

## Ordinary Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough  
on Tuesday 27 November 2018 commencing at 7.30pm.

### Agenda

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

Friday 23 November 2018

Distribution: Public

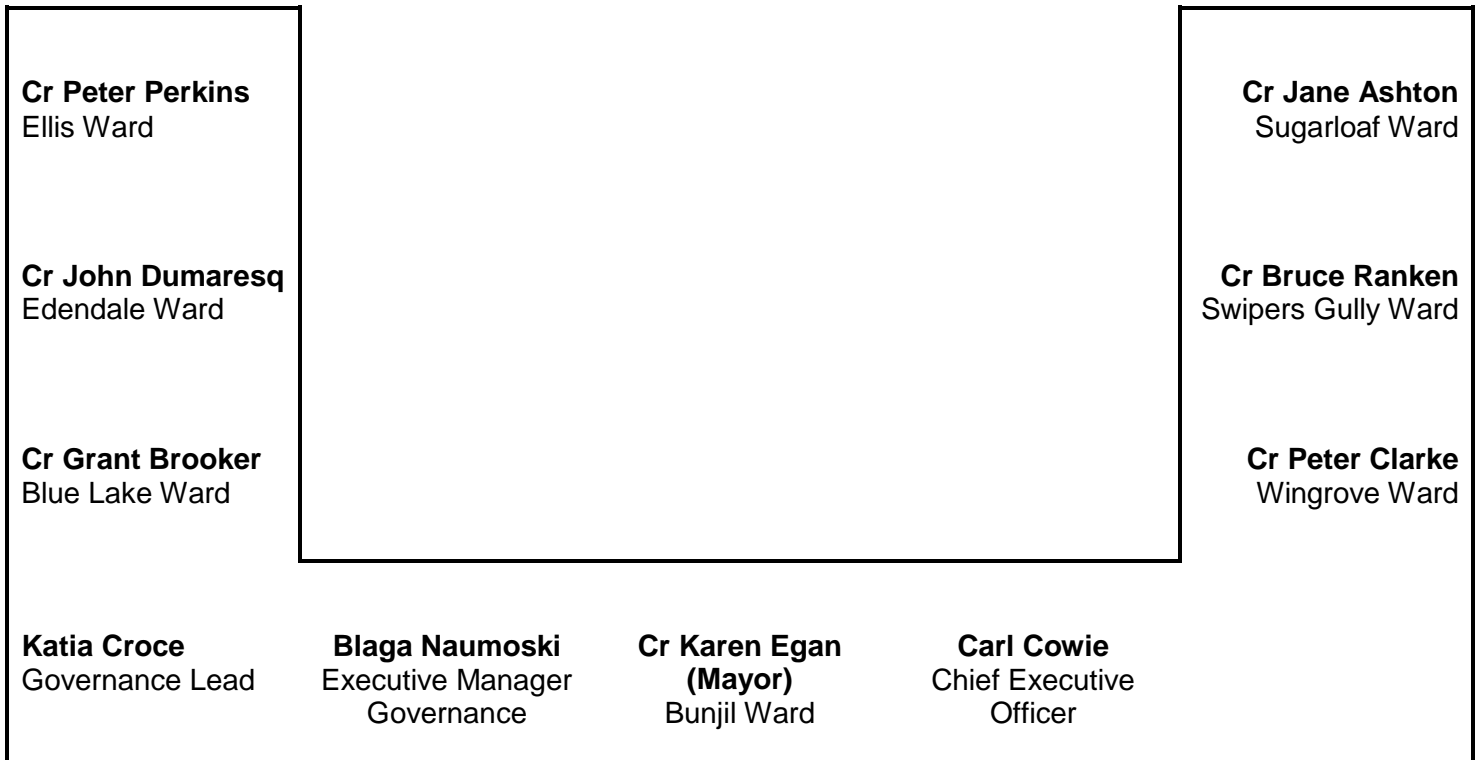
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*Domin je ka*

# 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 27 November 2018 commencing at 7.30pm**

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**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 people who are the Traditional Custodians of this Land. We would also like to pay respect to the Elders both past and present and extend that respect to other Indigenous Australians present.

**3. Prayer**

A prayer will be read.

**4. Apologies**

**Recommendation**

**That** the apologies be accepted.

**5. Presentations**

The Green Wedge Management Plan Community Panel presenting recommendations to Council.

**Recommendation**

**That** Council receive the Green Wedge Management Plan Community Panel recommendations.

**6. Confirmation of minutes**

Confirmation of minutes of the Council Meeting held on Tuesday 30 October 2018 and the Special Meeting held on Wednesday 31 October 2018.

**Recommendation**

**That** the minutes of the Council Meeting held on Tuesday 30 October 2018 and the Special Meeting held on Wednesday 31 October 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**

**Petition No. 2018-10**

A petition containing 55 signatories regarding car park safety at the Eltham Woods Children's Centre (50 Frank Street, Eltham). The petition outlines concerns of cars parking alongside the path presenting a hazard to children and other individuals.

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

1. Receives and notes the petition requesting Council to install concrete wheel bumpers in the Car Park servicing the Eltham Woods Childcare Co-Operative, Eltham Woods Preschool and Eltham Woods Maternal Child Health Centre.
2. Refers this matter to Director Sustainability and Place for investigation and response.
3. Advises the petition organiser accordingly.

**9. Questions from the gallery**

10. Reports of Advisory Committees

AC.010/18 Advisory Committee Report

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**Distribution:** Public

**Manager:** Katia Croce, Governance Lead

**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:

- Arts Advisory Committee - 24 September 2018
- Positive Aging Reference Group meeting held 9 November 2018.

**Attachments**

1. Arts Advisory Committee 24 September 2018 Minutes
2. Positive Aging Reference Group 9 November 2018 Minutes

**Recommendation**

**That** Council notes the:

1. Arts Advisory Committee meeting minutes held on 24 September 2018; and
2. Positive Aging Reference Group meeting minutes held 9 November 2018.

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**11. Reports of Special Committees**

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12. Officers' reports

OCM.181/18 Audit Committee meeting November 2018

**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 12 November 2018. The minutes for the meeting are attached in **Attachment 1**.

**Recommendation**

**That** Council notes the minutes of the Audit Committee meeting held on 12 November 2018.

**Attachments**

1. Minutes of the meeting - November 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 2018-2019 Budget.

**Consultation/communication**

5. The Audit Committee meeting on 12 November 2018 was attended by the Committee members, the internal Auditor from Crowe Horwath as well as the Chief Executive Officer and Executive Manager Finance. 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.

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**OCM.181/18 Audit Committee meeting November 2018**

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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 12 November 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:
  - The internal audits on Capital Works Management and Emergency Management Review.
  - Council's Risk and Insurance report. These were received and noted.
  - The VAGO report on insurance risks in the local government sector.
  - The VAGO report on delivering service in the local government sector.
  - The annual procurement report. This was received and noted.
10. The next Audit Committee meeting is scheduled to take place in February 2019.

**Conclusion**

11. The Audit Committee minutes, of the 12 November 2018 meeting are presented to Council to ensure timely feedback and accurate information. This report is presented for noting by Council.

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**OCM.182/18 2018-19 Recommendations - Annual Grants Arts and Culture Stream, Nillumbik Community Fund**

**Distribution: Public**

**Manager: Adrian Cully, Director Business and Strategy**

**Author: Sarah Hammond, Community Arts Officer**

**Michelle Zemancheff, Coordinator Arts and Cultural Services**

**Summary**

The purpose of this report is to provide Council with the Arts Advisory Committee's recommendations for the Arts and Cultural Grant stream of the 2018-2019 Nillumbik Community Fund, and seek Council's endorsement of same.

**Recommendation**

**That** Council endorses the Arts Advisory Committee's recommendations for Arts and Cultural Grants 2018-2019 (**Attachment 3**).

**Attachments**

1. Arts and Cultural Grants Guidelines
2. Arts Advisory Committee Terms of Reference
3. Arts Advisory Committee recommendations for Arts and Cultural Grants 2018-2019

**Background**

1. Each year, Council supports community- run projects which enhance and strengthen Nillumbik's community through the Nillumbik Community Fund. The Nillumbik Community Fund comprises several streams, including an Arts and Cultural Grants stream.
2. The Arts and Cultural Grants stream of the Nillumbik Community Fund recently sought applications, specifically to support community arts and performing arts in Nillumbik. The guidelines for the Arts and Cultural Grants (**Attachment 1**) seek outcomes in alignment with the Arts and Cultural Plan 2018-2022.
3. The Arts Advisory Committee, under its Terms of Reference (**Attachment 2**), chaired by Cr Karen Egan, formed the assessment panel for the arts and cultural grant applications.
4. The Arts Advisory Committee has provided funding recommendations (**Attachment 3**) for Council's consideration and endorsement.
5. Council was briefed on the funding recommendations of the Arts Advisory Committee on 20 November 2018.

