



Scheduled Meeting of Council

Agenda

Wednesday 26 March 2025
Alexandra Council Chambers
28 Perkins Street
6:00 PM

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1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCILLORS' PLEDGE

1.1 Acknowledgement of Country

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

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

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

1.2 Councillors' Pledge

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

2 PROCEDURAL MATTERS

2.1 Privacy Note

This public meeting is being streamed live via our Facebook page and website. A recording of the meeting along with the official Minutes of the meeting will also be published on our website.

2.2 Apologies and Request for Planned Leave

Nil.

2.3 Disclosure of Interest or Conflict of Interest

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

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

2.4 Confirmation of Minutes

Minutes of the Council Meeting held on 26 February 2025.

RECOMMENDATION

That Council confirm the minutes of the 26 February 2025 Council Meeting.

2.5 Petitions

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

2.5.1 Rainbow Local Government - LGBTIQA+ Advisory Committee

A petition has been received from Rainbow Local Government and signed (electronically) by 13 residents of the Murrindindi Shire requesting that Council establish a LGBTIQA+ Advisory Committee. The petition is confirmed as meeting the requirements of Council's Governance Rules and has been circulated separately to Councillors.

RECOMMENDATION

That Council:

- 1. receive the petition from Rainbow Local Government requesting the establishment of a LGBTIQA+ Advisory Committee**
- 2. refer the petition to the Director Community and Development for consideration and response.**

2.6 Community Recognition

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

2.7 Matters Deferred from Previous Meeting

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

2.8 Urgent Business

Council may by resolution admit an item of urgent business only if:

- a. it relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- b. deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
- c. the item involves a matter of urgency as determined by the Chief Executive Officer; and
- d. it cannot be addressed through an operational service request process.
- e. Provided the matter does not:
 - I. substantially affect the levels of Council service
 - II. commit Council to significant expenditure not included in the adopted budget
 - III. establish or amend Council Policy.

3 PUBLIC PARTICIPATION

3.1 Open Forum

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

3.2 Questions of Council

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

4 REPORTS - COMMUNITY & DEVELOPMENT GROUP

Nil.

5 REPORTS - PEOPLE & CORPORATE PERFORMANCE GROUP

5.1 Audit and Risk Committee Confirmation of Minutes

Department	People & Corporate Performance
Approved by	M Chesworth, Director People & Corporate Performance
Presenter	Cr P Hildebrand
Portfolio	Integrity, Finance and Resilience
Purpose	For noting
Attachment(s)	1. Audit & Risk Committee Minutes - 13 March 2025 [5.1.1 - 11 pages]

Executive Summary

The Audit and Risk Committee provides oversight and advice on financial management and broader aspects of Council's operations. The Committee's Charter requires the minutes of each meeting of the Committee to be submitted to Council for noting. This report presents the minutes of the meeting held on 13 March 2025 to Council for noting.

RECOMMENDATION

That Council receive and note the minutes of the 13 March 2025 Audit and Risk Committee Meeting as enclosed in Attachment 5.1.1

5.2 Audit and Risk Committee Biannual Report

Department	People & Corporate Performance
Approved by	M Chesworth, Director People & Corporate Performance
Presenter	S Schnick, Audit and Risk Committee Chair
Portfolio	Integrity, Finance, and Resilience
Purpose	For noting
Attachment(s)	1. Audit & Risk Committee - Biannual Report - March 2025 [5.2.1 - 3 pages]

Executive Summary

The Audit and Risk Committee provides oversight and advice on financial management and broader aspects of Council's operations.

The *Local Government Act* requires the Committee to provide biannual reports to Council on its activities. The attached report details the Audit and Risk Committee's activities from July to December 2024.

RECOMMENDATION

That Council note the Biannual Report from the Audit and Risk Committee for the period July to December 2024.

Background

The *Local Government Act 2020* requires the Audit and Risk Committee to provide biannual reports to Council detailing its activities. This Biannual Report was prepared by the Audit and Risk Committee Chair and covers the period from July to December 2024.

Discussion

The Audit and Risk Committee endorsed the attached biannual report to be presented to Council. The report highlights developments, achievements or risks of concern to the Audit and Risk Committee.

Council Plan/Strategies/Policies

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

Relevant Legislation

This report relates to the requirements of Audit and Risk Committee under Section 55 of the *Local Government Act 2020*.

