

Ordinary Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough
on Tuesday 26 June 2018 commencing at 7.30pm.

Agenda

Mark Stoermer
Chief Executive Officer

Thursday 21 June 2018

Distribution: Public

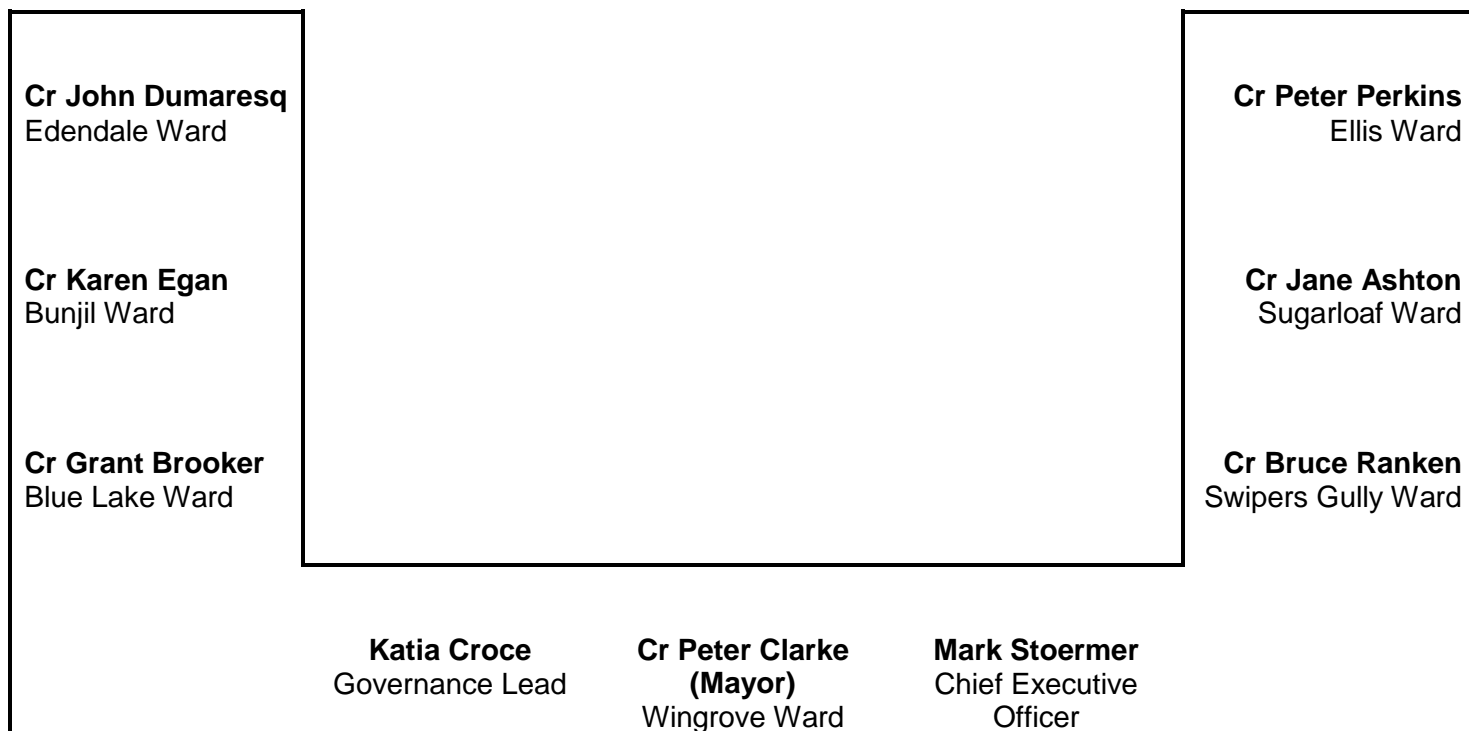
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Domin je ka

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 the meeting will be recorded and an audio recording of the meeting will be made publicly available on Council's website.

Nillumbik Shire Council

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Nillumbik Shire Council

**Agenda of the Ordinary Meeting of Nillumbik Shire Council to be held Tuesday
26 June 2018 commencing at 7 .30pm**

1. Welcome by the Mayor

Members of the public are advised the meeting will be recorded.

2. 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.

3. Prayer

A prayer will be read.

4. Apologies

Recommendation

That the apologies be accepted.

5. Presentations

Nil

6. Confirmation of minutes

Confirmation of minutes of the Council Meeting held on Tuesday 29 May 2018.

Recommendation

That the minutes of the Council Meeting held on Tuesday 29 May 2018 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

PT.003/18

A petition containing 332 signatures from residents requests Council to urgently address the need for a multi court indoor sporting facility at War Memorial Park Yarrambat.

Recommendation

That Council:

- 1. Receives and notes the petition regarding urgently addressing the need for a multi court indoor sporting facilities at Yarrambat.**
- 2. Refers this matter to Adrian Cully, Director Business and Strategy for investigation and response.**
- 3. Advises the petition organiser accordingly.**

9. Questions from the gallery

10. Reports of Advisory Committees

AC.005/18 Advisory Committee Report

File:

Distribution: Public

Manager: Blaga Naumoski, Executive Manager Governance

Author: Emma Christensen, Governance Officer

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. This month, the following minutes are attached for information:

- Activity Centres' Urban Design Review Project Reference Group held on 4 April 2018.
- Arts Advisory Committee held on 9 April 2018.
- Panton Hill Bushland Reserves Advisory Committee held on 7 June 2018.
- Recreation Trails Advisory Committee held on 14 June 2018.

Attachments

1. Activity Centres' Urban Design Review PRG Minutes 4 April 2018
2. Arts Advisory Committee Minutes 9 April 2018
3. Panton Hill Bushland Reserves Advisory Committee Minutes 7 June 2018
4. Recreation Trails Advisory Committee Minutes 14 June 2018

Recommendation

That Council notes the:

1. **Activity Centres' Urban Design Review Project Reference Group meeting minutes held on 4 April 2018.**
2. **Arts Advisory Committee meeting minutes held on 9 April 2018.**
3. **Panton Hill Bushland Reserves Advisory Committee meeting minutes held on 7 June 2018.**
4. **Recreation Trails Advisory Committee meeting minutes held on 14 June 2018.**

11. Reports of Special Committees

Nil

12. Officers' reports

OCM.092/18 Committee report - Draft Budget 2018-2019 - consideration of submissions

File:

Distribution: Public

Manager: Vince Lombardi, Manager Finance

Author: Robert Malignaggi, Management Accountant

Summary

This report outlines submissions received from the public regarding the draft Budget 2018-2019 for Council consideration.

Council adopted the draft Budget 2018-2019 at the Ordinary Council meeting on 1 May 2018 for the purpose of community consultation. The draft Budget was made available to the public for a period of 28 days. Forty-six submissions were received.

The Future Nillumbik Committee considered the 46 submissions as well as verbal presentations from submitters and the community at its meeting on 12 June 2018.

The following people addressed the Committee with respect to the draft Budget 2018-2019:

1. Helen Legg
2. Ken Crompton
3. Gavin Pearce

After considering the submissions and presentations, the Committee resolved that this report be presented to Council.

Recommendation

That Council:

1. **Notes that 46 submissions on the draft Budget 2018-2019 were received, and the submissions were considered and submitters were provided with the opportunity to be heard by the Future Nillumbik Committee on 12 June 2018.**
2. **Considers the matters contained in the submissions and the Committee's report during finalisation of the Budget 2018-2019.**

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OCM.093/18 Adoption of Budget 2018-2019, declaration of Rates and Charges

File: 20/25/001

Distribution: Public

Manager: Vince Lombardi, Manager Finance

Author: Robert Malignaggi, Management Accountant

Summary

This report recommends that Council formally adopts the Budget and declare the rates and charges for the 2018-2019 financial year.

Council commenced preparation of the 2018-2019 Budget in late 2017 in order that it could then be exhibited for public consultation, and adopted prior to 30 June 2018.

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 June 2018. A separate report from the Committee to Council regarding the submissions is included in this agenda.

Rates and charges for 2018-2019

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

The draft Budget proposes an increase in rates and charges of 1.95 percent per property which is 0.30 percent 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.

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.

Recommendation

That:

- 1. Council, having considered the submissions received, adopts the proposed Budget 2018-2019 (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.**

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OCM.093/18 Adoption of Budget 2018-2019, declaration of Rates and Charges

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

- a) an amount of \$63.797 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	\$55,450,837
Annual Service Charge	\$8,346,902

General rates

- a) That general rates be declared in respect of the 2018-2019 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	0.002303 (or 0.2303 cents in the dollar of Capital Improved Value)
Commercial/ Industrial Land	0.003136 (or 0.3136 cents in the dollar of Capital Improved Value)
Vacant land – General Residential / Activity Centre zone / Neighbourhood Residential zone and Specified Low Density Residential Zones	0.005417 (or 0.5417 cents in the dollar of Capital Improved Value)
Other Land	0.002709 (or 0.2709 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 (see 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 0.001045 (or 0.1045 cents in the dollar of Capital Improved Value).