**Policy context**

6. This report directly supports the achievement of Council Plan 2017-2021 strategy:
  - Ensure that community services, programs and facilities are inclusive and respond to current and emerging needs.

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**OCM.182/18 2018-19 Recommendations - Annual Grants Arts and Culture Stream, Nillumbik Community Fund**

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**Budget implications**

7. The Arts and Cultural Grants are supported through the operational budget totalling \$30,000. The funding pool of \$30,000 comprises an allocation of \$20,000 for community arts and \$10,000 for performing arts.

**Consultation/communication**

8. The Arts and Cultural Grant round was advertised in Nillumbik News, on Council's website, social media and intranet, through the Arts and Cultural Development enews, Diamond Valley Leader newspaper, through community networks via Council's Arts and Cultural Development unit, community development contacts, community groups, Living & Learning Nillumbik, Yarra Plenty Regional Library, Nillumbik Artist Open Studios networks, Business and Strategy networks and publications, and LinkedIn posts.
9. A free drop-in session was held on 4 October 2018 at the Civic Centre, and free Grant Writing Workshops were run in collaboration with Living & Learning Nillumbik on 11 and 15 October 2018. Arts officers were also freely available for questions via phone or email.

**Issues/options**

10. The Arts and Cultural Grants were assessed against the assessment criteria detailed in the guidelines (**Attachment 1**), namely:
- well-developed concepts which aligned with strategic objectives of the Council Plan and alignment with the Arts and Cultural Plan 2018-2022;
  - evidence of community support/need;
  - likelihood of a lasting impact beyond life of the project;
  - potential for new community connections;
  - achievable timelines; and
  - provision of a complete budget including organisations cash and in-kind commitment.
11. Key reasons for not recommending projects include:
- weak or limited alignment with grant guidelines;
  - support documents not provided as requested, including letters of support, insurance and incorporation documents; or
  - budget not provided or provided but incomplete.
12. The funding recommendations of the Arts Advisory Committee are attached. (**Attachment 3**).

**12. Officers' reports**

**OCM.182/18 2018-19 Recommendations - Annual Grants Arts and Culture Stream,  
Nillumbik Community Fund**

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**Conclusion**

13. The funding recommendations will provide a diverse suite of arts and cultural events and activities in Nillumbik, invest in community arts and performing arts, and enable strong outcomes under the Arts and Cultural Plan 2018-2022 and the Council Plan 2017-2021.
14. Officers recommend that Council endorses the Arts Advisory Committee's recommendations for Arts and Cultural Grants 2018-2019.

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OCM.183/18 Allendale Road - Sealing and/or Road Closure

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**Distribution:** Public

**Manager:** Hjalmar Philipp, Director Sustainability and Place

**Author:** Patrick Wood, Coordinator Design

**Summary**

The purpose of this report is to present a summary of the relevant data, issues and opinion relating to sealing and/or closing parts of Allendale Road and provide a recommendation on the next steps.

**Recommendation**

**That Council:**

1. Seal Allendale Road West (from Aqueduct Trail to Ingrams Road) in the 2018/2019 financial year.
2. Review the status of Allendale Road East (Ingrams Road to Donaldson Road), twelve months following the sealing of the Allendale Road West.
3. Incorporate the following traffic management treatments into the road design for Allendale Road West:
  - a) Modification at intersection of Ingrams Road and Allendale Road West, in accordance with **Attachment 1**.
  - b) Speed humps along Allendale Road West.

**Attachments**

1. Recommended Traffic Management Treatment - Intersection of Allendale Road and Ingrams Road

**Background**

1. Allendale Road is a 4.7 kilometre road that runs in an east-west direction, between St Helena and Kangaroo Ground. Approximately 2.7 kilometres of the road (which is the section of interest for this report) is currently unsealed, between the Aqueduct Trail and Donaldson Road. For the purpose of this report, the Aqueduct Trail to Ingrams Road section is referred to as Allendale Road West and Ingrams Road to Donaldson Road is referred to as Allendale Road East.
2. In April 2018, a petition containing signatures of 25 residents of Allendale Road East and Donaldson Road was presented to Council requesting closure. Council resolved to refer this matter to the Director Sustainability and Place for consideration in the next report to Council on this matter (this report).
3. Council has previously listed Allendale Road West as a priority on its rural roads sealing program due to safety and maintenance concerns.

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**OCM.183/18 Allendale Road - Sealing and/or Road Closure**

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**Policy context**

4. 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**

5. Council officers have prepared initial cost estimates for sealing each section of Allendale Road. Allendale Road East and West are estimated to cost between \$750,000 and \$800,000 each.
6. These estimates are based on the road being constructed predominantly with asphalt and table drains being sealed with asphalt (which is required to ensure a satisfactory road width and prevent erosion issues).
7. There may be additional cost savings to Council in the event both sections were constructed at the same time, however there is no budget currently allocated in FY 18/19 for both sections.
8. Funding for the sealing one section is proposed to come from the Roads to Recovery Program. This is a federally funded program which provided Council with \$4.9M from 1 July 2015 to 30 June 2019. \$638,857 is remaining from that amount, which needs to be expended by 30 June 2019. Officers have been advised that the program will continue after 1 July 2019. While the exact allocations have not yet been determined, the overall pool of funds is anticipated to increase.
9. The balance would be sourced from the currently budgeted road sealing program in FY 18/19 (\$80,000) and a minor re-allocation within the FY 18/19 capital works budget.

**Consultation/communication**

10. An information session regarding Allendale Road was held on 15 August 2018, which was attended by many of the residents who had signed the petition.
11. A letter was sent, on 14 August 2018, to property owners in Allendale Road, Donaldson Road, Ingrams Road and Orme Street advising of the opportunity to address the Future Nillumbik Committee regarding the sealing and closure.
12. Local and regional Emergency Services have been notified of the request for closure of Allendale Road East and feedback has been requested.
13. The content of this report was presented to the Future Nillumbik Committee on 13 November 2018. Some local residents provided verbal submissions on the topic of sealing and closure at that meeting.

**Issues/options**

**Council's Role in Road Management**

14. The *Road Management Act 2004* (the Act) gives Council the authority and responsibility for managing local public roads within the municipality.

Section 20 of the Act states:

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*The principal object of road management is to ensure that a network of roads is provided primarily for the movement of persons and goods as part of an integrated transport system and that road reserves are available for other appropriate uses.*

Furthermore, section 34 of the Act states:

*A road authority has the following general functions –*

- a) *to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority; and*
- b) *to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment.*

In summary, Council is responsible for managing roads within its jurisdiction in a way that reflects the needs of the community. Maintaining access is a key consideration.

**Road Status**

- 15. Section 19 of the Act requires Council to establish and maintain a Register of Public Roads. This register establishes a road hierarchy and the relevant road categories are used to differentiate service levels and maintenance standards.
- 16. Allendale Road, between the Aqueduct Trail and Ingrams Road (west section) is categorised as a Collector Road. Collector Roads are defined within Council's Road Management Plan 2017, as having the following functions or characteristics:
  - Distributing traffic between Arterial Roads and / or Link Roads
  - Linking between lightly populated localities that are not serviced by arterial roads
  - Carrying limited through traffic, generally from the surrounding area
  - Target speed limit 70 to 80 km/h.
- 17. Allendale Road East is categorised as an Access Road. Access Roads are defined within Council's Road Management Plan 2017, as having the following functions or characteristics:
  - Providing direct access for abutting land owners or occupiers
  - Intended for predominantly local traffic.
  - Target speed limit 50 to 70 km/h
- 18. Council officers are responsible for determining the category of each road within the Register of Public Roads and may change the category of a road under Delegated Authority if appropriate (for example, due to an increase in traffic).
- 19. The Allendale Road East, while currently categorised as 'Access Road' does have some characteristics of a 'Collector Road', in that it:
  - Links between lightly populated localities that are not serviced by arterial roads; and

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- Carries limited through traffic (although this may not only be from the surrounding area).

20. The other two categories referred to in this report are:

- a) Link Road – The highest use category for a municipal road, which exists for the purpose of supplementing the Arterial Road network in providing for through traffic movement.
- b) Arterial Road – A high-capacity road, which is managed by the Roads Corporation (VicRoads).

**Predicted long term function of Allendale Road within the road network**

21. In making decisions relating to its road network, Council must not only consider the impact on the road/s in question, but also surrounding roads (eg: Aqueduct Road and Ingrams Road).

22. There is an upward trend in traffic volumes along Allendale Road and this trend is expected to continue into the future, as the population increases across Melbourne. Likewise adjoining roads will also be expected to carry higher volumes.

As congestion increases on the arterial road network, there is likely to be an increased incentive for traffic to use Allendale Road (and surrounding roads) as a through route. However any advantages gained by using Allendale Road will become diminished as traffic volumes increase, due to:

- congestion at the point of re-entry onto the connecting arterial road network; and
- an increased demand for capacity improvements on the arterial road network.

