



Murrindindi
Shire Council

Scheduled Meeting of Council

Agenda

24 April 2024
Yea Council Chambers
The Semi Circle
6:00PM

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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

2.3 Disclosure of Interest or Conflict of Interest

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

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

2.4 Confirmation of Minutes

Minutes of the Scheduled Meeting of Council held on 27 March 2024.

RECOMMENDATION

That Council confirm the minutes of the 27 March 2024 Scheduled Meeting of Council.

2.5 Petitions

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

2.6 Community Recognition

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

2.7 Matters Deferred from Previous Meeting

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

2.8 Urgent Business

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

4.1 Draft Early Childhood Education Workforce Plan

Department	Community Development
Presenter	A Paxton, Director Community and Development
Approved by	A Paxton, Director Community and Development
Purpose	For noting
Attachment(s)	1. Attachment 1 - Draft Early Childhood Education Workforce Plan [4.1.1 - 65 pages]

Executive Summary

This report seeks Council endorsement of the draft Early Years Education Workforce Plan, prepared in conjunction with Early Years' service providers in the Shire.

RECOMMENDATION

That Council:

1. Note the draft Early Years Education Workforce Plan in Attachment 4.1.1.
2. Request the Chief Executive Officer provide the endorsed Workforce Plan to the Department of Education as per funding requirements.

Background

In January 2023, The Victorian Government announced the first roll out of the 30 hours of funded 4-year-old kindergarten (pre-prep) starting in 2025. Murrindindi Shire was listed within the first tranche of the roll out. In April 2023, the Victorian Government offered Council funding to develop a Workforce Plan to address significant gaps in the early year's workforce.

Ninety Mile Consulting (NMC) was engaged by Council to develop the Workforce Plan to support addressing the significant supply shortage in the early year's workforce. NMC has been separately delivering analysis targeting infrastructure requirements for Yea and Alexandra, to plan for the increased pressures anticipated from the increase in 4-year-old kindergarten.

Discussion

Funding milestones for this project required the draft Workforce Plan (the Plan) to be lodged with the funding body (Department of Education) at the beginning of March 2024 with their feedback incorporated in the attachment. The final Plan must be lodged in early May following Council endorsement at the April Scheduled meeting.

The Plan examines the current workforce challenges (page 38) in the Early Years sector, including: attraction, recruitment, retention, skills and training, migration, and housing.

Data examined in the Plan includes the projected workforce required to maintain provision of early childhood education until 2032 at the individual provider level (Page 49) and across Alexandra, Kinglake and Yea (page 50).

Four specific strategies are proposed to address the challenges identified and are presented from page 55 including a summary at page 64, including:

1. Providing a quality work environment

- a. Advocate for more suitable ECE centre buildings
 - b. Advocate for the wellbeing of ECE workforce
- 2. Localised training initiatives
 - a. Partnerships with local education providers
 - b. Offer local mentoring and professional development
- 3. Coordinated recruitment and workforce development
 - a. Develop tailored strategies for diverse recruits
 - b. Coordinate regional and ECE specific marketing campaign
- 4. Council- drive advocacy and partnerships
 - a. Partnerships with other LGAs and Government bodies
 - b. Advocate for the development of affordable housing
 - c. Advocate for the inclusion of the ECE sector into council's skilled workforce strategies

Council Plan/Strategies/Policies

This report supports the *Council Plan 2021-2025 Resilient Communities* strategy to “in collaboration with our community, support our children and young people to be happy, healthy and engaged”.

Relevant Legislation

Education and Care Services National Law Act 2010.
 Best Start Best Life reforms.

Financial Implications and Risk

Some actions in the Workforce Plan have the potential to impact future Council resource allocation and will need to be considered in relation to existing commitments. To support future planning an overarching Childcare and Kindergarten Strategy is being developed that will consolidate current analysis (Infrastructure and workforce Planning) and support setting direction and clarifying Council's role in the sector for the medium to longer term.

Conflict of Interest

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

Community and Stakeholder Consultation

One on one consultations plus two workshops were held with Murrindindi based service providers in the design of the draft Early Years Education Workforce Plan. The first workshop on 7 December 2023 in Yea and the second a virtual session held on 18 March 2024. Details of the workshops can be found in the attachment.

4.2 Key Worker Housing Strategy

Department	Community & Development
Presenter	Andrew Paxton, Director Community and Development
Approved by	Andrew Paxton, Director Community and Development
Purpose	For discussion
Attachment(s)	1. Attachment 1 - Murrindindi Shire Key Worker Housing Strategy [4.2.1 - 47 pages]

Executive Summary

The Murrindindi Shire Key Worker Housing Strategy is an action of the Murrindindi Shire Housing and Settlement Strategy. The Strategy identifies key publicly owned land that could be developed into key worker housing. The Strategy provides recommendations on the process to create key worker housing and providing a framework to assess the options.

Four sites are identified for key worker housing, with recommendations on the approach to seek endorsement from Council.

RECOMMENDATION

That Council:

1. **Endorse the Key Worker Housing Strategy.**
2. **Note the lodging of an application with Regional Worker Accommodation Fund for key worker housing at 10 Eighth and 18 Twenty-First Steets, Eildon.**
3. **Endorse the approach to seek expressions of interest for a lease for the purpose of key worker housing at 174 Grant and 94 Nihil Streets, Alexandra.**
4. **Consult the community on key worker housing opportunities on Council owned land.**

Background

Key Worker Housing is identified in the Housing and Settlement Strategy as a need to ensure that we have a diverse accommodation mix that supports key workers.

Key worker housing is defined in the Housing and Settlement Strategy as:

Housing to support workers across the broader public sector; support / ancillary workers in healthcare, education, and emergency services; workers who support the labour force (e.g., childcare, and aged care workers and, low paid workers who are important for local economies, such as hospitality and retail workers.

More broadly the definition should include a reference to 'housing where it is needed'. This means that the geographic location, current and future needs should be considered. For example, key workers in Eildon would be different from those in Yea or Alexandra.

Key worker housing supports the local economy, Shire growth strategies and policies and impacts the social fabric of communities by providing housing opportunities to diverse demographics that match our community.

The Key Worker Housing Strategy was developed to identify the methodology for Murrindindi Shire to support key worker housing on suitable public land. Other key stakeholders participated through engagement on the development of the Strategy.

The Strategy identifies nine benefits of key worker housing for the Shire.

1. Job Creation
2. Recruitment incentive
3. Reduced Commuting Stress
4. Community Integration
5. Attracting Businesses
6. Workforce Stability
7. Economic Diversity

8. Enhanced Health and Education
9. Community Revitalisation and Resilience

The Strategy identified fourteen sites owned by Murrindindi Shire Council, Alexandra District Health and Yea and District Memorial Hospital. Four of the sites owned by Murrindindi Shire are identified as priority sites. These are either appropriately zoned or under the process of a planning scheme amendment. The other priority sites are owned by other government agencies or not suitable (too small).

The Strategy identifies recommendations for unlocking these sites. These include.

