

Ordinary Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough
on Tuesday 18 December 2018 commencing at 7.30pm.

Agenda

Carl Cowie
Chief Executive Officer

Friday 14 December 2018

Distribution: Public

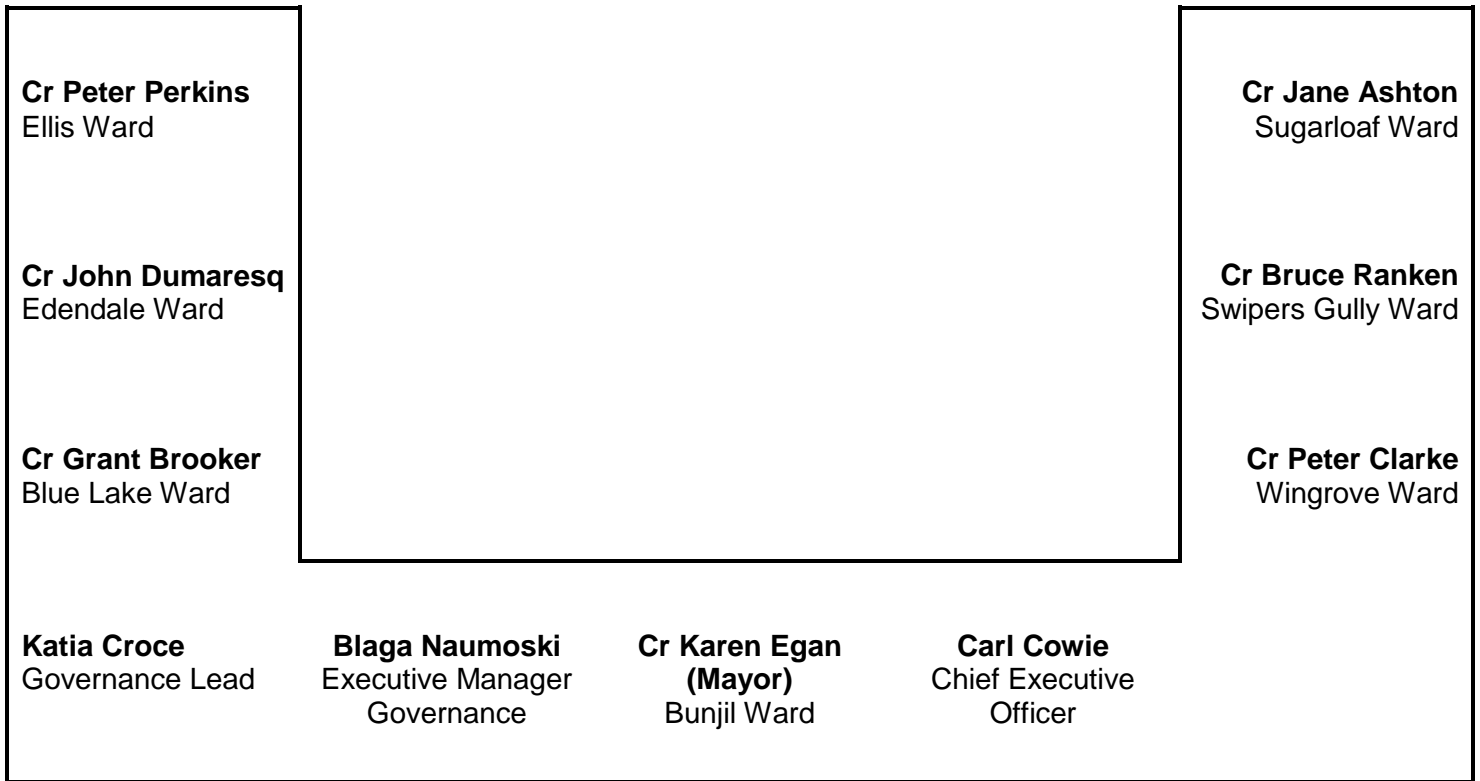
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Domin je ka

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 18 December 2018 commencing at 7.30pm**

1. Welcome by the Mayor

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

2. Reconciliation statement

The reconciliation statement to be read by the Mayor

Nillumbik Shire Council acknowledges the Wurundjeri 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

6. Confirmation of minutes

Confirmation of minutes of the Council Meeting held on Tuesday 27 November 2018.

Recommendation

That the minutes of the Council Meeting held on Tuesday 27 November 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

9. Questions from the gallery

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10. Reports of Advisory Committees

AC.011/18 Advisory Committee Report

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 – 29 October 2018;
- Environment and Sustainability Advisory Committee – 5 September 2018;
- Economic Development Advisory Committee – 14 November 2018;
- Panton Hill Bushland Reserves Advisory Committee – 6 December 2018; and
- Positive Ageing Advisory Committee - 7 December 2018.

