

## Ordinary Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough  
on Tuesday 30 May 2017 commencing at 7pm.

### Agenda

**Mark Stoermer**  
**Chief Executive Officer**

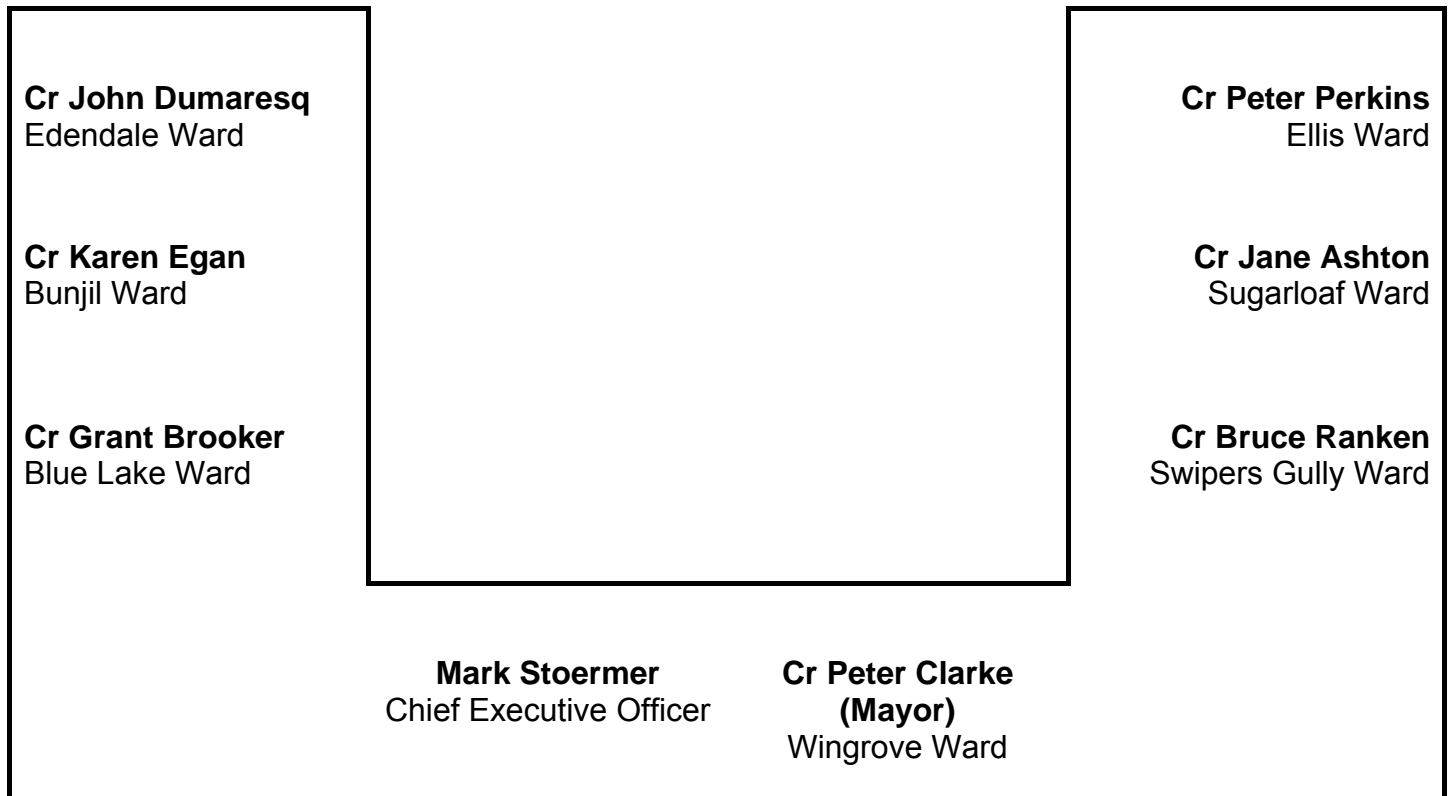
Wednesday 24 May 2017

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*Domin je ka*

## Ordinary Meeting of Council seating plan



Visitors in the gallery at Council meetings are:

- Welcome to copies of the reports which will be considered by the Council at the meeting. These are on the table in the foyer.
- Welcome to the tea, coffee and water provided in the foyer.
- Requested to observe Council deliberations quietly in order for Council meetings to run smoothly.
- Advised that an audio recording of this meeting will be made for the purpose of verifying the accuracy of the minutes. The recording will not be disclosed unless Council is compelled to do so by law or court order.