- expressions of interest for market led proposals,
- releasing the land via s173 option to maintain control over ownership and use of site,
- seeking funding to develop the site/s, or
- a mix of the above.

Discussion

The Victorian State Government announced the Regional Worker Accommodation Fund on 27 November 2023. The Fund called for expressions of interest from eligible applicants to create new key worker housing across regional Victoria.

The developments will need to be committed for key worker housing for a period of five years. After this period, a future Council can decide to retain, sell, or change of use.

An expression of interest for up to 18 units at 10 Eighth and 18 Twenty-First Streets in Eildon was completed. If successful in the EOI process, Council will need to consider completing a formal application later this year with expected announcement of successful applications in July 2024.

The application will require a co-contribution from Council towards the construction costs, however it is expected that the rental income will offset the interest and repayments incurred by Council.

Two sites in Alexandra have been identified for key worker housing. There is an opportunity to collaborate with the private sector to test market led proposals and operating models through an expression of interest process.

The proposed sites for an expression of interest and community consultation include 174 Grant Street and 94 Nihil Street Alexandra.

The proposed lease arrangements will include period, payments to Council, works in-kind and must be used under a key worker housing model. Additional work would need to be conducted in conjunction with the expression of interest process, these include market valuation including revaluation triggers, partnership with employers, planning permits and evaluation of the submissions.

Council Plan/Strategies/Policies

This report supports the *Council Plan 2021-2025 Beautiful Towns and Rural Settings* strategy to “deliver efficient, sustainable land use planning outcomes to enhance liveability, protect our unique rural character and natural beauty, and to enable growth”.

This report supports the *Council Plan 2021-2025 Growth and Opportunity* strategy to “boost local investment and employment opportunities through activities that encourage businesses, social enterprise, and industry sectors to thrive and grow”.

Relevant Legislation

Nil

Financial and Risk Implications

A Business plan will be prepared for the council led development; this will include.

- Financial risk, including the requirement for borrowing and repayment plans.
- Site management and maintenance.
- Engagement with tenants.
- Cost benefit analysis, including social and economic impacts.

The Expression of Interest for the use identified land for key worker housing will be assessed on a competitive basis considering the financial, social, and environmental elements. The opportunity to submit an expression of interest will be promoted to local and other providers.

Conflict of Interest

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

Community and Stakeholder Consultation

The development of the Strategy included engagement with key stakeholders. These stakeholders where both landowners and employ key workers across the health sector.

Community consultation on use of Council land for key worker housing

5 REPORTS - PEOPLE & CORPORATE PERFORMANCE GROUP

5.1 Priority Action Plan - Quarterly Report - January-March 2024

Department	<i>Governance & Risk</i>
Presenter	A Vogt, Manager Governance & Risk
Approved by	M Chesworth, Director People & Corporate Performance
Purpose	For noting or for decision
Attachment(s)	1. Attachment 1 - Council Plan 2021-2025 - Quarterly Report - January to March 2024 [5.1.1 - 41 pages]

Executive Summary

This report provides a summary of the progress from 1 January to 31 March 2024 (third quarter) in delivering Council's *Priority Action Plan 2023/24* and *Council Plan 2021-2025*.

RECOMMENDATION

That Council note the Council Plan 2021-2025 Progress Report – 1 January to 31 March 2024 period as contained in Attachment 5.1.1

Background

Council adopted the *Council Plan 2021-2025* at the 27 October 2021 Scheduled Meeting. The Council Plan is the result of collaboration between Council and the communities of Murrindindi Shire. The Council Plan outlines shared goals and aspirations for the future and provides concrete and achievable actions for Council to deliver.

Council also adopted the *Annual Priority Action Plan 2023/24* at the 24 May 2023 Scheduled Meeting, which outlines the actions that Council will pursue in the 2023/24 to achieve the strategies and goals in the Council Plan.

Discussion

The *Council Plan 2021-2025* is structured around five strategic themes:

- Resilient Communities
- Beautiful Townships and Rural Settings
- Growth and Opportunity
- Our Protected Environment
- Transparency, Inclusion and Accountability.

As at 31 March 2024, 95% of the 64 actions due this quarter were reported to be progressing on track, up from 93% last quarter.

The attached progress report (Attachment 1 – 5.1.1) provides a summary of the activity undertaken in the second quarter of the *Priority Action Plan 2023/24* for each of the five themes. The following summarises some of the highlights from that report:

Resilient Communities – 100% On Track

- We supported communities impacted by the January flood and February storm through financial assistance, mental health, business recovery and environmental health initiatives.
- We have supported over 233 families so far through our Maternal and Child Health service programs, including 269 Key Ages and Stages consultations and over 18,000 hours provided of Family Day Care.
- We extended the Digital Literacy for Seniors program for the remainder of the financial year and enhanced the Mobile Library Timetable to better address community needs.
- We upgraded the Yea Discovery Centre car park to improve disability car parking.

Beautiful Townships and Rural Settings – 100% On Track

- Our Capital Works Program is on schedule, including all large projects awarded and commenced or already completed.
- Our Resheeting Program is due for completion in the coming weeks and our Rapid Road Maintenance Response Team is fully operational responding to urgent repairs.
- We completed works in Alexandra, Eildon, Marysville and Yea as part of our Street Tree Replacement Program. The program continues across the municipality.
- We finalised our Key Worker Strategy aimed to facilitate social and affordable housing on Council land across the Shire.

Growth and Opportunity – 100% On Track

- We have completed and adopted the Eildon Pondage Masterplan with an action plan. Commencing work with partners on the agreed actions.
- We have prepared a draft Murrindindi Shire Economic Development Strategy. We will be taking the Strategy out for engagement with business and the wider community in April.
- We have secured State Government funding for the development of the Victorian Forestry Program to support the transition out of native forest harvesting, for Murrindindi titled 'Shaping Murrindindi's Future'.

Our Protected Environment. – 93% On Track

- We continued to implement the Climate Change Action Plan with two key community projects being the Neighbourhood Battery Initiative - investigating the feasibility of a neighbourhood

battery for the Gallipoli Park Precinct in Marysville, and the Regional Bulk Buy investigation to scope the possibility of joining in a project for locals to access sustainable technologies.

- We have commenced communications with Ausnet about the process for changeover of outdated Mercury Vapour to LED streetlighting.
- We received Commonwealth funding for a mid-Goulburn (from Eildon Weir) flood study to be implemented during 2024.
- The Roadside Weed and Pest Management Plan is complete, after consultation with Landcare Groups, currently awaiting endorsement from Agriculture Victoria to finalise the plan.