Attachments

1. Arts Advisory Committee Minutes 29 October 2018
2. Environment and Sustainability Advisory Committee Minutes 5 September 2018
3. Economic Development Advisory Committee Minutes 14 November 2018
4. Panton Hill Bushland Reserves Advisory Committee Minutes 6 December 2018
5. Positive Ageing Advisory Committee Minutes 7 December 2018

Recommendation

That Council notes the:

1. Arts Advisory Committee meeting minutes held on 29 October 2018;
2. Environment and Sustainability Advisory Committee meeting minutes held on 5 September 2018;
3. Economic Development Advisory Committee meeting minutes held on 14 November 2018;
4. Panton Hill Bushland Reserves Advisory Committee meeting minutes held on 6 December 2018; and
5. Positive Ageing Advisory Committee meeting minutes held on 7 December 2018.

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OCM.198/18 Domestic Animal Management Plan 2017-2021, Update on Year One Actions

Distribution: Public

Manager: Matt Kelleher, Director Services and Planning

**Author: Jonathan McNally, Manager Community Safety and Amenity
Caroline Correa, Community Safety Coordinator**

Summary

The Domestic Animal Management Plan was developed in line with section 68A of the *Domestic Animal Act 1994*. Council has a legislated responsibility under the Act to ensure compliance and delivery of animal management services related to community expectations around responsible pet ownership. This Plan continues to build on the foundation of work undertaken by Council through the development of its adopted Domestic Animal Management Plan 2017-2021 (DAMP).

The Plan provides Council with a strategic framework, policy direction and action plan for domestic animal management practices throughout the municipality over the lifetime of the plan and beyond. This report provides Council with an annual update of the DAMP, as required by the Act.

Recommendation

That Council receives and notes the actions undertaken to complete Year One of the Domestic Animal Management Plan, including:

- a) Providing free boarding service for domestic animals for families who are experiencing family violence; and
- b) Seek community consultation on an additional dog park area within the Shire.

Attachments

- 1. DAMP Action Plan 2018 Year One

Background

- 1. Council's Domestic Animal Management Plan, (the Plan) has been prepared in response to section 68A of the *Domestic Animals Act 1994* (the Act). The Plan runs for four years, with annual targets to be implemented over the Plan period, under the Act, Council is required to report on each years' actions.
- 2. This report specifically addresses achievements completed through the end of 2017 and most of 2018. A detailed breakdown of the year one actions and responses is attached to this report.

Policy context

- 3. This report directly supports the achievement of Council Plan 2017-2021 action 3.4.1 *Review and implement the Domestic Animal Management Plan*. The plan itself was adopted in October 2017 and Council is progressively implementing the actions in the plan.

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OCM.198/18 Domestic Animal Management Plan 2017-2021, Update on Year One Actions

Budget implications

4. Budget for the implementation of the Plan is managed through current operating budgets for the Community Safety and Amenity area of Council. Registration of domestic animals provides funding for the provision of the domestic animal management service.

Consultation/communication

5. Consultation for the development of the Plan in 2017 included an online survey with 842 respondents and 18 written submissions from residents to the draft Plan and liaising with similar councils and other key industry groups.
6. Reporting on annual actions is a requirement under the *Domestic Animals Act*.

DAMP Performance

7. The Plan is designed to balance community expectations around responsible pet ownership and includes strategies which Council intends to pursue with the community and neighbouring municipalities.
8. Key statistics in relation to animal management include:

Animal Registrations	2017	2018
Cats	3,000	3,530
Dogs	10,749	12,144
Infringements issued	345	256
Customer Service requests		
Reported Dog attacks	45	58
Reported Dog rush	26	25
Reported Dog at large	444	284

9. A variety of training was provided to all Authorised Officers throughout the year. All training is registered for the Authorised Officers to maintain currency and a Professional Development record. This training included:
- Regular training provided by Council - including First Aid, Customer Service Levels, Occupational Health and Safety;
 - Animal Welfare Victoria - including legislation updates, animal handling and domestic animal businesses;
 - Municipal Association of Victoria - including legal requirements around brief reporting and writing for dog attacks;
 - Australia Industry Association Municipality - including networking across the industry and online training for stock control, and wildlife control; and

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OCM.198/18 Domestic Animal Management Plan 2017-2021, Update on Year One Actions