4. Annual service charge

- a) An annual service charge be declared in respect of the 2018-2019 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 resident of the land. The options are:
 - Option 1: \$380.36 per service in respect of the following three bins:
 - 120 litre organic waste bin;
 - 240 litre recyclables bin; and

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- 120 litre 'other' waste bin.

Option 2: \$346.23 per service in respect of the following three bins:

- 120 litre organic waste bin;
- 240 litre recyclables bin; and
- 80 litre 'other' waste bin;

Option 3: \$532.24 per service in respect of the following four bins:

- 120 litre organic waste bin;
- 240 litre recyclables bin; and
- 2 x 120 litre 'other' waste bins.

- 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 \$101.12.
- 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.

5. Rebates – Sustainable Agricultural Land

- a) It be recorded that subject to paragraph 4c) 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*.

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.
- b) 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.

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- 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 Sustainability and Environment Planning Unit 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 PMP's will need to be revised by the owner and re-submitted for re-approval every four years. The Sustainability and Environment Unit will give landholders ample notification and assistance to facilitate this process.

6. 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 2018-2019 Financial Year.
- b) The rebate be granted to assist the proper development of the municipal district.
- c) The rebate be granted:

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- 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.

7. 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 2018;
 - 30 November 2018;
 - 28 February 2019; and
 - 31 May 2019.

8. 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.

9. Council writes to all those who have made a submission on the 2018-2019 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.

Attachments

- 1. Schedule A
- 2. 2018-2019 Budget

Background

- 1. Council is required by the *Local Government Act 1989* to prepare a budget for each financial year.
- 2. Adoption of the Budget is an important policy decision by Council in terms of resource allocation for services and projects in the coming year.
- 3. The Budget has been prepared for the purposes of public exhibition in accordance with statutory requirements.

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OCM.093/18 Adoption of Budget 2018-2019, declaration of Rates and Charges

Policy context

4. This Budget has been developed in the context of the Council Plan 2017-2021. It is also developed in the context of the Strategic Resource Plan which demonstrates how the outcomes of the Council Plan can be resourced in a way which ensures Nillumbik's ongoing sustainability.
5. In developing the Budget, Council has also considered the key priorities emerging from the master-plans for Council's major recreation facilities and reserves, the structure plans for Nillumbik's activity centres, and other Council policies and strategies.

Budget implications

6. The costs of preparing the Budget, such as public notices, mail outs and community consultation sessions are funded from operating budget allocations.

Consultation/communication

7. Council adopted the draft Budget 2018-2019 at the Ordinary Council meeting on 1 May 2018 for the purpose of community consultation. The draft Budget was made available to the public for a period of over 28 days.
8. An advertisement was placed in *The Age* on the 4 May 2018 and on Council's website. Submissions in relation to the draft Budget have been sought from the public. Submissions were received and considered at the meeting of the Future Nillumbik Committee on 12 June 2018.
9. The draft Budget was made available on Council's website, at the Civic Centre and at the Eltham and Diamond Valley libraries.
10. At the meeting of the Future Nillumbik Committee on 12 June 2018, the Committee, acting under delegation from Council, received and considered the submissions on the draft Budget. The Committee has presented a report to Council on the submissions about the draft Budget 2018-2019 in accordance with sections 129 and 223 of the *Local Government Act 1989*.

Budget 2018-2019

11. This report is presented to enable Council to formally adopt the Budget and declare the rates and charges for the 2018-2019 financial year.
12. This report outlines the key elements of the Budget. Details are provided in the full Budget document (Attachment 2).

Capital works

13. The draft Budget includes \$26.254 million of capital works projects, of which \$10.280 million will be externally funded by grants and contributions. The balance will be funded by Council from rates, contributions and reserve funds.
14. A full list of capital works projects is included in the draft Budget document.

Strategic projects and service improvements

15. The Budget provides resources for policy development, as well as policy implementation and service improvements. A full list is provided in the Budget document.

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Services (Operating Budget)

16. Recurrent operating budgets for Council services have been adjusted to reflect changes in unit costs, including inflationary impacts and contracted prices.

Rates, charges and other revenue

17. The Budget proposes an increase of 1.95 percent per property in rates and no increase to the Waste Management Charge.
18. Other fees and charges increases are reflective of cost increases, regulatory requirements and market considerations.

Differential rating

19. At present, Council levies a General Rate, a Farm Rate (15 per cent below the General Rate), a Commercial/Industrial Rate (16 per cent above the General Rate), a Vacant Land Rate (100 per cent above the General Rate) and a Cultural and Recreational Land Rate (61 per cent below the General Rate). The relativity of each differential rate is proposed to be maintained for 2018-2019.

Borrowing

20. There is no borrowing proposed for new capital projects in the 2018-2019 Budget.
21. Council is forecast to remain within the Auditor-General's low-risk (green light) range on the Indebtedness measure of financial sustainability.

Strategic Resource Plan

22. Council must adopt the Strategic Resource Plan not later than 30 June each year pursuant to section 126 of the *Local Government Act 1989*.
23. The Strategic Resource Plan is the financial plan which is required to enable Council to achieve its Council Plan goals over the coming years.
24. The updated version of the Strategic Resource Plan is included in the Budget (Attachment 2). It incorporates the financial projections in expenditure and revenue which are based on a series of assumptions about the community's needs and how Council plans to continue to address these needs for services and infrastructure.
25. The Strategic Resource Plan incorporates the 2018-2019 Budget and projections for the next 10 years based on the assumptions.

Financial Sustainability Measures

26. These measures include all those used by the Auditor-General to assess financial sustainability for local government across Victoria.
27. The 2018-2019 Budget includes details of Council's projected performance over the next ten years, based on the Strategic Resource Plan. The projections are detailed in the Budget.

Conclusion

28. Council has undertaken public consultation in accordance with its statutory obligations in the *Local Government Act 1989* in relation to the proposed Budget 2018-2019.

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OCM.093/18 Adoption of Budget 2018-2019, declaration of Rates and Charges

29. Having considered the Budget submissions, Council is now able to formally adopt the Budget 2018-2019 and resolve to declare the rates and charges. It can also adopt the differential rates applied to the classes of land which are listed in the recommendation.
30. Preparation of the annual Budget is a major decision for Council in allocating resources to services and projects for the coming year.
31. The Budget has been prepared with regard to the strategic context provided through the Council Plan and various individual policies, strategies and plans.
32. The Budget and the Strategic Resource Plan are recommended for Council approval.

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OCM.094/18 Council Plan 2017-2021 annual review and Annual Plan 2018-2019

File: 25/10/001

Distribution: Public

Manager: Mark Stoermer, Chief Executive Officer

Author: Jeremy Livingston, Executive Manager Organisational Performance

Summary

Presented for consideration is the draft Annual Plan 2018-2019. This plan consists of a list of 51 key actions that Council will undertake during the 2018-2019 financial year to demonstrate in a practicable and tangible way how the Council Plan is being delivered to the community.

The draft Annual Plan has been developed in line with the Annual Budget process and has taken into consideration Council priorities, major projects, capital works, major initiatives and service improvements. It is recommended that the Annual Plan 2018-2019 be adopted with reporting updates received following every quarter.

This report also includes the annual review of the Council Plan 2017-2021. The annual review is a legislated requirement of the *Local Government Act 1989*. It is recommended that the Council Plan remain unchanged at this stage, however be subject to a 'mid-term' review to commence later this calendar year.

Recommendation

That Council:

1. **Having reviewed the Council Plan 2017-2021, reaffirms the existing Strategic Objectives, Strategies, Priority Actions and Strategic Indicators with the view of undertaking a mid-term review of the plan in the 2018-2019 year.**
2. **Acknowledges that the Shire/Community Plan 2050 will not be prepared by the end 2018 as stated in Priority Action 1.1.1 of the current Council Plan, but instead be prepared by the end of 2019 following the delivery of the updated Green Wedge Management Plan and the development of a new Housing Strategy which will be key inputs into the Shire/Community Plan.**
3. **Adopts the Annual Plan 2018-2019 and receives quarterly updates on its progress.**

Attachments

1. Draft Annual Plan 2018-2019

Background

1. Council adopted its current Council Plan 2017-2021 at the Ordinary Council Meeting in June 2018. The Council Plan is the elected Council's statement of its priorities for the Nillumbik community over the four year life of the plan.

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OCM.094/18 Council Plan 2017-2021 annual review and Annual Plan 2018-2019

2. In line with the 2018-2019 Annual Budget process, an Annual Plan has been produced, identifying how the organisation will work towards achieving the intent of the Council Plan in the 2018-2019 financial year. The Annual Plan 2018-2019 has been developed with consideration for Council priorities, major projects, capital works, major initiatives and service improvements.
3. Under section 125(7) of the *Local Government Act 1989*, Council is required to at least once in each financial year consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan. Should any adjustments be proposed to the plan, Council is required under section 223 of the Act to formally consult with the community and hear and consider any public submissions received.

