

# Ordinary Meeting of Council

held at the Civic Centre, Civic Drive, Greensborough  
on Tuesday 17 December 2019 commencing at 7:00pm.

## Minutes

**Carl Cowie**  
**Chief Executive Officer**

Friday 20 December 2019

Distribution: Public

Civic Drive, Greensborough  
PO Box 476, Greensborough 3088  
Telephone 9433 3111  
Facsimile 9433 3777  
Website [www.nillumbik.vic.gov.au](http://www.nillumbik.vic.gov.au)  
Email [nillumbik@nillumbik.vic.gov.au](mailto:nillumbik@nillumbik.vic.gov.au)

**Nillumbik Shire Council**

---

**Contents**

---

<b>1. Welcome by the Mayor</b>	<b>1</b>
<b>2. Reconciliation statement</b>	<b>1</b>
<b>3. Prayer</b>	<b>1</b>
<b>4. Apologies</b>	<b>1</b>
<b>5. Presentations</b>	<b>1</b>
<b>6. Confirmation of minutes</b>	<b>1</b>
<b>7. Disclosure of conflicts of interest</b>	<b>2</b>
<b>8. Petitions</b>	<b>1</b>
Petition No. 2019-05	1
<b>9. Questions from the gallery</b>	<b>1</b>
<b>10. Reports of Advisory Committees</b>	<b>2</b>
AC.012/19 Advisory Committee Report	2
<b>11. Reports of Special Committees</b>	<b>3</b>
<b>12. Officers' reports</b>	<b>4</b>
OCM.186/19 Shire Plan 2050 Research Paper	4
OCM.187/19 Protected Disclosure legislation updates	5
OCM.188/19 Mid-Year Financial Review 2019-2020	6
OCM.189/19 Investment Policy	8
OCM.190/19 Brinkkotter Road Special Charge Scheme - Resolution to proceed	9
OCM.191/19 Assembly of Councillors	10
OCM.192/19 1920-004 Mobile Garbage Bins and Accessories - Via PA Contract 2110-0503	12
OCM.193/19 1819-55 Tree Pruning and other Associated Services	14
OCM.194/19 Request for Tender 1819-132 Practically Green Event(s)	16
OCM.195/19 Contract 1920-21 - Annual Community Survey	17
<b>13. Notices of Motion</b>	<b>19</b>
<b>14. Delegates' reports</b>	<b>19</b>
<b>15. Supplementary and urgent business</b>	<b>20</b>
OCM.200/19 Hurstbridge Line Upgrade - Stage 2	20
OCM.201/19 Acknowledgement of 25 Years	22

<b>16. Confidential reports</b>	<b>23</b>
OCM.196/19 1920-004 Mobile Garbage Bins and Accessories - Via PA Contract 2110-0503	<b>23</b>
OCM.197/19 1819-55 Tree Pruning and other Associated Services	<b>23</b>
OCM.198/19 Request for Tender 1819-132 Practically Green Event(s)	<b>23</b>
OCM.199/19 Contract 1920-21 - Annual Community Survey	<b>23</b>

**Nillumbik Shire Council**

**Minutes of the Ordinary Meeting of Nillumbik Shire Council held  
Tuesday 17 December 2019. The meeting commenced at 7:00pm.**

---

**Councillors present:**

Cr Karen Egan	Bunjil Ward (Mayor)
Cr Grant Brooker	Blue Lake Ward
Cr John Dumaresq	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Jane Ashton	Sugarloaf Ward
Cr Bruce Ranken	Swipers Gully Ward
Cr Peter Clarke	Wingrove Ward

**Officers in attendance:**

Carl Cowie	Chief Executive Officer
Vince Lombardi	Chief Financial Officer
Hjalmar Philipp	Director Operations and Infrastructure
Bлага Naumoski	Executive Manager Governance, Communications and Engagement
Corrienne Nichols	Executive Manager Community Services
Jeremy Livingston	Executive Manager Business Transformation and Performance
Rosa Zouzoulas	Executive Manager Planning and Community Safety
Heath Gillett	Manager Recreation and Leisure
Kelly Reaburn	Head of Communications and Marketing
Emma Christensen	Governance Officer

---

**1. Welcome by the Mayor**

**2. Reconciliation statement**

The reconciliation statement was read by the Mayor, Cr Karen Egan.

