

# Ordinary Meeting of Council

held virtually on Tuesday 23 June 2020 commencing at 7:00pm.

## Minutes

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

Friday 26 June 2020

Distribution: Public

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## Nillumbik Shire Council

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## Nillumbik Shire Council

Minutes of the Ordinary Meeting of Nillumbik Shire Council held  
Tuesday 23 June 2020. The meeting commenced at 7:33pm.

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### 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
Blaga Naumoski	Executive Manager Governance, Communications and Engagement
Corrienne Nichols	Executive Manager Communities
Jeremy Livingston	Executive Manager Business Transformation and Performance
Rosa Zouzoulas	Executive Manager Planning and Community Safety
Eddie Cheng	Manager Information Technology
Emma Christensen	Senior Governance Officer

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### 1. Welcome by the Mayor

The Mayor, Cr Karen Egan advised the meeting there were technical difficulties and as a result, apologised for the late commencement.

### 2. Reconciliation statement

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

### 3. Prayer

A prayer was read by the Mayor, Cr Karen Egan.

### 4. Apologies

Nil

### 5. Presentations

#### 2020 Queen's Birthday Honours List

*The Mayor, Cr Karen Egan made the following address:*

It is great to see members of our community recognised for their achievements in the Queen's Birthday Honours List this year.

Appointed an Officer of the Order of Australia (AO) in the General Division was:

**Jan Vittorio Sardi** – for distinguished service to the film and television industries as a screenwriter and director, and to professional guilds.

Awarded a Public Service Medal (PSM) was:

**Dallas John Reilly** – for outstanding public service to policy and program delivery in support of community safety in Victoria.

I'd also like to make mention of a former Councillor and Shire President of the Shire of Diamond Valley – **David Charles McKenzie**, who was awarded the Medal of the Order of Australia (OAM) in the General Division – for service to community health, and to federal and local government.

**6. Confirmation of minutes**

Confirmation of minutes of the Ordinary Council Meeting held on Tuesday 26 May 2020, the Special Council Meeting held on Tuesday 9 June 2020 at 6:00pm and the Special Council Meeting held on Tuesday 9 June 2020 at 8:00pm.

<b>Council Resolution</b>
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**MOVED: Cr Peter Clarke**

**SECONDED: Cr Bruce Ranken**

**That** the minutes of the Ordinary Council Meeting held on Tuesday 26 May 2020, the Special Council Meeting held on Tuesday 9 June 2020 at 6:00pm and the Special Council Meeting held on Tuesday 9 June 2020 at 8:00pm be confirmed.

**CARRIED**

**7. Disclosure of conflicts of interest**

Nil

**8. Petitions**

Nil

**9. Questions from the gallery**

**Ben Ramcharan** asked Council:

The Local Roads and Community Infrastructure Program will provide over \$700,000 for community and road projects, which will help supplement rates in Nillumbik. Given we are likely to have a 0% rate increase this year, it is especially important that Council takes full advantage of this money. In particular, residents have been talking about the possibility of roadside maintenance in Research and North Warrandyte to improve drainage and road safety, new walking paths, landscaping and accessibility improvements at the Research Shopping Strip, electric speed limit signs outside St. Andrews School and improved parking at Eltham Station.

1. What process will Council use to decide how the money gets allocated?

**Response**

The Local Roads and Community Infrastructure Program defines the requirements for eligible projects. A wide range of technical information along with community feedback helps inform that picture. I note some of the projects you mention are already in our capex program.

2. How does Council plan to consult the community on which projects should take priority?

**Response**

With specific reference to this grant, there are constrained timelines on delivery of the project requiring completion projects being funded by 30 June 2021.

The consultation undertaken from the budget which includes the capital works program will be used as a point of reference in line with Council's asset renewal priorities and ongoing community feedback.

**Alexander Collum** asked Council:

1. The Member for Menzies recently spoke in Parliament on his 28 May 2020 announcement that the Federal Government had 'unlocked' \$5 million in funding for Nillumbik Council to use for upgrades at and around Fitzsimons Lane/Main Rd. To Council's knowledge, is this the same \$5 million that was already announced for this project in Feb 2019 by the Federal Government, or is Council expecting to receive a second lot of \$5 million for this project?

**Response**

There is only one lot of \$5 million from the Urban Congestion Fund that Council are aware of for upgrades in this corridor.

We have identified a number of potential improvement opportunities, which need to be worked through the detailed planning phase.

2. To Council's knowledge, what progress has been made on the Commuter Car Park Upgrade at Eltham Train Station, flagged to receive \$6 million by the Federal Government as part of their Urban Congestion Fund?

**Response**

Both the State and Federal government commitments for commuter carpark upgrade at Eltham are being led the Level Crossing Removal Project. Their advice is as follows:

- The Level Crossing Removal Project, on behalf of the Victorian Government's Department of Transport, is evaluating all available options, and undertaking geotechnical/ground condition, service location and environmental investigations, as part of early development works.
- We are working with the Australian Government through its Urban Congestion Fund to deliver more car spaces for Victorian public transport users, including at Eltham Station.
- Early feasibility and site assessment is underway currently for the construction of new car parking spaces, improved lighting and CCTV at Eltham Station.
- Broader community engagement will be pending outcomes of delivery determination and direction by State and Federal Departments.

I am sure you are aware Alexander that even though these announcements are made, from beginning to end, it takes a considerable amount of time before things actually start to happen, because often we don't have the planning in place.

**Bill Lord** asked Council:

At a previous Council meeting Cr Brooker said that he should be able to tell the people of Apollo Parkways what is going on with the sale of the 14 parcels of land located at 13-26 Whittingham Circuit, Greensborough (as part of the Civic Drive Residential

Development Project). So I ask: when will Council be paid by the developer for the total (est) \$4m owing on the land?

**Response**

There is currently no contract of sale in place for these parcels of land. Council is working through the next steps to achieve its objective of selling the land at the earliest opportunity.

*Blaga Naumoski, Executive Manager Governance, Communications and Engagement temporarily left the meeting during questions 7:36pm and returned at 7:37pm.*

*Blaga Naumoski, Executive Manager Governance, Communications and Engagement temporarily left the meeting during questions at 7:38pm and returned at 7:40pm.*

10. Reports of Advisory Committees

AC.006/20 Advisory Committee Report

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**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 Grant Brooker

**That** Council notes the minutes of the following meetings:

- Inclusion Advisory Committee held on 20 February 2020;
- Panton Hill Bushland Reserves System User Group Advisory Committee held on 20 February 2020; and
- Positive Ageing Advisory Committee held on 1 May 2020.

**CARRIED**



**11. Reports of Special Committees**

Nil

12. Officers' reports

OCM.093/20 Adoption of Budget 2020-2021, declaration of Rates and Charges

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**Distribution:** Public

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

**Author:** Melika Sukunda, Finance Manager

**Summary**

This report recommends that Council formally adopts the Budget and declare the rates and charges for the 2020-2021 Financial Year.

Council commenced preparation of the 2020-2021 Budget in late 2019 in order that it could then be exhibited for public consultation, and adopted prior to 30 June 2020.

The draft Budget was exhibited and the community invited to comment on it. Written submissions were received and considered by a meeting of the Future Nillumbik Committee on 12 May 2020.

**Rates and charges for 2020-2021**

The Budget has been prepared in compliance with the rate capping legislation introduced by the Victorian Government.

The draft Budget proposes a zero increase in rates per property which is 2.00 per cent below the rate cap.

**Capital Works**

The Budget proposes a number of significant capital works projects that have been identified through planning and community consultation.

A full list of capital works projects is included in the draft Budget document (**Attachment 2**).

**Policy, planning and services initiatives**

In addition to capital works, the Budget also includes resources for a range of initiatives regarding policy, planning and services.

**Strategic Resource Plan**

As part of the budget process, the Strategic Resource Plan has also been reviewed and updated. Council is required to adopt the Strategic Resource Plan by 30 June each year.

The Strategic Resource Plan shows that Council can maintain a balanced Budget within the rate cap, provided that the assumptions in the Plan are met.

<b>Recommendation</b>
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**That:**

1. Council, having considered the submissions received, adopts the proposed Budget 2020-2021 (**Attachment 2**).
2. The Chief Executive Officer be authorised to give public notice of the decision to adopt the Budget, and to submit a copy of the adopted Budget to the Minister for Local Government.
3. The amount of rates and charges intended to be raised are:

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OCM.093/20 Adoption of Budget 2020-2021, declaration of Rates and Charges

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- a) an amount of \$66.968 million (or such greater amount as is lawfully levied as a consequence of this recommendation being adopted) be declared as the amount which Council intends to raise by general rates and annual service charge (described later in this recommendation). The amount declared is calculated as follows:

General Rates	\$57,648,111
Annual Service Charge	\$9,319,519

4. General Rates

- a) That general rates be declared in respect of the 2020-2021 Financial Year.
- b) It be further declared that the general rates be raised by the application of differential rates.
- c) A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared.

I. Farm Land

Any land which is 'farm land' within the meaning of section 2(1) of the *Valuation of Land Act 1960*.

II. Commercial/Industrial Land

Any land which is used or adapted to be used primarily for commercial or industrial purposes.

III. Vacant Land – General Residential / Activity Centre Zone / Neighbourhood Residential Zone and Specified Low Density Residential Zones.

Any land located in a General Residential / Activity Centre Zone / Neighbourhood Residential Zone, or in the Low Density Residential Zone (LDRZ) to which DPO4 applies, on which no habitable dwelling is erected.

IV. Other Land

Any land which is not:

- Farm Land
- Commercial/Industrial Land or
- Vacant Land – General Residential / Activity Centre Zone / Neighbourhood Residential Zone and Specified Low Density Residential Zones.

- d) The quantum of rates payable in respect of each rateable land will be determined by multiplying the Capital Improved Value of such land (categorised by the characteristics described in paragraph 4(c) above) by the relevant rates indicated in the following table:

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Category	Rate in Dollar
Farm Land	0.002270 (or 0.2270 cents in the dollar of Capital Improved Value)
Commercial / Industrial Land	0.003091 (or 0.3091 cents in the dollar of Capital Improved Value)
Vacant land – General Residential / Activity Centre Zone / Neighbourhood Residential Zone and Specified Low Density Residential Zones	0.005339 (or 0.5339 cents in the dollar of Capital Improved Value)
General Rate / Other Land	0.002670 (or 0.2670 cents in the dollar of Capital Improved Value)

- e) It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that the:
  - I. respective objectives, uses and levels of each differential rate be those specified in Schedule A (**Attachment 1**).
  - II. respective types or classes of land which are subject to each differential rate be those defined in part 4(d) above.
- f) It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.
- g) In accordance with section 4(4) of the *Cultural and Recreational Lands Act 1963*, the amount of rates payable in respect of each of the rateable lands to which that Act applies be determined by multiplying the Capital Improved Value of that rateable land by 0.001030 (or 0.1030 cents in the dollar of Capital Improved Value).