Financial and Risk Implications

The Audit and Risk Committee is established to monitor Council's approach to mitigating and managing risk and financial performance. There are no financial implications in relation to this report.

Conflict of Interest

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

Community and Stakeholder Consultation

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

5.3 Instrument of Delegation - Council to CEO and Council to Council Officers

Department	People & Corporate Performance
Approved by	M Chesworth, Director People & Corporate Performance
Presenter	Cr P Hildebrand
Portfolio	Integrity, Finance and Resilience
Purpose	For decision
Attachment(s)	<ol style="list-style-type: none"> 1. Instrument of Delegation - Council to CEO (S11) [5.3.1 - 4 pages] 2. Instrument of Delegation - Council to Council Staff (S6) [5.3.2 - 64 pages]

Executive Summary

Section 11 of the Local Government Act allows Council to delegate many of its powers, duties and functions to the CEO and other Council officers to improve Council operations and enable timely decision making. These delegations from Council must be reviewed within 12 months of a general council election.

This report presents two Instruments of Delegation for Council endorsement.

The first is a Delegation from Council to the CEO, known as the S11 Delegation. It delegates all of Council's powers, duties and functions, with some exceptions, to the CEO to enable timely decision making and operational efficiency. This delegation has been updated to give the CEO the power to enter into insurance contracts up to \$500,000 (plus GST) as insurance is an essential part of Council's risk management, and approval delays can prevent Council taking advantage of early payment discounts. The CEO's current financial delegation is \$300,000 (plus GST).

The second is a Delegation from Council to Council Officers, known as the S6 Delegation. This gives nominated Council Officers the authority to carry out powers, duties, and functions under specific Victorian laws. This Delegation has been updated to include recent changes to the Food Act and the Planning and Environment Act and recent staffing changes.

RECOMMENDATION

That Council:

1. **Adopt the Instrument of Delegation to the Chief Executive Officer in Attachment 5.3.1 delegating Council's powers, duties and functions as set out in the Instrument to the Chief Executive Officer.**
2. **Adopt the Instrument of Delegation to Council Officers in Attachment 5.3.2 delegating Council's powers, duties and functions as set out in the Instrument to the nominated Council Officers**
3. **Note that the Instruments of Delegation in Attachment 5.3.1 and 5.3.2 will come into force immediately upon the Council resolution being made and cause the previous Instruments to be revoked.**

4. Note that the Instruments will be signed by the Chief Executive Officer and the Mayor.

Background

Council has the power to act by resolution as set out in section 59 of the *Local Government Act 2020* (LGA). Council can also act through delegation under sections 11 and 47 of the LGA.

Delegations are established to enable timely and orderly decision-making. In accordance with section 42 of the *Interpretation of Legislation Act 1984* a decision made under delegation is, for legal purposes, a decision of Council.

Delegation instruments must be reviewed by Council within 12 months of a general council election. Delegations must also be recorded in a register that is available for public inspection in accordance with s.11(8) and s.47(7) of the LGA.

Discussion

Delegation from Council to the CEO (S11 Delegation)

The Delegation from Council to CEO delegates all of Council's powers, duties and functions that are capable of delegation, subject to some exceptions and limitations, to the CEO in accordance with section 11 of the LGA. The Delegation Instrument was last approved by Council on 5 May 2023 and must be reviewed and approved by 26 November 2025.

Since the Delegation Instrument was last approved, insurance premiums have increased, with some now exceeding the CEO's current financial delegation of \$300,000 (plus GST). Our insurer, Marsh/JLT, advised that challenges in the general insurance market have driven up premiums for personal injury, property damage, and professional indemnity insurance.

Additionally, Council's WorkCover claims agent, DXC, reported that premiums have increased due to higher industry claims costs and reforms to the WorkCover Scheme, including the creation of Return to Work Victoria. Council's most recent WorkCover premium, paid in 2024, was \$371,562 (ex GST).