23. It is anticipated that the road sections will be classified accordingly, under Council's Road Management Plan:

- Allendale Road West will continue to be managed as a 'Collector Road'.
- Allendale Road East will continue to be managed as an 'Access Road'. However, should traffic volumes continue to increase, Council may determine that this section of road be reclassified as 'Collector Road'. In the event that Allendale Road East is closed, it will remain an 'Access Road'.

24. With regards to some of Council's surrounding roads, it is anticipated that the road sections will be classified accordingly, under Council's Road Management Plan:

- Ingrams Road will continue to be managed as a 'Collector Road'.
- Orme Street / Reynolds Road will continue to be managed as 'Access Roads'. However, should traffic volumes continue to increase, Council may determine that these roads be reclassified as 'Collector Road'.
- Aqueduct Road (which currently has traffic volumes of over 20,000 vehicles per day) will continue to be managed as a 'Link Road'. Any changes that would bring about a re-categorisation of Aqueduct Road would more likely be due to traffic patterns on adjoining Arterial Roads, as opposed to any factors relating Allendale Road.

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OCM.183/18 Allendale Road - Sealing and/or Road Closure

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**Historical Context**

25. Allendale Road was created as part of the original subdivision of land, which designated the road reserve area for the full length of the road. The date of road construction, or whether a formal gazettal took place is unclear.

Local property owners have indicated that Allendale Road East did not previously connect to Donaldson Road and that a fire access track was created by one of the adjoining land owners, making the connection. Previous 'Melway' editions support this, with the full section of Allendale Road East appearing (listed as a 'fire access track') from 1978 onwards.

At some point between the formation of the full length of the road and 2004, Council has assumed responsibility for maintenance of the road. As of 2004, Council has listed the entire length Allendale Road on its Register of Public Roads.

**Allotments with crossovers accessing Allendale Road**

26. There are three properties on Allendale Road West and seven on Allendale Road East that gain their primary access directly from Allendale Road.

**Maintenance**

27. Both Allendale Road East and West require a higher level of maintenance than other roads in the Shire. In the 2017-2018 financial year, while the majority of unsealed roads in Nillumbik were graded once, the Allendale Road East was graded four times and Allendale Road West seven times, at an estimated cost to Council of approximately \$35,000.

**History of Sealing Requests**

28. Council has received complaints from the public about Allendale Road (both sections) over many years, mostly relating to:
- condition of the road
  - safety
  - traffic issues speeds and volumes

29. On the basis that sealing the road would improve road condition and safety outcomes, Allendale was listed on Council's rural roads sealing program.

**Traffic Volumes**

30. The most recent traffic data (collected in August 2018) indicates that approximately three times as many vehicles use the west section of the road compared to the east. Based on the previous counts available, traffic appears to be increasing at a faster rate on Allendale Road East (see Table 1). Given the number of properties accessing the road has not changed in this time, both increases are considered to be predominantly due to through traffic.

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**Table 1 Traffic Count Data Allendale Road**

Road	Suburb	Road Status	Average Daily Vehicles (Monday – Friday)	Estimated Annual Increase
Allendale Road West	Research	Collector	721	6 percent
Allendale Road East	Research	Access	234	9 percent

31. The overall volumes are not considered high in comparison to other similar roads in the Shire (see Table 2).

**Table 2 Traffic Count Data on Similar Roads in Nillumbik Shire**

Road	Suburb	Road Status	Average Daily Vehicles (Monday – Friday)
Margaret Street	Research	Access	252
Orme Road	Diamond Creek	Access	787
Ingrams Road	Research	Collector	1464
Bishop Avenue	Diamond Creek	Access	213
Chapel Lane	Doreen	Access	238
Youngs Road	Yarrambat	Access	260

32. As a comparison, many access roads within urban areas of Council also carry higher volumes of traffic (see Table 3).

**Table 3 Traffic Count Data on access roads within urban areas**

Road	Suburb	Road Status	Average Daily Vehicles (Monday – Friday)
Highpoint Crescent	Eltham North	Access	1237
Bayfield Drive	Eltham	Access	848
Bainbridge Drive	Eltham	Access	518
Frank Street	Eltham	Access	1418
Haley Street	Diamond Creek	Access	809

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OCM.183/18 Allendale Road - Sealing and/or Road Closure

33. While there is no data on the nature of the trips taken, the count data does suggest that Ingrams Road/Allendale Road (i.e. Research to St Helena) and Ingrams Rd/Orme Street (i.e. Research to Wattle Glen/Diamond Creek) are the predominant through routes in the area.
34. It is a reasonable assumption that sealing either section of the road is likely to result in increased volumes and speed, as well as potentially increased volumes to the section that remains unsealed.

**Road Safety Risk**

35. It is reasonable, on balance, to consider the entire stretch of Allendale Road a safety risk, based on road condition, traffic volumes and incidents:
- *In terms of incidents:* There is only one reported casualty crash along the entire unsealed road, since 2012, which occurred in Allendale Road East. This would not support a high safety risk classification on its own, however the number of unreported minor crashes is most likely higher and there have been a number of anecdotal reports of these and other near misses in Allendale Road East.
  - *In terms of traffic volume:* Risk increases with increased traffic, which suggests Allendale Road is higher risk.
  - *In terms of road condition:* Based on the regular maintenance required for both sections of road, both present a safety risk in terms of condition. While Allendale Road East was graded less than Allendale Road West in the 2017-2018 financial year (four times to seven), it suffered more rapid deterioration when taking into account that it carries a third of the traffic volume of west section. In addition, Allendale Road East has a stretch with a significant gradient that presents a risk to users.

**Issues/options**

**Road Closure**

36. In April, a petition containing signatures of 25 residents of Allendale Road East and Donaldson Road was presented to Council requesting closure.

Council has the power under Section 207 of the *Local Government Act 1989* to close roads on either a permanent or temporary basis. A summary of the potential advantages and disadvantages of a number of options involving the closure of Allendale Road is summarised in the Table 4.

**Emergency Access**

37. Any closure of a road may affect the ability of emergency services to respond to incidents. Therefore, Council has sought feedback from:
- Kangaroo Ground Fire Brigade
  - Research Fire Brigade
  - Wattle Glen Fire Brigade
  - Diamond Creek Fire Brigade
  - North Warrandyte Fire Brigade

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OCM.183/18 Allendale Road - Sealing and/or Road Closure

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- Eltham Fire Brigade
- CFA North West Region – District 14
- Victoria Police – Eltham Branch
- Victoria Police – Diamond Creek Branch
- Victoria Police – Hurstbridge Branch
- Ambulance Victoria
- Municipal Emergency Management Planning Committee (MEMPC)

38. Formal responses have been received from:

- Research Fire Brigade
- Kangaroo Ground Fire Brigade
- Victoria Police – Eltham Branch
- Pantom Hill Fire Brigade (through MEMPC)
- Diamond Creek Fire Brigade
- Ambulance Victoria
- St Andrews Fire Brigade (through MEMPC)

39. The feedback received to date was overwhelmingly unsupportive of any form of road closure. A summary of the comments received to date is listed below:

- Would strongly oppose any type of closure in Allendale Rd
- There have been a significant amount of fires in the area of Orme Rd, Allendale Rd and Donaldson Rd over the past 5 years
- Would severely restrict any escape paths local residents may need to exit the area
- Having access gates and providing keys is unreliable
- This has the potential to put lives at risk in emergency situations
- Any proposal to close an existing roads, would require a highly compelling case
- The Brigade should not get involved as the road is outside the Brigade's area of responsibility
- Placing locks on gates creates a potential delay in access
- Have no problem with the current proposal (due to it being outside of area of jurisdiction)
- Would require further details on the closure

40. The remaining emergency services are yet to provide a response to Council. The majority of the responses were opposed to any form of road closure.