Transparency, Inclusion and Accountability – 90% On Track

- We worked on improving the usability of the Snap Send Solve app for both customers and the customer service team.
- We commenced a review of the Road Asset Management Plan with consultation with the Community Roads Advisory Group (CRAG) over four meetings to date.
- We engaged with the Alexandra High School in the lead up to Work Experience Week and have again committed to participate in the Murrindindi Jobs Expo in May 2024, as part of our ongoing efforts to encourage young people to consider a career with Council.
- We had opportunities to advocate for better outcomes for the Murrindindi Shire including meetings with:
 - Leader of the Victorian State Opposition John Pesutto,
 - Governor of Victoria, her Excellency the Honourable Margaret Gardner AC and the State Emergency Management Commissioner Rick Nugent and
 - the representative for the Federal Seat of Indi Dr Helen Haines

Further details on the status and commentary for each individual action can be found in Attachment 5.1.1

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”.

The *Council Plan 2021-2025* is a key document for local community groups, residents, investors, and other levels of government who play a vital role in helping the Council to deliver on its commitments. It aims to achieve the aspirations set out in the Murrindindi 10-year Community Vision. It also sets out what Council expects to achieve over a four-year period and guides the allocation of resources accordingly.

The quarterly reports provide an update regarding how the annual priority actions are progressing.

Relevant Legislation

The requirement for the Council Plan is detailed under section 90 of the *Local Government Act 2020*.

Financial Implications and Risk

The *Council Plan 2021-2025* has been prepared to ensure the implications of Council’s longer term financial and strategic risks are minimised as far as possible.

The Council Plan initiatives and priorities for services, infrastructure, and amenity identified in the Year 3 Priority Action Plan are funded in the 2023/24 Annual Budget.

Conflict of Interest

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

Community and Stakeholder Consultation

As part of the development of the *Council Plan 2021-2025* an extensive deliberative engagement process was undertaken to ensure that communities objectives are met.

5.2 Review of Public Transparency Policy

Department	Governance and Risk
Presenter	A Vogt, Manager Governance and Risk
Approved by	Director People & Corporate Performance, Michael Chesworth
Purpose	For decision
Attachment(s)	1. Attachment 1 - Policy Public Transparency DRAFT 2024 [5.2.1 - 6 pages]

Executive Summary

The Local Government Act 2020 requires councils to adopt and maintain a Public Transparency Policy to give effect to public transparency principles and outline how council information is made public. The Public Transparency Policy was adopted by Council on 24 June 2020 and is due for review by June 2024. The recommended revised policy includes minor changes to improve readability, as there have been no legislative changes, and feedback from the Audit and Risk Committee. This report seeks Council's approval of the revised Public Transparency Policy.

RECOMMENDATION

That Council endorse the revised Public Transparency Policy as contained in Attachment 5.2.1

Background

Section 57 of the *Local Government Act 2020* requires councils to adopt and maintain a Public Transparency Policy to give effect to public transparency principles and outline how council information is made public. The Public Transparency Policy was adopted by Council on 24 June 2020. The policy states that it will be reviewed at least once every 4 years.

Discussion

The policy has been reviewed ahead of the June 2024 deadline. There have been no changes in legislation since the policy was adopted. The proposed changes are minor and aimed at improving readability and clarity. The policy was reviewed by the Audit and Risk Committee in March 2024 and their suggestions have been incorporated into the updated policy.

Key changes to the policy include:

- Section 5.1 .1 was amended to include the statement that "Councillors commit their best endeavours to offer the community guidance and background to Council decisions and decision-making process."
- Section 5.2 was amended to make it clear that requests to access information will be determined in accordance with relevant legislation and the public transparency policy.
- The Gender Impact Assessment section was added in accordance with current policy.

Council Plan/Strategies/Policies

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

Local Government Act 2020, Section 57

Financial and Risk Implications

There are no significant risk issues or financial implications associated with this policy review.

Conflict of Interest

There were no conflicts or interests declared by Council officers in relation to this report.

Community and Stakeholder Consultation

No external community or stakeholder consultation was undertaken for this review.

5.3 Quarterly Finance Report

Department	People & Corporate Performance
Presenter	M Chesworth, Director People & Corporate Performance
Approved by	M Chesworth, Director People & Corporate Performance
Purpose	For decision
Attachment(s)	1. Attachment 1 - March 2024 Quarterly Financial Statements [5.3.1 - 4 pages]

Executive Summary

This report provides the quarterly financial report for the period ending 31 March 2024. The Annual Revised Budget forecasts an operating surplus for the year of \$5 million.

RECOMMENDATION

That Council

- 1. receive the Quarterly Financial Report to 31 March 2024.**
- 2. note that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2023/24 financial year is not required.**

Background

The Quarterly Financial Report for the period ended 31 March 2024 is presented for consideration by Council in accordance with the *Local Government Act 2020* (“the Act”).

The report includes the following statements:

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement
- Non-Discretionary Cash and Council Reserves

In accordance with Section 97(3) of the Act, the second quarter financial report requires a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Under Section 95 of the Act, the adoption of a formal revised budget is required if Council intends to:

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

The Chief Executive Officer advises that the formal adoption of a revised budget for 2023/24 is not required as Council does not intend to make changes to the budget that would trigger the requirement to formally adopt a revised budget.

Discussion

The statements for the second quarter to 31 March 2024 are included in Attachment 5.3.1.

Income Statement (Statement A)

The Income Statement for the period 1 July 2023 to 31 March 2024 is presented below:

	NOTE	Original Budget	December Revised Budget	Annual Revised Budget	(1) Forecast Adjustment	YTD Budget	YTD Actual	(2) YTD Budget V Actual Variance	
		2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
Revenue									
Rates & Charges	1	23,753	23,900	23,900	-	23,900	23,935	35	-
Statutory fees & fines	2	1,398	1,306	1,306	-	909	873	(36)	(4%)
User fees	3	1,457	1,391	1,391	-	1,026	1,322	296	22%
Grants - Operating	4	6,991	14,225	14,225	-	6,681	6,625	(56)	(1%)
Grants -Capital	5	4,672	8,330	8,330	-	6,595	5,706	(889)	(16%)
Contributions - Cash	6	247	345	345	-	149	195	46	24%
Contributions - Non Cash		600	600	600	-	-	-	-	-
Reimbursements	7	203	823	823	-	570	658	88	13%
Other revenue	8	1,811	2,222	2,222	-	1,084	1,052	(32)	(3%)
Total Revenue		41,132	53,142	53,142	-	40,913	40,365	(548)	(1%)
Expenses									
Employee Benefits	9	17,915	19,111	19,111	-	14,099	13,042	(1,057)	(8%)
Materials and Services	10	12,344	18,868	18,868	-	11,843	13,763	1,921	14%
Depreciation & amortisation	11	8,605	8,605	8,605	10	4,199	4,064	(135)	(3%)
Bad & Doubtful Debts	12	-	-	-	-	-	5	5	-
Other Expense	13	473	499	499	-	252	277	25	9%
Finance Costs (Interest)	14	25	18	4	(14)	3	3	-	-

	NOTE	Original Budget	December Revised Budget	Annual Revised Budget	(1) Forecast Adjustment	YTD Budget	YTD Actual	(2) YTD Budget V Actual Variance	
Total Expenses		39,362	47,545	47,545	(4)	30,395	31,153	758	2%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment.	15	(600)	(600)	(600)	-	(150)	93	242	261%
Surplus (deficit) for the period		1,170	4,996	5,000	4	10,369	9,305	(1,064)	(11%)

This statement provides information on two budgetary components:

1. *Forecast adjustments*: adjustments to the December revised budget figures to reflect the Annual Revised Budget and predicted result at the end of the 2023/24 financial year (refer to the column titled "(1) Forecast Adjustment").