Policy context

4. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Maintain good governance and effective leadership.

Budget implications

5. The Council Plan is a high-level strategic document and does not make specific budget commitments. The directions set in the Council Plan have been used to develop the draft Budget 2019-2019.
6. The draft Annual Plan is developed alongside the draft Annual Budget and does not impose costs on Council that are not already budgeted for. The draft Annual Plan simply identifies the high level actions that are funded in the Annual Budget for quarterly reporting to Council and the community.
7. The main cost associated with developing the Annual Plan is officer time and this is met within existing operational budgets, as are ongoing reporting requirements throughout the 2018-2019 financial year.

Consultation/communication

8. The Council Plan was developed following a comprehensive program of workshops and briefings following the general election in October 2016. Prior to formal adoption, it was placed on public exhibition and submissions from the community were invited.
9. There is no legislative requirement for Council to consult on the draft Annual Plan. The most notable inputs are the Council Plan and the draft Annual Budget, both of which are subject to extensive public consultation during development. The development of the draft Annual Plan has also involved three separate briefing sessions with Councillors held in May and June 2018.

Draft Annual Plan 2018-2019

10. The draft Annual Plan actions have been prepared for consideration and have been informed by work undertaken which has identified deliverables and activity for the 117 priority actions of the Council Plan 2017-2021 for the forthcoming financial year (in other words, year 2 delivery of the current Council Plan). Specifically, the draft Annual Plan has been aggregated to 51 key actions for 2018-2019, to provide focus and priority on deliverables and activity.

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OCM.094/18 Council Plan 2017-2021 annual review and Annual Plan 2018-2019

11. The Annual Plan will facilitate clear and simple reporting on the Council Plan which reflects key priorities for Council in terms of delivery and accountability to the community for the next year.
12. Progress against each of the actions in the Annual Plan will be reported to Council quarterly and will be publicly available in the Council meeting agenda papers. The Annual Plan results will also be made publicly available in Council's Annual Report 2018-2019 which must be presented to the Minister for Local Government by 30 September 2019 in accordance with section 133 of the *Local Government Act 1989*.

Annual review of the Council Plan 2017-2021

13. It is a legislated requirement that at least once each financial year Council considers whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.
14. Through discussions relating to the development of the draft Annual Plan, there appears to be general support from Councillors that it would be prudent to undertake a formal review of the Council Plan 2017-2021 in the next financial year, as a considered 'mid-term' review of the plan. It is suggested that this review commence later this calendar year.
15. Although there is no intention to formally amend the Council Plan 2017-2021 at this stage, at this point in time it is prudent to formally acknowledge that contrary to Priority Action 1.1.1, the Shire/Community Plan 2050 will not be prepared by the end 2018. Instead, the Shire/Community Plan will be prepared by the end of 2019 following the development of the updated Green Wedge Management Plan and the new Housing Strategy, both of which will be key inputs into the Shire/Community Plan. Naturally, this change in delivery timeframe will be addressed and amended as part of the formal review of the Council Plan in the 2018-2019 year.

Conclusion

16. Presented for consideration is the draft Annual Plan 2018-2019. Following the adoption of the Annual Plan 2018-2019 and Annual Budget 2018-2019, work will progress on delivering the Council Plan with quarterly reporting against the actions outlined in the adopted Annual Plan.
17. The annual review of the Council Plan is a legislated requirement of the *Local Government Act 1989*, and it is recommended that the Council Plan remain unchanged at this present time, however be subject to a 'mid-term' review to commence later this calendar year.

12. Officers' reports**OCM.095/18 Rodger Road Special Charge Scheme, Panton Hill - Intention to Declare****File:****Distribution: Public****Manager: Hjalmar Philipp, Director Sustainability and Place****Author: Patrick Wood, Coordinator Design****Summary**

On 24 March 2016, Council received a petition signed by property owners in Rodger Road, Panton Hill requesting that Council investigate road sealing between Bishops Road and Lawrence Road.

After conducting a survey and determining that 61.1 per cent of property owners support road sealing, Council resolved on 13 September 2016 to proceed with the consultation process for the Rodger Road Special Charge Scheme, Panton Hill (Item OCM.152/16). Council resolved on 19 December 2017 to declare the Special Charge Scheme (Item OCM.149/17).

The lowest price tendered to Council to construct Rodger Road was in excess the maximum amount that can be levied under the current declaration. Therefore, Council must repeat the statutory process of declaring the scheme, which involves giving notice of its intention to declare a special charge and then hearing any submissions and/or objections to the scheme. Following this, Council may resolve to declare, vary or abandon the scheme.

A section of the road to be sealed forms part of Nillumbik's regional trail network. As sealed roads are considered unsuitable for horse trail riders, an alternative off-road alignment for this section of the trail is proposed.

Recommendation**That:**

- 1. Council gives notice of its intention to declare a Special Charge Scheme in accordance with Part 8 of the *Local Government Act 1989* (the Act), for the construction of Rodger Road (between Bishops Road and Lawrence Road) subject to the following conditions:**
 - a) The Special Charge Scheme shall apply to the properties in Rodger Road, Panton Hill, as shown in Attachment 1.**
 - b) The apportionment cost to each property is based on the method shown in the report and Attachment 2.**
 - c) The total estimated cost to each property is shown in Attachment 3 and may be paid as a lump sum or by quarterly instalments over a ten year period with interest as provided by section 163(1)(b) of the Act.**
 - d) The interest rate applicable to instalments paid by each due date is to be one per cent higher than the rate applying to Council in relation to funds borrowed for this project.**

12. Officers' reports

OCM.095/18 Rodger Road Special Charge Scheme, Panton Hill - Intention to Declare

2. **The Special Charge Scheme for Rodger Road, Panton Hill shall remain in force for 10 years.**
3. **Within 12 months of the completion of works, a final cost statement will be issued to all properties in Rodger Road, Panton Hill and any adjustment to liabilities will be made at the time.**
2. **The estimated total project cost is \$506,344 with a benefit ratio of 0.8884' (88.84 per cent). The total amount to be levied under this special charge is \$449,855.83. Council will be contributing \$56,488.17 for a Council property 105 Rodger Road known as Bunjil Reserve. This amount will be referred to the 2017/2018 Capital Works Program.**

Attachments

1. Properties included in proposed scheme
2. Guidelines for Apportionment of Costs for Road Construction
3. Apportionment to affected properties

Background

1. On 24 March 2016, Council received a petition signed by property owners in Rodger Road, Panton Hill requesting that Council investigate road sealing between Bishops Road and Lawrence Road.
2. After conducting a survey and determining that 61.1 percent of property owners support road sealing, Council resolved on 13 September 2016 to proceed with the consultation process for the Rodger Road Special Charge Scheme, Panton Hill (Item OCM.152/16).

Policy context

3. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Ensure that the provision of community infrastructure responds to community needs.

Budget implications

4. Council has incorporated costs for administering the scheme in the current services budget. The survey and design costs incurred will be recovered if the scheme proceeds and the charge is levied.
5. Council will have a liability of \$56,488.17 for the Council property 105 Rodger Road, known as Bunjil Reserve, that is included as part of the scheme. This cost will be sought from the 2018-2019 Capital Works Program, if a scheme is to proceed.

Consultation/communication

6. Consultation has been carried out in line with Council's Special Rates and Charges Policy and Procedure:

12. Officers' reports

OCM.095/18 Rodger Road Special Charge Scheme, Panton Hill - Intention to Declare

- a) Questionnaires were sent to all affected property owners in Rodger Road and Gathercole Lane, Panton Hill, on 27 May 2016. Feedback received from property owners indicated that there was little support to include Gathercole Lane in the scheme.
- b) Revised questionnaires were then sent to all property owners in Rodger Road on 11 August 2016. 11 of 18 properties (61.1 per cent) were in support for construction works on Rodger Road only.
- c) An information session was held for the property owners involved in the scheme on 1 December 2016 to discuss the proposed design and the remainder of the Special Charge Scheme and consultation procedure.
- d) Task group meetings were held on 22 March and 28 June 2017 to develop the proposed design.
- e) A final information session for all property owners in the scheme was held on 27 September 2017 and was attended by property owners representing five properties.