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OCM.183/18 Allendale Road - Sealing and/or Road Closure

41. Other aspects relevant to road closures that Council must consider are:

- Traffic and transport implications
- Appropriate location for the closure
- Provision of a suitable turning area for vehicles
- Whether to provide a lockable gate for emergency services
- Legislative requirements

**Road Sealing Options Summary**

42. Seven options have been identified, each with potential benefits and issues. These are summarised below.

**Table 4 Summary of Sealing and Closure Options**

Option	Broad overview of possible outcomes	
	+	-
1. Do nothing		- Safety and maintenance objectives not met
2. Seal Allendale Road West only	<ul style="list-style-type: none"> <li>- Safety improved along section of road that is most heavily trafficked Allendale Road West</li> <li>- Reduced maintenance cost to Council (Allendale Road West is the most resource intensive of the two sections)</li> </ul>	<ul style="list-style-type: none"> <li>- Does not address safety issues along Allendale Road East</li> <li>- For traffic headed to Eltham-Yarra Glen Rd, may actually encourage increased risk taking to drive Allendale Road East. This is also likely to increase maintenance costs for this section</li> </ul>
3. Seal Allendale Road West and close Allendale Road East permanently	<ul style="list-style-type: none"> <li>- Reduces maintenance costs to Council</li> <li>- Satisfies known views of resident in Allendale Road West</li> <li>- Likely to satisfy majority of residents from the Allendale Road East (based on petition)</li> <li>- Removes safety hazard for non-residents</li> <li>- Sealing this first would be consistent with the higher service level category attributable to its classification as</li> </ul>	<ul style="list-style-type: none"> <li>- Not supported by Emergency Services based on advice to date</li> <li>- Sets precedent around closure of Access Roads</li> <li>- Encourages traffic flow in NE/SE direction</li> <li>- Permanently removes wider societal benefit from having this as a road option</li> <li>- Some level of safety hazard for residents still remains</li> </ul>

12. Officers' reports

OCM.183/18 Allendale Road - Sealing and/or Road Closure

Option	Broad overview of possible outcomes	
	+	-
	Collector Road	
4. Seal Allendale Road West and close Allendale Road East temporarily until funds for sealing that section available (e.g. 19/20)	<ul style="list-style-type: none"> <li>- As for Option 3</li> </ul>	<ul style="list-style-type: none"> <li>- As for (3) but only on a temporary basis</li> <li>- May not be supported by residents of Allendale Road East, who wish for the road to closed permanently</li> </ul>
5. Close Allendale Road East only	<ul style="list-style-type: none"> <li>- Maintenance partially reduced</li> <li>- Removes safety hazard for non-residents</li> <li>- Likely to satisfy majority of residents from Allendale Road East (based on petition)</li> </ul>	<ul style="list-style-type: none"> <li>- As for Option 3</li> <li>- Does not address safety and maintenance issues in Allendale Road West</li> </ul>
6. Seal Allendale Road East first then Allendale Road West sometime later when funds available	<ul style="list-style-type: none"> <li>- Maintenance partially reduced</li> <li>- Removes safety hazard</li> </ul>	<ul style="list-style-type: none"> <li>- May encourage east-west traffic</li> <li>- Not likely to satisfy residents in either section</li> <li>- Does not address safety and maintenance issues in Allendale Road West</li> </ul>
7. Seal the entire section	<ul style="list-style-type: none"> <li>- Reduces maintenance costs to Council across entire road</li> <li>- Removes safety hazard for non-residents</li> <li>- Satisfies known views of resident in Allendale Road West and some in the Allendale Road East</li> </ul>	<ul style="list-style-type: none"> <li>- May not be supported by residents of Allendale Road East, who wish for the road to be closed permanently</li> <li>- Encourages through traffic to use the road</li> </ul>

**Design Standard**

43. There are two main options for the design standard. While Allendale Road is not proposed to be sealed under a Special Charge Scheme, Council’s recently endorsed Special Charge Scheme Policy would be considered relevant. This gives preference to the open table drain option.

12. Officers' reports

OCM.183/18 Allendale Road - Sealing and/or Road Closure

**Table 5 Design Standard Options**

Option	+	-
<b>Kerb &amp; Channel</b>	<ul style="list-style-type: none"> <li>- Road safety (hazardous table drains and culverts removed)</li> <li>- Better driving experience for road users</li> <li>- Reduced maintenance</li> <li>- Maximises available width/ less impact on surrounding embankment and vegetation</li> </ul>	<ul style="list-style-type: none"> <li>- Cost</li> <li>- Visual impact on surrounding area</li> <li>- Encourages higher volume/speeds</li> </ul>
<b>Open table drains</b>	<ul style="list-style-type: none"> <li>- Cost</li> <li>- Least amount of visual change</li> <li>- May encourage less traffic</li> </ul>	<ul style="list-style-type: none"> <li>- Width may be inadequate, requiring the road formation to be widened, impacting on vegetation and increasing cost.</li> <li>- Maintenance to table drains and culverts still an issue</li> <li>- Table drains would possibly have to be sealed anyway, eliminating the cost benefits over kerb and channel</li> <li>- Road safety (hazardous table drains and culverts remain)</li> </ul>

**Constructability**

44. Council officers have made enquiries to road contractors about the constructability of the road. Contractors have advised that there should be no issues constructing the road, however, given the topography of the area, the road would need to be closed to traffic during construction. Closing the road during construction would also provide some savings to Council through reduced traffic management costs.

**Speed Management**

45. The typical approach would be to monitor any change in traffic speed and volume post construction and then consider the use of traffic management devices. However, Council could proactively implement traffic calming measures into its proposal to seal the road.

46. Traffic calming devices can be effective in achieving two traffic related outcomes:

- Discouraging the use of the road by non-local traffic; and
- Reducing the speeds of the vehicles that use the road.

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OCM.183/18 Allendale Road - Sealing and/or Road Closure

47. While further design would be required, preliminary investigation has revealed several locations along both sections of Allendale Road that would be satisfactory for the installation of traffic management treatments. Five traffic treatment options have been identified:

1. Speed humps between Donaldson Road and 250 Allendale Road.
2. Single lane slow point across water course at 240 Allendale Road.
3. Rumble strips on the approaches to the water course at 240 Allendale Road.
4. Modified intersection at the intersection of Allendale Road and Ingrams Road. This would also act to potentially dissuade road users from Allendale Road East.
5. Speed humps along Allendale Road West, to be installed at regular intervals, in accordance with relevant standards, as per detailed design.

Options 1 - 3 require Allendale Road East to be sealed, in order to be implemented and are recommended should this sealing occur, subject to further consultation with nearby residents.

Option 4 could be implemented as part of any of the road construction option that proceeds and is therefore recommended, subject to further consultation with nearby residents. A concept design of this traffic treatment is attached to this report. **(Attachment 1)**

Option 5 will reduce speed and discourage through use of Allendale Road (East and West) by non-local traffic and is recommended should the sealing of Allendale Road West proceed.

The status of Allendale Road (Collector and Access) would not preclude the use of traffic management devices and there are examples elsewhere in the Shire of this.

**Recent Community Feedback**

48. As mentioned, in April, a petition containing signatures of 25 residents of Allendale Road East and Donaldson Road was presented to Council.

49. An information session was held on 15 August, which was attended by many of the residents who had signed the petition. Some themes to emerge from this session are summarised below:

- Residents want more consultation and more time before a decision is made by Council
- Road closure will address all of the current issues affecting Allendale Rd East.
- Independent traffic study should be conducted about the projected use of Allendale Rd, prior to making any decisions in regards to sealing.
- Local community and environment should be prioritised above the other external users of the road.
- Concern about the existing width of Donaldson Road once Allendale road is upgraded and carrying more traffic.

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OCM.183/18 Allendale Road - Sealing and/or Road Closure

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- Donaldson Rd residents would be disadvantaged by sealing, as they were required to pay for their road, through a Special Charge Scheme.
- Not all residents want the road to be closed. Some of them signed the petition with assumption that the petition is for sealing the road and not for closing the road (need to obtain consensus from all residents).

50. There has also been recent correspondence received from a property owner in Allendale Road West in support of sealing of this section of road.

**Surrounding Special Charge Schemes**

51. Council has constructed the two roads immediately east and west of the unsealed section of Allendale Road, via Special Charge Schemes:

- Allendale Road (between Zig Zag Road and the Aqueduct trail) - 2008
- Donaldson Road - 2012

Both schemes were initiated as a result of support from property owners and carried out in accordance with Council's Special Charge Scheme Policy at the time.

All but one of the property owners have paid off their liability to the scheme in full.

**Conclusion**

52. The sealing of Allendale Road West is a good safety and maintenance outcome for road users and Council. The challenge is to provide improved safety outcomes on Allendale Road East

- Closure of the road is not consistent with the road access objectives of both the Council and Emergency Services.
- Sealing of Allendale Road East is likely to improve safety outcomes, but:
  - may result in increased traffic volumes and use of the road as a through route; and
  - require significant work not currently budgeted.

As an interim measure to dissuade the through use of Allendale Road, traffic management treatments can be installed at the intersection of Allendale Road and Ingrams Road (**Attachment 1**) and along Allendale Road West.

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**12. Officers' reports****OCM.184/18 Council Plan Quarterly Performance Report**

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**Distribution: Public****Manager: Jeremy Livingston, Executive Manager Organisational Performance****Author: James Hartigan, Business Performance Analyst****Summary**

The purpose of this report is to present the Council Plan Quarterly Performance Report for Council's consideration. The attached Quarterly Performance Report provides the first update on delivery progress and performance of the 2018-2019 Annual Plan priority actions which align with the delivery of the Council Plan 2017-2021.