Therefore, it is recommended that the following new clause be added to the Delegation Instrument (CEO - Att 5.3.1, clause 1.3) to give the CEO sufficient authority to approve insurance payments as needed:

"entering into agreements for certain insurances, which are required under statute or risk management purposes that do not exceed \$500,000 plus GST per policy"

Delegation from Council to Council Officers (S6 Delegation)

The Instrument of Delegation has been reviewed in consultation with relevant Managers and Directors and updated as follows:

New roles

It is proposed that the:

- Power to declare a dog to be a menacing dog under the *Domestic Animals Act 1994* be extended to the Coordinator Community Safety, Community Safety Officer, and Senior Community Safety Officer.
- Powers under the *Food Act 1984* be extended to the Coordinator Environmental Health, joining the Environmental Health Officer as delegates.
- Duty to issue identity cards to authorised officers be extended to the Occupational Health & Safety Coordinator.

New and amended Statutes

It is proposed that the:

- Manager Development Services, Coordinator Environmental Health, and the Environmental Health Officer, be delegated new powers under the *Food Act 1984* to:
 - direct a proprietor of a food premises to revise or comply with a food safety program;
 - suspend or revoke a registration if a proprietor fails to comply with the direction.
 - refuse to approve an application for registration or renewal of a food premises.
- The CEO, Director of Community Development, Manager Development Services, Coordinator Planning, Principle Strategic Planner, Senior Planner, Planning Officer and the Planning Compliance Officer be delegated the duty to keep Victorian Planning Provisions and other documents available to the public.
- The CEO, Director Community Development, Manager Development Services, Manager Economic Development, Coordinator Planning, and the Principle Strategic Planner be delegated the power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant or permit.
- The CEO, Director Development Services and the Manager Development Services are delegated the power to apply to the Tribunal for a declaration under s.149B of the *Planning & Environment Act 1987*.
- The CEO, Director Community Development, Manager Development Services, Coordinator Planning, Principle Strategic Planner, and the Senior Planner be delegated the duty to comply with a request from the Minister to provide contact details of any person required under the notice.
- The Director Assets & Environment, Manager Development Services and the Coordinator Environmental Health be delegated various powers, duties and functions under the newly enacted *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*.

Adjustments to conditions

It is proposed that:

- Decision makers under the *Planning and Environment Act 1984* must have regard to certain matters and objections when making decisions (s.60, 60(1A) and 60(1B)).

Council Plan/Strategies/Policies

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

Relevant Legislation

Section 11 of the *LGA* provides for Council to delegate its powers to the Chief Executive Officer under this Act and any other statute. The *Domestic Animals Act 1994*, *Food Act 1984*, and the *Planning & Environment Act 1987* enable Council to delegate its powers to Council Officers.

Financial and Risk Implications

Delegations enable effective and efficient functioning of local government administration and ensure that only those with a delegation can exercise the power or duty.

Conflict of Interest

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

Community and Stakeholder Consultation

External community or stakeholder consultation was not applicable.

5.4 Instruments of Sub delegation (S18) and Appointment and Authorisation (S11A) – Council to Council Officers

Department	People & Corporate Performance
Approved by	M Chesworth, Director People & Corporate Performance
Presenter	Cr P Hildebrand
Portfolio	Integrity, Finance and Resilience
Purpose	For decision
Attachment(s)	<ol style="list-style-type: none"> 1. Instrument of Sub Delegation from Council to Council Officers - S18 - EPA 2017 - Feb 2025 [5.4.1 - 5 pages] 2. Instrument of Appointment and Authorisation (Planning and Environment Act 1987) - S11A - Feb 2025 [5.4.2 – 4 pages]

Executive Summary

This report presents two further Instruments delegating or authorising officers to carry out certain powers and functions for Council's endorsement.

The first is a Sub-Delegation Instrument from Council to Council Officers, known as the S18. On 4 June 2021, the Environment Protection Authority delegated powers relating to the regulation of on-site wastewater systems and residential construction noise, to Council. Through the S18 Sub-Delegation, Council passes these powers to Council officers so they can co-regulate these areas with the EPA.

The second is an Instrument of Appointment, known as S11A, which enables Council to enforce planning and environment matters, and initiate and represent Council in legal proceedings. This Instrument of Appointment has been updated to reflect staffing changes.