**Nillumbik Shire Council**

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## Nillumbik Shire Council

### Agenda of the Ordinary Meeting of Nillumbik Shire Council to be held Tuesday 30 May 2017 commencing at 7pm.

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#### **Welcome by the Mayor**

Members of the public are advised the meeting will be recorded for the purpose of verifying the accuracy of the minutes.

#### **1. Reconciliation statement**

##### **The reconciliation statement to be read by the Mayor**

Nillumbik Shire Council acknowledges the Wurundjeri as the traditional custodians of the land now known as the Shire of Nillumbik and values the significance of the Wurundjeri people's history as essential to the unique character of the Shire.

#### **2. Prayer**

A prayer will be read.

#### **3. Good governance pledge**

As Councillors, we are mindful of our civic responsibilities and obligations. We pledge to take them seriously, and to carry them out with diligence and integrity.

We know the decisions we take will affect the people and environment of Nillumbik, now and in the future. We undertake, therefore, to make sound and principled decisions of lasting value, in a spirit of fairness and for the good of all.

We also pledge to serve the needs and wellbeing of the community and the environment, in an open and honest manner and to the best of our abilities.

#### **4. Apologies**

|               |
|---------------|
| <b>Motion</b> |
|---------------|

**That the apologies be accepted.**

#### **5. Presentations**

Nil

#### **6. Confirmation of minutes**

Confirmation of minutes of the Council Meeting held on Tuesday 2 May 2017.

|               |
|---------------|
| <b>Motion</b> |
|---------------|

**That the minutes of the Council Meeting held on Tuesday 2 May 2017 be confirmed.**

#### **7. Disclosure of conflicts of interest**

Councillors should note that any conflicts of interest should also be disclosed immediately before the relevant item.

#### **8. Petitions**

Nil

#### **9. Questions from the gallery**

**10. Reports of Advisory Committees**

Nil

**11. Reports of Special Committees**

Nil

12. Officers' reports

OCM.054/17 Good Governance Policy

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**Distribution:** Public

**Manager:** Allison Watt, Acting General Manager Corporate Services

**Author:** Naomi Ellis, Corporate Planner

**Summary**

As part of the adoption of the Councillor Code of Conduct in February, Council resolved to consider a further report to approve the Good Governance Policy.

The Good Governance Policy, which details principles and practices about key roles and relationships, as well as decision-making processes and is now presented to Council for approval.

**Recommendation**

**That Council approves the Good Governance Policy (May 2017).**

**Attachments**

1. Good Governance Policy

**Background**

1. The Councillor Code of Conduct is a requirement of the *Local Government Act 1989* (the Act) and must be reviewed within four months of each general election.
2. Council reviewed and adopted its Councillor Code of Conduct in February 2017 in accordance with the Act.
3. Prior to this review, the Councillor Code of Conduct had been incorporated into Council's much larger Governance Code, which provides a broad good governance framework for Councillors although it is not a requirement of the Act.
4. As part of the review earlier this year, Councillors requested that the Governance Code and the Councillor Code of Conduct become separate, stand-alone documents. With the Code of Conduct extracted, the remaining content of the Governance Code which details principles and practices about key roles and relationships as well as decision-making processes, forms the Good Governance Policy (Attachment 1).

**Policy context**

5. This report directly supports the achievement of Council Plan 2013-2017 strategy:
  - We will meet our legal responsibilities and manage our risks.
6. The Policy also supports the achievement of strategy 5.1 in the draft Council Plan 2017-2021, which is out for public consultation until 2 June:
  - Maintain good governance and effective leadership.

**12. Officers' reports**

**OCM.054/17 Good Governance Policy**

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**Budget implications**

7. The initial review of the Governance Code (incorporating the Councillor Code of Conduct) and subsequent development of the Good Governance Policy was an administrative process involving officer time and was accommodated within existing operational budgets.