Of the 51 priority actions reported for 2018-2019, 44 actions are 'in progress' and a further seven actions have not yet commenced. Of those 44 actions 'in progress', 41 are on track and three are being delivered as business as usual activity.

Performance against the delivery of the Council Plan is presented to Council and the community on a quarterly basis, and is also published in the Annual Report which is presented to the Minister of Local Government before 30 September each year.

**Recommendation**

**That** Council receives the Council Plan Quarterly Performance Report (**Attachment 1**) for the first quarter, being the period ending 30 September 2018.

**Attachments**

1. 2018-2019 Q1 Council Plan Status Report

**Background**

1. The Council Plan 2017-2021 was developed following the general council election in October 2016 and adopted by Council on 27 June 2017.
2. The Annual Plan 2018-2019 was developed and endorsed at the June 2018 Ordinary Council Meeting. The Annual Plan 2018-2019 contains 51 actions contributing to delivery of the Council Plan within this financial year.
3. This Quarterly Performance Report provides Council with an update on the progress of delivery of the 51 Annual Plan actions at the end of the first quarter. The report documents how Council is performing and delivering on the Council Plan for the Nillumbik community.

**Policy context**

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

**Budget implications**

5. This report is part of Council's monitoring of the Council Plan and Budget. The resources for the monitoring and the preparation of this report are accommodated within existing operational budgets.

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**OCM.184/18 Council Plan Quarterly Performance Report**

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**Consultation/communication**

6. The Council Plan 2017-2021 was developed following a comprehensive program of workshops and briefings with Councillors following the general election in October 2016, as well as a period of consultation with the community in May and June 2017. The Council Plan 2017-2021 was adopted by Council on 27 June 2017.
7. The Annual Plan 2018-2019, which was developed following two briefings with Councillors and adopted by Council in June 2018, contains 51 actions contributing to delivery of the Council Plan within this financial year.

**Commentary on performance report**

8. The Annual Plan 2018-2019 contributes to the delivery of the Council Plan 2017-2021 through 51 priority actions that sit under the five high-level strategic objectives of:
  - Engaged, connected communities – a place where communities and ideas thrive, underpinned by trust, confidence and continuous learning.
  - Active and creative people – active lifestyles and artistic expression are fostered through participation and innovation.
  - Safe and healthy environments – healthy and safe communities enjoy living in our iconic Green Wedge environment.
  - A prosperous economy – a strong local economy that supports business growth, jobs and community wealth.
  - Responsible leadership – collaborative and consultative leadership that builds trust and makes the best use of available resources to the benefit of all in the pursuit of excellence.
9. Of the 51 priority actions reported for 2018-2019, 44 actions are 'in progress' and a further seven actions have not yet commenced. Of those 44 actions 'in progress', 41 are on track and three actions are being delivered as part of business as usual activity.
10. Some highlights of activities and deliverables achieved during the first quarter period (July to September 2018) include:
  - Direct community engagement undertaken for the Green Wedge Management Plan Review, Eltham North Playground Design and the Eltham Civic Showcase (Action 5);
  - A joint funding application has been submitted for the Smart Cities approach (Action 7);
  - Commenced development of the Seasonal Sportsground Asset Plan (Action 13);
  - Appointed a consultant to undertake feasibility study for the development of a regional public art gallery (Action 16);
  - Progressed development of the Council Bushfire Mitigation Strategy (Action 25);



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**OCM.184/18 Council Plan Quarterly Performance Report**

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- Confirmation of a \$450,000 Biodiversity Response Planning Grant for various control works in the Sugarloaf area as part of the Invasive Species Action Plan (Action 28);
- Implemented all Year 1 objectives of the Domestic Animal Management Plan (Action 31);
- Appointed a consultant to develop a Business Support and Attraction Plan (Action 39); and
- Updated Advocacy Plan to include upcoming Federal Election and pre-budget submissions to State and Federal Governments (Action 43).

**Conclusion**

11. This Quarterly Performance Report provides Council with an update on the progress of the Council Plan at the end of the first quarter of the 2018-2019 financial year. The report documents how Council is performing and delivering on the Council for the Nillumbik community.

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12. Officers' reports

OCM.185/18 Federal Government election advocacy

**Distribution:** Public

**Manager:** Mitch Grayson, Chief of Staff to Mayor and Councillors

**Author:** Mitch Grayson, Chief of Staff to Mayor and Councillors

**Summary**

The Federal Election must be held by 18 May 2019. In order for Council to continue to advocate on the important policy issues that affect the community and call on funding for much needed community infrastructure projects, this document will be circulated to all main political parties and uploaded to Council's website ahead of the upcoming election. The Federal Election Advocacy Statement will form Council's official position on the outlined items. Once adopted, the document will be designed, printed and distributed for consideration.

**Recommendation**

**That Council:**

1. Adopts the Federal Election Advocacy Statement (**Attachment 1**).
2. Authorises officers to distribute the Federal Election Advocacy Statement to all major political parties ahead of the next Federal Election.

**Attachments**

1. Federal Election Advocacy Statement

**Background**

1. Council regularly speaks with the Federal Government and Opposition to advocating for the community. In the past year, Council has successfully advocated for change in eligibility to the Building Better Regions Fund which now means Nillumbik is eligible for the \$641 million national fund. Based on the election cycle, it is prudent to put together a coordinated advocacy document ahead of the election.

**Policy context**

2. This report directly supports the achievement of Council Plan 2017-2021 strategy:
  - Advocate effectively for Nillumbik's interests at a state and national level.

**Budget implications**

3. Efforts around advocacy, including the development of this advocacy plan is resourced through Council's operating budget.

**Consultation/communication**

4. Some of the identified programs are a direct result of from the Council Plan. This plan was carried out in conjunction with Councillors at Council Briefings. All parties will be consulted following the adoption of this plan ahead of next year's Federal Election.

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**OCM.185/18 Federal Government election advocacy**

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**Conclusion**

5. This plan gives the Council the opportunity to proactively and publically advocate for the priorities that matter within our Shire. This plan will be distributed to all political parties ahead of the next Federal Election. Council will use its communication resources and to publically advocate for the outlines priorities.

**12. Officers' reports****OCM.186/18 Federal Government pre-budget submission**

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**Distribution: Public****Manager: Mitch Grayson, Chief of Staff to Mayor and Councillors****Author: Mitch Grayson, Chief of Staff to Mayor and Councillors****Summary**

A pre-budget submission can be made to the Federal Treasurer and the Department of Treasury by individuals, businesses and community groups outlining their priorities ahead of the annual Federal Budget. The Federal Budget is usually handed down in May, however due to the upcoming Federal election due in the same month, incumbent governments sometimes release a mini-budget ahead of time.

To ensure enough time is given for the appropriate consideration to Nillumbik's priorities, it is recommended the priority items be adopted and submitted in December. Once the items are adopted, the pre-budget submission will be designed with a cover letter and sent to the Federal Treasurer for consideration.

**Recommendation****That Council:**

1. Adopts the Nillumbik Shire Council Federal Government pre-budget submission (**Attachment 1**).
2. Authorises officers to distribute the Nillumbik Shire Council pre-budget submission to the Federal Government.

**Attachments**

1. Federal Government pre-budget submission

**Background**

1. This will be Nillumbik Shire Council's first Federal pre-budget submission. Five priority items have been identified through Councillor briefings, existing State and Federal government advocacy (*Nillumbik Shire Council State Election Advocacy Statement* and the *Federal Government Advocacy Statement*) or funding applications (*Building Better Regions, Better Indoor Stadiums* and *Growing Suburbs Fund*).

**Policy context**

2. This report directly supports the achievement of Council Plan 2017-2021 strategy:
  - Advocate effectively for Nillumbik's interests at a state and national level.

**Budget implications**

3. Efforts around advocacy, including the development of this advocacy plan is resourced through Council's operating budget.

**Issues/options**

4. It has been identified that the following priority items, deemed to be of regional significance, be included in the pre-budget submission.

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**OCM.186/18 Federal Government pre-budget submission**

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- Extension of the Diamond Creek Trail, from Diamond Creek to Hurstbridge
- Solar feasibility study
- Regional Art Gallery
- Hurstbridge Stadium expansion
- Diamond Valley Sports and Fitness Centre expansion and upgrades

**Conclusion**

5. The pre-budget submission is a formal process by Council identifying its priorities that it believes can be addressed by Federal funding. Council will make the submission to the Treasurer and the Treasury Department to advocate that the priority items receive funding in next year's Federal Budget.

**12. Officers' reports****OCM.187/18 Bushfire Mitigation (Fire Prevention) Work Program 2018-2019**

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**Distribution: Public****Manager: Blaga Naumoski, Executive Manager Governance****Author: Norm Golgerth, Emergency Management Coordinator****Summary**

Council makes an annual allocation of funding towards works on Council owned and managed land to prepare for the Fire Danger Period. The annual Bushfire Mitigation (Fire Prevention) works program has been developed in consultation with the Municipal Fire Management Planning Committee and includes planned work on roadsides and in Council reserves. The planned works are well underway and are planned to be completed by the end of December 2018 depending on weather conditions.