The forecast position for the financial year has increased marginally by \$4 thousand moving from December's revised budget surplus of \$4.996 million to a surplus of \$5 million. The main movements were adjustments in interest expense and depreciation on Right of Use Assets. A complete analysis of the budget movement is provided in Table 1 below.

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

The \$9.3 million surplus result for the year-to-date March 2024 is \$1.064 million or 11% unfavourable to the budget.

Table 1: Detail explanations of the forecast adjustments (1) and year-to-date variances (2):

Note	Line item	(1) Explanation Forecast Adjustment		(2) Explanation YTD Budget V Actual Variance	
1	Rates & charges	\$0	No change.	\$35k	Waste charge income slightly over budget, offset by a small decrease in budgeted Rates income.
2	Statutory fees and fines	\$0	No change.	(\$36k)	Planning Services and Building Inspection & Control income lower than budget and offset by an increase over budget from Engineering.
3	User fees	\$0	No change.	\$296k	Waste Management income \$204k increase over budget and Saleyard income \$63k over budget are the main items.
4	Grants – Operating	\$0	No change.	(\$56k)	Variance represents a combination of Grant sources, with Library

Note	Line item	(1) Explanation Forecast Adjustment		(2) Explanation YTD Budget V Actual Variance	
					Operations \$83k higher than budget.
5	Grants – Capital	\$0	No change.	(\$889)	Project Delivery \$891k reduced.
6	Contributions – Cash	\$0	No change.	\$46	Goulburn Murray Climate Alliance the key item at \$48k increase on budget.
7	Reimbursements	\$0	No change.	\$88k	Waste Management at \$68k increase on budget is the key variance.
8	Over revenue	\$0	No change.	(\$32k)	Governance and Risk \$9k increase. Waste Management \$41k reduction on budget
9	Employee Benefits	\$0	No change.	(\$1,057k)	Underspend on employee costs resulting from ongoing vacancies in a challenging recruitment market. This has been offset somewhat by the utilisation of contractors (Materials and Services).
10	Materials and Services	\$0	No change.	\$1,921k	Variance due to timing of budget in relation to flood recovery activities combined with the utilisation of contractors to fill staff vacancies,
11	Depreciation and amortisation	\$10	Amortisation Right of Use Asset \$10k increased.	(\$135)	Depreciation \$135k under budget but likely to be on budget at year end.
12	Bad and Doubtful Debt	\$0	No change	\$5k	Write off of sundry amounts in fire prevention infringements and parking infringements.
13	Other Expense	\$0	No change.	\$25k	Waste Management at \$21k increase on budget comprises the bulk of this variance.
14	Finance Costs (Interest)	(\$14k)	Interest Right of Use Asset \$14k adjustment.	\$0	No change

Note	Line item	(1) Explanation Forecast Adjustment		(2) Explanation YTD Budget V Actual Variance	
15	Net gain/(loss) on disposal of property, infrastructure, plant, and equipment	\$0	No change.	\$242	Excess plant and vehicles sold. Revenue recognised YTD but the written down value of those assets will be processed in the fourth quarter.

Balance Sheet (Statement B)

The Balance Sheet is included Attachment 5.5.1.

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 31 March 2024.

Assets

The statement shows a \$22 thousand decrease in Current Assets being a movement in cash. This is reflected in the Statement of Cash flows. Non-Current Assets are increasing by \$42 thousand because of an adjustment to Right of Use Assets.

Liabilities

The increase in the revised budget of \$16 thousand relates to the lease liability – IT Right of Use Assets.

Equity

As at 31 March 2024 the statements show a marginal increase of \$4 thousand in equity. This corresponds with the forecast adjustment in the income statement. 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 thousand.

Cash from Operating Activities

The statement shows a decrease of \$36 thousand mostly relating to the timing of income recognition of capital and operating grants, reduction in user fees, additional interest income offset by a decrease in payments to suppliers for materials and services (includes contractors) and a reduction in payments to employees (vacancies replaced with contractors).

Cash Flow from Investing Activities

No budget changes.

Cash flow from financing activities

The revised budget of \$18 thousand is an increase in cash due to repayment of lease liabilities and finance costs adjustments on Right of Use Assets.

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 March budget figure for total unallocated cash was \$7.788 million, the March revised budget figure is now \$7.766 million. This reduction mainly relates to the previously mentioned adjustments on Right of Use Assets.

Councillor Expenses (GST Exclusive)

As required in the adopted Councillor Expenses and Support Policy (July 2020), Council reports quarterly on Councillor related expenses. The following table lists Councillor expenses for the first quarter period ending 31 March 2024.

Table 2: Councillor Expenses for 3 months to 31 March 2024:

	Allowances	Travel Expenses	Childcare Expenses	Information & Communication Expenses	Conference & Training Expenses	Other Expenses
Cr Gallagher	\$20,410	\$908	-	\$96	-	\$935
Cr Carpenter	\$10,205	\$0	-	\$147	-	\$755
Cr Walsh	\$6,592	\$0	-	\$147	-	\$755
Cr Haslam	\$6,592	\$571	-	\$147	-	\$755
Cr Gerencser	\$6,592	\$0	-	\$147	-	\$755
Cr Lording	\$6,592	\$442	-	\$147	-	\$869
Cr McAulay	\$6,592	\$1,383	-	\$147	-	\$755
Total	\$63,575	\$3,304	-	\$980	-	\$5,579

Council Plan/Strategies/Policies

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

Relevant Legislation

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

Financial Implications and Risk

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

Conflict of Interest

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

Community and Stakeholder Consultation

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

5.4 Review of Borrowings Policy

Department	People and Corporate Performance
Presenter	M Chesworth, Director People and Corporate Performance
Approved by	M Chesworth, Director People and Corporate Performance
Purpose	For decision
Attachment(s)	1. Attachment 1 - Draft Policy Borrowings 2024 [5.4.1 - 5 pages]

Executive Summary

The Borrowings Policy establishes the policy framework guiding Council's approach to borrowing to ensure it supports sound financial management principles and compliance with the Local Government Act 2022. The Policy has been reviewed to ensure it remains consistent with Council's strategic objectives and borrowing requirements.

The review recommends broadening the objective and scope of borrowing to include investment in significant non-capital initiatives that align with the objectives of the Council Plan, that are within Council's risk appetite and provide a financial return that contribute to the cost of borrowings. The review also recommends the Policy include reference to the Community Infrastructure Loans Scheme established by the Treasury Corporation of Victoria (TCV), as a source of Council borrowings.

RECOMMENDATION

That Council endorse the revised Borrowings Policy as contained in Attachment 5.4.1.