**3. Prayer**

A prayer was read by Pastor Stewart Hunt of The Vine Baptist Church.

**4. Apologies**

Nil

**5. Presentations**

**Olivia-Beau Cutler** (Blue Lake Ward) received \$150 as a contribution for being selected to play at the 2020 Australian Indoor Hockey Championships in Wollongong.

Olivia-Beau thanked Council and a photo was taken of Olivia-Beau and Cr Grant Brooker.

Nillumbik Shire Council wishes Olivia-Beau every success with her future sporting pursuits.

**6. Confirmation of minutes**

Confirmation of minutes of the Ordinary Council Meeting held on Tuesday 26 November 2019 and the Special Council Meeting held on Tuesday 10 December 2019.

**Council Resolution**

**MOVED: Cr Peter Clarke**

**SECONDED: Cr Bruce Ranken**

**That** the minutes of the Council Meeting held on Tuesday 26 November 2019 and the Special Meeting held on Tuesday 10 December 2019 be confirmed.

**CARRIED**

**7. Disclosure of conflicts of interest**

Nil

8. Petitions

**Petition No. 2019-05**

A petition containing **186** written signatures and a further **18** online signatures requests that Council pursue a policy to phase out single-use plastics from Nillumbik Shire by 2021.

**Recommendation**

**That** Council:

1. Receives the petition requesting Council to pursue a policy to phase out single-use plastics from Nillumbik Shire by 2021.
2. Refers it to the Director Operations and Infrastructure for investigation and response.
3. Advises the petition organiser accordingly.

**Motion**

**MOVED:** Cr Jane Ashton

**SECONDED:** Cr Grant Brooker

**That** Council:

1. Receives the petition requesting Council to pursue a policy to phase out single-use plastics from Nillumbik Shire by 2021.
2. Refers it to the Director Operations and Infrastructure for investigation and **incorporates feedback from the Environment and Sustainability Advisory Committee in a report back to Council.**
3. Advises the petition organiser accordingly.

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

**Council Resolution**

**MOVED:** Cr Jane Ashton

**SECONDED:** Cr Grant Brooker

**That** Council:

1. Receives the petition requesting Council to pursue a policy to phase out single-use plastics from Nillumbik Shire by 2021.
2. Refers it to the Director Operations and Infrastructure for investigation and incorporates feedback from the Environment and Sustainability Advisory Committee in a report back to Council.
3. Advises the petition organiser accordingly.

**9. Questions from the gallery**

**Sue Dyet** asked Council:

Without any fanfare or announcement, Council is undertaking a survey regarding Edendale Farm “To help us better understand our visitors and make sure we offer the best possible experience at Edendale Community Environment Farm, we want to hear from you. Please complete this short survey to tell us a little bit about yourself and share your thoughts about Edendale.” This could be a positive move if the questions showed an understanding of why Edendale Farm exists. For example: why ask for a water refill station when there is one or what animals you want, when it isn’t a zoo.

1. But more importantly – how does the general public know that the survey exists and when it closes, as this survey cannot be found through the Council’s Website search engine and Participate Nillumbik does not give the closing date?

**Response**

Officers are currently designing an appropriate community consultation framework in line with the Council resolution from OCM 30 July 2019. This community consultation is aimed at guiding the future direction of Edendale.

However, the survey you refer to is targeting feedback from Edendale visitors over the peak summer period, that is the whole intent.

In addition to signage at Edendale and posts on the Edendale Facebook page, staff are distributing pamphlets prompting visitors to complete the survey.

It is important that we have a mechanism to obtain user feedback for all Council facilities. There is no end date as this survey will enable officers to collect feedback on an on-going basis.