All Neighbourhood Safer Places - Places of Last Resort are required to be assessed each year by the CFA and Council is required to record the outcome of these assessments. All sites have been reassessed as being compliant.

**Recommendation****That Council:**

1. Notes the 2018-2019 Bushfire Mitigation (Fire Prevention) Program included as **Attachment 1** to this report.
2. Notes that as part of the annual review process, Neighbourhood Safer Places – Places of Last Resort sites at:
  - a) Civic Drive, Greensborough, the outdoor performance area
  - b) Diamond Hills Oval, Plenty River Drive, Greensborough
  - c) Collendina Reserve, Greensborough
  - d) Diamond creek Community Centre, Main Hurstbridge Road, Diamond Creek
  - e) Yarrambat Park, Yarrambat, golf course building
  - f) Circulatory Road, Eltham
  - g) Hurstbridge Basketball Stadium, Graysharps Road, Hurstbridge

have been reassessed by the CFA and have been found to still meet the criteria for designation as a Neighbourhood Safer Place – Place of Last Resort.

**Attachments**

1. Bushfire Mitigation Works Program 2018-19

**Background**

1. Section 43 of the *CFA Act 1958* requires municipal councils to take all reasonable steps to prevent fire starting and spreading from land under their control. To meet this requirement, Council works with the Municipal Fire Management Planning Committee to develop an annual works program.

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**OCM.187/18 Bushfire Mitigation (Fire Prevention) Work Program 2018-2019**

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2. The 2018-2019 works program is based on the 2016-2019 Municipal Fire Management Plan that was endorsed by Council at the Ordinary Meeting of Council held in July 2016. The Municipal Fire Management Plan (MFMP) has an agreed process for the identification of priority roads and treatments that need to be applied to these roads.
3. Section 50 of the *CFA Act 1958* requires municipal councils to undertake an annual review of all Neighbourhood Safer Places to determine if they are still suitable to be designated as Neighbourhood Safer Places.

**Policy context**

4. This report directly supports the achievement of Council Plan 2013-2017 strategy:
  - We will responsibly manage our conservation reserves and open spaces with an emphasis on fire prevention and weed eradication.

**Budget implications**

5. Implementation of the Bushfire Mitigation (Fire Prevention) Works Program is funded through the operational budgets of Emergency Management, Open Space and the Environmental Works unit.

**Consultation/communication**

6. The development of the Bushfire Mitigation (Fire Prevention) Works Program for 2018-2019 has been established through assessments conducted by officers and is based on feedback and the strategic intent provided through the Municipal Fire Management Planning Committee.
7. The program is based on the Municipal Fire Management Plan. The updated plan was published on the 'Have Your Say' section of Council's website, with an opportunity for the community to make comments over a four week period. This was publicised through a media release published in the *Diamond Valley Leader* as well as through social media outlets.
8. Officers recently introduced a weekly update to Councillors on the status of the bushfire mitigation program within the Living Landscapes and Emergency Management teams encouraging visibility of the program status.

**Issues/options**

9. The Municipal Fire Management Planning Committee reviews the Municipal Fire Management Plan on an ongoing basis. This plan informs Council as to where the most effective works can be carried out to mitigate bushfire risk.
10. The priority for works on Council reserves have also been developed using a risk based approach. This has considered possible ignition sources such as power lines, history of ignitions within the reserves, the ability for fire to spread from the reserve combined with the proximity of assets such as houses, schools etc. and size of the reserve to give a relative rating of risk and priorities for works.
11. Qualitative and quantitative data (if available) is used to determine which roads are primary roads. Factors considered for determining primary roads include:
  - Lack of alternative routes



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OCM.187/18 Bushfire Mitigation (Fire Prevention) Work Program 2018-2019

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- Location of vulnerable groups e.g. aged care facilities
  - Number of roads feeding into the road
  - Number of residents likely to be isolated
  - Road being cited in Community Information Guides
  - Access to Neighbourhood Safer Places-Places of Last Resort
  - Roads listed in Local Response Plans (CFA)
12. Secondary roads that are less important and/or could provide alternative access and egress if a primary road fails will also be treated.
13. A range of treatments will be applied where practical to primary and secondary roads as follows:
- Slashing
  - Box clearance
  - Proactive tree assessment
  - Woody weed removal
14. Other treatments undertaken on roadsides include:
- Managing regrowth in the fire affected area
  - In collaboration with local CFA brigades, undertaking planned burns to compliment other vegetation management works.
15. Numerous other initiatives have been put in place after the Black Saturday fires, one being the Neighbourhood Safer Places – a Place of Last Resort (NSPs).
16. NSPs are identified buildings or spaces within the community that may afford some protection from radiant heat, the biggest killer during bushfire. They are a place of last resort in bushfire emergencies only.
17. NSPs are assessed by council committees and formally designated by Council. They will also be assessed by CFA against standards in the NSP Assessment Guideline.
18. The *CFA Act 1958* requires that each designated NSP is assessed each year before 31 August for compliance with the CFA criteria.
19. Nillumbik has seven sites designated as NSPs. All sites within Nillumbik have been reassessed have been deemed to continue to comply.

**Conclusion**

20. The development of the 2018-2019 Bushfire Mitigation (Fire Prevention) Works Program has taken a strategic and risk based approach to aligning the works planned with clear fire management objectives. This has included continued input at the local level from the CFA and the Municipal Fire Management Planning Committee. It is recommended that Council endorses the program.
21. The program is on track to be delivered by December 2018.

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**OCM.187/18 Bushfire Mitigation (Fire Prevention) Work Program 2018-2019**

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22. A review of the Neighbourhood Safer Places – Places of Last Resort has also been conducted with all sites remaining compliant.

**12. Officers' reports****OCM.188/18 Nillumbik Housing Strategy - Proposed project scope**

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**Distribution: Public****Manager: Adrian Cully, Director Business and Strategy****Author: Yasmin Green, Co-ordinator Strategy and Policy  
Naomi Paton, Manager Integrated Strategy****Summary**

In the 2017-2021 Council Plan, Council committed to developing a new shire-wide housing strategy to support the Shire's growing and ageing population, whilst protecting the neighbourhood character and enhancing the green wedge.

The population of Nillumbik is the slowest growing off all metropolitan Melbourne local government areas. The Shire's population is 64,626 which, based on current trends, is forecast to increase by nearly 6,000 additional residents by 2036. This will require an estimated increase in dwellings by nearly 3,800, up from 20,974 in 2012.

Housing stock is dominated by three or more bedroom dwellings. Accordingly, couple families with children will continue to be the predominant household type. More housing to better accommodate couple families with no children and lone person households in particular is needed, in part reflecting our ageing population which will increase from currently one in four residents to one in three being aged 55 years and over by 2036. In keeping with the Council Plan and the Shire's Health and Wellbeing Plan 2017-2021, the strategy will address housing affordability and housing for people with a disability.

Officers have prepared a proposed scope for the development of a new housing strategy. The strategy will establish a policy position on the location and type of housing across the Shire in line with future population requirements and community needs while protecting Nillumbik's neighbourhood character and the Shire's green wedge.

**Recommendation**

**That** Council endorses the Housing Strategy project scope (**Attachment 1**).

**Attachments**

1. Nillumbik Housing Strategy - Scope

**Background**

1. The Shire's population of 64,626 is relatively stable, growing at 0.2 per cent per annum. The leafy, landscape character of the Shire makes it an attractive location for residents to live and is greatly valued by the local community. Housing stock is relatively homogenous, with a high proportion of detached dwellings and ninety percent of three or more bedrooms.
2. i.d. Community Demographics reports that at June 2017, median house valuation in Nillumbik was \$871,483, more than \$250,000 higher than the Victorian median house valuation.

12. Officers' reports

OCM.188/18 Nillumbik Housing Strategy - Proposed project scope

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3. Whilst the Shire's forecast population growth is lowest across metropolitan Melbourne, the demographic profile of the Shire is expected to change substantially. By 2036, it is anticipated that one-third of the Shire's population will be aged 55 years and older. Average household size is also expected to decline over the same period. There will also be a greater need to provide accessible housing. This outlook identifies a mismatch between the supply of housing within the Shire and the current and future needs of its resident population.
  4. In 2016, preliminary work was undertaken to support the development of a revised Housing Strategy, followed by the Nillumbik Intentional Community Downsizing Project 2017. The Project was created by Council's resolution of 22 November 2016, which included a commitment of Council to explore within Nillumbik:
    - Housing for older people who wish to downsize;
    - Housing for people with a disability; and
    - Potential role of intentional communities in each of the above streams
  5. Officers have undertaken research and analysis of the Shire's current and forecast demographic profile, supply and market data to assist in assessing housing needs and demands, housing supply, housing trends and housing suitability including affordable and accessible housing.
  6. Research has highlighted that the Shire is facing a number of housing challenges to meet the needs of its community particularly relating to housing affordability, housing for an ageing population and neighbourhood character. These issues will be considered in the preparation of the housing strategy.