Issues/options

7. The proposal for Rodger Road is a rural construction standard with open table drains and a sprayed seal surface. This standard is considered appropriate as property sizes are greater than 0.4ha and are considered able to absorb storm water on site.
8. The final estimated cost of the project, based on the lowest tendered price has increased approximately 16 percent from the declared amount. This increase has been due to significant increases in material and labour costs, in conjunction with a high demand for civil construction contractors. In accordance with section 166 (3) of the Act, Council cannot vary the declared amount by more than 10%, without declaring the scheme again.
9. Approximately 85 metres of the road to be sealed forms part of Nillumbik's regional trail network. As sealed roads are considered unsuitable for horse trail riders, an alternative off-road alignment for this section of the trail is proposed.
10. The special benefit of the road construction, to the properties included in the scheme, is considered to be improved access and amenity to these properties.
11. In accordance with section 163 (2A) of the Act, Council must determine the benefit ratio for the scheme, which is the proportion of the total estimated project cost that is levied to property owners. The total estimated project cost is \$506,344. There is a Council property (105 Rodger Road) within the scheme for which Council is required to contribute \$56,488.17. Therefore, the benefit ratio is 0.8884 (88.84 per cent) and the total amount to be levied under this special charge is \$449,855.83.

Appeal rights

12. Property owners again have two further avenues for input during the statutory process.
13. The first is when Council serves notice of its intention to declare a Special Charge Scheme for Rodger Road. At this time:

12. Officers' reports

OCM.095/18 Rodger Road Special Charge Scheme, Panton Hill - Intention to Declare

- Any person may make a submission in accordance with section 223 of the *Local Government Act 1989* in relation to Council's proposal to declare a scheme.
 - Any person required to pay the special charge may object to the proposed declaration. If objections are received from more than 50 per cent of affected properties, Council will not be able to proceed with the scheme.
14. The second opportunity is when Council formally declares a Special Charge Scheme for Rodger Road, at which time property owners will have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT).

Apportionment method

15. The apportionment of costs for the scheme is based on 75 per cent for benefit and 25 per cent for frontage. A more detailed explanation of the apportionment can be found in Attachment 2.

Conclusion

16. The consultation process for the Rodger Road Special Charge Scheme has been completed in line with Council's Special Rates and Charges Policy and Procedure.
17. The next stage in the scheme is for Council to recommence the statutory process by again resolving to issue a notice of intention to declare the scheme, publicly advertising the intention to declare the scheme and notifying all affected property owners.

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OCM.096/18 Worns Lane Special Charge Scheme, Yarrambat - Intention to declare

File:

Distribution: Public

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Patrick Wood, Coordinator Design

Summary

On 19 February 2016, Council received a petition signed by property owners requesting that Council investigate road sealing of a section of Worns Lane between Latrobe Road and Licola Street, Yarrambat.

After conducting a survey and determining that 63.6 per cent of property owners support road sealing, Council resolved on 26 July 2016 to proceed with the consultation process for the Worns Lane Special Charge Scheme, Yarrambat (Item OCM.122/16). Council resolved on 19 December 2017 to declare the Special Charge Scheme (Item OCM.150/17).

The lowest price tendered to Council to construct Worns Lane was in excess the maximum amount that can be levied under the current declaration. Therefore, Council must repeat the statutory process of declaring the scheme, which involves giving notice of its intention to declare a special charge and then hearing any submissions and/or objections to the scheme. Following this, Council may resolve to declare, vary or abandon the scheme.

Recommendation

That:

1. Council gives notice of its intention to declare a Special Charge Scheme in accordance with Part 8 of the *Local Government Act 1989* (the Act), for the construction of Worns Lane (between Latrobe Road and Licola Street) subject to the following conditions:
 - a) The Special Charge Scheme shall apply to the properties in Worns Lane, Yarrambat as shown in Attachment 1.
 - b) The apportionment cost to each property is based on the method shown in the report and Attachment 2.
 - c) The total estimated cost to each property is shown in Attachment 3 and may be paid as a lump sum or by quarterly instalments over a 10 year period with interest as provided by section 163(1)(b) of the Act.
 - d) The interest rate applicable to instalments paid by each due date is to be one per cent higher than the rate applying to Council in relation to funds borrowed for this project.
2. The Special Charge Scheme for Worns Lane, Yarrambat shall remain in force for 10 years.
3. Within 12 months of the completion of works a final cost statement will be issued to all properties in Worns Lane, Yarrambat and any adjustment to liabilities will be made at the time.

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OCM.096/18 Worns Lane Special Charge Scheme, Yarrambat - Intention to declare

4. The estimated total project cost is \$283,914 with a benefit ratio of 'one' (100 per cent). The total amount to be levied under this special charge is \$283,914.

Attachments

1. Properties included in proposed scheme
2. Guidelines for Apportionment of Costs for Road Construction
3. Apportionment to affected properties

Background

1. On 19 February 2016, Council received a petition signed by property owners requesting that Council investigate road sealing of a section of Worns Lane between Latrobe Road and Licola Street, Yarrambat.
2. After conducting a survey and determining that 63.6 per cent of property owners support road sealing, Council resolved on 26 July 2016 to proceed with the consultation process for the Worns Lane Special Charge Scheme, Yarrambat (Item OCM.122/16).

Policy context

3. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Ensure that the provision of community infrastructure responds to community needs.

Budget implications

4. Council has incorporated costs for administering the scheme in the current services budget. The survey and design costs incurred will be recovered if the scheme proceeds and the charge is levied.

Consultation/communication

5. Consultation has been carried out in line with Council's Special Rates and Charges Policy and Procedure:
 - Questionnaires were sent to property owners included in the scheme on 18 April 2016. Seven out of 11 properties (63.6 per cent) were in support.
 - An information session was held for the property owners involved in the scheme on 17 August 2016 to discuss the proposed design and the remainder of the Special Charge Scheme and consultation procedure.
 - Task group meetings were held on 16 February and 22 June 2017 to develop the proposed design.
 - A final information session for all property owners in the scheme was held on 11 October 2017 and was attended by property owners representing two properties.

12. Officers' reports

OCM.096/18 Worns Lane Special Charge Scheme, Yarrambat - Intention to declare

Issues/options

6. The proposal for Worns Lane is a rural construction standard with open table drains and a sprayed seal surface. This standard is considered appropriate as property sizes are greater than 0.4ha and are considered able to absorb storm water on site.
7. The final estimated cost of the project, based on the lowest tendered price has increased approximately 25 per cent from the declared amount. This increase has been due to significant increases in material and labour costs, in conjunction with a high demand for civil construction contractors. In accordance with section 166 (3) of the Act, Council cannot vary the declared amount by more than 10 percent, without declaring the scheme again.
8. The special benefit of the road construction is considered to be improved access and amenity to property owners and the residents in the scheme. There is no Council land within the scheme and the standard of the road will not need to increase beyond the normal residential standard in the area. Considering this, it has been determined that there is no special benefit to the community and no special benefit to properties not included in the scheme.
9. In accordance with section 163 (2A) of the Act, Council must determine the benefit ratio for the scheme, which is the proportion of the total estimated project cost that is levied to property owners. The total estimated project cost is \$283,914. Given that it has been determined that there is no special benefit to the community and no special benefit to properties not included in the scheme, the benefit ratio is 'one' (100 percent) and the total amount to be levied under this special charge is \$283,914.

Appeal rights

10. Property owners have two further avenues for input during the statutory process.
11. The first is when Council serves notice of its intention to declare a Special Charge Scheme for Worns Lane. At this time:
 - Any person may make a submission in accordance with section 223 of the Act in relation to Council's proposal to declare a scheme.
 - Any person required to pay the special charge may object to the proposed declaration. If objections are received from more than 50 per cent of affected properties, Council will not be able to proceed with the scheme.
12. The second opportunity is when Council formally declares a Special Charge Scheme for Worns Lane, property owners will have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT).

Apportionment method

13. The apportionment of costs for the scheme is based on 75 per cent for benefit and 25 per cent for frontage. A more detailed explanation of the apportionment can be found in Attachment 2.

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OCM.096/18 Worns Lane Special Charge Scheme, Yarrambat - Intention to declare

Conclusion

14. The consultation process for the Worns Lane Special Charge Scheme has been completed in line with Council's Special Rates and Charges Policy and Procedure.
15. The next stage in the scheme is for Council to recommence the statutory process by again resolving to issue a notice of intention to declare the scheme, publicly advertising the intention to declare the scheme and notifying all affected property owners.

12. Officers' reports

OCM.097/18 Community infrastructure grant applications

File:

Distribution: Public

Manager: Adrian Cully, Director Business and Strategy

Author: Naomi Paton, Manager Integrated Strategy

Summary

The State Government announced the 2018-2019 Growing Suburbs Fund and Better Indoor Stadiums Fund. The report discusses the funding objectives for each program, and recommends projects that address the funding outcomes.

It is recommended officers prepare applications for:

Growing Suburbs Fund, in the following priority order:

1. Diamond Creek Trail extension
2. Diamond Creek regional playground
3. Hurstbridge and Kangaroo Ground streetscape upgrades
4. Eltham North Reserve Adventure Playground parkland upgrade
5. Greensborough Hockey Club multi-purpose pavilion redevelopment.

Better Indoor Stadiums Fund: Diamond Valley Sports and Fitness Centre 3-court extension - \$3 million. Additional funding will be sought from the Federal Government.