2. Nillumbik Council Community Engagement Policy Page 6 “Ensure that the community is given enough time to take part in engagement processes and provide feedback, avoiding where possible holiday periods such as Christmas and New Year”. So why has this Edendale survey been commenced now?

**Response**

As I said prior, it is a visitor feedback form and not a broader community engagement. Officers want to capture feedback from visitors because it is the Christmas and holiday break. That is the whole idea around it, it is a marketing exercise.

10. Reports of Advisory Committees

AC.012/19 Advisory Committee Report

---

**Distribution:** Public

**Manager:** Blaga Naumoski, Executive Manager Governance, Communications and Engagement

**Author:** Alena Spry, Governance Officer

**Summary**

Council has a range of Advisory Committees which provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation. Although they do not make any formal decisions, they provide valuable advice to Council.

In accordance with Advisory Committee Terms of Reference, the minutes of meetings are presented to Council.

**Council Resolution**

**MOVED:** Cr Jane Ashton

**SECONDED:** Cr Bruce Ranken

**That** Council notes the minutes of the Arts Advisory Committee held on 21 October 2019.

**CARRIED**



**11. Reports of Special Committees**

Nil

12. Officers' reports

OCM.186/19 Shire Plan 2050 Research Paper

---

**Distribution:** Public

**Manager:** Jeremy Livingston, Executive Manager Business Transformation and Performance

**Author:** Yasmin Green, Strategy and Policy Advisor

**Summary**

The Shire Plan 2050 Research Paper provides a high-level overview to assist Council's understanding of the forecasts and future trends of life in Nillumbik in 2050. It is anticipated that this research paper will be used to help inform the development of a Community Vision for Nillumbik.

Developing a long-term Community Vision is now considered best practice. This is highlighted by the Local Government Bill 2019 that will introduce the new requirement for all councils to have a long-term Community Vision developed in consultation with the local community and articulating a vision for the municipality. The development of a Community Vision/ Shire Plan 2050 is now intended to occur in the first half of 2021.

**Attachment 1** provides a high level overview of the key changes, challenges and opportunities that impacts Nillumbik now and into the future.

**Council Resolution**

**MOVED:** Cr Peter Clarke

**SECONDED:** Cr John Dumaresq

**That Council:**

1. Endorses the Shire Plan 2050 Research Paper (**Attachment 1**).
2. Requests officers commence the preparation of a Background Paper, to be completed by May 2020.

**CARRIED**

12. Officers' reports

OCM.187/19 Protected Disclosure legislation updates

---

**Distribution:** Public

**Manager:** Blaga Naumoski, Executive Manager Governance, Communications and Engagement

**Author:** Heather Holt, Legal Advisor

**Summary**

New procedures, to be made readily available to the public and each Councillor, officer and employee of Council, have been developed to facilitate disclosures of improper conduct by public officers and bodies, including councils, and to provide protection to disclosers from reprisals for making disclosures. The procedures are required to replace Council's existing procedures under the *Protected Disclosure Act 2012* as the Act has been re-named the *Public Interest Disclosures Act 2012* and on 1 January 2020 significant amendments will change the operation of the Act. These amendments were outlined in the Briefing to Councillors on 19 November 2019.

**Council Resolution**

**MOVED:** Cr Bruce Ranken

**SECONDED:** Cr Peter Clarke

**That Council adopts the Public Interest Disclosures Procedures 2020 (Attachment 1).**

**CARRIED**

12. Officers' reports

OCM.188/19 Mid-Year Financial Review 2019-2020

---

**Distribution: Public**

**Manager: Vince Lombardi, Chief Financial Officer**

**Author: Robert Malignaggi, Business Services Lead  
Melika Sukunda, Manager Finance**

**Summary**

This report presents the outcomes of the Mid-Year Financial Review.

The revised forecast is for Council to achieve an operating surplus of \$19.925 million for the financial year 2019-2020.

**Recommendation**

**That Council:**

1. Approves the changes detailed in the Mid-Year Financial Review (**Attachment 1**).
2. Notes the revised forecast of \$19.925 million operating surplus for financial year 2019-2020.