**Consultation/communication**

8. Councillors were consulted and provided feedback on the Good Governance Policy.

**Issues/options**

9. In accordance with the Act, Council's role is to provide governance and leadership for the Nillumbik community through advocacy, decision-making and action. Adherence to good governance principles assists Council to achieve this.
10. The Good Governance Policy has been developed to meet Council's goal of good governance and provides a framework for Councillors and officers to work together in the best interests of the Nillumbik community.
11. In order to achieve good governance for the community, the Policy defines key roles and relationships in the belief that an understanding and agreement of different roles and good working relationships are vital to govern better.
12. The Policy recognises that good decisions are more likely to be made if good decision-making processes are used and explains key features of Nillumbik's decision making process as:
  - Agenda setting
  - Information gathering
  - Opinion formation
  - Decision-making
13. In addition to defining key roles, key relationships and the decision-making process, the Policy also contains a number of attached protocols that support good governance:
  - Media and Social Media Protocol
  - Officer Briefings of Councillors Protocol
  - Planning Application Conferences
  - Open Policy Forum Protocol
  - Councillors' Receipt of Gifts Policy
  - Recognition and Bereavement Policy
  - Protocol for ward meetings and ward Communications
  - Election Period Policy
  - Resources and Expenses Policy.

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**OCM.054/17 Good Governance Policy**

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14. Some changes have been made to the document which was formerly known as the Media Protocol – now the Media and Social Media Protocol – which now incorporates guidance and protocols around the use of social media accounts which are increasingly popular ways to communicate and engage with the community. The protocol covers Council's corporate social media accounts as well as Councillors' own personal accounts.

**Conclusion**

15. It is recommended that the Good Governance Policy be adopted by Council.



12. Officers' reports

OCM.055/17 Proposed changes to property valuations

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**Distribution: Public**

**Manager: Mark Stoermer, Chief Executive Officer**

**Author: Allison Watt, Acting General Manager Corporate Services**

**Summary**

In the 2017-2018 State Budget, the Victorian Government proposed to centralise all property valuations within the Valuer-General's office and to move from two-yearly to annual property valuations.

The proposed changes were made without any consultation with Councils and have a range of impacts on the Local Government sector. The changes are proposed to come into effect in 2019.

There is not yet any specific information regarding what the outcome of these changes would mean in a practical sense, therefore it is difficult ascertain what the changes mean for Nillumbik and the sector more broadly.

It is recommended that Council writes to the State Government urging a halt to these proposed reforms until the impacts on Councils and their communities are known.

**Recommendation**

**That Council:**

1. **Notes the proposed changes to property valuations announced by the State Government in the State Budget 2017-2018**
2. **Notes the potential impacts of the proposed changes on Nillumbik and the local government sector more broadly, given the limited information available**
3. **Writes to the State Government urging it to stop proposed reforms to property valuations until such time as the impacts on Councils and their communities are understood**

**Attachments**

Nil

**Background**

1. In the 2017-2018 State Budget, the Victorian Government proposed to centralise all property valuations within the Valuer-General's office and to move from two-yearly to annual property valuations.
2. The proposed changes were made without any consultation with Councils and have a range of impacts on the Local Government sector. The changes are proposed to come into effect in 2019.
3. Nillumbik's valuations are undertaken by Matheson Stephen Valuations. They are currently contracted for the 2018 valuation, with options to extend for the 2020 and 2022 valuations. The 2018 general valuation fee is approximately \$280,000.

**12. Officers' reports**

**OCM.055/17 Proposed changes to property valuations**

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4. In addition to the general valuations, Matheson Stephen also undertakes supplementary, open space and (Council owned) land and buildings valuations and handles all objections, inquiries and applications to VCAT. These are charged on a per occurrence basis at a reduced rate.

**Policy context**

5. This report directly supports the achievement of Council Plan 2013-2017 strategies:
- We will meet our legal responsibilities and manage our risks.

**Budget implications**

6. The future budget implications resulting from this proposed change are not yet known.

**Consultation/communication**

7. There has been no consultation with Councils about this issue.

**Issues/options**

8. There is not yet any specific information regarding what the outcome of these changes would mean in a practical sense, therefore it is difficult ascertain what the changes mean for Nillumbik and the sector more broadly.
9. However the impacts are likely to include:
- Increase in general valuation costs – currently property revaluations are undertaken every two years. Moving to an annual revaluation cycle will double local governments current costs.
  - Increase in other valuation costs – the limited information available suggests that Council would still be required to undertake supplementary, open space and other land and buildings valuations and handle all objections, inquiries and applications to VCAT. As general valuations would be centralised, Council would not be eligible for a reduced rate on the fees associated with this work.
  - Loss of revenue - currently, valuations data is sold to Yarra Valley Water and the State Revenue Office. The proposed amendment would eliminate the need for this, resulting in loss of income (approximately \$195,000 each valuation year).
  - Potential job losses for Councils who employ qualified valuers
  - A perceived loss of independence of the property valuation system with the State Government seeking to both direct and control the valuations, and collect the increased revenue
10. The MAV has said figures in the State Budget suggest the Government could potentially reap an extra \$200 million in land tax in 2019-2020 at a cost of \$20 million to local ratepayers and no extra revenue for Councils and expressed concerns about the impacts on Council service delivery and important community projects in a rate-capped environment.