**Policy context**

7. This report directly supports the achievement of Council Plan 2017 - 2021 strategy:
  - Develop a new shire-wide housing strategy to reflect consultation with residents and evidence on future population demographics while protecting Nillumbik's neighbourhood character and enhancing the Green Wedge (Action 3.1.4).
  - Facilitate intentional housing outcomes to support residents with a disability and their carers to continue living in Nillumbik (Action 3.3.2).
  - Investigate options for housing and retirement living to enable residents to age in place throughout the whole Shire (Action 3.3.3).
8. The Nillumbik Health and Wellbeing Plan 2017 – 2021 commits Council to plan suitable housing for changing community needs.
9. The Housing Strategy will be an important input to help guide town centre plans for Eltham, Diamond Creek and other rural townships. Further, planning permit decision making will also benefit from clear guidance about the appropriate location of housing through the recognition of neighbourhood character.
10. More broadly, the State Government expects a clear, municipal-wide approach to meeting housing needs that addresses the location and type of housing that needs to be delivered. The Housing Strategy will help inform the specific (planning) controls that can facilitate its delivery.

**12. Officers' reports**

**OCM.188/18 Nillumbik Housing Strategy - Proposed project scope**

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**Budget implications**

11. The total cost of delivering the project will be \$45,000.
  - An allocation of \$21,000 is available in the 2018 – 2019 budget to progress the Strategy's development.
  - A further allocation of \$24,000 will be sought through the preparation of the 2019 – 2020 budget.
12. Officers are monitoring State and Federal government grants to assist Council in preparing the Housing Strategy. An expression of interest (EOI) to State government through the Voluntary Affordable Housing Agreements Grant Program has been submitted to support a comprehensive affordable housing needs analysis for Nillumbik. An outcome regarding the EOI is expected on Tuesday 20 November 2018.

**Consultation/communication**

13. Community engagement will be undertaken at two points during the preparation of the Housing Strategy.
  - To inform the desired future housing development profile for Nillumbik, and thus the goals of the Housing Strategy.
  - During the public exhibition period of the draft Housing Strategy.
14. Additionally, officers will draw upon previous community engagement activities and reports where housing related issues have been raised, and future engagement activities including proposed consultation on the draft Green Wedge Management Plan commencing in early 2019, as well as through the development of the Shire Plan 2050 from mid-2019.
15. A Community Engagement Plan will be developed in line with an endorsed scope.

**Issues/options**

Future housing demand

16. Based on current estimates, Nillumbik's population is forecast to grow from 64,626 to 70,391 by 2036. This represents an average annual change of 0.46 per cent and an overall growth rate of 9.51 per cent. An additional 3,766 dwellings will be required by 2036 to accommodate Nillumbik's population.
17. By 2036 one in three residents in Nillumbik will be aged 55 years or older. This is up from one in four residents aged 55 years or older in 2015.
18. The current percentage of residents in Nillumbik with a disability is 3.3 per cent. An increase in the demand for accessible and adaptable housing options is likely due to Nillumbik's ageing population.
19. Affordable housing has been identified as an issue within Nillumbik. Currently 9 per cent of housing stock is available to those wishing to rent, below the state average of twenty-eight per cent. Only 0.6 per cent of housing stock available for social housing.
20. An analysis of dwelling projections has indicated that there will be increased demand for one and two bedroom dwellings.

**12. Officers' reports**

**OCM.188/18 Nillumbik Housing Strategy - Proposed project scope**

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Liveability

21. Council's vision is for Nillumbik to be 'Australia's most liveable Shire'. Many of the social, economic and environmental features that enhance liveability in Nillumbik and make it a desirable place to live, work and play are also the determinants of good public health and wellbeing. These include housing and residential environment, employment and work and social capital.
22. Safe and affordable housing is associated with better health outcomes, which in turn impacts positively on people's participation in work, education and the broader community. It also impacts parenting, family and social relationships.
23. Communities and neighbourhoods that ensure access to basic goods and services are socially cohesive. Appropriate housing, adequate transport infrastructure and a mix of land-use encouraging recreation and social interaction to increase social capital and improve social connectedness.
24. For Nillumbik, the impact on liveability and the value of liveability aspects are likely to become amplified as growth in other parts of Melbourne continues to increase pressure on urban environments.
25. Delivering the Housing Strategy in accordance with Council's vision as being Australia's most liveable Shire will be achieved by balancing future housing needs for our residential population, economic vibrancy, and preserving Nillumbik's unique neighbourhood character and Green Wedge characteristics.

Strategy Development

26. A project scope has been designed to facilitate the development and delivery of a new Housing Strategy for Nillumbik that will provide the direction for the location and type of housing in line with future population requirements and community needs while protecting Nillumbik's neighbourhood character.
27. The Housing Strategy will be a higher-order strategy that will direct Council actions to house Nillumbik's population to 2036.
28. The Housing Strategy involves the following stages which will be undertaken over a fifteen month period:
  - Housing needs analysis (focusing on demographic changes and community needs)
  - Review of current land-use and planning controls
  - Review of Neighbourhood Character guidelines
  - Investigation of potential housing sites and rezoning opportunities
  - Discussion Paper prepared for community engagement
  - Draft Housing Strategy prepared for community engagement
  - Housing Strategy finalise

**Conclusion**

29. Nillumbik has a vision of being Australia's most liveable Shire, and housing is an essential component to liveability.

**12. Officers' reports**

**OCM.188/18 Nillumbik Housing Strategy - Proposed project scope**

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30. This report seeks Council's endorsement of the project scope, stages and timeframes to deliver a new housing strategy for the Shire in response to changing community needs.
31. The strategy will be informed by community engagement at the project's key stages.

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## 12. Officers' reports

### OCM.189/18 Assembly of Councillors

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**Distribution:** Public

**Manager:** Katia Croce, Governance Lead

**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 30 October 2018.

An Assembly of Councillors record was kept for:

- Arts Advisory Committee – 29 October 2018
- Councillor Briefing – 30 October 2018
- Councillor Briefing – 7 November 2018
- Councillor Briefing – 13 November 2018
- Urban Design Provisions Review Project Reference Group – 14 November 2018
- Economic Development Advisory Committee – 14 November 2018

#### Recommendation

**That** Council, in accordance with section 80A(2) of the *Local Government Act 1989*, receives the records of the Assemblies of Councillors held on 29 October 2018, 30 October 2018, 7 November 2018, 13 November 2018, 14 November 2018 and 14 November 2018 (**Attachment 1**).

#### Attachments

1. Assembly of Councillors reported 27 November 2018

#### 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.

**12. Officers' reports**

**OCM.189/18 Assembly of Councillors**

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**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 30 October 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*.

12. Officers' reports

OCM.190/18 Tender Report - 1718-131 Worns Lane Special Charge Scheme

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**Distribution:** Public

**Manager:** Hjalmar Philipp, Director Sustainability and Place

**Author:** Steven Blight, Coordinator Construction

**Summary**

This report is an overview of a separate confidential report recommending the awarding of a contract for the construction of the Worns Lane Special Charge Scheme, between Latrobe Road and Licola Street, Yarrambat.

These works will include the construction of a sprayed seal road pavement, asphalt road pavement (vehicle crossings), asphalt and natural table drains, drainage culverts, signage and line marking and other associated works.

The Tender Evaluation panel have assessed all submissions and this report outlines their evaluation in recommending the awarding of the contract for the construction of the Worns Lane Special Charge Scheme, Yarrambat.

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

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

**Recommendation**

**That** Council notes this report.

**Attachments**

Nil

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12. Officers' reports

OCM.191/18 Tender Report - 1718-130 Rodger Road Special Charge Scheme

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**Distribution:** Public

**Manager:** Hjalmar Philipp, Director Sustainability and Place

**Author:** Steven Blight, Coordinator Construction

**Summary**

This report is an overview of a separate confidential report recommending the awarding of a contract for the construction of the Rodger Road Special Charge Scheme, between Bishops Road and Lawrence Road, Panton Hill.

These works will include the provision and construction of some underground drainage, sealed table drains, road pavement and primer sealing of the road surface as well as driveway works, signs, associated line marking and other miscellaneous items.

The Tender Evaluation panel have assessed all submissions and this report outlines their evaluation in recommending the awarding of the contract for the construction of the Rodger Road Special Charge Scheme, Panton Hill.