**Motion**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Approves the changes detailed in the Mid-Year Financial Review (**Attachment 1**).
2. Notes the revised forecast of \$19.925 million operating surplus for financial year 2019-2020.
3. **Write to the State Treasurer requesting payment of the full \$4 million that was announced for the Diamond Creek Trail extension and seeks the support of the local member for Yan Yean to achieve this outcome.**

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Approves the changes detailed in the Mid-Year Financial Review (**Attachment 1**).
2. Notes the revised forecast of \$19.925 million operating surplus for financial year 2019-2020.

12. Officers' reports

OCM.188/19 Mid-Year Financial Review 2019-2020

---

3. Write to the State Treasurer requesting payment of the full \$4 million that was announced for the Diamond Creek Trail extension and seeks the support of the local member for Yan Yean to achieve this outcome.

**CARRIED**

12. Officers' reports

OCM.189/19 Investment Policy

---

**Distribution: Public**

**Manager: Vince Lombardi, Chief Financial Officer**

**Author: Melika Sukunda, Manager Finance**

**Summary**

This report presents an updated Investment Policy for Council's endorsement.

Council's Investment Policy provides guidance for the investment of Council's cash. The Policy takes a conservative approach to investment, in accordance with the requirements of the *Local Government Act 1989* (section 143) which restricts councils to low-risk investments.

This policy is periodically reviewed and updated, the latest review has been conducted and was presented to the Audit and Risk Committee in November 2019.

The updates include the recognition of the three rating agencies, being Standard & Poor's, Fitch Ratings and Moody's Investors Service. An additional change has also been made to the counterparty limit.

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That Council endorses the Investment Policy (Attachment 1).**

**CARRIED**

12. Officers' reports

**OCM.190/19 Brinkkotter Road Special Charge Scheme - Resolution to proceed**

---

**Distribution: Public**

**Manager: Hjalmar Philipp, Director Operations and Infrastructure**

**Author: Azad Abul, Engineer**

**Summary**

On 24 December 2018, Council received a petition signed by property owners in Brinkkotter Road, Research requesting that Council investigate road sealing.

On 22 March 2019, an initial questionnaire was sent to property owners of Brinkkotter Road to ascertain the level of support for Council to investigate the sealing of Brinkkotter Road (between Reynolds Road and the southern boundary of no. 29 Brinkkotter Road), via a Special Charge Scheme.

The initial questionnaire indicated that 9 of 13 (69.23 per cent) property owners supported further investigation into a scheme. On 14 August 2019, an information session was held for all interested property owners.

Following the information session, a formal questionnaire was sent to all property owners on 10 October 2019. The results indicated that 8 of 13 (61.53 per cent) property owners supported the development of a scheme.

Given that the level of support is above 60 per cent, it is recommended that the development process proceeds and Council invites affected property owners for nominations to join the task group and provide comments for consideration within the design process.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Jane Ashton**

**SECONDED: Cr John Dumaresq**

**That Council:**

1. Proceeds with the development of a Special Charge Scheme for the sealing of Brinkkotter Road, Research (between Reynolds Road and the southern boundary of no. 29 Brinkkotter Road), with a combination of both the urban and rural standards of construction.
2. Invites affected property owners for nominations to join the task group and to provide comments for consideration within the design process.

**CARRIED**

12. Officers' reports

OCM.191/19 Assembly of Councillors

---

**Distribution:** Public

**Manager:** Blaga Naumoski, Executive Manager Governance, Communications and Engagement

**Author:** Alena Spry, Governance Officer

**Summary**

In accordance with section 80A(2) of the *Local Government Act 1989*, Council is required to report as soon as practicable to an Ordinary Council Meeting a record of any assemblies of Councillors held.

This report lists assemblies of Councillors forms that have been submitted since the matter was last reported to Council on 26 November 2019.

An Assembly of Councillors record was kept for:

- Councillor Briefing – 19 November 2019;
- Pre-meeting to Ordinary Council Meeting – 26 November 2019;
- Living & Learning Nillumbik Advisory Committee – 27 November 2019;
- Councillor Briefing – 3 December 2019; and
- Positive Ageing Advisory Committee – 6 December 2019.