5. Annual Service Charge

- a) An annual service charge be declared in respect of the 2020-2021 Financial Year.
- b) The annual service charge be declared for the collection and disposal of residential refuse and other waste.
- c) Except in the case of elderly persons units, the amount of the annual service charge so declared is dependent upon the option chosen by the owner of the land. The options are:

Option 1: \$419.56 per service in respect of the following three bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 120 litre landfill bin

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Option 2: \$335.65 per service in respect of the following three bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 80 litre landfill bin

Option 3: \$587.38 per service in respect of the following four bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 2 x 120 litre landfill bins

Option 4: \$461.52 per service in respect of the following four bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 140 litre landfill bin

Option 5: \$755.21 per service in respect of the following four bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 120 litre landfill bin – weekly collection

- d) The amount of the annual service charge so declared in respect of elderly persons units, being units occupied by elderly persons or persons with a disability where the applicable form of declaration has been received by Council, is \$104.89.
- e) For each rateable land or non-rateable land in respect of which an annual service charge may be levied, the annual service charge will apply irrespective of whether the owner or occupier of the land avails himself, herself or itself of the service.
- f) The annual service charge is not declared in respect of, and is not be levied on, any land on which no habitable dwelling is erected.

6. Rebates – Sustainable Agricultural Land

- a) It be recorded that subject to paragraph 4(c) of this recommendation, Council may grant a rebate to each owner (or, where applicable, occupier) of land which:
  - i) is not less than 30 hectares in area.
  - ii) is otherwise 'farm land' under section 2(1) of the *Valuation of Land Act 1960*.
- b) The rebate be granted to:
  - i) assist the proper development of the municipal district.

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OCM.093/20 Adoption of Budget 2020-2021, declaration of Rates and Charges

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- ii) preserve places within the municipal district which are of environmental interest.
  - iii) restore or maintain places of environmental importance within the municipal district.
  - iv) more generally achieve the objectives outlined in the Sustainable Agricultural Rebate (SAR) Guidelines.
- c) The grant of the rebate be:
- i) subject to the criteria detailed in the SAR Guidelines.
  - ii) set at a level based on the following two components:
    - Component A - a single fixed amount of \$100 per eligible property (or per single aggregate of 'continuous' properties, as defined in section 13 DC (6) of the *Valuation of Land Act 1960*).
    - Component B - \$15 per hectare of 'productive agricultural land' across each eligible property. The area of productive agricultural land is calculated for each property by subtracting the apparent area of bushland and domestic use from the total property area. Landowners will be given a single opportunity to challenge this area calculation, after which that figure will be set and documented within the relevant Property Management Plan. Any future change in bushland area will not change the set figure for productive agricultural land.
  - iii) subject to development of an approved Property Management Plan (PMP) for each eligible property. The development of a PMP will replace the need for an annual SAR application form, yet each Plan must satisfy the following conditions:
    - PMP Condition A - The PMP must be submitted for approval to the Environment Department of Council. The approval date for each ratified PMP will be noted and a copy of the document will be retained for Council records.
    - PMP Condition B - A separate PMP will be required for each property or aggregate of properties where the owner receives the \$100 fixed payment component of the SAR.
    - PMP Condition C - Landowners who have previously received the SAR must return their PMP by the date indicated in correspondence that has been sent to the recipient (further detail regarding this point can be obtained from the Sustainability and Environment Unit of Council).
    - PMP Condition D - All SAR applicants who have not previously received the SAR will require an approved PMP prior to being eligible for the rebate.

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- PMP Condition E - All PMPs will need to be revised by the owner and submitted for re-approval every four years (approximately). Council's Environment Team will notify landholders when PMP revision is required and will allow ample time and assistance to facilitate this process.

7. Rebates – House construction on Vacant Residential Land

- a) It be recorded that Council may also grant a rebate to each owner (or, where applicable, occupier) of land on which a habitable dwelling is erected during the course of the 2020-2021 Financial Year.
- b) The rebate be granted to assist the proper development of the municipal district.
- c) The rebate be granted:
  - i) if a dwelling is created on what has been Vacant Land – Residential and Specified Low Density Residential Zones.
  - ii) upon an occupancy permit being issued in respect of the dwelling.
- d) The rebate be in an amount of 50 per cent of the general rates payable during the 12 months immediately preceding the date of the supplementary valuation made after the occupancy permit was issued.

8. Payment

- a) In accordance with section 167 of the *Local Government Act 1989*, Council determines that rates and charges may be paid by four equal quarterly instalments due on:
  - 30 September 2020
  - 30 November 2020
  - 28 February 2021
  - 31 May 2021

9. Consequential further actions:

- a) The Manager Finance be authorised to levy and recover the general rates and annual service charge in accordance with the *Local Government Act 1989*.
- b) Pursuant to section 172(1) of the *Local Government Act 1989*, Council records that it will require the payment of interest on any amounts of rates and charges which have not been paid by the date specified under section 167 of the said Act for their payment.

10. Council writes to all those who have made a submission on the 2020-2021 Budget under section 223 of the *Local Government Act 1989* thanking them for their input and advising them of Council's decision and reasons for the decision.

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Motion
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**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That:**

1. Council, having considered the submissions received, adopts the proposed Budget 2020-2021 (**Attachment 2**) **retaining a zero rate increase and include borrowings to a total of \$3.303 million.**

2. The Chief Executive Officer be authorised to give public notice of the decision to adopt the Budget, and to submit a copy of the adopted Budget to the Minister for Local Government.

3. The amount of rates and charges intended to be raised are:

- a) an amount of \$66.968 million (or such greater amount as is lawfully levied as a consequence of this recommendation being adopted) be declared as the amount which Council intends to raise by general rates and annual service charge (described later in this recommendation). The amount declared is calculated as follows:

General Rates	\$57,648,111
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Annual Service Charge	\$9,319,519
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4. General Rates

- a) That general rates be declared in respect of the 2020-2021 Financial Year.
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- c) A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared.

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IV. Other Land

Any land which is not:



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- Farm Land
- Commercial/Industrial Land or
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d) The quantum of rates payable in respect of each rateable land will be determined by multiplying the Capital Improved Value of such land (categorised by the characteristics described in paragraph 4(c) above) by the relevant rates indicated in the following table:

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General Rate / Other Land	0.002670 (or 0.2670 cents in the dollar of Capital Improved Value)

- e) It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that the:
- I. respective objectives, uses and levels of each differential rate be those specified in Schedule A (**Attachment 1**).
  - II. respective types or classes of land which are subject to each differential rate be those defined in part 4(d) above.
- f) It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.
- g) In accordance with section 4(4) of the *Cultural and Recreational Lands Act 1963*, the amount of rates payable in respect of each of the rateable lands to which that Act applies be determined by multiplying the Capital Improved Value of that rateable land by 0.001030 (or 0.1030 cents in the dollar of Capital Improved Value).

5. Annual Service Charge

- a) An annual service charge be declared in respect of the 2020-2021 Financial Year.

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- b) The annual service charge be declared for the collection and disposal of residential refuse and other waste.
- c) Except in the case of elderly persons units, the amount of the annual service charge so declared is dependent upon the option chosen by the owner of the land. The options are:
- Option 1: \$419.56 per service in respect of the following three bins:
- 120 litre green waste bin
  - 240 litre recycling bin
  - 120 litre landfill bin
- Option 2: \$335.65 per service in respect of the following three bins:
- 120 litre green waste bin
  - 240 litre recycling bin
  - 80 litre landfill bin
- Option 3: \$587.38 per service in respect of the following four bins:
- 120 litre green waste bin
  - 240 litre recycling bin
  - 2 x 120 litre landfill bins
- Option 4: \$461.52 per service in respect of the following four bins:
- 120 litre green waste bin
  - 240 litre recycling bin
  - 140 litre landfill bin
- Option 5: \$755.21 per service in respect of the following four bins:
- 120 litre green waste bin
  - 240 litre recycling bin
  - 120 litre landfill bin – weekly collection
- d) The amount of the annual service charge so declared in respect of elderly persons units, being units occupied by elderly persons or persons with a disability where the applicable form of declaration has been received by Council, is \$104.89.
- e) For each rateable land or non-rateable land in respect of which an annual service charge may be levied, the annual service charge will apply irrespective of whether the owner or occupier of the land avails himself, herself or itself of the service.
- f) The annual service charge is not declared in respect of, and is not be levied on, any land on which no habitable dwelling is erected.

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6. Rebates – Sustainable Agricultural Land

- a) It be recorded that subject to paragraph 4(c) of this recommendation, Council may grant a rebate to each owner (or, where applicable, occupier) of land which:
  - i) is not less than 30 hectares in area.
  - ii) is otherwise 'farm land' under section 2(1) of the *Valuation of Land Act 1960*.
- b) The rebate be granted to:
  - i) assist the proper development of the municipal district.
  - ii) preserve places within the municipal district which are of environmental interest.
  - iii) restore or maintain places of environmental importance within the municipal district.
  - iv) more generally achieve the objectives outlined in the Sustainable Agricultural Rebate (SAR) Guidelines.
- c) The grant of the rebate be:
  - i) subject to the criteria detailed in the SAR Guidelines.
  - ii) set at a level based on the following two components:
    - Component A - a single fixed amount of \$100 per eligible property (or per single aggregate of 'continuous' properties, as defined in section 13 DC (6) of the *Valuation of Land Act 1960*).
    - Component B - \$15 per hectare of 'productive agricultural land' across each eligible property. The area of productive agricultural land is calculated for each property by subtracting the apparent area of bushland and domestic use from the total property area. Landowners will be given a single opportunity to challenge this area calculation, after which that figure will be set and documented within the relevant Property Management Plan. Any future change in bushland area will not change the set figure for productive agricultural land.
  - iii) subject to development of an approved Property Management Plan (PMP) for each eligible property. The development of a PMP will replace the need for an annual SAR application form, yet each Plan must satisfy the following conditions:
    - PMP Condition A - The PMP must be submitted for approval to the Environment Department of Council. The approval date for each ratified PMP will be noted and a copy of the document will be retained for Council records.