- Other relevant training opportunities from industry partners.
10. Council's use of social media to communicate key messages to the community includes the use of Facebook and Twitter to promote events, microchipping and general messaging around pet ownership. Notifications via social media and to all registered pet owners via SMS are sent when planned firework displays are held, as well as reminders for registration renewals and the Pet Expo.
 11. The 2018 Nillumbik Pet Expo was held on 21 October 2018. In total, the event was a significant success, with over 30 stall holders attending, and in excess of 3,000 patrons attending throughout the day. The pet expo forms a key component of the community engagement carried out by the Community Safety team, with the express intent to advocate for and encourage responsible pet ownership throughout the Shire. The pet expo costs the shire \$32,300 to host, however this year Council was successful in gaining sponsorship by a local pet business, which funded prizes and free giveaways during the event, further attracting residents to attend.
 12. Council offers an animal 'lost and found' page on its website which is updated daily to assist owners to be reunited with their pets. General information regarding registration requirements for the Shire and responsible pet ownership expectation is available online.
 13. Publication of the guide 'Responsible Pet Ownership in Nillumbik, You and your pet: Dogs', provides detailed information on safely obtaining a dog as a family pet. The guide was produced to assist residents in choosing the right animal for their family and providing advice on proper care of dogs.
 14. Council also works closely with Save-A-Dog-Scheme and will refer members of the public to their facilities to rehome animals over buying animals. All dogs over the age of three months must be registered prior to them been released from the pound, this a legal requirement under the *Domestic Animal Act* 1994.
 15. Community Safety Officers are reviewing the dog attack/rush process, to change focus to include providing proactive education. The project will include education around key dog attack messaging through media articles, mail and social media will be key factors in the process and officers to actively patrol high incident areas.
 16. Consultation is underway for the development of an additional dog park within the Shire.
 17. Council provides free boarding service for domestic animals for families who are experiencing family violence.
 18. Council also runs a municipal pound, with contracted services to Banyule. Key Pound statistics for the 2018 year to date include:

Pound Statistics 2018			
	Nillumbik	Banyule	Total
Impounded dogs	169	228	397
Impounded Cats	30	N/A	30

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OCM.198/18 Domestic Animal Management Plan 2017-2021, Update on Year One Actions

Pound Statistics 2018			
Released to owners	149	180	329
Rehoused dogs	10	29	39
Released as declared dangerous dog	0	0	0
Welfare	1	10	11
Still in Pound	1	0	1
Other	8	9	17

Conclusion

19. As per section 68A(3) of the *Domestic Animals Act* 1994, Council reports on its Domestic Animal Management Plan annually to provide an update on yearly actions and also to assess whether any amendments are necessary to ensure the Plan remains relevant and can be completed within the required timeframes. The annual review also forms part of the Service Delivery and Budget planning processes.
20. In the final year of the plan 2020-2021, Council will undertake a major review and prepare drafting the next Domestic Animal Management Plan for the 2021-2025 period.

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OCM.199/18 Preparing a Community Infrastructure Planning Framework for Nillumbik

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 delivering a Community Infrastructure Plan.

Council plays a key role in ensuring that the right community infrastructure exists in the right locations to enable service providers to respond to residents in a proactive and flexible manner, taking into account evolving demographic profiles, customer experience and shifting service delivery models

Preparation of the Community Infrastructure Plan will be underpinned by a policy and decisions making tools to ensure that the provision of community infrastructure responds to community needs.

Officers have prepared a proposed framework for the development of a Community Infrastructure Policy and Plan, to provide a consistent and robust evidence base upon which to make community infrastructure planning decisions.

Recommendation

That Council endorses the Community Infrastructure Planning Framework Project Scope (Attachment 1).

Attachments

1. Community Infrastructure Planning Framework

Background

1. Many councils are undertaking work to better understand the services being delivered and infrastructure required to respond to their communities' needs, and the associated costs to provide, renew and maintain infrastructure.
2. Inadequate investment in infrastructure can lead to constrained economic activity, lower productivity, reduced amenity for users and, ultimately, poorer wellbeing outcomes.
3. A Community Infrastructure Planning Framework for Nillumbik (the Framework) will be developed to provide a policy driven and evidence based planning process on which to make decisions on the provision of and investment in community infrastructure to best meet the changing needs of the community.
4. The Framework is not intended to replace the need for service specific plans, but rather relies on service providers to continue to develop an understanding of need and service demand.

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OCM.199/18 Preparing a Community Infrastructure Planning Framework for Nillumbik

5. Officers are currently planning the future provision of early years' infrastructure, sports grounds, pavilions and playgrounds. Preparation of the Framework provides the mechanism to bring the evidence provided by these plans together in a structured, consistent and equitable manner and to use these findings to better inform strategic planning across all types of community facilities.

Policy context

6. This report directly supports the achievement of Council Plan 2017-2021 strategy:
- Ensure that the provision of community infrastructure responds to community needs. Specifically Council Plan actions:
 - 1.4.1 Establish agreed social, economic and geographical guidelines to determine infrastructure, service levels and service priorities across the Shire.
 - 1.4.2 Develop policies that support an equitable and transparent model of funding for community infrastructure.
 - 1.4.3 Deliver an integrated community infrastructure plan which prioritises investment in and, where necessary, repurposing of community facilities.
7. Additionally, the Framework will support the delivery of a range of other Council Plan Strategies including:
- Ensuring that community services, programs and facilities are inclusive and respond to current and emerging needs.
 - Providing a range of infrastructure that encourages people of all ages to participate in a variety activities.
 - Creating places and spaces that have good connectivity, provide needed infrastructure and promote social interaction.
 - Planning for the community's future service and infrastructure needs.
 - Advocating effectively for Nillumbik's interests at a state and national level.