**Council Resolution**

**MOVED:** Cr Bruce Ranken

**SECONDED:** Cr Peter Clarke

**That** Council, in accordance with section 80A(2) of the *Local Government Act 1989*, receives the records of the assemblies of Councillors held on 19 November 2019, 26 November 2019, 27 November 2019, 3 December 2019 and 6 December 2019 (**Attachment 1**).

**CARRIED**



**ADOPTION OF SEVERAL REPORT RECOMMENDATIONS 'EN BLOC'**

**Council Resolution**

**MOVED: Cr Peter Clarke**

**SECONDED: Cr Bruce Ranken**

**That** Council agree to move 'en bloc' the reports listed below and their recommendations be adopted as printed in the agenda:

- OCM.192/19 1920-004 Mobile Garbage Bins and Accessories - Via PA Contract 2110-0503
- OCM.193/19 1819-55 Tree Pruning and other Associated Services
- OCM.194/19 Request for Tender 1819-132 Practically Green Event(s)
- OCM.195/19 Contract 1920-21 - Annual Community Survey

**CARRIED**

12. Officers' reports

**OCM.192/19 1920-004 Mobile Garbage Bins and Accessories - Via PA Contract 2110-0503**

**Distribution: Public**

**Manager: Hjalmar Philipp, Director Operations and Infrastructure**

**Author: Lisa Pittle, Manager Environment**

**Mikael Ooi, Waste Management Coordinator**

**Summary**

Nillumbik Shire Council is a signatory to the Procurement Australia (PA) Contract Number 1801/0503 for the supply of Mobile Garbage Bins (MGBs). This panel contract provided Council with MGBs for the kerbside and street and park waste collection service. The contract expired on 31 October 2019.

This report is an overview of a separate confidential report recommending the awarding of the contract.

Council participated in a Local Government group tender process using Procurement Australia (PA) as its tendering agent. In September 2019, PA tendered to obtain competitive pricing for MGBs mobile garbage bins and accessories under Procurement Australia (PA) Contract Number 2110-0503 Mobile Bins for an initial term of two (2) years. A further option of two one-year extensions is available at Council's discretion.

The PA Tender Evaluation Panel assessed all submissions.

The confidential report contains a recommendation to make public the decision regarding this contract but any associated evaluation remain confidential.

**Council Resolution**

**MOVED: Cr Peter Clarke**

**SECONDED: Cr Bruce Ranken**

**That** Council notes this report.

**CARRIED**

*Note: This item was carried 'en bloc' earlier in the meeting.*

*The confidential report relating to this item was heard in a closed meeting and Council resolved to make the following resolution public:*

**Council Resolution**

**MOVED: Cr Peter Clarke**

**SECONDED: Cr Peter Perkins**

**That** Council:

1. Accepts Sulo MGB Australia Pty Ltd, Trident Plastics (SA) Pty Ltd, Mastec Australia Pty Ltd and Viscount Plastics (Australia) Pty Ltd as contracted suppliers of mobile garbage bins and associated products under the Procurement Australia Master Agreement for an initial two year period ending October 2021.

12. Officers' reports

**OCM.192/19 1920-004 Mobile Garbage Bins and Accessories - Via PA Contract  
2110-0503**

---

2. Authorises the Director Operations and Infrastructure to finalise and execute the contract documentation.
3. Authorises the Director Operations and Infrastructure to review and approve the options to extend the Contract term to a maximum of two further years.
4. Advises Procurement Australia accordingly.
5. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**

12. Officers' reports

OCM.193/19 1819-55 Tree Pruning and other Associated Services

---

**Distribution:** Public

**Manager:** Hjalmar Philipp, Director Operations and Infrastructure

**Author:** Alicia Fitzgerald, Living Landscapes Project Arborist  
 Andrew Solum, Team Leader Arboriculture and Parks Maintenance

**Summary**

This report is an overview of a separate confidential report considering appointment of a panel of nine specialist contractors to provide various tree services to Council.