If funding applications are unsuccessful, projects either won't proceed, or will progress either at a reduced scope or over an extended period, budget permitting.

Officers have engaged with community groups and community members to shape project proposals, and feedback has been obtained from State Government representatives.

All projects have strategic links to the Council Plan and/or are identified in Council's long term financial plan. Securing State funding will enable Council to bring forward the delivery of much needed community infrastructure.

Recommendation

That Council:

1. **Submit grant applications in the following priority order to the 2018-2019 Growing Suburbs Fund for:**
 - a) **Diamond Creek Trail extension.**
 - b) **Diamond Creek regional playground.**
 - c) **Hurstbridge and Kangaroo Ground streetscape upgrades.**
 - d) **Eltham North Reserve Adventure Playground parkland upgrade.**
 - e) **Greensborough Hockey Club multi-purpose pavilion redevelopment.**
2. **Submit a grant application to the 2018-2019 Better Indoor Stadiums Fund towards a 3-court extension at Diamond Valley Sports and Fitness Centre.**

12. Officers' reports

OCM.097/18 Community infrastructure grant applications

3. **Refers \$2,100,000 for consideration in future Council budgets towards the 3-court extension at Diamond Valley Sports and Fitness Centre where the State Government Better Indoor Stadiums Fund and proposed Federal Government Building Better Regions Fund grant applications for the full amount sought are successful.**
4. **Progresses the delivery of all grant-funded projects at no additional cost to ratepayers beyond the additional funding required up to \$2,100,000 towards Diamond Valley Sports and Fitness Centre.**
5. **Instructs officers to reduce project scope or negotiate with community partners for additional funding where projects exceed the available budget.**

Attachments

1. Recommended funding applications

Background

1. The 2017-2021 Council Plan identifies strategies and priority actions to address the growing gap in community infrastructure in response to current and emerging needs. Council has progressed the planning and delivery of some priorities, in many cases with the assistance of State Government funding. Additional funds through non rate sources are needed to deliver remaining commitments.
2. Council's 2018-2020 Advocacy Plan details several infrastructure priorities for which State and Federal Government assistance is sought. The Plan highlight's the considerable demands on Council to provide new assets that meet contemporary standards and respond to community needs. The Mayor and Councillors have met with various State and Federal members, political parties and candidates nominated for the 2018 State election to advocate for financial support to deliver these priorities.
3. The Victorian State Government has recently opened several community infrastructure grant programs. This report provides officer recommendations for applications to the 2018-2019 State Government Growing Suburbs Fund (GSF) and the 2018-2018 Better Indoor Stadiums Fund (BISF). State Government make funding announcements by September with a view to executing funding agreements by October, ahead of the November State election and preceding caretaker period.
4. The GSF program seeks to accelerate the delivery of critical community infrastructure that has a direct benefit to the communities. The maximum funding Council can secure is \$10 million of the \$50 million available. Metropolitan Melbourne's ten interface councils are eligible to apply for projects across the following categories:
 - Community health, wellbeing and social interaction.
 - Early education, and learning and training.
 - Sport, recreation, and leisure facilities that support multi-use purpose.
 - Environmental and climate change resilience.
 - Placemaking, civic amenity, and community connecting.

12. Officers' reports**OCM.097/18 Community infrastructure grant applications**

All projects must commence construction by August 2019 and be completed within three years of commencement.

5. The BISF program helps provide indoor multi-sports stadiums servicing a range of indoor sport and recreation participation opportunities. Council is eligible to submit one application for a grant of up to \$3 million, with a matching \$2 contribution from other sources for every \$1 received.
 - a) Council adopted the Sub-regional Indoor Sports Needs Analysis report in December 2017, which recommends the Diamond Valley Sports and Fitness Centre (DVSFC) be expanded to a 10-court stadium as a high priority across the sub-region of Nillumbik, Banyule and Darebin. This has informed the development of a draft facility masterplan which is proposed to undergo final community engagement commencing in July 2018.
6. Council is likely to be eligible for Federal Government funding for projects of regional significance through the Building Better Regions Fund (BBRF) which is anticipated to open later in 2018. Any submission to the BBRF will be considered by Council following release of the funding guidelines, anticipated later in 2018. Both the DVSFC extension and DCT extension are likely to be eligible for funding.

Policy context

7. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Ensure that the provision of community infrastructure responds to community needs.

Budget implications

8. In **Attachment 1**, officers recommend Council submit applications for six projects totalling \$27.270 million consisting of \$8.750 million in confirmed funding, proposed grant applications totalling \$16.420 million and a shortfall to Council of \$2.10 million in 2020-2021.
9. Council's forecast annual rate-funded contributions towards the capital works program averages \$11.39 million per annum over five years from 2018-2019. In recent years, Council has enjoyed significant success in securing external funding towards community infrastructure investment to address the growing infrastructure gap.
 - a) An extensive capital works program of \$26.4 million is proposed for 2018-2019 including \$9.2 million in grant contributions. Council has reduced capacity in coming years to invest in further community infrastructure through rates, and so is reliant upon grant and other contributions.
10. The GSF requires Council, via resolution, to prioritise funding applications. The maximum amount of funding Council can secure from the program is \$10 million. Officers recommend applications to the program totalling \$7.520 million.
11. The maximum funding Council can secure through the BISF is \$3 million at a ratio of \$2 contribution for every \$1 grant secured towards the 3-court extension at Diamond Valley Sports and Fitness Centre (DVSFC). It is proposed Council submit a \$5.1 million application to the BBRF, and that the remaining \$2.1 million be referred to future Council budget/s.

12. Officers' reports

OCM.097/18 Community infrastructure grant applications

- a) Should either the BBRF or BISF be unsuccessful, Council does not have capacity to fund the shortfall.
 - b) Officers recommend Council explore a public private partnership (PPP) to offset Council's contribution of up to \$2.1 million. Capital investment by a third party such as a facility management group is likely only where it is commercially viable. This opportunity will be explored through 2019.
12. Council will continue to advocate to all political parties for financial commitments towards key projects in the lead up to both the State and Federal elections.

Consultation/communication

- 13. Community feedback on the Council Plan 2017-2021 and annual budget has informed Council's capital works program which includes community infrastructure priorities.
- 14. The community has been involved through various engagement activities in planning the scope of projects recommended for application.
- 15. Officers have met with State Government grant program representatives to discuss the suitability of all projects. Feedback has informed the projects being put forward for Council's consideration.
- 16. Officers are scheduled to meet with State Members of Parliament Vicki Ward (Eltham) and Danielle Green (Yan Yean) to discuss the projects prior to lodging applications.

Issues/options

- 17. The following projects have been identified by officers that meet the GSF and BISF funding criteria.
- 18. Diamond Valley Sports and Fitness Centre 3-court extension.
Scope: Construct three new courts compliant to all major indoor sports. Extension builds on current \$6.5 million joint Council/GSF-funded priority works achieving improved access, court compliance, amenity upgrade and improved player and spectator facilities, identified in the draft facility Masterplan.
Recommendation: Seek maximum \$3 million through BISF Fund towards total project cost of \$10.2 million. Shortfall to be met through Federal Government and Council as detailed in paragraph 11.
- 19. Diamond Creek Trail extension
Scope: Construct an 8 kilometre trail extension with six bridge crossings, delivering significant recreation, tourism and economic benefits including a forecast 360,000 users per annum and \$31 million investment into the Shire over 30 years.
Recommendation: Seek \$3 million through GSF towards total project cost of \$11 million.
- 20. Diamond Creek regional playground
Scope: Regional, destination, nature-based playground in Diamond Creek, contributing to Shire's attraction strategy, economic development and tourism outcomes bringing people into Diamond Creek.

12. Officers' reports

OCM.097/18 Community infrastructure grant applications

Recommendation: Seek grant funding from GSF to fully fund the project, estimated at \$2.2 million.

21. Activity Centre place making streetscape upgrades - Hurstbridge and Kangaroo Ground

Scope: Deliver place-making, civic amenity and community connecting outcomes by upgrading the neighbourhood activity centres of Kangaroo Ground and Hurstbridge through improved streetscapes, pedestrian connections and landscaping.

Recommendation: Seek \$350,000 from GSF towards a \$650,000 combined project to advance Council's streetscape upgrade program.

22. Eltham North Reserve Adventure Playground parkland upgrade.

Scope: Deliver improved passive recreation and place-making outcomes through landscaping, pedestrian connections, and bar-be-que and picnic facilities.

Recommendation: Seek \$170,000 from GSF towards a \$220,000 precinct upgrade

23. Greensborough Hockey Multi-purpose pavilion redevelopment.

Scope: Upgrade the pavilion at Plenty War Memorial Park to better service the regional hockey facility with additional change rooms, upgraded umpire facilities and second floor wider community-use social rooms.