RECOMMENDATION

That Council:

1. Under section 437(2) of the *Environment Protection Act 2017*:
 - a) Adopt **S18 - Instrument of Sub-Delegation to Council staff** (Attachment 5.4.1) and delegate powers, duties and functions to Council staff subject to the conditions and limitations set out in the Instrument and any Council policies.
2. Under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*:
 - a) Adopt **S11A - Instrument of Appointment and Authorisation** (Attachment 5.4.2) and appoint listed Council staff as authorised officers.
3. Note that the Instruments will come into force immediately upon Council's common seal being affixed and cause the previous Instrument to be revoked.
4. Request that the instruments be sealed.

Background

The Environment Protection Authority (EPA) has the power to delegate some or all its responsibilities to Council under section 437(1) of the *Environment Protection Act 2017*. In turn, Council can sub-delegate those powers to individual officers, employees, or groups of staff under section 437(2). The S18 Sub-delegation delegates these powers to Council Officers, whose decisions then become decisions of Council in accordance with section 42 of the *Interpretation of Legislation Act 1984*.

This Instrument of Appointment and Authorisation is used by Council to authorise Council Officers to enforce compliance with the *Planning and Environment Act 1987* (s.147A), commence legal proceedings and represent Council in planning and environment legal proceedings in accordance with the *Local Government Act 2020* (s.313).

Council is required to review all delegations and sub-delegations within 12 months of a general election.

All delegations, including sub-delegations, and authorised officer appointments must be recorded in a register and made available for public inspection in accordance with the *Local Government Act 2020* (ss.11(8), 47(7) and 224).

Discussion

Sub-Delegation (S18)

The Sub-Delegation Instrument dated 4 July 2023, sub-delegated powers to the Environmental Health Officer only. The revised sub-delegation extends the delegation to the new role of Coordinator Environmental Health and the Chief Executive Officer. This extension will ensure greater monitoring and coverage of wastewater and noise pollution and enable the CEO to give compliance advice and do all things necessary and convenient to ensure compliance.

Instrument of Appointment (S11A)

The Instrument of Appointment and Authorisation has been updated to reflect recent staffing changes, including the appointment of:

- The Senior Community Safety Officer (SCSO) as an authorised officer for the purposes of various acts.
- The Senior Strategic Planner (SSP) as an authorised officer for the purposes of the *Planning & Environment Act 1987* and under the *Local Government Act 2020* to institute proceedings on Council's behalf under the *Planning & Environment Act 1987*.
- The Coordinator Community Safety (CCS) for the purposes of regulating the *Planning & Environment Act 1987*.
- New staff to the positions of Coordinator Community Safety, Community Safety Officer, Planning Officer, Senior Strategic Planner and the Senior Community Safety Officer.

Council Plan/Strategies/Policies

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

Relevant Legislation

Some provisions under the *Environment Protection Act 2017* have been delegated by the EPA to Council under delegation instrument, which needs to be sub-delegated. The *Planning & Environment Act 1987* (s.147(4)) enables Council to appoint officers to be authorised for the purpose of enforcement of the Act. The *Local Government Act 2020* (s313) enables Council to authorise officers to institute proceedings for offences under the *Planning and Environment act 1987* and to represent Council in proceedings under that Act.

Financial and Risk Implications

Delegations enable effective and efficient functioning of local government administration ensuring that only those with a delegation can exercise the power or duty.

Conflict of Interest

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

Community and Stakeholder Consultation

External community or stakeholder consultation was not applicable.

6 REPORTS - ASSETS & ENVIRONMENT GROUP

6.1 Contract 24/16 - October 2022 Flood Recovery – Snobs Creek Rd Landslip

Department	Assets & Environment
Approved by	C Lintott, Director Assets & Environment
Presenter	Cr S Carpenter
Portfolio	Sustainability and Assets
Purpose	For decision
Attachment(s)	1. Confidential Attachment Contract 24 16 Flood Recovery Snobs Creek [6.1.1 - 4 pages]

Executive Summary

This report recommends appointing a contractor for Contract 24/16 - ARGN 1037 October 2022 Flood Recovery - Snobs Creek Road Landslip. The awarding of these works is conditional upon funding approval from the Department of Transport and Planning for the entire project through the Disaster Recovery Funding Arrangements.

Following a natural disaster, funding assistance may be available through the Disaster Recovery Funding Arrangements. This scheme is the means through which the Australian Government provides funding to states and territories to share the financial burden of responding to a natural disaster and supports the provision of urgent financial assistance to disaster affected communities. This funding includes the restoration of essential public assets.