**12. Officers' reports**

**OCM.055/17 Proposed changes to property valuations**

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11. State Parliament was due to debate the reforms to the State Taxation Acts Amendments Bill 2017 this week.

**Conclusion**

This report recommends that Council writes to the State Government, urging it to halt the proposed reforms to property valuations until such time as the consequences for local councils and their communities are fully analysed and

12. Officers' reports

OCM.056/17 Audit Committee - Minutes May 2017

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**Distribution:** Public

**Manager:** Allison Watt, Acting General Manager Corporate Services

**Author:** Vince Lombardi, Manager Finance

Melika Sukunda, Financial Accountant

**Summary**

In accordance with the *Local Government Act 1989* section 139 and good governance principles, councils must have an Audit Committee.

As resolved at the Ordinary Meeting of Council on 16 August 2005 the Audit Committee minutes are to be reported and presented at an Ordinary Meeting of Council following the Audit Committee meeting.

The Audit Committee met on 8 May 2017. The minutes for the meeting are attached.

This report also deals with the reappointment of one of the independent members of the Audit Committee for a term of a further year.

**Recommendation**

**That Council:**

1. **Notes the minutes of the Audit Committee meeting for 8 May 2017.**
2. **Reappoints the independent member of the Audit Committee, Linda MacRae, in her existing capacity until 30 June 2018.**

**Attachments**

1. Audit Committee Minutes May 2017

**Background**

1. As resolved at the Ordinary Meeting of Council on 16 August 2005 the Audit Committee minutes are to be reported and presented at an Ordinary Meeting of Council following the Audit Committee meeting.
2. The Audit Committee meets a minimum of four times a year and has the role to assist the coordination of relevant activities of management, internal audit and the external auditor to facilitate good governance, effectiveness and efficiency.

**Policy context**

3. This report directly supports the achievement of Council Plan 2013-2017 strategies:
  - We will ensure our services are efficient and deliver good value for money for our residents and we will invest in training and technology to enhance productivity.
  - We will meet our legal responsibilities and manage our risks.

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**OCM.056/17 Audit Committee - Minutes May 2017**

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**Budget implications**

4. The costs associated with this matter are contained within Council's 2016-2017 Budget.

**Consultation/communication**

5. The Audit Committee meeting on 8 May 2017 was attended by the Committee members, Chief Executive Officer, General Manager Corporate Services, Manager Finance. Cr Peter Clarke was the Councillor representative in attendance.

**Issues/options**

6. The minutes of the Audit Committee are submitted to Council after each meeting. To provide timely feedback, these are unconfirmed minutes.
7. The Audit Committee plays a significant role in Council's governance framework. It provides external expert advice to Council on key areas of risk. Risk in this case is interpreted broadly and covers risk to Council's sustainability, reputation, fraud control and effectiveness, as well as financial risk.
8. The 8 May 2017 Audit Committee minutes have not yet been adopted by the Committee, but will be presented at its next meeting.
9. Among the items considered by the Audit Committee at the meeting held on 8 May 2017 were:
  - Draft Budget Document 2017-2018
  - Internal Audit report regarding Financial Controls
  - Internal Audit progress report
  - Internal Audit Strategic Plan
  - External Audit Plan
  - The Risk and Insurance report
  - The March quarter financial report

**Committee membership**

10. Council is required by the *Local Government Act 1989* to have an Audit Committee to oversee Council's financial reporting, risk management and internal controls.
11. At Nillumbik, the Audit Committee has five members. Two members are councillors, currently Cr Clarke and Cr Ranken. The Audit Committee Terms of Reference require there to be three appropriately qualified external independent persons as part of the membership.
12. The other three positions are held by independent members with expertise in audit, risk management and financial reporting, with one of the independent members acting as Chairperson.
13. Independent members are appointed by Council and may be reappointed by Council once their term concludes.
14. One of the current member's term is due to expire on 30 June 2017 being that of Linda MacRae.

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**OCM.056/17 Audit Committee - Minutes May 2017**

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15. It is recommended to reappoint Linda MacRae in her existing capacity until 30 June 2018.