Recommendation: Seek \$2 million from GSF towards \$3 million redevelopment

24. A number of other community infrastructure priorities were considered by officers and discussed with funding program representatives. Projects that will not proceed to application are those where the project did not meet the funding criteria such as car park upgrades, facility renewal or the requirement to commence construction within a specific timeframe.

a) In the case of the redevelopment of Park's Victoria properties on Laughing Waters Road, Eltham, Council could consider other funds including the yet to be announced Creative Spaces Fund to invest in facility renewal enabling Council to continue the Artists in Residence program from this iconic location.

b) In the case of upgrades to the Kangaroo Ground War Memorial Tower Viewing Platform redevelopment, further planning in conjunction with the local community and stakeholders is needed to define the scope of works to enhance the visitor experience.

25. Should Council be unsuccessful in securing funds from GSF or BISF, the following three projects will not proceed:

a) Diamond Valley Sports and Fitness Centre (also relies upon a successful application to BBRF)

b) Diamond Creek regional playground

c) Greensborough Hockey Club multi-purpose pavilion redevelopment (also relies upon pending application to State Government's Community Sporting Infrastructure Fund for maximum grant of \$800,000).

12. Officers' reports

OCM.097/18 Community infrastructure grant applications

26. Should Council be unsuccessful in securing funds from GSF, the scope of the Diamond Creek Trail extension, activity centre streetscape upgrades and Eltham North Reserve Adventure Playground parkland improvements will be revised to reflect the budget available, with no further financial impact on ratepayers beyond the existing confirmed budget.

Conclusion

27. The report is seeking Council endorsement for funding applications to State Government's 2018-2019 Growing Suburbs Fund and Better Indoor Stadiums Fund to assist Council in advancing the delivery of community infrastructure.
28. Officers and Councillors, in partnership with the community, will continue to advocate strongly for financial assistance through both State and Federal Governments to assist Council delivery major infrastructure projects that responds to community needs.

12. Officers' reports**OCM.098/18 Yarrambat Golf Club - Lease Arrangements**

File:**Distribution: Public****Manager: Adrian Cully, Director Business and Strategy****Author: Mike Billing, Manager, Marketing Business & Tourism****Summary**

Council's current management and maintenance contracts at Yarrambat Park Golf Course are due to be retendered in the next 12 months with notification to the management group to be provided by September 2018, and the maintenance contractors by March 2019. Council needs to determine the future of the golf course operations in order to notify both of these groups and other relevant stakeholders.

The current golf course operation is costing Council money with short term contractual arrangements restricting the ability for operators to invest in golf and complementary business operations.

The golf course operation is currently operating at a deficit to Council. The forecast for future years will see a continued decline on the current operating model if it continues as a short term contract with only the golf course driving revenue.

Recommendation**That Council:**

- 1. Goes to market with an expression of interest for a long term lease or contract opportunity for Yarrambat Park Golf Course by 30 September 2018 and then short list for a full tender process.**
- 2. Requests the expression of interest to include requirements for capital investment and a guaranteed financial return to Council from the operator.**
- 3. Includes a clause which allows Council to buy back the lease and cover any capital investment made by the operator.**

Attachments

Nil

Background

- Officers have met with Mayor Cr Peter Clarke, Deputy Mayor Cr Karen Egan, Cr Bruce Ranken and Cr Grant Brooker to review a range of options for the future of the Yarrambat Park Golf Course.
- Council is currently considering the long term options for the golf course however there is a need to resolve the capital improvements and financial performance of the golf course as soon as possible.
- The preferred course of action identified was to go to market and tender the opportunity which should attract investment from an operator with long term tenure. An initial market appraisal showed that this would remove the financial loss to Council and return a guaranteed profit over the long term.

12. Officers' reports

OCM.098/18 Yarrambat Golf Club - Lease Arrangements

Policy context

4. This report directly supports the achievement of Council Plan 2017-2021 strategy:
- Provide a range of infrastructure that encourages people of all ages to participate in a variety of active and passive opportunities.

Budget implications

5. The following summary provides an overview of the budget implications of a long term lease or contract.
6. Long Term Lease – Maintain as a golf course;
- a) An initial market appraisal for a long term lease or contract opportunity has shown that Council could continue the golf course operation and add additional assets such as a mini golf facility and other family entertainment opportunities to the course and receive a positive financial return.
 - b) Over a 20 year period Council would receive a guaranteed rent return a percentage of revenue generated above agreed forecasts The maintenance contract would be integrated under the management contract.
 - c) Council would be required to invest capital in non-revenue producing areas (e.g. maintenance sheds, irrigation, lighting, footpaths etc.) of the operation which would be complemented by an investment from the operator in revenue generating operations (mini golf facility and others to be confirmed).
 - d) In addition, Council will maintain the associated benefits of running a golf course and ancillary operations for the community.
 - e) These commercial conditions would be validated in an open expression of interest and subsequent tender process where operators would bid for the long term rights to the site.

Consultation/communication

7. Council will consult with both clubs that are situated at the Yarrambat Golf Club and inform them of the decision to go to public tender with a view to entering into a long term arrangement with an operator which would see investment made into the facility and a guaranteed return to Council.

Issues/options

8. Continue as is and offer short term contracts:
- a) Ongoing loss to Council per year.
 - b) Council to be responsible for all renewal and capital improvements. Golf course renewal estimated at up to \$2.8m over the next five years based on the master plan.
9. Long Term Lease – Maintain as a golf course.
As outlined in the Budget implications section.

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OCM.098/18 Yarrambat Golf Club - Lease Arrangements

Conclusion

10. Council is currently considering the long term options for the golf course however there is a need to resolve the capital improvements and financial performance of the golf course as soon as possible.
11. Based on the work undertaken to review the options for the future of Yarrambat Park Golf Course it appears that Council are able to reverse the current loss making operation at Yarrambat Park Golf Course and create a positive financial return to Council. Through an initial market appraisal, the awarding of a long term lease or management contract would return a positive financial return to Council along with additional revenue generating assets for the course area.
12. These commercial conditions would be validated in an open expression of interest and subsequent tender process where operators would bid for the long term rights to the site and detail their plans for the future of the site.

12. Officers' reports

OCM.099/18 Audit Committee meeting May 2018

File: 20/15/006

Distribution: Public

Manager: Vince Lombardi, Manager Finance

Author: Melika Sukunda, Financial Accountant

Summary

In accordance with section 139 of the *Local Government Act 1989* 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 28 May 2018. The minutes for the meeting are attached in Attachment 1.

Recommendation

That Council notes the minutes of the Audit Committee meeting held on 28 May 2018.

Attachments

1. Audit Committee Minutes May 2018

Background

1. As resolved at the Ordinary Meeting of Council on 16 August 2005, following the Audit Committee meeting, minutes are to be reported and presented at an Ordinary Meeting of Council.
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 2017-2021 strategies:
 - Maintain good governance and effective leadership.

Budget implications

4. The costs associated with this matter are contained within Council's 2017-2018 Budget.

Consultation/communication

5. The Audit Committee meeting on 28 May 2018 was attended by the Committee members, the internal Auditor from Crowe Horwath, as well as the Chief Executive Officer and Manager Finance. Mayor Cr Peter Clarke and Cr Bruce Ranken are the Councillor representatives.

Audit Committee minutes

6. The minutes of the Audit Committee are submitted to Council after each meeting. To provide timely feedback, these are unconfirmed minutes.

12. Officers' reports

OCM.099/18 Audit Committee meeting May 2018

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. Minutes of the Audit Committee held on the 28 May 2018 have not yet been adopted by the Committee, but will be presented at its next meeting.
9. The items considered by the Audit Committee were:
 - Council's Risk and Insurance report. These were received and noted
 - The internal audit reports on Financial Controls, Depot Management and Follow-up of selected high risk matters.
 - The draft internal audit plan was presented to the Audit Committee and was received and noted.
 - The draft annual budget was presented to the Audit Committee and was received and noted.
 - The Audit Committee recorded a motion to recognise the significant contribution and leadership provided by Linda MacRae, the Audit Committee Chair who retired from her position.
10. The next Audit Committee meeting is scheduled to take place in August 2018.

Conclusion

11. The Audit Committee minutes, of the 28 May 2018 meeting are presented to Council to ensure timely feedback and accurate information. This report is presented for noting by Council.

12. Officers' reports

OCM.100/18 Amendment to Council Meetings Scheduled for 2018

File:

Distribution: Public

Manager: Mark Stoermer, Chief Executive Officer

Author: Blaga Naumoski, Executive Manager Governance

Summary

At the Statutory Meeting of Council held on 30 October 2017, Council resolved to establish a schedule of meetings for Ordinary Council and Future Nillumbik Committee Meetings for the 2018 calendar year. The schedule of meetings did not include a Special (Statutory) Meeting for the election of the Mayor. This report seeks to amend the schedule to list a date and time for the Statutory Meeting.