Budget implications

8. The project is to be delivered within existing operating resources in the 2018 – 2019 and proposed 2019 – 2020 budgets.

Consultation/communication

9. A Community Engagement Plan will be developed in line with an endorsed project scope.
10. The community will be engaged to inform policy direction and defined levels of service.

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OCM.199/18 Preparing a Community Infrastructure Planning Framework for Nillumbik

Issues/options

11. Community infrastructure refers to facilities that provide community support services, programs and activities. Community infrastructure is a mix of facilities, places and spaces that; encourage and enable social inclusion, enhance health and wellbeing, support diversity within communities, support a growing and changing population and assist with economic development.
12. In working towards the vision to being Australia's most liveable Shire, Council is committed to providing community infrastructure that responds to needs and supports communities to engage, connect, learn and be active in creating and leading healthy lives.
13. Council has a responsibility to provide and manage fit-for-purpose community infrastructure. There is however significant pressure on Council's budget to provide, manage and maintain the infrastructure in a condition that meets contemporary community expectations, that responds to changing service demands or participation needs (for example the re-elected state Labour government's commitment to fund three-year old pre-school and growth of female participation in organised field-based sport), or meets facility guidelines or legislation such as accessibility and environmental sustainability.
14. Additionally, Council has a responsibility in managing its financial and built assets without compromising long term financial sustainability or the services the community needs.
15. It is proposed that the Community Infrastructure Framework will consist of:
 - Policy detailing Council's role in advocating and providing community infrastructure.
 - Standards of provision reflecting the Shire's demographic profile.
 - Assessment tool to support evidence base decision making in community infrastructure provision. The tool will reflect:
 - i) An infrastructure audit and spatial mapping of community infrastructure that serves Nillumbik residents irrespective of ownership, including infrastructure provided by others such as schools or churches;
 - ii) Demand estimation based on forecast demographics; and
 - iii) Gap analysis and evidence based needs prioritisation.
16. The Framework will predict Council's future community infrastructure provision through utilising demographic forecasts and remaining asset lifespans in order to identify how needs provision will change over time.
17. This will result in the development of a Community Infrastructure Plan that will inform prioritised provision and management of facilities, and assist Council to make informed decisions that support the transparent, equitable and sustainable delivery, management and maintenance of community infrastructure.

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OCM.199/18 Preparing a Community Infrastructure Planning Framework for Nillumbik

Conclusion

18. The Framework's development is a key component of an overall program of projects across Council, integrating current and emerging work that includes long-term financial planning, external funding and advocacy strategies, asset management and service planning.
19. This report seeks Council's endorsement of the project scope, stages and timelines in order to deliver a Community Infrastructure Planning Framework for the Shire to ensure that the provision of community infrastructure responds to community needs.

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OCM.200/18 Green Wedge Management Plan Response to Community Panel Recommendations

Distribution: Public

Manager: Adrian Cully, Director Business and Strategy

Author: Nichole Johnson, Coordinator Strategy Projects - Community and Leisure
Naomi Paton, Manager Integrated Strategy

Summary

This report responds to the recommendations from the Green Wedge Management Plan (GWMP) Community Panel, appointed to shape Council's review of GWMP. The Community Panel was appointed to provide recommendations to Council on "what is the best way for us to manage Nillumbik's Green Wedge, now and into the future".

A 44 member Community Panel received information and heard from a range of speakers to deliberate and then recommend to Council a vision, objectives and key actions to shape the future management of Nillumbik's Green Wedge.

The Panel sat for 6 days from August through to November 2018. The Panel's recommendations were formally presented to Council on 27 November 2018.

This report proposes Council's response to recommendations. Of the 32 specific recommendations made by the Panel only part of one recommendation is not supported. All the others are either 'supported', 'supported in principle' or 'partially supported'. The administration recommends the minority report recommendation, which did not achieve the eighty per cent super majority, be 'not supported' by Council.

Council's response will help shape the draft GWMP in early 2019 ahead of wider community consultation. Feedback will inform the final GWMP which is due to be completed by mid-2019.

Recommendation

That Council:

1. Endorses the responses to the Green Wedge Management Plan Community Panel recommendations as detailed in **Attachment 1**.
2. Thanks the Green Wedge Management Plan Community Panel for their time and commitment.
3. Requests Officers commence writing the draft Green Wedge Management Plan.
4. Endorses the revised timeline to prepare the draft Green Wedge Management Plan for consideration by March 2019 for the purposes of wider community engagement.

Attachments

1. Response to Green Wedge Management Plan Community Panel recommendations

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OCM.200/18 Green Wedge Management Plan Response to Community Panel Recommendations

Background

1. In March 2018 Council endorsed the program, process and key milestones guiding the review of the Green Wedge Management Plan (GWMP). The process included four-stages of community engagement including, for the first time in the Shire's history, a Community Panel.
2. The GWMP Community Panel (Panel) met from August through to November 2018.
3. At the November 2018 Ordinary Meeting of Council, Panel representatives presented the GWMP Community Panel recommendations to Council.