Background

The Borrowings Policy was last adopted by Council on 27 April 2022. The purpose of the Policy is to:

- define the objectives of borrowing funds
- establish the principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework consistent with *Section 101 of the Local Government Act 2020*
- set out the manner by which Council may establish and manage a debt portfolio.

A review of the Policy has been undertaken to ensure it remains consistent with Council's strategic objectives and loan borrowing requirements.

Discussion

Under the current policy Council's borrowings are restricted to Council's capital works (renew, upgrade or acquire new assets) or to meet Council's obligations to fund non-recurrent and unexpected funding shortfalls, such as a sudden call on funds under the Defined Benefits Superannuation Fund.

It is proposed to broaden the use borrowings to include investment in significant non-capital initiatives, including in a 'Beneficial Enterprise as defined under S110 and 111 of the Local Government Act, which includes:

- becoming a member of a corporation

- participating in the formation of a corporation, trust or other body;
- acquiring shares in a corporation, trust or other body;
- entering into a partnership or joint venture with any other person or body.

To participate in such enterprises, the Act requires that councils demonstrate that the risk exposure does not exceed the total value of the investment.

The Policy provides for borrowing to fund significant initiatives, including as part of Council's role in a beneficial enterprise, provided that the initiative:

- aligns with the Council plan, and
- provides long-term, intergenerational benefits, and
- is within Council's risk appetite, and
- provides a financial return on investment that meets, or contributes to, the cost of borrowing.

Reference has also been made in the Policy to the Community Infrastructure Loans Scheme established by the Treasury Corporation of Victoria (TCV), which is available for councils to access, which provides low interest subsidised loans to Victorian councils. It is proposed that the Scheme is used as the first option to secure a loan, and that a public tender or quotation is used for borrowing funds from a major lending institution if the TCV loan vehicle is not suitable or available.

In addition, minor amendments have also been made to the Borrowing including:

- Updating the Acknowledgement of Country statement
- Minor template formatting.

Council Plan/Strategies/Policies

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

Relevant Legislation

Local Government Act 2020, Section 101 outlines the principles of financial management, including managing investments in accordance with a Council's financial policies and strategic plans, and management of financial risk. Sections 110 and 111 establish the role of Council in Beneficial Interests.

Financial and Risk Implications

The Policy details the financial parameters under which borrowing may occur and ensures Council's borrowing activities are in line with legislative requirements and include adequate controls to mitigate financial risks.

The Policy contemplates borrowing for initiatives associated with Council's possible role in a beneficial interest. The Local Government Act prescribes that under these circumstances, the Council's risk exposure should not exceed the value of Council's investment.

Our approach to participating in entrepreneurial activities is guided by Council's Risk Appetite Statement which accepts investment in new commercial opportunities for revenue generation outside our core business, provided the net present value (NPV) for the initiative is positive and there is alignment with Council's strategic goals.

Conflict of Interest

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

Community and Stakeholder Consultation

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

5.5 2024/25 Draft Budget

Department	People & Corporate Performance
Presenter	M Chesworth, Director People & Corporate Performance
Approved by	M Chesworth, Director People & Corporate Performance
Purpose	For decision
Attachment(s)	1. Attachment 1 - Draft Annual Budget [5.5.1 - 114 pages]

Executive Summary

This report seeks Council's endorsement of the draft Annual Budget 2024/25 (draft Budget) for the purpose of a public exhibition and submission process in accordance with section 96 (1) of the *Local Government Act 2020* (the Act).

RECOMMENDATION

That Council:

1. note that the draft Annual Budget 2024/25 in Attachment 5.5.1 has been prepared by Council in accordance with Section 94(1) of the *Local Government Act 2020* (the Act)
2. release the draft Annual Budget 2024/25 for public exhibition, closing 24 May 2024
3. request the Chief Executive Officer to give public notice of the draft Annual Budget 2024/25 and submission process
4. advise that a copy of the draft Annual Budget 2024/25 will be made available on Council's website – www.murrindindi.vic.gov.au
5. advise that submissions can be made in the following ways-
 - lodged via Council's engagement platform, Dindi - In the Loop
 - directly to governance@muyrindindi.vic.gov.au
 - in written form submitted to a Council office or by post
 - verbally as part of Public Participation time Council's Scheduled meeting on 22 May 2024 (6 pm at the Alexandra Council Chambers)
6. note that following consideration of all written and verbal submissions, the Annual Budget 2024/25 will be presented for adoption at Council's Special meeting on 12 June 2024.

Background

The development of the Draft Budget is part of an integrated process that occurs to ensure appropriate resource allocations are made to service Council's short and long-term activities and initiatives.

The Community Vision, Council Plan, Asset Plan and Financial Plan and their underpinning strategies inform the budget development process. The draft Budget considers Council Plan initiatives, external influences and any proposed new initiatives.

The draft 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.

It is noted that Section 4.1 - rates and Valuation information is based on Stage 3 preliminary property valuation data. The information in this section may change as a result of the finalisation of Stage 4 property valuation data from the Valuer-General Victoria.

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 2021-2025*.

The draft Budget has been prepared on the principles of responsible financial management to achieve an operating result that contributes to Council's long term financial sustainability while delivering services to the community.

The draft Budget key results and indicators are:

- 2024/25 operating surplus of \$2.3 million, includes capital income.
- 2024/25 underlying deficit of \$3.6 million, excludes capital income.
- 30 June 2025 budgeted cash balance of \$32.4 million includes -
 - reserves \$11.4 million.
 - provisions \$3.7 million.
 - trusts and deposits \$2.0 million.
 - grants (unearned income) \$2.0 million
- 2024/25 working capital is 354%.

The following key points are provided to assist the Council and the community in analysing the draft Budget:

- The draft Budget is prepared based on a 2.75% increase in overall rates and charges, in line with the increase in rates permissible under the 2023/24 Rate Cap set by the State Government. This increase is less than the forecast CPI (Consumer Price Index) increase of 3%.
- The weighting applied to the Vacant Land differential is amended, increasing from 150% to 200% of the General (Residential) rate. This is to encourage the development of land already zoned for residential or commercial/industrial purposes to support the growth needed to sustain our communities into the future and to address the emerging housing stock shortages. This will result in a movement of the allocation of the rate requirement from other differentials (rate classes) to vacant land.
- Waste charges are set to rise by 2.75%. Waste charges are based on a cost recovery model which includes the increases in Government Landfill Levy imposed on Council and the increasing costs of processing waste.
- User fees and charges have been benchmarked against our neighbouring councils. Some fees have been adjusted to reflect the cost of service provision, rather than rate payers subsidising these 'user-pay' services. All other non-statutory user fee increases have been limited to a 2.75% increase.
- Investment of \$55.8 million to deliver services and improve infrastructure.