The appointment of the panel of contractors is to replace an existing contract (1516-34) that expires on 3 January 2020.

The panel of contractors were identified and accessed via a collaborative public tender process run by a group of eight (8) councils. Nillumbik Shire Council was a participating Council to the tender process.

The initial contract term is two (2) years with two (2) extension options of two (2) years. The total duration of the contract, including the exercise of any options, shall not exceed six (6) years.

The Tender Evaluation Panel has assessed all submissions.

The confidential report contains a recommendation to make public the decision regarding this contract but any associated evaluation remain confidential.

**Council Resolution**

**MOVED:** Cr Peter Clarke  
**SECONDED:** Cr Bruce Ranken

**That** Council notes this report.

**CARRIED**

*Note: This item was carried 'en bloc' earlier in the meeting.*

*The confidential report relating to this item was heard in a closed meeting and Council resolved to make the following resolution public:*

**Council Resolution**

**MOVED:** Cr Bruce Ranken  
**SECONDED:** Cr John Dumaresq

**That** Council:

1. Resolves to appoint the contractors listed below to a panel arrangement to deliver tree services for the initial contract period of two (2) years with a possible extension of (2) years plus (2) years, with a possible full term contract period of up-to six (6) years:
  - a) ArborSpray Pty Ltd for their schedule of rates for Pest & Disease Control.

12. Officers' reports

OCM.193/19 1819-55 Tree Pruning and other Associated Services

---

- b) Citywide Service Solutions Pty Ltd for their schedule of rates for Stump Grinding, Tree Planting and General Tree Pruning Works.
  - c) Environmental Tree Technologies Pty Ltd for their schedule of rates for Pest & Disease Control.
  - d) Prestige Pruning Tree Management Pty Ltd for their schedule of rates for General Tree Pruning Works.
  - e) Recovery Tree Services Pty Ltd for their schedule of rates for General Tree Pruning Works.
  - f) Reynolds Tree Care Pty Ltd for their schedule of rates for General Tree Pruning Works.
  - g) TreeServe Pty Ltd for their schedule of rates for Live Line Works and General Tree Pruning Works.
  - h) Steven's Specialist Tree Service Pty Ltd for their schedule of rates for Stump Grinding, Tree Planting and General Tree Pruning Works.
  - i) Sevron Pty Ltd for their schedule of rates for Tree Planting.
2. Resolves to appoint Steven's Specialist Tree Service Pty Ltd for a lump sum of \$286,680 for Electric Line Clearance for the initial contract period of two (2) years with a possible extension of (2) years plus (2) years, with a possible full term contract period of up-to six (6) years:
  3. Notes that block and planned works for Tree Planting and General Tree Pruning with an estimated value greater than \$20,000 will require a request for quote process to the panel of appointed contractors to ensure that costs are continually tested to ensure best value outcomes.
  4. Authorises the Director Operations and Infrastructure to finalise and execute the contract documentation.
  5. Delegates the powers and authorisation to the Director Operations and Infrastructure to review and approve the available options to extend the contract term.
  6. Advises all tenderers accordingly.
  7. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**

12. Officers' reports

OCM.194/19 Request for Tender 1819-132 Practically Green Event(s)

---

**Distribution:** Public

**Manager:** Hjalmar Philipp, Director Operations and Infrastructure

**Author:** Lisa Pittle, Manager Environment

Kirsten Reedy, Coordinator Environment

**Summary**

This report is an overview of a separate confidential report considering appointment of Clean Energy Nillumbik to provide Practically Green Event(s) for a period of three years.

The Tender Evaluation Panel has agreed to the results of the evaluation and recommendation to award the contract.

The confidential report contains a recommendation to make public the decision regarding this contract but any associated evaluation remain confidential.