Policy context

4. The review of the Green Wedge Management Plan addresses Council Plan including:
 - 1.1 Improve community trust through better community connections and genuine engagement.
 - 3.1.2 Review the impacts of the Green Wedge Management Plan on those living in the landscape
 - 3.1.3 Clarify the planning scheme to enhance opportunities for agricultural enterprises and tourism to prosper in appropriate ways in rural areas of Nillumbik.
 - 4.1 Encourage investment and development within the Shire to increase economic development and broaden the rate base while at the same time preserving the Green Wedge.
 - 5.1.1 Ensure that Council policies and processes support good governance.
 - 5.2.1 Advocate on important policy issues that affect the Nillumbik community.

Budget implications

5. The project budget to review the GWMP is \$265,900, funded by Council.

Consultation/communication

6. Community Panel sat for six days from August to November to hear about and consider the many issues impacting the management of the Green Wedge. The Panel was asked to recommend to Council what should be the vision, objectives and key actions of the new GWMP. To support its decision making, the Panel was independently facilitated by MosaicLab.
7. The Panel were provided with the results of the wider community engagement undertaken in Stage 2 and information assembled by Council's administration such as a Background Report. It also heard from people it nominated on topics.
8. Council offers its sincere thanks to all Community Panel members for their willingness to participate and their dedication to the task.
9. The project's final stage will include wide community engagement on the draft Green Wedge Management Plan from late March 2019. Feedback will inform the final Plan for Council's consideration for adoption by mid-2019.

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OCM.200/18 Green Wedge Management Plan Response to Community Panel Recommendations

Issues/options

10. The Panel's recommendations were formally presented to Council at the 27 November 2018 Ordinary Meeting of Council.
11. Council officers have reviewed the Panel's recommendations, and have prepared a Response to Community Panel Recommendations (**Attachment 1**) report for Council's consideration. Council promised that if it did not agree with the Panel's recommendations, it would explain why.
12. The Panel's recommendations contain a vision and principles, and recommends the existing GWMP be used as the base for the new GWMP. Council officers recommend Council 'support' the vision and 'support in principle' the principles. Officers also notes the Panel's advice that the existing GWMP should serve as a base for preparing the new draft GWMP but reserves the right to improve clarity and efficiency, remove redundant or duplicated clauses and fill in any gaps.
13. Of the 32 specific recommendations made by the Panel, only part of one recommendation is 'not supported'. All the others are either 'supported', 'supported in principle' or 'partially supported'. The single minority report recommendation is 'not supported'.
14. Council's response to recommendations together with the wider community engagement will inform Council's preparation of a new draft GWMP.
15. Officers request an additional month to prepare the draft GWMP and propose it be presented to Council in March 2019 as the basis for six weeks community engagement. Council will consider the community's feedback in finalising the Plan.

Conclusion

16. This report provides Council with the officers' proposed response to the GWMP Community Panel recommendations.
17. Council's response, together with the Community Engagement Report and other information will guide the preparation of the draft Green Wedge Management Plan.
18. It is proposed Council will consider the draft Plan in late March 2019 for wider community consultation. Engagement will run for six weeks, allowing all members of the community the opportunity to provide feedback on the draft Plan before it returns again to Council for final consideration. It is proposed the GWMP will be finalised for Council's consideration by July 2019.

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12. Officers' reports**OCM.201/18 Kerbside waste collection - service delivery review**

Distribution: Public**Manager: Hjalmar Philipp, Director Sustainability and Place****Author: Lisa Pittle, Manager Environment****Mikael Ooi, Waste Management Coordinator****Summary**

In October 2018, Council resolved to provide an enhanced level of residential waste collection services to residents by introducing an expanded range of collection options on top of the current service.

Council can now determine the best value for delivering this service to the community. Service delivery options are generally either in-house, contract, or a combination.

Desktop analysis comparing in-house with a contracted service indicates a potential cost saving with the latter. Further, an internal examination of opportunities to improve the current waste collection service levels suggests potential value-add through a service contract.

Market testing the service through a tender process will therefore inform a decision on how to deliver waste collection services which results in best value for the community.

The lease for the majority of Council's current fleet of waste collection vehicles expires in April 2019. Given the lead time to procure new vehicles, irrespective of an in-house or contracted service, it is recommended Council extend the current waste vehicle lease for fourteen months to provide service continuity until the market testing and procurement process is complete.

The attachments to this report are confidential as they contain financial information which may prejudice a future tender process.

Recommendation**That Council:**

1. Authorises the Chief Executive Officer to commence preparation of a contract specification to market test the kerbside waste collection service through a tender process.
2. Extends contract no 1112-19 for lease finance of eight (8) waste collection vehicles with SG Fleet Australia Pty Ltd from the end of the initial lease period to June 2020 with a lump sum of \$533,115 (excluding GST), and with the option to further extend on a monthly basis for up to six months.
3. Authorises the Director, Sustainability and Place to finalise and execute the lease documentation.