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- PMP Condition B - A separate PMP will be required for each property or aggregate of properties where the owner receives the \$100 fixed payment component of the SAR.
- PMP Condition C - Landowners who have previously received the SAR must return their PMP by the date indicated in correspondence that has been sent to the recipient (further detail regarding this point can be obtained from the Sustainability and Environment Unit of Council).
- PMP Condition D - All SAR applicants who have not previously received the SAR will require an approved PMP prior to being eligible for the rebate.
- PMP Condition E - All PMPs will need to be revised by the owner and submitted for re-approval every four years (approximately). Council's Environment Team will notify landholders when PMP revision is required and will allow ample time and assistance to facilitate this process.

7. Rebates – House construction on Vacant Residential Land

- a) It be recorded that Council may also grant a rebate to each owner (or, where applicable, occupier) of land on which a habitable dwelling is erected during the course of the 2020-2021 Financial Year.
- b) The rebate be granted to assist the proper development of the municipal district.
- c) The rebate be granted:
  - i) if a dwelling is created on what has been Vacant Land – Residential and Specified Low Density Residential Zones.
  - ii) upon an occupancy permit being issued in respect of the dwelling.
- d) The rebate be in an amount of 50 per cent of the general rates payable during the 12 months immediately preceding the date of the supplementary valuation made after the occupancy permit was issued.

8. Payment

- a) In accordance with section 167 of the *Local Government Act 1989*, Council determines that rates and charges may be paid by four equal quarterly instalments due on:
  - 30 September 2020
  - 30 November 2020
  - 28 February 2021
  - 31 May 2021

9. Consequential further actions:

- a) The Manager Finance be authorised to levy and recover the general rates and annual service charge in accordance with the *Local Government Act 1989*.

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b) Pursuant to section 172(1) of the *Local Government Act 1989*, Council records that it will require the payment of interest on any amounts of rates and charges which have not been paid by the date specified under section 167 of the said Act for their payment.

10. Council writes to all those who have made a submission on the 2020-2021 Budget under section 223 of the *Local Government Act 1989* thanking them for their input and advising them of Council's decision and reasons for the decision.

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

<b>Council Resolution</b>
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**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That:**

1. Council, having considered the submissions received, adopts the proposed Budget 2020-2021 (**Attachment 2**) retaining a zero rate increase and include borrowings to a total of \$3.303 million.

2. The Chief Executive Officer be authorised to give public notice of the decision to adopt the Budget, and to submit a copy of the adopted Budget to the Minister for Local Government.

3. The amount of rates and charges intended to be raised are:

a) an amount of \$66.968 million (or such greater amount as is lawfully levied as a consequence of this recommendation being adopted) be declared as the amount which Council intends to raise by general rates and annual service charge (described later in this recommendation). The amount declared is calculated as follows:

General Rates	\$57,648,111
Annual Service Charge	\$9,319,519

4. General Rates

a) That general rates be declared in respect of the 2020-2021 Financial Year.

b) It be further declared that the general rates be raised by the application of differential rates.

c) A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared.

I. Farm Land

Any land which is 'farm land' within the meaning of section 2(1) of the *Valuation of Land Act 1960*.

II. Commercial/Industrial Land

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Any land which is used or adapted to be used primarily for commercial or industrial purposes.

- III. Vacant Land – General Residential / Activity Centre Zone / Neighbourhood Residential Zone and Specified Low Density Residential Zones.

Any land located in a General Residential / Activity Centre Zone / Neighbourhood Residential Zone, or in the Low Density Residential Zone (LDRZ) to which DPO4 applies, on which no habitable dwelling is erected.

- IV. Other Land

Any land which is not:

- Farm Land
- Commercial/Industrial Land or
- Vacant Land – General Residential / Activity Centre Zone / Neighbourhood Residential Zone and Specified Low Density Residential Zones.

- d) The quantum of rates payable in respect of each rateable land will be determined by multiplying the Capital Improved Value of such land (categorised by the characteristics described in paragraph 4(c) above) by the relevant rates indicated in the following table:

Category	Rate in Dollar
Farm Land	0.002270 (or 0.2270 cents in the dollar of Capital Improved Value)
Commercial / Industrial Land	0.003091 (or 0.3091 cents in the dollar of Capital Improved Value)
Vacant land – General Residential / Activity Centre Zone / Neighbourhood Residential Zone and Specified Low Density Residential Zones	0.005339 (or 0.5339 cents in the dollar of Capital Improved Value)
General Rate / Other Land	0.002670 (or 0.2670 cents in the dollar of Capital Improved Value)

- e) It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that the:
  - I. respective objectives, uses and levels of each differential rate be those specified in Schedule A (**Attachment 1**).
  - II. respective types or classes of land which are subject to each differential rate be those defined in part 4(d) above.

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- f) It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.
- g) In accordance with section 4(4) of the *Cultural and Recreational Lands Act 1963*, the amount of rates payable in respect of each of the rateable lands to which that Act applies be determined by multiplying the Capital Improved Value of that rateable land by 0.001030 (or 0.1030 cents in the dollar of Capital Improved Value).

5. Annual Service Charge

- a) An annual service charge be declared in respect of the 2020-2021 Financial Year.
- b) The annual service charge be declared for the collection and disposal of residential refuse and other waste.
- c) Except in the case of elderly persons units, the amount of the annual service charge so declared is dependent upon the option chosen by the owner of the land. The options are:

Option 1: \$419.56 per service in respect of the following three bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 120 litre landfill bin

Option 2: \$335.65 per service in respect of the following three bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 80 litre landfill bin

Option 3: \$587.38 per service in respect of the following four bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 2 x 120 litre landfill bins

Option 4: \$461.52 per service in respect of the following four bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 140 litre landfill bin

Option 5: \$755.21 per service in respect of the following four bins:

- 120 litre green waste bin
- 240 litre recycling bin
- 120 litre landfill bin – weekly collection

12. Officers' reports

OCM.093/20 Adoption of Budget 2020-2021, declaration of Rates and Charges

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- d) The amount of the annual service charge so declared in respect of elderly persons units, being units occupied by elderly persons or persons with a disability where the applicable form of declaration has been received by Council, is \$104.89.
- e) For each rateable land or non-rateable land in respect of which an annual service charge may be levied, the annual service charge will apply irrespective of whether the owner or occupier of the land avails himself, herself or itself of the service.
- f) The annual service charge is not declared in respect of, and is not be levied on, any land on which no habitable dwelling is erected.

6. Rebates – Sustainable Agricultural Land

- a) It be recorded that subject to paragraph 4(c) of this recommendation, Council may grant a rebate to each owner (or, where applicable, occupier) of land which:
  - i) is not less than 30 hectares in area.
  - ii) is otherwise 'farm land' under section 2(1) of the *Valuation of Land Act 1960*.
- b) The rebate be granted to:
  - i) assist the proper development of the municipal district.
  - ii) preserve places within the municipal district which are of environmental interest.
  - iii) restore or maintain places of environmental importance within the municipal district.
  - iv) more generally achieve the objectives outlined in the Sustainable Agricultural Rebate (SAR) Guidelines.
- c) The grant of the rebate be:
  - i) subject to the criteria detailed in the SAR Guidelines.
  - ii) set at a level based on the following two components:
    - Component A - a single fixed amount of \$100 per eligible property (or per single aggregate of 'continuous' properties, as defined in section 13 DC (6) of the *Valuation of Land Act 1960*).
    - Component B - \$15 per hectare of 'productive agricultural land' across each eligible property. The area of productive agricultural land is calculated for each property by subtracting the apparent area of bushland and domestic use from the total property area. Landowners will be given a single opportunity to challenge this area calculation, after which that figure will be set and documented within the relevant Property Management Plan. Any future change in bushland area will not change the set figure for productive agricultural land.



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- iii) subject to development of an approved Property Management Plan (PMP) for each eligible property. The development of a PMP will replace the need for an annual SAR application form, yet each Plan must satisfy the following conditions:
  - PMP Condition A - The PMP must be submitted for approval to the Environment Department of Council. The approval date for each ratified PMP will be noted and a copy of the document will be retained for Council records.
  - PMP Condition B - A separate PMP will be required for each property or aggregate of properties where the owner receives the \$100 fixed payment component of the SAR.
  - PMP Condition C - Landowners who have previously received the SAR must return their PMP by the date indicated in correspondence that has been sent to the recipient (further detail regarding this point can be obtained from the Sustainability and Environment Unit of Council).
  - PMP Condition D - All SAR applicants who have not previously received the SAR will require an approved PMP prior to being eligible for the rebate.
  - PMP Condition E - All PMPs will need to be revised by the owner and submitted for re-approval every four years (approximately). Council's Environment Team will notify landholders when PMP revision is required and will allow ample time and assistance to facilitate this process.

7. Rebates – House construction on Vacant Residential Land

- a) It be recorded that Council may also grant a rebate to each owner (or, where applicable, occupier) of land on which a habitable dwelling is erected during the course of the 2020-2021 Financial Year.
- b) The rebate be granted to assist the proper development of the municipal district.
- c) The rebate be granted:
  - i) if a dwelling is created on what has been Vacant Land – Residential and Specified Low Density Residential Zones.
  - ii) upon an occupancy permit being issued in respect of the dwelling.
- d) The rebate be in an amount of 50 per cent of the general rates payable during the 12 months immediately preceding the date of the supplementary valuation made after the occupancy permit was issued.

8. Payment

- a) In accordance with section 167 of the *Local Government Act 1989*, Council determines that rates and charges may be paid by four equal quarterly instalments due on:

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30 September 2020

30 November 2020

28 February 2021

31 May 2021

9. Consequential further actions:

- a) The Manager Finance be authorised to levy and recover the general rates and annual service charge in accordance with the *Local Government Act 1989*.
- b) Pursuant to section 172(1) of the *Local Government Act 1989*, Council records that it will require the payment of interest on any amounts of rates and charges which have not been paid by the date specified under section 167 of the said Act for their payment.

10. Council writes to all those who have made a submission on the 2020-2021 Budget under section 223 of the *Local Government Act 1989* thanking them for their input and advising them of Council's decision and reasons for the decision.