**Next meeting**

16. The next Audit Committee meeting is scheduled to take place on Monday 14 August 2017.

**Conclusion**

17. The Audit Committee minutes from 8 May 2017 are presented to Council to ensure timely feedback, accurate information and for noting by Council.
18. The appointment/reappointment of well-qualified and experienced independent members to the Audit Committee is an important decision by Council in ensuring that the Committee has the necessary skills and capabilities to undertake this role.

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OCM.057/17 Risk and Insurance Report March 2017

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**Distribution: Public**

**Manager: Allison Watt, Acting General Manager Corporate Services**

**Author: Craig Commene, Risk Advisor**  
**Vince Lombardi, Manager Finance**

**Summary**

This report provides a summary of Council’s Risk and Insurance Report for the quarter ending March 2017.

The report is presented in accordance with the Local Government Performance Reporting Framework that commenced on 1 July 2014. This reporting framework requires the presentation of a report to Council at least every six months, detailing the strategic risks, operational risks, the consequences and likelihood of occurrence, and risk mitigation strategies.

Risk and insurance reporting to Council will be tabled each quarter following consideration by the Audit Committee.

A separate report in this agenda provides detailed information for Council consideration. It is recommended that this detailed report remain confidential as it includes information which may prejudice the Council or another person.

**Recommendation**

**That Council:**

1. **Notes this summary of the Risk and Insurance Report for the quarter ending March 2017.**
2. **Confirms that the confidential Risk and Insurance Report for the March quarter 2017 is to remain confidential in accordance with sections 77 and 89(2)(h) of the *Local Government Act 1989*.**

**Attachments**

Nil

**Background**

1. Council’s commitment to risk management is outlined in the Risk Management Policy adopted by Council on 16 December 2014, with the following objectives:
  - Promote and support a consistent corporate approach to risk management.
  - Ensure that all risks that could affect the achievement of our Council’s goals, strategies and actions are identified, assessed and treated to a commercially and politically acceptable level of risk.
  - To manage risks to an acceptance level in the low/medium risk range as far as practicable.

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**OCM.057/17 Risk and Insurance Report March 2017**

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- Integrate risk management into decision making processes and embed risk into the organisation culture to help make informed choices to ensure resources and operational capabilities are identified and deployed responsibly and effectively for the benefit of Council and our stakeholders.
  - To ensure that risk management is seen as the responsibility of all staff, i.e. 'Risk Management is everyone's business'.
  - Provide a basis for higher standards of accountability.
2. In addition to the risk management policy, Council's Risk Management Framework communicates and describes the risk management structure and procedures that are used to identify, analyse, evaluate, treat, monitor and communicate key risks, including management reporting.
  3. The context of the Risk Management Policy and Framework takes into account that local government presents a distinct risk character and profile that needs to be taken into account when considering risk management. Many assets and services are available 24 hours a day seven days a week in an unsupervised way, some are managed or provided by volunteers or committees of management or are managed by contractors, others are regulated by compliance legislation.
  4. Prior to the introduction of the Local Government Performance Reporting Framework, risk reporting was referred to Councils' Audit Committee and the information included for consideration by Council through the adoption of the Audit Committee's minutes.
  5. Commencing 1 July 2014, the State Government introduced the Local Government Performance Reporting Framework. This framework requires the presentation of risk reporting processes to Council at least every six months on strategic risks to Council operations.
  6. The Risk and Insurance report is a result of consolidation of these management reports, which broadly reports on:
    - Risk Management
    - Insurance premiums
    - Claims and Incident Management
    - Safety Health and Wellbeing
    - Statistical reports relating to strategic risks and accident and injury data.

**Policy context**

7. This report directly supports the achievement of Council Plan 2013-2017 strategy:
  - We will meet our legal responsibilities and manage our risks.

**Budget implications**

8. The costs for managing and reporting are covered by Council's operating budget.

**Consultation/communication**

9. The Risk and Insurance Report was considered by the Audit Committee on 8 May 2017.



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OCM.057/17 Risk and Insurance Report March 2017

Issues/options

10. The Risk and Insurance report has been prepared in accordance with Council's Risk Management Policy and Framework and is consistent with the Australian Standard AS/NZS 31000:2009 Risk Management.