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OCM.201/18 Kerbside waste collection - service delivery review

Attachments

1. Kerbside cost analysis of waste services - *CONFIDENTIAL*

This document has been designated as confidential by the Chief Executive Officer, in accordance with section 77 of the Local Government Act 1989, as it relates to any other matter which would prejudice the Council or any person as defined under section 89(h) of the Local Government Act 1989.

2. Continuous improvement opportunities - *CONFIDENTIAL*

This document has been designated as confidential by the Chief Executive Officer, in accordance with section 77 of the Local Government Act 1989, as it relates to industrial matters as defined under section 89(c) of the Local Government Act 1989.

3. Waste collection fleet lease extension quoted costs – *CONFIDENTIAL*

This document has been designated as confidential by the Chief Executive Officer, in accordance with section 77 of the Local Government Act 1989, as it relates to contractual matters as defined under section 89(d) of the Local Government Act 1989.

Background

1. Nillumbik Shire Council Plan 2017-2021 contains a priority action 3.7.1 to review waste management programs.
2. Nillumbik Council has commenced a review which is intended to support continuous improvement of service delivery to residents, ratepayers and Council itself.
3. Council's waste management service is delivered by internal staff resources utilising Council owned plant and equipment. The service supports some 22,000 tenements and properties as well as street and park litter bins.
4. The current in house service is delivered by a team of 14 permanent staff and 13 waste collection vehicles: nine are leased under Contract No 1112-19 with SG Fleet Pty Ltd (eight expire in April 2019, one expires October 2019), one leased to 2023 and three (between 10 and 15 years old) are owned by Council. The end of the main waste vehicle lease provides Council with an opportunity to review the level of service provided to the community and to review the service delivery model.
5. PLC Consulting was engaged to analyse the cost of the current kerbside collection service, the cost of varying the service level; and provide a desktop comparison with private contractor costs. The cost analysis and comparison is provided in **Attachment 1**.
6. An internal review of the current service arrangement was completed during the period March to May 2018 which included consultation with waste management staff. This review was a self-assessment exercise focussed on current service levels and actions which might improve the service experience. The recommendations for service improvement are included in **Attachment 2**.

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OCM.201/18 Kerbside waste collection - service delivery review

7. In April 2018, Metropolis Research undertook a survey of 425 Nillumbik residents to understand preferred bin collection schedules, among other issues relating to the waste service. The survey was conducted door to door and consisted of face to face interviews.
8. In October 2018, Council resolved to retain the current baseline service and expand the range of customised options. The expanded service is detailed in the table below.

Bin Type	Base		Customised Options		
	Bin size (L)	Frequency	Increase Bin Size	Additional Bin	Increase Frequency
			Bin size (L)	Bin Size (L)	Frequency
Residual Red lid	120	Fortnightly	140	120	Weekly
FOGO Green lid	120	Weekly	240	120	-
Recycling Yellow lid	240	Fortnightly	-	240	-

Policy context

9. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Provide waste management service that meet the needs of our community.

Budget implications

10. The cost to extend contract no 1112-19 for lease finance of eight waste collection vehicles to June 2020 with SG Fleet Australia Pty Ltd is \$533,115 (excluding GST). The SG Fleet quotation summary is provided in **Attachment 3**. The extension of the contract, including the current year portion of contract extension can be accommodated within the current budget. The balance will be referred to next year's budget.

Consultation/communication

11. In October/November 2018 waste management staff were informed about the outcome of the PLC report, the internal review and likely next steps. Formal notification has been provided to staff and the Australian Services Union about consideration of major change which may potentially affect waste management staff.

Issues/options

Kerbside collection service delivery options

12. The next step is to decide how to deliver the expanded service level and to ensure that the service delivery model provides best value for the community.
13. The service delivery options are:

12. Officers' reports**OCM.201/18 Kerbside waste collection - service delivery review**

a) Option A: Retain the current in house service

Council may decide to retain the kerbside waste collection service in house. The next steps would be to review the expanded service level and waste collection runs, develop a vehicle fleet specification to meet the service level, procure the required collection vehicles and recruit staff.

b) Option B: Retain the current in house service and contract the optional weekly waste collection

Council may decide to retain the kerbside waste collection service in house and contract the optional weekly collection. The next steps would be to review the waste collection runs, develop a vehicle specification, procure the required vehicles and advertise a tender for the weekly collection service.

c) Option C: Market test all kerbside collection services

This option requires specification development for all services and advertising tenders. Council may compare prices offered by the market with the current service cost. Council may choose not to proceed with the tendered offer.