- \$41.6 million in services and facility operating costs to ensure ongoing service provision and delivery on the Council Plan initiatives. This includes increases in costs of superannuation, insurances, materials, imposed levies and contracted services.
- CPI increased by 3.4% over the 12 months to December 2023. With prudent management, Council's total budgeted expenditure has been kept below this CPI increase.
- Capital works program of \$14.2 million to renew, upgrade and expand or acquire Council assets.
- Potential for new borrowings to a maximum of \$3 million in 2024/25 to fund additional capital works and other projects, subject to feasibility assessments:
 - Key Worker Accommodation project \$1.5m
 - Flat Lead Road carbon offset project \$320k
 - Street light energy efficient upgrade \$108k
 - Special Charge Schemes \$175k
 - Pyrolizer for recycling of timber, carbon capture and reuse \$1.4m

New initiatives

New initiatives included in the draft Budget to support the achievement of our goals under the *Council Plan 2021-2025* are:

- \$70,000 per annum to maintain Aquatics with Splash - Eildon Splash Park Management
- \$18,000 to develop a new Council Plan with community engagement
- \$20,000 to undertake efficiency reviews and productivity improvements
- \$10,000 for ongoing support of Council's Reconciliation Action Plan
- \$108,000 to install energy efficient street lights (upgrade) (rebate \$33,000 on completion)
- \$30,000 for a Stormwater Management Study to undertake a catchment analysis of urban areas in Murrindindi Shire and identify flooding and drainage issues.
- \$23,000 to support the recovery of Council's IT and communications systems following a disaster or serious business interruption
- \$412,000 to support the digital transformation of Council's business systems including:
 - \$208,000 for Council committed contribution to grant funded project (year 3)
 - \$77,000 for implementation of HR/Payroll and Accounts Payable automation
 - \$127,000 for business system testing and training
- \$228,000 for ongoing subscription costs for cloud-based enterprise , partially offset by savings in retirement of legacy system licencing
- \$190,000 for Council general election costs, updating voters' roll register and new Councillor induction program
- \$6,000 to support Community communications

Capital Works Program

Highlights of the Capital Works Program are:

- \$4.5 million towards roads, footpaths and cycleways including:
 - \$1.6 million to fund the resheeting and resealing programs (shire wide)
 - \$1.1 million for road safety strategy implementation (shire wide)
 - \$0.45 million for Castella Road reconstruction

- \$0.4 million for Whanregarwen Road reseal
- \$273,000 to fund the Pathway renewal program
- \$60,000 to support compliance with the Disability Discrimination Act (DDA)
 - Yea pedestrian ramps
- \$ 465,000 towards bridges including
 - \$230,000 for the Coonans Road Culvert replacement Stage 2 (Homewood)
- \$791,000 towards the building renewal program, including:
 - \$205,000 for Shire Community Building upgrades
 - \$151,000 to refurbish the Alexandra Customer Service Reception area.
 - \$100,000 for the Kinglake Community Centre renewal works
 - \$80,000 from the Yea Saleyards reserve to fund a crush and forcing pen
 - \$80,000 to support Council's compliance with the DDA including works at:
 - Toocom Cottage, Toolangi
 - Yea pedestrian ramps
 - Glenburn Community Centre
- \$3.6 million towards recreational facilities, including
 - \$2.7 million to complete the Eildon Reserves Redevelopment project.
 - \$113,000 to renew Swimming Pool equipment
- \$2.3 million for waste management (funded from reserves) including
 - \$2 million for cell and capping constructions at Alexandra Landfill (funded from waste reserve)
 - \$150,000 to build a tip ship and undercover storage facility at Kinglake Resource Recovery Centre.
- \$713,000 on drainage in Flowerdale Yea and Alexandra.
- \$25,000 towards Council's Street Tree program.
- \$255,000 to complete subdivision works on Council property in Eildon
- \$1.4 million towards plant and equipment, including renewal of plant and fleet, IT equipment and library books.

Borrowings

Council is forecast to hold no debt from loan borrowings at 30 June 2024.

Under the *Local Government Act 2020* Section 104, Council is declaring an interest in the potential to borrow to fund critical projects in 2024/25. These borrowings are included in the budget as \$3 million over a term of 7 years at 5% interest. If borrowings are required, Council will undertake the necessary governance steps including the required procurement process and a resolution of Council to borrow to fund specific capital expenditure. If no borrowings are required, this will not be undertaken.

Council Plan/Strategies/Policies

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

Relevant Legislation

Local Government Act 2020.

Financial Implications and Risk

The proposed draft 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 2.75% legislated by the State Government for 2024/25, whilst providing a responsible and viable financial plan for the ensuing year.

Conflict of Interest

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

Community and Stakeholder Consultation

Following Council’s consideration of the draft Budget it is intended that it is released to the public for consideration and that submissions be encouraged. The submission period will be up to 5pm on 24 May 2024, submissions can be made via the following means:

- a) lodged via Council’s engagement platform, Dindi - In the Loop
- b) directly to governance@murrindindi.vic.gov.au
- c) written form submitted to a Council office or by post
- d) verbally as part of Public Participation time at Council’s 22 May 2023 Scheduled Council Meeting (6 pm at the Alexandra Council Chambers)

Council will publicly advertise the release of the draft Budget and submission process and will make the draft Budget available on Council’s website.

All submissions (verbal and written) will be considered by Council, and it is intended to present the Annual Budget 2024/25 for formal adoption to Council at its 12 June 2024 Special Meeting.

6 REPORTS - ASSETS & ENVIRONMENT GROUP

6.1 Capital Works Program Quarterly Report - 30 March 2024

Department	Assets & Development
Presenter	P Bain, Manager Sustainability & Assets
Approved by	C Lintott, Director Assets & Development
Purpose	For decision
Attachment(s)	<ol style="list-style-type: none"> 1. Attachment 1 - Capital Works Program - Quarterly Report - March 2024 - Program Financials [6.1.1 - 9 pages] 2. Attachment 2 - Capital Works Program - Quarterly Report - March 2024 - Program Comments [6.1.2 - 10 pages]

Executive Summary

This report is the third quarter progress report of the capital works program (CWP) for the 2023/24 financial year. The period of reporting is from 1 January 2024 to the end of March 2024.

The CWP is comprised of those projects endorsed by Council as part of the 2023/24 budget, projects identified for carry forward from the 2022/23 program and any approved projects that have received grant funding during the financial year.

RECOMMENDATION

That Council receive the quarterly report for the quarter ending 31 March 2024 on the status of the Capital Works Program.

Background

The program has now reached the third quarter review of the 2023/24 CWP with most projects scope finalised, out to tender, underway or completed. The total number of projects currently in the list for delivery is 128.

Discussion

A general overview of the Capital Works Program delivery status:

Most projects are currently on track (Green) and expected to be completed by June 30, 2024. The other traffic light indicators presented in the attached reports are on hold (Blue), possible carry forward (Yellow), expected carry forward (Red), delayed (Orange) and complete (Black). Although construction of some of the projects have been completed, the project is not marked complete until an asset handover has been completed.