11. Highlights from the report are:

- Council risk status reporting – 99 per cent of all risk control actions have been completed or are on target to be completed in accordance with their time lines and one per cent are not yet due to commence.
- The following table summarises recorded incidents by type for matters involving Council. It should be noted that this table shows all reported incidents, rather than all claims, as not every incident results in a claim being made.

| <b>Incidents by type (excluding OHS incidents)</b> | <b>Apr–Jun 2016</b> | <b>Jul–Sep 2016</b> | <b>Oct–Dec 2016</b> | <b>Jan–Mar 2017</b> | <b>Total year to Mar 2017</b> | <b>Total prior year to Mar 2016</b> | <b>Year to year trend</b> |
|--|---------------------|---------------------|---------------------|---------------------|-------------------------------|-------------------------------------|---------------------------|
| Property   | 5                   | 3                   | 13                  | 10                  | 38                            | 31                                  | ▲                         |
| Motor vehicle                                      | 30                  | 18                  | 32                  | 25                  | 105                           | 112                                 | ▼                         |
| Professional Indemnity                             | 2                   | 0                   | 0                   | 0                   | 2                             | 3                                   | ▼                         |
| Public Liability                                   | 29                  | 26                  | 40                  | 39                  | 134                           | 89                                  | ▲                         |
| <b>Total all incidents</b>                         | <b>66</b>           | <b>47</b>           | <b>85</b>           | <b>74</b>           | <b>279</b>                    | <b>235</b>                          | <b>▲</b>                  |

- A high proportion of reported incidents are generated within the normal course of operations of the Infrastructure Services Department, 73 per cent. These incidents relate to major classes of asset or maintenance type incidents for trees, footpaths, roads, drainage, major plant and buildings.
- Tree related risks are mitigated through the:
  - Tree Management Policy
  - Reactive tree maintenance program
  - Proactive electric powerline clearance program
  - Proactive inspections of high risk trees

12. Officers' reports

OCM.057/17 Risk and Insurance Report March 2017

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- Meeting the objectives of the Municipal Emergency Management Plan and Municipal Fire Management Plan.
- Road, footpath, drainage and roadside related are mitigated through the:
  - Road Management Plan
  - Road Asset Management Plans
  - Proactive and reactive maintenance programs.
- Property incidents typically are reported break-ins, vandalism and accidental damage to Council buildings or fixed equipment such as in playgrounds. Risks are typically mitigated through maintenance programs and insurance.
  - Water damage to a floor at Diamond Creek Community Centre, repaired.
  - Tree fell onto notice board and fence at Peppers Paddock, insurance claim lodged.
- Motor vehicle incidents include accidental damage involving Council's light and heavy fleet, including incidents caused by third parties. Risks are typically mitigated through maintenance, education and insurance.
  - A major incident occurred when a Council waste truck collided with other vehicles on the Western Ring Road. No serious injuries occurred, the Police attended and a motor vehicle insurance claim was submitted.
- Public liability relates to incidents reported to Council including where the third party is seeking compensation. These claims are managed by an external claims manager or Council's insurer. Typical incidents primarily relate to vehicle road damage, property damage, tree related or trip and fall incidents.
  - Storms during the December 2016 quarter contributed to increase claims for compensation in the March 2017 quarter. These claims relate to water damage from Council's stormwater drainage system, and property damage from trees on Council land caused by strong wind.
- Annual trend data for year ending March 2017 highlights a 19 per cent increase in reported incidents over the same period for 2016. This increase is attributed to increased numbers of public liability claims and it is not unusual for the number of incidents to vary from period to period.

12. Incident costs including under excess claim costs and insurance excesses are managed within existing budgets.

**Conclusion**

13. This summary, along with the confidential Risk and Insurance Report March 2017, have been provided to meet the requirements of the Local Government Performance Reporting Framework and consolidation of management reporting.
14. Ongoing reporting to Council will be presented quarterly following each meeting of the Audit Committee.

12. Officers' reports

OCM.058/17 Assemblies of Councillors

**Distribution:** Public

**Manager:** Allison Watt, Acting General Manager Corporate Services

**Author:** Naomi Ellis, Corporate Planner

**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 meeting of Council 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 2 May 2017.

|                       |
|-----------------------|
| <b>Recommendation</b> |
|-----------------------|

