/5 - Marysville Swimming Pool Vinyl Liner Installation for the lump sum price of \$214,010.39 (Incl. GST)**
2. **Approve the allocation of \$21,401.03 (Incl. GST) as a contingency amount to be used in the delivery of this contract as detailed in this report**
3. **Release the name of Tenderer 1 into the Minutes of the Scheduled Meeting of the 28 April 2021.**

Background

The Marysville Swimming Pool vessel was refurbished in 2002 where the existing concrete structure was renovated and a fibreglass liner installed. The fibreglass liner now has substantial expansion cracking as well as delamination of the lining. The liner has continued to fail each year causing significant water loss. The cracks have been repaired on numerous occasions however this is not sustainable and a permanent solution is now required.

Condition inspections have been completed with recommendations provided indicating installation of a reinforced vinyl liner as the most cost-efficient solution to the issues experienced.

Discussion

The request for tender was advertised from 3 March, 2021 in the following publications:

- Alexandra Standard
- Yea Chronicle
- Marysville Triangle
- The Local Paper
- Council Website
- The Age
- Tendersearch portal
- Council Facebook page.

The tender for the works closed on 7 April 2021. Two submissions were received at the close of the tender.

Council's Procurement Policy requires that all tenders be evaluated by a tender evaluation committee (Committee). The Committee responsible for evaluating this tender comprised of:

- Coordinator Facilities
- Aquatics Operations & Active Living Officer
- Coordinator Recreation and Youth Services.

Tenders were assessed against the following criteria:

- Price – 40%
- Capacity to deliver (Resources, equipment) – 15%
- Capability to deliver (OHS Systems) – 15%
- Understanding of the requirement - 15%

- Relevant experience – 15%.

All submissions were assessed for compliance prior to evaluating. The Committee deemed all submissions compliant. Each submission was then evaluated to consider the suppliers ability to meet the requirements of the contract including their ability to deliver the works by the required timeline. Tenders were assessed against the evaluation criteria requirements.

Tenderers who were able to meet the required response times, demonstrated a sound understanding of the requirement, provided evidence of relevant experience and OHS systems including emergency management and working alone procedures were then shortlisted and evaluated further. A reference check was then completed on all preferred suppliers.

A detailed evaluation of the tenders is provided as a confidential attachment to this report.

Based on the analysis undertaken, the Committee recommend Tenderer 1 be awarded Contract 21/5 for Marysville Swimming Pool Vinyl Liner Installation for the lump sum price of \$214,010.39 (Incl. GST).

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to “maintain Council’s financial sustainability through sound financial and asset management”.

Relevant Legislation

The procurement process for these works was carried out in accordance with Council’s Procurement Policy and section 186 of the *Local Government Act 1989*.

Financial Implications and Risk

The total approved budget for the Marysville Swimming Pool Vinyl Liner Installation is \$526,900.00 (incl. GST) (\$479,000 excl. GST).

The project cost is summarised below:

Description	Cost (excl. GST)	Cost (incl. GST)
Tender Price	\$194,554.90	\$214,010.39
Contingencies	\$ 19,455.49	\$ 21,401.03
Total Project Cost	\$214,010.39	\$235,411.42

An allowance of \$21,401.03 (incl. GST) for contingencies is proposed to cover any latent conditions that may be experienced once the old liner is removed.

Project	Budget (incl. GST)	Total Project Cost (Incl. GST)	Variance (Incl. GST)
Marysville Swimming Pool Vinyl Liner Installation	\$526,900.00	\$235,411.42	\$291,488.58

The confidential attachment provides a detailed evaluation of the Tender price which determines that the price is appropriate to adequately deliver the contract works in line with the specifications and poses minimal risk.

The savings and any remaining budget contingencies at the completion of the project will be reported to Council as part of the regular capital works reporting.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

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

11.7 CONT20/34 – Eildon Reserves Splash & Skate Park – Principal Design Consultant – Tender Evaluation

Attachment(s):

1. CONT20/34 - Eildon Reserves Splash and Skate Park – Principal Design Consultant – Tender Evaluation (distributed to Councillors separately) [11.7.1 - 10 page]

Purpose

This report provides the results of a tender process to appoint a contractor for CONT20/34 – Eildon Reserves Splash and Skate Park - Principal Design Consultant.