Desktop cost comparison in house vs private contractor

14. The PLC cost comparison (refer **Attachment 1**, pages 17-22) concludes that the current in house service cost is higher than an expected bid from a private contractor. In that report, the private contractor model is forecast to achieve annual direct cost savings to Council of \$300,000 ongoing.
15. The internal review undertaken earlier in the year was a self-assessment, with waste staff, focussing on current service levels and actions which might improve the service experience. A summary of the continuous improvement opportunities from the review is provided at **Attachment 2**.
16. These opportunities are about improving the level of service provided to the community. Individually, each opportunity could be addressed through altered management of the internal mechanisms. As a collective however, it is feasible to package the improvements into a service contract specification with clearly defined performance indices, customer satisfaction goals and cost reduction targets.

Recommended option

17. Both the internal review and the PLC cost modelling analysis support market testing the service provision model for kerbside waste collection. Market testing through a tender process will provide Council with an understanding of actual benefits and costs that may be realised.
18. Market testing through a tender process can also provide an opportunity for comparison with in house costs so that Council can verify that either contract or in house provides best value.
19. Impacts to staff and the wider business will be investigated as part of the market testing process.

12. Officers' reports

OCM.201/18 Kerbside waste collection - service delivery review

Market test timelines

20. The following target timelines apply for the recommended option:

Tasks	Target Timing
Specification review and KPI review	Jan–Feb 2019
Supplier market analysis and review including key potential supplier workshops	Feb-Mar 2019
Councillor briefing – summary of tender scope	March 2019
Public tender	Mar-Apr 2019
Tender evaluation and negotiation	May-June 2019
Councillor briefing – tender outcome incorporating comparison with in house service costs	July 2019
Council decision on preferred supplier	July 2019
Fleet procurement (if required)	Jul – Oct 2019
Waste management charge review	August – October 2019
Service promotion	Mar-June 2020
New service commencement	1 July 2020

21. The commencement date for the new service is 1 July 2020. This enables sufficient time for the vehicle procurement process (at least nine months is required to tender/build/deliver collection fleet for either a contracted service or new in house collection fleet). It also allows time for a review of the annual waste management charge based on the new service cost; application of the reviewed charge for the full financial year; and promotion of the new service options.

Maintenance of current service

22. To continue to deliver the current service to 1 July 2020, the lease for eight waste collection vehicles requires extension. This lease with SG Fleet Pty Ltd (Contract No 1112-19) expires in April 2019 for eight side loading collection vehicles. Given the lead time to procure new vehicles or to introduce a new service provider, the existing lease should be extended to the end of June 2020 with an option to extend month by month to a total of six months. SG Fleet have provided a quote for the lease extension to June 2020 at a reduced rate to continue the current service.

23. Costs associated with lease extension are provided in **Attachment 3**.

12. Officers' reports

OCM.201/18 Kerbside waste collection - service delivery review

Conclusion

24. The PLC report and the internal review indicate that Council may reduce costs and/or provide service improvements by market testing the kerbside waste collection service through a tender process.
25. Renewing the kerbside waste collection service will take approximately eighteen months. This is due to the length of time required for the procurement process; the subsequent vehicle build time required for a new waste collection fleet; review of the waste management charge and promotion of new service options.
26. In the interim, the existing kerbside waste collection fleet lease Contract No 1112-19 with SG Fleet Australia Pty Ltd should be extended to June 2020 for eight side loading vehicles with an option to extend monthly for a further six months to ensure service continuity.

12. Officers' reports

OCM.202/18 Assembly of Councillors

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 27 November 2018.

An Assembly of Councillors record was kept for:

- Environment and Sustainability Advisory Committee – 14 November 2018;
- Councillor Briefing Session – 20 November 2018;
- Recreation Trails Advisory Committee – 22 November 2018;
- Councillor Briefing Session – 27 November 2018;
- Living & Learning Nillumbik Committee – 28 November 2018;
- Arts Advisory Committee – 4 December 2018;
- Councillor Briefing Session – 4 December 2018;
- Panton Hill Bushland Reserve System Advisory Committee – 6 December 2018; and
- Positive Ageing Advisory Committee – 7 December 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 14 November 2018, 20 November 2018, 22 November 2018, 27 November 2018, 28 November 2018, 4 December 2018, 4 December 2018, 6 December 2018, and 7 December 2018 (**Attachment 1**).

Attachments

1. Assembly of Councillors reported 18 December 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.

12. Officers' reports

OCM.202/18 Assembly of Councillors

Budget implications

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

Consultation/communication

4. None required.

Issues/options

5. An assembly of Councillors is defined in section 76AA of the Act. It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of delegated authority and which is either of the following:
 - A planned or scheduled meeting that includes at least half the Councillors and at least one Council Officer. These assemblies do not include meetings of Councillors and Council staff that are not planned or scheduled.
 - A meeting of an advisory committee where at least one Councillor is present. An advisory committee is any committee established by the Council, other than a special committee, that provides advice to the Council or to a special committee or to a member of Council staff who has been delegated a power or duty or function of the Council.
6. A record must be kept of an assembly of Councillors and include the names of all Councillors and Council staff attending, the matters considered, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.
7. In accordance with section 80A(2) of the Act, Council is required to report as soon as practicable to an Ordinary Meeting of Council a record of any assemblies of Councillors held.
8. The recommendation contains the list of assemblies of Councillor forms that have been submitted since the matter was last reported to Council on 27 November 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.203/18 Provision of Immunisation Services Contract**