That Council, in accordance with section 80A(2) of the *Local Government Act 1989*, receives the records of the following assemblies of Councillors:

|   |                             |   |   |
|---|-----------------------------|---|---|
| 1 | <b>Date of assembly</b>     | 20 March 2017                                       |   |
|   | <b>Matters considered</b>   | Municipal Emergency Management Planning Committee   |   |
|   | <b>Councillors present</b>  | Cr Grant Brooker<br>Cr John Dumaresq                | Cr Peter Perkins                                    |
|   | <b>Staff present</b>        | Justin Murray<br>Suzanne Rouvray<br>Norman Golgerth | Adrian Cully<br>Stephen Meloury<br>Michelle Stewart |
|   | <b>Conflict of interest</b> | None declared                                       |   |

|   |                             |  |                                |
|---|-----------------------------|--|--------------------------------|
| 2 | <b>Date of assembly</b>     | 20 March 2017                                    |                                |
|   | <b>Matters considered</b>   | Municipal Fire Management Planning Sub-Committee |                                |
|   | <b>Councillors present</b>  | Cr Grant Brooker<br>Cr John Dumaresq             | Cr Peter Perkins               |
|   | <b>Staff present</b>        | Justin Murray<br>Suzanne Rouvray                 | Norman Golgerth<br>Neil Horden |
|   | <b>Conflict of interest</b> | None declared                                    |                                |

12. Officers' reports

OCM.058/17 Assemblies of Councillors

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|----------|-----------------------------|--|---|
| <b>3</b> | <b>Date of assembly</b>     | <b>26 April 2017</b>   |   |
|          | <b>Matters considered</b>   | <b>Officer briefings of Councillors</b>  |   |
|          | <b>Councillors present</b>  | <b>Cr Peter Clarke<br/>Cr Jane Ashton<br/>Cr Grant Brooker<br/>Cr Bruce Ranken</b>   | <b>Cr Karen Egan<br/>Cr John Dumaresq<br/>Cr Peter Perkins</b>  |
|          | <b>Staff present</b>        | <b>Mark Stoermer<br/>Andrew Port<br/>Pauline Gordon<br/>Jeremy Livingston<br/>Phil Lovelace<br/>Darko Popovski<br/>Naomi Paton</b> | <b>Melanie Holt<br/>Joanne Massoud<br/>Alison Fowler<br/>Joanne Hammond<br/>Jon Miller<br/>Mathew Deayton<br/>Jake Hart</b> |
|          | <b>Conflict of interest</b> | <b>None declared</b>   |   |

|          |                             |  |  |
|----------|-----------------------------|--|--|
| <b>4</b> | <b>Date of assembly</b>     | <b>2 May 2017</b>  |  |
|          | <b>Matters considered</b>   | <b>Pre-meeting for Ordinary Council Meeting</b>  |  |
|          | <b>Councillors present</b>  | <b>Cr Grant Brooker<br/>Cr Peter Clarke<br/>Cr Karen Egan</b>  | <b>Cr John Dumaresq<br/>Cr Jane Ashton<br/>Cr Peter Perkins</b>  |
|          | <b>Staff present</b>        | <b>Mark Stoermer<br/>Andrew Port<br/>Vince Lombardi<br/>Robert Malignaggi<br/>Conal Creedon<br/>Justin Murray<br/>Allison Watt</b> | <b>Lisa Pittle<br/>Jeremy Livingston<br/>Pauline Gordon<br/>Mathew Deayton<br/>Joanne Hammond<br/>Darko Popovski</b> |
|          | <b>Conflict of interest</b> | <b>None declared</b>   |  |

|          |                           |  |  |
|----------|---------------------------|--|--|
| <b>5</b> | <b>Date of assembly</b>   | <b>9 May 2017</b>  |  |
|          | <b>Matters considered</b> | <b>Officer briefings of Councillors</b> <ul style="list-style-type: none"> <li>• <b>Prevention of violence against women</b></li> <li>• <b>Hohnes Road Playhouse</b></li> <li>• <b>North East Link</b></li> <li>• <b>Nillumbik Lifetime Play Strategy</b></li> <li>• <b>Edendale Infrastructure Enhancement Project</b></li> </ul> |  |

12. Officers' reports

OCM.058/17 Assemblies of Councillors

|                             |   |  |
|-----------------------------|---|--|
|                             |   | <ul style="list-style-type: none"> <li>• Research Park Pavilion redevelopment – site options</li> <li>• Planning briefing</li> <li>• Wattle Glen Township</li> <li>• Integrated Housing Strategy and Neighbourhood Character Study</li> <li>• Open Space Precinct Plan – Graysharps Road, Hurstbridge</li> </ul> |
| <b>Councillors present</b>  | Cr Peter Clarke<br>Cr Grant Brooker<br>Cr Bruce Ranken<br>Cr Jane Ashton  | Cr John Dumaresq<br>Cr Peter Perkins<br>Cr Karen Egan  |
| <b>Staff present</b>        | Mark Stoermer<br>Allison Watt<br>Corinne Mays<br>Naomi Paton<br>Corrienne Nichols<br>Narelle Hart<br>Jodie Leahy<br>Jeremy Livingston | Joanne Hammond<br>Lisa Pittle<br>Jonathan Risby<br>Mathew Deayton<br>Nadine Wooldridge<br>Adrian Cully<br>Renae Ahern<br>Chad Griffiths  |
| <b>Conflict of interest</b> | <b>None declared</b>  |  |