Officer Recommendation

That Council:

1. **Accept the tender from Tender 1 and award CONT20/34 – Eildon Reserves Splash and Skate Park – Principal Design Consultant for the lump sum price of \$345,860.90 (Including GST) or \$314,419.00 (excluding GST).**
2. **Approve the reallocation of \$47,788.40 (including GST) or \$43,444.00 (excluding GST) from other project budgets listed in the 2020/21 Capital Works Program as detailed in this report which will increase the total project budget to \$372,288.40 (including GST) or \$338,444.00 (excluding GST).**
3. **Release this resolution and the name of Tender 1 into the Minutes of the Scheduled Meeting of the 28 April 2021.**

Background

Thomas Marr and Walter Moore Reserves (Eildon Reserves) are located in the heart of Eildon Township and contain a variety of community facilities, including swimming pool, visitor centre, public toilets, basketball courts, playground and casual recreation and picnic spaces. The reserves also provide a Neighbourhood Safer Place during emergencies. The Eildon Township was originally built in 1950-52 to cater for the workers of the new Greater Eildon Dam which sits over the original Sugarloaf Reservoir. Lake Eildon has 515km of shoreline and when full, contains six times the water volume of Sydney Harbour. Over time the Eildon region has become a popular location for house boats, fishing, a broad range of water sports, camping, four-wheel driving, mountain biking and bush walking.

Council has developed the Eildon Reserves Master Plan in consultation with the community and has been successful in obtaining a grant for \$295,000 excluding GST from the Victorian State Government. Council now has the opportunity to progress the project through to the detailed design and documentation stage.

This project is for the design of all spaces within the Eildon Reserves. The design is to include:

1. New Skate Park
2. New Pump Track
3. New Regional Play Space
4. New Regional Splash Park
5. New grassed Amphitheatre
6. New picnic shelters
7. Swimming Pool presentation upgrades
8. Upgraded paths and lighting
9. Upgraded park furniture
10. Retention of half of the basketball court area
11. Amenities upgrades to DDA standards.

Discussion

The request for tender was advertised from the 28 January, 2021 in the following publications:

- Alexandra & Eildon Standard
- Yea Chronicle
- Mountain Monthly
- The Age
- Tendersearch portal.

Tender specifications were prepared by Council officers and included a schedule of quantities for each stage of design for the entire scope of works. This also included a provisional item for the construction phase which included responding to construction clarifications once these works commenced.

The tender for these works closed on the 24 February, 2021 at 3pm. Five submissions were received at the close of tender.

Council's Procurement Policy requires that all tenders be evaluated by a tender evaluation committee (Committee). The Committee responsible for evaluating this tender comprised of:

- Senior Project Engineer (Chair)
- Director Assets & Development
- Manager Community Assets
- Acting Coordinator Recreation & Youth Services.

Tenders were assessed against the following criteria:

- Price – 30%
- Capacity to Deliver (resources, equipment) – 20%
- Capability to deliver (OH&S, systems, Environmental) – 20%
- Understanding of the requirements (Program & Methodology) - 20%
- Previous experience – 10%.

All submissions were assessed for compliance prior to evaluating. The Committee deemed that three submissions were compliant and two submissions were non-compliant.

The compliant submissions were then evaluated to consider the tenderer's ability to meet the requirements of the contract including their ability to deliver the works by the required timeline. Tenders were assessed against the evaluation criteria requirements.

Tenderers who were able to meet the required response times, demonstrated a sound understanding of the requirement, provided evidence of relevant experience and OHS systems including emergency management and working alone procedures were then shortlisted and evaluated further. A reference check was then completed on all preferred suppliers.

A detailed evaluation of the tenders is provided as a confidential attachment to this report.

Based on the analysis undertaken, the Committee recommend that Tender 1 be awarded Contract 20/34 for the Eildon Reserves Splash and Skatepark – Principal Design Consultant for the lump sum price of \$345,860.90 (including GST).

Council Plan/Strategies/Policies

This report supports the *Council Plan 2017-2021 Our Promise* strategy to “maintain Council's financial sustainability through sound financial and asset management”.

Relevant Legislation

The procurement process for these works was carried out in accordance with Council's Procurement Policy and section 186 of the *Local Government Act 1989*.

Financial Implications and Risk

This project is being funded by Regional Development Victoria for a total budget for the Eildon Reserves Splash and Skate Park Project of \$324,500.00 (including GST) (\$295,000.00 excluding GST).