Recommendation

That Council:

1. Resolves to list in the schedule of meetings a Special (Statutory) Meeting for the election of the Mayor on 30 October 2018 to be held in the Council Chamber at Civic Drive, Greensborough at 6.00pm.
2. Requests that in accordance with section 89(4) of the *Local Government Act 1989*, the Chief Executive Officer advertises the revised schedule of Council meetings in the local newspaper and on Council's website.

Attachments

Nil

Background

At its meeting held on 30 October 2017, Council resolved:

'That Council adopts and advertises the Council and Special Committee meeting schedule for the 2018 calendar year as listed below:

- *Future Nillumbik Committee meetings:*

13 February, 13 March, 17 April, 15 May, 12 June, 17 July, 14 August, 11 September, 16 October, 13 November, 11 December.

- *Ordinary Council meetings:*

30 January, 27 February, 27 March, 1 May, 29 May, 26 June, 31 July, 28 August, 25 September, 30 October, 27 November, 18 December.'

Historically, Council has previously determined its meeting schedule for the ensuing calendar year at its annual Statutory Meeting of Council. This meeting also determines when the next Statutory Meeting of Council will be held for the election of the Mayor. At its Statutory Meeting of Council held on 30 October 2017, Council did not list a Statutory Meeting; this report seeks to resolve this.

12. Officers' reports

OCM.100/18 Amendment to Council Meetings Scheduled for 2018

Policy context

1. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Maintain good governance and effective leadership.

Issues/options

2. In terms of the timing of the Statutory Meeting of Council, the *Local Government Act 1989 (the Act)* stipulates that it must be held after the fourth Saturday in October and before 30 November.
3. At its meeting held on 30 October 2017, Council resolved to elect a Mayor for a 1 year term; this effectively renders the office of the Mayor vacant at 6am on 30 October 2018.
4. The amendment to the meeting schedule to include the Statutory Meeting date is recommended as it conforms to Nillumbik Shire Council's Meeting Procedures Local Law 2017, whereby Councillors must elect a Councillor to be a Mayor at a Special Meeting specifically convened for the purpose and held in accordance with the Act.
5. In accordance with section 89(4) of the Act, Council must at least 7 days before the holding of a special council meeting give public notice of the meeting. Council will advertise the meeting and list the business to be transacted closer to the proposed meeting date.

Consultation/communication

6. The nature of this report does not require any consultation.
7. Should Council resolve to list a Statutory Meeting, the public will be notified by officers by updating the 2018 schedule of meetings and Council website with the revised Council dates.

Budget implications

8. There will be minimal budget implications as a result of advertising the revised meeting as it will be incorporated into the operating budget.

Conclusion

9. In order to provide greater certainty and reasonable notice to the community of its meeting cycle it is recommended for Council to endorse the amendment of the 2018 meeting schedule to include the Statutory Meeting to the meeting schedule and advertise the change in accordance with the Act.

12. Officers' reports

OCM.101/18 Assemblies of Councillors

File: 10/30/002

Distribution: Public

Manager: Blaga Naumoski, Executive Manager Governance

Author: Emma Christensen, 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 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 29 May 2018.

Recommendation

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

12. Officers' reports

OCM.101/18 Assemblies of Councillors

Assembly of Councillors Public Record



Assembly	Panton Hill Bushland Reserves Advisory Committee		
Assembly date	1/02/2018	Time	7:30pm - 9:30pm
Location	Panton Hill Living and Learning Centre		
Crs/staff present	Present for item no.	Crs/staff present	Present for item no.
Cr Grant Brooker	all		
Brad Tadday	all		
Apologies	Cr Jane Ashton, Neil Hordern		

The Assembly commenced at 7:30pm


Matters Considered	Disclosures and Comments
1. Works Update	Nil
2. Biodiversity On Ground Action grant project	Nil
3. Activities Calender 2018	Nil
4. Interpretation Concept Plan implementation	Nil
5. Other Business – Rodger Rd sealing	Nil

The Assembly concluded at 9:30pm

Record completed by: (Officer Name and Title)	Brad Tadday, Team Leader Environmental Works	Date	8/06/18
Received by Governance	Emma Christensen	Date	8 June 2018
Council meeting reported to	26 June 2018		

12. Officers' reports

OCM.101/18 Assemblies of Councillors

<h2 style="margin: 0;">Assembly of Councillors</h2> <h3 style="margin: 0;">Public Record</h3>			
Assembly	Panton Hill Bushland Reserves Advisory Committee		
Assembly date	19/04/2018	Time	7:30pm - 9:30pm
Location	Panton Hill Living and Learning Centre		
Crs/staff present	Present for item no.	Crs/staff present	Present for item no.
Cr Grant Brooker	all		
Brad Tadday	all		
Helen Corney	all		
Apologies	Cr Jane Ashton, Neil Hordern		

The Assembly commenced at 7:30pm


Matters Considered	Disclosures and Comments
1. Works Update	Nil
2. Activities feedback and planning	Nil
3. Biodiversity On Ground Action grant project	Nil
4. Interpretation Concept Plan implementation	Nil

The Assembly concluded at 9:30pm

Record completed by: (Officer Name and Title)	Brad Tadday, Team Leader Environmental Works	Date	18/05/18
Received by Governance	Emma Christensen	Date	8 June 2018
Council meeting reported to	26 June 2018		

12. Officers' reports

OCM.101/18 Assemblies of Councillors

Assembly of Councillors Public Record			
Assembly	Arts Advisory Committee		
Date	Monday 21 May 2018	Time	7pm-9pm
Location	Nillumbik Shire Council, Civic Drive, Greensborough		
Crs/staff present	Item No	Crs/staff present	Item No
Cr Karen Egan	1 – 9 inc	Michelle Zemancheff	1 – 9 inc
Cr Jane Ashton	1 – 9 inc	Grace Longato	1 – 9 inc
Apologies			

The Assembly commenced at

Matters Considered	Disclosures and Comments
1. Present/apologies	
2. Conflict of Interest	
3. Minutes from previous meetings	
4. Matters arising	
5. Arts and Cultural Plan implementation	
6. Policy and service reviews	
7. Project reference groups	
8. Other business	
9. Next meeting dates and close	

Conflicts of Interest


Cr name	
Matter	
Did Councillor(s) leave the assembly whilst the matter was being considered?	
Was a Conflict of Interest form completed and submitted? (Please attach form)	

The Assembly concluded at

Record completed by: (Officer Name and Title)	Michelle Zemancheff	Date	24 May 2018
Received by Governance	Emma Christensen	Date	25 May 2018
Council meeting reported to	26 June 2018		

12. Officers' reports

OCM.101/18 Assemblies of Councillors

<h2 style="margin: 0;">Assembly of Councillors</h2> <h3 style="margin: 0;">Public Record</h3>			
Assembly	Eltham North Adventure Playground Rebuild – concept design workshop		
Assembly date	23/5/2018	Time	1:00 – 3:00pm
Location	Council Offices – Civic Drive, Greensborough		
Crs/staff present	Present for item no.	Crs/staff present	Present for item no.
Cr Clarke		Greg Shaw	
Cr Dumaresq		Mathew Deayton	
Cr Brooker		Jonathon Risby	
Neil Hordern		Melanie Holt	
Adrian Cully		Anna Maio	
Melanie Porqueddu		Michelle Wright	
Apologies			

The Assembly commenced at

Matters Considered	Disclosures and Comments
1. Concept design	Consensus was concept design reflects community feedback (multiplicity /materials/adventure etc)
2. Location of playground	Consensus Option 1 is preferred as it solves the longstanding safety issue between children and traffic. Opportunity to correct this issue, but need to consult with local precinct users - school and sporting clubs.
3. Next steps	Intensive consult with directly impacted groups re: carparking (ENPS and Redbacks soccer) followed by broader community engagement

The Assembly concluded at

Record completed by: (Officer Name and Title)	Melanie Porqueddu, Administration Support Integrated Strategy	Date	23/5/2018
Received by Governance	Blaga Naumoski	Date	30 May 2018
Council meeting reported to	26 June 2018		

12. Officers' reports
OCM.101/18 Assemblies of Councillors

Assembly of Councillors
Public Record



Assembly	Activity Centres' Urban Design Review Project Reference Group		
Date	30 May 2018	Time	6.30-8.30pm
Location	Council Offices, Civic Drive Greensborough		
Crs/staff present	Item no	Crs/staff present	Item no
Cr Peter Perkins	All		
Cr Peter Clarke	All		
Anthony Calthorpe	All		
Fae Ballingall	All		
Naomi Paton	All		
Paul Fyffe	All		
Apologies			

The Assembly commenced at

Matters Considered	Disclosures and Comments
1. Urban design elements and provisions for the Eltham and Diamond Creek Activity Centres	Nil
2. Consultation for the Activity Centre Review	Nil

Conflicts of Interest

Cr name	
Matter	
Did Councillor(s) leave the assembly whilst the matter was being considered?	
Was a Conflict of Interest form completed and submitted? (Please attach form)	


The Assembly concluded at

Forms should be submitted to Governance within one working day of the assembly.