A number of claims under this funding arrangement have been submitted by Council, however due to the volume of claims across Victoria, Council is still awaiting the outcome of its claims submission.

The claim for these works was submitted in May 2024. These works have been tendered to ensure they can commence as soon as the funding submission is approved.

The scope of the works is to undertake significant landslip repair works on Snobs Creek Road, Snobs Creek.

This report, along with the confidential attachment, outlines the procurement and evaluation process undertaken to appoint a suitable contractor.

RECOMMENDATION

That Council:

1. **Award Contract 24/16 - ARGN 1037 October 2022 Flood Recovery - Snobs Creek Road Landslip to Tenderer 1 for a total contract value of \$494,363.72, subject to funding approval from the Department of Transport and Planning through the Disaster Recovery Funding Arrangements (DRFA).**
2. **Approve the total allocation of \$49,436 as a contingency amount to support the delivery of this contract as outlined in this report.**
3. **Release the name of the successful Tenderer into the Minutes of the 26 March 2025 Scheduled Meeting of Council.**

Background

Murrindindi Shire Council was significantly impacted by the October 2022 floods and January 2024 floods.

As part of the recovery, funding assistance may be available through the Disaster Recovery Funding Arrangements (DRFA). This scheme is the means through which the Australian Government provides funding to states and territories to share the financial burden of responding to a natural disaster and supports the provision of urgent financial assistance to disaster affected communities. This funding includes the restoration of essential public assets.

A number of claims under this funding arrangement have been submitted by Council, however due to the volume of claims across Victoria, Council is still awaiting the outcomes of its claims submission.

Due to the size of the work package, tenders were sought for landslip repairs in the Snobs Creek area to restore damaged essential infrastructure. This approach ensures accurate costings for the funding claim and enables Council to meet the tight timeframes of the funding agreement if its application is successful.

Discussion

The request for tender was published on the e-tendering portal from 11 October 2024 and closed on 8 November 2024 at 3:00 pm.

Seven submissions were received by the closing date.

Assessment Process

In accordance with Council's Procurement Policy, a tender evaluation team was formed to evaluate the submissions. The evaluation team comprised:

- Flood Recovery Officer (Chair)
- Flood Recovery Support Officer
- Manager Operations & Maintenance

The evaluation team members first independently assessed the tenders to determine if they conformed with the requirements. All tenders were deemed conforming and proceeded to full evaluation.

Tenders were assessed against the following criteria:

- Price – 50%

- Capacity to deliver (resources, equipment) - 20%
- Understanding of the requirement - 10%
- Relevant experience - 10%
- Social Procurement - 5%
- Sustainable Procurement - 5%

A summary of the evaluation and individual scoring is included in the attached confidential report.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2021-2025 Beautiful Towns and Rural Settings* strategic objective “to provide fit-for-purpose infrastructure that meets current and future service demands and needs for our community”.

Relevant Legislation

The works need to be undertaken as per VicRoads Standards.

Financial and Risk Implications

These works are not currently funded by Council. A claim for these works has been submitted under the Department of Transport and Planning’s DRFA claim process. Work will not proceed until funding approval is received and covers the full project cost.

The key risk is that Council may not receive funding through DRFA due insufficient supporting evidence. However, this risk is being mitigated through regular fortnightly meetings with the Department of Transport and Planning assessors.

Conflict of Interest

No conflicts of interest were declared by Council officers in relation to this report.

Community, Stakeholder and Communication Consultation

External community or stakeholder consultation was not required at this stage of the project. Black Geotechnical completed an engineering assessment and report for remediation works, which informed the final design and documentation provided by Chris O’Brien and Associates.

6.2 Contract 24/25 - Wilhelmina Falls Road - Reconstruction & Sealing 2024 - 2025

Department	Assets & Environment
Approved by	C Lintott, Director Assets & Environment
Presenter	Cr Carpenter
Portfolio	Sustainability and Assets
Purpose	For decision
Attachment(s)	1. CONFIDENTIAL REDACTED - Confidential Attachment 1 - Contract 24-25 - Wilhelmina-Falls Road - Reconstruction & Sealing 2024-2025 [6.2.1 - 6 pages]

Executive Summary

This report recommends appointing a contractor for CONT24/25 Wilhelmina Falls Road - Reconstruction & Sealing 2024-2025.