|          |                             |  |  |
|----------|-----------------------------|--|--|
| <b>6</b> | <b>Date of assembly</b>     | <b>16 May 2017</b>   |  |
|          | <b>Matters considered</b>   | <b>Future Nillumbik Committee pre-meet</b>                               |  |
|          | <b>Councillors present</b>  | Cr Peter Clarke<br>Cr Grant Brooker<br>Cr Karen Egan<br>Cr Peter Perkins | Cr John Dumaresq<br>Cr Jane Ashton<br>Cr Bruce Ranken              |
|          | <b>Staff present</b>        | Mark Stoermer<br>Allison Watt<br>Jeremy Livingston<br>Renae Ahern        | Lisa Pittle<br>Naomi Paton<br>Nichole Johnson<br>Nadine Wooldridge |
|          | <b>Conflict of interest</b> | <b>None declared</b>   |  |

12. Officers' reports

OCM.058/17 Assemblies of Councillors

|          |                             |   |                        |
|----------|-----------------------------|---|------------------------|
| <b>7</b> | <b>Date of assembly</b>     | <b>16 May 2017</b>                                  |                        |
|          | <b>Matters considered</b>   | <b>Health and Wellbeing Project Reference Group</b> |                        |
|          | <b>Councillors present</b>  | <b>Cr Jane Ashton</b>                               |                        |
|          | <b>Staff present</b>        | <b>Naomi Paton</b><br><b>Diana Bell</b>             | <b>Madelyn Elliott</b> |
|          | <b>Conflict of interest</b> | <b>None declared</b>                                |                        |

**Attachments**

Nil

**Background**

1. Amendments to the *Local Government Act 1989* (the Act) in October 2010 require records of assemblies of Councillors to be reported to an Ordinary Meeting of Council and recorded in the minutes of that meeting.

**Policy context**

2. This report directly supports the achievement of Council Plan 2013-2017 strategy 'we will meet our legal responsibilities and manage our risks'.

**Budget implications**

3. This is a routine reporting item, the resources for which are contained in Council's current operating budget.

**Consultation/communication**

4. None required.

**Issues/options**

5. An assembly of Councillors is defined in section 76AA of the Act. It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of delegated authority and which is either of the following:
  - A planned or scheduled meeting that includes at least half the Councillors and at least one Council Officer. These assemblies do not include meetings of Councillors and Council staff that are not planned or scheduled.
  - A meeting of an advisory committee where at least one Councillor is present. An advisory committee is any committee established by the Council, other than a special committee, that provides advice to the Council or to a special committee or to a member of Council staff who has been delegated a power or duty or function of the Council.
6. A record must be kept of an assembly of Councillors and include the names of all Councillors and Council staff attending, the matters considered, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.

**12. Officers' reports**

**OCM.058/17 Assemblies of Councillors**

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7. In accordance with section 80A(2) of the Act, Council is required to report as soon as practicable to an Ordinary Meeting of Council a record of any assemblies of Councillors held.
8. The recommendation contains the list of assemblies of Councillor forms that have been submitted since the matter was last reported to Council on 2 May 2017.

**Conclusion**

9. It is recommended that Council receives the records of recent assemblies of Councillors as contained in this report, fulfilling section 80A(2) of the *Local Government Act 1989*.

**13. Notices of Motion**

Nil

**14. Delegates' reports**

**15. Supplementary and urgent business**

**16. Confidential reports**

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

|               |
|---------------|
| <b>Motion</b> |
|---------------|

**That Council closes the meeting to the public pursuant to section 89(2) of the *Local Government Act 1989* to consider the following items, which are confidential for the reasons indicated:**

| <b>Report No.</b> | <b>Title</b>                         | <b>Reason for confidentiality</b>   |
|-------------------|--------------------------------------|---|
| OCM.059/17        | Arts Advisory Committee nominations  | (h) any other matter which the Council or special committee considers would prejudice the Council or any person |
| OCM.060/17        | Risk and Insurance Report March 2017 | (h) any other matter which the Council or special committee considers would prejudice the Council or any person |