**Council Resolution**

**MOVED:** Cr Peter Clarke

**SECONDED:** Cr Bruce Ranken

**That** Council notes this report.

**CARRIED**

*Note: This item was carried 'en bloc' earlier in the meeting.*

*The confidential report relating to this item was heard in a closed meeting and Council resolved to make the following resolution public:*

**Council Resolution**

**MOVED:** Cr Jane Ashton

**SECONDED:** Cr Peter Perkins

**That** Council:

1. Resolves to appoint Clean Energy Nillumbik to deliver Practically Green Event(s) for a period of three years with annual financial support provided by Council of \$30,000 in year one, \$28,000 in year two and \$25,000 in year three.
2. Advises all tenderers accordingly.
3. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**

12. Officers' reports

OCM.195/19 Contract 1920-21 - Annual Community Survey

---

**Distribution:** Public

**Manager:** Jeremy Livingston, Executive Manager Business Transformation and Performance

**Author:** Sue Richards, Business Support Officer

**Summary**

This report is an overview of a separate confidential report recommending the awarding of the contract for the provision of Council's Annual Community Survey.

There have been eight prior Annual Community Surveys undertaken by Council which are designed to measure community satisfaction with a range of Council services, facilities and activities, and to measure community sentiment on key issues affecting the community. The survey also assists Council in meeting annual State Government performance reporting requirements by measuring community satisfaction in a number of areas covered by the survey.

The initial contact period is for three (3) years and two (2) months with two (2) x one (1) year options to extend the contract.

The confidential report associated with this contract contains a recommendation to make public the decision regarding this contract but the evaluation remain confidential.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

**Council Resolution**

**MOVED:** Cr Peter Clarke  
**SECONDED:** Cr Bruce Ranken

**That** Council notes this report.

**CARRIED**

*Note: This item was carried 'en bloc' earlier in the meeting.*

*The confidential report relating to this item was heard in a closed meeting and Council resolved to make the following resolution public:*

**Council Resolution**

**MOVED:** Cr Peter Perkins  
**SECONDED:** Cr Grant Brooker

**That** Council:

1. Enters into a contract with Metropolis Research for 1920-21 Annual Community Survey for the amount of \$152,600.00 (exclusive of GST) for the initial contract period.
2. Authorises the Chief Financial Officer to finalise and execute the contract documentation.

12. Officers' reports

OCM.195/19 Contract 1920-21 - Annual Community Survey

---

3. Delegates the powers and authorisation to the Chief Financial Officer to review and approve the options to extend the contract term for a maximum of up to two (2) further years based on the following tendered pricing;  
Year 4 - \$39,300.00 (exclusive of GST)  
Year 5 - \$40,500.00 (exclusive of GST)
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**



**13. Notices of Motion**

Nil

**14. Delegates' reports**

Nil

*The Mayor, Cr Karen Egan admitted the following urgent business item in accordance with section 6.15 of the Meeting Procedure Local Law 2017.*

**15. Supplementary and urgent business**

**OCM.200/19 Hurstbridge Line Upgrade - Stage 2**

---

**Distribution: Public**

**Manager: Hjalmar Philipp, Director Operations and Infrastructure**

**Author: Lawrence Seyers, Lead Transport Planner**

**Paul Fyffe, Senior Strategic Planner**

**Summary**

Planning for the second stage of the State Government's Hurstbridge Line Upgrade is now underway. The upgrade is intended to deliver further improvements on the Hurstbridge line, including more train services, less crowding on peak trains and better connections to public transport in Melbourne's north east.

Officers from Nillumbik Shire and Banyule City councils have had discussions with the relevant State Government Authority, the Level Crossing Removal Authority (LXRA), regarding the scope of the works, urban design and planning approval for the project.

Prior to community consultation proposed by LXRA in January 2020, it is recommended that Council advocate to the State Government for improvements to the project.

**Recommendation**

**That Council:**

1. Writes to the State Government advocating for improvements to the Hurstbridge Line Upgrade Project Stage 2, particularly to:
  - a) provide safe pedestrian crossing points of the duplicated line near schools;
  - b) enabling removal of the level crossing at a future stage;
  - c) deliver upgrades to Diamond Creek station that are required to support the project; and
  - d) consider low cost, high impact additions to significantly enhance community outcomes, such as a shared trail along the rail corridor between Greensborough and Eltham.
2. Advocates both independently and together with Banyule City Council where appropriate for these outcomes.
3. Seeks a detailed report from officers on the status of the project at Council's Ordinary Council Meeting in January 2020.