The scope of works includes realigning a section of the road, preparing and sealing the surface, installing safety barriers to protect existing infrastructure and improving roadside drainage. These upgrades aim to enhance safety and usability for road users, particularly heavy vehicles.

Part of the funding for this project has been secured through the Federal Government's Heavy Vehicle Safety and Productivity Program (HSVPP). Once completed, the works will extend the sealed portion of Wilhelmina Falls Road up to the Toolangi State Forest and Murrindindi Scenic Reserve, marking the boundary of the Council maintained road.

A public tender was recently conducted for the works which closed on 31 January 2025 at 3.00pm. Three submissions were received at the close of tender.

This report, and the confidential attachment, outlines the procurement and evaluation process undertaken to appoint a suitable contractor.

RECOMMENDATION

That Council:

1. Award Contract 24/25 Wilhelmina Falls Road - Reconstruction & Sealing 2024-2025 to Tender 1 for the lump sum price of \$447,842 to complete all required works.
2. Approve the total allocation of \$50,000 as a contingency amount to be used in the delivery of this contract as detailed in this report.
3. Release the name of the successful Tender into the Minutes of the 26 March 2025 Scheduled Meeting of Council.

Background

Wilhelmina Falls Road reconstruction is a multi-year project which commenced in the 2020/21 financial year. The aim of the project is to improve road and safety conditions for residents using this road, as well as visitors visiting the Murrindindi Scenic Reserve that this road directly services.

The project involves the sealing and widening of at least 745m of roadway, including drainage, kerb and channel construction, guard rail installation and line marking. This is the last unsealed segment of this road under council management.

Discussion

The request for tender was placed on the e-tendering portal from 19 December 2024. The tender for these works closed on the 31 January 2025 at 3pm. There were three submissions received at the close of tender.

Assessment Process

In accordance with Council's Procurement Policy a tender evaluation team was formed to evaluate the submissions. The members of the tender evaluation team comprised of:

- Project Engineer (Chair)
- Senior Project Engineer
- Special Projects Engineer

The tender evaluation team members firstly independently assessed the tenders to determine if they conformed with the requirements. Following the review of the documentation all tenders were deemed conforming and proceeded to evaluation.

Tenders were assessed against the following criteria:

Criteria	Weighting (%)
OH&S	Pass/Fail
Price	40
Capability & understanding of the requirement (methodology, timeframes, program & quality)	20
Relevant Experience / Reference Check	20
Youth employment opportunities / training	10
Environmental Management	5
OH&S	5

A summary of the evaluation and individual scoring is included in the attached confidential attachment report.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2021-2025 Beautiful Towns and Rural Settings* strategy to "connect our communities through improved roads, footpaths and public transport".

This report supports the *Council Plan 2021-2025 Transparency, Inclusion and Accountability* strategic objective "to ensure our services, people and systems deliver the best possible outcomes for our communities now and into the future".

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 2020*.

Road Management Act 2004.

Financial and Risk Implications

Please refer to confidential attachments for financial and risk implications.

Based on the tender price provided by Tender 1, there is sufficient funds to deliver the scope of works listed for the Wilhelmina Falls Road - Reconstruction & Sealing 2024-2025 from the adopted budget.

Conflict of Interest

No conflicts of interest were declared by Council officers in relation to this report.

Community and Stakeholder Consultation

The community will be advised of the works plan once the contract is awarded.

Consultation with the following external stakeholders is underway:

- Taungurung Land & Waters Council – Negotiation B discussions under the Land Use Activity Agreement
- Department of Energy, Environment and Climate Action – Negotiation discussions around Biodiversity Conservation Act, Flora and Fauna Guarantee Act and Flora & Fauna impacts and preservation.

7 COUNCILLOR AND CEO REPORTS

7.1 Notices of Motions

7.2 Cr Jodie Adams

7.3 Cr Sue Carpenter

7.4 Cr Sandice McAulay

7.5 Cr Eric Lording

7.6 Cr Paul Hildebrand

7.7 Cr Anita Carr

7.8 Cr Damien Gallagher

7.9 Chief Executive Officer Report

8 RECORD OF COUNCIL BRIEFING SESSIONS

Purpose

For noting.

Executive Summary

This report presents the records of Council Briefing Sessions for 26 February 2025 to 26 March 2025, for Council to note.