Distribution: Public**Manager: Matt Kelleher, Director Services and Planning****Author: Corrienne Nichols, Manager Community Programs****Summary**

Local government has been a provider of this service in Victoria for many years, commencing with the City of Melbourne offering immunisation against Diphtheria in 1924. The Municipal Association of Victoria (MAV) has previously supported local government retaining a role in the provision of immunisation. A study undertaken by MAV in 2004 claimed that local government's provision of the service was highly cost-effective. Since that study, new vaccines have been added to the schedule. Standards have increased and subsidies have not kept pace with local government costs.

Nillumbik Shire Council like all other Victorian councils provides an immunisation service for children and young people. The service is currently provided under contract with Banyule City Council (BCC).

This report is an overview of a separate confidential report that considers the extension of the contract for the provision of Immunisation Services (Contract No. 1516-31). The immunisation program has been delivered via a contract arrangement since 1996.

The current contract with Banyule City Council commenced 1 July 2016. The contract provided for an option to extend the initial three year period for a further one plus one year period at Nillumbik Shire Council's sole discretion.

Recommendation

That Council notes this report.

Attachments

Nil

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12. Officers' reports

OCM.204/18 Tender for the Development, Management and Maintenance of Yarrambat Park Golf Course

Distribution: Public

Manager: Adrian Cully, Director Business and Strategy

Author: Frances Duncan, Coordinator Leisure Facilities

Mike Billing, Advisor Business and Strategy

Summary

This report is an overview of a separate confidential report recommending the awarding of the contract for the development, management and maintenance of the Yarrambat Park Golf Course.

The Yarrambat Park Golf Course (YPGC) is owned by Council and is located on Yan Yean Road, Yarrambat. In addition to the 18-hole golf course, there is a short game practice area, a driving range with 14 bays and a clubhouse. Within the clubhouse there is a pro-shop, three virtual golf simulators, a food and beverage dining area with outdoor alfresco area.

The current golf course operation requires ongoing investment from Council with the short term contractual arrangements restricting the ability for operators to invest in golf and complementary operations.

External service providers have delivered both the management and maintenance functions at YPGC for a number of years.

The maintenance contract for the golf course is with BSF Golf Management and concludes on 30 June 2019. The current contract for the management and operation of the golf course is held by Belgravia Health and Leisure Group and is due to end on 31 January 2019.

After a review of golf course operations, it was identified that to reduce the investment required by Council a long term contractual arrangement that included both management and maintenance contracts and allowed development opportunities to be proposed should be sought. As part of the tender process Council will be asked to extend the existing management contract to coincide with the conclusion of the maintenance contract. This will enable the successful tenderer to have full control of all aspects of the facility upon commencement of this new contract.

An Expression of Interest (EOI) process was completed on 17 September 2018 seeking a long-term arrangement for ten years (10) for the development, management and maintenance of the YPGC. A subsequent invitation to tender for shortlisted candidates concluded on 11 October 2018.

The tender evaluation panel have assessed the submissions received and the Confidential Report outlines the evaluation and recommendation to Council regarding the awarding of the contract.

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

12. Officers' reports

OCM.204/18 Tender for the Development, Management and Maintenance of Yarrambat Park Golf Course

Recommendation

That Council Notes the report.

Attachments

Nil

12. Officers' reports

OCM.205/18 Tender Report - Broad Gully Road Guardrail

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 the contract for the design and construction of guardrail at various locations along Broad Gully Road, between Bellbird Road, Diamond Creek and Haleys Gully Road, Hurstbridge.

In November 2017, Council's Transport Engineering unit made a submission to VicRoads for funding under the Federal Blackspot Program for funding of road safety improvements along Broad Gully Road.

The grant application was successful and an allocation of \$878,150.00 has been awarded for this project.

The project involves the installation of the following safety measures along Broad Gully Road

- Flexible guardrail in high risk areas and areas of vehicle runoffs;
- Tactile edge line marking, reflectorized raised pavement markers (RRPM's), chevron alignments markers (CAM's) and guide posts;
- Shoulder sealing and road widening;
- Embankment trimming (for sight distance);
- Some property access improvements; and
- Other associated works.

This report considers the tender submissions and awarding of the contract for the guardrail component of road safety improvements in Broad Gully Road only.

The Tender Evaluation panel have assessed all submissions and this report outlines their evaluation in recommending the awarding of the contract for the design and construction of the Broad Gully Road Guardrail.

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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- 13. Notices of Motion
- 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.20618 Provision of Immunisation Services Contract

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

OCM.207/18 Tender for the Development, Management and Maintenance of Yarrambat Park Golf Course

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

OCM.208/18 Tender Report – Broad Gully Road Guardrail

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