**CARRIED**

*Cr Grant Brooker called for a division*

For: Cr Bruce Ranken, Cr Jane Ashton, Cr Karen Egan and Cr Peter Clarke

Against: Cr Peter Perkins, Cr John Dumaresq and Cr Grant Brooker

*The Mayor, Cr Karen Egan declared the Motion Carried.*

12. Officers' reports

OCM.094/20 Equine in Nillumbik

**Distribution: Public**

**Manager: Rosa Zouzoulas, Executive Manager Planning and Community Safety**

**Author: Danielle Phyland, Economic Development and Tourism Lead**

**Summary**

The 'Equine in Nillumbik' plan (**Attachment 1**) has been prepared in response to the Council Plan 2017-2021 *Objective 4 – A Prosperous Economy*. Specifically, this report responds to *Action 4.1.5 Develop an Equine Industry and Activity Strategy*.

This document was completed with input from various internal and external consultations and supporting documents both internal and external.

This report recommends that Council, having heard any verbal submissions, adopts the document and the AECOM reference document and that officers commence implementation of the action plan.

**Recommendation**

**That Council:**

1. Adopts the 'Equine in Nillumbik' plan (**Attachment 1**) inclusive of the AECOM reference document (**Attachment 2**).
2. Notes the public submissions received (**Attachment 3**).

**Motion**

**MOVED: Cr Jane Ashton**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Adopts the 'Equine in Nillumbik' plan (**Attachment 1**) inclusive of the AECOM reference document (**Attachment 2**).
2. Notes the public submissions received (**Attachment 3**).
3. **Authorises officers to commence implementation of the action plan and refers outcomes to the 2021/2022 budget cycle.**

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

**Council Resolution**

**MOVED: Cr Jane Ashton**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Adopts the 'Equine in Nillumbik' plan (**Attachment 1**) inclusive of the AECOM reference document (**Attachment 2**).
2. Notes the public submissions received (**Attachment 3**).

12. Officers' reports

OCM.094/20 Equine in Nillumbik

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3. Authorises officers to commence implementation of the action plan and refers outcomes to the 2021/2022 budget cycle.

**CARRIED**

12. Officers' reports

OCM.095/20 Economic Development Strategy 2020-2030

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**Distribution: Public**

**Manager: Rosa Zouzoulas, Executive Manager Planning and Community Safety**

**Author: Danielle Phyland, Economic Development and Tourism Lead**

**Summary**

The Nillumbik Economic Development Strategy 2020-2030 (Strategy) aims to strengthen the economy and facilitate job creation over the next 10 years which is clearly stated in the strategy vision;

***'We will capitalise on our strengths to grow the economy through advocacy, collaboration, partnerships and innovation, compatible with the Shire's unique natural environment.'***

This Strategy will provide direction over the next decade, with priorities determined every four years through the preparation of the Council Plan.

The Strategy has four objectives:

1. Improve economic development practices and programs to assist local businesses
2. Create vibrant activity centres and employment precincts in Eltham and Diamond Creek
3. Facilitate economically and environmentally sustainable use of land within the Shire's green wedge
4. Enhance the visitor economy showcasing natural, recreational and cultural strengths

Objectives and actions have been developed to implement the Strategy and achieve the vision. Collaboration with strategic partners such as local businesses and associations, community, regional economic bodies and State Government will be key to success. Annual implementation plans will be prepared and reported on through Council's annual planning, budgeting and reporting processes.

<b>Council Resolution</b>
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**MOVED: Cr Peter Clarke**

**SECONDED: Cr Jane Ashton**

**That Council:**

1. Adopts the Nillumbik Economic Development Strategy 2020-2030 (**Attachment 1**).
2. Requests officers begin work immediately on delivering the short term actions identified in the Action Plan.
3. Receives annual briefings on the achievements from the Strategy.

**CARRIED**

## 12. Officers' reports

### OCM.096/20 Temporary and Community Advertising Signage Policy

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**Distribution:** Public

**Manager:** Rosa Zouzoulas, Executive Manager Planning and Community Safety

**Author:** Jonathan McNally, Manager Community Safety and Amenity

Megan Sparks, Team Leader Community Safety and Amenity Support

#### Summary

Council receives requests throughout the year for the display of temporary community event signage on Council land. The display of temporary signage is considered to be vital for communicating upcoming events to the community. Under Council's Amenity Local Law, signage cannot be displayed on Council Land without a permit.

An existing Council policy, the *Erection of Temporary Advertising Signs for Community Events on Road Reserves and Council Property Policy*, guides decision making under a local law for community event signage on Council land and road reserves. Currently, there are two key issues with the policy:

- There is significant competition for optimum signage locations, with smaller community groups often not having fair opportunity to place signs.
- Discretion in the policy to allow signage at other than the approved locations, has contributed to an adverse proliferation in the number and locations of signs.

In addition to the above, the unlawful display of signage represents a challenge for Council as it creates a negative impact on the amenity and appearance of the Shire when applied in an uncontrolled manner.

The Temporary and Community Advertising Signage Policy has been developed to create a framework for the control of all temporary signage throughout the Shire, establishing fixed locations for the display of temporary event signage, and provides greater clarity for community groups seeking to advertise upcoming events.

At the 24 March 2020 Ordinary Council Meeting, Council endorsed the draft Temporary and Community Advertising Signage Policy for public consultation. The public consultation period was held between 26 March 2020 and 29 April 2020, and Council received 23 written submissions. An overview of the feedback received in the submissions and an officer response to the feedback is attached to this report (**Attachment 2**). All submissions were considered at the Future Nillumbik Committee meeting on 12 May 2020. In response to the submissions received, a revised Temporary and Community Advertising Signage Policy has been developed (**Attachment 1**).

This report summarises the feedback in the written submissions received on the draft Temporary and Community Advertising Signage Policy, as well as providing a response to the submissions and revisions to the draft policy.

This report recommends that Council, having received the written submissions and heard verbal submissions, resolves to adopt the Temporary and Community Advertising Signage Policy.

12. Officers' reports

OCM.096/20 Temporary and Community Advertising Signage Policy

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**Recommendation**

That Council:

1. Adopts the Temporary and Community Advertising Signage Policy (**Attachment 1**).
2. Instructs officers to commence implementation of the Policy.
3. Instructs officers to commence a review of roadside signage along Main Road Eltham and Main Hurstbridge Road Diamond Creek and liaise with the Department of Transport to have signage removed where appropriate.

**Motion**

**MOVED: Cr Peter Clarke**  
**SECONDED: Cr Peter Perkins**

That:

1. The adoption of this policy be deferred pending a further review and consultation with the groups running events in the shire to ensure it continues to facilitate community events.
2. A Councillor reference group be appointed to assist this process.

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

**Council Resolution**

**MOVED: Cr Peter Clarke**  
**SECONDED: Cr Peter Perkins**

That:

1. The adoption of this policy be deferred pending a further review and consultation with the groups running events in the shire to ensure it continues to facilitate community events.
2. A Councillor reference group be appointed to assist this process.

**CARRIED UNANIMOUSLY**

*Carl Cowie, Chief Executive Officer temporarily left the meeting during discussion of the above item at 8:42pm and returned at 8:43pm.*

12. Officers' reports

OCM.097/20 Shire Plan 2040 - Towards a Community Vision for Nillumbik

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**Distribution:** Public

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

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

**Summary**

The Shire Plan 2040 – Towards a Community Vision for Nillumbik Background Paper (the Paper) (**Attachment 2**) builds on previous work undertaken by Council as part of the broader Shire Plan project.

Identified as a key priority action in the Council Plan 2017-2021, the Shire Plan project represents a staged approach with key outputs designed to support the broader community visioning process in line with the *Local Government Act 2020*.

Building on the data and feedback gathered through the research and workshop processes, the Paper explores the key challenges and opportunities likely to affect Nillumbik over the next 20 years and identifies the potential roles that Council can play in supporting the community to address these challenges and maximise the opportunities.

The issues, challenges and opportunities addressed in the Paper will form a basis for discussion with the community in early 2021, and will inform the development of a Community Vision for Nillumbik. The Community Vision is a key deliverable for Council under the *Local Government Act 2020*.

**Council Resolution**

**MOVED:** Cr Peter Clarke

**SECONDED:** Cr Bruce Ranken

**That** Council endorses the Shire Plan 2040 – Towards a Community Vision for Nillumbik Background Paper (**Attachment 2**).

**CARRIED UNANIMOUSLY**



12. Officers' reports

OCM.098/20 Regional Gallery Business Case and Masterplan Update

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**Distribution:** Public

**Manager:** Corrienne Nichols, Executive Manager Communities

**Author:** Simon Doyle, Coordinator Arts and Cultural Development

**Summary**

The purpose of this report is seek direction in relation to the continuation of a business case and masterplan for a regional or municipal gallery.

**Council Resolution**

**MOVED:** Cr Peter Clarke

**SECONDED:** Cr Peter Perkins

**That** Council waits until the official announcement from the State Government regarding the preferred site for the Community Hospital before progressing the Regional Gallery Business Case and Masterplan further.

**CARRIED**

*Cr Jane Ashton temporarily left the meeting during discussion of the above item at 9:11pm and returned at 9:12pm.*

Officers' reports

**OCM.099/20 Hurstbridge Men's Shed Issues and Options Paper**

**Distribution: Public**

**Manager: Corrienne Nichols, Executive Manager Communities**

**Author: Nichole Johnson, Youth, Community and Place Coordinator**

**Annie Lee, Place Activation Officer**

**Melanie Holt, Manager Community Partnerships**

**Summary**

The need for a fit for purpose Men's Shed in Hurstbridge has been identified as a priority through community feedback and confirmed as part of the Open Space Precinct Plan Graysharps Road, Hurstbridge - October 2018.

For the last 11 years, the Hurstbridge Men's Shed (HMS) has had a transient existence of moving from place to place in order to find space suitable for its growing member base, with the aim of providing practical support, specialised services and resources.

12 sites have been identified and reviewed in partnership with the HMS as potential options through the application of an assessment matrix. Available public and private land and assets have been considered. 11 of these sites have been determined as not suitable and currently 1 location have been identified as potentially viable.