Record completed by: (Officer Name and Title)	Paul Fyffe Senior Strategic Planner	Date	31 May 2018
Received by Governance	Emma Chrisensen	Date	5 June 2018
Council meeting reported to	26 June 2018		

12. Officers' reports

OCM.101/18 Assemblies of Councillors

Assembly of Councillors Public Record			
Assembly	Officer Briefing of Councillors		
Assembly date	5 June 2018	Time	4.35pm
Location	Council Chambers		
Crs/staff present	Item No	Crs/staff present	Item No
Mark Stoermer	1 - 6	Cr Peter Clarke	All
Blaga Naumoski (left at 7.40pm)	1 - 6	Cr Karen Egan	All
Hjalmar Phillip	1 - 6	Cr Jane Ashton	All
Adrian Cully (left at 6.35pm)	1 - 5	Cr Grant Brooker	All
Matt Kelleher	1 - 6	Cr John Dameressq	All
Patrick Wood	2 - 4	Cr Peter Perkins	All
Kylie Lethbridge	3 - 5	Naomi Paton	3 - 6
Jon Miller	2	Michelle Zemancheff	2 & 3
Melanie Holt	1-2	Clare Leporati	2 & 3
Mitch Grayson	1 - 6	Matt Deayton	2 - 4
Jeremy Livingston	4 - 5	Neil Hordern	3 - 6
Others	Peter Malloy from Property Dynamics (4.35pm - 4.57pm) Bill Pelham, Dennis Ward, Mike Woiwod, Neil Marshall, Ross McDonald, Terry Phillips, Bill Penrose and Anna Pelling - Friends of Kangaroo Ground War and Tower of Remembrance (5pm - 5.27pm)		
Apologies	Cr Bruce Ranken		
Matters Considered		Disclosures and Comments	
1. Yan Yean Road – Acquisition of Council Owned Land Status Update (4.35pm – 4.57pm)		Nil	
2. Presentation from Friends of Kangaroo Ground War Memorial and Tower of Remembrance (5pm – 5.27pm)		Nil	
3. Nillumbik Digital Agora Project Update (5.28pm – 5.44pm)		Nil	
4. Verbal presentation on Special Charge Scheme Review (5.45pm – 5.55pm)		Nil	
5. Business, Tourism and Marketing Overview (5.56pm – 6.25pm)		Nil	
Break for Dinner - 6.25pm – 7.05pm			
Matters Considered		Disclosures and Comments	

12. Officers' reports

OCM.101/18 Assemblies of Councillors

6. Confidential CEO Employment Matters	Nil
7. Infrastructure Funding – Grant Opportunities follow up Briefing (7.05pm -	Nil

The Assembly concluded at

Record completed by: (Officer Name and Title)	Blaga Naumoski Executive Manager Governance	Date	5 June 2018
Received by Governance	Emma Christensen	Date	5 June 2018
Council meeting reported to	26 June 2018		

Assembly of Councillors Public Record



Assembly	Project Reference Group – Open Space Precinct Plan, Graysharps Road, Hurstbridge		
Assembly date	6 th June 2018	Time	6:30pm
Location	Hurstbridge Community Hub		
Crs/staff present	Present for item no.	Crs/staff present	Present for item no.
Cr Karen Egan	All		
Paige Macdonald	All		
Apologies	Adrian Cully		

The Assembly commenced at 6:45pm

Matters Considered	Disclosures and Comments
1. Minutes of 16 th May Meeting	To be distributed by Council at OCM No conflicts disclosed
2. Draft Precinct Plan was presented to Council at Ordinary Council Meeting on 29 th May 2018	The Draft Precinct Plan was endorsed to be displayed Community Feedback No conflicts disclosed
3. Display of Precinct Plan	Display period to run from 20 th June to 31 st July. Will be done by direct mail out to Hurstbridge and surrounding areas. Display at Hurstbridge Community Hub and various locations around Hurstbridge. Information sessions for the community and stakeholder groups will be offered. No conflicts disclosed
4. Next Steps	Next steps were discussed
5. Other Business	None No conflicts disclosed
6. Next Meeting Dates	Next meeting scheduled on 15 th August 2018 No conflicts declared

The Assembly concluded at 7:30pm

Record completed by: (Officer Name and Title)	Paige Macdonald, Leisure Projects Officer	Date	7th June 2018
Received by Governance	Emma Christensen	Date	7 June 2018
Council meeting reported to	26 June 2018		

Assembly of Councillors Public Record



Assembly	Panton Hill Bushland Reserves Advisory Committee		
Assembly date	7/06/2018	Time	7:30pm - 9:30pm
Location	Panton Hill Living and Learning Centre		
Crs/staff present	Present for item no.	Crs/staff present	Present for item no.
Cr Grant Brooker	all	Cr Jane Ashton	all
Brad Tadday	all	Joseph Emmanuel	all
Helen Corney	all		
Apologies			

The Assembly commenced at 7:30pm

Matters Considered	Disclosures and Comments
1. Works Update - weed control, rabbit control threatened orchid reintroduction	Nil
2. Trail assessment report feedback - How we operationalise the trail assessment	Nil
3. Activities feedback and planning – Reconciliation event, upcoming powerful owl seminar - future Orchid seminar, Planting, Indigenous plant ID	Nil
4. Biodiversity On Ground Action grant project – update on threatened species monitoring program with volunteers, discussion about chainsaw hollows for habitat	Nil
5. Interpretation Concept Plan implementation –need to get buy in and embed the interpretation concept project into the right places in the organisation, resourcing project manager, budget carried forward	Nil
6. Funding opportunities – Pick my Project – discussed a potential project idea	Nil

The Assembly concluded at 9:30pm

Record completed by: (Officer Name and Title)	Brad Tadday, Team Leader Environmental Works	Date	8/06/18
Received by Governance	Emma Christensen	Date	8 June 2018
Council meeting reported to	26 June 2018		

Assembly of Councillors Public Record



Assembly	Officer Briefing of Councillors		
Assembly date	12 June 2018	Time	5pm
Location	Council Chambers		
Crs/staff present	item no.	Crs/staff present	item no.
Mark Stoermer		Cr Peter Clarke	All
Bлага Naumoski		Cr Karen Egan	All
Hjalmar Phillip		Cr Jane Ashton	All
Adrian Cully		Cr Grant Brooker	All
Matt Kelleher		Cr John Damereseq	All
Emma Christensen		Cr Peter Perkins	All
Katia Croce		Cr Peter Perkins	All
Mitch Grayson		Corienne Nichols	
Jeremy Livingston – left 6.50pm		Jodie Leahy	
Suzy Ellingsen		Jo Massoud - Arrived 6pm	
Vince Lombardi - Arrived 6pm		Neil Hordern - Arrived 6pm	
Mike Billing		Simon Ilsley 6-6.18pm	
Renae Ahern 6-6.18pm			
Others			
Apologies			
Matters Considered	Disclosures and Comments		
1. CEO Matters	Nil		
2. Yarrambat Golf Club 5.38-5.57pm	Nil		
3. Gender Equality Policy Statement 5.57-5.58pm	Nil		
4. Annual Plan 2018-2019 and Council Plan delivery 5.59-6pm	Nil		
5. FNC Pre-meeting briefing 6-6.50pm	Nil		

The Assembly concluded at 6.50pm

Record completed by: (Officer Name and Title)	Bлага Naumoski	Date	5 June 2018
Received by Governance	Emma Christensen	Date	5 June 2018
Council meeting reported to	26 June 2018		

Assembly of Councillors Public Record



In accordance with section 80A of the *Local Government Act 1989* (Please read notes on reverse)

Assembly	Recreation Trails Advisory Committee		
Assembly date	14 June 2018	Time	6.30pm – 8.30pm
Location	Council Offices, Civic Drive		
Matters considered			
1.	Regional Trails update		
2.	Local Links update		
3.	PHBR Update		
4.	Trail Management working groups		
5.	Volunteer induction		
Crs/staff present	Present for item no.	Crs/staff present	Present for item no.
Cr John Dumaresq	1-5		
Joanne Massoud	1-5		
Nathan Roberts	1-5		

Conflicts of Interest

Cr name	
Matter	
Did Councillor(s) leave the assembly whilst the matter was being considered?	
Was a Conflict of Interest form completed and submitted? (Please attach form)	

Forms should be submitted to Governance within one working day of the assembly.

Form completed by (officer)	Jo Massoud	Date	15/06/2018
Received by Governance	Emma Christensen	Date	15 June 2018
Council meeting reported to	26 June 2018		

12. Officers' reports

OCM.101/18 Assemblies of Councillors

Attachments

Nil

Background

1. The *Local Government Act 1989* (the Act) requires records of assemblies of Councillors 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 2017-2021 strategy 'ensure that Council meets its legal responsibilities and manages its 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.
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 29 May 2018.

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**
- 14. Delegates' Reports**
- 15. Supplementary and urgent business**
- 16. Confidential reports**