Complete	Complete
On Track	On Track
On Hold	On Hold
Possible Carry Forward	Possible Carry Forward
Expected Carry Forward	Expected Carry Forward
Delayed	Delayed

A general overview of the Capital Work Program financial position:

Current revised budget:	\$22,102,005.
Current Anticipated Capital works spend:	\$21,144,982 (Estimate)
Total Actuals & Committed:	\$16,0140,442
Actual Expenditure:	\$8,750,455
Anticipated Carry Forward*:	\$967,023

*(Snobs Creek Road - Widening (Road Safety) - HVSP - Grant 937 \$768,976
 Marysville Caravan Park - new swimming pool- \$82,061, Public Convenience - Renewal - Rotary Park Alexandra \$105,986)

As of 31 March 2024, the current predicted savings and demand is balanced across the program.

See attachment 6.1.1 - Capital Works - Quarterly Report - March 2024 – Program Financials for the detailed financial position of the Capital Works Program. Overall, the program is being delivered within the program budget.

Review of Projects

Refer to attachment 6.1.2 Capital Works – Quarterly Report – March 2024 – Program Comments for detailed comment of each project including traffic light indication of the progress of each project.

Eildon Reserve Redevelopment, Eildon – \$6.2M

Work has commenced on all three elements (Splash Park, Skate Park and Senior Play) and is progressing well. This project is on track to be completed in October 2024. Some elements, such as the skate park will be completed prior to June 2024.

A revision in scope for the main playground due to issues in sourcing a DDA compliant trampoline is now to be funded through LRCI3.

Alexandra Landfill - Western Valley Cell Construction, Alexandra - \$3.8m (\$2.8M + \$1M 24/25)

Work has commenced and is progressing well. The placement of the subbase is nearing completion. The placement of the clay liner will commence next week.

The anticipated Practical Completion date is 21 June 2024.

Sealed Roads - Renewal & Major Patching - \$770k (2023/24)

Works are progressing and completion is anticipated in April.

This is with the exception of Marr Court, Eildon which was poorly constructed by the developer in around 1990 as the road was built on river pebbles and clay. A number of proof rolling tests have been undertaken which have all failed. Additional works will be required next summer (cost is approximately \$65k). Consequently, the pavement has been left open to dry out with a crushed rock cover.

Bridge Replacement (Construction) - Smiths Bridge Maintongoon - \$259k

The request for quotation has been closed and the report is completed for approval. There is a provision for cost savings if we can extend the completion date to late July due to availability of the contractor.

Great Victorian Rail Trail - Renewal & Markers – (\$72k)

Emergency markers have been installed. A Quotation has been received to resheet the trail from Cheviot tunnel to Limestone Road. Works are anticipated to be completed in May.

Kinglake Memorial Reserve Oval Upgrade - Investigation and Design – (\$85k)

The concept design has been received and is being reviewed internally. It is anticipated that the design will be completed in May. The request for quotation process was competitive, and any underspends can be carried forward to next year's construction budget.

Kinglake Memorial Reserve Tennis Building Concrete Apron – (\$90k)

It has been identified that the construction of the concrete apron is not required. Defects works on existing bitumen surface has been completed. Underspends can be returned to reserve.

Nature Strip - In-fill Tree Planting, Shire wide - \$120k

The in-fill tree planting project is \$120,000.00. Council's arborist has identified the locations and plants currently being secured for winter planting season.

Gravel Roads Resheeting - \$1.83M (2023/24)

Work is progressing well. It is anticipated that all works will be completed in April 2024.

Sealed Roads – Reseals - \$960k (2023/24)

Works commenced in early March. It is anticipated that all works will be completed in April 2024.

Realigning of Spraggs Rd and Healesville-Kinglake Rd intersection, Toolangi (Design)

Contract has been awarded to a designer who has commenced the works. Extensive consultation with Department of Transport and Planning is required.

Marysville Caravan Park - Capital Renewal - BBQ Shelter and Light Installation \$53k

Marysville Caravan Park - new swimming pool - \$82k

Project is on hold due to some issues on the site.

Hall Street / Halls Flat Road drainage outfall Stage 1 Design (\$10k)

CCTV Camera inspections were undertaken for the existing stormwater drains surrounding the drainage easement between 22 and 26 Hall St Alexandra. This inspection found that these pipe assets were in very poor structural condition and required replacement. Replacement and upgrade of these pipes is constrained by the downstream drainage connections.

The proposed solution is to undertake a combined design that will require an upgrade for the Hall Street and Halls Flat pipe culverts and the critical downstream drainage connections.

Traffic Treatments - Safer Road Assessments - Killingworth Road Guard Rail Stage 1 Design (\$20k)

Road safety audit (RSA) was undertaken, and a guard rail is not warranted. Road Safety Audit findings are to install edge line marking, guideposts and review advised speed on the curve.

Speed limit review to reduce unsigned speed limits to 80 km/h is underway.

Proposed works can be delivered between the existing budget and the Safer Local Roads and Street Program grant.

Flood Recovery Program - Shire Wide

A number of packages are underway. Some of these works have been delayed due to the January 2024 storms and are now being reassessed.

Status as outlined below: AGRN 1037 (2022 event)

The road work packages for repairs to rectify flood damage from the 2022 event are complete except for the following Reconstruction of Essential Public Assets (REPA) projects.

1. Molesworth-Dropmore Road culvert replacement which has been advertised and is currently undergoing tender evaluation.
2. The Strath Creek package of work is being re-scoped due to further impact from the 2024 flood event. Due to the size of the package and the extra damage, it will be now tendered on the open market.
3. Snobs Creek landslip. Design work still in progress prior to submitting project estimate for approval.
4. Breakaway Bridge. Design work still in progress prior to submitting project estimate for approval.
5. Forest Road major culvert. Design work is still in progress prior to submitting project estimate for approval.
6. Bridge and culvert betterment projects. (Hobans Road culvert and Nashs Road bridge). Funding proposals are being developed and will be evaluated on a case-by-case basis.

Works planning and implementation.

Request For Quotation(RFQ)/Requests For Tender (RFT) Documents are being prepared / awarded for the next stage of works which are summarised in the following table.