The Issues and Options Paper explores potential permanent locations and has been prepared to:

- Articulate a vision for the need and viability for a permanent location for the Hurstbridge Men's Shed
- Explore the issues and challenges facing the potential locations
- Suggest a range of options/pathways that could be employed to address those issues

Site 2 – 4 Hurstbridge-Arthurs Creek Rd is recommended as the preferred site and to progress to next steps.

**Council Resolution**

**MOVED: Cr Jane Ashton**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Endorses Site 2 as a potential location for the future Hurstbridge Men's Shed pending further site investigations and feedback from Melbourne Water.
2. Endorses officers to commence community engagement, conducting further targeted conversations with community (the Precinct users) in partnership with Hurstbridge Men's Shed.

**CARRIED**

*Carl Cowie, Chief Executive Officer temporarily left the meeting during discussion of the above item at 9:13pm and returned at 9:14pm.*

12. Officers' reports

OCM.100/20 Audit and Risk Committee Matters

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**Distribution:** Public

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

**Author:** Melika Sukunda, Finance Manager

**Summary**

**Charter review and establishment**

The Audit and Risk Committee (**the Committee**) Charter was last reviewed in its entirety in February 2019. This subsequent review is timely with the focus centred on the requirements under the *Local Government Act 2020 (the Act)*. The Act requires Council to establish an Audit and Risk Committee prior to 1 September 2020. The membership, quorum, purpose and duties of the committee remain unchanged.

**Member Re-appointment**

As part of the establishment of the Committee, the Act requires that the independent members be appointed. It is a requirement under the Act that the independent members are suitably qualified and have relevant experience. The Committee is currently composed of three independent members and two Councillors. It is recommended that the current independent members be reappointed for a term of three years effective from 1 September 2020 and that the members who are Councillors be appointed to this Committee *pro tem*.

**Independent Member Remuneration**

The independent member remuneration is set by Council. The fees set should reflect the time, commitment and responsibility involved by independent member. In addition, reflect their respective experience and knowledge required to be a member. It is recommended to increase the remuneration by \$1,000 annually effective from 1 September 2020.

<b>Recommendation</b>
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**That** Council:

1. Endorses the Audit and Risk Committee Charter (**Attachment 1**).
2. Reappoints the current three independent members for a three year term effective from 1 September 2020.
3. Reappoints Cr Peter Clarke and Cr Bruce Ranken *pro tem*.
4. Resolves to increase the independent member's remuneration by \$1,000 annually effective 1 September 2020.

<b>Motion</b>
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**MOVED:** Cr Bruce Ranken

**SECONDED:** Cr Peter Clarke

**That** Council:

1. Endorses the Audit and Risk Committee Charter (**Attachment 1**).
2. Reappoints the current three independent members for a three year term effective from 1 September 2020.

12. Officers' reports

OCM.100/20 Audit and Risk Committee Matters

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3. Reappoints Cr Peter Clarke and Cr Bruce Ranken pro tem.
4. Resolves to increase the independent member's **annual** remuneration by \$1,000 effective 1 September 2020.

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

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

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Endorses the Audit and Risk Committee Charter (**Attachment 1**).
2. Reappoints the current three independent members for a three year term effective from 1 September 2020.
3. Reappoints Cr Peter Clarke and Cr Bruce Ranken pro tem.
4. Resolves to increase the independent member's annual remuneration by \$1,000 effective 1 September 2020.

**CARRIED UNANIMOUSLY**

12. Officers' reports

OCM.101/20 View Hill Crescent Special Charge Scheme - Questionnaire results

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**Distribution:** Public

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

**Author:** Patrick Wood, Design Coordinator

**Summary**

In response to enquiries from property owners Council has investigated two special charge schemes for the construction of separate sections of View Hill Crescent, Eltham.

The first area to be investigated is between Pitt Street and Hill Mews (Area 1), where initial questionnaires were sent on 28 December 2017. For the second area to be investigated, the remaining length of View Hill Crescent (Area 2), initial questionnaires were sent on 29 November 2018.

After the initial questionnaires demonstrated sufficient support for further investigation, separate information sessions were held for each area on 10 October 2018 and 12 June 2019.

Following each of the information sessions a separate formal questionnaire was sent to each of the areas, on 29 October 2018 and 25 October 2019. The results indicated 8 of 18 (44.4%) property owners for Area 1 and 10 of 40 (25%) property owners for Area 2 supporting the development of a special charge scheme.

Given that the level of support is below 60 percent, it is recommended that Council abandons both schemes and place further investigations for road construction in View Hill Crescent, Eltham on a 3 year moratorium.

**Council Resolution**

**MOVED:** Cr Peter Clarke

**SECONDED:** Cr Bruce Ranken

**That Council:**

1. Abandons further investigations into a Special Charge Scheme for View Hill Crescent, Eltham.
2. Places any further investigations into a Special Charge Scheme for View Hill Crescent, Eltham, on a three year moratorium.
3. Notifies affected property owners accordingly.

**CARRIED UNANIMOUSLY**

12. Officers' reports

OCM.102/20 Assembly of Councillors

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**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 May 2020.

An assembly of Councillors record was kept for:

- Councillor Briefing – 19 May 2020;
- Pre-meeting to Ordinary Council Meeting – 26 May 2020;
- Living & Learning Nillumbik Advisory Committee – 27 May 2020;
- Councillor Briefing – 2 June 2020;
- Positive Ageing Advisory Committee – 5 June 2020;
- Pre-meeting to Future Nillumbik Committee and Special Council Meetings – 9 June 2020; and
- Inclusion Advisory Committee – 11 June 2020.

**Council Resolution**

**MOVED:** Cr Bruce Ranken

**SECONDED:** Cr Jane Ashton

**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 May 2020, 26 May 2020, 27 May 2020, 2 June 2020, 5 June 2020, 9 June 2020 and 11 June 2020 (**Attachment 1**).

**CARRIED**

*Cr Peter Clarke temporarily left the meeting at the conclusion of the above item at 9:40pm and returned at 9:40pm.*

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

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

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

- OCM.103/20 Tender Report - Contract 1920-82 Retail Fuel Cards via Procurement Australia
- OCM.104/20 Tender Report - Contract 1920-87 Large Site and Street Lighting Electricity
- OCM.105/20 Tender Report - Contract 1920-88 Small Tariff Sites Electricity

**CARRIED**

12. Officers' reports

**OCM.103/20 Tender Report - Contract 1920-82 Retail Fuel Cards via Procurement Australia**

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**Distribution: Public**

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

**Author: Lance Clark, Senior Procurement Specialist**

**Summary**

This report is an overview of a separate confidential report recommending the awarding of contract 1920-82 for Retail Fuel Cards.

The contract is for the provision of Retail Fuel Cards for Council's vehicles.

The contract term is for an initial period of three (3) years, with two (2) x one (1) year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed five (5) years.

The tender was issued via Procurement Australia on behalf of forty-one (41) members of which Nillumbik Shire Council was one.

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.

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

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**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 Peter Clarke**

**That** Council:

1. Enters into a contract with Business Fuel Cards Pty Ltd for Retail Fuel Cards.
2. Authorises the Chief Financial Officer to finalise and execute the contract documentation.
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.



12. Officers' reports

**OCM.103/20 Tender Report - Contract 1920-82 Retail Fuel Cards via Procurement Australia**

---

4. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**

12. Officers' reports

**OCM.104/20 Tender Report - Contract 1920-87 Large Site and Street Lighting Electricity**

**Distribution: Public**

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

**Author: Lance Clark, Senior Procurement Specialist  
Ian Culbard, Sustainability Officer**

**Summary**

This report is an overview of a separate confidential report recommending the awarding of contract 1920-87 Large Site and Street Lighting Electricity.

This is for electricity supply for Council's Civic Offices located at 32 Civic Drive, Greensborough and Street Lighting.

MAV Procurement in conjunction with Trans-Tasman Energy Group (TTEG) conducted a group tendering process on behalf of a number of councils seeking prices for Large Site and Street Lighting Electricity.

The contract term is for an period of two (2) years.

The contract period commences on 1 January 2021 with an end date of 31 December 2023.

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.

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

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**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 Jane Ashton**

**That** Council:

1. Enters into a contract with ERM Power for 1920-87 Large Site and Street Lighting Electricity – with no Accredited GreenPower® offsets.
2. Authorises the Director Operations and Infrastructure to finalise and execute the contract documentation.

12. Officers' reports

**OCM.104/20 Tender Report - Contract 1920-87 Large Site and Street Lighting Electricity**

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3. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**

12. Officers' reports

OCM.105/20 Tender Report - Contract 1920-88 Small Tariff Sites Electricity

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**Distribution: Public**

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

**Author: Lance Clark, Senior Procurement Specialist  
Ian Culbard, Sustainability Officer**

**Summary**

This report is an overview of a separate confidential report recommending the awarding of contract 1920-88 Small Tariff Sites Electricity.

This is for electricity supply for Small Tariff Sites (< 160 MWh per annum.)

MAV Procurement in conjunction with Trans-Tasman Energy Group (TTEG) conducted a group tendering process on behalf of a number of councils seeking prices for small tariff electricity sites.

The contract term is for a period of three (3) years.

The contract period commences on 1 July 2020 with an end date of 30 June 2023.

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.

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

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**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 Grant Brooker**

**SECONDED: Cr Bruce Ranken**

**That** Council:

1. Enters into a contract with Origin Energy for 1920-88 Small Tariff Sites Electricity – with no Accredited GreenPower® offsets.
2. Authorises the Director Operations and Infrastructure to finalise and execute the contract documentation.

12. Officers' reports

OCM.105/20 Tender Report - Contract 1920-88 Small Tariff Sites Electricity

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3. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

**CARRIED**

13. Notices of Motion

**NOM.005/20 Protections for Illegal Tree Clearing in Urban Areas**

Cr Peter Clarke advised of his intention to move the following Notice of Motion at the Ordinary Council Meeting on 23 June 2020:

**Motion**

**That** Council:

1. Request the State Government dramatically increases in infringement fees to ensure serious deterrent to unauthorised activities.
2. Lobby the Minister for Planning to review the 10/30 rule in urban areas as outlined in Council's advocacy letter to the Minister for Planning, dated 26 May, 2020.
3. Advocate to State Government for a review of and amendment to the *Planning and Environment Act 1987* provisions to provide greater powers to authorised officers to cause cessation of unauthorised activity.
4. Request Municipal Association of Victoria (MAV) support to advocate for amendments to legislative framework with regard to increase in fines for unauthorised activities illegally clearing trees and a review of the 10/30 exemption regarding the removal of significant vegetation in urban areas.