RECOMMENDATION

That Council receive and note the records of Council Briefing Sessions for 26 February 2025 to 26 March 2025.

Background

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

Discussion

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

The following summary details are for 26 February 2025 to 19 March 2025:

Meeting Name/Type	Council Pre-Meet
Meeting Date:	26 February 2025
Matters Discussed:	<ol style="list-style-type: none"> 1. Small Business Friending council – Charter 2. Grants and Sponsorship – Quarterly Allocations 3. Quarterly Finance Report 4. Council Plan – Quarterly Reporting Quarter two – December 2024 5. Audit & Risk Committee Confirmation of Minutes

	6. Councillor Values and Councillor and Staff Engagement Policy 7. CEO Employment and Remuneration Policy Review 8. Council Expenses Policy 9. MAV Motion – Request state Gov 10. “Banh ba Djila’ Naming Proposal -Eildon Splash Park 11. Proposed Road Deviation and Land Exchange – Cummins Road Murrindindi 12. Quarterly Capital Works Repeort – Mid Year Review			
Councillor Attendees:	Cr D Gallagher, Cr A Carr, Cr S McAulay, Cr J Adams, Cr S Carpenter, Cr P Hildebrand, Cr E Lording			
Council Officer Attendees	L Bonazzi, M Chesworth, A Paxton, P Bain, B Harnwell,			
Conflict of Interest Disclosures: Yes				
Matter No.	Councillor making disclosure	Was a vote taken?	Did the Councillor leave the room?	When? Before or after discussion
2 (1b)	Cr A Carr	No	No discussion	No discussion
2 (1b)	Cr D Gallagher	No	No discussion	No Discussion
11	Cr S Carpenter	No	Yes	Before

Meeting Name/Type	Briefing Session
Meeting Date:	5 March 2025
Matters Discussed:	1. Update on Key Worker Housing Project 2. Staff Pulse Survey Results 3. Further Feedback on Fees and Charges
Councillor Attendees:	Cr D Gallagher, Cr A Carr, Cr S McAulay, Cr J Adams (virtual), Cr P Hildebrand
Council Officer Attendees	L Bonazzi, M Chesworth, A Paxton, C Lintott, B Harnwell
Conflict of Interest Disclosures: Nil	

Meeting Name/Type	Briefing Session
Meeting Date:	12 March 2025
Matters Discussed:	1. Delegations - Council endorsement - Reports 1-4 2. CONT24/25 - Wilhelmina Falls Road Reconstruction & Sealing contract award 3. IDAHOBIT Day Update 4. Introduction of a Virtual Assistant Live Chat Tool 5. CONT24/16 - ARGN 1037 October 2022 Flood Recovery - Snobs Creek Rd Landslip 6. CONT24/16 - Flood Recovery works Snobs Creek Rd Landslip
Councillor Attendees:	Cr D Gallagher, Cr A Carr, Cr S McAulay, Cr E Lording, Cr J Adams, Cr S Carpenter, Cr P Hildebrand
Council Officer Attendees	L Bonazzi, M Chesworth, A Paxton, C Lintott, P Bain, D Liyan, N North-Vanner, S Collier, R Kane, S Russell, A Vogt
Conflict of Interest Disclosures: Nil	

Meeting Name/Type	Briefing Session
Meeting Date:	19 March 2025
Matters Discussed:	1. Capital Works Expenditure & Program 2. Council Plan – progress 3. Local Development Strategy - Shaping Murrindindi's Future 4. Alexandra East & Yea Structure Plan
Councillor Attendees:	Cr D Gallagher, Cr A Carr, Cr S McAulay, Cr E Lording, Cr J Adams, Cr S Carpenter, Cr P Hildebrand
Council Officer Attendees	L Bonazzi, M Chesworth, A Paxton, C Lintott, P Bain, B Harnwell, A Vogt, S Collier, P Schier
Conflict of Interest Disclosures:	Nil

Council Plan/Strategies/Policies

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

Relevant Legislation

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

Financial Implications and Risk

There are no financial or risk implications.

Conflict of Interest

Any conflicts of interest are noted in the records of Council Briefing Sessions tables listed above.

9 SEALING REGISTER

Nil.

10 CONFIDENTIAL ITEMS

Nil.