The total overall project cost is summarised below:

Description	Cost (Excluding GST)	Cost (Including GST)
Tender price (This Tender)	\$314,419.00	\$345,860.90
Total Contract Cost (This Tender)	\$314,419.00	\$345,860.90
Project Management	\$15,000.00	\$16,500.00
Splash Park Feasibility Report	\$9,025.00	\$9,927.50
Total Overall Project Cost	\$338,444.00	\$372,288.40

Below is a budget comparison between the project cost and the project budget:

Project	Available Budget (excluding GST)	Total Project Cost (excluding GST)	Variance (excluding GST)
Total Overall Project Cost (includes this tender)	\$ 295,000.00	\$ 338,444.00	-\$43,444.00

There is a variance of -\$43,44.00 (excluding GST) (-\$47,788.40 including GST) which requires additional funding to complete the project. As part of this variance, there is an allowance for project management costs of \$15,000 (excluding GST). This project will be delivered by internal staff. As part of the grant conditions, staff costs cannot be funded as part of the grant. This will need to be funded by Council. It is recommended that funds be transferred from savings of other projects within the capital works program to fund the budget variance. This will deliver a construction ready project that will provide a higher likelihood of receiving external grant funding in the future. If this project is not delivered within the grant timelines (by August 2021), the funders have advised that the design grant funding will be withdrawn.

It is proposed that part of the savings from the Marysville Swimming Pool Vinyl Liner be used to fund the variance of \$43,444 (excluding GST) for the Eildon Reserves – Splash and Skatepark Project.

Project	Available Budget (excluding GST)	Total Project Cost (excluding GST)	Variance (excluding GST)
Eildon Reserves – Splash and Skate Park (This tender)	\$ 295,000.00 + \$ 43,444.00 (Marysville Swimming Pool Renewal Works) Total = \$ 338,444.00	\$ 343,444.00	\$0

The required funds to undertake the design works for this tender and complete the project is \$338,444 (excluding GST) (\$372,288.40 including GST). As detailed in the above table there are currently savings from the current capital works program available for reallocation to this project. This would allow for the design to proceed.

Conflict of Interest

There are no declared conflicts of interest by Council officers in relation to this report.

Community and Stakeholder Consultation

External consultation was undertaken in the preparation of the master plan for this project. Community members were engaged online and in person and provided input into the final design for the Eildon Reserves – Splash and Skate Park Project. Where possible, these ideas were incorporated into the master plan and further consultation will be sought throughout the detailed design process.

12 NOTICES OF MOTIONS**13 MATTERS DEFERRED FROM PREVIOUS MEETING****14 URGENT BUSINESS****15 COUNCILLOR REPORTS****15.1 Cr Karine Haslam****15.2 Cr Ilona Gerencser****15.3 Cr Eric Lording****15.4 Cr John Walsh****15.5 Cr Damien Gallagher****15.6 Cr Sue Carpenter****15.7 Cr Sandice McAulay - Mayoral Report****16 CHIEF EXECUTIVE OFFICER REPORT****17 ASSEMBLIES OF COUNCILLORS****Purpose**

This report presents the records of assemblies of Councillors for 24 March 2021 to 21 April 2021, for Council to note in accordance with Section 80A of the *Local Government Act 1989* (the Act).

Officer Recommendation

That Council receives and notes the record of assemblies of Councillors for 22 March 2021 to 23 April 2021.

Background

In accordance with Section 80A of the *Act*, written assemblies of Councillors are to be reported at an Scheduled Meeting of Council.

An assembly of Councillors includes advisory committees, where one or more Councillors were present, along with planned or scheduled meetings involving at least half of the Councillors and a Council officer.

A Councillor who has a conflict of interest at an assembly of Councillors, must disclose the conflict of interest, and leave the meeting while the matter is being discussed.

Discussion

A written record is required to be kept of every assembly of Councillors, including the names of all Councillors and staff at the meeting, a list of the matters considered, any conflict of interest disclosed by a Councillor, and whether a Councillor who disclosed a conflict left the meeting.

The following summary details are for 24 March 2021 to 23 April 2021:

Meeting Name/Type	CEO Recruitment Interviews
Meeting Date:	24 March 2021
Matters Discussed:	1. CEO Recruitment Interviews
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr I Gerencser, Cr K Haslam, Cr E Lording, Cr S McAulay, Cr J Walsh
Council Officer Attendees:	Nil
Conflict of Interest Disclosures:	Nil.