*Cr Peter Clarke requested leave of the Council to amend his Notice of Motion 005/20 regarding Protections for Illegal Tree Clearing in Urban Areas.*

**Motion**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr John Dumaresq**

**That** Council grants leave to amend the Notice of Motion 005/20 – Protections of Illegal Tree Clearing in Urban Areas.

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

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr John Dumaresq**

**That** Council grants leave to amend the Notice of Motion 005/20 – Protections of Illegal Tree Clearing in Urban Areas.

**CARRIED**

THE AMENDED MOTION BEFORE THE CHAIR READS AS FOLLOWS:

**Amended Motion**

**MOVED: Cr Peter Clarke**

**SECONDED: Cr John Dumaresq**

**That** Council:

13. Notices of Motion

**NOM.005/20 Protections for Illegal Tree Clearing in Urban Areas**

1. Request the State Government dramatically increases its infringement fees to ensure serious deterrent to unauthorised activities.
2. Lobby the Minister for Planning to review the 10/30 rule in urban areas as outlined in Council's advocacy letter to the Minister for Planning, dated 26 May, 2020.
3. Advocate to State Government for a review of and amendment to the *Planning and Environment Act 1987* provisions to provide greater powers to authorised officers to cause cessation of unauthorised activity.
4. Requests local members **Vicki Ward MP, Danielle Green MP, Minister for Local Government the Hon Shaun Leane** and the Municipal Association of Victoria (MAV) support to advocate for amendments to legislative framework with regard to increase in fines for unauthorised activities illegally clearing trees and a review of the 10/30 exemption regarding the removal of significant vegetation in urban areas.

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

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

**MOVED: Cr Peter Clarke**  
**SECONDED: Cr John Dumaresq**

**That Council:**

1. Request the State Government dramatically increases infringement fees to ensure serious deterrent to unauthorised activities.
2. Lobby the Minister for Planning to review the 10/30 rule in urban areas as outlined in Council's advocacy letter to the Minister for Planning, dated 26 May, 2020.
3. Advocate to State Government for a review of and amendment to the *Planning and Environment Act 1987* provisions to provide greater powers to authorised officers to cause cessation of unauthorised activity.
4. Requests local members Vicki Ward MP, Danielle Green MP, Minister for Local Government the Hon Shaun Leane and the Municipal Association of Victoria (MAV) support to advocate for amendments to legislative framework with regard to increase in fines for unauthorised activities illegally clearing trees and a review of the 10/30 exemption regarding the removal of significant vegetation in urban areas.

**CARRIED UNANIMOUSLY**

*Blaga Naumoski, Executive Manager Governance, Communications and Engagement temporarily left the meeting during discussion of the above item at 9:46pm and returned at 9:47pm.*

*Carl Cowie, Chief Executive Officer temporarily left the meeting during discussion of the above item at 9:53pm and returned at 9:53pm.*

**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.109/20 Growing Suburbs Fund**

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**Distribution: Public**

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

**Author: Heath Gillett, Manager Recreation and Leisure**

**Summary**

To provide information to Councillors and the community on the 2020-21 Growing Suburbs Fund released on 9 June 2020 available to Nillumbik, and to support the recommended projects in priority order for submission and associated procurement plan.

Grant submissions are due 13 July 2020.

**Recommendation**

**That Council:**

1. Endorses the following projects in order of priority to be submitted for funding through the 2020/2021 Growing Suburbs Fund:
  - I. Upgrade of Ben Frilay Reserve Pavilion, Hurstbridge.
  - II. Installation of solar panels and associated infrastructure at Eltham Leisure Centre.
2. Provides the CEO with delegation to approve contracts associated with any successful applications under the 2020/2021 Growing Suburbs Fund program, up to the total project cost identified in the submission.

**Motion**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Bruce Ranken**

**That Council:**

1. Endorses the following projects in order of priority to be submitted for funding through the 2020/2021 Growing Suburbs Fund:
  - I. Upgrade of Ben Frilay Reserve Pavilion, Hurstbridge.
  - II. Installation of solar panels and associated **complementary** infrastructure at Eltham Leisure Centre.
2. **Supports these projects through a Council contribution which:**
  - a) **leverages an existing (smaller) pavilion upgrade grant and FY 2020/2021 capital allocation of \$352,000 as well as a loan provision of up to \$500,000 in the FY 2020/2021 budget (for Ben Frilay Pavilion); and**
  - b) **leverages an existing FY 2020/2021 capital allocation of \$270,000 against solar panels at the Eltham Leisure Centre.**

15. Supplementary and urgent business

OCM.109/20 Growing Suburbs Fund

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3. Provides the CEO with delegation to approve contracts associated with any successful applications under the 2020/2021 Growing Suburbs Fund program, up to the total project cost identified in the submission.

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

**Council Resolution**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Bruce Ranken**

**That Council:**

1. Endorses the following projects in order of priority to be submitted for funding through the 2020/2021 Growing Suburbs Fund:
  - I. Upgrade of Ben Frilay Reserve Pavilion, Hurstbridge.
  - II. Installation of solar panels and complementary infrastructure at Eltham Leisure Centre.
2. Supports these projects through a Council contribution which:
  - a) leverages an existing (smaller) pavilion upgrade grant and FY 2020/2021 capital allocation of \$352,000 as well as a loan provision of up to \$500,000 in the FY 2020/2021 budget (for Ben Frilay Pavilion); and
  - b) leverages an existing FY 2020/2021 capital allocation of \$270,000 against solar panels at the Eltham Leisure Centre.
3. Provides the CEO with delegation to approve contracts associated with any successful applications under the 2020/2021 Growing Suburbs Fund program, up to the total project cost identified in the submission.

**CARRIED**

**Attachments**

1. 2020-21 Growing Suburbs Fund

**Background**

1. Since 2015, the Growing Suburbs Fund (GSF) program has supported growing communities with community infrastructure projects.
2. The Victorian Government opened applications to this program on 9 June 2020. Applications close 13 July, with announcements in August 2020.
3. A total funding of \$25 million dollars is available to 16 Councils, comprising 10 interface councils and 6 peri-urban councils. A maximum of 10% of the total funds (\$2.5 million) is available to a single council.
4. The GSF program prioritises “shovel-ready” projects. Construction must commence within 6 months of the funding announcement and be completed within 12 months of project commencement.

15. Supplementary and urgent business

OCM.109/20 Growing Suburbs Fund

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5. The broad categories of projects eligible for GSF are:
  - a) Community centres
  - b) Multiuse sports pavilions and facilities
  - c) Parks and playgrounds
  - d) Streetscape upgrades
6. Councils are expected to contribute funding; a notional program wide funding of one dollar contribution for each dollar of grant is in place.
7. Projects must commence within six months of the execution of a successful grant funding agreement.
8. The grant submission guidelines are included as **Attachment 1**.

**Policy context**

9. This report directly supports the achievement of Council Plan 2017-2021 strategy:
  - Strengthen the focus on social inclusion, building social capital and connection within communities.

**Budget implications**

10. No implications for this financial year. Council contribution would be required in FY 2020/2021 and/or FY 2021/2022.

**Consultation/communication**

11. Significant internal consultation has been undertaken in identifying priority projects, meet the criteria and achievable based on the submission timeframes.
12. Consultation also took place with the administering State Government agency.

**Issues/options**

13. A range of potential projects that meet the criteria have been considered
  - Ben Frilay Pavilion Upgrade
  - Solar Panel at Eltham Leisure Centre
  - Public Amenity Enhancements
  - A package of playground projects
  - Eltham Lower Park Masterplan Implementation Projects
  - Rebuild of Eltham Court House
  - Graysharps Road Masterplan Projects
  - Hurstbridge Mens Shed
14. Projects that were also investigated include:
  - 3 on 3 Basketball Courts
  - Yarrambat Streetscape Upgrade
  - Eltham Leisure Centre Wet area upgrade

**15. Supplementary and urgent business**

**OCM.109/20 Growing Suburbs Fund**

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- Eltham Basketball upgrade works
- Eltham Library Community Gallery Upgrade
- Diamond Valley Sports & Fitness Centre Stage 2
- Enhanced Trails
- Eltham Preschool Kinder Relocation
- Diamond Creek Gym Re-Location and Upgrade to Diamond Creek Outdoor Pool Amenities

**Conclusion**

15. Endorse the submissions in priority order and include in the recommendation a plan that demonstrates procurement of relevant contracts through the Council caretaker period.

*Cr Jane Ashton temporarily left the meeting during discussion of the above item at 10:09pm and returned at 10:11pm.*



# 2020-21 Growing Suburbs Fund

Application Guidelines

Growing Suburbs Fund  
[www.localgovernment.vic.gov.au/gsf](http://www.localgovernment.vic.gov.au/gsf)



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## 2020-21 Growing Suburbs Fund Application Guidelines

*The 2020-21 Growing Suburbs Fund is a contribution towards meeting critical local community infrastructure needs for Melbourne's diverse and fast-growing outer suburbs. It is positioned to quickly respond to the pressures being experienced by interface and peri-urban communities by bringing forward local community facilities that will make a big difference in the day-to-day lives of outer suburban families.*

*These councils play a critical role in supporting Victoria's population growth and economy. They are diverse and home to some of the most vulnerable communities in Victoria.*

## Message from the Minister



Since 2015, the Growing Suburbs Fund has ensured growing communities get the support they need.

This investment has created a significant legacy.

The Fund has supported Councils to deliver 193 projects, generated more than 6750 jobs and leveraged more than \$665 million in investment.

Late last year I officially opened the 100th completed project – the Sunbury Global Learning Centre in Hume.

It was clear when opening that project that the GSF is about more than statistics and dollar figures – it's about building communities.

Every GSF project will mean better quality of life for Victorians who live in our diverse and fast-growing communities, strengthen connections between people and provide opportunities.

This is why we have committed an additional \$25 million over the next six months.

I am incredibly pleased that the GSF will for the first time include projects from six peri-urban as well as the ten interface Councils.

Together, the interface and peri urban councils are home to 30.4 per cent of Victoria's population – some 2.7 million people - and they face many of the same population growth and infrastructure challenges.

The expanded fund will prioritise "shovel-ready" projects that will have immediate economic and social impact.