**Motion**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr John Dumaresq**

**That Council:**

1. Writes to the State Government advocating for improvements to the Hurstbridge Line Upgrade Project Stage 2, particularly to:

- a) provide safe pedestrian crossing points of the duplicated line near schools;
  - b) enabling removal of the **Main Hurstbridge Road, Diamond Creek** level crossing at a future stage;
  - c) deliver upgrades to Diamond Creek station that are required to support the project; and
  - d) consider low cost, high impact additions to significantly enhance community outcomes, such as a shared trail along the rail corridor between Greensborough and Eltham.
2. Advocates both independently and together with Banyule City Council where appropriate for these outcomes.
  3. Seeks a detailed report from officers on the status of the project at Council's Ordinary Council Meeting in January 2020.

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Peter Perkins**

**SECONDED: Cr John Dumaresq**

**That Council:**

1. Writes to the State Government advocating for improvements to the Hurstbridge Line Upgrade Project Stage 2, particularly to:
  - a) provide safe pedestrian crossing points of the duplicated line near schools;
  - b) enabling removal of the Main Hurstbridge Road, Diamond Creek level crossing at a future stage;
  - c) deliver upgrades to Diamond Creek station that are required to support the project; and
  - d) consider low cost, high impact additions to significantly enhance community outcomes, such as a shared trail along the rail corridor between Greensborough and Eltham.
2. Advocates both independently and together with Banyule City Council where appropriate for these outcomes.
3. Seeks a detailed report from officers on the status of the project at Council's Ordinary Council Meeting in January 2020.

**CARRIED**

*The Mayor, Cr Karen Egan admitted the following supplementary business item in accordance with section 6.15 of the Meeting Procedure Local Law 2017.*

**15. Supplementary and urgent business**

**OCM.201/19 Acknowledgement of 25 Years**

---

**Council Resolution**

**MOVED: Cr Peter Clarke**

**SECONDED: Cr Bruce Ranken**

**That Council:**

1. Acknowledges 25 years since Nillumbik Shire Council was inaugurated.
2. Thanks past Mayors, Councillors, staff and volunteers for their contribution to the Shire.
3. Acknowledges the community spirit in the face of adversity and the overwhelming support the community members have exhibited for each other over the years.
4. Notes the enjoyment and values the community appreciates by living in such a unique landscape.

**CARRIED UNANIMOUSLY**

**16. Confidential reports**

The Chief Executive Officer, pursuant to section 77(2)(c) of the *Local Government Act 1989* (the Act), has designated the following items to be confidential:

**OCM.196/19 1920-004 Mobile Garbage Bins and Accessories - Via PA Contract 2110-0503**

This item is designated confidential because it is a contractual matter pursuant to section 89(2)(d) of the Act.

**OCM.197/19 1819-55 Tree Pruning and other Associated Services**

This item is designated confidential because it is a contractual matter pursuant to section 89(2)(d) of the Act.

**OCM.198/19 Request for Tender 1819-132 Practically Green Event(s)**

This item is designated confidential because it is a contractual matter pursuant to section 89(2)(d) of the Act.

**OCM.199/19 Contract 1920-21 - Annual Community Survey**

This item is designated confidential because it is a contractual matter pursuant to section 89(2)(d) of the Act.

The meeting be closed to members of the public to consider confidential matters.

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Jane Ashton**

**That** in accordance with section 89(2) of the *Local Government Act 1989*, Council resolves to close the meeting to members of the public to consider the items designated confidential by the Chief Executive Officer.

**CARRIED**

The meeting closed to the public at 7:59pm.

The meeting re-opened at 8:02pm.

**Close of Meeting**

The meeting closed at 8:02pm.

Confirmed:

\_\_\_\_\_  
Cr Karen Egan, Mayor