Meeting Name/Type	Council Pre-Meet
Meeting Date:	24 March 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Grants and Contributions Program – Monthly allocations 2. Councillor Representative List – Rubicon Outdoor 3. Councillor Gifts Policy 4. Audit and Risk Committee Bi-Annual Report 5. Audit and Risk Committee Confirmation of Minutes 6. CONT20/40 – Gravel Roads Resheeting Program 2021 – Tender 7. CONT21/1 – Yea Recreation Reserve Lighting Upgrade – Tender 8. CONT20/32 – Supply and Delivery of a Motor Grader – Tender 9. CONT21/ - Kinglake Streetscape - Tender
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr I Gerencser, Cr K Haslam, Cr E Lording, Cr S McAulay, Cr J Walsh
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, T Carter
Conflict of Interest Disclosures:	Nil.

Meeting Name/Type	Briefing Session
Meeting Date:	31 March 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Waste and Resource Recovery Strategy 2030 2. VicForests Briefing – Monique Dawson & Anna Stefanataos 3. Activating Growth Project – Tony Irish

Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr K Haslam, Cr S McAulay, Cr J Walsh
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, B Byrne, N Stewart, K Girvan, C Fraser
Conflict of Interest Disclosures: Nil.	

Meeting Name/Type	Briefing Session
Meeting Date:	7 April 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Waste and Resource Recovery Strategy 2030 – Continued 2. Emergency Management Policy 3. Amanda McClaren - Hume RDA Chair 4. Trevor Watson – Ambulance Victoria 5. Grants and Contributions Policy 6. 2021/22 Draft Budget & Draft Revenue and Rates Plan
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr K Haslam, Cr S McAulay, Cr J Walsh
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, M Kearney, B Byrne, G Haylock, C Price
Conflict of Interest Disclosures: Nil.	

Meeting Name/Type	Unscheduled Confidential Meeting (close to the public)
Meeting Date:	14 April 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Chief Executive Officer Recruitment Process
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr K Haslam, Cr S McAulay, Cr I Gerencser
Council Officer Attendees:	M Kearney
Conflict of Interest Disclosures: Nil.	

Meeting Name/Type	Briefing Session
Meeting Date:	14 April 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. The Dindi Directory & Dindi Store
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr K Haslam, Cr S McAulay, Cr I Gerencser
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, M Kearney, E McLean
Conflict of Interest Disclosures: Nil.	

Meeting Name/Type	Workshop Session
Meeting Date:	21 April 2021
Matters Discussed:	<ol style="list-style-type: none"> 1. Visitor Information Services Review 2. Grants and Contributions Program Policy and Monthly Allocations 3. Guest Speakers – Forestry Transition Program Briefing 4. Quarterly Capital Works Report 5. Maryville Pool Liner – Tender Evaluation 6. Draft Waste & Resource Recovery Strategy
Councillor Attendees:	Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr K Haslam, Cr S McAulay, Cr I Gerencser
Council Officer Attendees:	M Chesworth, S Brown, V Albicini, M Kearney, A Dennis, M Thomas, C Lintott, B Byrne
Conflict of Interest Disclosures: Nil.	

Council Plan/Strategies/Policies

This matter is consistent with the *Council Plan 2017-2021 Our Promise* strategy to 'expand our communication'.

Relevant Legislation

For full details of Council's requirement for assemblies of Councillors, refer to Section 80A of the *Local Government Act 1989*.

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.

18 SEALING REGISTER

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/790	1 April 2021	Section 17D Crown Land (Reserves) Act 1978 Lease (Non Retail) between Murrindindi Shire Council and Yea Community Services Group Inc t/a Yea & District Community House	Michael Chesworth Cr Sandice McAulay
CONT20/30	9 April 2021	Formal Instrument of Agreement between Murrindindi Shire Council and North Central Construction for Path Renewal Program 2020/2021	Michael Chesworth Cr Sandice McAulay
CONT21/1	15 April 2021	Formal Instrument of Agreement between Murrindindi Shire Council and E-Tec P/L for Lighting Upgrade Yea Recreation Reserve	Michael Chesworth Cr Sandice McAulay

Officer Recommendation

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