I encourage you to read these guidelines, which are designed to help applicants understand the objectives, criteria and processes of the expanded 2020-21 GSF.

As a Government we look forward to seeing the projects funded through this round continue to build a legacy of jobs, opportunities and liveable communities.



**The Hon. Adem Somyurek MP**  
Minister for Local Government





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## 1. Overview

The Victorian Government recognises that our interface and peri-urban councils are diverse and are home to some of Victoria's most vulnerable communities. They are located on the fringe of metropolitan Melbourne, marking the interface between the 'city' and 'country'. They also play a critical role in supporting Victoria's population growth and economy, contain productive rural land and make up 90 per cent of Melbourne's Green Wedge areas.

As a group, the interface and peri-urban councils comprise 30.4 per cent of Victoria's population. For over two decades, population growth in these areas has exceeded the State's average, and this trend is expected to continue with more than 1 million additional residents expected to be living in the interface and peri-urban areas by 2031.

The Victorian Government is investing an additional \$25 million through the 2020-21 Growing Suburbs Fund (GSF) to continue the timely delivery of critical infrastructure in Melbourne's interface and peri-urban communities.

The GSF will be delivered in coordination with other government infrastructure investments in interface and peri-urban communities. It is overseen by the Minister for Local Government and administered by the Department of Environment, Land, Water and Planning (Department).

## 2. Objectives

The 2020-21 GSF will contribute to meeting critical local infrastructure needs for communities in Melbourne's changing and fast-growing outer suburbs. It is positioned to quickly respond to the pressures being experienced by interface and peri-urban communities by accelerating infrastructure projects that will make a big difference in the liveability and resilience of these communities.

Grants will be targeted towards high priority community infrastructure projects that contribute to:

- the needs of rapidly growing communities;
- local employment creation;
- improved local economic conditions in Melbourne's interface and peri-urban communities;
- improved capacity for councils to respond to changing community needs and demands; and the
- delivery of innovative models of integrated/shared community infrastructure.



### 3. Who can apply

The 2020-21 GSF is open to Melbourne's ten interface and six peri-urban councils. The ten eligible interface councils are:

Cardinia Shire Council, Casey City Council, Hume City Council, Melton City Council, Mitchell Shire Council, Mornington Peninsula Shire Council, Nillumbik Shire Council, Whittlesea City Council, Wyndham City Council, and Yarra Ranges Shire Council.

The six eligible peri-urban councils are:

Bass Coast Shire Council, Baw Baw Shire Council, Golden Plains Shire Council, Macedon Ranges Shire Council, Moorabool Shire Council and Surf Coast Shire Council.

While only interface and peri-urban councils can apply for funding, not-for-profit or private sector organisations are encouraged to partner with these councils to put forward proposals for the 2020-21 GSF.

### 4. What will be funded

The 2020-21 GSF will fund new, expanded or upgraded infrastructure projects within Melbourne's ten interface and six peri-urban councils.

The program will support projects that have a direct benefit to communities and surrounding catchment areas across the following broad infrastructure categories:

- community health and well-being
- early education, learning and training
- sport, recreation, and leisure facilities that have dedicated community space and support multi use purposes
- environmental and climate change resilience
- placemaking, civic amenity, and community connecting

Only projects that are "shovel ready" will be funded under the 2020-21 GSF.

As part of their applications, councils will need to submit a Project Plan that outlines the timelines for the project(s) they plan to undertake and demonstrate that projects can commence construction within 6 months of the grant being announced. Funded projects must be completed within 12 months of the commencement of construction.

As a condition of funding, councils will also need to demonstrate that their proposed 2020-21 Capital Works Program will increase by at least the amount of the grant(s) received. If the project(s) to receive funding under the 2020-21 GSF are from the council's existing 2020-21 Capital Works Program, the council will need to demonstrate that other projects are being brought forward, or added to, that program to ensure that their proposed 2020-21 capital works expenditure is increased by at least the value of any funding received.

There is no limit to the number of projects a council can submit for consideration.

A council resolution providing support for the application and a priority order of projects is mandatory.

Projects that do not meet these conditions will not be considered for funding.

**The 2020-21 GSF will not fund:**

- projects that have already commenced construction (including, but not limited to demolition, site clearing, earthworks, building works and any form of early works)
- projects located on land that is yet to be acquired
- projects that are sporting pavilions without a dedicated community use space(s)
- infrastructure that is fully scoped and funded through a development contributions plan, unless it can be clearly demonstrated that GSF funds will bring forward delivery, or that the actual costs of delivering the infrastructure materially exceed the total of development contributions
- routine or ongoing maintenance activities, cosmetic works, repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance
- recurrent operating costs, including utilities and staffing resources
- drainage, waste, resurfacing, roads and associated footpaths, and public transport infrastructure
- construction of infrastructure that does not have a direct community benefit or address an identified community need
- service connections (while these elements will form part of construction, council contributions should be used for these purposes)
- bundling of small projects into a larger project for submission.

## 5. Funding from other programs

The GSF aims to accelerate the delivery of critical community infrastructure and complement, rather than replace, other funding sources available to these communities. Projects that receive funding from multiple programs must comply with the conditions of each of the relevant programs.

Applications received for the 2020-21 GSF that are eligible for, and primarily within, the scope of other funding programs must identify the additional value and discreet component to be achieved through GSF funding.

Applications should identify any additional sources of funding sought, including State and Commonwealth government programs, as well as eligibility for contributions from developers.



## 6. Assessment process

All applications will be assessed against the assessment criteria as specified below. An application must address all assessment criteria. Claims made against each criterion must be substantiated with evidence.

The Department reserves the right not to assess an application should insufficient information be provided, including inadequate supporting documentation.

Percentage weightings are provided as a guide to the relative importance of different criterion in the assessment process. Applications must address all relevant criteria and provide relevant supporting documents as set out in Section 7.

Applications will be assessed against the following project assessment criteria:

### *Criterion 1 – Why is this project required? – 25%*

Applications will be required to demonstrate the extent to which the project addresses an identified need in the community by:

- demonstrating the connection between the project and a rapidly growing community clearly identifying the need or gap in infrastructure provision that the project will address
- demonstrating how the project aligns with and delivers against current state policy objectives
- demonstrating how the project will deliver on the purpose of the GSF and the desired outcomes
- demonstrating how the project will add to local economic activity and employment creation.

Applications that directly address needs resulting from population growth will be favourably considered.

### *Criterion 2 – Who will benefit and how? – 25%*

Applications must clearly demonstrate the extent to which the project will deliver benefits to the locality and:

- contribute to improved gender equality and the needs of diverse communities
- clearly identify the intended benefits (social, economic, and/or environmental) that the project will deliver
- demonstrate the breadth and depth of the expected benefits including who will benefit and how.

### *Criterion 3 – What will be delivered – 20%*

Applications must provide details of what the funding will be used for and:

- demonstrate that schematic site-specific plans have been developed
- demonstrate consistency with climate change, environmentally sustainable design, and universal design principles. Consideration should be given to achieving positive environmental outcomes e.g. reducing operational costs, reducing environmental impacts of construction, energy and water efficiencies
- explain how the proposed infrastructure will be managed and its benefits sustained once the infrastructure is delivered.

*Criterion 4 - How will the project be delivered - 20%*

Applications must provide details that:

- demonstrate a sound approach to delivering the project, providing realistic timeframes for delivery, and demonstrating that the project is financially viable and represents value for money
- demonstrate capacity to implement and/or source expertise to manage the delivery of the project
- outline the proposed funding contributions for the project. Projects that have significant council contributions and attract further public, not-for-profit or private sector investment are desirable and strongly encouraged.

Applications must identify how council will fund the difference if applications for other funding contributions are unsuccessful.

*Criterion 5 -The extent of council and community support for the project - 10%*

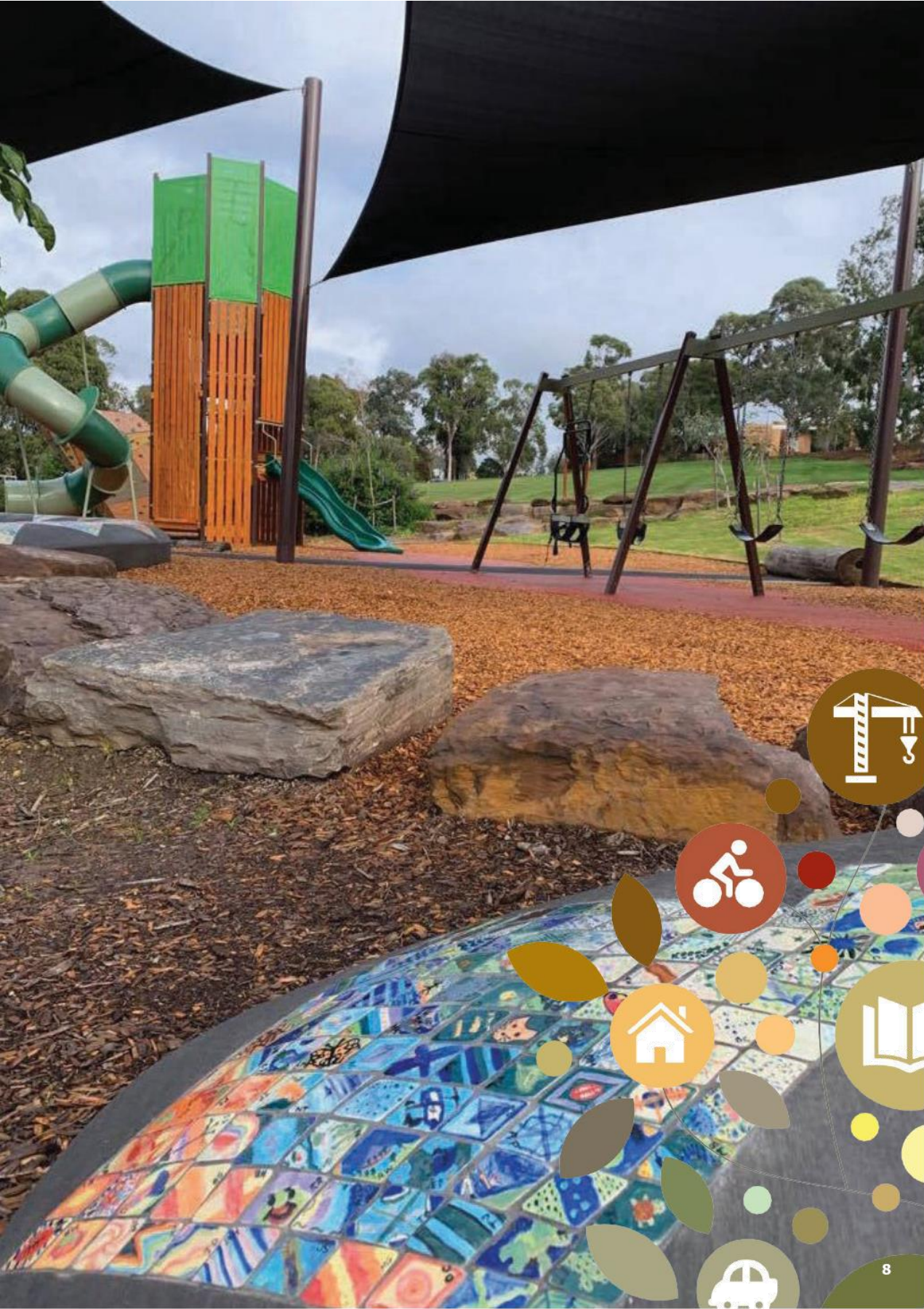
Applications must:

- demonstrate that the project is a recognised strategic council priority and is consistent with key council plans such as the current Council Plan and Strategic Resource Plan, community plans or structure plans and/or policy documents
- demonstrate the level of support at the community level. This could be demonstrated by engagement activities, co-contributions or in-kind support from community members or groups
- demonstrate the increase in activities and community use of the facility the project will support.