Reconstruction of Essential Public Assets (REPA) Project	Site	Status	Action
Package 1	Whanregarwen Rd	Quotation for Major culvert to be relined rather than replaced at Ch 8.50 in March.	Order to be issued
Package 2 Part 1	Strath Creek and Kerrisdale	These were advertised and did not proceed as the quotations exceeded the procurement policy for quotations. The sites have been rearranged as REPA.	RFQ in review Advertise Week 3 March 2024
Package 2 Part 2	Flowerdale & Strath Creek South		

Reconstruction of Essential Public Assets (REPA) Project	Site	Status	Action
Major works Culvert	Molesworth Dropmore Rd Culvert		Advertised-Evaluation current
Package 6	MURRINDINDI RD / Murrindindi Bridges C136-23/24	Murrindindi Road O'Connor's - Flat 1 Bridge Asset ID BRIDGE000028 Murrindindi Road O'Connor's Bridge Asset ID BRIDGE000026 Cummins Rd Asset ID Pulford's Bridge BRIDGE000022 O'Connors - Flat 4 BRIDGE000025 Murrindindi Road O'Connor's - Flat 2 Bridge Asset ID BRIDGE000027	Advertised-Evaluation current
Package 7	Buxton – Glenburn C137-23/24	South Cathedral Lane BUXTON South Cathedral Lane BUXTON BRIDGE000240 Walls Rd bridge	Advertised-Evaluation current
Package 8	GHIN GHIN / HIGHLANDS C138-23/24	Ghin Ghin Road (VicRoads 51 G8) Ghin Ghin Bridge (3) BRIDGE000004 Ghin Ghin Bridge (2) BRIDGE000006 Landslip Highlands Landslip Ghin Ghin	Advertised-Evaluation current
Package 9	STRATH CREEK FALLS RD Strath Crk- Falls Rd – Philbey's Bridge C139-23/24	Allandale Road strath creek Philbey's Bridge BRIDGE000311 Falls Rd Culvert No 1 BRIDGE000227 Falls Rd Culvert No 2 BRIDGE000228 Falls Rd Road	Advertised-Evaluation current
Package 10	LIMESTONE AND HIGGINS	Limestone Road / Limestone Bridge Asset ID BRIDGE000016 Stream Name - Limestone Creek Higgins Road bridge. (Vic Roads 61 H4) KILLINGWORTH BRIDGE000053	RFQ in preparation Advertise week 3 March
Package 11	RAYTONS AND RICHARDS BRIDGE	Fairview Road Kerrisdale Raytons Bridge BRIDGE000046 King Parrot Creek Road strath creek Richards Bridge BRIDGE000079	RFQ PREPARED Advertise week 3 March
Package 12	Minor Culverts 1	Locations derived from consultant's culvert works RFQ	RFQ PREPARED To be advertised
Package 13	Minor Culverts 2		
Package 14	Minor Culverts 3		
		84 Locations identified that suffered impact damage / erosion / debris removal,	

Reconstruction of Essential Public Assets (REPA) Project	Site	Status	Action
		siltation or requiring batter protection	
Package 15	Snobs Creek Road LANDSLIP REPAIR	Survey and Geotech current	
Package 16	Minor Landslips remedial Works	The initial Geotech investigation of 19 identified potential landslip sites is completed. Fairview Road/ Skyline Road / Jerusalem Creek Road / Ti Tree Road.	RFQ PREPARED To be advertised
Package 17	Macklins Road LIMESTONE Macklins Road Culvert CH950m BRIDGE000215	Capital Works Project	

AGRN 1096 2024 Event - Inspections are almost complete.

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”.

This report supports the *Council Plan 2021-2025 Transparency, Inclusion and Accountability* strategy to:

- “ensure Council remains financially-sustainable through sound management, forward planning, innovative service delivery and asset consolidation as appropriate”.
- “maintain transparent, inclusive and accountable governance practices”.

Relevant Legislation

Local Government Act 2020

Financial and Risk Implications

The current program is being delivered within the total Capital Works program budget.

Conflict of Interest

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

Community and Stakeholder Consultation

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

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

8 RECORD OF COUNCIL BRIEFING SESSIONS

Purpose

For noting.

Executive Summary

This report presents the records of Council Briefing Sessions for 22 March 2023 to 19 April 2023, for Council to note.

RECOMMENDATION

That Council receive and note the records of Council Briefing Sessions for 17 March 2024 to 17 April 2024.

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 27 March 2024 to 17 April 2024:

Meeting Name/Type	Council Pre-Meet
Meeting Date:	27 March 2024
Matters Discussed:	<ol style="list-style-type: none"> 1. Planning Application - 18 Pratts Road KINGLAKE WEST 2 lot subdivision 2. Entrepreneurial Discovery Process - Local Development Strategy 3. Economic Development Strategy - Draft Engagement 4. UT Creek/Leckie Park precinct consultation feedback 5. Grants and Sponsorships - major event 6. Amendment C77 - Eildon Reserves 7. Amendment C71 - Toolangi Forest Discovery Centre 8. Adoption of Advocacy Policy 9. CODI Enterprise ERP Procurement 10. Audit & Risk Committee Meeting – Minutes 11. Draft Murrindindi Road Safety Strategy 12. Naming Roads & Places Policy and Guidelines
Councillor Attendees:	Cr J Walsh, Cr K Haslam, Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr S McAulay
Council Officer Attendees:	L Bonazzi, M Chesworth, A Paxton, C Lintott, N Stewart, C Fraser, E Kubeil, A Vogt

Conflict of Interest Disclosures: Nil	
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Meeting Name/Type	Briefing Session
Meeting Date:	3 April 2024
Matters Discussed:	<ol style="list-style-type: none"> 1. Rural Roadside Conservation Management Plan 2. Flat Lead Road Tree Project Update 3. Pyrolyzer Waste Timber Recycling Proposal 4. Draft Annual Budget Preparation - Financial Statements 5. Preparation for Council Plan - SWOT Brainstorm
Councillor Attendees:	Cr J Walsh, Cr K Haslam, Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr S McAulay (Virtual)
Council Officer Attendees:	L Bonazzi, M Chesworth, A Paxton, C Lintott, B Chapman, P Bain, B Harnwell, D O'Keeffe
Conflict of Interest Disclosures: Nil	

Meeting Name/Type	Briefing Session
Meeting Date:	10 April 2024
Matters Discussed:	<ol style="list-style-type: none"> 1. Revised Special Charge Schemes for Infrastructure Policy 2. 2024/25 Draft Budget 3. Borrowing Policy 4. Draft Early Childhood Education Workforce Plan 5. Public Transparency Policy update
Councillor Attendees:	Cr D Gallagher, Cr S Carpenter, Cr S McAulay
Council Officer Attendees:	L Bonazzi, M Chesworth, A Paxton, C Lintott, P Bain, D O'Keeffe, S Coller
Conflict of Interest Disclosures: Nil	

Meeting Name/Type	Briefing Session
Meeting Date:	17 April 2024
Matters Discussed:	<ol style="list-style-type: none"> 1. Key Worker Housing Strategy 2. 2024/25 Draft Annual Budget 3. Capital Works Program Review – March 2024 4. National General Assembly of Local Government (NGA), Motions Deadline 30 April 2024. 5. Fera Windfarm - Update from Proponent
Councillor Attendees:	Cr J Walsh, Cr K Haslam, Cr S Carpenter, Cr D Gallagher, Cr E Lording, Cr S McAulay
Council Officer Attendees:	L Bonazzi, M Chesworth, A Paxton, C Lintott, P Bain, D O'Keeffe, B Harnwell, D Litange, C Fraser
Conflict of Interest Disclosures: Nil	

9 SEALING REGISTER

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
CONT23/13	22 March 2023	Formal Instrument of Agreement between Murrindindi Shire Council and Boral Resources Pty Ltd	Livia Bonazzi Damien Gallagher

RECOMMENDATION

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