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

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

**Recommendation**

**That** Council notes this report.

**Attachments**

Nil

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12. Officers' reports

**OCM.192/18 Tender Report - Greensborough Hockey Club Pavilion Redevelopment - Architectural Services**

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**Distribution: Public**

**Manager: Hjalmar Philipp, Director Sustainability and Place**

**Author: Jake Hart, Project Management Officer**

**Summary**

This report is an overview of a separate confidential report recommending the awarding of the contract for the architectural services for the Greensborough Hockey Club Pavilion Redevelopment project.

The service will involve the review and development of the Greensborough Hockey Club Pavilion Redevelopment concept plans for female friendly and accessible player change room facilities to service both hockey pitches, accessible public amenities and expanded / refurbished social rooms.

The concept plans will be developed, in consultation with all stakeholders, to full detailed design plans, specification and tender documentation for the appointment of a builder to undertake construction of the new facilities.

The Tender Evaluation panel has assessed all submissions and this report outlines their evaluation in recommending the awarding of the contract for the Greensborough Hockey Club Pavilion Redevelopment Architectural Services.

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

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

**Recommendation**

**That** Council notes this report.

**Attachments**

Nil

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12. Officers' reports

OCM.193/18 Risk and Insurance Report September Quarter 2018

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**Distribution:** Public

**Manager:** Jeremy Livingston, Executive Manager Organisational Performance

**Author:** Craig Commane, Risk Advisor

**Summary**

This report provides a summary of Council’s Risk and Insurance Report for the quarter ending September 2018.

The report is presented in accordance with the Local Government Performance Reporting Framework (LGPRF) 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 resolves that the confidential report remain confidential and the resolution of Council be made public.

**Attachments**

Nil

**Background**

1. Council’s commitment to risk management is outlined in the Risk Management Policy adopted in June 2018, with the following objectives:
  - 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, professionally and politically acceptable level of risk;
  - Integrate risk management into decision making processes and embed it into the organisation culture to help make informed choices for the benefit of Council and our stakeholders;
  - Ensure that necessary resources are allocated in support of the policy outcomes;
  - Maintain stakeholders trust and due diligence;
  - Align all risk management practices across the organisation and to promote and support a consistent corporate approach to risk management that can be clearly understood and applied by everyone and provide a basis for higher standards of accountability; and

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**OCM.193/18 Risk and Insurance Report September Quarter 2018**

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- To ensure that risk management is seen as the responsibility of all staff, i.e.:  
"Risk Management is everyone's business".
2. In addition to the Risk Management Policy, Council's Risk Management Framework 2018 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 (LGPRF), 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 LGPRF. 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;
    - Business continuity;
    - Insurance premiums;
    - Incident management and insurance claims;
    - Safety, health and wellbeing; and
    - Statistical reports relating to strategic risks and accident and injury data.

**Policy context**

7. 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**

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 12 November 2018.

**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.

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OCM.193/18 Risk and Insurance Report September Quarter 2018

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11. A review of Council's strategic and operational risks commenced during the December 2017 quarter, 12 strategic risk have been identified and reported as follows:
- Community / customer expectations are not identified or managed and are not integrated into Council strategies;
  - Changes to regulations, legislation, Government policy and or priorities that impacts Council's strategic objectives;
  - New Government projects impact on Council operations and/or strategic direction;
  - Changes in demographics across the municipal area impacting service delivery and customer expectations;
  - Increased number and/or severity of disaster events;
  - Long term progressive and sustained changes to environmental conditions;
  - Impact of crime on Council / community;
  - Technology advances more rapidly than Council is able to adapt;
  - Unanticipated internal or external influences on Council's strategic priorities;
  - Lack of diversity in the rate base;
  - Council does not deliver on major projects, eroding reputation and influences potential future funding opportunities; and
  - Emerging issues are not identified and are not managed.
12. 78 operational risks have been identified and are currently being risk assessed and internally consulted before integration into Council systems which is scheduled for later in the 2018-2019 year.
13. A strategic risk is a risk external to Council that is serious enough that a change in strategic direction is required. An operational risk is a risk that is external or internal that may impact the current business strategy to provide services to the community.
14. Highlights from the September Risk and Insurance report are:
- A review of Council's business continuity systems commenced during the September 2018 quarter, the review is in five stages:
    - Review of the business continuity policy and framework;
    - Business impact analysis and threat analysis;
    - Conversion of existing plans to the new framework including refresher training for plan owners and the Executive Management Team;
    - Development and consultation of proposed plans identified in the business impact analysis including guidance documentation; and
    - Development of the business continuity annual program, including training and awareness, scenario based testing and management reporting.

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OCM.193/18 Risk and Insurance Report September Quarter 2018

- Council risk status reporting – 99 per cent of all risk control actions have been completed and one per cent is yet to commence in accordance with their timelines.
- 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.

Incidents by type (excluding OHS incidents)	Oct - Dec 2017	Jan - Mar 2018	Apr - June 2018	Jul - Sep 2018	Total Oct - Sep 18	Last Year Oct - Sep 17	Year to year trend
Property	14	4	9	4	31	33	▼
Motor vehicle	33	24	34	17	108	132	▼
Professional Indemnity	1	0	2	1	4	1	▲
Public Liability	39	35	24	22	120	139	▼
Total all incidents	87	63	69	44	263	305	▼

- A high proportion of reported incidents during the September 2018 quarter are generated within the normal course of operations of the Directorate, Sustainability and Place, 77 per cent. These incidents relate to major classes of asset or maintenance type incidents for trees, footpaths, roads, drainage, major plant and Council 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;
  - Meeting the objectives of the Municipal Emergency Management Plan and Municipal Fire Management Plan;
- Road, footpath, drainage and roadside related risks are mitigated through the:
  - Road Management Plan;
  - Road Asset Management Plans; and

12. Officers' reports

OCM.193/18 Risk and Insurance Report September Quarter 2018

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- 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 mitigated through maintenance programs and insurance.
- Motor vehicle incidents include accidental damage involving Council's light and heavy fleet, including incidents caused by third parties. Risks are mitigated through maintenance, education and insurance.
- Professional indemnity relates to claims for alleged negligence or breach of duty arising from an act, error or omission in the performance of Council services.
- Public liability incidents are reported to Council where the third party is seeking compensation for personal injury, property damage and economic loss. 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.
  - Nine trip and fall incidents were reported at various locations through the Shire.
  - Three incidents related to vehicle damage, primarily these are tyre or body work damage caused by the road surface or road related infrastructure. Note that the Road Management Act threshold is currently \$1400.
  - Four incidents related to trees were reported, three related to damage to fences and one to damage to a roof of a house. All claims were referred to Council's claims manager for assessment.
  - One flood / water damage incident was noted and related to storms in December 2017. This incident relate to an issue where the volume of water exceeded the capacity or capability of Council's drainage system to cope and overflowed onto private property.
  - Five miscellaneous incidents were noted, including damage to a roundabout caused by a lost B Double truck attempting to turn in a narrow street in Eltham. A claim for damaged has been pursued.
- The annual trend data for year ending September 2018 was lower than expected compared to the same period ending September 2017. The decrease is attributed to fewer motor vehicle incidents and road damage claims and it is not unusual for the number of incidents to vary from period to period.

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

**Conclusion**

16. This summary, along with the confidential Risk and Insurance Report September 2018, have been provided to meet the requirements of the Local Government Performance Reporting Framework (LGPRF) and consolidation of management reporting.

**12. Officers' reports**

**OCM.193/18 Risk and Insurance Report September Quarter 2018**

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17. Ongoing reporting to Council will be presented quarterly following each meeting of the Audit Committee

**13. Notices of Motion**

**NOM.003/18**

Cr John Dumaresq advised of his intention to move the following:

**Council:**

1. To preserve the Eltham War Memorial building complex at 903-907 Main Rd, Eltham, and retain the existing uses in accordance with the Eltham War Memorial Trust purpose; and retain the Cenotaph and Eltham Senior Citizens' Centre.
2. To retain council ownership of all land at 895 and 903-907 Main Rd, Eltham for our community and future generations.
3. Following meaningful engagement with residents of the Shire, to place sufficient planning controls on the site of the former Eltham Shire Office to ensure that any future development of that land responds to Eltham's form and character and properly protects public amenity, access and use.
4. To make all proposals for the development of 895 and 903-907 Main Rd, Eltham available for public inspection as soon as they are received by Council.

**14. Delegates' Reports**

**15. Supplementary and urgent business**

**16. Confidential reports**

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

**OCM.194/18 Tender Report - 1718-131 Worns Lane Special Charge Scheme**

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

**OCM.195/18 Tender Report - 1718-130 Rodger Road Special Charge Scheme**

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

**OCM.196/18 Tender Report - Greensborough Hockey Club Pavilion Redevelopment - Architectural Services**

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

**OCM.197/18 Risk and Insurance Report September Quarter 2018**

This item is designated confidential because any other matter which the Council or special committee considers would prejudice the Council or any person pursuant to section 89(2)(h) of the Act.

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

**Recommendation**

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