*Program wide criteria*

A program assessment panel will consider six program-wide factors. These factors are:

- consistency with state priorities – the panel will consider how each project aligns local and State priorities
- leveraged funding - Councils are expected to contribute funding to the delivery of each project. A notional program wide funding leverage of \$1 for \$1 is in place.
- geographic distribution - no more than 10 percent of the total pool of funding will be allocated to a single council
- diversity of infrastructure/project types - the assessment will seek to ensure that funded projects represent a mix of infrastructure
- council's past performance will be taken into consideration
- the consideration of the Green Star Rating certification for design, construction and operations for sustainable buildings.



## 7. Supporting documentation

In order to be considered for funding, it is **mandatory** that applicants provide the following supporting documentation with submission of applications:

- Address the 2020-21 GSF project assessment criteria by completing each question within the online application form
- include concept or schematic plans for the project
- provide confirmation of other funding sources
- provide evidence of council resolution supporting the project
- provide a project plan.

The following documentation would be **beneficial**:

- applicable permits including Cultural Heritage Management Plans, Environmental Effects Statement etc.
- a business case, feasibility study or cost benefit analysis that may have been completed for the project
- relevant sections of council reports, plans, strategies or community consultation that demonstrates support for the project (please do not attach entire documents)
- relevant quantity surveyor (QS) reports where appropriate.

## 8. How to apply

Applications will be received through a single application round, opening on 9 June 2020 and closing on 13 July 2020. Applicants must consult the GSF team before 6 July 2020 on (03) 9948 8536 to discuss their project proposals prior to submission. Project proposals that have not been discussed will not be considered.

A brief overview of timeline for the 2020-21 GSF is summarised below:

<b>Applications Open</b>	9 June 2020
<b>Applications Close</b>	13 July 2020
<b>Assessment and Decision Making</b>	3 August 2020
<b>Announcements from</b>	17 August 2020
<b>Funding Agreements Executed</b>	31 August 2020
<b>Construction Commencement</b>	Within 6 months of the funding announcement
<b>Construction Complete</b>	Within 12 months of commencement

Department staff may make contact with applicants to seek further clarification of information submitted.

Some applicants may be requested to submit further information following initial assessment of applications by the Department.

Applications must be submitted via the link at [www.localgovernment.vic.gov.au/gsf](http://www.localgovernment.vic.gov.au/gsf). These should be received by the Department no later than **2pm, 13 July 2020**.

If you have any queries, please contact DELWP on (03) 9948 8536 or email [GSF@delwp.vic.gov.au](mailto:GSF@delwp.vic.gov.au).



## 9. Funding conditions

### Funding agreement

Successful applicants must enter into a funding agreement with the Department. Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants review the Common Funding Agreement standard terms and conditions before applying.

No funding will be released until the Department and the applicant have executed the funding agreement and the appropriate milestone evidence identified in the funding agreement has been met. This includes confirmation of construction starting within the 6-month timeframe.

The Department reserves the right to withhold payments in cases where there are concerns relating to the delivery of the project. In this instance, the Department will release funding when appropriate actions have been taken to ensure the funded project will be delivered within the agreed timeframes.

In the event that a project has not commenced construction within the 6-month timeframe, the Department reserves the right to recall any funding already released for the project.

In the event of a project being delivered for less than the budget stated in the funding agreement, applicants will be required to return unspent funds negotiated on a pro rata basis.

### Project monitoring and delivery

Funding recipients are required to comply with project monitoring and reporting requirements outlined in the funding agreement. It is the Department's preference that councils appoint a primary contact for all matters relating to reporting, monitoring and delivery. Councils are responsible for project delivery, including any project cost overruns should they occur. In cases where applications are submitted in partnership with third party organisations, it is expected that councils will take responsibility for project delivery.

Councils must also take full responsibility for the cost of ongoing operation and maintenance of any facilities through their asset management processes.

In cases where a project is delayed for an unreasonable length of time, or substantive changes to scope are made after funding has been approved, or where a project fails to be delivered, the Department reserves the right to cancel the grant and, if applicable, recoup any payment that has already been provided.

A request to vary the timing of an approved project must be discussed with Department prior to the submission of a variation request. Any timing variation over 6 months must be accompanied by a letter from council's Chief Executive Officer approving the request.

Timing variation approvals are at the discretion of the Department and may lead to a reduction or cancellation of the grant.

Progress reports will be requested throughout the life cycle of the funding agreement. These reports are required to be submitted through Department's online system.

A final report with financial acquittal for all project income and expenditure is required to be submitted to Department together with:

- building compliance or occupancy certificate
- photographs of the completed facility
- invitation to the department to inspect the facility in operation
- media coverage material.

An outcomes report is also required to be submitted to Department within 12 months of construction completion. This will need to include information and data demonstrating:

- increased usability
- increased activities and programs
- visitation, including age breakdown where applicable
- new initiatives that have been implemented as a direct result of funding from the GSF
- the delivery of innovative models of integrated/shared community infrastructure (e.g. partnerships formed, service delivery model developed).

### Local Jobs First Policy

The Local Jobs First Policy (LJF Policy) issued under the Local Jobs First Act 2003 supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development. The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:

- \$3 million or more in metropolitan Melbourne, and
- \$1 million or more in regional Victoria.

Projects funded through the GSF will have to comply with the Local Jobs First Policy.

Further information regarding the requirements, go to <https://economicdevelopment.vic.gov.au/victorian-industry-participation-policy>

### Acknowledgement

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Successful applicants may be required to provide information on activity outcomes for use in program evaluation or in the Department's communication material.

Growing Suburbs Fund

[www.localgovernment.vic.gov.au/gsf](http://www.localgovernment.vic.gov.au/gsf)

*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.110/20 Draft Nillumbik Housing Strategy**

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**Motion**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Abandon the current draft Nillumbik Housing Strategy.
2. Prioritise a new Nillumbik Neighbourhood Character Strategy and Community Reference Group to inform any future Nillumbik Housing Strategy.
3. Advise all submitters of this change via email/mail & on the Nillumbik Website & other communication channels.

**Motion to extend meeting – 10:24pm**

In accordance with Clause 2.1 of the Meeting Procedure Local Law 2017, a meeting must not continue after 10:30pm unless a majority of Councillors present vote in favour of the meeting continuing.

**Council Resolution**

**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Perkins**

**That** the meeting be extended.

**CARRIED**

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

**Council Resolution**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Peter Clarke**

**That Council:**

1. Abandon the current draft Nillumbik Housing Strategy.
2. Prioritise a new Nillumbik Neighbourhood Character Strategy and Community Reference Group to inform any future Nillumbik Housing Strategy.
3. Advise all submitters of this change via email/mail & on the Nillumbik Website & other communication channels.

**CARRIED UNANIMOUSLY**

*Cr Jane Ashton temporarily left the meeting during discussion of the above item at 10:20pm and returned at 10:21pm.*

15. Supplementary and urgent business

**OCM.110/20 Draft Nillumbik Housing Strategy**

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*Carl Cowie, Chief Executive Officer temporarily left the meeting during discussion of the above item at 10:24pm and returned at 10:25pm.*

**16. Confidential reports**

Pursuant to section 66(2) of the *Local Government Act 2020*, the meeting of the Council be closed to members of the public for the consideration of the following confidential items:

**OCM.106/20 Tender Report - Contract 1920-82 Retail Fuel Cards via Procurement Australia**

This item is confidential because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage pursuant to paragraph g(ii) of the definition of *confidential information* under section 3(1) of the *Local Government Act 2020*. This ground is applied because it is information that, if publicly released at the time, is likely to be inappropriately detrimental to the Council or any person (natural or corporate).

**OCM.107/20 Tender Report - Contract 1920-87 Large Site and Street Lighting Electricity**

This item is confidential because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage pursuant to paragraph g(ii) of the definition of *confidential information* under section 3(1) of the *Local Government Act 2020*. This ground is applied because it is information that, if publicly released at the time, is likely to be inappropriately detrimental to the Council or any person (natural or corporate).

**OCM.108/20 Tender Report - Contract 1920-88 Small Tariff Sites Electricity**

This item is confidential because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage pursuant to paragraph g(ii) of the definition of *confidential information* under section 3(1) of the *Local Government Act 2020*. This ground is applied because it is information that, if publicly released at the time, is likely to be inappropriately detrimental to the Council or any person (natural or corporate).

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

<b>Council Resolution</b>
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**MOVED: Cr Bruce Ranken**

**SECONDED: Cr Peter Clarke**

**That** in accordance with section 66(2) of the *Local Government Act 2020*, Council resolves to close the meeting to members of the public to consider confidential items.

**CARRIED**

The meeting closed to the public at 10:32pm.

The meeting re-opened at 10:37pm.

**Close of Meeting**

The meeting closed at 10:37pm.

Confirmed: \_\_\_\_\_

Cr Karen Egan, Mayor